

EMERGENCY SOLUTIONS GRANT (ESG)

I 2011 One Year Action Plan Substantial Amendment

A.	HOMELESS STRATEGY	3
B.	PRIORITY HOMELESS PRIORITY NEEDS	7
C.	DATA ANALYSIS AND PRIORITY NEEDS	8
D.	NEEDS BY INCOME GROUP	10
E.	CONSOLIDATED PLAN HOMELESS ASSISTANCE RESOURCES	11
E.1	EMERGENCY SHELTER AND EMERGENCY SOLUTIONS GRANTS	11
E.2	EMERGENCY SHELTER PROPOSED ACTIVITIES:	11
E.3	EMERGENCY SHELTER PERFORMANCE STANDARDS	12
E.4	EMERGENCY SOLUTIONS GRANT PROGRAM	12
E.5	HOMELESS PREVENTION	12
E.6	HOMELESS PREVENTION TARGETS	12
E.7	RAPID RE-HOUSING	13
E.8	RAPID RE-HOUSING ACTIVITIES	13
E.9	RAPID RE-HOUSING PERFORMANCE STANDARDS	13
E.10	PROJECTED MINIMUM PERFORMANCE LEVELS	14
F.	MONITORING	14
G.	DEFINITION OF HOMELESSNESS AS AMENDED BY HEARTH ACT OF 2009 16	
H.	WRITTEN STANDARDS FOR PROVISION OF EMERGENCY ASSISTANCE	19

I.	LEVERAGING OTHER PLAN AND NON PLAN FUNDS	19
J.	OTHER PLAN RESOURCES	20
J.1	COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	20
J.2	PUBLIC SERVICES COMMUNITY DEVELOPMENT BLOCK GRANT	20
J.2.1	HOMELESS CHILD CARE SERVICES	20
J.2.2	EMPLOYMENT / WORK EXPERIENCE OPPORTUNITY	20
II	HOMELESS YOUTH SUMMER SCHOLARSHIP PROGRAM	21
J.3	MICRO-ENTERPRISE	21
J.4	HOME INVESTMENT PARTNERSHIP (FY2011)	21
J.5	OTHER FEDERAL AND NON FEDERAL RESOURCES	21
K.	SUBSTANTIAL AMENDMENT SCHEDULE	22

A. Homeless Strategy

The strategy to end homelessness in Kansas City involves a governance structure that establishes local policy characterized by consistent implementation over time. The process engages citizens, the business, non-profit, and philanthropic communities to create a coordinated action plan for addressing homelessness and factors that contribute to homelessness. This coordinated plan must address short and long-term investments needs, have measurable outcomes that support sustainability.

In FY2012, the Mayor and Council adopted a new vision and six (6) goals for the City of Kansas City. The vision statement states, “*The mayor, council and staff, together with community partners strive to achieve a common vision to make Kansas City the best. We employ innovative strategies to: effectively and efficiently provide customer-focused services; improve public safety; and develop sustainable, healthy communities where all prosper. We lead by inspiring, collaborating, measuring progress, and celebrating successes.*”

Our homeless strategy incorporates the vision and seeks to facilitate the coordination of internal and external resources (people and assets).

The six priority areas are: 1.) Governance, 2.) Economic Growth, 3.) Healthy Community, 4.) Neighborhood Livability, 5.) Public Safety, and 6.) Public Infrastructure. The table below reflects current governance policies and proposed actions to address the remaining priorities over the 5 Year Plan. Chart 1 summarizes priorities.

Chart 1 City Goals and Priorities

Goal	Priority
Governance Public Policy	<ul style="list-style-type: none"> i. <u>Homeless Taskforce (HTF)- Resolution No. 090788</u> established a 60 member taskforce to: 1) identify the issues related to homelessness; 2) develop a plan to include immediate and long term strategies, funding options, and 3) to make recommendations as to how the Council may best partner with governmental entities, private businesses and the community to end homelessness in the Kansas City. Resolution, No. 110302 sanctioned HTF’s transition to Mid America Regional Council (MARC) to facilitate regional planning. ii. <u>Food Policy- Resolution No. 120046</u> supports improved healthy food access in Kansas City, Missouri, and the Greater Kansas City Food Policy Coalition; and directing the City Manager to assign staff to work with this coalition to achieve our shared goals. iii. Mayor Budget FY2013Budget Memo (abridged) <ul style="list-style-type: none"> a. <u>Build Partnerships</u> business, philanthropic, and community b. <u>City Entrepreneur</u> foster and encourage small business start ups c. <u>Adopt Business Model</u> Two simple considerations <ul style="list-style-type: none"> i. <u>Keeping Current Customers Happy</u> through efficient basic services, effective public safety, world class amenities, and livable, sustainable, healthy neighborhoods and a strong urban core

	<ul style="list-style-type: none"> ii. <i>Creating an environment to attract new customers</i> d. <u>Target Resources</u> Realizing impact by targeting services in a strategic, holistic approach e. <u>Engage at All Levels</u> Responsibility and accountability must engage City leadership, all levels of staff, the business and philanthropic communities and citizens to make a better Kansas City f. <u>KC Stat</u> focus on data to measure progress toward goal attainment <ul style="list-style-type: none"> i. Generate consistent, reliable, and accurate Homeless Management Information System (HMIS) data
Neighborhood Livability	<ol style="list-style-type: none"> 1. <u>Enhance Neighborhood Capacity and Accountability Targeting resources (people and assets) to most impoverished communities</u> <ol style="list-style-type: none"> a. Commitment to neighborhood youth b. Improve the accuracy and reliability of homeless data c. Establish performance standards based on targeted goals d. Improve the quality, effectiveness, and efficiency of services delivered to participants e. Establish Certification of Consistency Standards for Missouri COC-604 pending on HEARTH final ruling
Economic Growth	<ol style="list-style-type: none"> 1. <u>Invest in the Urban Core</u> <ol style="list-style-type: none"> a. Outreach to homeless assistance non profits to build capacity to create jobs for homeless persons b. Target innovative projects that employ youth and homeless adults 2. <u>Create and Implement the City’s Economic Development Strategic Plan</u> <ol style="list-style-type: none"> a. Market procurement requests for bid to nonprofit organizations for inclusion of homeless citizens to support innovative entrepreneurial projects for basic services delivery
Healthy Community	<ol style="list-style-type: none"> 1. <u>Reduce illegal dumping and littering</u> <ol style="list-style-type: none"> a. Educate project participants on how to maintain housing b. Connect to neighborhood associations & groups c. Solicit community driven innovative project to assist with reduction in illegal dumping and littering- (One man’s trash is another man’s treasure concept)
Public Safety	<ol style="list-style-type: none"> 1. <u>Reduce crime and homicide rates</u> <ol style="list-style-type: none"> a. Address underlying causes <ul style="list-style-type: none"> i. Unemployment/underemployment ii. Lack of affordable housing iii. Poverty b. Establish a discharge policy plan for Kansas City c. Expansion of Bridges Project and continued implementation of the Intercept Model in collaboration with Jackson County—a) Court ordered participation, b) service provision, c) housing options, and employment options
Public	<ol style="list-style-type: none"> 1. <u>Develop a strategic plan for public transit</u>

Infrastructure	<ol style="list-style-type: none"> a. Provide a vehicle for users and providers to have input in the strategic planning process 2. <i><u>Develop a comprehensive funding plan for infrastructure</u></i> <ol style="list-style-type: none"> a. Identify potential non-federal resources to rehabilitate vacant properties for housing homeless persons b. Conversion- Transform shelter spaces to usable permanent- Single Room Occupancy (SRO) units with enriched services
-----------------------	--

The governance direction established by City of Kansas City aligns with the United States Inter Agency Council (USIAC) on Homelessness- National Policy Initiative to end homelessness.

USIAC mission is to *coordinate the federal response to homelessness* and to create a national *partnership at every level of government and with the private sector to reduce* and end homelessness in the nation while *maximizing the effectiveness* of the Federal Government in contributing to the end of homelessness. The vision is a simple one:

- ❑ No one should experience homelessness
- ❑ No one should be without a safe, stable place to call home.

Their mission was codified into law under the Homeless Emergency Assistance and Rapid Transition Housing (HEARTH) Act of 2009. Consistent with the priorities as identified above, the strategy to end homelessness will incorporate federal, state and local initiatives without losing sight of the overall general needs specific to the Kansas City community.

In Kansas City’s structure for addressing homelessness on a community-wide basis includes: The Homeless Taskforce, under the management of Mid America Regional Council (MARC); the Kansas City Continuum of Care, the City of Kansas City, and a specific partnership with Jackson County for inmate services.

Council Resolution, No. 110302 sanctioned the transition of the Homelessness Task Force as an entity from the City of Kansas City, Missouri entity to the Mid-America Regional Council (MARC) to facilitate regional planning and coordination on homeless issues.

The MARC board includes representatives from Missouri and Kansas counties—Missouri counties Cass, Clay, Jackson, Platte, Ray and Kansas counties of Johnson, Leavenworth, Miami County. Municipal involvement includes the Cities of Independence, Missouri, Kansas City, Missouri, Lee’s Summit, Missouri, Olathe, Kansas, Overland Park, Kansas and the Unified Government of Wyandotte County/ Kansas City, Kansas.

The Task Force includes CoC representatives from MO-604, KS-501 and KS 505. The HTF works to develop a regional (meaning multi-county, city and bi-state approaches to ending homelessness). Members also represented include City of Kansas City, Missouri, City of Kansas City, Kansas, Johnson County, Platte County, and Clay counties; nonprofit organizations serving the homeless, citizens, business, educational institutions, law enforcement and judicial representatives. The following list represents a few of the subcommittee and project teams along with a brief summary of current activities:

- ❑ *Children and Youth Project Team*-Identify the level of need (demand for housing for families with children and unaccompanied youth) and potential resources for addressing the need. Support the adoption of discharge policies to address the problem of youth being discharged from hospitals and other facilities and programs without ensuring housing options.
- ❑ *Law Enforcement and Judiciary Subcommittee*- Work with Jackson County and other area counties/ cities to adopt the *Intercept model* in use in Johnson County and continued use in Kansas City/Jackson County to divert homeless persons from the expensive criminal justice system through effective case management. Address panhandling and liquor control ordinance issues.
- ❑ *Responsive Services Project Team*- Develop and adopt a common (universal) intake form for use at multiple locations to improve service access. Identify and deliver training for case workers to improve services for homeless persons and families.
- ❑ *Permanent Housing Project Team*- Develop affordable housing inventory and determine system to keep it maintained and accessible; work to increase access to subsidized housing resources by homeless persons and families; work to increase the supply of affordable housing in the region; and support a 100,000 homes campaign to allow faith-based organizations and other community groups help homeless persons and families into permanent housing.
- ❑ *Employment Project Team*- Create an inventory of employment assistance and training programs across the continuum that specifically target homeless persons and increase coordination between workforce development system, employers and agencies that serve homeless persons and families.

The jurisdiction of the City of Kansas City, Missouri works in partnership with the Homeless Services Coalition of Greater Kansas City, the City’s designated agency representing the CoC. The CoC makes recommendations, conducts the annual Point in Time count (PIT), prepares the Housing Inventory Count (HIC), and the Annual Homeless Assessment Report (AHAR). CoC representatives have also sat on the City’s Emergency Shelter Grant review panel since 1996.

Plan funds targeted to assist homelessness will include HOME Investment Partnership (Tenant Based Rental Assistance Program), the Emergency Solutions Grant Program as established by the Homeless Emergency Assistance and Rapid Transition Housing (HEARTH) Act of 2009, Community Development Block Grant, and Housing Opportunities for Persons with Aids and Continuum of Care funding.

Within the current structure, the City’s Neighborhood and Community Services department works on a division level to coordinate service responses to homelessness through its Human Services and Neighborhood Preservation divisions. Other inter department relationships include Health, Police, the Housing departments, and the Municipal Court System.

Consistent engagement of community in the process over the past years readies the City of Kansas City for implementation of HEARTH which requires broad public/ private participation, responsive services and engagement of the local continuum in the planning process.

B. Priority Homeless Priority Needs

The priority need is on families with children as based upon various data sources. According to the Missouri Department of Elementary and Secondary Education, there were more 2,300 homeless children in area school districts living in homelessness during the 2010-2011 school year. Of this number, 1,109 were in the Kansas City, Missouri School District. In addition, the Missouri Department of Health and Senior Services data, shown in Chart 5, reflects a high percentage of children income qualifying for the U. Department of Agriculture, Food and Nutrition Services programs in the Kansas City Missouri area.

Chart 2 Missouri Department of Health and Senior Services- Nutrition Services

District	Enrollment	Free Enrollment	Reduced Price Enrollment	% Free and Reduced Enrollment
NORTH KANSAS CITY 74	19078	6839	1801	45.29%
KANSAS CITY 33	18474	13893	872	79.92%
HICKMAN MILLS C-1	6294	4766	500	83.67%
CENTER 58	2490	1525	234	70.64%
RAYTOWN C-2	8727	4008	664	53.54%
GRANDVIEW C-4	4367	2591	363	67.64%

The lack of housing is often characterized by underlying contributing causes. According to the 2011 U. S. Conference of Mayors Status Report on Hunger and Homelessness, when cities were asked to identify the three main causes of homelessness among households with children, three-fourths (21) of the cities cited unemployment, 71 percent (20) cited lack of affordable housing, and 57 percent (16) cited poverty. Cited less frequently were domestic violence by 18 percent (five) of the cities, eviction by 14 percent (four) of the cities, and low-paying jobs by 14 percent.

Kansas City reported the following in response to the status report:

<i>Homeless Individuals</i>	<i>Households with Children</i>
FAMILY DISPUTES	LACK OF AFFORDABLE HOUSING
EMANCIPATION FROM FOSTER CARE	UNEMPLOYMENT
UNEMPLOYMENT	POVERTY

Homeless persons participating in the 2012 Point in Time (PIT) gave the following *top three reasons* for homelessness:

Cause	Total	Sheltered	Unsheltered	Individual	Family
Loss of Income	728 (44.8%)	505 (45.0%)	223 (44.3%)	590 (46.8%)	138 (37.9%)
Lack of Income	644 (39.6%)	443 (39.5%)	201 (40.0%)	495 (39.3%)	149 (40.9%)
Substance Abuse	500 (30.8%)	388 (30.1%)	162 (32.2%)	429 (34.0%)	71 (19.5%)

Respondents to the 2011 PIT reported the same 3 top reasons for their homelessness.

Chart 2 shows the next three (3) highest reported contributing factors from the PIT count

Chart 2 2012 Point in Time Count

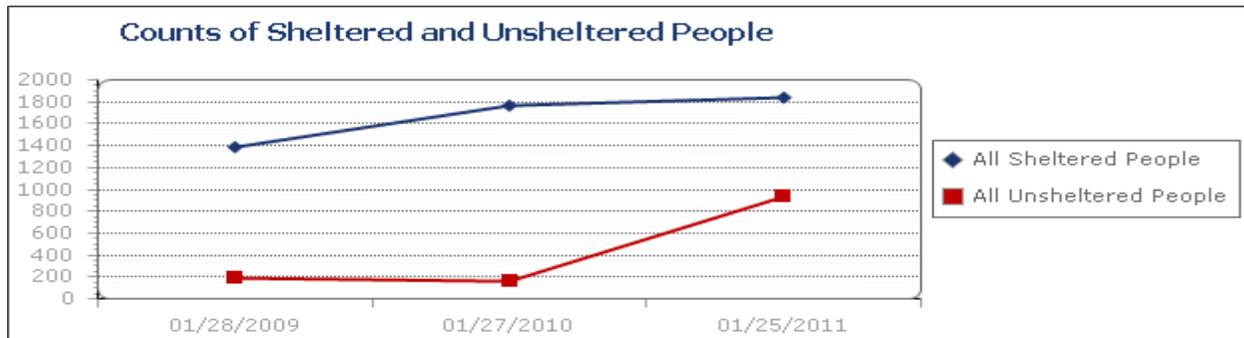
Cause	Total	Sheltered	Unsheltered	Individual	Family
Mental Illness	386 (19.1%)	270 (24.1%)	116 (23.1%)	329 (26.1%)	57 (15.7%)
Eviction foreclosure	301 (17.5%)	217 (19.3)	84 (16.7%)	200 (15.9%)	101 (27.7%)
Kicked out of house	277 (17.0%)	190 (16.9%)	87 (17.3%)	223 (17.7%)	54 (14.8%)

C. Data Analysis and Priority Needs

The 2012 Point-in-Time (PIT) conducted by the Homeless Services Coalition of Greater Kansas City on January 24, 2012 identified 112 family households that were unsheltered totaling 358 total persons. These numbers represent an increase of 104% among family households and 107% increase in total individuals in families. The number of single individual’s unsheltered individuals equaled 391. The number of individuals not in families totaled shelter increase by 18%. The total number of people housed equaled 1,685, 793 in emergency shelter and 892 in transitional housing. The overall percentage of persons housed in 2011 and 2012 remained at over 1/3 of the population. The 2012 count shows an increase in the total number of unsheltered persons, 48.6%.

Chart 3, the Housing Inventory Count of Sheltered and Unsheltered People, reflects changes over a three year period, 2009, 2010, and 2011. The number of people sheltered over the three year period increased while the number of unsheltered showed a dramatic increase.

Chart 3 Housing Inventory Chart



Over the same period of time the number of households with *at least one child* increased by 154%.

The 2011 Super NOFA Continuum of Care allowed continuums to reallocate existing funding to support permanent housing projects. The CoC converted three (3) renewal projects to new permanent housing projects. The conversion will create 35 units and assist approximately 307 individuals. The units will serve individuals without children and families with children.

The City 2011 First stage allocated at total allocation of allocated ESGP funding equaled 56% of the total award or less than the sixty percent (60%) limit as defined in interim rule for 24 CFR Parts 91 and 576. Table 3 C reflects total FY2011 in the amount \$579,513 and proposed components. The City will focus funding on the following three targets groups:

- ❑ Families with children
- ❑ Unaccompanied youth
- ❑ Single Individuals

Organizations will be rewarded based on their effectiveness in rapid re-housing families and demonstrating an ability to reduce recidivism among clients served.

Stage 1 ESGP funding also set aside essential services funding for emergency shelter's to address barriers 2 barriers to permanent housing:

- ❑ Lack of transportation
- ❑ Child Care

Clients must have a individualized assessment plan, employed, in training and or working to receive this supplemental support. Child Care shall be portable and be at the established rate of the Missouri Department of Elementary and Secondary Education. The client will be eligible for up to 30 days for child care assistance and must apply for Missouri State paid day care. The service must cease upon determination of the clients eligibility for State paid services.

The 2nd Stage, Emergency Solutions Program Grant funds will focus on rapid re-housing projects. The priority over the next 5 years will emphasize re-housing people especially families with children. Though the City will hold harmless emergency shelters and transitional housing

providers, we will utilize funding to target organization that not only place people into housing but effectively equip them to sustain the housing.

D. Needs by Income Group

Income by group was not available specifically for homeless persons. The Department of Labor provides at least snap shot of unemployment in Kansas City area. The chart below shows unemployment rates in Kansas City for the past three years.

Unemployment Rates	
Year	Rate
2009	9.9%
2010	9.4%
2011	8.5%

Though the trend tends to be declining, the rates are much higher for the specific groups than the overall rate for the city as shown in Chart 4on the next page.

Other data, such as the increasing number of homeless children in school and the rising number of children eligible for free and reduced lunch, coupled with the unemployment statistics unfolds and reveals the impact of poverty on homelessness. In addition, the 2010 census shows alarming rates of unemployment as the population is broken down by age, race and ethnicity.

Chart 4 Unemployment Demographics (December 2011)

Total Unemployment	8.6%
Men	8.6%
Women	8.5%
Both Sexes 16 to 19 years	19.9%
White	8.3%
Men	8.2%
Women	8.4%
Hispanic / Lantino	17.1%
Men	19.3%
Women	13.7%
Black/ African American	10.9%
Men	11.9%
Women	10.1%

The rate of unemployment among women with families during this period was 12% for the same time period. These statistics coupled with other significant data such as the free and reduced lunch eligibility and the homeless data supports the number one priority of focusing families with children. Unemployment for youth between the ages of 16 to 19 tops all the unemployment statistics at 19.9%. The data supports are secondary priority of focusing on unaccompanied

youth. The priority order is based on the assumption also that the larger the family the more resources are needed for placement.

E. Consolidated Plan Homeless Assistance Resources

The 5 Year Consolidated Investment Plan takes a coordinated, holistic approach that integrates plan and non plan funds targeted to meet the priority areas identified. The Investment Plan, Attachment I, identifies projected investment amounts, service levels, and other sources targeted to the 3 priority areas for the next 5 years beginning with 2012.

E.1 Emergency Shelter and Emergency Solutions Grants

The City of Kansas City received a total of \$579,513. Funds were allocated in a 2 stage process. The 1st Stage allocated a total \$370,888 in Emergency Shelter Grant Program funds. The initial obligation funded project activities in the following categories.

Emergency Shelter Services –	\$324,574
Homeless Prevention-	\$27,770
Administration	\$18,544

Stage 2 allocated an additional \$208,625 for the Emergency Solutions Program Grant. The additional funding will be invested in Rapid Re-Housing activities (stabilization and relocation & financial assistance) to the priority target groups specified on page 9.

The FY2011 detailed budget (Table 3) illustrates the breakdown the following activities:

<input type="checkbox"/> Homeless Prevention	\$8,356.71
<input type="checkbox"/> Housing Relocation and Stabilization	\$100,000.00
<input type="checkbox"/> Financial Assistance	\$83,706.00

The activities noted will be subject to the interim rule for the Emergency Solutions Grant Program. The City will retain \$24,919.48 for administration of the grant.

The Homeless Investment Plan, Attachment I, shows the 2012-2016 projected spending.

E.2 Emergency Shelter Proposed Activities:

Plan approved emergency shelter activities include the following:

- Operations (Maintenance, operating supplies, building insurance, food, utilities, and staff)
Staff operations
- Case Management
- Participant Transportation

E.3 Emergency Shelter Performance Standards

- ❑ Reducing recidivism among chronically homeless:
 - Client remains housed for a period of 6 months to a year without incident of homelessness
- ❑ Decrease length of stay in shelter
 - 21 days of less above average performance
 - 22 to 30 days - average performance
 - Over 30 days- below average performance
- ❑ Accurate and timely reporting in the Homeless Management Information System
 - Data is updated within 3 business day above average performance
 - Data updated within 5 to 4 business days average performance
 - Data updated 6 and over business days below average performance
- ❑ Accurate and timely fiscal management of awarded funds
- ❑ Accurate and timely recordkeeping including meeting required documentation for client eligibility
- ❑ Maintaining a match equal to or greater than dollar for dollar match requirement
- ❑ Increasing household income through case management support and or innovative job creation

E.4 Emergency Solutions Grant Program

The proposed FY2011 will be based upon the interim rule for the Emergency Solutions Grant, 24 CFR Part 576 and modified as necessary once the final rule is published.

E.5 Homeless Prevention

Plan approved activities will include assistance to homeless families and individuals that meet the following two thresholds pursuant to the definition of homelessness in 24 CFR Part 576.200:

- ❑ The household income is under 30% of area median income (AMI)
- ❑ The household has insufficient resources available to attain housing stability (includes income, friends, relatives, faith and social networks)

Projected minimum service level

- ❑ Projected No of persons 36
- ❑ Projected No. of Households 18

Prevention assistance will be limited to short term (3 months) without prior approval. Estimated projections are based upon an average monthly rental assistance amount of \$550.00.

E.6 Homeless Prevention Targets

1. Families with children living in hotels and/ or motels
2. Families with children living in severely overcrowded conditions
3. Families with children that have been notified that their right to occupy the current housing or living situation will be terminated

E.7 Rapid Re-Housing

The City of Kansas City will emphasize rapid re-housing and target three (3) priority groups based upon data received from the local continuum. The priority groups are:

1. Families with children and youth
2. Unaccompanied youth
3. Homeless individuals

E.8 Rapid Re-Housing Activities

Activities include will include:

- ❑ Housing Location and stabilization Services
- ❑ Intake assessment
- ❑ Housing location services
 - Determine affordability
 - Reviewing and maintaining current Fair Market Rent (FMR) rates
 - Determining rent reasonableness
 - Conducting habitability inspection
 - Reviewing leases for prior to client signature
 - Negotiating rents with landlords
 - Verifying that the landlord has no code violations with the City of Kansas City
- ❑ Developing customized goal plan
- ❑ Maintaining regular contact and documenting purpose as it relates to the goal plan
- ❑ Documenting progress on file and in HMIS
- ❑ Participant transportation
- ❑ Financial Assistance
 - Up to 3 months rental assistance without prior approval
 - Security deposit
 - Inspection Costs (pending HUD approval)
 - Moving expenses

E.9 Rapid Re-Housing Performance Standards

The City will use the following performance indicators to gauge the subrecipients effectiveness in service delivery will include, but not be limited to, the subrecipients' effectiveness at:

- ❑ Reducing recidivism: Client remains housed for a period of 6 months to a year without incident of homelessness
- ❑ Decrease length of stay in shelter
 - 21 days of less above average performance

4. Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments CFR PART 85
5. Administrative Requirements for Grants and Cooperative Agreements Institutions of Higher Education, Hospitals, and other Non-profit Organizations CFR PART 84

Some of the areas reviewed include, but are not limited to the following:

1. Eligibility
2. Intake and assessment
3. Established goal plan
4. Regular client contact and notes related to the goal plan
5. Entries in HMIS
6. General recordkeeping as required by the grant
7. Health and Safety Inspections
8. Recordkeeping
9. Systems for tracking matching funds and source documentation
10. Performance standards related to the contract scope of service

In addition to the field monitoring, desk audits are completed monthly and include a review of the following:

1. Third party expenditure documentation
2. Invoice (Cost Control) accurate completion
3. Match documentation
4. Compliance with HMIS
5. Other reporting requirements

Technical assistance protocols' are followed for new subrecipients. The protocol includes:

1. Meeting one on one
 - a. Federal and local requirements
 - b. Contract requirements
2. Providing and reviewing program guidance
3. Email correspondence- available on an ongoing basis
4. Prior use confirmation of eligibility prior to an expenditure occurring

More than one monitoring visit may occur based upon a risk assessment. Risk assessment factors include, but are not limited to:

1. Significant change in program guidance
2. Change in significant subrecipient staff working on the grant, i.e. executive director, bookkeeper or accountant, case manager
3. Failure to submit request for payment or invoices timely
4. Repeated errors noted in invoices and documentation
5. Reports submitted late or inaccurately
6. Annual audit findings and/ or concerns
7. No services recorded in HMIS

The City reserves the right to review and request additional records necessary to determine overall performance and grants managed.

G. Definition of Homelessness as amended by HEARTH Act of 2009

For purposes of HEARTH Act, the term “homeless”, “homeless individual”, and “homeless person” means, in summary, refers to four categories:

1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

A copy of the HEARTH regulations may be obtained by going to:

Record Keeping and Documentation

HEARTH sets specific recordkeeping criteria for documenting homelessness. The following summary was obtained from the HUD’s hudhre.info website

<i>Category</i>	<i>Description</i>	<i>Definition</i>
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) 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); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Category 2	Imminent Risk of	(2) Individual or family who will imminently lose

	Homelessness	their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
Category 3	Homeless under other Federal Statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing

<i>Category</i>	<i>Description</i>	<i>Documentation</i>
Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution- one of the forms of evidence <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/ oral referral, <u>or</u> ○ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or a motel- evidence that they lack the financial

Category 3	Homeless under other Federal Statues	<ul style="list-style-type: none"> resources to stay; <u>or</u> • A documented and verified oral statement ; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self- certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing • Certification by the nonprofit or state or local government that the individual or the head of household seeking assistance met the criteria of homelessness under another federal statue ; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or the head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or 2</u> or more barriers
Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head or household seeking assistance which states: they are fleeing; they have no subsequent residence; and the lack of resources. Statement must be documented by self- certification or a certification by the intake worker • <i>For non- victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been verified; <u>and</u> ○ Self-certification or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

H. Written Standards for Provision of Emergency Assistance

The City of Kansas Missouri established written policies and procedures for the American Recovery and Reinvestment Act of 2009, Homelessness Prevention and Rapid Re-Housing Program (HPRP). The City coordinated participation and obtained input from area nonprofit agencies, the local HMIS administrator, local CoCs, the State of Kansas and the counties of Clay and Jackson. The procedures include, but are not limited to:

- ❑ Use of a standardized intake and assessment form
- ❑ Establishing for venues or locations for entering the program
- ❑ Use of standardized forms
 - Goal plans (uniform format, customized goals)
 - Employment and other income verification
 - Requiring third party income documentation
 - Landlord enrollment forms
 - Habitability Inspection Form
 - Income & Asset Calculation Form
 - Release of Information
 - Move in Move Out Form
 - Service Agreement
- ❑ Administrative Grievance Policy
- ❑ Termination Policy and Notification Process
- ❑ Documentation Standards
- ❑ Landlord Payment Processes
 - Rental Registration Requirements
 - Payment Process
- ❑ Affordability review
- ❑ Standard requirements for Lease Agreements

Written procedures will be modified to include regulations governing ESGP, SHP and TBRA. Rent calculations will be based upon Section 8 guidance. The assessment tool developed by the Responsive Services Team and adopted by the Homeless Taskforce will be a required document.

The HPRP project, also referred to as Kansas City Project Hope, experienced the most efficient and effective operation when the landlord process was centralized to assure federal and local requirements were met such as habitability requirements, rent reasonableness, IRS standards, etc.

The City will consult and work with the local CoC and HMIS to develop a mechanism to coordinate activities among shelters and track progress through the service system.

I. Leveraging Other Plan and Non Plan Funds

The City realizes ending homelessness will require a coordinated effort that involves:

- Public policies and priorities that focuses on barriers and best practice responses to homelessness

- Leverage Consolidated Plan and non plan fund resources (human capital and other assets) Mandate accurate data, useful data to measure progress
- Incentive based funding targeted to those organizations most effective not only obtaining housing but managing to impact recidivism.

The 2012 -2016 5 Year Consolidated Plan will consider specifically focusing other funds such as TBRA and CDBG Micro Enterprise to address housing and employment needs.

J. Other Plan Resources

J.1 Community Development Block Grant (CDBG)

Over the 5 Year period, the City will explore establishing, where reasonable and feasible, a target percentage of funding to be directed to support priorities and targets for addressing homelessness.

J.2 Public Services Community Development Block Grant

The public service component of the Consolidated Plan is a valuable resource to address not only issues of homelessness but also those factors that can contribute to homelessness, i.e. unemployment / under employment, education, training, and poverty.

J.2.1 Homeless Child Care Services

The City will make accessible a short term child care subsidy for families with children participating in a Continuum of Care Project and/ or ESGP project. The rate will be based on the State of Missouri's per date rates. The client must be actively involved in job search, employment training, and or school to qualify.

The client must also apply for State of Missouri Child Care. The client may receive up to 30 days or until the States application is approved whichever comes first. The 30- day maximum may be extended upon request from the agency. The agency will receive a voucher and which may be used at any licensed child care facility.

Projected Target:

- CDBG2013 750 children

J.2.2 Employment / Work Experience Opportunity

Utilize CDBG public service funding to provide employment opportunities for homeless unaccompanied youth. Criteria will be developed for participation and shall include the definition of youth as defined in the interim rule. Supplemental investment will be based on the State of Missouri rate of \$12.85 per day for a period of up to 60 days. The proposed effective plan year is FY2013 at an estimated cost of \$48,000. The hourly rate is based upon the full day school age rate of the State of Missouri.

Target: 50 youth

II Homeless Youth Summer Scholarship Program

Summer scholarship for homeless youth to enroll in and attend the City's sponsored Youth Nutrition program during the months of June, July and August. Non Profits enrolled in the program will receive a per day rate per child of \$6.90 per day for 54 days in an amount not to exceed \$93,150 beginning with the FY2013 Action Year.

Target: 250 youth

J.3 Micro-Enterprise

Utilize future CDBG to, on a small scale, to incentivize and support innovative microenterprise projects that primary focus is to create and maintain jobs for the target group. These funds may include such activities as the leasing of equipment for lawn and landscaping.

J.4 HOME Investment Partnership (FY2011)

The City proposes to expend \$892,000 for a Tenant based Rental Assistance program over the over Year 2 through 5 of the Plan. Funds will target financial assistance for targeted assistance rental assistance to:

- ❑ Transition families with children from shelters and transitional housing to TBRA assisted units Transition unaccompanied youth from emergency Unaccompanied Youth
- ❑ Homeless Individuals
- ❑ Transitional Housing clients requiring additional support

The City projects to create 130 to 135 affordable housing units over the five year period. This projection is based on an average rent of \$550.00 per month.

J.5 Other Federal and Non Federal Resources

Procurement Contracts- Initiate discussions with various City departments, where appropriate, reasonable and feasible, to develop a training program to prepare nonprofit organizations working with targeted homeless persons to competitively participate in open bids for basic services to the citizens of Kansas City and set spending targets.

The nonprofit must serve homeless persons in the targeted areas: 1) families with children, 2) unaccompanied youth of eligible and appropriate age, and 3) individuals.

Basic services may include, but are not limited, to landscaping, mowing vacant lots and boulevards, maintaining City owned public facilities, etc.

Potential departmental partnerships include, but are not limited to:

- ❑ Conventions and Entertainment Facilities
- ❑ General Services
- ❑ Neighborhood and Community Services
- ❑ Office of Civic Engagement- Bright Futures Interns
- ❑ Parks and Recreation

- ❑ Public Works
- ❑ Water Services

Performance Objectives:

1. Create environment to encourage entrepreneurialism among provider organization thus a sustainable revenue flow
2. Increase employment opportunities for targeted group
3. Utilize existing funds to create source of matching funds for ESGP

Child and Youth Nutrition Services- Target USDA project to homeless agencies serving children for inclusion in the City’s summer nutrition service and after school program for provide safe venue, educational enrichment, and social development, and access to nutritious meals.

Objective: Increase Access to nutritious meals and other community supports

Projected No. of homeless children: 250

Non Federal- Target non federal resources for scholarships for homeless families to increase employability

Objective: Increase income through education and training

Target: Average 5 scholarships per year to local community college

K. Substantial Amendment Schedule

April 2, 2012	Public Notice Release
April 11, 2012	Community Public Meeting Robert J. Mohart Center 3200 Wayne Kansas City, Missouri 64109 Auditorium 5:30 p.m.
April 24, 2012	Comment Period Ends
May 7 2012	Comments Compiles for Amendment
May 9, 2012	Planning, Zoning and Economic Development Committee 1:30 p.m. 26 th Floor, City Hall Plan Amendment Presented