



LEXINGTON
*Homelessness Prevention
& Intervention*

Homelessness Prevention & Intervention Board
Lexington-Fayette Urban County Government

June 20, 2019
9:00am – 10:30am

Agenda
Special Meeting

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes from May 8, 2019
- IV. HMIS Billing and Invoicing – Jeff Herron
- V. Presentation by Welcome House on Payee Program – Welcome House Staff
- VI. Letter of Support for AVOL – Polly Ruddick
- VII. FY20 Final Budget adoption*
 - a. RFP Discussion of Street Outreach
- VIII. Encampment Standard Operating Procedures and LFUCG Council Resolution of Support**
- IX. Next Regular Meeting
 - a. July 10, 2019, 1:30 – 3:30 Central Library, Conference Room A
- X. Adjourn

*Denotes action item by HPI Board

** Denotes action item by CoC Membership



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Homelessness Prevention & Intervention Board
Lexington-Fayette Urban County

May 8, 2019

APPROVED _____

Board members present: R. Lee, A. Wallace, D. Thomas, J. James, M. Meza, B. Revlett, B. Davis, J. Hodge

Board members excused: A. Evans, K. Plomin, R. Shepard, J. Parker

Board members unexcused: n/a

Others present: Jeff Herron and Polly Ruddick (Office of Homelessness Prevention and Intervention), Tandi Orluk and Stephanie Gibson (Veterans Administration), Lori Clemons (Arbor Youth Services), Nikki Stanaitis (Bluegrass.Org), Marty Jones and Lindsay Anderson (Community Action Council), Jen Andrews (The Salvation Army), Erica Dominguez (Lexington Rescue Mission), Anita Lakes and Christy Shuffett (New Beginnings), David Shadd (Hope Center), Kendra Boles (Mt. Comprehensive Care Center), Tonya Christopher (Lexington Housing Authority), Nicky LeGood (WellCare), Phill Gunning (NAMI), Theresa Reynolds (LFUCG Grants and Special Programs), Anne Vandervort (Volunteers of America), James Haggie (Bluegrass Care Navigators), Kelli Soard (CareSource), Jessica Sucik (Health First Bluegrass), Kelsey Dulaney (GreenHouse17), Deborah Slone (LFUCG Council, CM Evans).

I. **Call to Order** – 1:33 p.m.

II. **Roll Call** – quorum meet

III. **Approval of Minutes from March 13, 2019**

- a. Motion by Lee
- b. Second by James
- c. No further discussion
- d. Passed – none opposed

IV. **Recognition of Steve Polston**

- a. Ruddick stated that Mr. Polston was unable to join us and wished to move it to the July agenda.

V. **CoC Update – Jeff Herron**

- a. Herron reviewed changes to the RRH standards.
Motion by Wallace
Second by Lee
No further discussion
Passed full CoC membership adoption – None

VI. **HMIS and Common Assessment Committee Report - Renee Shepard, Chair**

- a. Ruddick informed the Board that there was no report from the Chair
- b. Presentation of Coordinated Entry Report – Lindsay Anderson, Community Action Council.



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Anderson reviewed report and new breakdown for each VI-SPDAT score. No further discussion.

- c. Presentation of Veterans Coordinated Entry Report – Anne Vandervort, Volunteers of America

Vandervort reviewed the definition of “effectively ending veteran homelessness” with the group and also spoke to the continued requirements of the designation. OHPI and the Every Veteran Housed Committee is working to have a report similar to that of the regular by-name-list report from Anderson for the Board.

Gibson added that she would like everyone to review the bids so that the Veterans Administration can send out the RFP for contract beds in June/July.

VII. Program Performance and Evaluation Committee Report – Angela Evans, Chair

Evans is out of town so Ruddick presented information on her behalf.

- a. FY20 Innovative and Sustainable Solution to End Homelessness Fund

Ruddick referred to the board packet to proposed funding awards under the Innovative and Sustainable Solutions to End Homelessness Fund for FY 2020.

Two organizations applied to administer a payee program; funds were awarded to Welcome House for \$156,054.00 to serve 120 individuals beginning July 1st.

Funding for public shower facilities was awarded to Bluegrass.Org to build within their Mechanic Street location. The \$10,000 amount is a one-time building cost and will not be recurring.

Lexington Housing Authority was award \$20,000 to administer a security deposit program to serve those who have access to a voucher, lack funds for a security deposit, and are 50% or below AMI. This will not provide security deposits for all or be first-come, first-serve; it is intended for a very specific population.

Medical respite is in the process of developing MCO relationships to transition to sustainability funds; until such funds can be secure, \$80,731 was awarded to assist Bluegrass Care Navigators in this transition.

Finally, Community Action Council was awarded \$100,000 to operate Housing Navigation/Coordination Entry for our CoC. However, due to the timeline of HUD contracts, they requested 6 months of funding as a bridge until FY18 CoC Program Competition funds are available. This is a non-recurring cost.

\$150,000 remains in reserves. A landlord mitigation fund has been started out of our office. The HPI Board is still exploring the possibility of contracting a consultant for the Bluegrass Community Foundation Fund.

All dollar amounts are subject to change. The OHPI incurred budget costs beyond the projected 15% in the Mayor’s FY20 budget, which may impact these numbers. There is presently a balance of \$146,203.13. A final budget will be presented at the July HPI Board meeting, following the release of Council’s final budget.

- i. Motion made by Committee
- ii. Wallace by Wallace
- iii. James recused
- iv. No further discussion
- v. Passed – None Opposed

- b. Extended Social Resource Emergency Shelter RFP Update – Polly Ruddick



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Ruddick stated that funding applications are still being reviewed. A total of five applications were received. The Program Performance and Evaluation Committee will meet next week. Awards will be made at that time with a goal of expediting contracts as quickly as possible.

Adrian Wallace stated that the Hope Center had not applied for ESR funding and asked for an update on this situation. Ruddick responded that the administration—the Mayor’s Office and the Office of the CAO—are presently working with Cecil to come to a resolution. Ruddick added that last year the Hope Center had willingly moved all ESR funding to emergency shelter in the amount of \$750,000. The city contributed an additional \$250,000 of funding and rolled the money into a \$1 million line item in the budget. This was a one year deal and a line item was not included in the Mayor’s FY20 budget.

Lori Clemons inquired if the OHPI was being consulted on this funding and negotiations. Ruddick responded that the OHPI was consult after the decision had been made not to include a line item. The OHPI was consulted in terms of what alternatives would be—if someone else were to operate the shelter, were the City to operate the shelter, what would that look like and what would that cost.

Wallace expressed concerned about making exceptions for some organizations in the funding process. He cited his own involved with Arbor Youth Services as a board member and stated they would also love to have a line item in the City’s budget. Darlene Thomas also expressed concerns, asking if this group had any input on these funding decisions and voicing a desire for more transparency. Ruddick acknowledged that as a system all agencies should work together, operating by the same rules and in transparency; Ruddick stated the OHPI could only take comments or concerns back to the board. Thomas expressed a desire for the HPI Board to advocate collectively for the critical services provided by the CoC’s emergency shelters.

Nikki Stanaitis urged emergency shelter providers to come together and advocate for funding; she noted that other CoCs fund their emergency shelters differently and we should explore what other communities are doing in order to make shelter providers more confident in the funding they will receive.

Debra Slone, legislative aide to Councilmember Evans, announced that a public hearing on the Mayor’s budget will be held on Tuesday, May 14th.

Beau Revlett suggested this matter be taken to the Advocacy, Issues & Programs Committee for further exploration. Wallace advised that the Committee’s role was not to lobby the government. Ruddick suggested the full HPI Board further exploration the matter as it would benefit from the impact of the full board. The item was placed back on the agenda for the July HPI Board meeting.

Action Item: Thomas has asked that OHPI Director to schedule meeting of Executive Directors to discuss how to better move and advocate as a system and network rather than each individual agency.

VIII. **Advocacy, Issues, and Programs Committee Report – Adrian Wallace, Chair**

- a. Wallace reported that the Committee met on April 24th. Community Action Council’s rapid resolution pilot project was discussed. The Committee also revisited the subject of representation from the Hispanic community, which has been achieved through the



addition of a new HPI Board member. The RFP for a payee program, the landlord mitigation fund, and the Hildegard House were also discussed.

Ruddick gave an update related to Art Crobsy's concerns regarding affordable housing lists being placed on the OHPI's website as an endorsement of those landlords; Ruddick stated that Legal was working on drafting a disclaimer to be included.

IX. Presentation of Mechanic Street, ACT, Diverts, and Drop In Center – Bluegrass.Org

- a. Moved to the July HPI Board meeting.

X. WellCare Presentation on Data Sharing

- a. Ruddick reported to Board that this project was not going forward as planned so the presentation was removed from the agenda.

XI. OHPI Director's Report

- a. Needs Assessment Planning

Ruddick announced that the OHPI was working on a needs assessment. Included would be both a survey for private citizens and one for providers. Both survey tools are in Survey Monkey and rollout is being planned. Survey items include questions about Coordinated Entry as a system and process as well as items about the OHPI and its leadership. Ruddick invited CoC members to give feedback and help the office improve. Ruddick stated the assessment would be released in the next couple weeks and encouraged providers to begin thinking about how to engage those they serve.

- b. Youth Homelessness Demonstration Program Grant Application

Ruddick announced that the CoC would be applying for YHDP funds again. Ruddick stated this year's application was stronger, feeling the OHPI had gotten a sense of the vernacular sought by HUD. The application is due on Wednesday of next week, which the Office intends to complete by Friday.

- I. Motion by Thomas
- II. 2nd by James
- III. No further discussion
- IV. Passed full CoC Membership Vote – None Opposed

XII. Next Regular Meeting scheduled for May 8, 2019, 1:30 – 3:30 p.m., Central Library, Conference Room A

It was noted the several board members will be out of town with the Chamber of Commerce trip, but the board should still have a quorum for the May meeting.

XIII. Other Issues and Public Sharing

Jeff Herron announced that the OHPI has been appointed to the 2020 Census Committee and would be seeking participation from key organizations and stakeholders.

XIV. Adjourn

AVOL Project

New Construction of 28 Units of Housing for Medically Vulnerable and Elderly. This project will also contain a community services facility for the residents and surrounding area. The property will have 28 garden style units that are handicapped accessible as well. The property will also have a community garden and a walking trail for the use of residents.

MAYOR LINDA GORTON



LEXINGTON

POLLY RUDDICK

DIRECTOR

HOMELESSNESS PREVENTION & INTERVENTION

June 20, 2019

Tracy Thurston
Managing Director, Multifamily Programs
Kentucky Housing Corporation
1231 Louisville Road
Frankfort KY 40601

Dear Ms. Thurston,

The Lexington-Fayette Urban County Government Office of Homelessness Prevention and Intervention serves as the Continuum of Care (CoC) lead organization for the Lexington-Fayette County CoC and thus received and reviewed the sole Fayette County application submitted for the 2019 Nonprofit Supportive Housing Pool competition. The Lexington-Fayette County Continuum of Care Board reviewed and voted on June 20, 2019, to support Aids Volunteers of Lexington, Inc. (AVOL) project as submitted to Kentucky Housing Corporation.

Therefore please accept this letter of support and full endorsement of the AVOL Project for the construction of 28 units of housing for the medically vulnerable and elderly. The services provided to the community by AVOL and this project are severely needed in Lexington. The CoC membership is unanimous in its support. We hope the proposal is selected for funding in this cycle and look forward to working with AVOL and Kentucky Housing Corporation to ensure its success.

Please don't hesitate to contact me if you have any questions or need further information or clarification.

Sincerely,

Polly Ruddick, Director
Office of Homelessness Prevention and Intervention



Innovative & Sustainable Solutions to Homelessness Fund

Project	Operating Organization	2019-FY2020
Payee Program	Welcome House	\$ 156,054.00
Landlord Mitigation Fund	OHPI	\$ 15,000.00
Public Shower Facilities	Bluegrass.Org	\$ 10,000.00
Security Deposit Program	Lexington Housing Authority	\$ 20,000.00
Medical Respite	Bluegrass Care Navigators	\$ 80,731.01
High Utilizer Housing First Program	Mt. Comp Care Center	\$ 75,000.00
Coordinated Entry/Housing Navigation	Community Action Council	\$ 50,000.00
Local Transportation	LexTran	\$ 4,000.00
Street Outreach 2.0	RFP	\$ 280,000.00
Emergency Winter Weather Shelter	Community Action Council	\$ 10,000.00
OHPI		
Reserve per Policies (Administrative Request to Spend)	HPI Board	\$ 79,402.59
5-year Strategic Planning Contractor	OHPI	\$ 35,000.00
CoC Coordinator Position	OHPI (Cost share with CoC)	\$ 19,000.00
YHDP Coordinator Position	OHPI/Arbor Youth	\$ 25,000.00
HMIS Subsidy	OHPI	\$ 24,000.00
UK Student (2)	OHPI/UK	\$ 12,000.00
Training Expenses	OHPI - Training for all orgs.	\$ 25,000.00
Marketing	OHPI	\$ 10,000.00
Travel for OHPI Staff	OHPI	\$ 6,000.00
Copy Cost for OHPI, HPI Board, CoC	OHPI	\$ 2,500.00
	<i>Total Allocated by Budget</i>	\$ 750,000.00
	<i>Total Amount Under Contract</i>	\$ 938,687.60
	<i>Rolling</i>	\$ 188,687.60
	<i>Balance</i>	\$ -
	<i>Spend Down Rate</i>	

LFUCG Emergency Shelter Investment

Project	Operating Organization	Funding Source	2019-FY2020
Emergency Shelter	Arbor Youth	ESR	\$ 167,000.00
Emergency Shelter	Community Action Council	ESR	\$ 153,000.00
Emergency Shelter	GreenHouse17	ESR	\$ 150,000.00
Emergency Shelter	The Salvation Army	ESR	\$ 280,000.00
Emergency Shelter	Hope Center	General Fund	\$ 850,000.00
		Total Investment	\$ 1,600,000.00

Background

In 2013, the Mayor's Commission on Homelessness issued a report containing recommendations for reducing and preventing homelessness in Lexington. Among the Commission's recommendations was the startup of a Street Outreach Program to provide assertive contact with people experiencing homelessness and offer them access to housing and other assistance.

This issue was originally addressed in 2015 with a project to provide direct, assertive connections with people who are unsheltered. The target population for this project was anyone experiencing homelessness who is unsheltered.

As of summer 2018, Lexington has an average of 125 individuals unsheltered and in the cold months, an average of 30 individuals. The Office of Homelessness Prevention and Intervention (OHPI) identified Intensive Street Outreach as a gap in Lexington's homelessness services network. Based on the current landscape of programs, OHPI seeks to restructure the street outreach program into an intensive street case management program expanding from its original intent of "contacts" to include ongoing intensive case management for those unsheltered.

The Intensive Street Outreach team would be located in the downtown Lexington area and include, but not be limited to, a licensed clinical therapist, a peer specialist, and a housing navigator. This team could also include retired law enforcement. This team would carry a caseload of active clients as well as continued outreach "contacts" to those that have refused services or are new to the homeless system here in Lexington but have not engaged services.

This team would work in concert with Community-ParaMedicine, Community Action Council, and other providers while not duplicating efforts. This team should be designed and implemented in a manner that its abilities include: completion of 202A petitions, working active Adult Protective Service cases and Guardianship, filing and coordinating efforts for Tim's Law cases, engagement into encampments and relocation efforts, storage of personal belongings, completion of SOAR applications for those unsheltered only, and all other multi-faceted supportive services that may be needed in order to obtain permanent housing.

Eligibility

Eligible proposers are public organizations and private non-profit organizations with 501c3 status and collaborations of such organizations so long as the proposer or at least one member of the collaboration has demonstrated track record of serving people experiencing homelessness or at risk of homelessness including operation of programming with measurable outcomes and proven success.

Instructions

Please submit all required narrative and attachments no later than the deadline indicated below:

Proposal Deadline – 2 P.M. ON

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

1.0 General Provisions

1.1 Purpose

The LFUCG is accepting proposals from qualified non-governmental, non-profit organizations with current 501(c)(3) tax exempt status and with a physical business or program site location in Fayette County (hereinafter referred to as "Proposer") for onetime homelessness prevention and intervention funding. This funding is reserved for new, innovative, and sustainable programming and may not be used for general agency operations, other than overhead required to support the subject program. This request for proposals is specifically to solicit projects that implement an intensive street outreach program for people experiencing homelessness in Lexington-Fayette County.

By responding to this RFP proposers agree to collaborate fully with LFUCG and/or its designee to collect all necessary data and provide reports needed to evaluate effectiveness of the project. Meticulous data must be maintained and provided on participant outcomes and the proposer must agree to collect all applicable data required by LFUCG. This is necessary to determine return on investment and to effectively evaluate the appropriateness of future funding by LFUCG or any other entity. Proposers also agree to provide financial information about project operations including, but not limited to, such items as staff time allocations, dollar value of leveraged services, etc. Any anticipated costs associated with data collection and evaluation should be included in the proposal to the extent possible.

1.2 Funding Period

The funding period is for one year to begin on or about September 1, 2019 with a possible continuation funding for up to two (2) additional years based on performance and outcomes. The intent of this allocation is to provide funding for startup and operations. LFUCG will conduct ongoing evaluation of the project to determine effectiveness including whether adjustments may be needed for the model in order to maximize outcomes and return on investment.

LFUCG intends to award only one (1) project with an annual budget not to exceed \$280,000 in LFUCG funds, unless otherwise agreed upon between the LFUCG and the selected applicant, but reserves the right to make multiple awards of varying amounts.

1.3 Proposal Submission

In order to be considered, proposals must be received by the [REDACTED], deadline. The proposal must contain the required documents and respond to each of the required narrative questions to be complete. A complete proposal must also contain a line-item budget for years one through three of the entire project including separate identification of one-time and ongoing costs.

Proposals containing significant omissions of required information will be considered non-responsive and will be removed from the funding process. Significant missing responses to narrative questions constitute an incomplete proposal.

The final decision regarding proposal completeness and penalties will be determined by the Director of the Office of Homelessness Prevention & Intervention.

1.4 Acceptance/Rejection of Applications

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

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

1.5 Requests for Clarification

The LFUCG reserves the right to request clarification of information submitted and to request additional information (to clarify the information submitted) of the applicant either orally or in writing. This may include negotiation of funding amounts, outcomes, and other adjustments prior to the execution of a funding award.

2.0 FUNDING PROCESS

2.1 Timeline

This Request for Intensive Street Outreach proposals is being released on [REDACTED], and is made available to the public and all potentially eligible applicants.

Completed proposals are due no later than 2 p.m. on [REDACTED], and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation immediately following the proposal due date and intends to make funding announcements no later than September 2019. This timeline is subject to change without notice.

Successful applicants will be contacted on or about August 15, 2019, to negotiate a funding agreement with expectations that an award be in place for the project to begin operations by September 1, 2019.

No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

2.2 Evaluation

Proposals will be evaluated by a neutral panel, the Program Performance & Evaluation Committee of the LFUCG Homelessness Prevention & Intervention Board, all of whom have some expertise in the field of human services but no affiliation with any applicant. The scoring criteria are outlined in Section 4.0 Evaluation.

2.3 Selection

The highest scoring proposal as determined by the panel will be recommended for funding and contacted to negotiate a funding agreement. Should no agreement be reached, the second highest scoring applicant will be contacted.

2.4 Reporting

The funded project will be required to submit quarterly financial reports. OHPI will pull project reports from the HMIS in order to evaluate progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by OHPI as will due dates and submission process.

Failure to submit complete reports on time will delay processing of grant payments and affect the grantee's competitiveness for any future funding opportunities with LFUCG.

3.0 PROPOSAL FORMAT

The Proposer must submit one (1) master (hardcopy), (1) electronic version in .PDF format on a flash drive and three (3) duplicates (hardcopies) of their proposal for evaluation purposes. A complete proposal contains each of the following components:

- One Page Cover Sheet containing:
 - o Organization or Lead Applicant Name and Authorized Representative
 - o Organization or Lead Applicant Address, Phone Number and E-mail
 - o Title of proposed project o Brief summary of proposed project (250 words or less)
- Project Narrative responding to each of the evaluation criteria described in Section 4.0 and utilizing format described below (15 pages or less)
 - o Double spaced
 - o Single sided
 - o Times New Roman 12-point font with 1-inch margins
 - o Page numbers in bottom right corner of complete submission
- Line-item Budget and Budget Narrative (2 pages or less)

4.0 EVALUATION

4.1 Project Design (30 Points)

The project design will evaluate whether and how the project creates new levels of service in Lexington through provision of intensive assertive street outreach to people experiencing unsheltered homelessness. Applicants should demonstrate an awareness of the needs among Lexington's population of people experiencing homelessness, especially those who are unsheltered. Then the narrative should explain how the proposed project design will address those needs.

How will the project identify people who are unsheltered and experiencing homelessness and how often will direct outreach occur?

How will continued case management to these individuals be conducted?

Explain how the project will work with key stakeholders such as OHPI, Lexington Police, Code Enforcement, Environmental Services, substance use recovery program, crisis providers of shelter, Social Security Administration, and a multitude of housing providers.

NOTE: Team will be responsible for compliance with LFUCG SOP for encampments and all responsibilities thereunto.

Include a list of members and job duties/responsibilities for any proposed outreach team.

Include the procedure and protocol to transport, inventory, storage, and return personal belongings.

Describe in detail how the intensive street outreach team will incorporate industry best practices.

Safety is especially important and applicants should describe plans to ensure the safety of both staff and participants. Be sure to describe the project's plan for interacting with each of the following subpopulations of people experiencing homelessness:

- Veterans
- Youth Ages 18-24
- Families with Children
- Victims of Intimate Partner Violence
- People with Severe Mental Illness
- People with Addiction/Substance Use Challenges
- People with HIV/AIDS

4.2 Services and Outcomes (15 Points)

What services will the project provide that aren't currently available?

How will the project provide access to these services in a way that is more intensive and assertive rather than a simple referral or one-time engagement?

How will transportation be available to someone identified on the street who wishes to seek shelter or housing but has no vehicle or bus access?

What services/access to services will the project provide for people experiencing substance abuse and/or mental illness?

Applicants should complete a table providing target numbers and percentages for the prescribed outcomes based on industry standards for street outreach and continue unsheltered engagement as well as intensive case management.

The numbers provided may serve as the basis for evaluating project success on quarterly and annual reports. However, OHPI reserves the right to change outcome targets based on industry standards and current environment.

NOTE: All Outreach Contacts should be unsheltered at time of initial contact. However, OHPI recognizes that some contacts may move to a shelter location post initial contact. The project focus should be primarily on those individuals who sleep outdoors while recognizing some individuals cycle back and forth between street and shelter.

4.3 Sustainability (20 Points)

It is the goal of OHPI is to ensure this project continues to operate as long as it produces successful results. However, funding in the Innovative & Sustainable Solutions to Homelessness Fund is limited and is largely intended for one-time, startup expenses and not ongoing program operations. Therefore, applicants should provide a detailed sustainability plan for how they will seek and acquire resources to continue operations beyond this grant award.

Plans should include specific public and private funding sources to be pursued and not just a blanket assurance that the applicant will seek funding.

4.4 Organizational Capacity and Experience (20 Points)

Describe the organization's experience with people experiencing homelessness, specifically people who are unsheltered. If the project will utilize a street outreach team, identify who will lead that team (provide resume if person is identified or job description if they are to be hired). Also, identify any people and/or organizations who have committed to participate with that team and describe their roles and experience with any particular subpopulation.

If the organization provides any current level of street outreach then describe that service and explain how this project will be an addition/expansion and not just provide funding for existing outreach.

Identify the project director and include a resume/CV. If the project director is to be hired, include a job description in the attachments (if different than coordinator described above).

Identify where the project will be housed within the organization's structure and where the project will be housed physically on a daily basis.

Describe the project management plan and provide a timeline for implementation.

Provide a description of the applicant's experience with grants management and financial accountability.

Briefly describe the organization's history, service delivery model and philosophy, and governance structure.

Describe the organization's current participation in HMIS and its plan to ensure full participation in HMIS for the proposed project. Full HMIS participation is required for this project in order to receive funding under this announcement.

4.5 Budget/Budget Narrative (15 Points)

Proposals should include a separate line item budget and budget narrative and will be evaluated based on reasonableness of expenses and overall feasibility. Budgets should reflect all program revenue and expenses for each year of the three-year project.

As a reminder, LFUCG Intensive Street Outreach grant funds may not be used for housing expenses such as rent, utilities, etc. – projects should leverage other resources for housing.

Budgets should include, at a minimum, the following line-items. For each category, identify the amount requested, the amount to be provided through cash match (if applicable), and the amount to be leveraged through other programs or organizations (if applicable).

- Personnel – Identify each position allocated to the grant, role in the project and percentage of FTE allocated.
- Fringe Benefits – Include the organization's fringe benefit rate or show how fringe benefit costs were calculated for the proposed personnel expenses.
- Equipment – Describe any equipment needed for the project such as a tablet for conducting VI-SPDAT assessments in the field. Clearly identify one-time expenses versus ongoing expenses.
- Travel – Include anticipated amount of travel and mileage reimbursement rate. If out of area travel is proposed, identify its purpose and relevance to the project.
- Contractual – Describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization at no additional cost (as leverage) should be included in other line items.
- Operating Expenses – Break down costs associated with supplies, office space, contracts for supportive services, HMIS expenses, and any other expense associated directly with the operation of the project. For each item identify the category, such as "HMIS License," and a brief justification of the amount requested.
- Indirect Costs – If an indirect cost rate is used, provide evidence of an approved indirect cost rate from the appropriate cognizant agency. If the organization does not use an indirect cost rate, provide a clear indication of administrative costs as differentiated from direct operating expenses.

5.0 REQUIRED DOCUMENTS

5.1 Audit

Applicants must submit their most recently completed financial audit as an attachment to their proposal.

5.2 Match/Leverage Letters Match

If the proposer is using match or leverage to expand the program past the point of LFUCG available funding, all match and leverage amounts should be documented in commitment letters in order to receive full credit for budget scoring proposes. Letters do not count toward page limits.

Organizations contributing match and leverage should be aware they will be required to participate fully in the HMIS regarding data collection of this program.

RESOLUTION NO. _____ - 2019

A RESOLUTION APPROVING THE OFFICE OF HOMELESSNESS PREVENTION AND INTERVENTION (OHPI) STANDARD OPERATING PROCEDURES IN RELATION TO ENCAMPMENT REMOVALS IN FAYETTE COUNTY.

WHEREAS, the Lexington-Fayette Urban County Government's overall goal and priority is consistency, transparency, and accountability to our internal teams, to our homeless community and to our public as a whole;

WHEREAS, the Lexington-Fayette Urban County Government has a significant governmental interest in protecting the health, safety, and welfare of the general public and preserving the public order and maintaining the safety of persons who use Lexington-Fayette Urban County Government property;

WHEREAS, there are multiple strategies for responding to homeless camps, including humane displacement, short-term accommodation, and long-term arrangement;

WHEREAS, humane displacement tools include formal and advance notification of the closure of an encampment, engagement by agencies that will help those at risk of displacement locate temporary shelter, and commitment to achieve permanent supportive housing solutions;

WHEREAS, persons experiencing homelessness should be entitled to protection from arbitrary and capricious treatment by local government;

WHEREAS, the Lexington-Fayette Urban County Government's Office of Homelessness Prevention and Intervention, with consultation and cooperation, from both internal and external stakeholders have developed standard operating procedures in order to govern humane displacement of those who are unsheltered;

WHEREAS, the Lexington-Fayette Urban County Government through the Homelessness Prevention and Intervention Board designated as the Continuum of Care Board which includes Continuum of Care partner memberships of the LFUCG Chief Administrator's Office, the Lexington Police Department, the Division of Environmental Services, the Division of Code Enforcement, the Division of Parks and Recreation, the Division of Streets and Roads, stakeholders, elected officials, mental health professionals, faith community, landlords, and a multitude of other community members, provides a structure to oversee, review, and hold accountable these standard operating procedures;

WHEREAS, the Fayette County homeless system estimates that 5,707 unduplicated individuals experienced a homeless episode between October 1, 2015 and September 31, 2016. This includes households who were staying in an emergency and

transitional shelter and those who sleeping in places not meant for human habitation. On any given night, it is estimated that 785 unique individuals are experiencing homelessness;

WHEREAS, any count of unsheltered homeless is likely an undercount due to the difficulty in counting these individuals;

WHEREAS, ultimately, the most effective means of addressing homelessness for most persons is to provide affordable housing, however wait lists for affordable housing and income based housing are extensive and often closed;

WHEREAS, the population of those experiencing chronic homelessness far exceeds the current permanent supportive housing resources;

WHEREAS, some individuals and families unhoused are not suited or eligible for shelter options in Fayette County;

WHEREAS, local shelters cannot provide year-round over-flow beds for all unhoused persons in Fayette County; and

WHEREAS, there is a dearth of resources for case management and financial supportive services to prevent a homelessness occurrence in Fayette County.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 – That the Standard Operating Procedures adopted by the Office of Homelessness Prevention and Intervention through its Board, which are attached hereto and incorporated herein by reference, be and hereby are approved.

Section 2 - That the Homelessness Prevention and Intervention Board shall maintain and update Standard Operating Procedures consistent with the community standards, with input from stakeholders.

Section 3 – That this Resolution shall become effective on the date of its passage.

PASSED URBAN COUNTY COUNCIL:

MAYOR

ATTEST:

CLERK OF URBAN COUNTY COUNCIL



Encampment Standard Operating Policy and Procedure

Effective Date: _____

	NAME	TITLE	SIGNATURE	DATE
AUTHOR	Polly Ruddick	Director, Office of Homelessness Prevention and Intervention, LFUCG		
REVIEWER	Glenn Brown	Deputy, Chief Administrative Officer, LFUCG		
AUTHORIZER	Sally Hamilton	Chief Administrative Officer, LFUCG		
AUTHORIZER	Jon Parker	Chair, LFUCG Homelessness Prevention and Intervention Board, designated the Continuum of Care Board		

READ AND APPROVED BY			
NAME	TITLE	SIGNATURE	DATE
Susan Plueger	Director, Environmental Services		
Robert Allen	Director, Streets and Roads		
Alex "Cash" Olszowy	Director, Code Enforcement		
Kendra Carter	Director, 3-1-1 LexCall		
Monica Conrad	Director, Parks and Recreation		
Melissa Murphy	Attorney Senior, Law		
Lawrence Weathers	Chief of Police		

I. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to establish uniform standard policies and procedures for the management and removal of encampments on public property within the geographical area of Fayette County.

II. INTRODUCTION and BACKGROUND

The Lexington-Fayette Urban County Government's (LFUCG) goal and mission is to develop standards of practices across all sectors of the homeless system to ensure consistency, transparency, and accountability to internal teams as well as the homeless community and the public.

The Lexington Continuum of Care's (CoC) mission is to make homelessness rare, brief, and non-recurring. The CoC's core principles are:

1. Permanent housing is the only solution ending homelessness.
2. Housing First model programs
3. Low-barrier shelters
4. Person-centered supports
5. Assertive outreach
6. Effective collaborations among agencies
7. Performance based funding

As part of setting standards across the system, The LFUCG and the CoC have a mutual interest to set standards of practice in removing an encampment.

LFUCG finds the following conduct on LFUCG real property and all controlled property a threat to health and public safety or interferes with the public's ability to use LFUCG-owned and LFUCG-controlled real property, facilities, and rights-of-way for its intended purposes:

- The unauthorized entry on LFUCG property that is closed to the public or is open to the public during certain operating hours or for certain limited purposes.
- Unauthorized encampment defined as; to pitch, create, use, or occupy space for the purposes of habitation, as evidenced by; including but are not limited to: tents, tarps, huts, temporary shelters, vehicles, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, unattended personal items, chairs, hammocks, canvases, lean-to's, knapsacks, bedrolls, campfires, trash, debris, human solid or liquid waste, or outdoor cooking facilities and similar equipment. This can include a public restroom where an individual has occupied the space for the purposes of sleeping/habitation.

The CoC follows guidance and recommendations from The United States Interagency Council on Homelessness for communities seeking to provide lasting solutions to end homelessness for people living in encampments. The action plan should include four (4) elements:

1. Preparation and Adequate Time for Planning and Implementation

2. Collaboration across Sectors and Systems
3. Performance of Intensive and Persistent Outreach and Engagement
4. Provision of Low-Barrier Pathways to Permanent Housing

The two interests will be married by The Lexington-Fayette Urban County Government's Homelessness Prevention and Intervention Board (HPI) designated as the Continuum of Care (CoC) Board.

This Board must approved any and all changes to these SOPs.

The Office of Homelessness Prevention and Intervention (OHPI) will provide the LFUCG Council an annual update on activity and outcomes.

The OHPI, in corporation with Street Outreach, will provide internal LFUCG staff annual training on homeless trends, issues, and engagement techniques.

III. SCOPE

This SOP does not apply to private property.

This SOP applies to all LFUCG-owned real property under the jurisdiction of LFUCG and to all real property under Memorandum of Understanding between other entities such as Commonwealth of Kentucky, RJ Corman, Norfolk Southern and LFUCG.

Nothing in this SOP shall prohibit the LFUCG from posting notice that the removal of a large encampment will occur over a period of several days, provided each day's operations start during the period identified in the notice.

All items within the identified area are subject to removal. This includes items brought into the area after the standard operating procedure has been initiated.

IV. RESPONSIBILITIES

- Chief Administrative Officer (CAO)
To oversee the Director, Office of Homelessness Prevention and Intervention in decisions on final removal/clean-up deadlines.
- Director, Office of Homelessness Prevention and Intervention (OHPI)
To ensure that the SOP and controlled documentation related to encampments are appropriately managed. Report activity annually to the LFUCG Council.
- Directors and Supervisors of Divisions; Environmental Services, Code Enforcement, Lexington Police Department, Parks and Recreation



To determine specific internal controls and procedures and set internal document retention practices.

- Lexington Street Outreach
Required to follow SOP and all contract requirements as assigned by the LFUCG RFP and response.
- Homelessness Prevention and Intervention Board designated as the Continuum of Care Board
Review, update, approve, and support this SOP.

V. EXEMPTIONS TO STANDARD POLICY AND PROCEDURE

At any time an encampment is reasoned to be an immediate public safety or health safety violation; removal will occur as soon as possible.

Examples include but are not limited to: overdose death, manufacturing methamphetamine/meth lab, sink holes, a police investigation, violent crime, murder, rape, human trafficking, and a communicable disease outbreak.

PROCEDURE

1. Once the encampment has been secured by public safety, immediate removal of the encampment shall be communicated verbally to the Commissioner of Public Safety.
2. The Commissioner of Public Safety will verbally communicate to the CAO or CAO designee of decision and present evidence.
3. The Commissioner of Public Safety or designee will verbally notify the division responsible for the removal.
4. All dates, times, locations, and persons contacted will be written for documentation within forty-eight (48) hours of initial decision.

POLICY

- Removal shall not take place until all parties listed have been contacted.
- If the Commissioner, CAO, or designee, based on evidence, overrules the immediate decision, the standard policy and procedure will be followed.

VI. STANDARD POLICY AND PROCEDURE

Va. IDENTIFICATION

PROCEDURE

1. A report of an encampment can trigger process regardless of informational source.
2. Each division shall identify and report encampment locations on property under its respective jurisdiction by email to the Director, OHPI within one (1) business day of identification of an encampment.
3. OHPI shall notify the Lexington Street Outreach team via email within one (1) business day of receipt.
4. If applicable, oral notice of pending removal shall be given.

POLICY

- Materials that pose an immediate health or public safety hazard may be immediately removed and disposed of.
- Failure to timely report an encampment location does not preclude applying any other provision in this SOP.
- Failure to timely report an encampment location to street outreach does not preclude applying any other provision in this SOP.

Vb. FIRST CONTACT AND NOTICE OF PENDING REMOVAL

PROCEDURE

1. Either the division of Code Enforcement or Environmental Services will post attached Appendix A, titled "Notice of Pending Removal" and document such posting.
2. Notice shall be posted on or near each tent, camping site, or structure that is subject to removal. Notice will be visible in multiple locations and span the entirety of the area.
3. Documentation of such posting will be sent to Director of OHPI for retention.

POLICY

- Continual posting of notices must be documented if necessary due to destruction or weather conditions.
- Notice will be printed in English, Spanish, and any other language the LFUCG determines would further the purpose of the notice.

Vc. PLAN

PROCEDURE

1. The Lexington Street Outreach shall post Appendix B, "Notice of Street Outreach and Services" within three (3) business days of notification from OHPI.
2. Documentation of posting will be sent to Director of OHPI for retention.
3. The Lexington Street Outreach may have five (5) business days to actively engage residents of identified encampments in an effort to establish a relocation and service delivery plan.
4. The Lexington Street Outreach written plan for relocation and/or service delivery with scheduled timeline will be sent via email to Director, OHPI and responsible division within seven (7) business days of posting Appendix B.
5. Plan must include: (1) number of individuals contacted, and (2) timeline for refusal, relocation, or service delivery.
6. Documentation of plan will be retained by Director, OHPI and shared with the CAO or CAO designee.
7. The Lexington Street Outreach will visit encampment site at least once (1) daily between the time Appendix A is posted and completion of removal/clean-up.

POLICY

- The Lexington Street Outreach shall offer emergency shelter for individuals in an encampment or identify available housing.
- The LFUCG nor Street Outreach is not required to provide additional alternatives to individuals who have refused shelter or housing options and/or who have been previously or are currently excluded from all usual and appropriate alternatives because of the individuals' behavior.



- Failure to timely post notice does not preclude applying any other provision in this SOP.
- Notice will be printed in English, Spanish, and any other language the LFUCG determines would further the purpose of the notice.
- Continual posting by Street Outreach must be documented if necessary due to destruction or weather conditions.

Vd. REMOVAL

PROCEDURE

1. Based on written plan, Code Enforcement or Environmental Services will post Appendix C, "Notice of Final Removal" at least seventy-two (72) hours in advance of removal.
2. Director, OHPI will contact the Catholic Action Center with notice of removal date via email at least seventy-two (72) hours in advance of removal.
3. Notice shall be posted on or near each tent, camping site, or structure that is subject to removal.
4. Street Outreach and Code Enforcement or Environmental Services or Parks and Recreation shall be present at the commencement of removal activities on the date an encampment removal is scheduled to begin.
5. Removal division shall be responsible for post inspection of encampment locations and documentation will be sent to Director, OHPI for retention.

POLICY

- If no action to physically remove the encampment is taken with seven (7) days of removal notice by the LFUCG or hired contractor, the LFUCG shall re-post notice of the encampment removal with new date.
- Street Outreach, per contract with LFUCG, will be responsible for all personal property removal and retention.
- Notice will be printed in English, Spanish, or any other language the LFUCG determines would further the purpose of the notice.

Ve. POST-REMOVAL

POLICY

- Responsible division may post signage where the encampment was removed referencing the area as an "Emphasis Area".

VII. EMPHASIS AREA

Emphasis area defined as: identifiable area where the LFUCG has removed an encampment and has designated it as a high probability of returning encampments.

PROCEDURE

- Within twenty-four (24) hours of post-removal, the responsible division may post, Appendix D "Emphasis Area" and the area may be fenced.

POLICY

- The area may be inspected by the division at least once each week for at least three (3) months.



- Individuals camping in an Emphasis Area and their encampment-associated personal property may be removed as an obstruction without notice.
- The LFUCG shall identify Emphasis Areas on the LFUCG's OHPI website.
- The LFUCG shall not have more than ten (10) Emphasis Areas designated at the same time.

VIII. FORMS TO BE USED

Forms can be found on the OHPI webpage as well as attached to this SOP.

All forms shall be 11x17 in size when printed.

- Appendix A, Notice of Pending Removal
- Appendix B, Notice of Street Outreach and Services
- Appendix C, Final Notice of Removal
- Appendix D, Emphasis Area

IX. REVIEW

The LFUCG Homelessness Prevention and Intervention (HPI) Board as the Continuum of Care Board shall review all camp clean-up or removal at each Board meeting.

PROCEDURE

1. The division responsible for removal, in cooperation with the Lexington Street Outreach, shall report at each Board meeting for following for each camp removed since the previous Board meeting.
2. Reports to the Board will include:
 - Location of Encampment
 - Dates of Notice(s) Posted
 - Total number of individuals displaced
 - Written plan for individuals
 - Cost of removal or clean-up
 - Emphasis Area or Not

POLICY

- HPI Board meeting are held the second (2nd) Wednesday of every other month with the first meeting in January of each year.

X. PUBLIC COMMUNICATION

POLICY

- Standard Operating Procedures will be kept for public review on the Office of Homelessness Prevention and Intervention web page.
- Full listing of Emphasis Areas will be kept for public review on the Office of Homelessness Prevention and Intervention web page.

- Copy of Resolution will be kept for public review on the Office of Homelessness Prevention and Intervention web page.

XI. DIVISION SPECIFIC SOP

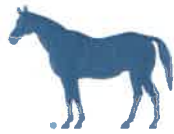
LexCall

- When LexCall receives a call reporting an encampment, the Customer Service Specialist enters a nuisance service request for the Division of Code Enforcement.

Division of Environmental Services

- In general, Environmental Services is involved with encampments on public rights-of-way (e.g. sides of roads, under bridges), or on public greenways/open space, although assistance may be provided to Parks and Recreation or other divisions as needed.
- Lexcalls shall be directed to the Division's Litter Abatement Manager.
- The Litter Abatement Manager will coordinate with OHPI, Code Enforcement, Streets and Roads, and any other impacted divisions as necessary depending upon the location of the encampment to determine who will be responsible for the clean-up. In some cases, other divisions will take the lead on the clean-up and Environmental Services will not be further involved.
- The Litter Abatement Manager will request quotes for clean-up of the encampment from contractors on the city's "Road, Land, and Stream Clean ups" contract, and will meet with interested contractors on site prior to bidding if requested. Quote requests will include a clean-up scope listing work to be performed, access locations, and start dates.
- If resources allow, in areas where invasive Japanese bush honeysuckle is an issue, cutting of honeysuckle to the ground will be included in the clean-up scope.
- The Litter Abatement Manager will post the appropriate signage at the appropriate times following the process laid out in this document, and report all signage to OHPI.
- The Litter Abatement Manager will meet with the low quote contractor on site and inspect at the completion of the work, facilitate payment, and keep record of tonnage collected from Transfer Station dump tickets.

XII. CHANGE HISTORY



LEXINGTON



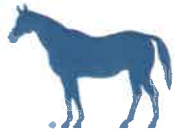
Camping and Sleeping is not permitted in this area.

The Lexington-Fayette Urban County Government has identified this location as a public health and safety concern.

- Anyone staying in this area needs to leave and take all personal property.
- Any and all items left in this area will be taken away as trash.
- The Office of Homeless Prevention and Intervention (OHPI) has been notified of this location.

LFUCG Authorized Official





LEXINGTON



Acampar y dormir no está permitido en esta área.

**El gobierno del condado urbano de
Lexington-Fayette ha identificado esta
ubicación como una preocupación de salud
y de seguridad pública.**

- **Cualquier persona que se esté quedando en esta área debe irse y llevarse todos sus bienes personales.**
- **Cualquier y todos los artículos que se dejen en esta área se descartarán como basura.**
- **La Oficina de Prevención e Intervención de Personas sin Hogar (OHPI por sus siglas en inglés) ha sido notificada de esta ubicación.**

Oficial autorizado del LFUCG (siglas en inglés)





LEXINGTON

Homelessness Prevention & Intervention

We are trying to locate you, to connect you to resources.
Shelter and other resources are available for anyone seeking assistance. You can reach out to any of the below places for help.
-- Lexington Street Outreach Team

Lexington Street Outreach

(859) 258-3105

(859) 258-3136

Mental Health Crisis Line

1-800-928-8000

24/7 365 days a year

Quick Responsive Team

(859) 457-8440

Substance use/post overdose emergency

DAY CENTER LOCATIONS:

Arbor Youth – Outreach Center

540 W. 3rd St.

Men and women 18 – 24

Lexington Rescue Mission

444 Glenn Arvin Ave.

Lunch, Tues.-Wed.-Thur.-Sat.

New Life Day Center

224 N. Martin Luther King Blvd.

Breakfast (doughnuts) daily

Closed Sunday

Catholic Action Center

1055 Industry Rd.

Men and Women 18 and older

OVERNIGHT SHELTER LOCATIONS:

The Hope Center

360 W. Loudon Ave.

Men 18 and older

The Salvation Army

736 W. Main St.

Women, Women with children

Arbor Youth Services

536 W. 3rd St.

Children ages 6 weeks to 17

Greenhouse 17

1-800-544-2022

Victims of domestic violence

Community Action Council

710 West High St.

859-233-4600

Must Call





LEXINGTON *Homelessness Prevention & Intervention*

Estamos tratando de localizarlo/a, de conectarlo/a con recursos.
Refugio y otros recursos están disponibles para cualquier persona que busque asistencia. Puede comunicarse con cualquiera de los siguientes lugares para obtener ayuda.
- Equipo de Alcance de la Calle de Lexington (Lexington Street Outreach Team)

Lexington Street Outreach

(859) 258-3105

(859) 258-3136

Línea de crisis de salud mental (Mental Health Crisis Line)

1-800-928-8000

24/7 365 días al año

Equipo de Respuesta Rápida (Quick Responsive Team)

(859) 457-8440

Uso de sustancias / emergencia por sobredosis

CENTROS ABIERTOS DE DÍA:

Arbor Youth – Outreach Center

540 W. 3rd St.

Hombres y Mujeres 18 – 24

Lexington Rescue Mission

444 Glenn Arvin Ave.

Almuerzo, martes- miérc.- juev.-
sábado

New Life Day Center

224 N. Martin Luther King Blvd.

desayuno (donas) a diario

cerrado los domingos

Centro Católico: (Catholic Action Center)

1055 Industry Rd.

hombres y mujeres de 18 y
mayores

LUGARES DE ALOJAMIENTO DE NOCHE:

The Hope Center

360 W. Loudon Ave.

hombres de 18 y mayores

The Salvation Army

736 W. Main St.

mujeres, y mujeres con niños

**Arbor Asistencia para jóvenes
(Arbor Youth Services)**

536 W. 3rd St.

*niños de 6 semanas de edad a 17
años*

Greenhouse 17

1-800-544-2022

víctimas de violencia doméstica

Community Action Council

710 West High St.

859-233-4600

se debe llamar





LEXINGTON



THIS LOCATION WILL BE CLEANED

This location was identified on _____
as a public health and safety concern.

Notification to vacate the area was posted on
_____.

The Street Outreach Team has also attempted
outreach.

This location will be cleared on or after _____.

LFUCG Authorized Official

Lexington Street Outreach Team Member





LEXINGTON



THIS LOCATION IS

AN EMPHASIS

AREA

This location will be inspected every week.

Any items in this location will be removed.

➤ Without notice

➤ Immediately

LFUCG Authorized Official

Lexington Street Outreach Team Member

