



LEXINGTON
*Homelessness Prevention
& Intervention*



Homelessness Prevention & Intervention Board
Lexington-Fayette Urban County Government

Lexington-Fayette Continuum of Care Board

Mission: *To ensure everyone in Lexington has access to housing by building a coordinated strategy that brings hope and stability to all.*

Vision: *Everyone in Lexington has a safe, stable home and the support they need to thrive.*

July 13, 2022

1:30pm – 3:30pm

Phoenix Building, 101 East Vine – 3rd Floor Conference Room

Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - a. May 11, 2022*
- IV. Public and Partner Comments for Issues on the Agenda
- V. Data and Systems Integration Committee Report – **Marc Woods, Chair**
 - a. Coordinated Entry Assessment*
- VI. Program Performance & Evaluation Committee Report – **Liz Sheehan, Chair**
- VII. Advocacy, Issues, and Programs Committee Report - **Adrian Wallace, Chair**
 - a. Encampment Policies and Procedures**
- VIII. Encampment SOPs and Review Report – **Polly Ruddick**
Included in Board Packet
- IX. OHPI Director's Report – **Polly Ruddick**
 - a. Budget Update
 - b. Hybrid meetings
 - c. Unsheltered Homelessness NOFO**
 - d. Annual Council Update - September 6th
 - e. Kick Off meetings with Untold Content
 - f. Special Meeting to Discuss Governance Charter and HMIS MOU
- X. Next Regular Meeting



LEXINGTON
*Homelessness Prevention
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a. September 14, 2022 at 1:30pm – 3:00pm, 101 East Vine – 3rd Floor Conference Room

XI. Other Issues and Public Sharing for Issues not on Agenda

XII. Adjourn

* Denotes Board Vote

** Denotes a Lex End Homelessness CoC Partner Vote



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III 9

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May 11, 2022

1:30 pm – 3:30 pm

Minutes

Meeting held in 3rd floor conference room, 101 East Vine St.

APPROVED: _____

- **Call to Order** – B. Davis, Chair
- **Roll Call** - P. Ruddick
B. Davis, A. Wallace, J. James, R. Shepard, B. Revlett, D. Thomas, L. Sheehan
- **Approval of Minutes** – B. Davis
March 9, 2022**
 - Motion by L. Sheehan to approve with the update that D. Thomas was present at the meeting
 - 2nd R. Shepard
 - No further Discussion
 - Passed, None Opposed
- **Board Elections**
P. Ruddick stated that she had discussed with current chairs, interested parties, and considered term limits for nominations. Based on the feedback, she is presenting a slate of chairs for consideration.
Chair – B. Davis
Vice Chair – J. Parker
HMIS Committee Chair – M. Woods
PPE Committee Chair – L. Sheehan
Advocacy Committee Chair – A. Wallace
 - Motion to approve by – D. Thomas



- 2nd K. Plomin
 - No Further Discussion
 - Passed, None Opposed
- **Public and Member Comments for Issues on the Agenda - No Comments**
 - **HMIS & Common Assessment Committee-R. Shepard, Chair** but P. Ruddick spoke-
Some very good discussions have been had about where this committee is going to go in the future. It was discussed that this group didn't want to be labeled as a User Group, not everyone uses HMIS. Another reason for name change is that Common Assessment Coordinated Entry isn't needed within this committee since the CoC has had a CE since 2015. The Committee felt that a new name of "Data and Systems Integration Committee" would be a better fit based on items the committee will be working on. Next meeting will be June 1, 2022. Everything on the agenda will have to do with front line staff. P. Ruddick explained they will go through policy and procedures for Coordinated Entry.
J. James ask if Board members are expected to be on front line staff and attend these meetings. P. Ruddick said the committee chair will have to be at every meeting, so M. Woods will have to be there.
 - Motion from Committee to adapt new name
 - No Further discussion
 - Passed, None Opposed
 - **Program Performance & Evaluation Committee- Liz Sheehan, Chair**
Last meeting was April 20, 2022. Program review presentations from Greenhouse17 Emergency Shelter, Welcome House Payee Program, New Vista Permanent Supportive Housing Program, and the Housing Navigation and Intensive Case Management from Community Action Council. Demographics served were discussed for each program and challenges that each of these programs faced and approaches for the future to address those challenges were discussed.
Sheehan stated the selection committee meet prior to the regularly schedule PPE meeting to award funding recommendations for the Extended Social Resource Grant Overnight Emergency Shelter Component. Information and funding amounts are included in the Boards packet.
 - Motion from Committee to approve as presented
 - No Further Discussion
 - Passed, None opposed (J. James, D. Thomas recused)Next meeting is June 15, 2022 at 1:30 at Northside Branch Library.
 - **Advocacy, Issues and Programs Committee - A. Wallace, Chair**
Last meeting was April 27, 2022. T. Santos with LifeSet. LifeSet helps transition foster youth who are transitioning out of the foster system into adulthood. Youth are paired



up with a LifeSet specialist and they will help them with any goals they have. LifeSet works with them on housing, education and employment and money management and health care.

C. Motley and K. Pinkston with United Us also did a presentation. United Us is a technology platform that connects community based organizations. They connect health with social care. Referrals are able to be sent quickly. This platform makes it easier to track and measure outcomes with patients.

- **Encampment SOPs and Review Report - P. Ruddick**

P. Ruddick stated that a report was included in the Board packet and she opened the floor for questions. None were asked.

- **OHPI Director's Report-P. Ruddick**

- a. Budget Update
- b. 2022 LexCount Results
- c. 2021 CoC Competition Scoring Brief
- d. Hybrid meeting model option – July 14

Per P. Ruddick they get to go back to Hybrid meetings on July 14, 2022. P. Ruddick suggested that Board meetings to be online and Committee meetings to be in person. Committee meetings do really well when meeting face to face, the discussion goes better, a lot of work gets done. She felt like if board meetings were on Facebook that people could watch the meetings at their convenience and people that couldn't attend could watch them.

- e. Board Resignation and Appointments

Gayle Bartilow resigned, she took a new position at UK. The Board will add two new members to our board starting in June.

- **Next Regular Meeting**

- a. July 13, 2022 at 1:30 – 3:00, 101 East Vine, 3rd Floor Conference Room

- **Other Issues and Public Sharing for Issues not on Agenda**

- **Adjourn**

- Motion by – R. Shepard
- 2nd by J. James
- No Further Discussion
- Passed, None Opposed



2022 Housing Triage, Full Assessment

Opening Script:

My name is [interviewer name] and I work for a group called [organization name].

We are going to work together to help you resolve your housing crisis and coordinate a plan for you to acquire and maintain housing.

Lexington has a homelessness triage system. Think of it like an ER where individuals are triaged and treated based on how critical they are. We operate the same way. On any given night, Lexington has about 700 households all experiencing homelessness (adding up to about 5,000 every year) and it is our responsibility to treat those most likely to die on the streets first and then work down from that list.

Think about the range like heart attacks all the way down to stubbed toes. This doesn't make your crisis anymore less worthy of assistance, we just need to determine what type of assistance you need.

Again, think of an ER. Not every single person needs a full blood workup, MRI, CAT-scan, etc. Some individuals just need fluids or a breathing treatment. Same thing for us.

Completing this pre-screen does not guarantee you [and your family] access to financial assistance from homeless providers. It does, however, tell us where to start working with you, what your strengths are, and where we need to focus first in building a plan to end your homelessness.

The pre-screen is about 10-minutes long and most of the questions on the survey are a Yes or No-style question, and a few of them might just require one-word answers. Again, the answers will help us determine how we can best support you with available resources.

I'll be honest, some questions are personal in nature, but please know you can skip or refuse any question. These questions will ask you questions about previous experiences with homelessness, sexual or domestic violence, and alcohol or drug use.

Like I said, thinking about answering these questions might bring up some intense feelings for you. I want to add here that we can stop, pause, or postpone completing this questionnaire if at any time this process feels too overwhelming to continue. While completing this survey is important, making sure you are okay at the moment is more important.

The information collected goes into a system-wide database. This is a system that is intended to help different agencies who may never have worked together better share information about mutual clients who may need their services. It also allows housing providers to be connected with you - relieving you of the stress of contacting every single agency in Fayette County asking for housing assistance.

Given that, I want to give you the option of deciding who you work with to complete this survey. You can complete the survey with me, or if you prefer you can complete the survey with someone that you're already comfortable with.

Or, a third choice might be that we can refer you to the local domestic violence advocacy organization and you can work with them to complete the survey.

The reason I want to give you this option is because you may feel more comfortable answering these questions more honestly with somebody you're already familiar with.

The second reason I want to offer this is because if you are a survivor of domestic violence we want to give you the choice to remain unidentified in the system's database.

Without question, we will always keep the information you share with us confidential, but for various reasons, we cannot 100% guarantee against something like a security breach due to hacking or other nefarious actions.

With all of this in mind, do you want to proceed with completing this survey with me or with a different case manager, which would result in us using your actual name in our database?

If you would like to work with someone from the local domestic violence organization to complete this survey, we will refer you to someone at that agency and they will continue this process with you. You will therefore remain anonymous in our database.

WAIT for ANSWER:

CONTINUE if NEEDED:

I've been doing this long enough to know that some people will tell me what they want me to hear rather than telling me – or even themselves – the truth. It's up to you, but the more honest you are, the better we can figure out how best to support you. If you are dishonest with me, really you are just being dishonest with yourself. So, please answer as honestly as you feel comfortable doing.

As I mentioned, I'll be asking you some questions about your personal history that might feel pretty private to you.

If you do not understand a question, let me know and I would be happy to clarify. If it seems to me that you don't understand a question I will also do my best to explain it to you without you needing to ask for clarification.

Optional Documents to Upload into KYHMIS:

- _ Social Security Card
- _ Birth Certificate
- _ State ID or Driver License
- _ Proof of Income/Award Letter
- _ Documentation/Certification of SMI/Disability/SUD
- _ Documentation of Chronic Homelessness

Demographics	Name: _____		General Assessment Information
	SSN: ____-____-____		
	Veteran Yes No		
	DOB: ____/____/____		
	Race	Anyone non-white gets a point.	
Gender	Anything non-traditional gets a point.	Assessment Type	Phone Virtual In-person
Sexual Orientation	Anything non-hetro should get a point.	Assessment Level	Crisis Needs Housing Needs
Ethnicity	Anyone Hispanic gets a point.	Prioritization Status	Placed on CE List Not Placed on Ce List

A person gets: 2 points in the demo section, they receive an additional point, 4 points in the demo section, they receive an additional 2 points

Current Sleeping Situation

Where is this individual currently sleeping at night? Established camp = 1 Rough sleeping = 2 Car secure/safe = 1
If unsheltered, provide details of location.
Can this be verified and by whom?

Has the individual identified another place to live?	Yes	No
Does the individual have any resources or supports to obtain other permanent housing?	Yes	No
Do you have pets with you?	Yes	No
Are your pets keeping you from being sheltered?	Yes	No

Individual Contact Information

What language do you prefer to speak? If you are not fluent in spoken English = 1 point.

Individual's phone number(s) – up to 2: ____-____-____ or ____-____-____

Email address(es): _____

Is there someone who always knows how to contact you (i.e. parent, partner, sibling, best friend). Please provide contact information.

Please provide contact information for your safe person and mark as "safe person".

Is there another provider, case manager, or service worker that can find you? Please provide all contact information.

Please list your next of kin information even if you don't have a relationship with them. (name, town, address, phone, state, related how)

Easiest way to find the individual during the day Monday – Friday

Internal Use - Staff ONLY

Documentation and Subpopulations	Is this individual able to read, write, and comprehend in English	Yes	No (1)	
	Does this individual have a self-reported disability including SUD?	Yes (1)	No	
	Has a physician/mental health professional documented the disability and documentation uploaded into KYHMIS?	Yes	No	
	Does this individual self-report a SMI?	Yes	No	
	Has a mental health professional documented the SMI and documentation uploaded into KYHMIS?	Yes (1)	No	
	Is the individual currently pregnant?	Yes (1)	No	N/A
	Has this individual EVER been convicted of a felony?	Yes	No	
	Is THIS current episode of homelessness caused by fleeing domestic violence?	Yes	No	
	Is chronic homelessness documented in KYHMIS or uploaded in the KYHMIS?	Yes (1)	No	N/A
	Does this individual have a verified terminal illness?	Yes (2)	No	
	Are you currently engaged in non-voluntary sex/labor work?	Yes (1)	No	

Insert VI-SPDAT versions as needed and complete



VII

Fayette County Encampment Standard Operating Policy and Procedure

Effective Date: _____

	NAME	TITLE, Office	SIGNATURE	DATE
AUTHOR	Polly Ruddick	Director, Office of Homelessness Prevention and Intervention, LFUCG		
AUTHORIZER	Charlie Lanter	Commissioner, Housing, Advocacy, and Community Development, LFUCG		
AUTHORIZER	Sally Hamilton	Chief Administrative Officer, LFUCG		
AUTHORIZER	Bruce Davis	Chair, LFUCG Homelessness Prevention and Intervention Board, designated the Lex End Homelessness Continuum of Care Board		

READ AND APPROVED BY			
NAME	TITLE	SIGNATURE	DATE
Jennifer Carey	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		
Susan Speckert	Commissioner, 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 those experiencing homelessness and the public.

The Lex End Homelessness 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, and
7. Performance based funding.

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 places not meant for human habitation like 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. High performance of intensive and persistent outreach and engagement, and
4. Provision of low-barrier pathways to permanent housing options.

As part of efficiency and effectiveness across the response system, The LFUCG and the CoC have a mutual interest to set standards of practice in addressing and removing encampments on public property.

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

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

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

The OHPI, in cooperation with street outreach teams, will provide internal LFUCG staff annual training on these SOPs, homelessness trends, issues, and engagement techniques.

III. DEFINITIONS

➤ **Encampment:**

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.

➤ **Unauthorized Entry:**

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.

➤ **Public Safety Concern and/or Issue:**

Activity and/or conditions that interfere with the welfare and protection of the general public.

➤ **Public Health Concern and/or Issue:**

Activity and/or conditions that can be dangerous to the individual or public health such as garbage, open food containers, needles, human waste collection areas/receptacles, and other conditions that could be determined as a health concern.

IV. 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.

V. RESPONSIBILITIES

- Commissioner, Housing, Advocacy, and Community Development (HACD)
To oversee the Manager, Office of Homelessness Prevention and Intervention in decisions on final removal/clean-up deadlines.
- Manager, 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 Teams
Required to follow SOP and all contract requirements as assigned by the LFUCG RFP and response.
- Homelessness Prevention and Intervention Board designated as the Lex End Homelessness Continuum of Care Board
Review, update, approve, and support this SOP.

VI. 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 Commissioner of HACD or 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.

VII. STANDARD POLICY AND PROCEDURE

Va. IDENTIFICATION

PROCEDURE

1. A report of an encampment can trigger SOPs regardless of informational source.
2. Each division shall identify and report encampment locations on property under its respective jurisdiction by email to the Manager, 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 necessary, 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 Manager, 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

The Lexington Street Outreach teams will be provided the opportunity to engage the encampment to offer services and permanent housing options.

1. The Lexington Street Outreach teams shall post Appendix B, "Notice of Street Outreach and Services" within three (3) business days of notification of pending removal from OHPI.
2. Documentation of posting will be sent to Manager, OHPI for retention.
3. The Lexington Street Outreach teams 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 team's written plan for relocation and/or service delivery with scheduled timeline will be sent via email to Manager, OHPI within five (5) business days of posting Appendix B.

- ✓ Plan must include: (1) number of individuals contacted, and (2) case plans for each household contacted, (3) timeline for relocation or service delivery, (4) record of those refusing services.
- 5. Documentation of plan will be retained by Manager, OHPI and shared with the Commissioner, HACD.
- 6. The Lexington Street Outreach teams will visit encampment site at least once (1) daily between the time Appendix A is posted and completion of removal/clean-up.
- 7. Documentation of visits and engagement will be sent to the Manager, OHPI for retention and reporting.

POLICY

- The Lexington Street Outreach teams shall offer emergency shelter, permanent housing options, or relocation assistance for all individuals in the identified encampment.
- Neither the LFUCG nor the Street Outreach teams are required to provide additional alternatives to individuals who have refused available shelter or housing options and/or who have been previously or are currently excluded from all usual and appropriate alternatives because of the individual's 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.
- The Street Outreach teams, will be responsible for all personal property removal and retention with consent of the individual.

Vd. REMOVAL***PROCEDURE***

1. Based on written plan submitted and reviewed to/by OHPI, Code Enforcement or Environmental Services will post Appendix C, "Notice of Final Removal" at least seventy-two (72) hours in advance of removal.
2. Notice shall be posted on or near each tent, camping site, or structure that is subject to removal.
3. The Street Outreach teams 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.
4. Removal division shall be responsible for post inspection of encampment locations and documentation will be sent to Manager, OHPI for retention.

POLICY

- If no action to physically remove the encampment is taken with seven (7) days of posted removal notice date by the LFUCG or hired contractor, the LFUCG shall re-post notice of the encampment removal with new date.
- 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 and mark the area as an "Emphasis Area".

VIII. EMPHASIS AREA

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

PROCEDURE

- Within twenty-four (24) hours post-removal, the responsible division may mark, 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.

IX. 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 with the exception of Appendix D where as a stencil will be used to permanently mark the area

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

X. REVIEW

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

PROCEDURE

1. The Manager, OHPI shall report at each Board meeting all encampments 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 engaged including those refusing services and self-relocating
- Cost of removal or clean-up
- Marked as Emphasis Area or not

POLICY

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

XI. PUBLIC COMMUNICATION

POLICY

- Standard Operating Procedures will be kept for public review on the Office of Homelessness Prevention and Intervention webpage.
- Full listing of Emphasis Areas will be kept for public review on the Office of Homelessness Prevention and Intervention webpage.
- Copy of LFUCG Council Resolution will be kept for public review on the Office of Homelessness Prevention and Intervention webpage.

XII. 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.

XIII. CHANGE HISTORY

- 6/20/2019, HPI Special Board Meeting
 - Define public safety, public health, encampment, and unauthorized entry.
 - Move Vd. Policy on street outreach property removal to Vc. and add that there must be consent of the individuals for removal and retention by Street Outreach.
- 10/30/2019
 - Established a new definition of public health based on health department feedback.
- 2/22/2021
 - Additional of permanent housing emphases to Vc.
- 3/4/2022
 - Updates to reflect the newly created Department of Housing, Advocacy, and Community Development and to reflect the new position of the Office of Homelessness Prevention and Intervention within that Department.

VIII

Encampment Report for HPI Board
July 2022

- a. Location 1
- i. Notice of activity,
5/9/2022 – mowing contractor contacted Environmental Services, unable to mow area
 - ii. Engaged by SO, 5/9/2022
5/9/2022, Couple located, working with Community Action Council, has housing voucher
 - iii. First Notice posted, 5/9/2022
 - iv. Final Notice, 3/8/2022
 - v. Clean and removed, 3/14/2022 cost of \$1,100.00
-
- i. Second time, individuals moved further into the wooded area, lots of engagements with police
 - ii. First Notice posted on 5/25/2022
2 Couples
One housing voucher already issued – needed to secure housing placement
One new to town, had income, needed to relocate and identify housing
 - iii. Final Notice, 6/6/2022
 - iv. Clean and removed, 6/13/2022

Identified Areas Requesting Assistance just last week, not all inclusive of reports

- o All Parks property is ongoing
Gratz Park
Triangle Park
Constitution Park
Thoroughbred Park
- o CM Reynolds/Lamb/LeGris: Downtown
- o RJ Corman: Floyd Drive and Loudon Ave. Bridge – Code Enforcement investigating, looks like the camp might be on private property.
- o Stagger Inn: specific to one individual needed medication in the downtown area, Community Paramedicine worked this case – moved to St. James Place
- o CM Baxter: 3743 Kings Glen Park
- o CM McCurn:
 - Sandersville and Citation: 6 person tent – same individual as previous, refused all services, has income, refusing to locate a unit, on private property, Code Enforcement sent notice – gentlemen moved voluntarily to Bryan Station area, was later arrested for trespassing
 - Legends Property – active camp, engaged with street outreach – Code Enforcement is going to each out to the Legends. The property is horribly maintained and needs work along the back alley and back entrance.
 - 1403 Mercer Rd, D-bat – we have not found any encampments in this area that are active. We will continue to canvas.
- o 333 Waller Ave. – This is private railroad property – street outreach engaged 3 individuals
- o Call Dr./Thunderstick – Environmental Services will start work on 6/13
- o Dartmor – Environmental Services walked the property on 6/9 to develop a plan for removal along with corporation from private property owners in the area
- o LFUCG Recycling Center – cleaned and removed 5/31 and 6/1

- Hawkins Ave. – this is private abandoned property. Engaged one individual on the front porch who stated he would go live with his mother.
- BCTC property – no camps located
- LPD Reports:
 - 1533 Eastland and surrounding area (the area was missing its NRO for the last 4 months. That NRO is back on duty. Meet with him last week on location. He is working to help assist in the area. He knows the individuals and has advised they are unlikely to accept services. Will continue communication with NRO for any new arrivals to the area. Provided NRO with tip on drug house located in the area that was attracting “a line” of folks waiting for drugs.
 - 681 Dartmoor including rail bed, waterway, and adjoining property
 This is an ongoing discussion regarding private versus public. Code Enforcement is working directly with Environmental Services and surrounding property owners.
 - 205-209 Eastern – working with CAC case manager
 - 3515 Richmond Road
 - 1957-1973 Bryant Road – this is marked
 - Madden Property across from Canes – Code Enforcement is trying to contact property owner. These are currently abandoned camps.
 - 2680 Flying Ebony Dr and Vendor Way – asked Code Enforcement to survey area, PVA shows all private property. Will engage SO if needed.
 - Elkhorn Wendy’s – bathroom concerns

IX a

Innovative & Sustainable Solutions to Homelessness Fund - FY 2022 LFUCG			
Project	Operating Organization	FY2022	Spent
CoC Coordinator (FY22)	OHP	\$ 16,000.00	
CoC Coordinator (FY23)	OHP	\$ 16,000.00	
CoC Coordinator (FY24)	OHP	\$ 16,000.00	
Unallocated Balance Carry Over from FY21		\$ 18,000.00	
POs released, moved to ARPA funding FY22		\$ 190,556.66	
Total Allocated		\$ 48,000.00	
Total for Allocation for Programming		\$ 160,556.66	

Innovative & Sustainable Solutions to Homelessness Fund - FY 2022 ARPA Budget			
Project	Operating Organization	FY2022	Spent
Street Outreach 2.0	Community Action Council	\$ 259,000.00	\$ 123,995.84
PH Intensive Case Management Program Catholic Action Center	Mountain Comprehensive Care Center	\$ 63,546.66	\$ 14,384.11
Payee Program	Welcome House	\$ 89,509.00	\$ 10,134.27
HMIS Subsidy	OHPI	\$ 37,456.00	\$ 37,456.00
Medical Respite	Blue Grass Care Navigators	\$ 137,102.00	
Racial Equity Audit and Analysis	Cloudburst	\$ 87,385.00	
Onboarding Curriculum for Case Managers	Untold Content	\$ 76,001.34	
ARPA Allocated		\$ 750,000.00	
Total Amount Under Contract		\$ 750,000.00	
Actuals Spent		\$ 185,970.22	
Fund Remaining Unallocated		\$ -	

Innovative & Sustainable Solutions to Homelessness Fund - FY 2023 ARPA Budget			
Project	Operating Organization	FY2022	Spent
Street Outreach 2.0	Community Action Council	\$ 134,000.00	
Payee Program	Welcome House	\$ 92,194.00	
HMIS Subsidy	OHPI	\$ 40,000.00	
Management of Communications and Marketing Strategy	Untold Content	\$ 171,898.00	
Onboarding Curriculum for Care Managers	Untold Content	\$ 304,170.66	
ARPA Allocated		\$ 750,000.00	
Total Amount Under Contract		\$ 742,262.66	
Actuals Spent		\$ -	
Fund Remaining Unallocated		\$ 7,737.34	

Hope Center Emergency Shelter - Direct ARPA Allocation \$2,000,000.00
 Salvation Army Emergency Shelter - Direct ARPA Allocation \$2,000,000.00
 GreenHouse17 - Direct ARPA Allocation \$400,000.00

[illegible]

Project	ARPA \$1M Allocation		Allocation	Spent
	Operating Organization			
Transition in Place Housing Pets and Families	Mountain Comprehensive Care Center		\$ 1,000,000.00	
	ARPA Allocated		\$ 1,000,000.00	
	Total Amount Under Contract		\$ 1,000,000.00	
	Actuals Spent		\$ -	
	Fund Remaining Unallocated		\$ -	

CoC Supplemental NOFO to Address Unsheltered and Rural Homelessness - Overview



The 2022 Continuum of Care (CoC) Supplemental Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (FR-6500-N-25S) was released on June 22, 2022. This NOFO makes \$322 million available to assist communities in addressing unsheltered and rural homelessness.

This fact sheet summarizes the nuts and bolts of the 2022 Supplemental NOFO. It is part of a series of forthcoming Alliance resources to help communities respond to this opportunity strategically and equitably.

Highlights

The purpose of this NOFO is to target efforts to reduce unsheltered homelessness, especially in communities with very high numbers of people experiencing unsheltered homelessness and rural homelessness.

This NOFO will assist CoCs in reducing homelessness among people with severe service needs, especially people with histories of unsheltered homelessness.

CoCs must demonstrate a comprehensive, coordinated approach to reducing unsheltered homelessness. This approach should be grounded in Housing First and public health principles. This includes improving service engagement, health outcomes, and housing stability among highly vulnerable unsheltered individuals and families.

The CoC's comprehensive approach should advance equity and demonstrate involvement of individuals with lived experience of homelessness in service delivery and decision making.

The CoC's comprehensive approach should include partnership with health and housing agencies to leverage mainstream housing and healthcare resources. These partnerships should support the Housing First and public health principles defined above.

Project types funded in this NOFO include: CoC Planning, Unified Funding Agency Costs projects (Unsheltered Set Aside Only), Permanent Supportive Housing, Rapid Re-Housing, Supportive Services Only (Coordinated Entry [CE] and not including CE), Joint Transitional Housing - Rapid Re-Housing, and Homeless Management Information Systems (HMIS).

CoCs may apply for projects under one or both funding opportunities.

Roughly 125 awards are expected to be granted.

Important Dates

June 22, 2022

2022 CoC Supplemental NOFO to Address Unsheltered & Rural Homelessness release and e-SNAPS available

Tuesday, September 20, 2022 (30 days prior to submission deadline)

All project applications submitted to the CoC.

Wednesday, October 5, 2022

CoC notifies, in writing, all project applications who submitted their project applications to the CoC by the CoC established deadline whether their projection application(s) will be accepted and ranked on the CoC Priority Listing, rejected, or reduced by the CoC.

Tuesday, October 18, 2022 (on or before two days prior to submission deadline)

CoC posts on their (or a partner's) website all parts of the Special NOFO Consolidated Application, including the CoC Application, the CoC Application attachments, and the CoC Priority Listing, and notifies key community members and stakeholders that the CoC Consolidated Application is available.

Thursday, October 20, 2022 no later than 8:00 PM Eastern Time

Submission Deadline

Available Funding/Grant Terms

Approximately \$322 million is available in the Supplemental NOFO to Address Unsheltered and Rural Homelessness. \$54.5 million is available only for projects that serve rural areas and \$267.5 million is available for projects as part of the Unsheltered Homelessness Set Aside¹.

Each CoC will have two maximum award amounts under this Special NOFO:

Unsheltered Homeless Set Aside	Rural Set Aside
Maximum award is the CoCs Preliminary Pro Rata Need (PPRN) for the FY 2022 CoC Program Competition or \$60M, whichever is less.	Maximum award is 150% of the combined Preliminary Pro Rata Need (PPRN) for the FY 2022 CoC Program Competition of all of the rural areas as defined on p.14/III.C.2.k § III C. 2k of the NOFO.
Grant terms: Initial grant term for all projects is 3 years, including for CoC planning and Unified Funding Agency (UFA) costs.	Grant Terms: 3-5 years: acquisition, new construction, or rehabilitation (only available under the Rural Set Aside) <i>(2 years to complete the acquisition, new construction, or rehabilitation, and require the remaining grant activities to serve program participants for 3 years.)</i> 3 years: all other projects
Planning Project - 3% of the total amount awarded. 3-year grant term	No planning grants awarded under Rural Set Aside

¹ Funds were set aside for grants in rural areas pursuant to section 231 of the FY 2020 Appropriations Act and may be used only to fund projects serving rural areas. The funds for the Unsheltered Homelessness Set Aside were set aside pursuant to Section 231 of the FY 2020 Appropriations Act and may be used by HUD, with Congressional approval, for the Continuum of Care competition.

CoC Supplemental NOFO to Address Unsheltered and Rural Homelessness - **Scoring Priorities**



The 2022 Continuum of Care (CoC) Supplemental Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness (FR-6500-N-25S) was released on June 22, 2022. This [NOFO](#) makes available \$322 million to assist communities in addressing unsheltered and rural homelessness. This document is meant to provide a broad summary of this process and potential applicants should review the NOFO for important details.

Policy Priorities

Section II.A of the NOFO outlines HUD's six policy priority areas that CoCs should consider when preparing their application for these funds.

Overview

The U.S. Department of Housing and Urban Development (HUD) has identified the priorities for this NOFO in two distinct ways:

1. by clearly laying out the ***policy priorities they want to advance*** with this funding, and
2. by telling applicants ***how they will score the application***.

These two sections of the NOFO are critical to understanding what HUD wants to achieve with this funding and how they are defining success.

Policy Priority	Summary
Reducing Unsheltered Homelessness NOFO Ref: p.6/ II.A.1	Identify people living unsheltered (including encampments) and connect them directly to health and housing resources. Enhance Homeless Management Information System (HMIS) to collect more comprehensive data on people living unsheltered.
Reducing Unsheltered Homelessness and Serving Individuals and Families Experiencing Homelessness with Severe Service Needs in Rural Areas NOFO Ref: p.6/II.A.2	Rural areas often lack infrastructure and have unique challenges to providing homeless services and permanent housing. Target resources to rural areas and utilize additional eligible activities available in this NOFO to address the unique needs of rural areas.
Providing Assistance on Tribal Lands NOFO Ref: p.6-7/II.A.3	Indian Reservations and Trust Lands are now eligible recipients of CoC funds. CoCs are incentivized to create projects in areas where CoC services have been <u>entirely unavailable</u> and have high levels of homelessness, housing distress, or poverty.
Involving a Broad Array of Stakeholders in the CoC's Efforts to Reduce Homelessness NOFO Ref: p.7/II.A.4	Homeless services alone will not end homelessness. CoCs are encouraged to coordinate with a variety of stakeholders to develop and implement the CoC's plan to serve the populations detailed in this NOFO.
Advancing Equity NOFO Ref: p.7/II.A.5	BIPOC, LGBTQ people, people with disabilities, and other marginalized populations are overrepresented in the homeless population. HUD is emphasizing system and program changes needed to identify and address the needs of people who are disproportionately more likely to experience homelessness.
Using a Housing First Approach NOFO Ref: p.7/II.A.6	Projects funded under this NOFO should help individuals and families move quickly into permanent housing. CoCs should ensure that projects are correctly implementing a Housing First approach.

Application Scoring

HUD will use two separate processes to select projects for this NOFO – one for the Unsheltered Homelessness Set Aside and one for the Rural Set Aside. (A summary of this process can be found on page 8 of the NOFO in **Section II.B.2**)

Homelessness Set Aside – CoCs will be selected for funding, including all rated and ranked projects that pass threshold until funding runs out.

Planning and Unified Funding Agency (UFA) costs are only available for the Unsheltered Homelessness Set Aside and must be ranked on the CoC Priority Listing. This is different than CoC Planning and UFA costs in the regular CoC competition.

Rural Set Aside – Projects will be selected for funding based on project application scores using a 100 point scale. Hard costs (acquisition, rehab and new construction) are only allowed in the Rural Set Aside. Rural projects will be scored as follows (**Section II.B.2.b** on p.8 of the NOFO):

Project Scoring Criteria	Description	Points
CoC Score	Score is determined in direct proportion to the score received on required questions from the CoC application. Not all CoC application questions are required for CoCs applying only for rural projects.	Up to 50 points
CoC Project Ranking	Score is determined based on the CoC's ranking of the project application.	Up to 40 points
Serving Structurally Disadvantaged Areas	A total of 10 points is available for applications that commit to serving individuals/families in geographic areas that have high levels of homelessness, housing distress, or poverty and are located where CoC services have been entirely unavailable, such as trust lands and reservations.	10 points
Total: 100 Points		

Section VII.B of the NOFO (beginning on p.39) describes the factors HUD will use to establish the CoC score.

CoC Scoring Criteria Categories	Unsheltered Set-Aside	Rural Set-Aside	Points
Project Capacity, Review and Ranking: Existence of a coordinated, inclusive and outcome-oriented community process for developing the application.	Complete Entire Section	Complete Entire Section	4 points
System Performance: CoC system-wide performance measurement process related to reducing homelessness.	Complete Entire Section	Complete Entire Section	18 points

CoC Scoring Criteria Categories	Unsheltered Set-Aside	Rural Set-Aside	Points
Coordination and Engagement: Coordination with other systems of care that serve homeless individuals and families including sources other than the CoC program.	Complete Entire Section	Complete Entire Section	8 points
CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs: Describe in up to 15 pages (not including attachments): <p>how the CoC will leverage housing and healthcare resources and conduct landlord recruitment;</p> <p>what the CoC is currently doing and plans to do to identify, shelter, and house people who are unsheltered;</p> <p>how the CoC will prioritize people experiencing or with histories of unsheltered homelessness;</p> <p>how the CoC involves people with lived experience of homelessness in decision-making; and</p> <p>how the CoC will support and serve underserved communities and offer equitable housing interventions.</p>	Complete Entire Section	Only Complete Questions Labeled "Required for Rural Set-Aside"	Unsheltered = 70 points Rural = 59 points
Unsheltered Homelessness Bonus: HUD will award bonus points based on the number of unsheltered people reported in the 2019 Point in Time Count. <p>10,000 or more unsheltered people = 30 points</p> <p>5,000 to 9,999 unsheltered people = 20 points</p> <p>1,000 to 4,999 unsheltered people = 10 points</p> <p>999 or fewer unsheltered people = 0 points</p>	Only Applies to Unsheltered Set Aside	Does Not Apply to Rural Set Aside	Up to 30 points
TOTAL POINTS AVAILABLE: Up to 100 Regular Points <u>and</u> up to 30 Bonus Points (Unsheltered) Up to 89 Regular Points (Rural)			

Overview on Partnerships

Partnerships are important to ending unsheltered homelessness. Partly this is about money: to pay rent, to pay for intensive services that people need, for the needs of everyone living on the streets today is beyond what homelessness systems have available; and making housing more affordable so that vulnerable people aren't falling into homelessness is far beyond the resources of even larger systems. It's also about know-how. People living in unsheltered homelessness often have complex medical needs, and cooperation from local and regional hospitals and health care systems is indispensable. And it's about leadership. Systems that are negatively affected by mass homelessness need to help convince political leaders to make it a priority.

This Special Notice of Funding Opportunity (NOFO) to Address Unsheltered and Rural Homelessness envisions and rewards a working system that allows the funds directly provided through the award to leverage other funding, both for housing and for healthcare. In successful applications, it is likely that more funding will come from outside sources than come from the funds applied for in the NOFO. Some communities that don't receive NOFO funding will doubtless decide to move ahead with their plans using just the mainstream funds. And of course, mainstream programs have the potential to be sustainable funding sources, whereas funding from the Special NOFO is one-time only.

Provisions in the NOFO that specifically award partnerships:

Provision	Emphasis	Points Available
CoC Coordination and Engagement NOFO Ref: p.43/ VII.B.3	Having a coordinated, collaborative process for developing the plan to use these resources. Individual points are available for things like engaging a broad array of stakeholders.	8 points
Leveraging Housing NOFO Ref: p.46-47/ VII.B.4.a	Developing new housing units and housing opportunities. The emphasis is on housing paid for by mainstream HUD programs such as Housing Choice Vouchers, HOME funds from the American Rescue Plan, or the Housing Opportunities for Persons with AIDS program.	10 points
	Landlord recruitment plans and initiatives.	8 points
Leveraging Healthcare Services NOFO Ref: p.48/ VII.B.4.b	Full points will require a written commitment from one or more healthcare organizations to provide a range of services to people being served by the funded projects.	8 points
Supporting Underserved Communities NOFO Ref: p.53/ VII.B.4.g	Supporting underserved communities and supporting equitable community development. It is the Alliance's experience that the most effective plans to improve in this area will include building new partnerships with organizations in the community that serve people who may be underserved by the current homelessness system, but who seek help elsewhere when needed.	8 points

Section VI.F.1 of the NOFO outlines the CoC Consolidated Application charts, narratives, and required attachments. This includes the required letters of commitment from partnerships in new housing development, healthcare services, working groups comprised of persons with lived experience, and Public Housing Authorities.

Partnership Commitment Letters	Description
Development of New Units and New Housing Opportunities NOFO Ref: p.35/VI.F.1.e	A written commitment can include a letter, contract, or other formal written agreement. It must demonstrate how many new units are being developed or set aside for individuals experiencing homelessness and the date they will be available.
Hospitals, Healthcare Clinics, Insurance Agencies, Medicaid State Agencies, Public Health Departments, Mental Health Clinics, Federally Qualified Health Centers, or Drug Treatment Facilities NOFO Ref: p.35/VI.F.1.f	A written commitment must demonstrate the types of services being made available, the value of the commitment, and the dates the healthcare resources will be provided.
Working Group Comprised of Persons with Lived Experience NOFO Ref: p.35/VI.F.1.g	A letter must be signed by (1) at least three members involved in said working group, or (2) an authorized representative of the working group along with evidence that that person is authorized to represent the group. The letter must demonstrate support of the priorities in the CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.
Public Housing Authority (PHA) Serving the CoC's Geographic Area NOFO Ref: p.35/VI.F.1.h	HUD is requesting CoCs demonstrate written commitments with PHAs to: (1) pair vouchers with CoC-funded supportive services; and (2) work with the CoC and other stakeholders to create a prioritization plan for potential allocation of Stability Vouchers or a preference for general admission to Housing Choice Voucher Program. This could be done through the coordinated entry process for those experiencing homelessness; at risk of homelessness; or fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking.

Key Take-Aways

The best applications will be those showing that a coherent approach to reducing unsheltered homelessness is a goal and a strategy owned by the entire community, not just the local Continuum of Care programs. Leaders of the entire community will need to be involved in order to bring this kind of consensus. Partnerships between these leaders and the homelessness system may be the most important results of this NOFO.

The Alliance hopes that many communities apply, and that the partnerships developed or confirmed as part of the application process can be assets to those communities for years into the future.



CoC Supplemental NOFO

Unsheltered and Rural Homelessness

	Criteria	Points Available	Estimate Receive
Project Capacity, Review, and Ranking (4 points)	Objective Criteria & Past Performance	2	2
	Ranking & Selection Process	2	2
System Performance (18 points)	Reduce Number of Homeless Individuals & Families	3	3
	Reduce Number of First Time Homeless	3	3
	Reduce Length of Time Homeless	3	0
	Successful PH Placement or Retention	3	3
	Reduce Returns to Homelessness	3	3
	Income Growth	3	0
CoC Coordination and Engagement (8 points):	Inclusive Structure and Participation	1	1
	Invitation Process for New Members	1	1
	Gathers Opinions from Organizations	1	1
	Considers Proposals from Not Previously Funded Organization	1	1
	Coordination with Federal, State, Local, & Private Organizations	1	1
	Coordinate Discharge Planning	1	1
	Collaboration Related to Children and Youth	1	1
	CoC Provides Information and Training, including Mainstream Benefits and Other Assistance	1	0
Plan for Serving Individuals and Families with Severe Service Needs (70 points):	Development of New Units or Creation of New Housing Opportunity	10	5
	Landlord Recruitment	8	0
	Leveraging Health Care Resources	10	5
	Current Outreach Strategy	3	3
	Current Strategy to Provide Immediate Access to Low-Barrier Shelter and Temporary Housing for Those Unsheltered	3	1
	Current Strategy to Provide Permanent Housing for Those Unsheltered	3	2
	Updating the CoC Strategy Using Data	8	4
	Prioritize Households with History of Unsheltered Homelessness	12	10
	Involve Individuals with Lived Experiences	5	2
	Support Underserved Communities and Equitable Community Development	8	0
	Bonus Points	30	0
	TOTAL	130	55