

Before Starting the Special CoC Application

You must submit both of the following parts in order for us to consider your Special NOFO Consolidated Application complete:

1. the CoC Application, and
2. the CoC Priority Listing.

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- 24 CFR part 578
- Special NOFO CoC Application Navigational Guide
- Section 3 Resources
- Frequently Asked Questions

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The Special Notice of Funding Opportunity (Special NOFO) for specific application and program requirements.
2. The Special NOFO Continuum of Care (CoC) Application Detailed Instructions for Collaborative Applicants which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

CoC Approval is Required before You Submit Your CoC's Special NOFO CoC Consolidated Application

- 24 CFR 578.9 requires you to compile and submit the Special NOFO CoC Consolidated Application on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You must upload the [Specific Attachment Name] attachment to the 4A. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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1A-1. CoC Name and Number: KS-503 - Topeka/Shawnee County CoC

1A-2. Collaborative Applicant Name: City of Topeka, Kansas

1A-3. CoC Designation: CA

1A-4. HMIS Lead: City of Topeka, Kansas

1A-5.	New Projects	
	Complete the chart below by indicating which funding opportunity(ies) your CoC applying for projects under. A CoC may apply for funding under both set asides; however, projects funded through the rural set aside may only be used in rural areas, as defined in the Special NOFO.	
1.	Unsheltered Homelessness Set Aside	Yes
2.	Rural Homelessness Set Aside	No

1B. Project Capacity, Review, and Ranking–Local Competition

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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1B-1.	Web Posting of Your CoC Local Competition Deadline–Advance Public Notice. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Local Competition Deadline attachment to the 4A. Attachments Screen.	
	Enter the date your CoC published the deadline for project application submission for your CoC's local competition.	08/10/2022

1B-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. (All Applicants)	
	Special NOFO Section VII.B.1.a.	
	You must upload the Local Competition Scoring Tool attachment to the 4A. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected new project applications during your CoC's local competition:	
	1. Established total points available for each project application type.	Yes
	2. At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
	3. At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes

1B-3.	Projects Rejected/Reduced–Notification Outside of e-snaps. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4A. Attachments Screen.	
	1. Did your CoC reject or reduce any project application(s)?	No
	2. Did your CoC inform the applicants why their projects were rejected or reduced?	No
	3. If you selected yes, for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, list the latest date of any notification. For example, if you notified applicants on 6/26/22, 6/27/22, and 6/28/22, then you must enter 6/28/22.	

1B-3a.	Projects Accepted–Notification Outside of e-snaps. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Notification of Projects Accepted attachment to the 4A. Attachments Screen.	
	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, list the latest date of any notification. For example, if you notified applicants on 6/26/22, 6/27/22, and 6/28/22, then you must enter 6/28/22.	09/23/2022
1B-4.	Web Posting of the CoC-Approved Special NOFO CoC Consolidated Application. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Web Posting–Special NOFO CoC Consolidated Application attachment to the 4A. Attachments Screen.	
	Enter the date your CoC posted its Special NOFO CoC Consolidated Application on the CoC’s website or affiliate’s website–which included: 1. the CoC Application, and 2. Priority Listings.	10/11/2022

2A. System Performance

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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2A-1.	Reduction in the Number of First Time Homeless—Risk Factors.	
	Special NOFO Section VII.B.2.b.	
	Describe in the field below:	
	1. how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;	
	2. how your CoC addresses individuals and families at risk of becoming homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.	

(limit 2,500 characters)

1. The process used to identify homelessness risk factors included full group discussions at Homeless Task Force meetings as well as at meetings of the HTF Executive Committee. CoC members identified risk factors as including, but not limited to: lack of income, disability, criminal background, human trafficking, lack of health insurance, substance abuse/addiction, domestic violence, and, adverse rental histories.

2. Risk factors are heightened in the CoC resulting from the area's lack of affordable, decent housing as well as our community's high levels of human trafficking. Topeka is on Interstate 70, the nation's most-used transportation route for human sex traffickers. Our CoC's strategy to address individuals/families at risk for homelessness is to establish intentional, formal partnerships that provide supports to help families and individuals mitigate the identified risk factors. 92% of the HTF member agencies actively offer supports specifically addressing one or more of the identified risk factors and attempting to prevent homelessness from occurring. HTF monthly meetings include a detailed explanation of safety net/self-sufficiency-related services, as well as explanations of which organizations have supports currently available. The CoC Lead Agency has established plans for additional training and communication with CoC and Homeless Task Force member organizations to more accurately collect first time homeless data in 2020. The Topeka CoC applied for and was awarded supplemental HMIS funds from HUD to help address such training and data needs.

3. The CoC Lead, City of Topeka, oversees the CoC strategies related to reducing first-time homelessness.

2A-2.	Length of Time Homeless—Strategy to Reduce. (All Applicants)	
	Special NOFO Section VII.B.2.c.	
	Describe in the field below:	
	1. your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
	2. how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. Placement in the CoC's Shelter Plus Care or Permanent Supportive Housing program is coordinated by an active partnership between the CoC programs, the area homeless shelter, and the area's leading mental and behavioral health services provider. The CoC-funded programs have signed MOU's with the mental health provider and in the PSH projects, there is shared office-space. The formal relationships facilitate prompt reactions when eligible individuals enter the shelter or are otherwise identified as homeless. Both CoC programs have protocols in place to "fast-track" housing applications from individuals identified through our partners.

2. Identification and housing of individuals with longer periods of homeless histories is achieved through the CoC-funded program's work directly with the mental health provider and the homeless shelter. Those entities supply case-by-case length of homelessness data and use that data as a measure for prioritizing referrals to the CoC-funded projects.

3. The CoC Lead, City of Topeka, oversees the CoC strategy to reduce the length of time individuals and families remain homeless.

2A-3.	Successful Permanent Housing Placement or Retention. (All Applicants)	
	Special NOFO Section VII.B.2.d.	
	Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:	
	1. emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and	
	2. permanent housing projects retain their permanent housing or exit to permanent housing destinations.	

(limit 2,500 characters)

1. The CoC strategy, with all partner agencies, is to work more collectively and leave behind working in silos. The CoC has numerous programs that have been created with a collective impact model for assisting those in need. For example, through the efforts of the Mobile Assistance Partnership those seeking housing are being assisted with getting needed identification and documentation, facilitating quicker entry into housing. Additionally, the Impact Avenues works with 41 agencies to address all domains of the families situation by providing intensive case management to help them become housed and keep them housed. Additionally, our rescue mission increased their funding to be able to provide rent assistance to help those get into permanent housing destinations.

2. Entering and retaining permanent housing are supported through CoC partners in the Homeless Task Force that help CoC customers with targeted, strengths-based case management, employment assistance, and supports related to the identified risk factors for becoming homeless. For example, coordinated entry and similar case-specific coordination by Homeless Task Force members often results in recently housed individuals also receiving supports with landlord/tenant relations, job skills training, employment seeking assistance, home weatherization, access to Head Start or Early Head Start, and other strategies aimed at helping the individual(s) retain permanent housing. Our 97% housing retention rate is a strong indicator of the success of the collaborative strategy. The Homeless Task Force, as the governing body to the area CoC, is the organization responsible for overseeing the strategies to exit to permanent housing and retain permanent housing. Additionally, our rescue mission increased their funding to be able to provide case management to help those get into permanent housing destinations and remained housed.

2A-4.	Returns to Homelessness–CoC’s Strategy to Reduce Rate. (All Applicants)	
	Special NOFO Section VII.B.2.e.	

Describe in the field below:	
1.	how your CoC identifies individuals and families who return to homelessness;
2.	your CoC’s strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,500 characters)

1. The CoC programs, along with other HUD-funded projects and organizations participating in the citywide HMIS, have kept a high level of data, over multiple years, that allows the CoC to analyze returns to homelessness as well as access to support systems by those who were formerly homeless.

2. When a formerly homeless household or individual is noted to begin accessing a higher number of recorded support services, area helping agency staff are trained to recognize and inquire about the household's overall stability and help the individual(s) prioritize permanent housing retention. The CoC utilizes landlord/tenant solution focused mediation to identify and address issues before it leads to a return to homelessness.

3. The CoC Lead, City of Topeka is the organization responsible for overseeing the CoC strategy to reduce the rate of returns to homelessness.

2A-5.	Increasing Employment Cash Income–Strategy. (All Applicants)	
	Special NOFO Section VII.B.2.f.	

Describe in the field below:	
1.	the strategy your CoC has implemented to increase employment cash sources;
2.	how your CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
3.	provide the organization name or position title that is responsible for overseeing your CoC’s strategy to increase income from employment.

(limit 2,500 characters)

(1) Agencies in the CoC all implement strategies to increase income and employment for their customers. The CoC provides case management to each participant. Case management includes a variety of assessments and support systems, including determining eligibility for mainstream benefits and/or employment supports.

(2) Opportunities, such as access to the local Workforce Center where consumers can get assistance with resume writing and job interview skills, are discussed with participants and assistance is provided to complete program applications, attend group class sessions and individual appointments, and even to attend work or training on a regular basis. Training programs offer extensive personalized employment readiness skills and opportunities. Training helps the participant increase their cash income, along with skills necessary to maintain employment. Notifications are sent out by the CoC Leads listserv which encompasses over 200 people, including workforce centers.

(3) Overall CoC strategy for increased job and income growth is coordinated by the CoC Lead, City of Topeka.

	2A-5a. Increasing Non-employment Cash Income–Strategy. (All Applicants)	
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Special NOFO Section
 VII.B.2.f.

Describe in the field
 below:

	1. the strategy your CoC has implemented to increase non-employment cash income;
	2. your CoC's strategy to increase access to non-employment cash sources; and
	3. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,500 characters)

1. Each local CoC agency will through CoC application and evaluation policies, implement strategies to increase income for their customers. The population targeted by the local CoC programs is, notably and historically, difficult to employ. Participation in the Community Action Tanglewood PSH program, for example, requires a diagnosis of a severe and persistent mental illness, which can oftentimes be a barrier to regular employment. Community Action staff, City of Topeka staff, and partnering organizations (including the local mental and behavioral health center, the local Community Mental Health Center (CMHC) and area domestic violence program, assist customers who qualify for non employment cash (like SSI) to obtain those resources.

2. The CoC refers individuals to SOAR agencies to get assistance with their SSI applications. The CoC has many SOAR providers.

3. The CoC Lead, City of Topeka is the organization responsible for overseeing the CoC strategy to increase non-employment cash income.

2B. Coordination and Engagement–Inclusive Structure and Participation

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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2B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry. (All Applicants)	
	Special NOFO Sections VII.B.3.a.(1)	
	In the chart below for the period from May 1, 2021 to April 30, 2022:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing of CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	Agencies serving survivors of human trafficking	Yes	Yes	Yes
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	CoC-Funded Victim Service Providers	Yes	Yes	Yes
5.	CoC-Funded Youth Homeless Organizations	Nonexistent	No	No
6.	Disability Advocates	Yes	Yes	Yes
7.	Disability Service Organizations	Yes	Yes	Yes
8.	Domestic Violence Advocates	Yes	Yes	Yes
9.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
10.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
11.	Hospital(s)	Yes	Yes	Yes
12.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
13.	Law Enforcement	Yes	Yes	Yes
14.	Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Advocates	Yes	Yes	Yes
15.	LGBTQ+ Service Organizations	Yes	Yes	Yes
16.	Local Government Staff/Officials	Yes	Yes	Yes
17.	Local Jail(s)	Yes	Yes	Yes
18.	Mental Health Service Organizations	Yes	Yes	Yes
19.	Mental Illness Advocates	Yes	Yes	Yes

20.	Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
21.	Non-CoC-Funded Victim Service Providers	Yes	Yes	Yes
22.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
23.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
24.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
25.	Other homeless subpopulation advocates	Yes	Yes	Yes
26.	Public Housing Authorities	Yes	Yes	Yes
27.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
28.	Street Outreach Team(s)	Yes	Yes	Yes
29.	Substance Abuse Advocates	Yes	Yes	Yes
30.	Substance Abuse Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Service Providers	Yes	Yes	Yes
	Other:(limit 50 characters)			
33.	Jayhawk Area Agency on Aging	Yes	Yes	Yes
34.				

2B-2.	Open Invitation for New Members. (All Applicants)	
	Special NOFO Section VII.B.3.a.(2), V.B.3.g.	

	Describe in the field below how your CoC:
1.	communicated the invitation process annually to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, other People of Color, persons with disabilities).

(limit 2,500 characters)

1. An open invitation to join the CoC is available all year. Contact and meeting information is posted to the webpage of the collaborative applicant. The city has a list serv of community resource agencies that it emails monthly with an invitation to attend the monthly CoC meeting and to participate in the CoC competition. The Coc coordinates a public, monthly Homeless Task Force (HTF) meeting that includes an average of 40 participants, representing a wide variety of public and private organizations, as well as individual advocates, with interest and activities focusing on ending homelessness. Members are encouraged to bring new people to the meetings. Regularly, the CoC reviews memberships and conducts outreach to organizations and individuals not represented or participating. Additionally, partner organizations are using their social media platforms to inform their community about opportunities to join.
2. The CoC provides all materials of the HTF to members electronically, using accessible PDF formatting, and provides paper copies at meetings. The CoC accommodates requests for other formats as requested. Spaces where CoC HTF meetings are held are accessible to individuals with a wide range of disabilities. The CoC also utilizes zoom for all of its meetings which includes accessibility features. To ensure our differently abled community members are aware and are able to access information about meetings we utilize podcasts, which are available in audio and video formats.
3. CoC partner agencies work closely with the homeless population and encourages participation in public meetings as well as meetings impacted those experiencing homelessness. This could include city council meetings and continuum of care meetings. Outreach teams notify unsheltered homeless of opportunities for inclusion.
4. The CoC has a wide variety of members representing black, Latino, LGBTQ+, and people with disabilities. The CoC has invited culture centers, LGBTQ+ advocacy organizations, and disability agencies (e.g. El Centro, The Salvation Army, Valeo Behavioral Health Care) to attend and take roles within the CoC to address racial and ethnic disparities in persons experiencing homelessness. Members are encouraged to bring diversity to the membership. Additionally, the CoC actively monitors membership and seeks out groups or organizations that are not being represented. Some of our communication tools mentioned above are targeted in diverse geographic areas.

2B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness. (All Applicants)	
	Special NOFO Section VII.B.3.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1. The CoC hosts the Topeka/Shawnee County Homeless Task Force (HTF) monthly meeting, which is the primary strategy for collaboration on preventing, and ending homelessness. With an average of 40 members attending regularly, the HTF brings together a broad array of individuals and organizations that have an interest in or knowledge of homelessness, including social service agencies, the school district, the city government, health and mental health professionals, substance abuse treatment facilities, law enforcement, homeless and domestic violence shelters, and individual advocates. Monthly topics also include important subjects such as Diversity, Equity & Inclusion, domestic violence, human trafficking, Fair Housing, and LGBTQIA+. Representatives from the CoC also attend public events, forums, and meetings hosted by local agencies and organizations that have an interest in preventing and ending homelessness to solicit and consider additional opinions. Additionally, CoC funded agencies that provide Rapid Rehousing services ask clients to complete a survey on their experience. Every HTF meeting individuals have an opportunity to openly share innovative tools and techniques to end homelessness.

2. CoC membership provides quarterly updates to the city council and council committee meetings to inform the community of HTF efforts. The community is invited to ask questions and share their opinions during meetings. HTF community ambassadors communicate the work of the HTF at clubs and organizations frequently.

3. The information obtained in the public meetings is very important to CoC advocacy efforts with local decision-makers and business, improving resources available, and CoC governance. For example, CoC efforts have led to new resources - providing City issued identification for homeless individuals experiencing difficulties obtaining a state issued ID and mobile outreach trucks that include showers, food, clothing, and medical. In the last year, the CoC took information gathered from local agencies, city council, and individuals with lived experience to create a new initiative that allows a single point of access for rent assistance. Most recently the CoC provided feedback to Kansas Housing Resource Corporation regarding the inefficiencies with the administration of the their mortgage/rental assistance program that was furthering homelessness in the community.

2B-4.	Public Notification for Proposals from Organizations Not Previously Funded. (All Applicants)	
	Special NOFO Section VII.B.3.a.(4)	

Describe in the field below how your CoC notified the public:	
1.	that your CoC's local competition was open and accepting project applications;
2.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
3.	about how project applicants must submit their project applications;
4.	about how your CoC would determine which project applications it would submit to HUD for funding; and
5.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,500 characters)

1. At the July 2022 HTF meeting an announcement was made that the CoC competitive funding process had opened and that new project application would be accepted and were, in fact, encouraged. The notification goes out through the CoC's email list serv group and social media outlets.
2. Participating organizations were specifically informed at the meeting that the CoC would consider proposals from organizations not previously funded. The meetings of the HTF are open to the public as well as to all interested social and public agencies in the community. Additionally, the funding availability announcement is put on the collaborative applicants website for the community at large. Discussions about the CoC application are held at the Homeless Task Force meetings throughout the year in addition to when the NOFO opened. The notification also goes out through the CoC's email list serv group and social media outlets.
3. Discussions about the CoC application are held at the HTF meetings throughout the year in addition to when the NOFO opened. A handout is given with specific instructions on how to access the HUD materials to submit an application as well as a step by step guide on what to do with due dates. The CoC lead is also available for questions during the process and one-on-one meetings are available to walk through the steps.
4. The HTF and applicants are informed that the Ranking and Review committee will look at each application and score it based on performance, housing stability, project need, and consumer feedback, using a score sheet to evaluate projects. The scores determine which applications will be submitted to HUD and the ranking order. The Ranking and Review committee is made up of non-biased agencies. We encourage those not applying for funds to participate in the review process to enhance their ability to apply themselves in future applications.
5. The CoC provides all materials of the HTF to members electronically, using accessible PDF formatting, and provides paper copies of materials at meetings. The CoC accommodates request for other formats as requests are made. Spaces where CoC Homeless Task Force meetings are held are accessible to individuals with a wide range of disabilities. Meetings are also available through zoom with accessibility features. To ensure our differently abled community member organizations are aware and are able to access information about the CoC opportunities we utilize podcasts, available in audio and video formats.

2C. Coordination / Engagement—with Federal, State, Local, Private, and Other Organizations

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2C-1.	Coordination with Federal, State, Local, Private, and Other Organizations. (All Applicants)	
	Special NOFO Section VII.B.3.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC’s coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC’s geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	
18.		

2C-2.	CoC Consultation with ESG Program Recipients. (All Applicants)	
	Special NOFO Section VII.B.3.b.	

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,500 characters)

1. ESG Program Recipients are required to participate in monthly informational and planning meetings of the Topeka / Shawnee County Homeless Task Force (HTF). The HTF is the governing body of the CoC. At these meetings the agencies are informed of the needs of the community and the CoC's desire for the use of the funds.

2. Each year, ESG fund allocation proposals are brought before the Homeless Task Force and voted on by the full body. Additionally, the HTF annually establishes a monitoring and compliance subcommittee for ESG funded agencies. This subcommittee evaluates ESG program progress by reviewing and analyzing the quality of data entered into the HMIS, and compliance with protocols for ESG and CoC agencies. All results from the subcommittee's evaluation are taken back to the HTF and ESG recipients for discussion and input. Record of the ESG discussion and input is maintained in formal meeting notes kept by the CoC.

3. ESG Program Recipients are required to enter into our HMIS system and provide PIT and HIC data through that system. The CoC conducts an annual Point in Time Count and presents that information to the Homeless Task Force and the participating jurisdiction (PJ). The PJ uses this information in the Consolidated Action Plan to help show what needs the community has and to inform the community. Additionally, it helps the PJ decide on funding decisions using this data.

4. The Homeless Task Force provides ongoing input to the City of Topeka during their comment period of the Consolidated Action Plan. The input provided by the HTF is used in multiple places in the plan including our HIC and PIT data. The CoC Lead is also the lead for the Con Plan discussions and information is shared to the community.

2C-3.	Discharge Planning Coordination. (All Applicants)	
	Special NOFO Section VII.B.3.c.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1.	Foster Care	Yes
2.	Health Care	Yes
3.	Mental Health Care	Yes
4.	Correctional Facilities	Yes

2C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts. (All Applicants)
	Special NOFO Section VII.B.3.d.

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

2C-4a.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts—Formal Partnerships. (All Applicants)
	Special NOFO Section VII.B.3.d.

Describe in the field below:

1.	how your CoC collaborates with the entities checked in Question 2C-4; and
2.	the formal partnerships your CoC has with the entities checked in Question 2C-4.

(limit 2,500 characters)

1. Impact Avenues targets school-age children experiencing homelessness. Utilizing a collective impact model with many collaborative partners such as USD 501 and their McKinney Vento liaison, Impact Avenues partners work to move families into housing by providing the services necessary to overcome barriers. The purpose of the Collective Impact Model is to harness the assets of a community in a strategic and disciplined way to address complex social problems. Intensive case management is a critical piece of serving families. This mean each family will experience a “Yes” with every partner organization. There are currently 41 partners involved in this effort Backbone and partner organizations together touched the lives of Shawnee County’s students and families 3,340 times in the 2019-2020 through 2021-2022 school years. During this period, 349 families with 827 children were served; 424 were students, while 333 were younger siblings. A key metric for this program is the housing stability rate once families attain a permanent housing solution. Ninety-seven percent (97%) of families who attain a permanent housing solution through Impact Avenues remain stably housed. This extraordinary result is made possible by the full array of wraparound services and classes that build families’ ability to be self-sufficient that are at the heart of the Impact Avenues program. In addition to Impact Avenues, Topeka Rescue Mission and USD 501 provide on-site classroom tutoring and homework time for children living at the Mission. The class room is staffed by USD 501 teachers and qualified volunteers. The goal of this programming is to help students stay on track with their studies even when experiencing homelessness.

2. The CoC has MOU's with all 41 partner agencies to help increase access to education for individuals and families.

2C-4b.	CoC Collaboration Related to Children and Youth–Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services. (All Applicants)	
	Special NOFO Section VII.B.3.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services

(limit 2,500 characters)

The CoC adopted a policy and procedure to inform individuals and families who become homeless of their eligibility for education services during the Coordinated Entry process. An assessment of the family or individuals needs are completed and a referral is made through the coordinated entry process. If consumers inquire about the need for educational services, the CoC then makes a referral to partnering agencies that provide/collaborate with educational service providers.

The partner agencies of the CoC are located across the city and each have protocols to help inform individuals and families of educational resources. For example, the Mobile Access Partnership program travels around the city, where homeless populations gather, to provide services and to hand out resources. The resources include educational materials within the community. Impact Avenues, another homeless program, partners with all the school districts, GED programs, high school diploma program and Washburn Technical School. These partnerships are part of the CoC's efforts and the employees of these agencies are CoC leaders.

2C-5.	Mainstream Resources—CoC Training of Project Staff. (All Applicants)	
	Special NOFO Section VII.B.3.e.	

Indicate in the chart below whether your CoC trains project staff annually on the following mainstream resources available for program participants within your CoC's geographic area:

	Mainstream Resource	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI—Supplemental Security Income	Yes
3.	TANF—Temporary Assistance for Needy Families	Yes
4.	Substance Abuse Programs	Yes
5.	Employment Assistance Programs	Yes
6.	Other	No

2C-5a.	Mainstream Resources—CoC Collaboration with Project Staff Regarding Healthcare Organizations. (All Applicants)	
	Special NOFO Section VII.B.3.e.	

- Describe in the field below how your CoC:
1. systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area;
 2. works with project staff to collaborate with healthcare organizations to assist program participants with enrolling in health insurance;
 3. provides assistance to project staff with the effective use of Medicaid and other benefits; and
 4. works with projects to promote SOAR certification of program staff.

(limit 2,500 characters)

(1) The two CoC-funded programs are administered through organizations that also administer a variety of other anti-poverty and community enhancement services targeted specifically to helping low-income people improve their financial and general well-being. As such, staff at both organizations are continuously engaged in the delivery of direct supports to low-income people, including providing information to customers about available mainstream resources and assisting them with application of these. Staff are kept up to date via program updates issued by the State and Federal governments, information delivered through professional webinar trainings, and participation in monthly and ad-hoc meetings.

(2) The CoC uses three main strategies to communicate with program-funded agencies – inviting organizations that provide mainstream benefits to present at the monthly Homeless Task Force, sending out information on a regular basis via the listserv the CoC lead maintains, and inviting maintain benefits organizations to participate in the coordinated care meetings. The CoC-funded projects use case management staff to collaborate with healthcare organizations to assist program participants with enrolling in health insurance. Additionally, the major health care providers in the community are active participants in the Homeless Task Force, as are the managed care businesses

in the State, making access to and effective use of Medicaid easier for customers served through CoC resources.

3. The CoC provides opportunities for project staff to increase knowledge for the effective use of Medicaid and other benefits. This includes partnering with content experts such as the Department of Children and Families and Kansas Department of Aging and Disabilities. CoC agencies help individuals fast track their Medicaid application in effort to get them needed services quicker.

4. Several CoC agencies are trained in SOAR. CoC agencies are knowledgeable on where to refer people who need a SOAR assessment. The CoC encourages it members to obtain SOAR certification.

3A. New Projects With Rehabilitation/New Construction Costs

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- 24 CFR part 578
- Special NOFO CoC Application Navigational Guide
- Section 3 Resources
- Frequently Asked Questions

3A-1.	Rehabilitation/New Construction Costs–New Projects. (Rural Set Aside Only).	
	Special NOFO Section VII.A.	
	If the answer to the question below is yes, you must upload the CoC Letter Supporting Capital Costs attachment to the 4A. Attachments Screen.	
	Is your CoC requesting funding for any new project(s) under the Rural Set Aside for housing rehabilitation or new construction costs?	No

3B. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- 24 CFR part 578
- Special NOFO CoC Application Navigational Guide
- Section 3 Resources
- Frequently Asked Questions

3B-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. (Rural Set Aside Only)	
	Special NOFO Section VII.C.	

Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	----

3B-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. (Rural Set Aside Only)	
	Special NOFO Section VII.C.	
	You must upload the Project List for Other Federal Statutes attachment to the 4A. Attachments Screen.	
	If you answered yes to question 3B-1, describe in the field below:	
	1. how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and	
	2. how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.	

(limit 2,500 characters)

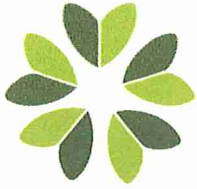
N/A

4A. Attachments Screen For All Application Questions

Please read the following guidance to help you successfully upload attachments and get maximum points:

- | | | |
|--|----|---|
| | 1. | You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete. |
| | 2. | You must upload an attachment for each document listed where 'Required?' is 'Yes' |
| | 3. | We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images and reduces file size. Many systems allow you to create PDF files as a Print Option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube. |
| | 4. | Attachments must match the questions they are associated with. |
| | 5. | Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. |
| | 6. | If you cannot read the attachment, it is likely we cannot read it either.
- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
- We must be able to read everything you want us to consider in any attachment. |
| | 7. | Open attachments once uploaded to ensure they are the correct attachment for the required Document Type. |

Document Type	Required?	Document Description	Date Attached
1B-1. Local Competition Announcement	Yes	Announcement	09/22/2022
1B-2. Local Competition Scoring Tool	Yes	Scoring Tool	09/22/2022
1B-3. Notification of Projects Rejected-Reduced	Yes	projects Rejected...	09/23/2022
1B-3a. Notification of Projects Accepted	Yes	Projects Accepted	09/23/2022
1B-4. Special NOFO CoC Consolidated Application	Yes		
3A-1. CoC Letter Supporting Capital Costs	No		
3B-2. Project List for Other Federal Statutes	No		
P-1. Leveraging Housing Commitment	No		
P-1a. PHA Commitment	No	PHA Commmittment	10/11/2022
P-3. Healthcare Leveraging Commitment	No	CoC Lead and Stat...	09/22/2022
P-9c. Lived Experience Support Letter	No	Lived Experience ...	10/11/2022
Plan. CoC Plan	Yes	CoC Plan	10/11/2022



TOPEKA/SHAWNEE COUNTY

**HOMELESS
TASK FORCE**

September 23, 2022

City of Topeka,

This letter is to inform you that your project for coordinated entry rank #3 in the Specail NOFO provided by HUD.

Please let me know if you have any questions.

Thank you,

A handwritten signature in blue ink, appearing to read 'Corrie Wright', is written over the 'Thank you,' text.

**Corrie Wright
CoC Lead**



TOPEKA/SHAWNEE COUNTY

HOMELESS TASK FORCE

September 23, 2022

Topeka Rescue Mission,

This letter is to inform you that your project for outreach ranked #1 and the project for rapid re-housing ranked #2 in the Special NOFO provided by HUD.

Please let me know if you have any questions.

Thank you,

A handwritten signature in blue ink, appearing to read 'Corrie Wright', with a stylized flourish at the end.

**Corrie Wright
CoC Lead**



TOPEKA HOUSING AUTHORITY

2010 SE California Ave. Topeka, KS 66607 ■ 785-357-8842 ■ Fax: 785-357-2648 ■ tha.gov

October 3, 2022

Topeka/Shawnee County Continuum of Care
City of Topeka
620 SE Madison St.
Topeka, KS 66607

Re: Commitment Letter for Continuum of Care to Address Unsheltered Homeless

Dear CoC:

The Topeka Housing Authority (THA) in collaboration with the Topeka/Shawnee County Continuum of Care (CoC) will support individuals and households to help eradicate homelessness. THA commits to help individuals and families experiencing or at-risk of homelessness; those fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking; veterans and families that include a veteran family member that meets one of the preceding criteria.

The Topeka Housing Authority commits to working with the Topeka/Shawnee County CoC to pair housing vouchers with CoC funded supportive services. THA is also committed to utilizing coordinated entry for the allocation of vouchers so that prioritization can be given to those in greatest need.

Sincerely,

Trey George
Executive Director
Topeka Housing Authority
2010 SE California Ave
Topeka, KS 66607



CITY OF TOPEKA CONTINUUM OF CARE (COC) LEAD AGENCY
ARPA AGREEMENT

THIS City of Topeka Continuum of Care (COC) Lead Agency ARPA Agreement (“Agreement”) is entered into as of the 01 day of March, 2022, by and between the Secretary of the Kansas Department for Aging and Disability Services (“KDADS”), and The City of Topeka, KS, (“Contractor”), hereinafter collectively be referred to as the “Parties”.

WHEREAS, KDADS is in need of Community Collaboration with the Topeka Continuum of Care (COC), for the purposes of State Policy development, Daily Bed Availability Tracking, Barrier Reducation for consumers with behavioral health diagnosis, Coordinated Entry Assessment, and to ensure that Behavioral Health Consumers who are homeless or at risk of homelessness are connected to Behavioral Health evidenced based OCI Housing First programming services.

WHEREAS, KDADS is willing to engage Contractor’s services and Contractor is willing to provide such services pursuant to the terms and conditions contained herein.

THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Contractor’s Duties. The Contractor agrees to provide his/her services and to perform such other duties as may be assigned, as set out in the Contractor’s Scope of Work attached hereto as Appendix B, and consistent with the following:
 - a. By-Laws, Rules, Regulations, Background Checks and Policies. The Contractor agrees to abide by the regulations and policies of KDADS, and the State of Kansas.
 - b. Security Clearance. Contractor shall submit to and comply with KDADS’ HR Policy No. 8.9 regarding Security Clearance. Should Contractor fail to obtain KDADS’ security clearance, this Agreement shall terminate forthwith.
2. Compensation. The total amount payable under this Agreement shall not exceed **\$35,804.00 in Year One and Not Exceed \$222,765.00 for the full term of the agreement..** Contractor shall submit a written, itemized invoice on a monthly basis. Assuming invoice approval, KDADS shall pay such invoice within thirty (30) days of its receipt of the same. The Parties agree that KDADS shall not withhold any tax, federal or state, from Contractor’s compensation.
3. Term. The term of this Agreement shall be from **03/01/2022**, through **09/30/2025** unless terminated by one of the parties hereto, or by the terms of this Agreement. The Parties agree that this Agreement may, however, be amended/extended through an Amendment signed by the Parties hereto.
4. Independent Contractor Status. At all times pertinent to this Agreement, Contractor shall perform as and hold the status of independent contractor. Nothing in this Agreement is intended to create or imply any type of employer-employee, principal-agent, master-servant, or any other

relationship other than that of independent contractor as between KDADS and Contractor. KDADS shall not withhold any form of taxes, insurance, assessments, or other amounts from payment to Contractor. Contractor shall be solely responsible for payment of any and all taxes incurred as a result of this Agreement. In addition, Contractor acknowledges that he/she is not entitled to any benefits whatsoever, including health insurance; KPERs, life insurance; worker's compensation, or the like.

5. Termination, Default and Remedies. The Parties agree that this Agreement may be terminated as follows:

- a. Either party hereto may terminate this Agreement without reason or penalty by giving the other party written notice of intent to do so thirty (30) days in advance of such proposed termination;
- b. KDADS may, at its option, terminate this Agreement immediately and without advance notice to Contractor in the event of:
 - (1) Contractor's breach of any material term of this Agreement, which breach is not corrected by Contractor within thirty (30) days of the earlier of (a) the occurrence of such breach or the events or circumstances causing such breach, or (b) written notice thereof given to Contractor by the KDADS;
 - (2) Contractor's conviction of a felony, or Contractor's plea of guilty or no contest with respect to a felony charge;
 - (3) Contractor's neglect of duty under or violation of the Bylaws, rules and regulations, and policies and procedures of the KDADS and/or the State of Kansas;
 - (4) Contractor's inability to perform with reasonable skill and safety by reason of Contractor's use of alcohol, drugs, chemicals, or any other type of material;
 - (5) Contractor's inability to work with and relate to others, including, but not limited to staff, in a respectful, cooperative, and professional manner;
 - (6) Contractor's failure to strictly abide by the Incorporated Authorities;
 - (7) The Contractor's failure to pass the KDADS' security clearance;
 - (8) The discretion of the Secretary and/or Supervisor, with or without cause.
- c. In the event that Contractor fails to perform a material provision of this Agreement, KDADS may, in addition to such other remedies provided for by law:
 - (1) Terminate this Agreement; or
 - (2) Delay payment until KDADS verifies Contractor's performance.

6. Conflicts of Interest. In addition to strict compliance with all applicable Kansas statutes/regulations governing State of Kansas Contractors and other provisions contained in this Agreement, Contractor hereby agrees that Contractor shall exercise the utmost good faith to ensure

that Contractor does not (a) have any interest, financial or otherwise, direct or indirect, (b) engage in any business or transaction, (c) incur any obligation of any nature, or (d) render directive, managerial, consultative, or professional administration service which is in substantial conflict with the Contractor's duties to KDADS.

7. Retention of and Access to Records. All records prepared pursuant to this Agreement shall be retained and safeguarded for a five-year period following termination of this Agreement, and said records shall be made available to any other party to this Agreement, any independent auditor retained by any other party, the Secretary of Health & Human Services, the U.S. Comptroller General, the Auditor of the Kansas Legislative Division of Post Audit, or their designees. Each party shall bear the costs of storing, retrieving, and producing its records created and required to be kept under this Agreement.

8. Confidentiality, Privacy and HIPAA.

- a. Contractor shall strictly comply with applicable confidentiality and privacy laws and regulations, state or federal, and shall further comply with the provisions of the Health Insurance Portability and Accountability Act ("HIPAA"), as amended and modified by the HITECH Act, and the regulations implementing the same.
- b. Within five (5) business days following the execution of this Agreement, Contractor shall execute a Business Associate's Agreement with KDADS. A copy may be printed off the KDADS' web site located at: <https://www.kdads.ks.gov/provider-home/forms>. Contractor shall not be provided access to the KDADS' computer system until Contractor has executed a Business Associates (BA) Agreement and/or I.T. Security Agreement.

9. Incorporation of the State of Kansas Contractual Provisions Attachment. The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

10. Service of Notices. All notices required or which may be given pursuant to this Agreement shall be in writing, personally delivered by courier or commercial delivery service, or sent electronically and United States mail, first class, postage prepaid, to the following addresses or such other address as may be designated in writing by the named person during the term of this Agreement:

If to Contractor:

City of Topeka Continuum of Care (COC) Lead Agency
C/O Corrie Wright
620 SE 6th Avenue STE. 100
Topeka, Kansas 66607

If to KDADS:

KDADS Behavioral Health Services Commissioner, Andrew Brown
Kansas Department for Aging and Disability Services

503 South Kansas Avenue
Topeka, Kansas 66603-3404

And

Laura Howard, Secretary
Kansas Department for Aging and Disability Services
503 South Kansas Avenue
Topeka, Kansas 66603-3404

With a copy to:

Chief Counsel- Legal Division
Kansas Department for Aging and Disability Services
503 South Kansas Avenue
Topeka, Kansas 66603-3404

11. Amendment or Assignment. Modification or amendment to this Agreement shall be in writing and executed with the same formality as the original. Similarly, this Agreement shall not be assigned without the prior written consent of KDADS.

12. Waiver of Breach. Waiver of a breach in performance of any term of this Agreement by KDADS shall not be construed as a waiver of any subsequent breach of the same or any other performance or provision of this Agreement.

13. Invalidity. Any provision of this Agreement determined to be invalid or unenforceable shall not affect the validity or enforceability of the remaining provisions, and in all respects the agreement shall be construed as if such invalid or unenforceable provision was omitted.

14. Prior Negotiations. This Agreement supersedes all prior negotiations and agreements between these parties with respect to the matters stated herein, and it represents the entire understanding of the parties.

15. Governing Law. This Agreement shall be governed by the laws of the State of Kansas. Should legal action be initiated, the Parties agree that venue shall only be proper in the District Court for Shawnee County, Kansas.

16. Signatures. The Agreement (and any amendments, modifications, or waivers in respect hereof) may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same document. Facsimile signatures or signatures emailed in portable document format (PDF) shall be acceptable and deemed binding on the parties hereto as if they were originals.

17. Terms Read and Understood. The signatories to this Agreement certify that they have read this Agreement, have received adequate opportunity to confer with counsel, if desired, and fully understand all of the terms, and the parties acknowledge and represent that they enter into this Agreement of their own free will, and not from any representation, commitment, promise, pressure or duress from any other party.

18. Cooperation. The parties agree to fully cooperate with each other in the performance hereunder, and will execute such additional agreements, documents, or instruments, if any, as may reasonably be required to carry out the intent of the Agreement.

19. Authorization. The person who executed this Agreement by or on behalf of each respective party or individual, as applicable, represents and warrants that he/she has been duly authorized and empowered to execute and deliver this Agreement on behalf of such Party and that all necessary corporate approvals have been obtained.

20. Additional Assurances. The provisions of this Agreement shall be self-operative and shall not require further agreement by the parties except as may be herein specifically provided to the contrary; provided, however, that at the request of either party, the other party shall execute such additional instruments and take such additional acts as are necessary or useful to effectuate this Agreement.

21. Binding Effect. This Agreement shall be binding on and inure to the benefit of the Parties and their heirs, executors, administrators, and respective successors and permitted assigns.

22. Miscellaneous Provision.

Attachments:

Appendix A: DA 146a (rev. 07-19)

Appendix B: Scope of Work

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date as set forth herein.

**KANSAS DEPARTMENT FOR AGING
AND DISABILITY SERVICES**

**CITY OF TOPEKA CONTINUUM OF
CARE LEAD AGENCY**

By: Laura Howard
Laura Howard, Secretary

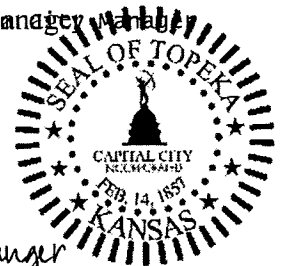
By: William E. Cochran
William E. Cochran, City Manager

Date: 3/31/2022

Date: 3/9/2022

Attest:

Brenda Younger



State of Kansas
Department of Administration
DA-146a (Rev. 07-19)

**APPENDIX A
CONTRACTUAL PROVISIONS ATTACHMENT**

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the 01 day of March, 2022.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every

subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

STATE OF KANSAS
Kansas Department for Aging and
Disability Services; and

The City of Topeka Continuum of Care (COC) Lead Agency

APPENDIX B

SCOPE OF WORK: CITY OF TOPEKA CONTINUUM OF CARE (COC) LEAD AGENCY ARPA AGREEMENT

I. Introduction and Summary:

KDADS is enhancing the current Coordinated Entry Process for person with a Behavioral Health Diagnosis through adding a staff position within City of Topeka Continuum of Care (COC) Lead Agency. The Crisis Housing Boundary Spanner who will take referrals from KDADS and other State and Community agencies within Shawnee County for consumers that meet the federal block grant definitions of Serious Mental Illness (SMI), and/or Co-Occurring Disorder.

II. Outcome/ Goal(s):

OUTCOME GOALS

1. Expand the current remote VI-SPDAT screening program to Target Mental Health Consumers who meet Federal Eligibility for SAMHSA's mental health block grant Funding.
2. Ensure that at least 100 mental health consumers per year are connected to the Topeka/Shawnee County Coordinated Entry System within (72 hours of initial referral)
3. Ensure that at minimum 50 mental health block grant eligible consumers per year are provided a VI-SPDAT within (72) hours of initial referral and ensure that consumers information is entered into HMIS within the Topeka/Shawnee County CoC.
4. Ensure that mental health block grant consumers have access to HUD's Housing Programs and support services that will assist them with sustaining housing.
5. Collect and share data as needed with the Topeka/Shawnee County CoC; KDADS and the Governor's Behavioral Health Services Planning Council (Housing and Homelessness Subcommittee)

III. Services to be Provided:

STANDARD REQUIREMENT

- In partnership with KDADS the contractor shall fulfill the requirements as identified in SAMHSA'S ARPA funding opportunity announcement.
- Comply with all terms and conditions of the Federal SAMHSA award as identified in the Notice of Award and all activities described in the approved grant proposal and fulfillment of requirements of the Federal RFA.
- Provide SAMHSA/KDADS with all required de-identified performance data (HMIS, NOM's reporting elements).
- Exercise proper and appropriate stewardship of federal and state grant funds;
- Collaborate with KDADS and SAMHSA staff regarding any changes to staff or program;
- Demonstrate progress towards achieving project goals to ensure consumers who meet eligibility criteria for the federal mental health block grant are provided access to Coordinated Entry within the Balance of State COC regions;
- Comply with all regulatory and programmatic requirements in partnership with KDADS and SAMHSA;

- Submit all required forms, data, and reports in a timely fashion;
- Participate in all grantee meetings scheduled with KDADS, SAMHSA or the Governor's Behavioral Health Services Planning Council sub-committee on Housing and Homelessness;
- Collaborate with any federally-funded resources such as the cross-site evaluation; and,
- Conduct meetings with the project partners on a regular basis

PROGRAM REQUIREMENTS

1. Coordinated Entry Liaison work with Topeka/Shawnee County CoC, KDADS, and the States CCBHC's, CMHC's provider agencies to identify barriers and work on policy changes to ensure access to HUD's Coordinated Entry System and HUD Access points for consumers who meet eligibility for SAMHSA Federal Mental Health Block Grant.

Targeted Populations

The SAMHSA MENTAL HEALTH BLOCK GRANT program targets:

- **Adults with serious mental illnesses.** Includes persons age 18 and older who have a diagnosable behavioral, mental, or emotional condition—as defined by the Psychiatric Association's *Diagnostic and Statistical Manual (DSM) of Mental Disorders*. Their condition substantially interferes with, or limits, one or more major life activities, such as:
 - Basic daily living (for example, eating or dressing)
 - Instrumental living (for example, taking prescribed medications or getting around the community)
 - Participating in a family, school, or workplace

2. This position in partnership with the Topeka/Shawnee County CoC will develop a process document for HUD's access points in collaboration with the COC region leads and the states CCBHC's and CMHC provider systems.

3. This position will work directly with Behavioral Health Consumers who are eligible for Mental Health Federal Block Grant funding by completing VI-SPDATS and referrals to the Coordinated Entry process and ensuring that consumers are connected to the COC's by-name list.

4. This position will work directly with the COC regional case managers regarding consumers who have behavioral health diagnosis and will staff and troubleshoot those cases. High Risk Cases that need further resolution will be referred to KDADS Behavioral Health Housing Division Team.

5. Each year this position will work directly with the CCBHC Housing Specialist within the Topeka/Shawnee County CoC to provide training on HUD's Coordinated Entry System and Access Points.

DATA ENTRY REQUIREMENTS

1. All Target population Consumers who meet eligibility requirements for Coordinated Entry will be entered into HUD's HMIS system and placed on the Regions By Name List.

2. A data tracking mechanism will be developed in partnership with SAMHSA, KDADS and Topeka/Shawnee County CoC to ensure that Mental Health data as required by SAMHSA is entered and provided in the Federal Block Grant Annual Report

IV. Deliverables and Reporting:

A. Deliverables and Reporting Specifications:

1. Monthly Mental Health Block Grant Eligible Consumer Served and HMIS data will be entered into appropriate data systems and that information shall be shared with KDADS.
2. Annual Reporting to assist with data reporting requirements for the federal block grant will happen once a year in collaboration with KDADS and the City of Topeka COC Lead Agency.
3. Quarterly Verbal or Oral Report Outs will be provided to the Governor's Housing and Homelessness Committee and an annual programmatic report sharing both HMIS and Mental Health Block Grant Eligible data will be submitted to KDADS Housing & Block Grant Division Teams and the City of Topeka's COC Lead.
4. Quarterly data report outs will be given to the Housing and Homelessness Sub-Committee that resides under the Governor's Behavioral Health Services Planning Council.

B. Invoices

All invoices shall be submitted by the twentieth day of the month via email and in a separate attachment contractor will include a monthly programmatic progress report. Itemized Start Up Invoices should be sent monthly by the twentieth of each month to account for Start Up Program Costs.

C. The following release shall be on the FINAL financial report:

"Contractor hereby understands and agrees that final payment is being made in the amount above and it releases the Contractor and KDADS from any further claims under this Agreement, subject to KDADS contract close-out procedures. After payment of the Final Financial Report (Final Payment), no further amount shall be due or payable by KDADS under this Agreement."

Payment Schedule: Budget has been based on a 3 1/2 year grant cycle to allow for project start up and any vacancy time that may occur for the lifetime of the grant award.

Year One: March 1st, 2022-September 30th 2022, a 3 month start up disbursement of 11,934.66 will be awarded upon final execution of the grant agreement. The remainder of the Year One total disbursement of \$35,804.00 will be disbursed thru monthly line item invoicing and the total amount billed for start up cost.

Year Two: October 1st 2022-September 30th 2023. All invoicing will be due by the first of the month and disbursements will be based on monthly line item invoicing. Year Two billing shall not exceed a total disbursement of \$61,735.00.

Year Three: October 1, 2023-September 30th 2024. All invoicing will be due by the first of the month and disbursements will be based on monthly line item invoicing. Year Three billing shall not exceed a total disbursement of \$62,318.00.

Year Four Final Close Out: October 1, 2024-September 30th 2025. All invoicing will be due by the first of the month and disbursements will be based on monthly line item invoicing. Year Four billing shall not exceed an yearly total of \$62,908.00 and an accumulative total balance of the total award which is \$222,765.00.

**Monies carried over from Years1-3 will be added to the next years monthly invoicing total awards, not to exceed \$222,765.00 in Year Four. This is a one year contract but the budget has been created for a 3 year 7 month billing cycle to account for the additional years of funding as available through the State of Kansas ARPA awards from SAMHSA.

V. **State Resources to be Provided (If Applicable)**

Technical Assistance and Housing First Training with Sam Tsemberis, Cross-Training for consumers with behavioral health diagnosis and Health and Wellness Coaching.

VI. **Miscellaneous Provisions:**

N/A

To:
City of Topeka
Housing and Urban Development
Topeka KS

October 4, 2022

Subject: Homelessness Lived Experience Work Group

To whom it may concern

This group was formed to provide information to the city of Topeka to assist in determining the best way to serve the homeless population in our community and how to meet their immediate needs. This lived experience group was formed by the staff of Valeo Behavioral Health Care under the supervision of Kim Williams-Gaston.

The following questions were asked of this work group and their responses are listed below.

If the city had money available to help the unsheltered homeless, what should we use it for?
What is the biggest barrier for the unsheltered to get services?
What can providers do better to help the unsheltered individuals?
Any other recommendations?

The work group reports they believe the City of Topeka should use the money to buy some empty houses, fix them up and use them for homeless people or to build another shelter, maybe one for people with medical needs specifically. Additional suggestions were made to use the money to help people with things they are struggling with, such as money for substance use rehab and/or oxford houses, to help people get an education or help them get jobs and financial classes as well as a recommendation for hotel assistance.

"We believe that its hard for people to ask for help", this was the consensus of the work group. The work group had several ways of expressing this from, "It is hard to get what I need when no one listens to what I'm talking about"; and "I think people's biggest barrier is being too afraid to ask for help, its not easy and its embarrassing. A lot of people don't know where to start or who to ask for help."

The work group felt that Topeka has many resources and much more than lots of other communities. They did feel that Topeka needs to find a way to have more providers in the community who are able to help as the current providers are overly inundated with people and are not able to keep up. One individual shared, "I think having more education on therapy services and ability to obtain therapy services without insurance would be beneficial". Another participant indicated, "I think if they had more stuff to bring to camps like tents and sleeping bags it would help a lot".

This work group was very invested in this process and were passionate about sharing their thoughts to hopefully effect change in the Topeka community as well as elsewhere.

Attached is the signature page and information for all work group participants.

Homeless Lived Experience Work Group

Signature

Print

Date

Wayne Good

Wayne Good

10-3-22

Brooke Jennings

Brooke Jennings

10-3-22

Jayne Falls

Jayne Falls

10-3-22

Stephanie Christman

Stephanie Christman

10-3-22

Carl McDonald

Carl McDonald

10-3-22
