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**DOCUMENT TITLE:** Reallocation Resident Relocation Policy

**POLICY ADMINISTRATION:** The Greater Kansas City Coalition to End Homelessness, Jackson/Wyandotte County Continuum of Care Lead Agency

­­­**Policy Formation and Approval Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Responsible Party | Due Date | Date Completed | Link to Draft, Notes, etc. |
| Initial Draft | Policy and Procedure Coordinator | 5/26/2020 | 5/26/2020 | [Initial Draft](https://gkcceh.squarespace.com/s/GKCCEH-CoC-Reallocation-Resident-Relocation-Policy-Draft-1.docx) |
| Draft Review | Community Standards Committee | 6/2/2020 | 6/2/2020 | [Notes](https://gkcceh.squarespace.com/s/Reallocation-Resident-Relocation-Policy-Draft-1-Notes.docx) |
| 2nd Draft | Policy and Procedure Coordinator | 6/10/2020 | 6/2/2020 | [2nd Draft](https://gkcceh.squarespace.com/s/GKCCEH-CoC-Reallocation-Resident-Relocation-Policy-Draft-2.docx) |
| 2nd Draft Review | Community Standards Committee | 6/17/2020 | 6/17/2020 | [Notes](https://gkcceh.squarespace.com/s/Reallocation-Resident-Relocation-RRR-Policy-Draft-2-Notes.docx) |
| 3rd Draft | Policy and Procedure Coordinator | 6/24/2020 | 6/18/2020 | [3rd Draft](https://www.gkcceh.org/s/GKCCEH-CoC-Reallocation-Resident-Relocation-Policy-Draft-3-9ggm.docx) |
| Review & Committee Vote | Community Standards Committee | 7/7/2020 | 7/7/2020 | Notes |
| Committee Approved Policy Sent to Full Membership for 10 Business Day Review | Policy and Procedure Coordinator | 7/9/2020 | 7/15/2020 | [Email](https://conta.cc/32n7ODF)  [Website](https://www.gkcceh.org/news/mo-604s-rapid-rehousing-written-standards-and-reallocation-resident-relocation-policy-feedback-requested) |
| 4th Draft | Policy and Procedure Coordinator | 7/24/2020 | 7/29/2020 | [4th Draft](https://gkcceh.squarespace.com/s/GKCCEH-CoC-Reallocation-Resident-Relocation-Policy-Draft-4.docx) |
| 4th Draft Sent to Full Membership for 3 Business Day Review | Policy and Procedure Coordinator | 7/24/2020 | 7/29/2020 | [Email](https://conta.cc/2Dj2u9U)  [Website](https://www.gkcceh.org/news/mo-604s-rapid-rehousing-written-standards-and-reallocation-resident-relocation-policy-feedback-requested-1) |
| Final Draft | Policy and Procedure Coordinator | 7/30/2020 | 8/3/2020 | Final Draft |
| Presented to Board of Directors for Approval, as needed. | Executive Director & Policy and Procedure Coordinator | 8/7/2020 | 8/7/2020 | ~~Notes~~ |
| Approved Policy Published via Email and Website | Policy and Procedure Coordinator | 8/10/2020 | 8/10/20 | Email  Website |

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**POLICY ADMINISTRATION:** The Greater Kansas City Coalition to End Homelessness, Jackson/Wyandotte County Continuum of Care Lead Agency

**ADOPTED DATE:** August 7, 2020

**POLICY**

It is the role of the Greater Kansas City Coalition to End Homelessness, the Continuum of Care Lead Agency for Jackson and Wyandotte counties (CoC MO-604), to ensure CoC MO-604 has the strongest performing Housing Programs (HP) in place to end homelessness, CoC MO-604 has developed systemic supports to ensure that homeless assistance is well coordinated, well managed, inclusive, transparent, and achieves positive outcomes. These system-wide supports include Coordinated Entry, Training, Program Monitoring and Outcome Evaluation, and a [policy for reallocating funds within CoC MO-604](http://static1.squarespace.com/static/5db8636812643216dff9b6f4/5dbc960567d1c97798c68cd8/5dbc95fd67d1c97798c68b48/1572640253547/gkcceh_reallocation_policy_final_2018-as-posted-on-website-Sept-08-2018-Updated-Logo-Format-1.pdf?format=original).

Reallocating funds is an important tool used by CoC MO-604 to make strategic improvements to our community’s homelessness system. Through reallocation, CoC MO-604 can create new, evidence-informed projects by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available.

While reallocation is a part of the CoC MO-604’s ability to make strategic improvements to end homelessness in Jackson and Wyandotte counties, CoC MO-604 recognizes that reallocation can disrupt housing for those currently engaged in HP that have funding reallocated. To minimize the disruption to those housed by HP subject to reallocation, CoC MO-604 has developed the following standards for HP who are unable to continue housing those engaged in their services:

* No individual or household engaged in services by HP that has been reallocated shall be

exited back into homelessness.

* HP that have been reallocated will follow the process described herein to rehouse those engaged in services that will no longer be available at the end of the funding period.
* Any individual or household engaged in services by HP that has been reallocated, who has not been successfully transitioned into a new residence by HP, will be prioritized in the Coordinated Entry System (CES), in accordance with the Transfer Policy.
* CoC MO-604 lead agency will provide flexibility around existing guidelines and regulations, whenever possible, to ensure all residents remain stably housed with minimal disruptions.
* HP & CoC MO-604 will work together to ensure that residents from reallocated HP do not expend the entirety of new HP availability acquired through the NOFA (Notice of Funding Application) process.
* New HP will be prioritized to allow opportunities for those who have not yet been housed on our BNL.

**PROCESS**

Regardless of the type of reallocation (voluntary/involuntary), the following process shall be followed by all HP that have funds reallocated:

1. Immediately after receiving notification of reallocation, HP:
   1. Begin assessing options for supplementary funding sources to avoid having to end services.
   2. Create a detailed, written plan, with objectives and deadlines, should supplementary funding fall through, noting:
      1. The number of individuals and/or households that would need to be transitioned onto other housing programs, subsidies, and/or services.
      2. Which housing programs, subsidies, and/or services each individual and/or household would be eligible for and be able to settle into prior to the end of HP funding period.
         1. This includes maintaining, and if needed obtaining, documentation of:
            1. Valid Photo Identification
            2. Social Security Card
            3. Disabling Condition
            4. Chronicity
            5. Current Fair Market Rate
            6. Any other documentation that will be required by the housing programs, subsidies, and/or services the individual and/or household may be transitioned into.
      3. Any extenuating circumstances that may need to be addressed for the individual or household to be housed or may assist them in their eligibility for housing programs, subsidies, and/or services.
      4. Specific objectives for each individual and/or household needing to be relocated. (Including which staff member is responsible for supporting each objective, what the due date for each objective is, and space to detail whether the objective was met, or not, and why.)
      5. A communication plan for all residents who will need to be relocated.
         1. All residents must be informed verbally and in writing of the need to relocate at least 60 days prior to the grant closure date.
      6. Proposal for spending down grant funds in ways that best serve those who will be forced to relocate.
   3. Notify CoC MO-604, via email, of:
      1. Initial search for supplemental funding and documentation of written relocation plan, then
      2. monthly of resident placement progress updates.
   4. Continue attending Housing Solution Team meetings as part of resident relocation plan.
2. No less than six months prior to grant closure date, HP must:
   1. Email CoC MO-604’s Executive Director and Director of Programs with documentation of:
      1. Secured supplementary funding, and/or
      2. Updated relocation plan/resident placement progress.
   2. Meet with CoC MO-604’s Executive Director and Director of Programs, if there are residents who do not have definitive relocation plan, to ensure proper supports are in place to ensure successful resident relocation.
   3. Begin attending placement team meetings as part of resident relocation plan.
   4. Make transfer requests according to CES [Program Transfer Policies & Process](https://static1.squarespace.com/static/5db8636812643216dff9b6f4/t/5dc465737881f1730114067c/1573152116377/GKCCEH+ParticipantTransfer+Policy.pdf).
   5. Provide weekly email updates to CoC MO-604’s Executive Director and Director of Programs regarding resident placement progress.
3. At least two months prior to grant closure date or within 60 days of relocating all individuals and/or households affected by the reallocation of funds (whichever comes first), HP must provide detailed documentation of:
   1. Secured supplemental funding and final funding spend down plan, or
   2. Relocation plan and final funding spend down plan.