



## Quarterly Narrative Report

Project Name:			
Agency Name:			
Person Completing Form:		For Quarter Ending:	
Contract Number:		Contract Period:	

- Describe any significant accomplishments or milestones impacting this program this quarter.
  
- Could you explain any deviations in program performance, unexpected challenges, or concerns encountered this quarter. (Include staff turnover rates, biggest client barriers).
  
- Describe how the program has engaged participant voices and/or feedback in a way to better serve participants.
  
- Provide an example of how the program has addressed racial disparities in outcomes to those who are disproportionately impacted by homelessness.

- If applicable, please describe any major repairs:
- If applicable, please use link to update your programs Critical Incident Report [https://kcrha.org/wp-content/uploads/2023/03/FINAL\\_KCRHA-Critical-Incident-Report-Template-Policy.docx.pdf](https://kcrha.org/wp-content/uploads/2023/03/FINAL_KCRHA-Critical-Incident-Report-Template-Policy.docx.pdf)

Good Neighbor QN Update:

- *To further promote transparency and ongoing engagement, your organization will provide quarterly written updates to KCRHA. These updates will summarize the communication exchanges, community meetings, issues addressed, and any action steps taken within the past quarter. Agency Policy also must include points of contact and must be signed and dated for the 2026 fiscal year. The purpose is to ensure ongoing open communication and demonstrate active efforts in maintaining and improving neighbor relations with our stakeholders. A section will be provided to the Quarterly Narrative for reports for submission.*

Quarterly Performance Chart (Emergency Shelter, Enhanced, Day Centers)

Quarter	Performance Standards 40% Singles 65% Families 35% Youth and Young Adults	Actual Performance	Number Served	Positive Exits (PH)	Negative Exits	Met/Not Met	Notes/Explanation
Q1							
Q2							
Q3							
Q4							

### Definitions for Reporting Consistency

- Positive Exits: Exits to permanent housing (rental unit, home ownership, Permanent Supportive Housing), reunification with family/friends where housing is stable, or transfer to another permanent housing program.
- Negative Exits: Exits to homelessness (shelter, unsheltered, vehicle), incarceration, hospitalization without stable discharge plan, unknown destination, or leaving the program without securing housing.

### Transitional Housing

Quarter	Performance Standards Exit Rate to PH	Actual Performance Length of Stay	Positive Exits (PH)	Negative Exits Return to Homelessness	Utilization Rate
Q1					
Q2					
Q3					
Q4					

Notes:

### RAPID REHOUSING

Quarter	Performance Standards 80% Exit Rate to PH	Length of Stay 180	Return to Homelessness 10% Singles and Families 20% Youth	Positive Exits (PH)	Met/Not Met

			and Young Adults		
Q1					
Q2					
Q3					
Q4					

Permanent Housing

Quarter	Performance Standards Exit Rate	Actual Performance	Number Served	Negative Exits	Entries from Homelessness	Utilization Rate
Q1						
Q2						
Q3						
Q4						

Notes: