



Friday, October 27, 2006

10:00 AM-12:00 PM

United Way of Metropolitan Chicago ▪ 560 W. Lake Street ▪ Chicago, IL

## AGENDA

- I. **Welcome & Introductions**
- II. **Approval of Meeting Minutes**
- III. **Treasurer's Report – *Doug Jones***
  - A. Financial Statements
  - B. Audit Update
- IV. **Director's Report – *Jennifer Hill***
  - A. Rental Support Workgroup
  - B. Retreat Planning
- V. **Committee Reports**
  - A. Executive Committee – *Eileen Higgins*
  - B. Fundraising Committee – *Tom Galassini & Sandy Williams*
  - C. HMIS Committee – *Doug Jones*
  - D. Continuum of Care Development – *Sue Shimon*
  - E. Chronic Homelessness – *Lynda Schueler & Khen Nickele*
  - F. Project Review and Prioritization – *Cynthia Schilsky*
  - G. Outcome Evaluation Committee – *Karen Stunkel*
  - H. Homelessness Prevention – *Fred Shannon & Mary Schurder*
  - I. Governance – *Ken Schmitt*
  - J. Advocacy Committee – *Nancy Radner*
- VI. **Other Reports**
  - A. Regional Roundtable – *Cynthia Schilsky*
  - B. Mainstream Resources – *Mary Ann Romeo*
- VII. **CBSA Reports**
  - A. South – *Fred Shannon*
  - B. West – *Lynda Schueler*
  - C. North – *Sue Shimon*
- VIII. **Old Business**
- IX. **New Business**
- X. **Adjournment**

- The November meeting of the Board of Directors is cancelled to make time for the Strategic Planning Retreat on **Friday, November 17**, 1:00 PM to 5:00 PM, at a west suburban location to be announced. The next Alliance board meeting will be **Thursday, December 21**, 10 AM to noon, rescheduled due to the winter holidays.

ALLIANCE TO END HOMELESSNESS  
IN SUBURBAN COOK COUNTY  
MINUTES OF 09/22/06 MEETING

Meeting Called to Order at 10:05, and introductions were made.

Edwin Walker moved the approval of the minutes from the August meeting. Mike Wasserberg seconded. Minutes were approved by a voice vote.

Jennifer made the Treasurer's Report in place of Doug Jones.

Director's Report: Rental Housing Support-a new draft of rules has been released.  
A new application was made this week to the Chicago Community Trust for \$40,000 to be used for outcome evaluation.

Executive Committee: Most of the meeting was taken up by discussion of Rental Housing Support and Fundraising ideas.

Fund Raising Committee: There was discussion about a proposal to have a Festival Of Trees fund raiser in December. The roll call vote on the proposal was: 1 Yes, 14 No and 3 Abstentions. The board requested the committee develop a Marketing/Funding Plan.

HMIS: User Acceptance Training was completed. Some Agency input still needed for: Data Conversion/Interfacing; HMIS Information Surveys; Participating Agency Agreements.

Continuum of Care: Continued discussion on the 2007 Unsheltered Count.

Chronic Homelessness: Upcoming training on the Harm Reduction Model.

Evaluation: Scheduled a working session on 09/29/06 for all HUD Grantees.  
Participants will learn how to use Family Self-Sufficiency Scale and begin to set benchmarks using the scale.

Prevention: Reviewing Procedures for IDHS funding, and their responsibilities under the Alliance Strategic Plan.

Governance: Ken Schmitt moved to approve a change in the bylaws moving the end of the fiscal year to 12/31 of each year. Mary Schurder seconded. It was approved on a voice vote.

Advocacy: There may be changes made to the McKinney-Vento act. This committee met with its counterpart at the Partnership to End Homelessness to discuss this and other common interests.

No Report for either the Regional Roundtable or Mainstream Resources.

CBSA Reports:

South: Planning a local version of Peer to Peer

West: Planning a Summit for 12/01/06.

North: Looking at how to organize its meetings around hot topics and how to involve non-provider participants.

Khen Nickele moved to adjourn and Cynthia Schilsky seconded. Motion was Approved.

Meeting adjourned at 12:10

### **Voting Members Present**

Eileen Higgins **CHAIR**

Mark Enenbach **VICE CHAIR**

Patrick Rodgers **SECRETARY**

Ken Schmitt **PAST CHAIR**

Jose Alvarez

Beverly Christmon

Arie Davis

Tom Galassini

Debra Howard-Frye

Sharmili Majmudar

Khen Nickele

Lynda Schueler

Nancy Radner

Mary Ann Romeo

Cynthia Schilsky

Mary Schurder

Susan Shimon

Edwin Walker

LaTonya Walker

### **Voting Members Absent**

Sue Augustus

Gerry DuPaty

Richard Grove

Doug Jones **TREASURER**

Louis Harrison, Jr.

Marianne Minas

Lenoris Perkins

Rev. John Rice

Raul Rodriguez

Fred Shannon

Mike Wasserberg

Sandy Williams

Daryl S. Woods

### **Other Members Present**

Jennifer Hill, Bryan Manasse – Alliance Staff

Marvin Gorss -West Suburban Landlords Assoc.

Cheryl Refuerzo -Connections for the Homeless

Tahtia K. Smalling -IL DHS/DMH PATH Program

Courtney Suchor -Sanctuary/SS Family Shelter

Sharrone Ward -Grand Prairie Services

Katrina Van Valkenburg – Corporation for Supportive Housing

Alliance to End Homelessness  
Balance Sheet  
September 30, 2006

ASSETS

|                              |    |           |
|------------------------------|----|-----------|
| Current Assets               |    |           |
| Checking Account             | \$ | 7,678.15  |
| Accounts Receivable          |    | 85,673.72 |
| Security Deposit             |    | 872.29    |
| ComEd Deposit                |    | 100.00    |
|                              |    | 94,324.16 |
| Total Current Assets         |    |           |
| Property and Equipment       |    |           |
|                              |    | 0.00      |
| Total Property and Equipment |    |           |
| Other Assets                 |    |           |
|                              |    | 0.00      |
| Total Other Assets           |    |           |
|                              |    | 0.00      |
| Total Assets                 |    |           |
|                              | \$ | 94,324.16 |

LIABILITIES AND CAPITAL

|                               |    |           |
|-------------------------------|----|-----------|
| Current Liabilities           |    |           |
| Accounts Payable              | \$ | 2,044.24  |
| Line of Credit Payable        |    | 30,000.00 |
| Credit Card Payable           |    | 2,080.61  |
| Deductions Payable            |    | 237.50    |
| Federal Payroll Taxes Payable |    | 4,475.65  |
| State Payroll Taxes Payable   |    | 1,442.10  |
| SUTA Payable                  |    | 2,102.95  |
|                               |    | 42,383.05 |
| Total Current Liabilities     |    |           |
| Long-Term Liabilities         |    |           |
|                               |    | 0.00      |
| Total Long-Term Liabilities   |    |           |
|                               |    | 42,383.05 |
| Total Liabilities             |    |           |
| Capital                       |    |           |
| Retained Earnings             |    | 4,837.10  |
| Net Income                    |    | 47,104.01 |
|                               |    | 51,941.11 |
| Total Capital                 |    |           |
|                               |    | 51,941.11 |
| Total Liabilities & Capital   |    |           |
|                               | \$ | 94,324.16 |

Alliance to End Homelessness  
Income Statement  
For the Twelve Months Ending September 30, 2006

|                                 | Current Month<br>Actual | Current Month<br>Budget | Year to Date<br>Actual | Year to Date<br>Budget | ytd variance           |
|---------------------------------|-------------------------|-------------------------|------------------------|------------------------|------------------------|
| <b>Revenues</b>                 |                         |                         |                        |                        |                        |
| Grant - CDBG                    | \$ 0.00                 | \$ 14,437.50            | \$ 67,619.57           | \$ 173,250.00          | \$ (105,630.43)        |
| Grant - CDBG 05-051             | 0.00                    | 0.00                    | 43,312.50              | 0.00                   | 43,312.50              |
| Grant - Work Study              | 0.00                    | 166.63                  | 3,408.76               | 2,000.00               | 1,408.76               |
| Grant - HUD SHP /2005 Catholic  | 0.00                    | 0.00                    | 229,881.29             | 229,881.00             | 0.29                   |
| Grant - HUD SHP 06 IL01B511002  | 13,103.00               | 20,510.88               | 56,470.98              | 246,131.00             | (189,660.02)           |
| Grant - ADMIN HUD SHP 06        | 353.00                  | 820.38                  | 2,088.00               | 9,845.00               | (7,757.00)             |
| Grant - HUD SHP /2001 WINGS     | 0.00                    | 2,905.13                | 14,757.00              | 34,862.00              | (20,105.00)            |
| Grant - HUD SHP /2001 YMCA      | 0.00                    | 8,473.62                | 91,858.00              | 101,683.00             | (9,825.00)             |
| Donation - Individual           | 0.00                    | 0.00                    | 112.00                 | 0.00                   | 112.00                 |
| Donation - Foundn & Corp Giving | 0.00                    | 4,166.63                | 1,000.00               | 50,000.00              | (49,000.00)            |
| FNDN- Chicago Community Trust   | 0.00                    | 0.00                    | 25,000.00              | 0.00                   | 25,000.00              |
| FNDN: United Way                | 0.00                    | 0.00                    | 3,500.00               | 0.00                   | 3,500.00               |
| Membership Dues                 | 0.00                    | 208.37                  | 0.00                   | 2,500.00               | (2,500.00)             |
| Training Fees                   | 0.00                    | 208.37                  | 0.00                   | 2,500.00               | (2,500.00)             |
| User Fees for Computer System   | 0.00                    | 1,666.63                | 0.00                   | 20,000.00              | (20,000.00)            |
| Interest Income                 | 0.00                    | 0.00                    | 5.09                   | 0.00                   | 5.09                   |
| Other Income                    | 0.00                    | 0.00                    | 304.00                 | 0.00                   | 304.00                 |
| <b>Total Revenues</b>           | <b>13,456.00</b>        | <b>53,564.14</b>        | <b>539,317.19</b>      | <b>872,652.00</b>      | <b>(333,334.81)</b>    |
| <b>Expenses</b>                 |                         |                         |                        |                        |                        |
| Wages Expense                   | 16,243.30               | 16,033.37               | 191,357.79             | 192,400.00             | (1,042.21)             |
| Employee Benefit Programs Exp   | 600.00                  | 900.00                  | 7,200.00               | 10,800.00              | (3,600.00)             |
| HMIS Vendor Fees                | 0.00                    | 31,645.63               | 213,258.00             | 379,748.00             | (166,490.00)           |
| Consultant Fees                 | 0.00                    | 4,583.37                | 9,975.00               | 55,000.00              | (45,025.00)            |
| Payroll Tax Expense             | 1,819.85                | 1,505.00                | 20,247.42              | 18,060.00              | 2,187.42               |
| Rent or Lease Expense           | 899.24                  | 900.00                  | 10,687.60              | 10,800.00              | (112.40)               |
| Maintenance & Repairs Expense   | 0.00                    | 0.00                    | 167.58                 | 0.00                   | 167.58                 |
| Utilities Expense /Other Ofc    | 365.26                  | 450.00                  | 5,912.97               | 5,400.00               | 512.97                 |
| Printing Expense                | 0.00                    | 131.25                  | 397.85                 | 1,575.00               | (1,177.15)             |
| Travel Expense                  | 1,191.50                | 600.00                  | 6,795.30               | 7,200.00               | (404.70)               |
| Postage & Delivery              | 18.69                   | 43.75                   | 696.79                 | 525.00                 | 171.79                 |
| Office Supplies Expense         | 227.91                  | 380.00                  | 4,711.48               | 4,560.00               | 151.48                 |
| Interest Expense                | 245.42                  | 346.00                  | 2,508.80               | 4,152.00               | (1,643.20)             |
| Equipment or Furniture          | 0.00                    | 416.63                  | 13,951.60              | 5,000.00               | 8,951.60               |
| Other Office Expense            | 0.00                    | 0.00                    | 115.00                 | 0.00                   | 115.00                 |
| Insurance Expense               | 1,050.00                | 291.63                  | 4,230.00               | 3,500.00               | 730.00                 |
| <b>Total Expenses</b>           | <b>22,661.17</b>        | <b>58,226.63</b>        | <b>492,213.18</b>      | <b>698,720.00</b>      | <b>(206,506.82)</b>    |
| <b>Net Income</b>               | <b>\$ (9,205.17)</b>    | <b>\$ (4,662.49)</b>    | <b>\$ 47,104.01</b>    | <b>\$ 173,932.00</b>   | <b>\$ (126,827.99)</b> |

For Management Purposes Only

# **Fund Raising & Marketing Plan**

## **Why do we need a fund raising and marketing plan?**

The Alliance's strategic plan calls for us to engage stakeholders in a community plan to end homelessness. We need better name recognition AND more awareness about homelessness in suburbia to achieve this. We also need the financial support to do some things we aren't already funded to do, which leads us to the next question...

## **What are we raising funds for?**

In general terms, our programs include strategic planning and community engagement, housing and service coordination, project review and homeless data management. The Alliance benefits from public support to staff the SuperNOFA process and implement HMIS. But our mission goes further than that. By raising a relatively modest amount of private funds, we can do more with capacity building and best practices, making the most of outcome evaluation, and developing the board and staff, just to name a few examples. A small amount of private funds leverages the larger public grants by covering what they can't, like interest on the line of credit and other overhead.

## **What is the board of directors' role?**

The board's primary role is relationship building. Whether it's creating a community plan to end homelessness—or contributing to an event—we're asking you to be an emissary for the Alliance, creating awareness about homeless issues and attracting people's energy, time, and resources to solving the problem. As a board member, you are also a guardian of the Alliance's financial health and the careful management of funds. You can help identify contacts, provide guidance, as well as take a hands-on approach to making our plans a success.

## **What is the staff's role?**

We are asking the staff to support the board in its fund raising and marketing roles by doing a lot of the legwork. The staff pledges to use its hard work and creative juices to offer you imaginative and doable opportunities to promote the Alliance and raise funds for it.

## **How much funds are to be raised and how?**

The Alliance has set a goal of raising \$50,000 from private sources. The staff intends to raise the bulk of that amount through foundation grants. *But even that support is dependent on evidence of the board's involvement in giving or raising funds for the agency.* If you work for a nonprofit, you may already be raising thousands of dollars for your agency, but you can play a role in raising hundreds for the Alliance, if not more. Event fundraising and direct appeals represent between \$15,000 and \$20,000 of the total goal.

## **How do I talk about what the Alliance does?**

Hopefully, as a member of this Alliance board, you truly believe we are here to do life changing work. Even if you already believe it, it can be hard to explain why what we do is so important. The Alliance provides a forum for community involvement and discussion, allowing its members to speak with a unified voice. Together, we identify new housing and service resources, and individual member programs directly benefit. (Our joint advocacy around rental support, HOME dollars, and prevention comes to mind.) By focusing on systems work, we can do more together than apart.

## **What is the Alliance's "brand"?**

Good question! Some of the ideas floating around include themes of hope and solutions, unmasking the "invisible" problem of suburban homelessness, making "every person count" in our homeless count, appealing to "people of good will," and there are more. Let's commit to spend some time and thought as a board to brainstorm on what images can best tell our story.

## **OK, now here's the plan...**

The Fundraising Committee recommends to the board a Fund Raising and Marketing Plan that includes all of these threads:

✓ **Send a 2006 Year-End Appeal Letter:**

Objective: Introduce ourselves to new contacts. End the 2006 calendar year budget at 70% of our \$50K goal, giving evidence to potential 2007 funders that we are starting to show a diverse base of support.

Board's Role: Each board member provides 6-10 names for the mailing list. Staff adds them to a current list that's already built up to \_\_\_\_ names. Board member's name is added to the letter for their contacts, e.g., Jon X recommended I write you...

Funding Target: \$5,000

✓ **Focus on Outreach and "How We Tell Our Story" in the November retreat:**

Objective: Advance our strategic plan by getting concrete about how to engage stakeholders in a community plan to end homelessness. Increase each board member's knowledge and comfort with the Alliance's goals and programs. Find the themes and images that speak most to our shared purpose. Ensure we put our best face forward in events and marketing materials.

Board's Role: Ensure everyone who can make it attends the retreat. Read the materials in advance. Contribute to the ideas and their implementation.

Funding Target: \$0

✓ **Host an Event to Raise Funds:**

Objective: Create awareness of the Alliance in a creative and engaging way. Raise a base of private funds from a variety of sources. Get the community invested in our success. Timing, theme and venue will be proposed by the Fundraising Committee.

Board's Role: Raise \$500 - \$1,000 in funds by soliciting sponsors. Add 10 names to the invitation list. Participate in planning and carrying out the event.

Funding Target: \$15,000

✓ **Host Other Events That Promote Awareness:**

Objective: Use the homeless count in January as an opportunity to connect to a wide variety of groups (faith-based leaders, students, law enforcement, libraries, many others). The Alliance and CBSA's host events on planning to end homelessness.

We plan an event for Affordable Housing Week in March and/or a Homeless Memorial Day program in December.

Board's Role: Set priorities for which events have the most outreach potential. Contribute your contacts and time to carrying out the event.

Funding Target: Break even. Some sponsors may be needed to underwrite costs.

✓ **Increase Media Outreach:**

Objective: Use the homeless count, SuperNOFA award announcement, and the plan to end homelessness as opportunities to do press releases.

Board's Role: Suggest additional opportunities. Provide contacts.

Funding Target: \$0

**The Fundraising Committee is requesting the Board's support of this general outline. With your support, the Committee and staff will work together to develop each idea further.**



HMIS Committee Report  
October 27, 2006

**Mandatory Executive Directors Meeting Today**  
**Immediately following Board Meeting!**

Meeting to discuss important things an agency will need to consider when incorporating HMIS Standard Operating Procedures into agencies' current business practices.

- ❖ Agency Agreements
- ❖ User Agreements
- ❖ Policy updates
- ❖ System Security
- ❖ System Training

**Attention HMIS Agency Agreements Needed Immediately!**

Each agency Director and/or Designee will need to sign a **Participating Agency Agreement** in order to utilize the new Homeless Management Information System (HMIS) and the **Interagency Agreement** in order to share information with other Alliance providers within our network. The agency agreements must be return to the Alliance **asap** in order for your agency users to receive HMIS Policy & Application training.

Both of these documents are now posted on the website and can be downloaded and filled out. Your **immediate response** is needed. Also, please note:

- **Hidden Partner** (DV, Youth, HIV-Aids, etc) agencies that will not be sharing their agencies' data do not need to sign the Interagency Agreement.
- **Direct Partner** agencies participating in the Alliance data sharing network will need to sign both the Participating Agency and the Interagency Agreements. A list of the Alliance HMIS Network Providers will be posted on the website at a later date.

**We Need Your "HMIS Information Update" too!**

In order to proceed with End User Training and System security implementation we need the following information from every agency that will be utilizing HMIS.

- The number of user licenses that are needed for staff working directly with clients, or program supervisor(s) who provide program supervision and produce reports.
- Contact information of a qualified agency employee who will receive training and certification to act as the **Agency Super User**, and take care of ongoing HMIS site administration tasks. This will be your agency's "go to" person for HMIS.

Please download and forward the information from the website or call Renae Wilson (708) 345-4035 ex2# and she will take info over the phone.

**Agencies we have not received written responses from:**

1. Catholic Charities
2. CEDA
3. Community Care Options / Pillars
4. Fellowship Housing Corporation
5. Respond Now
6. Thresholds
7. Vital Bridges NFP, Inc
8. WINGS Program - (DV)



HMIS Committee Report  
October 27, 2006

**Data Conversion/Interfacing:**

Data Conversion/Interfacing efforts are moving slowly, and we need agencies to step up the pace in order to meet the Alliance's contractual deadlines with Softscape. The following agencies that have expressed an interest in transferring data and/or Interfacing data should have already started working closely with Shaun Pryon on the development of their agencies' XML Data Schema:

- |                               |                              |
|-------------------------------|------------------------------|
| ▪ Catholic Charities          | Interface Partner            |
| ▪ Vital Bridges               | Interface Partner            |
| ▪ Grand Prairie Services      | Data Conversion              |
| ▪ Journey's from PADS to Hope | Data Conversion              |
| ▪ West Suburban PADS          | Data Conversion              |
| ▪ South Suburban PADS         | Data Conversion/Interface ?? |

If your agency's name is listed above and you have not begun development of your agency's XML Data Schema please **contact Shaun Pryon (708) 345-4035 ext 3#** at the Alliance Office **ASAP!**

Continuum of Care Development Committee  
October 24, 2006 Meeting Minutes

Present: Ken Schmitt, Courtney Suchor, Lynda Schueler, Millicent Ntiamoah, Mary Schurder, Jose Alvarez, Sue Shimon, Jennifer Hill, Bryan Manasse

I. 2007 Sheltered/Unsheltered Count –

- We summarized the main points of the HUD webcast on Standards and Methods for Point-in-Time Counts of Homeless Persons and Annual Housing Inventory Updates. HUD's information mirrored our plan to count at both "known locations" where homeless persons are known to live, sleep, and congregate, and "non-shelter service sites", such as food pantries, DHS offices, dinner programs, etc.

HUD's Point in Time Count Requirements:

Purpose: To understand the number and characteristics of people sleeping in shelters and on the street, or in other places not meant for human habitation.

Required Data: Unduplicated one-night count or estimate of sheltered and unsheltered adults, children and youth. Subpopulation information.

- Hot Spot status: South: 8 to 10 spots; West: 20 spots; North: 8 to 10 spots.
- **CBSA Tasks-** 1) Update the "help sheets" handed to people in the 2005 count. 2) Discuss and decide on paying consumers who assist in the January 25, 2007 count. 3) Start a Count Volunteer sign up process. 4) Continue to help identify hot spots and service sites.
- **CoCD Committee Tasks-**  
**Bryan** will draft volunteer description, a Count Info Sheet, and hot spot/service spot maps.  
**Ken & Courtney** will work within the SSCH to begin informing consumer groups about the count, get consumer help identifying hot spots/service sites, and possibly later recruit them to volunteer.  
**Lynda & Jose** will work within the WSCH toward the same objectives.  
**Mary & Sue** will work within AHAND toward the same objectives.  
**Eileen** will work with the Peace & Justice committees to produce **Gift Bags**.  
**Jennifer** will talk with the VA, Connections for the Homeless and Thresholds to identify trainers for count volunteers at Hines VA (west),

Catholic Charities in DesPlaines (north) and YMCA (and possibly a 2<sup>nd</sup> location) in the south.

- We will assess law enforcement involvement based on relationships that count volunteers and coordinators lend to the process.

## II. 2006 Strategic Plan /Exhibit I goals

- Strategic Plan Retreat – November 17, 2006/ We discussed retreat format and objectives. **Jennifer** will check on facilitators to guide our discussion of the Alliance's raison d'etre – to develop a community supported plan to end homelessness. How best to state our purpose? How best to foster our provider/individual/government/business relationships within our region? What materials/actions best support our purpose? How best to fund our purpose? **Jose** will check on retreat locations. Committee will plan to have an email conversation about a draft retreat agenda in first week of November.

Next meeting: Tuesday, November 28, 2006 at 9:30am at the Alliance office.

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### 2006 CoCD Goals

1. Develop a community supported plan to end homelessness for suburban Cook County
  - Present SP to a variety of community groups and stakeholders
  - Maintain/recruit homeless consumer participation in Alliance initiatives
  - Recruit additional private and public sector participation in Alliance planning activities
  - Host planning workshop that includes a variety of stakeholders
2. Plan for January 2007 sheltered and unsheltered count
  - Evaluate methods of 2005 homeless count and 2006 bed inventory update to refine tool and process
  - Link to law enforcement, forest preserves, faith-based groups, dinner/service sites, outreach and shelter providers to improve unsheltered count coverage
  - Conduct concurrent point-in-time unsheltered count, sheltered count, and bed inventory on one night in January 2007
  - Present analysis to Alliance board

Outcome Evaluation Committee Report – Oct 2006

SELF-SUFFICIENCY SCALE  
GROUP GATHERING - PRELIMINARY RESULTS

| <b>SSO/EMERGENCY:</b>         | <b>AT ENTRANCE</b> | <b>DV</b> | <b>AT EXIT</b> | <b>DV</b> |
|-------------------------------|--------------------|-----------|----------------|-----------|
| ❖ Shelter                     | 0                  | 0         | 6              | 6         |
| ❖ Food/Nut.                   | 2                  | 2         | 6              | 6         |
| ❖ Employment                  | 1                  | 1         | 2-8            | 8         |
| ❖ Income                      | 1                  | 1         | 3              | 3         |
| ❖ Adult Formal Education      | 6                  | 6         | 6              | 6         |
| ❖ Transportation              | 2                  | 2         | 2              | 2         |
| ❖ Childcare                   | 0                  | 0         | 1              | 1         |
| ❖ Substance Abuse             | 0                  | 7         | 2              | 7         |
| ❖ Physical / Mental Health    | 1                  | 3         | 4              | 4         |
| ❖ Insurance                   | 0                  | 2         | 1              | 2         |
| ❖ Family / Social Functioning | 2                  | 2         | 4              | 4         |
| <b>TOTAL</b>                  | <b>15</b>          | <b>26</b> | <b>46</b>      | <b>49</b> |
| <b>ACHIEVEMENTS</b>           | 2                  | 5         | 4              | 5         |
| <b>BARRIERS</b>               | 6                  | 5         | 4              | 5         |
| <b>TOTAL</b>                  | <b>11</b>          | <b>26</b> | <b>46</b>      | <b>49</b> |
| <b>VARIANCE</b>               | <b>38</b>          |           |                |           |
| <b>VARIANCE DV</b>            | <b>23</b>          |           |                |           |

**TRANSITIONAL HOUSING:**

|                               |           |           |
|-------------------------------|-----------|-----------|
| ❖ Shelter                     | 0         | 4         |
| ❖ Food/Nut.                   | 5         | 6         |
| ❖ Employment                  | 3         | 8         |
| ❖ Income                      | 3         | 5         |
| ❖ Adult Formal Education      | 5         | 5         |
| ❖ Transportation              | 4         | 4         |
| ❖ Childcare                   | 2         | 7         |
| ❖ Substance Abuse             | 6         | 8         |
| ❖ Physical / Mental Health    | 2         | 5         |
| ❖ Insurance                   | 4         | 7         |
| ❖ Family / Social Functioning | 3         | 6         |
| <b>TOTAL</b>                  | <b>37</b> | <b>65</b> |
| <b>ACHIEVEMENTS</b>           | 2         | 5         |
| <b>BARRIERS</b>               | 4         | 2         |
| <b>TOTAL</b>                  | <b>35</b> | <b>68</b> |
| <b>VARIANCE</b>               | <b>33</b> |           |

**PERMANENT SUPPORTIVE HOUSING:**

|                               |           |           |
|-------------------------------|-----------|-----------|
| ❖ Shelter                     | 3         | 7         |
| ❖ Food/Nut.                   | 2         | 3         |
| ❖ Employment                  | 2         | 2         |
| ❖ Income                      | 2         | 2         |
| ❖ Adult Formal Education      | 6         | 6         |
| ❖ Transportation              | 2         | 10        |
| ❖ Childcare                   | 10        | 10        |
| ❖ Substance Abuse             | 8         | 8         |
| ❖ Physical / Mental Health    | 4         | 4         |
| ❖ Insurance                   | 0         | 0         |
| ❖ Family / Social Functioning | 2         | 8         |
| <b>TOTAL</b>                  | <b>41</b> | <b>60</b> |

|                     |           |           |
|---------------------|-----------|-----------|
| <b>ACHIEVEMENTS</b> | 0         | 0         |
| <b>BARRIERS</b>     | 4         | 2         |
| <b>TOTAL</b>        | <b>45</b> | <b>62</b> |

**VARIANCE 17**

**Continuum of Care Forum**  
**September 19 and 20, 2006 · Denver, Colorado**  
**Attended by Connie Fabbrini representing the Evanston Alliance on Homelessness**

410 people representing 457 Continua of Care (CoCs) attended.  
Alfonso Jackson, Secretary of HUD, made brief opening remarks.

**Background information**

The Office of Special Needs Assistance Programs (SNAPs) of the US Department of Housing and Urban Development (HUD) administers the CoCs with the goals of ending chronic homelessness and helping families move toward self-sufficiency and housing.

The 2006 budget for SNAPs is \$1.34 billion. 5,700 applications for funding were received as part of the SuperNOFA process this past May. HUD's funding is meant to work in conjunction with local and state resources to address the needs of communities.

Nearly 800,000 persons experience homelessness at any point in time. HUD programs fund approximately 135,000 units of housing per year which is less than 25% of the need.

HUD's definition of homelessness includes:

- An individual who lacks a fixed, regular and adequate night time residence; and
- An individual who has a primary night time residence that is:
  - A supervised publicly or privately operated shelter designed to provide temporary living accommodations;
  - An institution that provides a temporary residence for individuals intended to be institutionalized;
  - A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

A chronically homeless person:

- Is an unaccompanied homeless individual,
- Has a disabling condition, AND
- Has either been continuously homeless for a year or more, OR has had at least 4 episodes of homelessness in the past 3 years.

Chronically homeless persons comprise approximately 10% of the total homeless population but use 50% of emergency shelter bed nights. Research indicates that housing chronically homeless persons can result in an overall savings due to decreased use of resources such as emergency hospitalization, jail/prison nights, and inpatient mental health care.

Discharge planning is homelessness prevention. CoCs are encouraged to actively involve themselves in discharge planning, and to develop and implement, to the maximum extent practical and where appropriate, discharge policies that do not result in homelessness. One million people per year are at risk of homelessness due to discharge from public institutions (prison, foster care, psychiatric hospitals).

The CoC concept was phased in from 1994-1996 when rating points for evidence of community coordination were added, and a community driven application, a combined NOFA, and pro-rata need

estimate were developed. Research in 2002 showed that jurisdictions with stable leadership and strong planning structures tend to be more successful in establishing comprehensive, system-wide planning and in providing reasonably well-coordinated and full continuum of programs and services.

#### HUD data requirements

- *Annual Homeless Assessment Report (AHAR)*: inventory of beds in the shelter system which will be published with CoC maps at the HUD website and will aggregate total beds for reporting to Congress and looking for changes in bed inventory over time.
- *Point in time counts*: biennial is required now, annual encouraged and may become future standard; methods and counts reported will be scored in the future. Data will be verified prior to publication if numbers appear to be over or under reported. Methods must be accurate and reliable, not “guesstimates.”
- *HMIS* will provide unduplicated counts for the Annual Progress Reports (APRs) and the AHAR. In the near future, HUD will require all CoCs to participate in AHAR, which necessitates adequate HMIS bed coverage.

#### Financial management

Emphasis on timely and efficient use of awarded funds which must be used within 2 years or they are pulled back. In September 2005, \$29 million was pulled back. Hopefully, less than \$18 million will be pulled back in 2006. The reclaimed funds can be used in future competitions.

#### Housing emphasis

- HUD is the only federal agency that can provide permanent supportive housing so mainstream supportive services coming from other federal agencies must be used to extent possible. To facilitate understanding of services available, policy academies were established in most states several years ago.
- There has been a move in recent years to housing emphasis, including scoring bonus. \$600 million or 58% of homeless assistance funds are now used for housing. Funding has stabilized at 42% for supportive services.

Reallocation can be a strategy for shifting CoC resources from services to housing.

- Under pro-rata need (PRN), CoCs can fund new projects with uncommitted PRN or drop renewals and fund new projects.
- Over PRN, CoC can reallocate funds to new permanent housing projects using the Hold Harmless option. Lower performing renewal projects can be eliminated and funds redirected to permanent housing project.
- Potential “lower risk” 2007 Hold Harmless option. May allow 65 rather than 82 points as funding line. Read SuperNOFA text closely.

#### Recent history

- Movement from documenting and counting people to understanding most effective interventions to move people to permanent housing.
- Transition from paper to HMIS.
- Now: movement towards benchmarking and measuring progress—need valid, reliable data.

#### Performance matters

- HUD must report progress on meeting program goals annually to Congress through Government Performance and Results Act (GPRA).

- HUD is rated on its performance by Office of Management and Budget where funding levels for federal agencies is determined.

Homeless GPRA measures for 2006, each will go up slightly for 2007

- Stable housing: at least 71% of persons moving into PSH remain housed at least 6 months
- Transition to permanent housing: at least 61% of persons leaving TH will move into permanent housing
- Employment: rate of employment will be 11% higher at exit than entry. Next year: 18% employed when leave project.
- HMIS: 390 CoC will have functional HMIS.

HUD expectations

- All CoCs meet or exceed these minimum standards
- CoCs must report annually in SuperNOFA their 1, 5, and 10 year measures and progress they have made toward ending chronic homelessness and moving individuals and families to permanent housing.
- CoCs are held accountable for meeting annual progress goals through APR reporting.

Scoring of homeless assistance programs:

- Received highest rating available “effective,” which is received by only 15% of government programs
- Validated by increase in funding for CoC process
  - 2005: \$1,241 million
  - 2006: \$1,327 million
  - 2007: \$1,526 million (proposed, likely \$1.5 billion actual funding)
- Key factors: APRs, outcome based measures in CoC SuperNOFA application, and HMIS.

Future HUD plans

- Continue major emphasis on performance
- Monitor progress through APRs, SuperNOFA application and HMIS participation.

Suggested goal-setting strategies for CoCs

- Set a broad, shared vision with specific goals related to major groups who experience homelessness in each CoC.
- Identify outcomes to document progress:
  - Reduce the number of people living on the streets
  - Reduce the length of time people stay in shelter
  - Minimize or eliminate recidivism
  - Other measures that relate to the functionality of the system (using HUD’s national goals)
  - Establish targets (%s) for the outcomes.
- Keep action plans focused and doable.
- Create multi-year plan: define 1, 5, and 10 year measurable achievements and identify a lead person responsible for each task.
- Estimate resources needed to accomplish goals, secure multiple funding sources beyond McKinney-Vento funds, and target or reallocate CoC grant funds to housing.

#### Exhibit 1 as a tool for Strategic Planning

- Count homeless populations and gather client level data, determine unmet needs
- Devise a 10 year plan, objectives and actions steps
- Establish project funding priorities
- Identify executed grants to be sure resources are being used effectively
- Measure performance against objectives.

#### **HUD's proposed legislation**

HUD is proposing the Homeless Assistance Consolidation Act (HR 5041) for passage by Congress. It would likely be 2-3 years before the proposed legislation would become reality. \$200 million will be requested at the same time as the consolidated request.

CoCs would have a formalized board (35% public, i.e. local government, and 65% private with rotation of members) to lead the collaborative planning process and evaluate progress

- The board or an agent would be the applicant for CoC funds
- The board or a designated lead agency would be the fiscal agent for the funds awarded
- Membership would be diverse and inclusive of all stakeholders
- Goals include prevention of homelessness, ending chronic homelessness, and promoting self-sufficiency.
- Other priorities include discharge planning, HMIS, and access to mainstream resources.

Responses to unscored questions on the 2006 application revealed that most CoCs are generally in compliance with the proposed regulations.

#### Reason for consolidation legislation

- Most CoCs are in renewal status;
- CoCs have proven their effectiveness and want to avoid future administrations trying to do away with CoC concept.
- Want to get rid of competition among providers in the same CoC.

#### Specifics of Homeless Assistance Consolidation Act of 2006 (HR 5041):

- Would consolidate HUD's existing 3 competitive programs into a single competitive program—replace SHP, SPC, and SRO with single flexible program with a single menu of eligible activities: acquisition, rehabilitation, new construction, operating, rental assistance, leasing, supportive services, administration, and technical assistance. 14 staff in SNAPs office (down from 60 a few years ago) are currently reviewing 5700 applications. The new plan would reduce to 450 applications, with awards in a few months rather than in a year as now and the money being available up to 1 year earlier for usage.
- ESG would continue to operate separately as a formula program.
- Prevention would be a new eligible activity (up to 10%)
- Up to 6% for administration of CoC, another 5% for projects for administration.
- Single, 25% overall match requirement. Could be locally decided to come from each recipient or one place. Leveraging would still be required. A higher match would get a higher score.
- Might go to single APR per grantee

**South Suburban Council On Homelessness**  
**Peer-To-Peer Workshop**  
October 19, 2006

Location:       YMCA Network                    Limited parking in front of building. More  
                  3801 W. 127<sup>th</sup> St.                   spaces available in back of building.  
                  Alsip, Illinois

AGENDA

|                         |   |
|-------------------------|---|
| 8:30 a.m. – 9:00 a.m.   | Continental breakfast from donations          |
| 9:00 a.m. – 9:45 a.m.   | Functions of Case Management                  |
|                         | 1. Outreach and Identification                |
|                         | 2. Intake                                     |
|                         | 3. Assessment                                 |
|                         | 4. Service Planning                           |
|                         | 5. Service Planning Management                |
|                         | 6. Advocacy                                   |
|                         | 7. Networking Services                        |
|                         | 8. Natural Support Services Development       |
|                         | 9. Monitor                                    |
|                         | 10. Maintaining Case Records                  |
| 9:45 a.m. – 9:55 a.m.   | Break   |
| 9:55 a.m. – 10:50 a.m.  | Resource Sharing/Networking                   |
|                         | A. Benefits                                   |
|                         | B. Housing                                    |
|                         | C. Education                                  |
|                         | D. Food, clothing, furniture                  |
| 10:50 a.m. – 11:00 a.m. | Break   |
| 11:00 a.m. – 12:00 noon | Resource Sharing/Networking                   |
|                         | E. Vocational                                 |
|                         | F. Health                                     |
|                         | 1. Mental Health                              |
|                         | 2. Substance Abuse                            |
|                         | 3. Medical                                    |
|                         | G. Social/Recreational                        |
|                         | H. Spanish speaking staff                     |
| 12:00 noon – 1:00 p.m.  | Lunch – Pizza \$3 per person                  |
| 1:00 p.m. – 2:00 p.m.   | Presentation on Family Self-Sufficiency Scale |
|                         | Sharronne Ward & Magalie Oscar                |

RSVP: Ken Schmitt (708) 497-1134

Sponsored by Homeless Committee – Ken Schmitt, Jodyne Scholl, Rev. John Rice