



Friday, April 24, 2009
10:00 AM-12:00 PM
United Way Metro Chicago
560 W. Lake Street, Chicago

AGENDA

- | | | |
|--------------|---|--------------------|
| I. | Welcome & Introductions | 10:00-10:05 |
| II. | Approval of Meeting Minutes | 10:05-10:10 |
| III. | Treasurer's Report – <i>Tom Galassini</i> | 10:10-10:15 |
| | A. March 31 Financials | |
| IV. | Director's Report – <i>Jennifer Hill</i> | 10:15-10:30 |
| | A. Homeless Prevention & Rapid Re-Housing Program | |
| | B. Other Updates | |
| V. | Committee Reports | |
| | A. Executive Committee – <i>Sue Shimon</i> | 10:30-10:35 |
| | B. HMIS Committee – <i>Ken Schmitt</i> | 10:35-10:40 |
| | C. Continuum of Care Development | 10:40-10:45 |
| | D. Project Review and Prioritization – <i>Cynthia Schilsky</i> | 10:45-11:00 |
| | E. Homelessness Prevention – <i>Dennis Condon/Mary Schurder</i> | 11:00-11:05 |
| | F. Outcome Evaluation – <i>Magalie Oscar/Courtney Suchor</i> | 11:05-11:10 |
| | G. Governance – <i>Mark Enenbach</i> | 11:10-11:15 |
| | H. Chronic Homelessness – <i>Khen Nickele</i> | <i>No Report</i> |
| | I. Fundraising Committee – <i>Paul Selden</i> | <i>No Report</i> |
| | J. Housing Goals Workgroup – <i>Paul Selden/Mike Wasserberg</i> | 11:15-11:20 |
| VI. | Other Reports | |
| | A. Regional Roundtable – <i>Cynthia Schilsky</i> | 11:20-11:30 |
| | B. Discharge Planning – <i>John Fallon</i> | |
| VII. | Local Council Reports | 11:30-11:40 |
| | A. South – <i>Mike Wasserberg/Carl Wolf</i> | |
| | B. West – <i>Teri Curran/Lynda Schueler</i> | |
| | C. North – <i>Millicent Ntiamoah/Todd Stull</i> | |
| VIII. | Old Business | |
| IX. | New Business | 11:40-12:00 |
| | A. Audit Presentation | |
| X. | Adjournment | |

The next meeting of the Board of Directors will be held **Friday, May 22, 2009**,
10:00 AM to 12:00 PM, **TBD**

Alliance to End Homelessness in Suburban Cook County Statement of Financial Position

As of March 31, 2009

	<u>Mar 31, 09</u>	<u>Mar 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
Checking at Harris N. A.	46,049.48	73,395.81	-27,346.33	-37.26%
PayPal	660.14	592.87	67.27	11.35%
Total Checking/Savings	<u>46,709.62</u>	<u>73,988.68</u>	<u>-27,279.06</u>	<u>-36.87%</u>
Accounts Receivable				
1100 - Accounts Receivable	50,292.11	12,121.57	38,170.54	314.9%
Total Accounts Receivable	<u>50,292.11</u>	<u>12,121.57</u>	<u>38,170.54</u>	<u>314.9%</u>
Other Current Assets				
1400 - Prepaid Expenses	2,823.38	10,458.22	-7,634.84	-73.0%
1440 - Security Deposit	872.29	872.29	0.00	0.0%
Total Other Current Assets	<u>3,695.67</u>	<u>11,330.51</u>	<u>-7,634.84</u>	<u>-67.38%</u>
Total Current Assets	<u>100,697.40</u>	<u>97,440.76</u>	<u>3,256.64</u>	<u>3.34%</u>
Fixed Assets				
1500 - Property and Equipment	23,793.85	23,793.85	0.00	0.0%
1900 - Accum. Depreciation - Prop&Eq	-9,184.33	-4,425.56	-4,758.77	107.53%
Total Fixed Assets	<u>14,609.52</u>	<u>19,368.29</u>	<u>-4,758.77</u>	<u>-24.57%</u>
TOTAL ASSETS	<u><u>115,306.92</u></u>	<u><u>116,809.05</u></u>	<u><u>-1,502.13</u></u>	<u><u>-1.29%</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	3,682.77	285.00	3,397.77	1,192.2%
Total Accounts Payable	<u>3,682.77</u>	<u>285.00</u>	<u>3,397.77</u>	<u>1,192.2%</u>
Credit Cards				
2020 - CitiBank	0.00	326.41	-326.41	-100.0%
2030 - Advanta Bank Corp	1,364.08	983.61	380.47	38.68%
Total Credit Cards	<u>1,364.08</u>	<u>1,310.02</u>	<u>54.06</u>	<u>4.13%</u>
Other Current Liabilities				
Payroll Liabilities	6,448.14	5,058.31	1,389.83	27.48%
2010 - Line of Credit	0.00	20,355.00	-20,355.00	-100.0%
2099 - Refundable Advance	0.00	43,213.65	-43,213.65	-100.0%
Total Other Current Liabilities	<u>6,448.14</u>	<u>68,626.96</u>	<u>-62,178.82</u>	<u>-90.6%</u>
Total Current Liabilities	<u>11,494.99</u>	<u>70,221.98</u>	<u>-58,726.99</u>	<u>-83.63%</u>
Total Liabilities	<u>11,494.99</u>	<u>70,221.98</u>	<u>-58,726.99</u>	<u>-83.63%</u>
Equity				
Unrestricted Net Asset	99,860.57	53,087.93	46,772.64	88.1%

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Position
As of March 31, 2009

	<u>Mar 31, 09</u>	<u>Mar 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	3,951.36	-6,500.86	10,452.22	-160.78%
Total Equity	<u>103,811.93</u>	<u>46,587.07</u>	<u>57,224.86</u>	<u>122.83%</u>
TOTAL LIABILITIES & EQUITY	<u>115,306.92</u>	<u>116,809.05</u>	<u>-1,502.13</u>	<u>-1.29%</u>

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Income and Expense
January through March 2009

	<u>Jan - Mar 09</u>	<u>Jan - Mar 08</u>
Income		
4010 - Grant Income		
CDBG 06-062	0.00	25,899.02
CDBG 07-046	55,905.38	0.00
SHP 2005 YMCA	0.00	13,580.72
SHP 2008 ADMIN	0.24	0.00
SHP 2009 ADMIN	1,110.72	0.00
SHP 2009 Alliance	22,196.04	0.00
Total 4010 - Grant Income	<u>79,212.38</u>	<u>39,479.74</u>
4011 - Donation Income		
401101 - Individual Giving	300.00	100.00
401102 - Board Gifts	0.00	75.00
401114 - Foundation & Corporate Giving		
CEDA, Inc.	500.00	500.00
Chicago Community Trust	17,500.00	15,000.00
Total 401114 - Foundation & Corporate Giving	<u>18,000.00</u>	<u>15,500.00</u>
Total 4011 - Donation Income	18,300.00	15,675.00
4100 - Interest Income	1.00	14.78
4300 - Other Income		
430001 - Java Fund	0.00	10.13
430002 - CCT Unity Challenge Fund	150,000.00	0.00
4300 - Other Income - Other	52.19	58.52
Total 4300 - Other Income	<u>150,052.19</u>	<u>68.65</u>
Total Income	<u>247,565.57</u>	<u>55,238.17</u>
Gross Profit	247,565.57	55,238.17
Expense		
6001 - Payroll Expenses		
6000 - Wages Expense	49,874.98	35,458.30
6050 - Employee Benefit Programs Exp	6,108.08	2,658.11
6100 - Payroll Tax Expense	6,237.34	3,743.89
6001 - Payroll Expenses - Other	41.76	33.84
Total 6001 - Payroll Expenses	<u>62,262.16</u>	<u>41,894.14</u>
6010 - Non-Employee Compensation	8,404.00	5,830.00
6080 - HMIS Vendor Fees	335.00	0.00
6090 - Consultant Fees	2,700.00	660.00
6301 - Space Costs		
6300 - Rent or Lease Expense	2,529.48	2,377.46
6400 - Utilities Expense	3,743.34	2,956.86
6550 - Other Office Expense	28.50	74.00
Total 6301 - Space Costs	<u>6,301.32</u>	<u>5,408.32</u>
6411 - Operations		

Alliance to End Homelessness in Suburban Cook County
Statement of Financial Income and Expense
January through March 2009

	<u>Jan - Mar 09</u>	<u>Jan - Mar 08</u>
6410 - Printing Expense	756.38	9.42
6420 - Travel Expense	4,731.60	2,360.74
6430 - Postage & Delivery	719.09	38.78
6450 - Office Supplies Expense	2,203.16	1,440.34
Total 6411 - Operations	<u>8,410.23</u>	<u>3,849.28</u>
6460 - Interest Expense	0.00	950.82
6630 - CCT Unity Grant Distribution	150,000.00	0.00
6680 - Accounting	2,560.00	794.64
6850 - Service Charge Expense	5.00	0.00
6950 - Insurance Expense	2,636.50	2,351.83
Total Expense	<u>243,614.21</u>	<u>61,739.03</u>
Net Income	<u><u>3,951.36</u></u>	<u><u>-6,500.86</u></u>

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MINDING YOUR BUSINESS

Minding Your Business: Rivals become collaborators to help clients, save money

By Ann Meyer

Special to the Tribune

April 20, 2009

Nancy Block and two partners hope to do for the egg donor market what the Multiple Listing Service has done for real estate: combine listings from different agencies on a single Web site to offer a one-stop shop for clients looking for the best match.

Block, who owns Center for Egg Options in Northbrook, teamed up with Chicago competitors Robin von Halle of Alternative Reproductive Resources and Nazca Fontes of ConceiveAbilities to launch Donor Network Alliance in March. The new for-profit company is built around a Web site, donornetworkalliance.com, that makes it easy for would-be parents to find information on egg donors recruited by agencies throughout the nation.

"We're trying to help out our clients by working together to share donors," Block said.

The alliance ultimately should bolster marketing efforts and best practices, and clients won't have to peruse multiple Web sites for the latest donor information.

"We heard this call, 'Help us streamline this process,' " Fontes said. "We found there was a great deal to be learned by having an open line of communication with each other instead of being fierce competitors."

While the egg donor agencies are for-profits, more non-profit organizations also are combining forces to improve their cost-effectiveness. The trend began before the recession, but with the economy pounding endowments, corporate contributions and individual donations, charities have more reason than ever to consider alliances and other cooperative arrangements.

"That's forcing non-profits to merge," said Jean Butzen, president of Mission Plus Strategy Consulting in Evanston.

About 30 agencies are part of the 5-year-old Alliance to End Homelessness in Suburban Cook County, which works to prevent homelessness and serves the homeless through shelters and

other supportive housing.

"We can do that better together than separately," said Jennifer Hill, executive director of the alliance, based in Westchester.

Besides doing more advocacy, the alliance can attract more funds than any single agency is likely to get on its own, Hill said. This year, the Department of Housing and Urban Development provided \$8.5 million for supportive housing in Cook County, with the alliance administering the process for local agencies.

"The new funding is dependent on our meeting HUD's expectations," Hill said. That includes tracking results with a homelessness management information system, which HUD began requiring in 2004. The system is too expensive for many local homeless shelters to buy individually, Hill said.

In addition, the alliance recently received \$150,000 from The Chicago Community Trust's Unity Challenge, a two-to-one donation match intended to provide funds for charities that have seen demand rise and contributions decline due to the recession.

For efficiency's sake, major funders often prefer to give a larger sum to a collective than lots of little grants to smaller charities.

"We use far less of our own resources by giving it to a few agencies that we trust than to try to manage those 20 to 30 agencies ourselves," said Jim Lewis, senior program officer at The Chicago Community Trust. Working with an alliance also expedites the funding process, he said.

"In an emergency situation, we're trying to get the money out as quickly as we could," he said.

Joining forces to better serve the neediest members of society might seem like a no-brainer, but collaboration can be challenging, Butzen said.

"It's a cowboyish culture" for some non-profits, she said. "We go out there and create these organizations and feel like it's us against the world."

Over time, however, social entrepreneurs must learn to partner with others to be successful, she said.

Eight established human services organizations have formed the Back Office Collaborative, which provides joint purchasing of utilities, telecommunications and business supplies and services and ultimately strives to consolidate human resources and accounting services to save about 10 percent, or \$5 million a year, in shared purchasing and administration, said David McConnell, co-chairman of the group's operations and finance committees and executive vice president of Kids Hope United, one of the charities in the collaborative. Other participants are the YMCA, YWCA, Metropolitan Family Services, Casa Central, Chicago Commons, ChildServ and Youth Guidance.

Still, it has taken longer than expected to realize savings. "It has proved to be elusive, but there's still a faith that the savings are attainable," McConnell said.

In the for-profit world, some agencies need time to get used to the concept of a collaborative business, said Block, of Donor Network Alliance. Some egg donor agencies have asked Block, "How can you work together? How can you be friends with each other if you're competitors?" " she said.

Block and her partners believe there's plenty of business to go around. Their Web site ultimately should attract new clients to their individual agencies by becoming the go-to resource to find egg donors.

Before organizations combine, they should explore the following, Butzen said:

- Are their missions aligned?
- Do they have similar cultures? For example, is their decision-making hierarchical or process-oriented?
- Do they share a vision that excites them enough to justify the effort required in joining forces?
- Is the sum of what you are creating together greater than what either entity could create on its own?
- What can each party bring to the partnership that will enhance the alliance?
- Who will lead the combined entity?

Any one of those questions can be a deal-breaker if groups can't agree on how to merge practices and philosophies, Butzen said. To successfully collaborate, it helps if you keep your eye on the big picture or the goal you are trying to accomplish.

mindingyourbiz@gmail.com

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To: Robert Dwan, City of Berwyn
Jose Alvarez, Town of Cicero
Janis Akerstrom, Village of Oak Park

CC: Mark Enenbach, CEDA
Bob Haennicke, Catholic Charities
Lynda Schueler, West Suburban PADS
& Alliance Board of Directors

From: Jennifer Hill, Executive Director

RE: Homelessness Prevention & Rapid Re-Housing Program (HPRP)

Date: April 20, 2009

Responding to the opportunity to help area residents avoid homelessness through the newly created Homelessness Prevention & Rapid Re-Housing Program (HPRP), the Alliance to End Homelessness in Suburban Cook County (Alliance) proposes the following approach to the three west suburban entitlement communities administering HPRP (the grantees). This approach was developed through a series of meetings between the grantee communities and Alliance members.

Subgrantee Selection:

The grantees' consolidated plan amendment form for HPRP, to be submitted in May, asks grantees to describe their process for selecting subgrantees and the extent of collaboration with the local Continuum of Care. To minimize potential overhead and simplify reporting and fiscal management, we propose that the Alliance designate a single subgrantee to take the lead in each of the three communities: **CEDA in Berwyn, Catholic Charities in Cicero, and West Suburban PADS in Oak Park**. Each of the three agencies plans to offer its services in all three communities, but by having a single *lead* subgrantee per entitlement community, we hope to simplify your interaction with the nonprofit agencies carrying out the program. Other nonprofit groups from the west suburban prevention network will act as portals for the program (e.g., 4-5 groups, including the three mentioned), and the Alliance will implement a series of memoranda of understanding between the nonprofit agencies involved.

In your description of the subgrantee selection process in the HPRP form, you can indicate that you are designating the subgrantees by coordinating with an existing network of homelessness prevention providers in your community, as organized by the local Continuum of Care, the Alliance to End Homelessness in Suburban Cook County.

HOMELESSNESS PREVENTION & RAPID RE-HOUSING PROGRAM (HPRP)
Alliance Recommendation to Berwyn, Cicero & Oak Park Grantees – April 20, 2009

Budgets:

Using the National Alliance to End Homelessness recommendation of dedicating 33% of the budget for services, the Alliance suggests the following estimated budget for purposes of the consolidated plan amendment form for HPRP:

		Berwyn	Cicero	Oak Park	TOTAL
Financial Assistance	57%	\$ 318,941	\$ 331,208	\$ 454,051	\$1,104,200
Housing Relocation & Stabilization Services	33%	\$ 184,650	\$ 191,751	\$ 262,872	\$ 639,273
Data Collection & HMIS	5%	\$ 27,977	\$ 29,053	\$ 39,829	\$ 96,859
Administration (to be shared by grantee & subgrantee)	5%	\$ 27,977	\$ 29,053	\$ 39,828	\$ 96,858
		\$ 559,545	\$ 581,065	\$ 796,580	\$1,937,190

The 33% services budget should be sufficient to cover not only the services of the case managers, but also the coordinated approach to intake as discussed at the April 9 HPRP meeting between the grantees. This intake approach may involve contributing to a suburban Cook County-wide call center. At a minimum, the three grantees plan to coordinate with the rest of suburban Cook County's HPRP programs in sharing common intake forms and eligibility criteria. The Homeless Management Information System (HMIS) can be configured to record the intake information, the case manager interactions, the quarterly reporting, and all other required data.

Service Targets:

A network of nonprofit agencies will work together to implement the programs in each of the communities of Berwyn, Cicero and Oak Park. A memorandum of understanding between the partners will identify a targeted number of households served in each of three categories (Tiers) to be further defined.

ESTIMATED HOUSEHOLDS SERVED:

	Average Financial Assistance Required	Berwyn	Cicero	Oak Park	TOTAL
Tier 1: eligibility similar to state prevention program, just slightly expanded, risk factors TBD	\$ 1,500	29	30	41	100
Tier 2: housed or recently homeless, not eligible for state program (e.g., recently jobless), other risk factors TBD	\$ 3,000	46	47	65	158
Tier 3: homeless now, appropriate for medium-term assistance, risk factors TBD	\$ 6,000	23	24	33	80
		98	101	139	338

To use an example, CEDA and Catholic Charities would assist a variety of clients who might be described as Tier 1 or Tier 2 clients, who would come from all three communities. Tier 1 would include clients that might be eligible for state prevention dollars but could not be served because state money ran out. The eligibility would be just slightly broader than the state's program. Tier 2's eligibility criteria would be broader yet for households requiring more assistance. Tier 3 would include currently homeless people who would be appropriate for an average of nine months of rental assistance. West Suburban PADS proposes to work primarily with this group described as Tier 3.

The National Alliance to End Homelessness recommends serving a greater number of people who need less intensive prevention assistance (Tier 1) and a smaller number of people who need more intensive rapid re-housing assistance (Tier 3). By coordinating this program closely with the state prevention program which basically serves Tier 1 clients, the HPRP approach will fill in gaps left by the state program by focusing on households that need help beyond what the state program can offer. The resulting mix of households served between the two programs will replicate the National Alliance's recommendation.

Additional Services/Programs:

The Alliance's current prevention assistance provider network is highly qualified at implementing this type of program. Using actual call log data, our initial calculations suggest the need in these three communities still surpasses even what this new money can support.

Though we are open to grantees' thoughts on additional partnerships in carrying out the HPRP, we caution against spreading the assistance thinly among too many providers (e.g, 6 or more). If the grantee plans to administer some of the funding in-house or through a partner that is not already an experienced administrator of homelessness prevention funds, we must take collaborative steps to avoid duplication of services and any unnecessary overhead.

This program will have unique eligibility criteria divided into three tiers, and we want to make sure those program attributes are carried out consistently and the program is targeted effectively. The program requires that a case manager meet with each of the 300+ families to be served. Serving this many additional people will require dedicated staffing, and the impacted agencies will need some assurance that their share of the services money will be sufficient to commit to hiring new staff, if needed.

Grantee Monitoring:

We encourage Berwyn, Cicero and Oak Park to develop a regular monitoring procedure to ensure your expectations are being met through the program. Although your single subgrantee will be the main point of contact for quarterly reporting, we will build accountability for all nonprofit partners into the memoranda of understanding. Each must participate in the Homeless

Management Information System (HMIS). Each will track fiscal expenditures, quarterly income recertification, current (or last previous) residence and any other required data required as a part of the program. The memoranda will spell out how service costs will be divided between the agencies.

We understand the grantees have the capacity to offer housing inspections as needed for the program; we will work with you to define the logistics of the inspections.

Residency:

Though we have not yet received an answer to questions to HUD about pooling funds between grantees or about residency requirements, we want to maximize the collaboration between the three west suburban grantees while assuring each community's allocation will be used to benefit its own geography. In light of this, we suggest broadly defined "residency requirements", if needed, such as currently living or working in your community, children attending school in your community, served by a shelter or agency in your community, or moving to your community from another suburban Cook County community. We also suggest targeting the majority of your funds to these residents/constituents while allowing the flexibility to serve residents of nearby west suburban communities. This is all subject to further HUD guidance.

About the Alliance & HPRP:

The Alliance to End Homelessness in Suburban Cook County represents a network of current homelessness prevention service providers well equipped to administer the new Homelessness Prevention and Rapid Re-Housing Program (HPRP). As coordinator of this network and as lead agency for the suburban Cook County Continuum of Care, the Alliance offers an existing service infrastructure as well as a solid direction for how to target new programs like HPRP. The Alliance adopted a community plan to end homelessness in early 2008 that quantifies the need and offers specific strategies for preventing and ending homelessness. The Alliance also administers the required Homeless Management Information System (HMIS) to be used within this new program.

The HPRP allocations in suburban Cook County include funds for three west suburban communities: Berwyn, Cicero, and Oak Park. The Alliance recommends a single nonprofit subgrantee for each of these communities as a way to maximize collaboration while simplifying the administration of the program. We appreciate the opportunity this new program presents to translate our strength of working together into a well managed, carefully targeted program with the potential to transform our homeless system and transform lives. We stand ready to assist at every step of the HPRP process.

For more information, contact:

Jennifer Hill, Executive Director
708.345.4035 · jennifer@suburbancook.org

DRAFT
Alliance to End Homelessness in Suburban Cook County
Executive Committee Minutes
April 13, 2009, 1:30pm – 3:00pm

1. Welcome:
Call to order @ 1:34 pm by Sue
Present on conference call: (Lynda, Mark, Sue, Jennifer, Tom, Dennis, Millicent, Teri)

2. Approval of last month's executive committee Minutes: Tom motioned, Dennis approved minutes; all in favor

3. Financial Update – Tom G
 - Auditor will be present at next Board meeting; staff and guests to be asked to leave so that we can ask questions of auditor. Still need management letter from auditors
 - Discussion on what constitutes a quorum at board meetings
 - Paul Selden looking at membership dues for Alliance

4. Director's Report – Jennifer
 - A. HMIS / Evanston contract
 - City of Evanston has a list of questions/concerns that they would like addressed
 - Motioned to approve current draft of agreement from HMIS committee with a condition that any changes from Evanston to draft be approved at a later point; all in favor
 - B. HPRP: Berwyn et al
 - Meeting last week with 5 grantees (Berwyn, Cicero, Oak Park, Evanston, Cook County) to discuss their applications to HPRP
 - Grantees would like a sense of scale from agencies that provide prevention funds as to funds needed and how many clients can be served
 - Portal agencies to meet @ 11 after Governance to focus on the West region in order to prepare the information needed by the grantees
 - Cook County is looking at the Alliance to do the data collection component for the funds...discussed possibility of adding another staff person to the Alliance to fulfill these tasks

- Several grantees are on board to consider utilizing a portion of their allocated funds to create a call center
- Possibility of one fiscal agent for Cook County, but then agencies subcontracting with individual municipalities (Oak Park, Berwyn, Cicero and Evanston)

5. Committee/Issues:

A. HMIS –

- As noted above

B. Continuum of Care Development – Sue

- No report

C. Project Review

- No report

D. Housing Goals Workgroup – Mike

- Focus on financial assistance available to further grow permanent supportive housing

E. Chronic Homelessness – Lynda

- No report

F. Homeless Prevention – Dennis

- Meeting next week; awaiting surveys/logs to compile data/results

G. Governance – Mark

- Meeting this week to go over organizational self-assessment survey

H. Outcome Evaluation

- Divided up the completed tools submitted along with the Letters of Intent among 6 people to do the data entry

I. Fundraising

- No report

6. Other Business

A. Executive Director Review

- Discussion of review and potential salary compensation

7. Adjournment @3:01

Next Meeting - Exec Cmte: May 11, 1:30pm – in-person

HMIS Committee Meeting

April 6, 2009

Alliance office

Meeting Minutes

Present: Ken Schmitt, Pam Reed, Lynda Schueler, Paul Selden, Peggy Troyer, Jeremy Heyboer, Jennifer Hill

The HMIS Committee met in special session to consider the proposed agreement between the Alliance to End Homelessness in Suburban Cook County and Connections for the Homeless on behalf of the Evanston HMIS that had been prepared by our attorneys. Committee members and staff suggested some changes both in the Agreement and in Exhibit 1 which will be part of the Agreement. The Agreement with Exhibit 1 will be sent back to the attorneys. The Committee was satisfied with the major items in the Agreement with minor changes, additions and/or deletions and editing (see attached copy with changes). With the understanding that the attorneys will make these minor changes in time for the Executive Committee, the Committee decided to recommend the Agreement to the Executive Committee.

MOTION - Pam moved and Lynda seconded that the HMIS Committee recommends acceptance of the proposed agreement between the Alliance and Connections for the Homeless, with the suggested Committee and/or attorney changes (see attached), to the Executive Committee of the Alliance to End Homelessness in Suburban Cook County. Motion carried.

[STAFF NOTE added 4/20/09: Since the executive committee's approval of the agreement on April 13, Evanston and the HMIS committee have made several modifications, so we need the board to approve the final version of the agreement on 4/24.]

AGREEMENT BETWEEN CONNECTIONS FOR THE HOMELESS AND THE
ALLIANCE TO END HOMELESSNESS
IN SUBURBAN COOK COUNTY FOR COORDINATING
HOMELESS MANAGEMENT INFORMATION SYSTEMS

THIS AGREEMENT is effective April 24, 2009 (the "Effective Date"), and is entered into by and between CONNECTIONS FOR THE HOMELESS Inc., an Illinois not-for-profit corporation (hereinafter "CONNECTIONS"), with offices located at 2010 Dewey Ave., Evanston, Illinois, 60102, and ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY, an Illinois not-for-profit corporation (hereinafter "ALLIANCE"), with offices located 1107 S. Mannheim Road, Suite 304, Westchester, Illinois, 60154.

Deleted: _

RECITALS

WHEREAS, the United States Department of Housing and Urban Development ("HUD") requires that all local governments and agencies applying for competitively awarded grants for various homeless assistance and supportive housing be part of a Continuum of Care as defined by HUD;

WHEREAS, HUD also requires that all Continuum of Care organizations implement a Homeless Management Information System ("HMIS") for the purpose of collecting information deemed critical for the planning and provision of services to the homeless;

WHEREAS, the EVANSTON ALLIANCE ON HOMELESSNESS designated CONNECTIONS in 2004 to implement and manage the HMIS for its Continuum of Care, has yearly since then approved its continued management of the system, and has agreed to extend this appointment through the term of this agreement;

WHEREAS, CONNECTIONS has implemented an HMIS using grant funds provided by HUD for providing homeless services in Evanston by contracting with Bowman Systems, LLC ("Bowman") for the development of an HMIS, known as ServicePoint™ (the "ServicePoint HMIS"), that improves the delivery of services to homeless persons in Evanston by maintaining information about the individual and aggregate needs of homeless persons through a networked infrastructure that offers electronic storage of information and communication among agencies that provide housing and/or support services to the homeless and persons at risk of homelessness;

WHEREAS, HUD encourages the coordination of HMIS implementations between and among Continuum of Care organizations as a means of achieving economies of scale and avoiding duplication of administrative and operating costs associated with an HMIS;

WHEREAS, the ALLIANCE is a non-profit organization responsible for planning and coordinating homeless services and housing options for all of Suburban Cook County outside of Chicago and Evanston;

WHEREAS, the ALLIANCE wishes to facilitate the utilization of HMIS by agencies in Suburban Cook County outside of Chicago and Evanston by applying for, and receiving, funding

from HUD and entering into an agreement with CONNECTIONS for the use of the ServicePoint HMIS; and

WHEREAS, CONNECTIONS and ALLIANCE both have a set of policies and procedures that govern their respective participating agencies in the use of HMIS;

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WHEREAS, ALLIANCE is contributing two servers towards the operation of the HMIS on which data from both organizations will be stored and from which both organizations will have access;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, CONNECTIONS and ALLIANCE agree as follows:

1.0 HEADINGS.

1.1 The headings of the paragraphs of this AGREEMENT are inserted for convenience of reference only and shall not be deemed to constitute part of this AGREEMENT or to affect the construction hereof.

2.0 MUTUAL RESPONSIBILITIES.

2.1 CONNECTIONS and ALLIANCE shall each designate up to two System Administrator 2 users. The CONNECTIONS SA2 Administrators (“CSA2”) and the ALLIANCE SA2 Administrators (“ASA2”) shall comprise the HMIS management team, whose responsibilities will be to determine procedures for the allocation of licenses and access to the ServicePoint HMIS, to make decisions regarding configuration of the ServicePoint HMIS, to provide necessary support to agencies regarding the functioning of the ServicePoint HMIS, to access and manage shared support hours from Bowman, and to provide ongoing training for their respective end users. The HMIS management team can mutually decide to add additional Service Administrator 2 users.

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2.2 Each party shall comply with its own HMIS interagency policies and procedures and will participate in a joint committee under the auspices of the ALLIANCE’S HMIS committee that will reconcile their respective “Policy Manuals”. The parties shall mutually agree on all changes to the Policy Manual.

2.3 Each party shall mutually agree on all changes to the ServicePoint HMIS that will have a system-wide impact on the ServicePoint HMIS or that will cause costs related to the ServicePoint HMIS to be incurred by both parties. However, either party may independently implement or have Bowman implement new features for the ServicePoint HMIS as long as (i) it does not affect the functionality of the ServicePoint HMIS system for the other party and (ii) any additional costs are borne solely by such party.

- 2.4 Each party shall continue to serve as the HMIS lead agency for their respective Continua of Care.
- 2.5 Each party shall be responsible for ensuring that it and its agencies do not exceed the number of licenses which it is allocated as determined under Section 2.1, and shall be responsible for all costs incurred ~~from~~ Bowman if such party exceeds its allocated number of licenses.
- 2.6 Each party shall insure that each of its participating agencies appoints a designated “Agency Administrator” whose duties will include: being the primary contact for the ASA2 or CSA2, as applicable; providing specific training and technical assistance to agency users of the ServicePoint HMIS; and performing other duties as specified in the Policy Manual.
- 2.7 Each party recognizes the need for consistent, uniform data entry among its agency end-users to prevent data conflicts and errors. Each party shall enforce with its staff the importance of quality and accuracy in entering data into the ServicePoint HMIS in a timely manner, and agrees to abide by the policies and procedures of data entry as outlined in the Policy Manual. Each party shall enter all HUD required data fields for all homeless clients.
- 2.8 Each party shall administer its own HUD grants for HMIS program expenses, including securing their own match funding source(s).

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3.0 CONNECTIONS’ RESPONSIBILITIES.

- 3.1 CONNECTIONS will contract for licenses, services and future system upgrades and enhancements for the ServicePoint HMIS with Bowman, and shall enforce the rights contained in such contracts on behalf of itself, the members of the Evanston Alliance on Homelessness, and ALLIANCE. CONNECTIONS hereby grants ALLIANCE and its member agencies a sublicense to access and use the ServicePoint HMIS.
- 3.2 To the extent that CONNECTIONS has received any indemnity from Bowman, including but not limited to an indemnity covering claims that the ServicePoint HMIS infringes on the intellectual property rights of a third party, CONNECTIONS shall cause Bowman to include ALLIANCE in such indemnity.
- 3.3 CONNECTIONS will provide access to the ServicePoint HMIS to ALLIANCE, its participating organizations, and their respective authorized personnel. CONNECTIONS shall assist ALLIANCE in initially transferring its data onto the ServicePoint HMIS, and shall cause Bowman to assist with the same. Furthermore, CONNECTIONS shall allow ALLIANCE to work with Bowman directly to receive support to the ServicePoint HMIS, and shall cause Bowman to provide such requested support to ALLIANCE.

- 3.4 CONNECTIONS shall appoint at least one individual representing the Evanston Alliance on Homelessness to serve on ALLIANCES' HMIS committee.
- 3.5 CONNECTIONS acknowledges that ALLIANCE is subject to and must comply with the provisions of (a) the Health Insurance Portability and Accountability Act ("HIPAA") and all rules and regulations promulgated pursuant to authority granted therein, (b) the Illinois AIDS Confidentiality Act (the "AIDS Act") and the rules and regulations of the Illinois Department of Public Health promulgated thereunder, (c) rules and regulations propagated by HUD covering Continuum of Care organizations. During the term of the AGREEMENT and after termination, CONNECTIONS shall not, and shall require Bowman not to, cause ALLIANCE to, breach or violate or otherwise fail to comply with HIPAA, the AIDS Act, HUD regulations, or any other applicable obligations.

4.0 ALLIANCE'S RESPONSIBILITIES.

- 4.1 ALLIANCE shall provide two servers which will be used to run the ServicePoint HMIS for both parties. All fees for maintenance, hosting, and Internet connectivity for the server shall be shared by the parties as set forth on Exhibit 1.

5.0 PAYMENT.

- 5.1 Bowman shall invoice each of the parties for the fees for the ServicePoint HMIS as set forth on Exhibit 1. Each party shall pay all undisputed fees directly to Bowman within thirty (30) days of receipt of invoice.
- 5.2 For any additional costs related to the ServicePoint HMIS that are not described or allocated on Exhibit 1, and except as otherwise agreed to by the parties, each party shall bear a pro-rated amount of such additional costs based upon the number of licenses to the HMIS that such party has been allocated; provided that if a party independently chooses to implement or have Bowman implement new features pursuant to Section 2.1, then such party shall bear all costs related to such new features.

6.0 AMENDMENT OR TRANSFER.

- 6.1 This AGREEMENT may only be amended or modified by a written instrument signed by CONNECTIONS and ALLIANCE.
- 6.2 Neither party shall assign, directly or indirectly, any of its rights, duties or obligations under this AGREEMENT, in whole or in part, without the prior written consent of the other party.

7.0 EFFECTIVE DATE.

7.1 The initial term of this AGREEMENT shall become effective upon the date fully executed by the parties and until terminated as set forth herein.

8.0 ENTIRE AGREEMENT.

8.1 This AGREEMENT represents the entire agreement between CONNECTIONS and ALLIANCE and supercedes all prior negotiations, representations or agreements, either written or oral.

9.0 NOTICES REQUIRED UNDER THIS AGREEMENT.

9.1 All notices, approvals or other communications that either party desires or is required to give to the other party under the terms of this AGREEMENT shall be in writing and shall be considered to be properly given (i) if delivered by messenger, (ii) if mailed in the United States via certified or registered mail, postage prepaid, return receipt requested, (iii) if telefaxed, telegraphed or telecopied or (iv) if delivered by reputable express carrier, prepaid, the next business day after delivery to such carrier, addressed to such party as follows below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or facsimile number.

To CONNECTIONS:

Paul Selden
Executive Director
Connections For the Homeless
2010 Dewey Ave
Evanston, IL 60201

Telephone: (847) 475-7070
Facsimile: (847) 864-6558

To ALLIANCE:

Jennifer C. Hill
Executive Director
Alliance to End Homelessness in
Suburban Cook County
1107 S. Mannheim Road, Suite 304,
Westchester, IL 60154

Telephone: (708) 345-4035
Facsimile: (705) 345-7855

10.0 SEVERABILITY.

10.1 The invalidity or enforceability of any of the provisions of this AGREEMENT shall not affect the validity or enforceability of the remainder of this AGREEMENT.

11.0 GOVERNING LAW.

11.1 This AGREEMENT shall be subject to and governed by the laws of the State of Illinois. Venue for the resolution of any disputes or the enforcement of any rights pursuant to this agreement shall be in Cook County, Illinois.

11.2 If a dispute arises under this AGREEMENT, the parties shall make a good faith effort to resolve the dispute between themselves before seeking relief in a court of law.

12.0 INDEPENDENT CONTRACTORS.

12.1 ALLIANCE and CONNECTIONS are deemed to be independent contractors. Nothing contained in this AGREEMENT shall be construed to constitute either party a partner, employee or agent of the other, nor shall either party have authority to bind the other in any respect, it being intended that each shall remain an independent contractor solely responsible for its own actions. No employee or agent of one party hereto shall be considered an employee or agent of the other party hereto.

13.0 LIMITATION OF LIABILITY.

13.1 NEITHER PARTY'S LIABILITY UNDER THIS AGREEMENT SHALL EXCEED THE TOTAL AMOUNT PAID BY SUCH PARTY TO BOWMAN IN THE TWELVE (12) MONTHS PRECEDING THE CLAIM. NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SIMILAR TYPES OF DAMAGES.

14.0 NON-DISCRIMINATION.

14.1 The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of this service because of race, creed, color, age, sex, national origin, nor the presence of any sensory, mental or physical disability, nor in any manner contrary to applicable local ordinance, State and Federal laws and regulations, specifically including Title VI of the Civil Rights Act of 1964 and any appropriate regulations for nondiscrimination in Federally Assisted Programs.

15.0 TERMINATION.

15.1 The initial term of this AGREEMENT shall commence on the Effective Date and end October 31, 2010. Thereafter, this AGREEMENT shall renew for subsequent one (1) year terms unless either party provides sixty (60) days prior written notice to the other party of their intent not to renew this AGREEMENT. Except as otherwise set forth in this AGREEMENT, (i) CONNECTIONS shall have the right to terminate this AGREEMENT upon serving one hundred twenty (120) days' prior written notice upon the ALLIANCE, and (ii) ALLIANCE shall have the right to terminate this AGREEMENT upon serving ninety (90) days prior written notice upon CONNECTIONS. Upon such termination, the liabilities of the parties to this AGREEMENT shall cease, but they shall not be relieved of the duty to perform their obligations up to the date of termination.

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15.2 Upon termination of this AGREEMENT, (i) CONNECTIONS shall cause Bowman to return ALLIANCE'S servers to ALLIANCE, and also to provide a copy of ALLIANCE'S data to ALLIANCE in ASCII format or in such other format as agreed to by the parties, and (ii) ALLIANCE shall allow Bowman to provide CONNECTIONS with a copy of CONNECTIONS' data that resides on ALLIANCE'S servers.

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15.3 Upon termination of this AGREEMENT, CONNECTIONS shall make reasonable efforts to obtain a refund of the amounts pre-paid by ALLIANCE to Bowman.

Deleted: <#>ALLIANCE shall return to CONNECTIONS data stored on the ServicePoint HMIS servers, in ASCII format or in such other format as agreed to by the parties. ¶

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed as of the date indicated above by their duly authorized representatives.

Paul Selden
Executive Director
Connections For the Homeless Inc.

Date: _____

Jennifer C. Hill
Executive Director
Alliance to End Homelessness in Suburban Cook County

Date: _____

Exhibit 1

The fees shall be allocated between the parties for the initial period and subsequent annual periods as set forth in the chart below. Upon the date hereof, ALLIANCE shall be allocated 150 licenses out of a total of 175 total licenses of the ServicePoint HMIS purchased from Bowman, and CONNECTIONS shall be allocated 25 licenses.

Bowman shall invoice each of the parties directly for each of their respective costs set forth in the chart below. All costs are subject to change based on Bowman's current fee schedule, and the number of participants in the ServicePoint HMIS.

ServicePoint		Alliance		Connections		Comments
Items	Prepaid thru Sept. 09	Initial period*: June - Oct. 2009	Ongoing/ Annual	Initial period*: June - Oct. 2009	Ongoing/ Annual	Ongoing/Annual costs are for period beginning November 1, 2009 *Initial period begins when Alliance data is moved to Evanston HMIS, estimated to take place no later than July 1, 2009.
			150		25	# Licenses
Software			86%		14%	% for Pro-ration of fixed costs - based on number of licenses per continuum at beginning of contract year subject to renegotiation if those numbers change significantly.
S/W Escrow (opt)						Conditional Access to SP programming code
User Licenses						Cost to purchase additional licenses @ \$200
Software Maintenance, Enhancement & Customer Support	(\$4,000)	\$5,625	\$13,500		\$2,250	Alliance June-Oct. 2009 cost is for licenses transferred from DuPage. Ongoing costs based on actual number of licenses per continuum. \$90 per license/year.
CommunityPoint						\$3,000/yr - Hosting and Support
CallPoint Module						\$5,000/yr
System Security						
Encryption Licenses				\$1,250		Database Encryption provides an additional level of security. Alliance licenses to be transferred from DuPage. Connections to purchase new @ \$50.
Encryption Support	(\$600)	\$750	\$1,800	\$125	\$300	\$12.00/license/year for support.
SSL Certificates			\$344		\$56	This certificate ensures secure transmission of data over the Internet. (Required) \$400/yr pro-rated
AIRS Taxonomy			\$344		\$56	A national standard service classification (Required) \$400/yr pro-rated
System Training						
Training Site License and Support		\$1,075	\$2,580	\$175	\$420	An implementation specific site for training purposes--including software updates in concert with the production site. Includes 8 hrs/yr customer support. \$3,000/yr pro-rated
Reporting						
Regular Ad Hoc Reporting Licenses			\$1,600		\$320	Allows users to create and save their own ServicePoint-based reports. \$160/license/yr (Alliance-10, Evanston-2)

<i>Report Writer Viewer License</i>			\$2,000			Allows users to view reports that have already been generated by Ad Hoc Reporting users. \$80 per license/yr (Alliance-20)
<i>Bandwidth Fee</i>			\$263		\$15	Annual charge per ART Ad Hoc and Viewer license. \$7.50/yr (Alliance-35, Connections-2)
Customization Services	Alliance will cover 100% of costs to migrate data from the DuPage system to the Evanston system and the costs to make any necessary changes to the data structure.					
<i>Data Migration</i>		\$10,000				Estimated total cost - \$125.00 per hour for actual time expended on project
<i>VPN Support</i>						\$125.00 per hour for actual time expended on project
<i>XML Tool Support</i>						Utility for data conversion/integration (8 hrs support/yr)
<i>Premium Disaster and Recovery (optional)</i>						Emergency support line access 24/7; downtime not to exceed 4 hours; hourly off-site backups via VPN; use of remote aux. server in the event of a client server failure.
Dedicated Server Hosting Service	Alliance will cover 100% of costs to purchase/set up servers and will cover 100% of Hosting Service Fee for the Initial period June-Oct 2009. Thereafter, annual Hosting Service Fee will be pro-rated based on number of licenses at beginning of contract year subject to re-negotiation if those numbers change significantly.					
<i>Server Costs (2)</i>		\$6,000				Purchase and ship servers and server software; extend support contract on existing Alliance server
<i>Server Setup</i>		\$800				Cost to set up dedicated server
<i>Hosting Service Fee</i>		\$7,650	\$15,790		\$2,570	\$1530/mo
Total	(\$4,600)	\$31,900	\$38,221	\$1,550	\$5,988	
Year 1 Grand Total		\$65,521		\$7,538		\$73,059

Project Review and Prioritization Committee Meeting

April 8, 2009 10am-12noon at the Alliance Office

Purpose: To review and revise the Ranking Tool for the 2009 HUD NOFA

In Attendance: Brian McManaman-Emergency Fund, Jose Alvarez-Town of Cicero, Leticia Sanchez-CEDA Central, Khen Nickele-IDHS/DMH, Beverly Christmon-community, Cynthia Schilsky-community

Report submitted by: Cynthia Schilsky, Chairperson of PRP Committee

The Ranking Tool from last years NOFA was reviewed and the following changes were made:

- There are 2 Ranking Forms – one for Renewal Projects and one for New Projects – each has a total of 65 points possible.
- LOI submission and HMIS participation were added to the baseline criteria
- Category 1 - Project meets Need of Continuum – point distribution was rearranged and the Subpopulation of General was removed as was the Population of Seniors.
- HMIS has become a separate ranking category and the criteria for this year are general but that could change in future years.
- Category on Collaboration and Coordination has been integrated into Funding and Capacity for Project Actualization.
- Program Outcomes will be based on the expectations outlined by HUD for renewals and the New projects get the same points for this category based on their projections.
- Housing/Services Ratio – SSO projects will not get any points in this category
- Special Considerations – The 20 year commitment has been reduced to 2 points for renewals and New projects will not get points for a potential 20 year commitment and Veterans Points are included in this category and not the Need of Continuum Category.

The Ranking Tool for Renewal Projects and the Ranking Tool for New Projects for the 2009 HUD NOFA are presented for approval.

Proposed Process:

The review process for the New projects will be a separate process with presentations given by the applicants and then the projects will be ranked using the Ranking Tool for New Projects. Reviewers as always would be required to have no conflicts of interest so could not be applicants in the process. The process for Renewal projects will be as before with 2-3 reviewers ranking each application using the Ranking Tool for Renewals and coming to a consensus on the score. Housing Services Ratio serves as a tiebreaker for tied scores. The scores of new and renewal projects are integrated into a single Prioritization Chart.

Since the goal is to maximize the use of all available money it would be preferable to establish the amount of money to be allocated for new projects prior to the ranking process. If negotiation is necessary among new project applicants to maximize the use of the money that process would be conducted by the Executive Director. The assumption is then that new projects that do not fall within the amount of money designated for new projects will not be funded even if they score higher than a renewal project.

The Alliance HMIS project will be ranked as #2.

Future Consideration – meaning next year - Outcome and Evaluation Information will need to be integrated into the PRP process in the future.

**Alliance to End Homelessness in Suburban Cook County
2009 HUD SuperNOFA Ranking Form
Renewal Projects**

revised 4-8-09

Project: _____

Yes/No	Criteria	Comments
	LOI submitted including Outcome and Evaluation Tool	
	The project meets HUD SuperNOFA eligibility criteria.	
	The project serves persons who meet HUD's SuperNOFA definition of homeless.	
	Participates in HMIS	
	Amount of matching funds is adequate (supportive services 20% and operations 25%)	
	Amount of leveraged funds is adequate (dollar for dollar)	

Category	Points Awarded
1. Project Meets Need of Continuum (Maximum of 18 points)	
A. Population Served Individuals – 6 points or Families – 4 points or Unaccompanied Youth (ages 12-17) – 2 points	
B. Primary Sub-population Served (at least 25% of beds dedicated to this sub-population) Chronic Homeless – 6 points or Mentally Ill – 4 points or Substance Abuse – 3 points Or Domestic Violence, HIV/AIDS, or Physically Disabled – 2 points	
C. Housing Option Provided PSH/Safe Haven/Single Room Occupancy – 6 points or TH/Rolling Stock – 4 points or TH/Temp or Proj-based - 3 points or Supportive Services Only – 2 points	
Category 1 Total Points	

2. Agency is an active participant in the Continuum of Care Process (Lead agency) (Maximum of 5 points)	
A. Attendance at CBSA Meetings 75% or greater attendance = 2 points or 50 % to 74% attendance = 1 points or 49% or less = 0 points	
B. Participation in CoC Activities 1. Participates in CBSA or Alliance committees – 2 points or none 2. Participates in service counts/data collections – 1 point	
Category 2 Total Points	

3. HMIS (Maximum of 3 points)	
Maintains currency in entering client level data into HMIS for this project as required by HUD – 3 points or 0	
Category 3 Total Points	

Project: _____

4. Funding (Maximum of 9 points)		
A. Lead agency audit – Has current (within past 18 months) clean audit or sufficient explanation with corrective action for findings	1 point	
B. Written agreements are included for matching and leveraged funds.	2 points	
C. Leveraging for project exceeds dollar for dollar amount by 10-19%	1 point or	
by 20-49%	2 points or	
50% or more	3 points	
D. No one leveraging source provides 100% of total project leveraging.	1 Point	
E. Lead agency demonstrates fiscal capacity in proportion to project budget (HUD request in proportion to agency budget and length of time in operating project will be considered as well as history of recaptured funds) High capacity – 2 points or Probable capacity – 1 points or Unlikely – 0 points		
Category 4 Total Points		

5. Capacity for Project Actualization (Maximum of 6 points)		
A. Project demonstrates coordination with mainstream resources (SSI, SSDI, TANF, Medicaid, Food Stamps, All Kids, WIA, Veterans Health Care) by identifying adequate staff to provide comprehensive service linkages for clients.	2 points	
B. Lead agency demonstrates ability to operate project and has staffing appropriate for the project.	2 points	
C. Project demonstrates an ongoing evaluation and quality improvement process	2 points	
Category 5 Total Points		

6. Program Outcomes (from APR) (Maximum of 15 points)		
A. Housing criteria – 5 points		
Permanent Supportive Housing Projects– 71% of PSH clients stayed housed 7 months or longer (APR 12a-b)		
Transitional Housing Projects– 61.5% of TH clients moved to permanent housing (APR Question #14)		
Supportive Service Only Projects – 25% of exiting SSO clients moved to permanent housing (APR #14)		
B. Income criteria (all projects) – 5 points		
18% of exiting clients had income from employment (APR #11-chart D-line h)		
C. Service connection criteria (all projects) – 5 points		
70% of exiting clients have a source of income or benefits (#11-D-n)		
Category 6 Total Points		

**Alliance to End Homelessness in Suburban Cook County
2009 HUD SuperNOFA Ranking Form
Renewal Projects**

revised 4-8-09

Project: _____

7. Housing/Services Ratio [See below for how to calculate.] (Maximum of 5 points)		
Housing/Services Ratio = 2.000 or more	5 points or	
Housing/Services Ratio = 1.000 to 1.999	4 points or	
Housing/Services Ratio = 0.500 to 0.999	3 points or	
Housing/Services Ratio = 0.001 to 0.499	2 points or	
Housing/Services Ratio = 0 (Supportive Services Only Projects)	0	
Section 7 Total Points		

8. Special Considerations (Maximum of 4 points)		
A. Project has commitment to serve homeless for 20 years as result of HUD funding. 2 points		
B. Project has commitment to serving veterans. Serves 75% or more veterans – 2 points Serves 25-74% veterans – 1 point		
Section 8 Total Points		
Grand Total (Maximum of 65 points)		

9. Tiebreaker: Housing/Services Ratio = _____ Housing dollars requested for operating, leasing, constr/rehab/acquis. = _____ Service dollars requested for supportive services only = _____ (Exclude HMIS and admin dollars from either side of ratio.)		
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**Alliance to End Homelessness in Suburban Cook County
2009 HUD SuperNOFA Ranking Form
NEW Projects**

revised 4-8-09

Project: _____

Yes/No	Criteria	Comments
	LOI submitted	
	The project meets HUD SuperNOFA eligibility criteria.	
	The project serves persons who meet HUD's SuperNOFA definition of homeless.	
	Participates in HMIS or has a plan to participate in HMIS	
	Amount of matching funds is adequate (supportive services 20% and operations 25%)	
	Amount of leveraged funds is adequate (dollar for dollar)	

Category	Points Awarded
1. Project Meets Need of Continuum (Maximum of 18 points)	
A. Population Served Individuals – 6 points or Families – 4 points or Unaccompanied Youth (ages 12-17) – 2 points	
B. Primary Sub-population Served (at least 25% of beds dedicated to this sub-population) Chronic Homeless – 6 points or Mentally Ill – 4 points or Substance Abuse – 3 points Or Domestic Violence, HIV/AIDS, or Physically Disabled – 2 points	
C. Housing Option Provided PSH/Safe Haven/Single Room Occupancy – 6 points or TH/Rolling Stock – 4 points or TH/Temp or Proj-based - 3 points or Supportive Services Only – 2 points	
Category 1 Total Points	

2. Agency is an active participant in the Continuum of Care Process (Lead agency) (Maximum of 5 points)	
A. Attendance at CBSA Meetings 75% or greater attendance = 2 points or 50 % to 74% attendance = 1 points or 49% or less = 0 points	
B. Participation in CoC Activities 1. Participates in CBSA or Alliance committees – 2 points or none 2. Participates in service counts/data collections – 1 point	
Category 2 Total Points	

3. HMIS (Maximum of 1 point)	
Has a plan that will be operational within 6 months of being funded for entering client level data into HMIS for this project as required by HUD – 1 point	
Category 3 Total Points	

Alliance to End Homelessness in Suburban Cook County
2009 HUD SuperNOFA Ranking Form
NEW Projects

revised 4-8-09

Project: _____

4. Funding (Maximum of 9 points)		
A. Lead agency audit – Has current (within past 18 months) clean audit or sufficient explanation with corrective action for findings	1 point	
B. Written agreements are included for matching and leveraged funds.	2 points	
C. Leveraging for project exceeds dollar for dollar amount by 10-19%	1 point or	
by 20-49%	2 points or	
50% or more	3 points	
D. No one leveraging source provides 100% of total project leveraging.	1 Point	
E. Lead agency demonstrates fiscal capacity in proportion to project budget (HUD request in proportion to agency budget and length of time in operating project will be considered) High capacity – 2 points or Probable capacity – 1 points or Unlikely – 0 points		
Category 4 Total Points		

5. Capacity for Project Actualization (Maximum of 10 points)		
A. Project demonstrates capacity to coordinate with mainstream resources (SSI, SSDI, TANF, Medicaid, Food Stamps, All Kids, WIA, Veterans Health Care) by identifying adequate staff to provide comprehensive service linkages for clients.	2 points	
B. Lead agency demonstrates ability to implement and operate project		
Has been operating similar projects successfully	4 points or	
Demonstrates resources to operate project	2 points or	
Does not seem likely that project will be operated successfully	0 points	
C. Projected staffing is appropriate for project	2 points	
D. There is a plan outlined for an evaluation and quality improvement process for this project.	2 points	
Category 5 Total Points		

6. Program Outcomes (Maximum of 15 points)		12 points
A. This project will move clients to obtain/maintain permanent housing.	5 points	
B. The type, frequency and duration of the supportive services proposed fit the needs of the population to be served.	5 points	
C. This project will increase client income thus providing self-sufficiency for the population served.	5 points	
Category 6 Total Points		

**Alliance to End Homelessness in Suburban Cook County
 2009 HUD SuperNOFA Ranking Form
 NEW Projects**

revised 4-8-09

Project: _____

7. Housing/Services Ratio [See below for how to calculate.] (Maximum of 5 points)		
Housing/Services Ratio = 2.000 or more	5 points or	
Housing/Services Ratio = 1.000 to 1.999	4 points or	
Housing/Services Ratio = 0.500 to 0.999	3 points or	
Housing/Services Ratio = 0.001 to 0.499	2 points or	
Housing/Services Ratio = 0 (Supportive Services Only Projects)	0	
Category 7 Total Points		

8. Special Considerations (Maximum of 2 points)		
Project has commitment to serving veterans.		
Serves 75% or more veterans – 2 points	Serves 25-74% veterans – 1 point	
Category 8 Total Points		
Grand Total Maximum of 65 points		

9. Tiebreaker: Housing/Services Ratio = _____ Housing dollars requested for operating, leasing, constr/rehab/acquis. = _____ Service dollars requested for supportive services only = _____ (Exclude HMIS and admin dollars from either side of ratio.)	
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Outcome and Evaluation Committee

Tuesday, April 7, 2009

Alliance Office

1107 S. Mannheim Road, Westchester, IL 60454

Present:

Magalie Oscar, Co-Chair, Catholic Charities

Courtney Suchor, Co-Chair, the Sanctuary

Jessica Aleksy, Alliance

Jennifer Wood, YMCA

Kathie Cunningham, Catholic Charities

Ashley Kappmeyer, Catholic Charities

Kristen Kennard, YMCA

Jeremy Heyboer, Alliance

The committee reviewed the spreadsheet Jeremy devised to organize the completed tools. It was decided that data entry would take place at the Alliance office on 4/14. At the next meeting we will begin to study the data.

Next Meeting is:

Tuesday, May 5, 10:00 AM at the Alliance Office at 1107 S. Mannheim Road in Westchester.

**Fiscal Year 2009
Continuum of Care Competition**

Letters of Intent Received

State

CoC Number and Name

Project Name

Program LOI Expected LOI Received Difference HUD Grant # HUD PIN End Date SHP/S+C Contact person Contact email

Illinois
IL-511 - Cook County CoC

RENEWALS:

Alliance to End Homelessness in Suburban	Suburban Cook County HMIS	SHPR	\$ 252,725		\$ 252,725				SHP		
Bethel Human Resources	Page One Transition to Permanent Living	SHPR	\$ 184,231	\$ 184,231	\$ -	IL025985T110801	IL18378	06/30/10	SHP	Lenoris Perkins	leperkins@sbcglobal.net
Catholic Charities	Cooke's Manor/Hines	SHPR	\$ 89,379	\$ 89,379	\$ -	IL024685T110801	IL18274	06/30/09	SHP	Rodney Bowling	rbowling@catholiccharities.net
Catholic Charities	N/NW CC ACMH Partnerreallocate	SHP	\$ 140,000	\$ 140,000	\$ -	IL023985T110800	IL18274	?	SHP	Ken Keibler	kkeibler@catholiccharities.net
Catholic Charities	New Hope Apartments Program - N/NW	SHPR	\$ 327,507	\$ 327,507	\$ -	IL025685T110801	IL18274	06/30/10	SHP	Millicent Ntiamoah	mntiamoa@catholiccharities.net
Catholic Charities	New Hope Apartments Program - PSH Suburban c	SHP	\$ 194,713	\$ 194,714	\$ (1)	IL024085T110800	IL18274	?	SHP	Ken Keibler	kkeibler@catholiccharities.net
Catholic Charities	New Hope Apartments Program - South Suburban	SHPR	\$ 145,520	\$ 145,520	\$ -	IL025785T110801	IL18274	08/31/10	SHP	Magalie A Oscar	moscar@catholiccharities.net
Catholic Charities	New Hope Apartments Program - West Sub	SHPR	\$ 258,078	\$ 258,078	\$ -	IL025885T110801	IL18274	08/31/10	SHP	Ken Keibler	kkeibler@catholiccharities.net
CEDA Bloom-Rich	South Suburban Housing Initiative Program for Hc	SHPR	\$ 231,678	\$ 231,678	\$ -	IL018711005	IL18377	05/31/09	SHP	Karyn Perkins	kperkins@cedaorg.net
CEDA Central	West Suburban Supportive Housing Program WSS	SHPR	\$ 265,875	\$ 260,883	\$ 4,992	IL018711016	IL18268	10/31/09	SHP	Barbara Hyshaw	bhyshaw@cedaorg.net
CEDA Northwest	COMMUNITY FAMILY HOMES INITIATIVE I	SHPR	\$ 144,873	\$ 144,873	\$ -	IL018811004	IL18380	03/31/10	SHP	Ron Jordan	rjordan@cedaorg.net
CEDA Northwest	COMMUNITY FAMILY HOMES INITIATIVE II	SHPR	\$ 162,947	\$ 162,947	\$ -	IL018811007	IL18281	09/30/10	SHP	Ron Jordan	rjordan@cedaorg.net
Connections for the Homeless	Family Housing North	SHPR	\$ 94,535	\$ 93,308	\$ 1,227	IL018711029	IL18270	06/30/09	SHP	Paul Selden	pl@cfthinc.org
Fellowship Housing Corporation	FHC/WINGS Transitional Housing Project Renewa	SHPR	\$ 100,120	\$ 100,120	\$ -	IL018711017	IL18272	01/31/10	SHP	Terri Channer	tchanner@wingsprogram.com
Housing Authority of the County of Cook	Grand Prairie Services S+C	S+CR	\$ 426,408	\$ 426,408	\$ -	IL01C711035	none	06/30/09	S+C	Sonja Paul	spaul@thehacc.org
Housing Authority of the County of Cook	Vital Bridges S+C	S+CR	\$ 152,712	\$ 152,712	\$ -	IL0269C5T110801	IL18284	01/31/10	S+C	Armando Smith	asmith@vitalbridges.org
Housing Opportunity Development Corpor	Permanent Housing for Homeless Households	SHPR	\$ 47,392	\$ 47,392	\$ -	IL01B411003	IL18373	04/01/10	SHP	Richard Koenig	rkoenig@hodc.org
Interdependent Living Solutions Center	Genesis Place	SHPR	\$ 156,964	\$ 156,332	\$ 632	IL025285T110801	IL18348	03/31/10	SHP	Valencia Whitely	vwhitely@interdependentliving.org
Journeys from PADS to Hope	Homeless Day Center	SHPR	\$ 183,665	\$ 183,665	\$ -	IL-01B611025	IL18113	09/30/09	SHP	Peggy Dickson	p.dickson@padstohope.org
Pillars	Project Success	SHPR	\$ 31,177	\$ 31,177	\$ -	IL026285T110801	IL18280	10/31/10	SHP	Kelli Moore	kmoore@pillarscommunity.org
Pillars	Project W.I.N. (Wellness Initiative Network)	SHPR	\$ 477,060	\$ 477,059	\$ 1	IL026385T110801	IL18379	07/31/20	SHP	Kyu Yup Kim	kkim@pillarscommunity.org
Pillars	Project WCHIP Expansion (West Cook Housing Ini	SHPR	\$ 24,993	\$ 24,993	\$ -	IL026585T110801	IL18456	?	SHP	Theresa Curran	tcurran@pillarscommunity.org
Pillars	Project West Cook Housing Initiative Partnership	SHPR	\$ 521,332	\$ 521,332	\$ -	IL026485T110801	IL18371	?	SHP	Theresa Curran	tcurran@pillarscommunity.org
Pillars	WCHIP Expansion II (corrected)	SHP	\$ 110,000	\$ 110,000	\$ -	IL024385T7110800	none	?	SHP	Theresa Curran	tcurran@pillarscommunity.org
South Suburban Family Shelter	The Sanctuary	SHPR	\$ 281,957	\$ 281,957	\$ -	IL027685T110801	IL18269	05/31/10	SHP	Courtney Suchor	csuchor@sanctuary1.org
South Suburban PADS	Project WISH	SHPR	\$ 284,574	\$ 284,574	\$ -	IL026685T110801	IL18110	05/31/10	SHP	Mike Wasserberg	wasserberg@sspads.org
The Center of Concern	Supportive Housing Program	SHPR	\$ 130,534	\$ 130,534	\$ -	IL027585T110801	IL18271	06/30/11	SHP	Mary Schurder	mschurder@centerofconcern.org
Thresholds, Inc.	West Suburban Safe Haven	SHPR	\$ 403,199	\$ 398,976	\$ 4,223	IL01B611001	IL18492	06/30/09	SHP	Roderick (Eric) Samonte	esamonte@thresholds.org
Together We Cope	Families First	SHPR	\$ 190,517	\$ 190,517	\$ -	IL024985T110801	IL18346	08/31/10	SHP	Kathryn Straniero	kstraniero@togetherwecope.org
Together We Cope	Families First Permanent	SHP	\$ 124,837	\$ 124,837	\$ -	IL023785T110800	IL18346	?	SHP	Kathryn Straniero	kstraniero@togetherwecope.org
WilPower, Inc.	Esperanza	SHPR	\$ 252,077	\$ 252,077	\$ -	IL024785T110801	IL18111	03/31/10	SHP	Susan Shimon	sshimon@wilpower.org
WilPower, Inc.	Esperanza Expansion	SHPR	\$ 25,519	\$ 25,519	\$ -	IL024885T110801	IL18475	06/30/10	SHP	Susan Shimon	sshimon@wilpower.org
WilPower, Inc.	Salubrity House	SHPR	\$ 205,205	\$ 205,205	\$ -	IL026785T110801	IL18341	05/31/10	SHP	Susan Shimon	sshimon@wilpower.org
WINGS Program, Inc.	HUD 6 Transitional Housing	SHPR	\$ 124,554	\$ 122,122	\$ 2,432	IL018711018	IL18374	07/31/10	SHP	Terri Channer	tchanner@wingsprogram.com
WINGS Program, Inc.	Palatine House	SHPR	\$ 43,402	\$ 43,402	\$ -	IL018711032	IL18376	07/31/10	SHP	Terri Channer	tchanner@wingsprogram.com
WINGS Program, Inc.	Schaumburg House	SHPR	\$ 44,693	\$ 44,693	\$ -	IL018711027	IL18439	06/30/10	SHP	Terri Channer	tchanner@wingsprogram.com
WINGS Program, Inc.	Skokie House	SHPR	\$ 89,874	\$ 89,874	\$ -	IL018711019	IL18439	07/31/10	SHP	Terri Channer	tchanner@wingsprogram.com
WINGS Program, Inc.	Transitional Apartment Project	SHPR	\$ 84,968	\$ 82,102	\$ 2,866	IL018711024	IL18112	09/30/10	SHP	Terri Channer	tchanner@wingsprogram.com
YMCA Network	Hope III	SHPR	\$ 468,552	\$ 468,552	\$ -	IL025385T110801	IL18276	04/30/10	SHP	Ken Schmitt	ken_schmitt@ymcachgo.org
YMCA Network	Hope IV	SHP	\$ 36,313	\$ 36,313	\$ -	IL023885T110800	Unknown	?	SHP	Ken Schmitt	ken_schmitt@ymcachgo.org
YMCA Network	Independence Place	SHPR	\$ 225,546	\$ 225,546	\$ -	IL025585T110801	IL18493	08/31/10	SHP	Ken Schmitt	ken_schmitt@ymcachgo.org
			\$ 6,148,052	\$ 6,131,679	\$ 16,373						

NEW:

Connections for the Homeless	Permanent Supportive Housing North			\$ 749,802						Paul Selden	ps@cfthinc.org
South Suburban PADS	Project WISH PSH			\$ 61,189						Mike Wasserberg	wasserberg@sspads.org
SRHAC	Permanent Supportive Housing			\$ 740,000						Eric Rubenstein	ericrubenstein@srhac.org
Bethel Human Resources Corp	Page One Apartments			\$ 420,000						Lenoris Perkins	leperkins@sbcglobal.net
Pillars	Project WCHIP III			\$ 339,232						Theresa Curran	tcurran@pillarscommunity.org
Pillars	Project WCHANCE			\$ 739,987						Theresa Curran	tcurran@pillarscommunity.org

Changes listed?

no changes
no changes
no changes
no changes
no changes
no changes
no changes
no changes
Budget adjustment to hire an additional Residential Manager

Decline in Operations of \$1139, decline in Supportive Svcs of \$389, decline in HMIS of \$312 and Increase in Admin of \$184
Budget changes: Increase in Operations of \$2107, Decline in Supportive Svcs of \$3407 and Increase in Admin of \$1300
A switch from TH to PH & an increase from 3 to 5 units through program modification
Amending the previous grant to change from TH to PSH. This application is to renew the PSH project
no changes

no changes
Moving \$6500 of service \$'s into operations, decreasing support services
no changes
Budget increased by HUD but no other changes
no changes
Budget increased by HUD but no other changes
Budget increased by HUD but no other changes
no changes
no changes
Addition of SHP funds awarded from HUD during the 2008 McKinney-Vento homeless assistance competitor
no changes

no changes
Project no started yet
Real Property Leasing is increased by \$4112 equal to the additional award HUD made in the 2008 CoC Comp. Admin is increased accordingly
Real Property is increased by \$519
no changes
no changes
Changing number of beds from 16 to 12 post-renovation
no changes
no changes
Lead agency will be WINGS with FHC
no changes
no changes
no changes