

ALLIANCE TO END HOMELESSNESS IN SUBURBAN COOK COUNTY

Friday, May 26, 2006
10:00 AM-12:00 PM

Bethel Gospel Tabernacle ▪ 14931 Lincoln Avenue ▪ Harvey, IL

AGENDA

I. Welcome & Introductions

II. Approval of Meeting Minutes

III. Treasurer's Report – *Raul Rodriguez*

IV. Director's Report – *Jennifer Hill*

- A. Rental Support Testimony
- B. Elections Reminder

V. Committee Reports

- A. Executive Committee – *Ken Schmitt*
- B. HMIS Committee – *Doug Jones*

(The following are combined into a discussion of SuperNOFA Exhibit 1.)

- C. Continuum of Care Development – *Sue Shimon*
- D. Project Review and Prioritization – *Cynthia Schilsky*
- E. Chronic Homelessness – *Lynda Schueler*
- F. Homelessness Prevention –

- G. Governance – *Richard Koenig*
- H. Advocacy Committee – *Nancy Radner*
- I. Evaluation Committee – *Karen Stunkel*

VI. Other Reports

- A. Guest presentation from Housing Action Illinois – *Bob Palmer*
- B. Regional Roundtable – *Cynthia Schilsky*
- C. Mainstream Resources – *Mary Ann Romeo*

VII. CBSA Reports

- A. South – *Fred Shannon*
- B. West – *Cynthia Schilsky*
- C. North – *Sue Shimon*

VIII. Old Business

IX. New Business

X. Adjournment

- The June meeting of the Board of Directors will be held **Friday, June 23**, 10:00 AM to noon, at United Way of Metro Chicago, 560 W Lake St, Chicago, IL.

Alliance to End Homelessness

HMIS Report to Board

Submitted by: Doug Jones, HMIS Committee Chair

Friday, May 26, 2006

The HMIS Committee has entered the final phase of development, testing and training. This phase, like the earlier design phase, requires broad participation by all agencies intending to use the information system.

The system has been meticulously designed, within a strict budget, to meet the needs for each agency as well as the need for information about homelessness in general. The small teams that developed the details at the subcommittee level now need the help of the broader group, including those who participated in Joint Application Design (JAD) workshops as well as those who did not but who intend to use the system.

This encounter with the system by those who will use it is also an opportunity to become more familiar with the system, while at the same time testing it and evaluating it according to the criteria set forth in the design workshops. This familiarization will be a helpful start for users to get the most out of the trainings, which follow shortly after the testing period.

User Acceptance Testing (UAT) on Core Application Only:

8/1/06 – 8/22/06

- Objective: Verify that all the Alliance-requested customizations are included in the Application.
- Participants: Alliance Staff & HMIS Committee

User Acceptance Testing (UAT) on Total Application (including Reporting & Interfacing):

8/22/06 – 9/20/06

- Objective: Review Application and verify what was requested in the JAD Sessions has been incorporated into the Application. Give feedback on navigation through system, identify any problem areas, test the reporting functionality, and evaluate the overall system functionality according to set criteria.
- Participants: Alliance System Users – *at least one from each agency*
- Locations: We are still looking for sites. Sites need to have DSL or faster internet speed and a minimum of 10 computers.

The possible site locations we have so far are:

- South – Bethel Community Facility, Aunt Martha's?
- West – Hines VA Hospital
- North – Oakton, St Anne's School, or Connections?

Policy & Application Training

Beginning 9/05/06

- Objective: Learn how to use the system and learn the policies and procedures that must be followed in order to use it properly, maintain client confidentiality, and ensure data integrity.
- Participants: All users must attend both the Policy and Application Training
- Policy Training:
 - Intake/Case Mgrs: 1/2 day
 - Super User/Exec & Program Dir: 1 full day
- Application Training:
 - Intake: 1 day
 - Case Mgrs: 2 days
 - Super Users/Exec & Program Dir: 3 days

System Launch Date: 9/29/06

Alliance to End Homelessness in Suburban Cook County

Public Comments

Rental Housing Support Program
Public Act 094-0118
May 10, 2006

A Committee of the *Alliance to End Homelessness in Suburban Cook County* (the *Alliance*) has reviewed the Proposed Rules for the Rental Housing Support Program and offers these comments:

Public Comments

❖ 380-103 Definitions

“Tenant Selection Plan” – The *Alliance* advocates for language to be included indicating the priority for *homeless and chronically homeless* to receive housing under the Rental Housing Support Program. The *Alliance* advocates that 50% of the 30% for Special Populations be **set aside** to achieve this goal. In this section, by definition, the **“Tenant Selection Plan”** becomes the responsibility of the Landlord or Developer with approval by the LAA. The *Alliance* advocates that developing the Tenant Selection Plan instead be the responsibility of the LAA, requiring landlords to agree to the LAA’s plan.

❖ Section 380.106 Application Fee

The *Alliance* advocates for striking this section requiring an application fee.

❖ Section 380.107 Program Administration Fees

The *Alliance* advocates for inclusion of auditing and bookkeeping as eligible administrative expenses.

❖ Section 380.305 Rent Increases

Rising energy costs may contribute to a need for landlords to increase rent beyond 2% annually. Language providing for rent increases to be determined following review of energy/utility increases is advocated.

❖ Section 380.307 Fraud

The *Alliance* advocates that this section include language that protects against fraud perpetrated by Landlords, Developers and Tenants with a process included that provides for oversight of perpetrators of fraud.

❖ Section 380.309 Special Needs Tenants

In defining Special Needs, no mention was made of homelessness or chronic homelessness as a Special Need. The *Alliance* advocates for the terms *homelessness* and *chronic homelessness* to be included in the language of this section. Further, the

Alliance advocates for the 30% “best effort” to include language designating a **set aside** of 50% of the 30% to be **set aside** for homeless persons.

❖ Section 380.403 Application Requirements

Part **d** describes Required Outreach. The *Alliance* advocates for Homeless Continua of Care throughout Illinois to be required outreach and included in the language of this section and part.

The *Alliance* advocates that language include: “LAAs must include a **Tenant Outreach Plan** which specifies how vacant units will be advertised to these organizations and how tenants will be referred to landlords.”

The *Alliance* advocates that outreach plans be specifically outlined. An example of language to address this is below:

“An LAA shall develop and submit to the Authority a **Tenant Outreach Plan** which contains procedures for advertising all available units to prospective tenants and for identifying and referring prospective tenants to landlords for those units. Procedures must include, but are not limited to, outreach to organizations that work with people who are homeless or at-risk of homelessness, organizations that work with people with disabilities, organizations that work with senior citizens, organizations that provide job training and placement to low-income households, and other agencies interested in affordable housing.”

Part **e** describes executed written agreements with special needs service providers.

The *Alliance* advocates for Homeless Continua of Care throughout Illinois to be included in the language of this section and part.

❖ Section 380-407 Inspection Requirements

The *Alliance* advocates for procedures addressing situations where a unit passes the inspection prior to the initial occupancy of a tenant but on subsequent inspections, the unit, common area, and/or grounds does not meet the housing quality standards. The *Alliance* advocates that landlords be given a defined period to come into compliance with housing quality standards and that LAAs make a reasonable effort to help any tenants displaced due to failed inspections maintain the subsidy elsewhere.

❖ Section 380-611 Housing Quality Standard

Housing Standards are broadly defined in the **Rules**, and mention is made of a **Program Guide** to be released at a later date. The *Alliance* advocates for the **Program Guide** to be open to public comment to ensure inspection requirements are able to be fulfilled by the LAA and not so onerous that the housing authorities alone are capable of fulfilling this responsibility.

❖ Section 380.409 Reporting

The *Alliance* advocates that Landlord contact and identification information be included in this section.

- ❖ Section 380-413 Leases
The *Alliance* advocates that “**Leases**” be consistently referred to as “**Written Leases.**”
- ❖ Section 380-505 Eviction
The *Alliance* advocates for additional language to include “arbitration is required prior to initiating the eviction process”.
- ❖ No language indicates how the LAA will provide or refuse payment to landlords in the event of a vacancy. The *Alliance* advocates for a Section to include rules in this event.
- ❖ No language indicates what information Landlords applying for Program Participation must provide to the LAA. The *Alliance* advocates that Landlord information be included in the rules.

Respectfully submitted,

The Alliance to End Homelessness in Suburban Cook County

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