AGENDA

I. Welcome 10:00-10:10

II. Meeting Focus – Granada Williams 10:10-10:15

III. Approvals 10:15-10:20
   A. Board Minutes
   B. Monthly Financial Statements
   C. All Committee & Local Council Written Reports

IV. Discussion & Decision-Making by Topic 10:20-11:00
   A. Approve RRH Standards – Kurt/Susie
   B. Approve By-Laws – Tina/Katie
   C. Elect board members (CBSAs & countywide) – Tina/Katie/Sharon

V. Focus Areas – Alliance staff/Committee Chairs 11:00-11:40
   A. Alliance anti-racism/oppression workplan – Susie
   B. COVID updates
      1. Shelter data report
      2. FEMA/CARES Act - Kurt
      3. IHDA $396m - Katie
      4. Temp policy on RRH matching - Susie

VI. Announcements - All 11:40-12:00
   A. All others

VII. Adjournment:

The next Board of Directors meeting is scheduled for Friday, July 24, 2020, 10:00-12:00, and will be held as a GoToMeeting.
VIII. Advance Board Packet Contents:

1. Agenda  
2. Board Minutes & Attendance  
3. Monthly Financial Statements  
4. RRH Standards  
5. Revised By-Laws  
6. Board Slate  
7. Solidarity statement  
8. Shelter data report – May 31  
9. All Other Committee Reports (In order of Chart)

**Committee Reports**

Minutes must be submitted to Sharon King (sharon@suburbancook.org) by noon on the Monday before the Board meeting.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Report Received</th>
<th>Action Requested?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee Reg/Emergency</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Resource Development Committee</td>
<td></td>
<td></td>
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<tr>
<td>Advocacy Team</td>
<td></td>
<td></td>
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<tr>
<td>Built for Zero Team</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Coordinated Entry Committee</td>
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<td></td>
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<td>Outreach Team</td>
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<td></td>
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<tr>
<td>Prevention Team</td>
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<tr>
<td>Youth Team</td>
<td></td>
<td></td>
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<tr>
<td>HMIS Committee</td>
<td>Yes</td>
<td>No</td>
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*Submitting minutes from Teams and Councils is optional, however submitting minutes is required when Board action is requested.*
I. Sonia called the meeting to order at 10:01AM

II. Meeting Focus: Sonia gave an overview of the meeting topics.

III. Approvals:

A. Sonia asked for a motion to approve the minutes for April board meeting. Motion was made by Millicent, seconded by Lynda. Motion carried by a voice vote.

B. Monthly Financial Statements: Bryan gave an overview of the financial statements and requested the board to review the 990 Federal and AG990 State. He requested the board to pays attention to the following pages:
   - Page7- List all the names of the board member and advise them to make sure their names were spelled right
   - Page 6Q2 – The question on conflict of interest was checked NO so if a board knows of a conflict should contact the auditor to correct it.

C. Sonia reported that all committee and Local council reports are included in the meeting packet and requested board members to read it.

IV. Discussion & Decision Making

Bryan asked for a motion to approve the 2019 990 and AG 990. Paul motioned and was Seconded by Larsarene Alexander. Motion carried by a voice vote.

A. Kurt reported on process used for Youth demonstration projects that were selected for funding. Some of the highlights of the presentation are:
   - The two projects for funding were System Navigation and Transitional Housing and Rapid Re-housing joint projects
   - 4 projects were funded in each category throughout the region.
   - 4 projects were funded under the system navigation in amount of 4963,600 for two years
   - 4 projects were funded under the TH/RRH umbrella totaling $4,587,867.00 for two years
   - Projects were scored on their written application and oral presentation.
   - The youth leadership team made it a priority to have TH/RRH across the whole region in order for the youth to serve anywhere if they decide to move to other regions in our catchment area.

With no further questions, Sonia asked for motion to approve the proposed funding. Kenneth moved and was seconded by Sue Loeblbach. Motion carried with board member with projects abstaining from voting.
• **Project Prioritization:** Vince the chair of PP committee presented final renewal tool to the board for approval and reported that he wasn’t sure how HUD will proceed with the 2020 NOFA. He also reminded the board of the previous agreement to amend the rules so there will not be any percentage-based cut for the bottom third of the renewal grants for the 2020 NOFA. The voluntary cuts for reallocation will still be available to projects that are interested in doing so. Additionally, the new tool has some questions that will not be scored this year. With that Bryan motioned for approval of the new tool and was seconded by Paul. Motion carried by voice call.

• **New project Priorities:** The Alliance is recommending that we prioritized PSH project for the upcoming NOFA if we are giving a chance to submit a new project. The reasoning behind this thinking is the influx of funds from the CARES ACT for RRH. Kurt presented the new project tool and edits made. Vince motioned for approval with the changes noted. Sonia moved and Chris seconded. Motion carried.

• **PPP- Payroll Protection Program:** Per Jennifer, the Alliance applied and was approved for $125,335.00. The agency has 8 weeks to spend the funds on allowable items such as payroll, rent and insurance. If the funds are spent for the intended purposes the loan will be forgiven but if not the organization will have to pay it back at 1% interest rate. Suggestion was made to Jennifer to hold on to the funds for any emergencies that may come up. Bryan asked for a motion to approval the funds. Hugh moved and was seconded by Sonia. Motion carried.

V. **Focus Areas:**

• **First look at by-laws:** Katie reported that the governance cte reviewed the by-laws and presented their propose changes to Article 7 through 16. She requested the board to read through so it can be voted on at the June meeting. The changes are needed to bring the by-laws into alignment with the governance chapter. Per Jennifer, the revisions will not impact the upcoming board elections because members are elected in June and officers are selected in July.

• **Board Election Reminder:** The councils were reminder that their slate of officers is due in June.

• **Data Dash Board:** Jennifer highlighted the following from the dash board data:
  - Data shows an increase in homelessness during the quarter due to the fact that it took the shelter providers time to ramp up their services.
  - The overnight shelter season is still on-going due to Covid19 crisis.
  - Data for RRH is showing 25% un-used beds which can be attributed to the current crisis.

VI. **ANNOUNCEMENTS:**

Kurt presented to board the COC planning efforts on how to use the CARES ACT funding. Per Kurt, some of these ideas came from a broad spectrum of stakeholders including reps from entitlement communities, agencies within the CoC and other partners. Some of the highlights:

  • First phase-$6.1 million ESG-$2 million state, $3 million Cook County, 500k each from Evanston and Cicero
  • $11.9 million in CDBG- $6.4 million from the County and $5.5 million from other.
  • Second Phase- $15-18 million from ESG and $15-20 million in CDBG
  • CDBG funds can be use to pay for staffing, rental assistance and arrearage, mortgage assistance, property acquisition/rehab and equipment purchase
- ESG can be used for shelter, RRH, outreach, homeless prevention, shelter rehab.
- Other funding sources-FEMA, CSBG, EFSP and coronavirus relief fund.
- The current crisis has increased the need for shelter, RRH, Prevention and outreach

VII. Adjournment:
Meeting was adjourned at 12pm by Sonia

The next meeting is scheduled for Friday, June 26, 2020 from 10am-12pm- Webinar

Submitted by Millicent Ntiamoah- Board Secretary
May 29, 2020 Board Members Present:

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<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
<th>Organization</th>
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<tbody>
<tr>
<td>Hugh</td>
<td>Brady</td>
<td>NAMI Barrington Area</td>
</tr>
<tr>
<td>Anne</td>
<td>Campbell</td>
<td>Connections of Illinois</td>
</tr>
<tr>
<td>Kathy</td>
<td>Chan</td>
<td>Cook County Health</td>
</tr>
<tr>
<td>Dennis</td>
<td>Condon - CBSA Co-Chair SSCH</td>
<td>Community Representative</td>
</tr>
<tr>
<td>Don</td>
<td>Donahue</td>
<td>Hines VA Hospital</td>
</tr>
<tr>
<td>Bryan</td>
<td>Dunlap - Treasurer</td>
<td>Community Service Partners</td>
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<tr>
<td>Aaron</td>
<td>Eldridge</td>
<td>Supportive Housing Providers Assoc</td>
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<tr>
<td>Robin</td>
<td>Futrell</td>
<td>Bethel Family Resources</td>
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<tr>
<td>Yesenia</td>
<td>Garcia</td>
<td>Sarah's Inn</td>
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<tr>
<td>Carol</td>
<td>Gsell - CE Co-chair</td>
<td>South Suburban Family Shelter-Sanctuary</td>
</tr>
<tr>
<td>Jenny</td>
<td>Hansen</td>
<td>United Way Metropolitan Chicago</td>
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<tr>
<td>Hollis</td>
<td>Hutchins</td>
<td>WSCH</td>
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<tr>
<td>Sonia</td>
<td>Ivanov - Vice Chair, CBSA Co-Chair AHAND</td>
<td>Northwest Compass</td>
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<tr>
<td>Sue</td>
<td>Loellbach - Advocacy Co-chair</td>
<td>Connections</td>
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<tr>
<td>John</td>
<td>McNabola</td>
<td>The Center of Concern</td>
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<tr>
<td>Khen</td>
<td>Nickele</td>
<td>Community Representative</td>
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<tr>
<td>Jamie</td>
<td>Noto</td>
<td>Youth Outreach Services</td>
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<tr>
<td>Millicent</td>
<td>Ntiamoah - Secretary</td>
<td>Catholic Charities</td>
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<tr>
<td>Chris</td>
<td>O'Hara</td>
<td>LEC/CASC</td>
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<td>Troy</td>
<td>O'Quin</td>
<td>Thornton Township</td>
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<tr>
<td>Tina</td>
<td>Rounds - Past Chair/ Governance Chair</td>
<td>BDES Plus</td>
</tr>
<tr>
<td>Lynda</td>
<td>Schueler - Strategic Planning Chair</td>
<td>Housing Forward</td>
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<tr>
<td>Paul</td>
<td>Selden</td>
<td>Community Representative</td>
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<tr>
<td>Sue</td>
<td>Shimon</td>
<td>Thresholds</td>
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<tr>
<td>Kathryn</td>
<td>Straniero</td>
<td>Together We Cope</td>
</tr>
<tr>
<td>Charles</td>
<td>Warner - Resource Dev Chair</td>
<td>Faith Community Homes</td>
</tr>
<tr>
<td>Christi</td>
<td>Wessel</td>
<td>Dist Dir for State Rep Michelle Mussman</td>
</tr>
<tr>
<td>Sue</td>
<td>Wiemer</td>
<td>Turnstone Development</td>
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<tr>
<td>Monique</td>
<td>Williams</td>
<td>Cornerstone Community Development Corp</td>
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Board Members Absent:

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<thead>
<tr>
<th>Name</th>
<th>Title/Role</th>
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<tbody>
<tr>
<td>Sharon</td>
<td>Cargile</td>
<td>Community Representative</td>
</tr>
<tr>
<td>Bill</td>
<td>Mauch</td>
<td>AHAND North</td>
</tr>
<tr>
<td>Monica</td>
<td>Slavin</td>
<td>Housing Authority of Cook County</td>
</tr>
<tr>
<td>Jennifer</td>
<td>Swoyer</td>
<td>Amita Health Family Medicine</td>
</tr>
<tr>
<td>Granada</td>
<td>Williams - Chair</td>
<td>CEDA</td>
</tr>
<tr>
<td>David</td>
<td>Young</td>
<td>Housing Action Illinois</td>
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All Others Present:

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<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Larsarene</td>
<td>Alexander</td>
</tr>
<tr>
<td>Luticia</td>
<td>Fiorito</td>
</tr>
<tr>
<td>Benjamin</td>
<td>Gembler</td>
</tr>
<tr>
<td>Vince</td>
<td>Heneghan</td>
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<tr>
<td>Tes</td>
<td>Kefle</td>
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<tr>
<td>Marian</td>
<td>Lopez</td>
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<td>Lubertha</td>
<td>Fiorito</td>
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<tr>
<td>Aaron</td>
<td>Neal</td>
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<tr>
<td>Sherrine</td>
<td>Peyton</td>
</tr>
<tr>
<td>Todd</td>
<td>Stull 🟢 AHAND CBSA Co-chair 🟢</td>
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<td>Carl</td>
<td>Wolf</td>
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<td>Susie</td>
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<td>Sharon</td>
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<td>Kathryn</td>
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<td>Katie</td>
<td>Spoden</td>
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<td>Lynn</td>
<td>Suchwalko</td>
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<td>Peggy</td>
<td>Troyer</td>
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Aunt Martha’s
WINGS Program
Heartland Alliance Health
Impact Behavioral
Catholic Charities
Interdependent Living
Thresholds
Alliance to End Homelessness
Alliance to End Homelessness
Journeys | The Road Home
Respond Now
Alliance to End Homelessness
Alliance to End Homelessness
Alliance to End Homelessness
Alliance to End Homelessness
Alliance to End Homelessness
Alliance Finance Committee
6/22/20
Present: Bryan Dunlap, Jennifer Hill, Sharon King, Sarah Flax, Vince Heneghan

A. Financials
   a. Balance Sheet
      i. Cash $423,602.22
      ii. Accounts Receivable (A/R) – $416,780.79
      iii. Accounts Payable (A/P) – $59,382.58
      iv. $819.24 on credit card
   b. Income Statement
      i. YTD Surplus of $132,714.63 with a surplus of $78,357.11 in May.
         1. This includes 50K of United Way funding that is pass-thru to be payable in June so the real surplus is $82,714.63
      ii. A discussion of the PPP Loan occurred. In which it was discussed that of $129,335 loan $50,887.83 has been determined will probably be forgiven – this is as of 5/31/20 - Alliance staff feels with the new rule changes the whole loan should be forgiven.
   c. Aging $416,780.79
      i. Compared the May 31 vs the June 19 - many of the outstanding invoices have been received.
      ii.

B. Hiring/expansion
   a. A discussion occurred regarding how to move forward in a COVID 19 environment some suggestions were given
      i. To do a projected budget thru Dec. 2020 – do some contingencies (esp. re: physical space) travel, office, personnel,
      ii. To have a discussion with landlord to find out the actual cost of a new Lease for additional space. Shared space might be considered
      iii. To move forward with Near-term hiring
# Statement of Financial Position

**As of May 31, 2020**

## ASSETS

### Current Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>May 31, 20</th>
<th>May 31, 19</th>
<th>$ Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking/Savings</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1030 · Fifth Third Bank</td>
<td>100,970.41</td>
<td>94,388.84</td>
<td>6,581.57</td>
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<td>100 · Checking at Harris N. A.</td>
<td>322,290.75</td>
<td>316,635.87</td>
<td>5,654.88</td>
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<tr>
<td>1020 · PayPal</td>
<td>341.06</td>
<td>376.24</td>
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<tr>
<td><strong>Total Checking/Savings</strong></td>
<td>423,602.22</td>
<td>411,400.95</td>
<td>12,201.27</td>
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<tr>
<td>Accounts Receivable</td>
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<tr>
<td>1100 · Accounts Receivable</td>
<td>416,780.79</td>
<td>102,595.15</td>
<td>314,185.64</td>
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<tr>
<td><strong>Total Accounts Receivable</strong></td>
<td>416,780.79</td>
<td>102,595.15</td>
<td>314,185.64</td>
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<tr>
<td>Other Current Assets</td>
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<tr>
<td>1400 · Prepaid Expenses</td>
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<td>5,488.97</td>
<td>1,212.80</td>
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<td>1440 · Security Deposit</td>
<td>2,200.00</td>
<td>2,200.00</td>
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<td><strong>Total Other Current Assets</strong></td>
<td>8,901.77</td>
<td>7,688.97</td>
<td>1,212.80</td>
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<tr>
<td><strong>Total Current Assets</strong></td>
<td>849,284.78</td>
<td>521,685.07</td>
<td>327,599.71</td>
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### Fixed Assets

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<tr>
<th>Description</th>
<th>May 31, 20</th>
<th>May 31, 19</th>
<th>$ Change</th>
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<tbody>
<tr>
<td>1500 · Property and Equipment</td>
<td>71,179.35</td>
<td>65,629.35</td>
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<td>1900 · Accum. Depreciation - Prop&amp;Eq</td>
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<td>-4,557.23</td>
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<td><strong>Total Fixed Assets</strong></td>
<td>16,826.27</td>
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**TOTAL ASSETS**

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<th>May 31, 19</th>
<th>$ Change</th>
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<tbody>
<tr>
<td></td>
<td>866,111.05</td>
<td>537,518.57</td>
<td>328,592.48</td>
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## LIABILITIES & EQUITY

### Liabilities

### Current Liabilities

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<tr>
<th>Description</th>
<th>May 31, 20</th>
<th>May 31, 19</th>
<th>$ Change</th>
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<tbody>
<tr>
<td>Accounts Payable</td>
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<tr>
<td>2000 · Accounts Payable</td>
<td>59,382.58</td>
<td>61,528.44</td>
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<td><strong>Total Accounts Payable</strong></td>
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<td>Credit Cards</td>
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<td>2020 · CitiBank</td>
<td>819.24</td>
<td>2,176.78</td>
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<tr>
<td>2455 · PPP Loan BMO Harris Bank</td>
<td>78,447.17</td>
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<td>2010 · Line of Credit</td>
<td>25,000.00</td>
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<td>25,000.00</td>
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<td>2300 · Payroll Liabilities</td>
<td>35,088.28</td>
<td>25,012.51</td>
<td>10,075.77</td>
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<td><strong>Total Other Current Liabilities</strong></td>
<td>138,535.45</td>
<td>25,012.51</td>
<td>113,522.94</td>
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<td><strong>Total Current Liabilities</strong></td>
<td>198,737.27</td>
<td>88,717.73</td>
<td>110,019.54</td>
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### Total Liabilities

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<th>May 31, 19</th>
<th>$ Change</th>
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<tr>
<td></td>
<td>198,737.27</td>
<td>88,717.73</td>
<td>110,019.54</td>
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### Equity

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<th>May 31, 19</th>
<th>$ Change</th>
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<tbody>
<tr>
<td>3200 · Temporarily Restricted Fund Bal</td>
<td>114,065.90</td>
<td>92,651.73</td>
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<tr>
<td>3300 · Unrestricted Net Asset</td>
<td>420,593.25</td>
<td>375,258.35</td>
<td>45,334.90</td>
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<td>Net Income</td>
<td>132,714.63</td>
<td>-19,109.24</td>
<td>151,823.87</td>
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<td><strong>Total Equity</strong></td>
<td>667,373.78</td>
<td>448,800.84</td>
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**TOTAL LIABILITIES & EQUITY**

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<th>May 31, 19</th>
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<td></td>
<td>866,111.05</td>
<td>537,518.57</td>
<td>328,592.48</td>
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### Income

#### 4010 · Grant Income

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Jan - May 20</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<tbody>
<tr>
<td>4010-99</td>
<td>Cook County CE ESG</td>
<td>16,444.54</td>
<td>83,333.34</td>
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<td>99-0001 · CK Cty ESG PY2019</td>
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#### 411 · Donation Income

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<th>$ Over Budget</th>
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<td>4011-14 · Foundation &amp; Corporate Giving</td>
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# Alliance to End Homelessness in Suburban Cook County
## Profit & Loss Budget vs. Actual
### January through May 2020

<table>
<thead>
<tr>
<th>4011-15 · Corporate Giving</th>
<th>Jan - May 20</th>
<th>Budget</th>
<th>$ Over Budget</th>
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<td>4011-26 · Oak Park River Forest Cmty Foun</td>
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<tr>
<td>003 · Pane E Pescli COVID-19 Relief</td>
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<td>25,000.00</td>
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<tr>
<td><strong>Total 4011-26 · Oak Park River Forest Cmty Foun</strong></td>
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<td>25,000.00</td>
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<td>4011-22 · Evanston Community Foundation</td>
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<td>181,275.00</td>
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| 4011-2 · Board Gifts | 695.00 | 1,875.00 | -1,180.00 |

| **Total 4011 · Donation Income** | 291,028.39 | 114,166.66 | 176,861.73 |
| 4015 · Member Contributions | 0.00 | 5,833.34 | -5,833.34 |
| 4017 · User Fees for Computer System | 2,000.00 | 2,000.00 | 0.00 |
| 4100 · Interest Income | 118.91 | 0.00 | 118.91 |

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<td>833.34</td>
<td>52,999.56</td>
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| **Total Income** | 951,942.10 | 889,365.76 | 62,576.34 |

| **Gross Profit** | 951,942.10 | 889,365.76 | 62,576.34 |

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### Alliance to End Homelessness in Suburban Cook County

#### Profit & Loss Budget vs. Actual

**January through May 2020**

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<th>$ Over Budget</th>
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<td>132,714.63</td>
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Introduction

Rapid Re-Housing (RRH) is a short-term rental assistance program to help individuals and families exit homelessness. The program uses housing first principles and progressive engagement to assist households in stabilizing as soon as possible.

Rapid Re-Housing is framed to clients as a three-month rental assistance program. Households can be extended in the program on a month to month basis for the maximum duration of the program if they meet redetermination guidelines and show the following evidence:

- That they would be homeless but for the assistance
- That they are working on goals that assist in increasing their ability to independently pay rent on their own
- They are working towards reaching the benchmarks for closing a case (no lease violations, connections to community resources, income greater than rent amount).

The purpose of this document is to outline minimum standards to which all Continuum of Care (CoC) and Emergency Solutions Grant-funded suburban Cook County RRH programs should adhere, within their respective funding constraints, as well as to identify best practices which all RRH programs should strive to implement.

Eligibility

- Households must meet Category 1 (literally homeless) or Category 4 (fleeing violence) of HUD’s definition of homelessness (see Appendix for a link to definitions).
- Must follow any additional eligibility criteria set forth in the NOFA through which a project was funded (e.g. in the FY13/14 NOFA, new RRH projects could only serve families with children coming directly from streets or shelter).
- Must meet any grant specific target population outlined in the grant agreement (e.g. your grant agreement specifies this- ex. Youth between 18-24 years old).
- Households must be referred by Coordinated Entry using the CoC-wide Prioritization Order.
- Programs may not establish additional eligibility requirements beyond those specified here and those required by funders.
- Must follow Housing First principles. Potential participants cannot be screened out due to having too little or no income, an active or history of substance use disorder, a history of domestic violence, a criminal record (w/the exception of state restrictions) or belonging to any groups protected in the non-discrimination policy outlined in the CES Manual.
- Declining participant’s admission into a program should be rare and occur only in limited situations.
Standards for RRH Programs

- There shall be no minimum or maximum income limits for either ESG- or CoC-funded RRH projects when determining the initial eligibility of a household.
- For participants in ESG-funded RRH projects, to remain eligible, households must have income at or below 30 percent of the Area Median Income (AMI) at re-evaluations that occur at least annually.

Documenting Eligibility

The following list outlines the minimum documentation necessary to access and enroll into rapid re-housing:

1. Proof of homeless status
2. Proof of specific population status (if your grant agreement specifies this- ex. Youth between 18-24 years old)

Any other documentation needed to provide ongoing assistance or services can be obtained post-enrollment and collection of any other documentation beyond what’s noted above should not interfere with program enrollment.

- Services and Assistance Provided: Grantees must keep records for all participants that outline the services provided, including:
  - Evidence that, at a minimum, quarterly assessments of service needs were completed (certain programs require more frequent assessments).
  - When a participant is terminated from the program, evidence that all applicable federal requirements were followed and that the CoC Termination policy was followed.

- Annual Income: For the purposes of documenting eligibility upon reevaluation and when any kind of rent is paid by program participants, grantees must keep the following documentation of annual income:
  - Income evaluation form.
  - Source documents (wage statements, bank statements, etc.).

Rapid Re-housing to Permanent Supportive Housing Transfer

Overview: Rapid Re Housing is a 3-month program with the opportunity to extend an individual’s subsidy on a case by case basis up to the duration of the program (most programs 12 months, no more than 24 months). These guidelines are available to facilitate the possible transfer from RRH to PSH program for individuals who may not be able to take over their lease at the end of the program AND qualified for PSH at the time of entry into RRH.

Individuals who are placed into RRH who, during the duration of their time during RRH, show that they require a higher level of housing support may be reevaluated for PSH prioritization given that the following conditions are met:

1. The participant must have been eligible for PSH at the time of placement into RRH and this must be documented, including VI-SPDAT score. Documentation can be obtained after RRH placement, but it must reflect that the participant was eligible at the time of placement.
2. The agency working with the participant must be able to show proof that all methods of assisting the participant to take over their lease or exit to another permanent destination were explored and exhausted. This should include, but not limited to:
   a. Efforts to link individual to DRS/Supportive Employment within the first year of their placement in RRH
   b. Efforts to link individual to other employment/options to increase income
   c. Efforts to link individual to other resources that support overall stability
   d. Efforts to obtain every possible public benefit including TANF, WIC, LINK, free and reduced transportation, medical transportation, waiver services, etc.
   e. Efforts to explore and link to other affordable housing options, including adding the individual to all mainstream housing wait lists (project based, other towns, etc.)
   f. Efforts to exit households to live with family and friends when those options are safe and appropriate
   g. Exploring roommate options when safe and appropriate
   h. Any additional relevant information related to the participant’s integration into independent community housing including ADLs and IADLs when appropriate, as well as an overview of the rapport of the client and case manager.

3. The agency must write a detailed rationale for the reasoning as to why the participant needs a higher level of support in the community. Rationale should include:
   a. Reason for need for redetermination (clinical needs, participant stability, etc.)
   b. Outline risk for recidivism
   c. Any additional relevant information that a committee would need to know to make a decision

4. The agency must obtain a release of information from the participant to share this information with the CE redetermination committee at the Alliance.

Process:
The agency requesting the redetermination for their participant must submit a request in writing to the CE Director no later than 3 months prior to their participant’s exit from RRH.

The agency must submit documentation related to #1, #2, and #3 and #4 stated above.

The documentation will be reviewed by the CE redetermination committee and a decision will be made to either proceed with reprioritization or not proceed and the agency will be notified within 2 business days. The committee will be comprised of staff at the agency level and not include the CE staff from the Alliance. The CE director will facilitate the redetermination process but will not have a vote on the initial outcome. Any individual on the committee who works at the agency presenting the client will need to recuse themselves and an alternate committee member will be selected to step in. The committee will take into consideration all the documentation submitted for review as well as the participant’s VI SPDAT score at the time of entrance into RRH.

If any required documentation is not submitted by the agency, the CE Redetermination Committee reserves the right to automatically deny the request and specify the reason for denial. In order to move forward with the request, the agency will be required to re-submit the entire application instead of the missing documentation only. The CE Committee may contact the staff member that has been directly involved with the participant to obtain clarification (please note that this may delay the final decision time frame) about the case.

Outcome:
If a participant is determined to be eligible for a PSH vacancy, they will be placed on the By Name List (BNL) for the next available vacancy that the participant is eligible for. However, agencies should note that there may not be any available vacancies despite the outcome of the review.

If a participant is determined to not be eligible for a PSH transfer, the agency will need to work with the participant to secure other permanent housing arrangements.

**Appeals:**
If an agency or participant would like to appeal the committee decision, they may submit a request for an appeal to the CE Director within 2 business days and the case will be reviewed by the CE Director for final decision.

**Related forms:**
- Disability documentation form
- Homeless history documentation form dated prior to entrance into RRH
- Updated CE consent

**Prioritizing Assistance for COC- and ESG-Funded RRH**
All CoC- and ESG-funded RRH projects will be targeted to the highest-need households to the maximum extent possible. Each grantee will adopt policies and procedures that “screen in” households with higher barriers to housing and will not impose additional targeting or screening criteria designed to determine whether a household is “housing ready,” such as sobriety, employability, or willingness to participate in services.

All households served in CoC- and ESG-funded projects must be referred through the CoC’s Coordinated Entry System using its current prioritization method. Prioritization policies are established by the CoC in coordination with grantees and partners and applied CoC-wide. There shall be no project-specific waiting lists or project-specific prioritization policies that exist outside of coordinated entry.

**Core Elements/Philosophies**
RRH programs utilize a person-centered approach, whereby resources and services provided are tailored to the needs of unique housing stability goals created by the participant in collaboration with their case manager.

Projects will use **progressive engagement**, an approach to helping households end their homelessness as rapidly as possible, despite barriers, with the most effective and efficient use of resources to successfully exit homelessness. Characteristics of progressive engagement include:

- **Individualized assistance**: Participants are offered the minimum amount of assistance necessary to successfully exit homelessness. More supports are offered to those households who struggle to stabilize and cannot maintain their housing without assistance. Rapid re-housing will be framed as a three month program with extensions as needed.
- **Everyone can be successful in RRH**: It is hard to predict how much help someone may need to end their homelessness. People who may initially seem to need more assistance – including those who score high on assessment tools – do not all always need or want more intensive or longer-term assistance. People who initially appear to need more may end up needing less – and vis-versa.
Standards for RRH Programs

- **Flexible assistance:** Financial assistance can be increased or decreased as needed based on a person’s individualized needs. The amount of assistance needed should be re-evaluated frequently.
- **Housing stability-focused case management:** Case management should be frequent and focused primarily on barriers directly related to obtaining and maintaining housing.

Programs should attempt to “screen-in” rather than “screen-out” households by utilizing a housing first and harm reduction framework.

- Eligibility criteria for the program must not include a period of sobriety, a commitment to participation in treatment or other services, or any other criteria designed to “predict” long-term housing stability, other than a willingness to work on a self-directed housing plan.
- Priority should be given to households that are the least likely to exit homelessness without assistance in accordance to the prioritization set by the coordinated entry policy manual — not to the households considered most likely to succeed in RRH, regardless of participants’ scores on assessment tools or current income.
- Disabilities should be assessed only in regard to their role in causing past housing instability or loss and when related to the household’s ability to obtain a disability-specific benefit, service, or accessible unit.
- Programs must participate in the Homeless Management Information System (HMIS), collecting all required data and taking steps to achieve quality data entry. Victim services providers must not enter client-level data into HMIS; instead, they must use a comparable database to collect client-level data over time and generate unduplicated, aggregate reports based on that data.
- Programs must participate in and accept all referrals from the coordinated entry system and must participate in efforts to improve the efficiency and quality of referrals when necessary.
- Programs must maintain and distribute information on alternative, available resources for clients who wish to access other services in addition to those offered by the program.
- Programs must have an ongoing performance improvement process that includes evaluations of household outcomes and household feedback.

The core components of an RRH program are:

1. Housing Identification;
2. Financial Assistance;
3. Housing Stability Case Management and Services

**Housing identification**

*Principles of housing identification*

Within the limits of the participant’s income, a RRH program should have the ability to help households access units that are desirable and sustainable — i.e., that are in neighborhoods where they want to live, have access to transportation, are close to employment, and are safe.”
Housing identification efforts should be designed and implemented to actively recruit and retain landlords and housing managers willing to rent to program participants who may otherwise fail to pass typical tenant screening criteria. \(^1\)

The program must provide households with multiple housing choices within practical constraints.

**Housing identification services include:**

- At enrollment or within 72 hours of enrollment, housing staff will review and update the coordinated entry assessment of housing barriers, needs, and preferences. Development of an action plan for locating housing.
- Actively assist households with housing searches (i.e. identifying landlords, helping households view apartments, etc.)
- Outreach to and negotiation with housing owners.
- Assistance with submitting rental applications and understanding leases.
- Assessment of housing for compliance with ESG Program requirements for habitability, lead-based paint, and rent reasonableness. *For ESG programs only*
- Assistance with obtaining utilities and making moving arrangements.
- Tenant counseling.
- A standard, basic level of support to all landlords who lease to program households.
- The program shall continually engage in the recruitment and retention of landlord partners and shall have a system to track unit vacancies, locations, characteristics, and costs.
- RRH programs are encouraged to explore options such as shared-housing and placements with family and friends, if safe and appropriate.

**Housing Stability Case Management Services**

Rapid re-housing program case management focuses on housing retention and helping a household build a support network outside of the program. It connects the participant with community resources and service options, such as legal services, health care, vocational assistance, transportation, child care, and other forms of assistance, that continue beyond participation in the rapid re-housing program.

**Minimum Program Requirements for Housing Stability Case Management Services**

- The program should be framed as short-term (initial term 3 months if funding allows), with the initial strengths-based, client-driven plan focused on achieving housing stability in 90-days with extensions as needed based on a household stability assessment.
  - Participant may have longer-term goals; those may be addressed by connecting the participant to long-term, community-based supports.

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\(^1\) NAEH RRH Toolkit
Standards for RRH Programs

- Case plans should focus on achieving the **mile markers for beginning to transition a household off of RRH assistance**:
  - Housing stability: No lease violations and rent paid
  - Ratio of rent to income: Income may include wages, benefits, non-cash benefits and informal income. Once a household is paying approximately 60% of their income or less on rent, they have reached this benchmark.
  - Connections to community resources: Applied for all public benefits, subsidized housing, food pantries, employment programs, etc. the client qualifies for to lower income to rent ratio

- Each housing plan should contain financial literacy and budgeting goals. Examples include:
  - Strategies to increase income by $300/month
  - Relocation plan to less costly arrangement if participant cannot maintain rent

- Case managers must work closely with housing locator staff (if separate from the case management staff) to match the household to an appropriate unit as quickly as possible.

- Move-in assistance is required: Programs must help participants (1) resolve or navigate tenant problems that landlords may screen for on rental applications, (2) obtain necessary documentation, (3) prepare for successful tenancy, and (4) successfully accomplish other move-in activities.

- Programs must have clearly defined relationships with employment and income programs that they can refer participants to when appropriate.

- Program households should provide their preferences for when and where case management meetings occur.

- During the first three months of the participant’s tenancy (i.e. new tenancy phase), the RRH provider must provide ongoing engagement efforts with a minimum standard engagement as follows:
  - Weekly contact with participant, preferably in-person, but also through phone, email, or other means if in-person is not possible that accommodates and supports the households efforts to sustain housing through employment, etc (i.e. meet or communicate at times that are best for the household).
  - Monthly in-person home visits (though this requirement can be temporarily fulfilled by phone or email if needed due to risk from COVID-19)

- After the first three months of the participant’s tenancy, participants should meet as often as needed to support the household reaching the goals set in the housing stability plan, but no less than once a month in-person.

- Case managers must respect participants’ homes as they do their own, scheduling appointments ahead of time, only entering when invited in, and respecting personal property and the participant’s wishes.
Standards for RRH Programs

- Programs must have clear safety procedures for home visits. They must train their staff on these procedures, post the procedures in a clearly visible manner in their offices, inform participants about the procedures at intake, and, if and when changes are made, communicate the changes to participants and staff.

- Case managers shall be trained on RRH case management strategies and related evidence-based practices as well as on program policies and community resources. Providers are required to meet the coordinated entry training requirements, such as motivational interviewing, trauma-informed care, harm-reduction, and housing first.

- Program staff must work directly with the household and landlord to resolve tenancy issues without threatening the household’s tenancy. If tenancy issues cannot be resolved and the household is facing eviction, the program staff will try to negotiate with the landlord to allow a move without getting an eviction on the household’s record and will work to re-house the household.

- At the end of 3 months and on a monthly-basis after that, programs are required to have an internal process to assess if assistance should be continued (has the client met the three criteria for closing a case listed above).

- When resources allow, programs may provide aftercare services after a subsidy ends. Programs can provide up to six months of aftercare services, unless otherwise noted by the funder.

**Note:** Housing stability case management services provided while a participant is seeking permanent housing may be supported for up to 30 days only with ESG funding.

**Financial Assistance**

Financial assistance includes rental assistance, move-in costs, utilities, and financial assistance to cover other costs related to obtaining and sustaining housing.

To best meet the needs and build on the strengths of each household, serve as many households as possible, and achieve strong housing outcomes, RRH programs will use a progressive engagement approach to determine the amount and duration of financial assistance.

**Length of rental assistance policy**

- Participants shall receive the minimum amount of financial assistance to end their homelessness.

- The initial term of assistance shall be 3 months, if funding allows. At the end of the initial 3-month term, the grantee shall evaluate the participant’s progress and financial situation (for ESG this is referred to as re-certification) and offer assistance on a month-to-month basis with re-evaluation each month (determining the duration and amount of assistance) until the participant reaches the mile markers for closing a case, which must be documented in the participant’s file and/or case notes each time their assistance is evaluated.

- Generally, RRH assistance shall not be provided for more than 24 of the months in any 36-month period.

- While interim evaluations must be completed more frequently, annual reevaluations are required by HUD for participants in ESG-funded RRH projects. To remain eligible for ESG RRH, households must have income at or below 30 percent of the Area Median Income (AMI).
If it is determined that the participant will be unlikely to exit the program without further financial assistance, the RRH assistance can be used as a bridge while the grantee begins the process of working with the CoC and Coordinated Entry to identify a more appropriate placement, such as a PSH project, based on client eligibility and available resources (See Rapid Re-housing to Permanent Supportive Housing transfer on p. x).

**RRH Rent calculation policy**

**Policy:** Rapid Re Housing is a three-month rental assistance program. Households can be extended in the program on a month to month basis for the maximum duration of the program if they meet redetermination guidelines and show the following evidence:

- That they would be homeless but for the assistance
- That they are working on goals that assist in increasing their ability to independently pay rent on their own
- They are working towards reaching the benchmarks for closing a case (no lease violations, connections to community resources, income greater than rent amount).

Households will start off in the program by paying 30% of their net income towards rent. Their rent will be re-calculated no later than every 90 days unless they have a significant change in status (see below for further details) that would require an immediate re-calculation of rent. The intention is that the household portion will progressively increase up to 50% of their net monthly income.

If, in the event that the household’s income exceeds their monthly rent, the case manager can require that the household pay the full month’s rent for a period of up to two months, while still receiving case management. Ultimately, if a household can pay the full rent amount on their own, they should be exited from the program as soon as clinically appropriate. In circumstances where a household wishes to be exited immediately should it be determined that they are financially capable of paying their rent in full using above criteria, the case manager is encouraged to discuss potential risks (although not required) by participating in a sudden program exit, and this will be followed by an official program exit.

Please note that supportive services may be provided for after six-months after rental assistance ends for CoC-funded RRH projects.

<table>
<thead>
<tr>
<th>Months</th>
<th>Days</th>
<th>Percent of rent contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>0-90</td>
<td>30% of net monthly income</td>
</tr>
<tr>
<td>4-6</td>
<td>91-180</td>
<td>40% of net monthly income</td>
</tr>
<tr>
<td>7-9</td>
<td>181-270</td>
<td>50% net monthly income</td>
</tr>
<tr>
<td>10+</td>
<td>271-365+</td>
<td>50% of net monthly income</td>
</tr>
</tbody>
</table>

**Process:**

1. Upon acceptance into the Rapid Re Housing Program, the case manager should calculate the household’s rent using the RRH rent calculator. The case manager should use at least two month’s but no more than 30 month’s worth of pay checks to obtain the net income average. The household should be paying approximately 30% of their net monthly income towards the rent portion. **At this point in the process, the client should be developing a budget that reflects their current needs as well as anticipated future rent payments that will increase.**
2. Every 3 months the case manager should re-calculate the household’s rent using the RRH Rent Calculator. The household rent portion should increase at the percentage intervals listed above but does not need to exceed that given amount unless the monthly income exceeds the full rent amount. **More specifically, if a household’s income doesn’t increase, at 3 months they will still taper up to 40% of their monthly income towards rent and will need to reevaluate their budget. At 6 months, they will taper up to 50% of their monthly income.**

3. The household should sign a copy of the RRH Rent Calculation guidelines and be given copies of their rent calculation. If a household refuses to sign, attempts to remediate the concern with the household as well as attempts to obtain the signature should be documented in the case notes.

**Significant Change in Status:**
A significant change in status is defined as an **unplanned** life event that occurs outside of the household’s control, that significantly decreases their income and causes significant hardship. Case managers can re-calculate the household’s rent portion immediately if a significant change of status has occurred.

*For example:* if a household has a significant change in status and they are in the phase of paying 50% of their income, the case manager should still recalculate the rent at 50% of the current income.

This can include, **but is not limited to:**
1. Fleeing domestic violence or other threats of violence
2. Unemployment and delay in unemployment benefits
3. Major medical or psychiatric hospitalization of household, or household’s immediate family member
4. Death of a child or immediate family member
5. Enrollment in short term vocational or educational program that will lead to increased earning potential at the end of the program (*this may be a planned event at the time of entry into the program*)
6. An unplanned event that the case manager deems significant enough in nature to determine a rent recalculation or payment plan would be appropriate. *(please note that rationale for this must be clearly documented in the case notes.)*

**YHDP RRH Policy:** Rapid Re Housing is a time-limited rental assistance program. Participants can be in the program for 24-months, but participation should be evaluated on an on-going basis and participants should be exited when they are able to maintain housing without financial assistance from the program. A participant’s budget should be reviewed monthly to determine rental contribution. This allows time for young adults to obtain employment and work on personal goals. Intensive case management services should be offered to all participants, with meetings happening at least monthly.

If, in the event, the participant’s income exceeds their monthly rent, the case manager can require that the participant pay the full month’s rent for a period of up to six months, while still receiving services. Ultimately, if a participant can pay the full rent amount on their own, they should be exited from the program as soon as clinically appropriate.

**Example Rental Assistance Schedule**: 
- 1 – 3 months: 0 – 10%
Standards for RRH Programs

- 4 – 6 months: 15%
- 7 – 9 months: 20%
- 10 – 12 months: 25%
- 13 – 18 months: 40%
- 19 – 21 months: 65%
- 22 – 24 months: 85%

* This example is based on the National Alliance to End Homeless’ Rapid Rehousing for Youth series. The percentages listed are based on rent instead of income.

Process:
1. Upon acceptance to the rapid rehousing program, the case manager should calculate the participant’s average monthly rent using their most recent check stubs. The participant should be paying approximately 10% of their rent, if the participant has a source of income. **At this point in the process, the client should be developing a budget that reflects their current needs as well as anticipates budget increases.**
2. Each month the case manager should re calculate the participant’s income. The participant’s rent contribution should increase at the percentage intervals listed above but does not need to exceed that amount unless the monthly income exceeds the rent amount.
3. The participant should sign a copy of the rent calculation guidelines and be given copies of their rent calculation.

Significant change in status:
A significant change in status is defined as an unplanned* life event that occurs outside of the participant’s control, that significantly decreases their income. Case managers can re calculate the participant’s rent portion immediately if a significant change of status has occurred. **For example: if a participant has a significant change in status and they are in the phase of paying 40% of their rent, the case manager should re calculate the rent contribution to a lower percentage based on the participant’s capacity to pay.**

Unplanned life events include, but are not limited to:
1. Fleeing domestic violence or other threats of violence
2. Unemployment and delay in unemployment benefits
3. Major medical or psychiatric hospitalization of participant, or participant’s immediate family member
4. Death of a child or immediate family member
5. Enrollment in short term vocational or educational program that will lead to increased earning potential at the end of the program (**this may be a planned event at the time of entry into the program**)  

Additional standards for financial assistance

- Payments for rental assistance shall be made only when:
  - There is a legally binding, written lease between the unit’s owner and the participant. **This can include a lease within shared-housing.** For participants receiving tenant-based rental assistance (TBRA) under the CoC Program, the lease must be for an initial term of no less than 1 year, must be renewable for a minimum term of 1 month, and
may only be terminable for cause. For participants receiving project-based rental assistance (PBRA) under the ESG Program, the lease must have an initial term of 1 year. There is no minimum lease period for TBRA under ESG. This requirement for a lease does not apply to payments made for rent arrears by ESG-funded RRH providers.

- There is a rental assistance agreement between the RRH provider and the unit’s owner, which sets forth the terms under which rental assistance will be provided, including the requirements specified above. The rental assistance agreement must include a requirement that the owner provide the grantee with a copy of any notice to vacate given to the participant or any complaint used to commence an eviction action; and must include the same payment due date, grace period, and late-payment penalty requirements as are in the participant’s lease.

- Payments made for any late-payment penalties incurred by the RRH provider shall not be claimed for reimbursement.

- Payments shall be made only for units that have been inspected for HUD Housing Quality Standards (CoC-funded RRH) or Habitability Standards (ESG-funded RRH) and re-inspected no less frequently than annually. Rental assistance shall not be paid on behalf of any unit that does not meet these standards.

**Housing Identification Practices- Landlord Service Standards**

Maintaining good relationships with landlords is just as important as recruiting them. The following are the minimum expectations for working with landlords.

<table>
<thead>
<tr>
<th>Service</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to vacancy offered by a landlord</td>
<td>1-2 business days</td>
</tr>
<tr>
<td>Complete viewing of vacancy</td>
<td>Within 5-9 business days. Programs will make best effort to view units quickly if clients are not available by sending available staff to view and take pictures of the unit.</td>
</tr>
</tbody>
</table>
| Issue payment for move-in costs        | • Promissory Note or Agreement to Pay within 2 business days  
                                          • Actual check within 2 weeks                                             
                                          • Informed of any delays in expected time-frame                           |
<p>| Assistance with inspection requirements| • Provide quick list of most common reasons for failed inspections      |</p>
<table>
<thead>
<tr>
<th>Designated contact person to respond to tenancy issues or questions</th>
<th>1-2 business days</th>
</tr>
</thead>
</table>
| Pro-active check-ins from program staff | Check-in during first month of tenancy and then quarterly until program enrollment ends.  
  - During these check-ins programs should ask for a rent roll to ensure both the program and client have paid their portions of rent |
| Benefits from stabilization services offered to tenants | • Home visits  
  • Income maximization  
  • Budgeting skills  
  • Mediation |
Standards for RRH Programs

Appendix:
The following resources contain best practices and program information for CoC and ESG-funded RRH programs.

HUD Interim Rule

HUD Categories of Homelessness

Determining Homeless Status of Youth

CoC vs ESG Rapid Re-housing
https://files.hudexchange.info/resources/documents/Rapid_Re-Housing_ESG_vs_CoC.pdf

National Alliance to End Homelessness Rapid Re-housing toolkit
https://endhomelessness.org/resource/rapid-re-housing-toolkit/

National Alliance to End Homelessness Rapid Re-housing benchmarks and program standards
In response to COVID 19, the Alliance to End Homelessness in Suburban Cook County will be utilizing shelter stays (as defined by both congregate site and hotel site) as a primary prioritization mechanism for the first round of CARES Act Funding.

This policy allows agencies to utilize the first round of CARES Act ESG funding to house (RRH) eligible individuals and families who are currently in motels and/or congregate sites. This policy also allows agencies who are ready to begin housing individuals through CARES Act ESG to begin doing so as soon as basic thresholds for client entry are met (see below for protocols).

**During the first round of funding agencies must follow the below stated protocols:**

- Obtain a CE consent on each client
- Complete a VI-SPDAT on every client and create an Entry Point (EP) Progress Tracker record in HMIS
- Complete Phase 4-6 documentation and upload into HMIS.  
  *Comprehensive assessment is imperative to a client’s success in RRH. Agencies are highly encouraged to consider all factors for placement into RRH due to the limited number of permanent supportive housing options in the continuum (see RRH-PSH policy for further details).*
- For clients matched at the agency level, enter participants into the RRH project in HMIS within 24 hours and no later than Friday of the week the client is matched. Refer to the HMIS RRH workflow, which will be found on the Alliance website [http://suburbancook.org/hmis/workflow (HP & RRH (includes SSVF) Supplemental Workflow)].
- As soon as the client is housed, agencies will need to enter the Housing Move-in date (thru the RRH Entry) and must close the progress tracker.
- Reports will be run at the Alliance on a weekly basis to ensure that agencies are up to date with their data.
- Agencies will report to the Alliance the number of households they will house on a monthly basis. Any open vacancies during this temporary policy period will be filled through the CE process.
- CoC RRH programs will continue to follow the traditional CE process for housing matches and referrals.

**Evaluation and Monitoring:**

- The sending agencies must ensure that information related to CE consent, VI-SPDAT, EP Progress Tracker, and Phases 4-6 are completed and in HMIS.
- The receiving agencies must ensure that entries into RRH are captured in a timely manner. The CE Director, CE staff, and HMIS staff will review reports on a weekly basis to ensure that individuals are housed are reflected in HMIS.
- All agency housing activity will be evaluated monthly to ensure this policy is effectively working to assist in prioritizing and housing individuals who are currently in congregate or hotel shelter. It will be reevaluated for phase 2 of CARES Act ESG.
ARTICLE I.

Name, Purposes and Powers

1.1. **Name.** The name of this not for profit Corporation is Alliance to End Homelessness in Suburban Cook County hereinafter referred to as ‘the Corporation’.

1.2. **Purposes.**

(a) The Corporation is a community planning body initially created to oversee the Continuum of Care program (the “Continuum of Care”) established by the U.S. Department of Housing and Urban Development (“HUD”) for reviewing requests for block grant money from HUD for suburban Cook County, Illinois. The Corporation will plan for service and housing priorities, guide the planning and implementation of projects that fit within the Continuum of Care’s strategic plan, and carry out the activities of the Continuum of Care to maximize interagency collaboration. The Corporation will also facilitate partnerships to prevent homelessness, reduce duplicative services, impact systems change, improve local and county-wide service planning, adopt best practices and expand and preserve access to housing and supportive services to significantly impact and end homelessness in suburban Cook County, Illinois.

(b) To achieve these ends the Corporation will bring together a cross-section of stakeholders from the public and private sectors, including persons with lived experience of homelessness, homeless service providers, governmental agencies, faith organizations, advocates, businesses, educational institutions, private funders and other interested parties.

1.3. **Powers.** The Corporation shall have such powers as are now or may hereafter be granted by the Illinois General Not For Profit Corporation Act of 1986, as the same may be amended from time to time (the “Act”).

1.4. **Specific Purposes and Limitations on Authority.** As the chief planning, coordinating and administrative body of the Continuum of Care for suburban Cook County, Illinois, the Corporation will not provide any direct client services to individuals who are homeless or facing homelessness. Rather, the Corporation shall, through its activities, seek to enhance the availability, coordination and delivery of services through its member organizations in a fair and open manner so as to advance the elimination of
homelessness. The Corporation shall not pursue any activity, funding, legislation or organizing effort other than those necessary to directly accomplish its purposes.

ARTICLE II.

Offices

The Corporation shall have and continuously maintain in the State of Illinois a registered office and a registered agent, which agent may be either an individual resident in the State of Illinois whose business office is identical with such registered office, or a domestic corporation for profit or a foreign corporation for profit authorized to conduct affairs in the State of Illinois that is authorized by its articles of incorporation to act as such agent having a business office identical with such registered office, and The Corporation may have other offices within or without the State of Illinois as the Board may from time to time determine.

ARTICLE III.

Members and CBSAs

3.1 Membership. The members of the Corporation (the ‘Members’) shall consist of those charitable organizations, neighborhood and community groups, governmental agencies, faith-based groups, individuals, and for-profit corporations who support the purposes of the Corporation and agree to abide by the rules, policies and procedures of the Corporation.

To be considered a Member, the individual or organization has an interest in understanding and addressing the issues related to homelessness, and a desire to participate in some way in the suburban Cook County’s CoC. The prospective member shall complete the required membership application and pay the required dues in accordance with Section 3.2.

An Individual Member is defined as a community representative not employed by an organizational member agency or a person with lived experience who may or may not be employed by an organizational member. An Organizational Member is not an individual but rather an organization interested in the purposes of the Alliance.

3.2 Dues. Members shall be assessed dues as determined by the Board of Directors. The proposed dues structure will include a process for requesting waivers for financial hardship for individual and organizational Members. Membership shall cease for any Member whose dues are 60 days in arrears. Membership shall be reestablished upon payment of dues. Individual membership dues need to be paid by an individual member and may not be paid by an organization.
3.3 Member Responsibilities. All Members, both individuals and designated representatives of organizations, shall be eligible to vote to approve or amend the governance framework at the annual meeting or a special membership meeting as set forth in the Governance Charter.

The Board of Directors may revoke an individual or organization membership by a 2/3rd vote at a properly constituted board meeting if the Board determines that the Member’s action(s) is detrimental to the organization. If determination of membership is being considered, the Board Chair shall notify the Member in writing 30 days prior to the board meeting where said action is to be considered and voted upon. The Member shall have the right to address the board at the meeting before the vote to terminate is taken.

The Board of Directors shall invite all the members of the Alliance to the Membership Meetings. Members of the general public may attend the Membership meeting but may not vote. The Executive Committee may determine the agenda and procedures for such meetings. A quorum for the Membership meeting shall consist of ten percent of total Membership as well as a quorum of the board as defined in the by-laws. If the members of the Alliance are called upon to vote on a particular item on the agenda, only members of the Alliance in good standing shall be permitted to vote, and the measure shall be determined to have passed if it receives the majority of those present and voting on the question.

3.24 Authority and Duties of the Community Based Service Area. To assure effective grass roots input into the Corporation it is divided into three de facto Community Based Service Areas (CBSAs). These CBSAs, serving the North, West, and South areas of Cook County (see Township appendix), shall utilize their local knowledge to inform the Corporation of their common and unique issues as well as develop and implement local solutions for local issues. Each CBSA shall be responsible for:

(a) creating its own operating rules and procedures; and
(b) appointing persons from such CBSA to serve on the Board as provided in Section 4.2(a).

3.5 Authority of Members and CBSAs. Except as expressly provided in this Section 3.23 and Section 3.4, neither any Member nor any CBSA shall have any power, authority or voting rights with respect to the Corporation.

3.4 Dues. Service Provider members shall be assessed dues as determined by the Board of Directors.
ARTICLE IV.

Board of Directors

4.1. General Powers. The affairs of the Corporation shall be managed by a Board of Directors, hereinafter referred to as the Board which shall be elected or appointed in accordance with these by-laws.

4.2. Number, Tenure and Qualification. The Board shall consist of from thirty-four (34) to thirty-nine (39) Directors (the "Directors"), of whom up to twenty-one (21) shall be persons appointed by the CBSAs pursuant to Section 4.2(a) (the "CBSA Representatives") and up to eighteen (18) shall be persons appointed by the Board pursuant to Section 4.2(b) (the "County-Wide Representatives").

(a) Each CBSA shall appoint up to seven (7) CBSA Representatives prior to the June meeting of the Board in each year, who shall assume their positions on the Board at the immediately succeeding August meeting of the Board (provided that a CBSA may fill vacancies in its CBSA Representatives during any meeting of the CBSA), which seven (7) CBSA Representatives shall be comprised of:

(i) No more than one (1) representative from each of three (3) Funded Provider Agencies located in the Service Area of the CBSA (the "CBSA Funded Provider Representatives"). A "Funded Provider Agency" is defined as an organization which (A) delivers services to those who are homeless, or at risk of becoming homeless, (B) has been recognized by the United States Internal Revenue Service as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any subsequent Federal tax law, and (C) is receiving HUD funding through the Corporation; and

(ii) At least four (4) representatives from the community-at-large of the Service Area of the CBSA, including individuals, local government leaders, Provider Agencies not HUD funded by this Corporation, or other stakeholders.

(iii) Other at large representatives as approved by the Board.

(iv) Additionally, each CBSA shall nominate at least one (1) Person with Lived Experience of Homelessness to serve as a County-Wide Representative. A Person with Lived Experience of Homelessness is a person who is or was homeless per HUD’s definition of actual homelessness and is public about this experience. (Being a current or former employee of a Funded Provider Agency or Provider Agency is NOT a disqualification for being nominated for this position and such individual shall not be considered a Funded Provider Agency or Provider Agency Representative).

Commented [KS2]: April Governance call: Discussed making no changes now, but proposing a working group to discuss the size of the Board in the 2020-21 Board year beginning August 2020.
(b) The Board shall appoint up to eighteen (18) County-Wide Representatives at the June meeting of the Board in each year, who shall assume their positions on the Board at the immediately succeeding August meeting of the Board. Nominations for these positions may come from any member of the Board and appointment shall be by a vote of the Board. The Board may fill vacancies in the County-Wide Representatives during any meeting of the Board.

(i) A County-Wide Representative shall be either (A) a Person with Lived Experience of Homelessness, (B) the current Chair and Immediate Past Chair of the Corporation (Ex Officio Representatives), (C) a member of a government entity or a member of a profit or not-for-profit entity or a person in the general community that brings knowledge, dedication, and commitment or other resources to ending homelessness in Suburban Cook County, or D) an employee of a Funded Provider Agency or other Provider Agency which delivers services throughout suburban Cook County.

(c) Members of the board of directors or trustees of a Provider Agency may serve as a Community Representative at those times when no employee (excluding Persons with Lived Experience of Homelessness) or other representative of such Provider Agency is also a Director.

(d) Each Director shall, at the time of appointment or selection, declare his or her status on the board as a CBSA Funded Provider Representative, a CBSA Community Representative, a County-Wide Provider Representative, a County-Wide Community Representative, a County-Wide Person with Lived Experience of Homelessness Representative, or a County-Wide Ex-Officio Representative.

(e) There may be no more than one voting Director from any one individual Member or agency represented on the Board (excluding Persons with Lived Experience of Homelessness)

(f) Directors shall not be allowed to share their positions with other Members of the Corporation, nor shall Director alternates be allowed.

4.3. Regular Meetings. The Board shall provide by resolution the time and place, within the State of Illinois, for the holding of regular monthly meetings of the Board, a minimum of 10 times during each fiscal year of the Corporation.

4.4. Special Meetings. Special meetings of the Board may be called by or at the request of the Chair or the Executive Committee. The person or persons authorized to call special meetings of the Board may fix any place, within the State of Illinois, as the place for holding any special meeting of the Board called by them.

4.5. Notice. Directors shall be notified at least two days prior Notice of to any regular or special meeting of the Board.
notice delivered personally or sent by mail, overnight courier service, telecopy, telegram, electronic mail or facsimile to each Director at his or her address as shown by the records of the Corporation. Such notice will include a written agenda for the meeting. If mailed, such notice shall be deemed to be delivered three business days after being deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice be given by telegram, overnight courier service or telecopy, such notice shall be deemed to be delivered the following business day. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

4.6. **Quorum.** Forty percent (40%) of the Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board, provided, that if less than forty percent (40%) of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

4.7. **Manner of Acting.** All meetings will be conducted according to the most recent edition of Robert’s Rules of Parliamentary Procedure. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, except where otherwise provided by law or by the articles of incorporation or by these by-laws. Directors may participate in and act at any Board meeting through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with one another. Participation in such meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating. Voting shall be conducted by voice vote or raising of hands except whenever a roll call vote shall be requested by a Director. Contested elections shall be held utilizing a secret ballot. No proxy voting will be allowed.

4.8. **Informal Action by Directors.** Any action required to be taken at a meeting of the Directors, or any other action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be personally signed, faxed or emailed by all of the Directors entitled to vote with respect to the subject matter thereof.

4.9. **Removal.** A Director who misses more than three (3) meetings in a fiscal year may be removed by a vote of the Board. Non-compliance by a Director with these by-laws or any rules, regulations, policies or procedures adopted by the Board may result in the censure and/or removal of such Director from the Board by a 2/3 rds. vote of those present and voting.

4.10. **Vacancies shall be filled in the manner of the original holder.**
ARTICLE V.

Committees.

5.1. General. The Board by a vote of a majority of the Directors may create one or more committees and appoint Directors or such other persons as the Board designates, to serve on the committee or committees. All committee members shall serve at the pleasure of the Board.

5.2. Quorum and Voting. Unless the appointment by the Board requires a greater number, and if notification of the meeting has been given at least one week in advance, 40% shall constitute a quorum, and a majority of vote of committee members present and voting at a meeting at which a quorum is present is necessary for committee action. Organizations that are members may send as many representatives to committees as they see fit but are entitled to only one vote on each committee at which they are represented, except that persons with lived experience are considered Individual Members and are entitled to their own vote. Each member of a committee shall have the right to a vote in all committee matters, even if there is more than one member of the committee representing or associated with any one Individual Member or agency. In the event that a decision needs to be made before the next scheduled meeting, the committee co-chairs will communicate a date and time for a special vote via phone or email. A committee may act by unanimous consent in writing without a meeting. The committee by majority vote of its members shall determine the time and place of meetings and the notice required therefor.

5.3. Authority of Committees. To the extent specified by the Board, each committee may exercise the authority of the board of directors under Section 108.04 of the Illinois General Not For Profit Corporation Act of 1986 (the “Act”), provided, however, a committee may not:

(a) Adopt a plan for the distribution of the assets of the Corporation, or for dissolution;
(b) Fill vacancies on the Board or on any of its committees;
(c) Elect, appoint or remove any officer or Director or member of any committee, or fix the compensation of any member of a committee;
(d) Adopt, amend, or repeal the by-laws, policies and procedures or the articles or incorporation;
(e) Adopt a plan of merger or adopt a plan of consolidation with another corporation, or authorize the sale, lease, exchange or mortgage of all or substantially all of the property or assets of the Corporation; or

Commented [KSS]: Previous by-law language conflicts with Governance Charter.
(f) Amend, alter, repeal or take action inconsistent with any resolution or action of the Board when the resolution or action of the Board provides by its terms that it shall not be amended, altered or repealed by action of a committee.

5.4. **Standing Committees.** The Corporation shall have the following standing committees.

(a) The Executive Committee shall be comprised of the Chair, Vice Chair, Past Chair, Secretary, Treasurer, and the three (3) CBSA Chairs. Except as provided in Section 5.3, the Executive Committee shall have all of the authority vested in the Board in between meetings of the Board, as well as any authority delegated to the Executive Committee by the Board or these by-laws. The Executive Committee shall be responsible for hiring, firing and overseeing the Executive Director of the Corporation.

(b) The Finance/Operations Committee shall be chaired by the Treasurer. At least half the members shall be Directors. It shall be responsible for developing the spending plan for the year, monitoring the financial condition of the Corporation including all deposits and withdrawals made, and making recommendations as to how the Corporation can financially meet its goals.

(c) The Governance Committee shall be chaired by two co-chairs, both members of the Board of Directors, the immediate Past Chair of the Board of Directors and the Past Chair will be a member of the committee. At least half the members shall be Directors. It shall be responsible for reviewing and updating the bylaws and policies and procedures as needed as well as recommending candidates for County-Wide Board membership and Board Offices, and if requested, may assist local CBSAs in identifying candidates for CBSA board representatives.

If the Board recommends a change be made to these by-laws which have not previously been reviewed by the Governance Committee, the Chair shall ask the Governance Committee to convene to review and research the proposed change. The Governance Committee shall then make its recommendation regarding the change, to the Board for consideration.

(d) The Project Prioritization Committee shall be responsible for developing the annual procedure for prioritizing/ranking funding priorities and maintain ongoing review of Continuum of Care NOFA funded projects that have been identified by Alliance staff or the Project Review Panel as having significant problems in operating within Continuum expectations. Any agency or person can be a member of the Project Prioritization Committee so long as they work towards achieving the Alliance’s overall goals and not solely those of an individual agency or project. One of the two co-chairs must be an individual not affiliated with a NOFA funded provider. An Ad Hoc Project Review Panel shall be composed of members who are not affiliated with any current
NOFA funded provider or in the current competition as a possible NOFA funded provider. The Project Review Panel shall be chaired by a non-NOFA funded Project Prioritization Committee co-chair. The Project Review Panel shall utilize the review instrument developed by the Project Prioritization Committee.

(e) The Plan Committee shall be responsible for overseeing the writing of the Continuum of Care Application for the annual HUD NOFA, developing Strategic Plans, monitoring their implementation, and conducting the biennial homeless count.

(e) The HMIS Committee shall be responsible for the development, management, and the implementation of the Homeless Management Information System. It shall review HMIS policies and procedures annually; guides the implementation of the Homeless Management Information System; develops, informs, and reviews HMIS policies and procedures; advises and recommends to the CoC board changes to HMIS policies and procedures; and, cultivates ways in which future data measurement can contribute to fulfillment of strategic goals.

(f) The Coordinated Entry Oversight Committee shall be responsible for providing general oversight and support to the coordinated entry system. This includes receiving, investigating, and resolving grievances from participants and providers that cannot be resolved by the coordinated entry lead agency.

• Receiving, investigating, and resolving grievances from participants and providers that cannot be resolved by the coordinated entry lead agency.
• Adjudicating appealed referrals from housing programs.
• Evaluating the efficiency and effectiveness of the coordinated entry process by reviewing performance data on a regular basis.
• Conducting an annual review of the Coordinated Entry Protocol.
• Recommending policy changes or protocol improvements to the Continuum of Care Board of Directors for final approval.
5.5. **Other Committees.** The Board may create other ad hoc committees to address specific projects, such as homeless prevention, employment, strategic planning, and resource development, or time sensitive tasks as it deems appropriate. These committees shall be dissolved or renewed as the Board sees fit.

ARTICLE VI.

**Officers**

6.1. **Officers.** The officers of the Corporation shall be a Chair, a Vice Chair, a Past Chair, a Secretary and a Treasurer. No more than one office may be held by the same person. All officers must be Directors at all times during their term of office.

6.2. **Election and Term of Office.** The officers of the Corporation shall be elected annually by the Board at the regular July meeting of the Board. Nominations for elections for officers shall be made in writing to the Secretary prior to, or from the floor at, the June meeting of the Board and shall assume their office at the immediately succeeding August meeting of the Board. Any Director who shall attain a tenure of one year of service on the Board prior to assuming office shall be eligible to hold and office. A Director elected to the office of Vice Chair will serve a one-year term. At the conclusion of the one-year term, the Vice Chair will automatically assume the role of Chair. Upon completing a one-year term of office as Chair, the Chair will automatically become the Past Chair for a period of one year. A Director elected to the office of Treasurer or Secretary shall serve a term of one year. No Treasurer or Secretary may serve more than two consecutive terms in the same office.

6.3. **Removal.** Any officer elected by the Board of directors shall be removed if such person ceases to be a Director.

6.4. **Vacancies.** In the event the Treasurer, Secretary or Vice Chair is unable to complete their term of office for any reason, the Board shall elect an eligible Director to fill the position until the next general election in July. The Board shall announce the vacancy and open the nomination period at the first meeting following the date of the vacancy. The nomination period shall be open until an election is conducted at the next regularly scheduled Board meeting. In the event the Vice Chair is unable to complete his or her term of office, the person elected by the Board to fill the remaining term of office shall assume all of the rights and responsibilities of the role of Vice Chair, including the assumption of the office of Chair at the conclusion of the original term. In the event the Chair is unable to complete his or her term of office, the Vice Chair shall assume the office of the Chair and complete the unfinished term.
prior to serving his or her own term, the Past Chair shall remain in office until succeeded by the Chair and the position of Vice Chair shall be filled as stated above.

6.5. **Chair.** The Chair shall convene all Board meetings, shall convene meetings of the Executive Committee, at his/her discretion, shall supervise the Executive Director of the Corporation, shall be an ex-officio member of all committees, shall seek and appoint members of committees, shall oversee all committees, shall prepare agenda for Board meetings, and shall, in conjunction with the Executive Committee, prepare a calendar of Board and Corporation events. The Chair must attend all monthly Board meetings and shall serve as the official contact person for the Corporation. He or she shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He or she may sign, with the secretary or any other proper officer of the Corporation authorized by the Board, any deeds, mortgages, bonds, contracts, or other instruments which the Board authorizes to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these by-laws or by statute to some other officer or agent of the Corporation; and in general shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Board from time to time.

6.6. **Vice Chair.** In the absence of the Chair or in the event of his or her inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned to him or her by the Chair or by the Board.

6.7. **Past Chair.** The Past Chair shall serve on the chair the Governance Committee and serve on other committees as necessary. The Past Chair shall provide the Board with a historical perspective and offer support and guidance for the Chair. The Past Chair shall perform such other duties as from time to time may be assigned to him or her by the Chair or by the Board.

6.8. **Treasurer.** If required by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall, unless otherwise delegated to an employee: have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for moneys due and payable to the Corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board; oversee and report, to the Executive Committee and the Board on, the status of all grants and other monies provided by the Corporation; and in general perform all the duties incident to the offices of Treasurer and such other duties as from time to time may be assigned to him or her by the Chair or by the Board.

6.9. **Secretary.** The Secretary shall keep minutes of the meetings of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the
provisions of these by-laws or as required by law; be custodian of the corporate records and of
the seal of the Corporation; keep a register of the post office address of each Director and
Member which shall be furnished to the secretary by such Director or Member; be the official
repository of all Board records and meeting minutes and be responsible for the maintaining and
distributing written meeting minutes to the Director; and in general perform all duties incident
to the office of Secretary and such other duties as from time to time may be assigned to him or
her by the Chair or by the Board.

ARTICLE VII.
Conflicts of Interest

7.1. General Policy. In the event there exists a conflict between the personal or professional
interest (direct or indirect) of a Director and the interests of the Corporation with respect to
any transaction or activity, such Director shall not take any action in his or her capacity as a
Director with respect to such transaction or activity, except in instances where such transaction
or activity has been approved by the affirmative vote of a majority of the disinterested
Directors on the Board after such majority determines that the transaction or activity is
reasonable and upon terms that at that time were fair and in the best interests of the
Corporation, but in no case shall such transaction or activity be approved by less than a
majority of the entire Board.

7.2. Disclosure Obligation. Without limiting the foregoing prohibition (and any authorized
exceptions thereto), any possible conflict of interest on the part of any Director (or such
Director's business or profession or member of his or her family) shall be disclosed to the Board
and made a matter of record. When any such interest becomes relevant to any matter
requiring action by the Board or any of its committees, the Director having such possible
conflict shall disclose such possible conflict to the Board or committee and such Director shall
not vote on such matter, shall not use personal influence in connection therewith and shall not
be counted in determining the quorum for the meeting. The minutes of the meeting shall
reflect that a disclosure was made, that the Director, if a member of the Board or committee,
abstained from voting and was not counted in determining the quorum for the meeting. In
disclosing a potential or possible conflict of interest as required above, a Director must include
the following information:

(a) All relevant facts as to such Director's interest in any pending or proposed
transaction and as to any common directorship, officership, or financial or influential
interest which the Director has with respect to any party to such transaction; and

(b) All relevant facts known to such Director with respect to such transaction which
might reasonably be construed to be averse to the Corporation's interest.
7.3. **Definition of Indirectly.** For purposes of this Article VII, a Director is "indirectly" a party to a transaction if the other party to the transaction is an entity in which the Director has a material financial interest or of which the Director is an officer, director, general partner or employee.

7.4. **No Invalidation.** If a transaction is fair to the Corporation at the time it is authorized, approved or ratified, the fact that a Director is directly or indirectly a party to the transaction is not grounds for invalidating the transaction, so long as the requirements of this Article VII have been satisfied. The presence of a Director, who is directly or indirectly a party to such a transaction or a Director who is otherwise not disinterested, may be counted in determining whether a quorum is present.

ARTICLE VIII.

**Indemnification of Directors and Officers**

8.1. **Third Party Actions.** The Corporation shall indemnify each Director and each officer who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a Director or officer of the Corporation, or who is or was serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

8.2. **Actions by the Corporation.** The Corporation shall indemnify each Director and each officer who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that such person is or was a Director or officer of the Corporation, or is or was serving at the request of the Corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit if such person acted in good faith and in a manner he or she reasonably
believed to be in or not opposed to the best interests of the Corporation and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his or her duty to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite that adjudication of liability but in view of all the circumstances of the case, such director or officer is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.

8.3. **Fiduciaries.** The Corporation shall indemnify each Director and officer who is held to be a fiduciary under any employee pension, profit sharing or welfare plan or trust of the Corporation or any of its divisions and who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that such person is or was such a fiduciary and was serving as such at the request of the Corporation, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding for any breach of any of the responsibilities, obligations or duties imposed upon fiduciaries by the Employee Retirement Income Security Act of 1974 and any amendments thereto, if such person acted in good faith and in a manner such person reasonably believed to be in or not opposed to the best interests of such plan or trust, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of such plan or trust, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful. The provisions of all the following paragraphs of this Article VIII relating to Directors, officers, employees or agents shall apply also to Directors, officers, employees or agents held to be fiduciaries under this Section 8.3, specifically including the power of the Corporation (under Section 8.8) to purchase and maintain insurance on behalf of such fiduciaries.

8.4. **Expenses.** To the extent that a person who is or was a Director, officer, employee or agent of the Corporation, or of any other corporation, partnership, joint venture, trust or other enterprise with which such person is or was serving in such capacity at the request of the Corporation, has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Sections 8.1, 8.2 or 8.3, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection therewith.

8.5. **Authorization.** Any indemnification under Sections 8.1, 8.2 or 8.3 (unless ordered by a court) shall be made by the Corporation only as authorized in the specific case upon a
determination that indemnification of the Director or officer is proper in the circumstances because such person has met the applicable standard of conduct set forth in Sections 8.1, 8.2 or 8.3. Such determination shall be made (a) by the Board by a majority vote of a quorum consisting of Directors who were not parties to such action, suit or proceeding, or (b) if such a quorum is not obtainable, or, even if obtainable but a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.

8.6. **Expense Advances.** Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the Board in the specific case, upon receipt of an undertaking by or on behalf of the Director, officer, employee or agent to repay such amount, unless it shall ultimately be determined that he or she is entitled to be indemnified by the Corporation as authorized in this Article VIII.

8.7. **Not Exclusive.** The indemnification provided by this Article VIII shall not be deemed exclusive of any other rights to which a Director or officer seeking indemnification may be entitled under any statute, provision in the Corporation’s articles of incorporation, by-law, agreement, vote of disinterested Directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director or officer and shall inure to the benefit of the heirs, executors and administrators of such a person.

8.8. **Insurance.** The Corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article VIII.

8.9. **Definitions.**

(a) For purposes of this Article, references to “the Corporation” shall include, in addition to the surviving corporation, any merging corporation (including any corporation having merged with a merging corporation) absorbed in a merger which, if its separate existence had continued, would have had power and authority to indemnify its directors, officers, and employees or agents, so that any person who is or was a director, officer, employee or agent of such merging corporation or is or was serving at the request of such merging corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Article VIII with respect to the resulting or surviving corporation as such person would have with respect to such constituent corporation if its separate existence had continued.
(b) For purposes of this Article, references to "other enterprises" shall include employee benefit plans; reference to "fines" shall include any excise taxes assessed on a person with respect to an employee benefit plan; and references to "serving at the request of the Corporation" shall include any service as a Director, officer, employee or agent of the Corporation which imposes duties on or involves services by such Director, officer, employee or agent with respect to an employee benefit plan, its participants, or beneficiaries. A person who acted in good faith and in a manner he or she reasonably believed to be in the best interests of the participants and beneficiaries of an employee benefit plan shall be deemed to have acted in a manner "not opposed to the best interests of the Corporation" as referred to in this Article VIII.

8.10. **Severability.** The invalidity or unenforceability of any provision in this Article shall not affect the validity or enforceability of the remaining provisions of this Article.

**ARTICLE IX.**

**Contracts, Checks, Deposits & Funds**

9.1. **Contracts.** The Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

9.2. **Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner, as shall from time to time be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Treasurer and countersigned by the Chair or the Vice Chair of the Corporation.

9.3. **Deposits.** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in the authorized accounts of such banks, trust companies or other depositories as the Board may select.

9.4. **Gifts.** The Board or the Chair may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

**ARTICLE X.**

**Books and Records**
The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings and other actions of its members, board of directors and committees having any of the authority of the board of directors, the CBSA's, and Board meetings and shall keep at the registered or principal office a record giving the names and addresses of the Members entitled to vote.

ARTICLE XI.

Fiscal Year

The fiscal year of the Corporation shall begin on the first day of January and end on the last day of December in each year.

ARTICLE XII.

Seal

The Board may provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the Corporation and the words "Corporate Seal, Illinois."

ARTICLE XIII.

Waiver of Notice

Whenever any notice whatever is required to be given under the provisions of the Act or under the provisions of the articles of incorporation or by-laws of the Corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance at any meeting shall constitute waiver of notice thereof unless the person at the meeting objects to the holding of the meeting because proper notice was not given.

ARTICLE XIV.

Grievance Procedures

All grievances shall be heard by the members of the Executive Committee. Any party wishing to appeal a decision of the Board shall have fifteen (15) business days from the date of personal notification to file a written appeal with any member of the Executive Committee. The Executive Committee shall review and research the appeal and make a recommendation to the Board. Matters governed by deadlines which are beyond the control of the Corporation may be extended.

Commented [KS14]: This language is part of the "Act"

Commented [KS15]: This is part of "General Powers" in the "Act"

Commented [KS16]: This is part of the "Act"
necessitate reduction of the general 15 day appeal period. In such circumstance the Executive Committee shall determine and make known the appeal period. Refer to the appropriate Coordinated Entry Manual for grievances relating to the Coordinated Entry process.

ARTICLE XV.

Addenda

These by-laws incorporate by reference, including but not limited to, the Governance Charter and any other HUD-required addenda: the HMIS Governance Charter, the Alliance Code of Conduct, the Coordinated Assessment System Procedures, the Tenets of Project Review, and the HMIS Policies and Procedures Manual attached hereto as Addenda.

ARTICLE XVI.

Amendments to By-Laws

These by-laws may be altered, amended or repealed and new by-laws may be adopted by the Board pursuant to the following procedures:

(a) The Governance Committee shall, from time to time, review these by-laws. If such a review results in a recommendation that a change be made, the Governance Committee shall forward the recommendation(s) to the Board for consideration.

(b) The Board shall, at its discretion, authorize the Governance Committee to conduct a complete review of these by-laws. At the completion of such a review, the Governance Committee shall make its recommendations to the Board for consideration.

(c) If the Board recommends a change be made to these by-laws which have not previously been reviewed by the Governance Committee, the Chair shall ask the Governance Committee to convene to review and research the proposed change. The Governance Committee shall then make its recommendation regarding the change, to the Board for consideration.

(d) All changes to these by-laws adopted by the Board as part of the above procedures shall go into effect thirty (30) days after their adoption by the Board.
Alliance to End Homelessness in Suburban Cook County  
2020 – 2021 Board Nominations

Countywide Representatives  
1. Chair: Sonia Ivanov – Northwest Compass  
2. Past Chair: Granada Williams – CEDA  
3. Millicent Ntiamoah - Catholic Charities  
4. Sharon Cargile - Lived Experience Representative  
5. Christine Haley – Cook County Health  
6. Aaron Eldridge – Supportive Housing Providers Association (SHPA)  
7. Jenny Hansen - United Way  
8. Hollis Hutchins - Lived Experience Representative (WSCH)  
9. Abigail - Lived Experience Representative (AHAND)  
10. Khen Nickele - Community Representative  
11. Chris O’Hara - Lived Experience Representative  
12. Paul Selden - Community Representative  
13. Sue Shimon - Thresholds  
14. Monica Slavin - Housing Authority of Cook County  
15. Sue Wiemer - Turnstone Development  
16. Monique Williams – Cornerstone CDC, Lived Experience Representative (SSCH)  
17. David Young – Housing Action Illinois  
18. Pending

AHAND (Association of Homeless Advocates in the North/Northwest District)  
19. James Barnett – Connections for the Homeless (CoC funded agency)  
20. Luticia Fiorito – WINGS Program (CoC funded agency)  
21. John McNabola – Center of Concern (CoC funded agency)  
22. Iris Barrios – Village of Skokie (community at-large)  
23. Hugh Brady – NAMI Illinois (community at-large)  
24. Todd Stull – JOURNEYS | The Road Home (community at-large)  
25. Christi Wessel – State Rep. Michelle Mussman’s Office (community at-large)

WSCH (West Suburban Council on Homelessness)  
26. Christina Diaz – Sarah’s Inn (CoC funded agency)  
27. Tina Rounds – BEDS Plus (CoC funded agency)  
28. Lynda Schueler – Housing Forward (CoC funded agency)  
29. Jamie Noto – Youth Outreach Services (community at-large)  
30. Kim Stephens – Pillars Community Health (community at-large)  
31. Kerry Thomas – Hines VA Hospital (community at-large)  
32. Pending

SSCH (South Suburban Council on Homelessness)  
33. Carol Gsell – South Suburban Family Shelter (CoC funded agency)  
34. Kathryn Straniero – Together We Cope (CoC funded agency)  
35. Carl Wolf – Respond Now (CoC funded agency)  
36. Dennis Condon – Community Representative (community at-large)  
37. Bryan Dunlap – Community Service Partners (community at-large)  
38. Robin Futrell – Bethel Family Services (community at-large)  
39. Troy O’Quin – Thornton Township (community at-large)
In Solidarity

The Alliance to End Homelessness in Suburban Cook County staff, board, and member agencies have been listening. We have been listening to the stories and experiences of our providers, our staff, and most importantly, we have been reflecting on the stories and experiences of the clients we work to serve.

Black people disproportionately experience homelessness in our community and across the country. We know that this is a direct result of the racist policies and practices that create disparities in housing, incarceration, employment, education, and health care.

Ending homelessness in suburban Cook County requires both dismantling systemic racism and maximizing available resources for disinvested communities to regain and sustain quality, stable housing. As a coordinator and convener of community-based endeavors for the last 15 years, the Alliance has focused our mission on the second part of that equation. The events of recent weeks remind us how important it is that the Alliance do everything within our power to right the wrongs of inequity that cause people of color to disproportionately experience homelessness.

We commit to being more intentional about anti-racism and anti-oppression work, making sure the umbrella of the Alliance mission and strategy effectively cover both causes and solutions for homelessness. We commit to prioritizing racial equity in all decision making. We commit to centering the voices of Black and Brown people and people with lived experience of homelessness. We commit to looking internally and actively taking steps towards anti-racism, inclusion, and equity.

As a collective of organizations and individuals, it is our job to lift racial equity and housing justice to a place of absolute priority, and we are committed to doing so.

In Solidarity,

The Alliance to End Homelessness in Suburban Cook County

Documents:

- Alliance Equity Statement June 19, 2020
ES COVID-19 Response in Suburban Cook County
March 19 - May 31, 2020

Total Clients Served: 914
Total Households: 760
Total Shelter Nights: 41,693
Total Meals Provided: 125,079
Exiting to PH: 44 Clients in 36 HH

Week 1:
- March 19 - March 25

Week 2:
- March 26 - April 1

Week 3:
- April 2 - April 8

Week 4:
- April 9 - April 15

Week 5:
- April 16 - April 22

Week 6:
- April 23 - April 29

Week 7:
- April 30 - May 6

Week 8:
- May 7 - May 13

Week 9:
- May 14 - May 20

Week 10:
- May 21 - May 27

Week 11:
- May 28 - June 3

Nightly Client Count: March 19 - May 31

Weekly Exits to Permanent Housing

Total Households with Children: 101
Total Children Under 18: 157
Total Adults 55 and Over: 234
Total Youth 18-24 (TAY): 60
ES COVID-19 Response in Suburban Cook County
March 19 - May 31, 2020

This data includes all agencies in Suburban Cook County housing Emergency Shelter Clients since March 19, 2020. This includes BEDS Plus, Inc., Bethel Family Resource Center, Connections for the Homeless, Housing Forward, Journeys | The Road Home, Respond Now, and South Suburban PADS.
Executive Committee Special Session on re-granting of United round 3 funding

In attendance:
Bryan Dunlap, Millicent Ntiamoah, Jennifer Hill, Sue Shimon and Angelia Smith.

Meeting was called to order by Granada at 9:00am

Jennifer gave the committee an overview of the meeting focus area and some background of previous funds and the how it was distributed. Some highlights:

Re-granting of United Way round3 funding: $50,000 available

ESG/CDBG -$154,842 granted to agencies directly from Cook County

United Way rounds 1&2 re-granted to agencies totaling $125,000

IDHS Emergency lodging funds through the Chicago COC-$505,000

ETH 5% increase to funded agencies and UW direct funds to agencies.

Most of the requesting agencies are also applying to FEMA for reimbursement of hotel cost.

In a previous meeting, the executive committee agreed to criteria for this regranting of Round 3 funds, including the volume of clients served per HMIS data, gaps in timing or funds, and the budget submitted with application. Again Bryan suggested that Jennifer form an Ad-hoc committee to develop a policy on how to distribute future emergency funding. Jennifer responded with this suggestion and the committee agreed that Project Prioritization committee should be tasked with reviewing the Tenets of Project Review to ensure their applicability to various funding allocations, including future emergency funding.

Highlights of funds previously re-granted to agencies and clients served per HMIS data from March through May.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Clients Served</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Connections-</td>
<td>300</td>
<td>$91,740</td>
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<tr>
<td>BEDS -</td>
<td>177</td>
<td>$82,495</td>
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<tr>
<td>Housing Forward</td>
<td>154</td>
<td>$160,460</td>
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<tr>
<td>Journeys -</td>
<td>117</td>
<td>$191,587</td>
</tr>
<tr>
<td>Responds Now -</td>
<td>34</td>
<td>$54,615</td>
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</table>
NW Compass – 8 clients $0- not entering in HMIS

After a lengthy discussion taking into account the above information and other issues, the board agreed to split the UW round 3 funding ($50,000) between Connections and BEDS PLUS based on the following: Both agencies have served the highest volume of clients and received relatively less money from previous allocations.

Granada asked for motion to approve the allocation. Bryan motioned and was seconded by Millicent to regrant $30,000 to BEDS and $20,000 to Connections. Motion carried.

Granada asked for a motion to adjourn the meeting at 10AM. Bryan motioned and was seconded by Sue. Motion carried.

Submitted by Millicent Ntiamoah
Alliance to End Homelessness in Suburban Cook County
Executive Committee

Tuesday, June 22, 2020, 1:30 pm
GoToMeeting

In Attendance: Sonia Ivanov, Millicent Ntiamoah, Bryan Dunlap, Sue Shimon, Jennifer Hill

1. Welcome – Sonia called the meeting to order at 1:33pm

2. Approve Minutes – Sonia asked for approval for the two sets of minutes-May and special session meeting in June. Millicent moved and was seconded by Sue. Motion carried.

3. Topics – Jennifer & Sonia

   A. Board Topic Prep:
      1) Decision Making:
         i. Approve RRH written standards- Jennifer reported that CE committee will present the RRH standards to the board for approval at the June meeting. Included in the standards are the new rent calculation tool for the projects to use. In summary, rent will be calculated at 30% of client income for the first 90 days, 40% until 6 months, and 50% beyond that time until client exits the program.
         ii. Approve Bylaws revision – Tina will give an overview and Katie will walk the board through the revisions and approval of the changes. Jennifer also reported that the committee recommended two additional changes. The executive committee suggested that the board table the two last additions for further discussion by the governance committee.
         iii. Board election – The CBSAs will present their slate as well as the countywide slate to the board for consideration.

      2) Focus Areas:
         i. Anti-racism/anti-oppression work plan – Per Jennifer, Susie will present the Alliance plans to the board. The Alliance also has a written solidarity statement posted on its website
and other platforms. They will continue to come up with more ways to do their part in eradicating systemic racism.

3) Announcements/Updates:
   i. COVID updates: Per Jennifer, there has been some recent challenges with FEMA applications. Cook County might step in and apply on behalf of the agencies.
   ii. Cook County is working on its CARES ACT solicitation RFP and expects to release it soon
   iii. IHDA- Got $396 million from the CARES ACT and solicitation RFP is out.

B. United Way COVID relief fund – Round 3 – The $50,000 the Alliance got was re-granted to two agencies- $30,000 to BEDS and $20,000 to Connections based on the volume of clients served and amount of funds received from previous allocations.

4. Other Business – None was raised

5. Adjournment – Meeting was adjourned at 2:18pm

Next Meeting: **Monday, July 20**, 1:30 by GoToMeeting

Submitted by Millicent Ntiamoah.
Resource Development Update

June 2020

<table>
<thead>
<tr>
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<th>2020 Budget</th>
<th>2020 RD Goals</th>
<th>YTD Actuals</th>
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<td><strong>Total</strong></td>
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<td><strong>$346,000</strong></td>
<td><strong>$118,988</strong></td>
</tr>
</tbody>
</table>

- Received $175,000 from Chicago COVID Community Response Fund (combined awards from Round 1, Round 2, and Round 3). 100% of award from Round 1 ($75,000), Round 2 ($50,000), and Round 3 ($50,000) was reallocated to CoC member agencies
- Received $5,000 from Housing Action IL for census outreach work ($2,500 in May, $2,500 in June)
- Next Resource Development Committee meeting is scheduled for **Friday, July 17 from 10:00am to 11:30am**
Advocacy Team
June 17, 2020

Attendance: Katie Spoden, Jen Tudor, Grant Suhs, Diana Nelson, Merridith Montgomery, Aaron Eldridge, Vince Heneghan, Anne Campbell, John McNabola, Jill Sbarboro, Christi Wessel, Jake Bradley, Hugh Brady, Chris O’Hara

Black people are disproportionately represented in the homeless population due to systemic racism. We must center racial justice and equity in our work to end homelessness. We cannot continue business as usual, and we must accelerate change.

This is especially pertinent as we discuss our strategy for distributing a record high level of federal funding intended to serve people experiencing homelessness.

I. Advocacy success: State budget advocacy = $396 million allocated to IHDA = IHDA and Coronavirus Urgent Remediation Emergency Fund Community Outreach and Assistance (COA) Grant Application
   a. Information webinar is TODAY! from 2pm to 3pm
   b. Audio Conference Number: +1-415-655-0003
   c. Event Number/Access Code: 133 812 4081
   d. Link to Webinar: https://illinois2.webex.com/illinois2/onstage/g.php?MTID=ef83dd893ddd87c07cce19825b07dfad1

II. Clarity on eligible funding streams and what do things look like going forward? How do we communicate this clearly with decision-makers?
   a. Feedback on handout? What’s helpful? What’s not helpful?
   b. Education tool but also to frame conversations with decision-makers
      i. Audience: Municipalities
      ii. Inform municipal action plans, the need, and what the money can and can’t be used for
      iii. What does ESG look like at the municipal level? (e.g. how does Cicero/Evanston allocate funds?)

III. Census next steps
   a. Update from Jennifer Pallas at Housing Action: jennifer@housingactionil.org
   b. Service based enumeration moved to September 22 – 24, 2020
   c. Resuming job recruitment operations; still encouraging people to apply in Census taker jobs, specifically for non-response follow up between August 11 and October 31
   d. Application asks if have car, but it’s not a requirement. Reimbursement for mileage or public transportation.
   e. www.2020census.gov/jobs
IV. New initiatives, ideas, insight?
   • Zoom call with nonprofit housing developers/banks with focus on CRA – affordable housing development and what’s standing in the way from doing it?
   • Advocate Health Care system – looking for locations to provide free COVID-19 testing in partnership with Ronald McDonald House
     o Focus on hardest hit communities, particularly Latino communities
   • Free COVID testing across the county; results within a couple of days
     o Free COVID testing spots in IL: https://dph.illinois.gov/testing

Next meeting is **Wednesday, July 15 from 9:30am to 11:00am**
Join here: https://global.gotomeeting.com/join/490477317
1. Attendance
Kathryn Primas (Alliance), Jessica Ellenwood (Alliance), Larsarene Alexander (Aunt Martha’s), Michelle Dubil (Journey’s), Vince Heneghan (Impact), Susie Bohun (Alliance), Genea Moore (Aunt Martha’s), Kerry Thomas (Hines VA), Amber Teer (Alliance), May Salman (Together We Cope), Erin Matheny (Alliance), Deloise Crosby (Catholic Charities), Mario Martinez (SSPADS), Tes Kefle (Catholic Charities), Kathleen Monforton (Thresholds), Javon Harris (Beds), Tina White (Connections), Janet Hotch (Housing Forward), Monique Williams (Cornerstone), James Barnett (Connections)

2. Veterans
- Data
  There are 33 active veterans on the BNL. The VA can pay for hotel stays. Weekly case conferencing for Vets continues, Tuesdays at 9:30am.
- Updates
  Hospital is starting to allow more routine medical care. Patients will undergo screening at entry. Visitors are not currently allowed.

3. Chronic Population
- Data
  Erin Matheny reviewed April vs. March data. Our actively homeless population in April was 351 people. That number was down from 361 in March.
- Updates
  CE data updates will be rolled out in August.
  3rd party verification of disability waiver being allowed during Covid-19 – Projects must apply, not the CoC.

4. Flow
- New Applications – only one application submitted by June 1st deadline. Amber will run report again mid-June. Agencies have been asked to identify up to five potential applicants a month through the end of the year.
- Remaining Vouchers – 49 for the rest of 2020.

5. Discussion
- How many clients are currently connected with supportive employment?
What percentage of people identified in HMIS as disabled do people feel would qualify for disability benefits?

6. Updates

- HMIS
- CES

Next Meeting: 7/14/20
### Board Dashboard

#### HMIS Committee

**Agenda Items:**
1. Introduction
2. Review/Approval of Minutes
3. Updates, Reports and Announcements
4. Verbal Consent during COVID19 crisis
5. Other COVID19 issues/strategies
6. Adjourn

---

**Minutes Date:** June 3, 2020  
**Attendees:** Peggy Troyer (Alliance), Lynn Suchwalko (Alliance), Erin Matheny (Alliance), Tammy Verticchio (Housing Forward), Anna Popa (Center of Concern), Tes Defle (Catholic Charities), Jeff Ayoub (Connection for the Homeless), Millicent Nitamoah (Catholic Charities), Eddie Ferrell (Thresholds)

**Minutes:** Minutes from Feb 5, 2020 meeting approved with correction (Center of Concern, not Center for Concern).

**Updates, Reports and Announcements:**
- Training/Remote Strategies: Remote training was piloted in May. There were 3 trainings completed in May. The class size is limited to 6 and the Privacy and Security Training portion has been broken out into a separate training. 11 people were trained remotely in May which is consistent with previous months in person trainings. The Alliance is looking at other remote LMS training packages and expect to have something chosen by the end of June.
- User Group: The User Group meeting schedule for May evolved into an “Office Hours” session. The next User Group meeting is scheduled for June 24th. It will be a Webinar.
- HIC/PIT: The deadline for the HIC/PIT was extended to June 30th. Lynn does not foresee any problems meeting the deadline.
- Coordinated Entry: Susie Bohun is the new Director of CE. CE is preparing for additional funding provided by the CARES Act for RRH. HUD has extended the deadline for implementing the new CE standards to Oct 1st.
- The Regional Governance Call was held May 18th. NIL regional policies need to be reviewed.
- The NHSDC Conference was cancelled. However virtual sessions were presented and attended by Alliance staff.
- HMIS Staff are attending WellSky Boot Camp with funding not used for the NHSDC Conference.
- Jeff posed a question regarding the roll out of Qlik. WellSky has not provided a date for roll out yet. Roll out is expected soon though since some reports available in ART are transitioning to Qlik.

**Verbal Consent During COVID19 crisis:** A procedure for Temporary Verbal Consent for services was developed and released to HMIS users. A Workflow for verbal consent was also developed for CE. Written consent is expected as soon as it can be obtained.

**Other COVID19 issues/strategies:** Conversations about additional RRH monies and what happens when the moratorium on evictions expires. CE developed a survey for clients about exposure to COVID19 as well as a diversion tool. Both are available in HMIS. Alliance staff is continuing to telework.

The next meeting is scheduled for Aug 5, 2020 at 9:30 to 11:30. Location TBD
6.23.20 Plan Committee Agenda

Attendance: Kurt, Alliance; Jessica, Alliance, Kathryn, Alliance; Tammy, Alliance; Amber, Alliance; Susie, Alliance; Jennifer, Alliance; Betty, Connections; Lynda, Hsg Fwd; Sonia, NW Compass; Jenny, United Way; Anne Campbell, Connections of IL; Katie, Alliance; Rebecca Janowitz, JAC; Tracey, Call Center; Julie D, Beds; Millicent, Catholic Charities; Doug, SSPADs

Goal: House 400 households in Rapid re-housing
Challenge: Identifying enough landlords and units

1. Mainstream vouchers (see notes below)
2. Overview of the current system:
   - What does landlord engagement currently look like for your organization?
   - What are some challenges your organization is facing when trying to recruit landlords?
   - What tools, strategies are needed to do a housing surge for your organization?
     o AHAND: Tried to do landlord engagement. Had meetings. No working list to invite landlords.
     o Lynda: Done presentations to west suburban landlord association. Developing those relationships helped to have landlords be references for other landlords. Flyer. Being strategic about using reputable landlords. Safe neighborhoods, close to public transportation. Sometimes have to move clients out, and do quickly. Housing coordinators are accessible to landlords (cell). What is needed? Drive around looking for rent signs. Landlords to identify to other landlords. Letter to all Mayors with landlord partnership flyer and ask with marketing. Oak Park regional housing center. Been helpful with process.
     o Tina: Relationships are paramount. Paying a premium. Want to maximize profits. Community development departments are stepping stone towards new landlord relationships. Refer to landlords in community.
     o Doug: Built up a solid group of landlord relationships. When need to expand, do cold calling. Look at what apartments are being advertised, put in touch with references. If want to house a lot of people, what’s needed? Referrals outside of region (i.e North to south) may slow housing process down.
     o Betty: Hear often of landlord mitigation fund to protect landlords against damages. Connections does pay damages if that happens, though experience is that it doesn’t happen that much.
     o Sonia: When landlord knows agency can be responsive, and pay extra damages.
     o JAC has been looking for things. Interested in mitigation fund.
3. Coordinated landlord engagement
   - What is it?
   - Why do it?
   - Examples from other communities
4. Landlord marketing
   - Utilize elected officials for marketing
   - Develop shared marketing material
   - Develop standards for engaging with landlords
   - Leverage existing real estate groups
5. Landlord mitigation or incentive fund
   • Working with Housing Action to identify funding from banks for a landlord mitigation fund.
   • How often are agencies paying to cover damages over security deposit.
     o SSPADs: Once or twice a year paying out to cover above security deposit.
     o Hsg Fwd: with collection of program fees for PSH, use for damages beyond security deposit. Process for approving when go above a certain amount. A couple of times a year. No mitigation fund for RRH, so suburban wide would be benefit. Would need to clarify time period for when RRH landlord could claim benefit.
     o Catholic Charities: HUD allows to pay extra amount of rent.
   • What other funding could be helpful for landlord engagement?
     o NW Compass: Not just cost of damage, but incentive or cover loss of rent.
     o Flexibility. Each landlord different. Clients different. Additional month’s rent. Accountability measure so not taken advantage of.
     o Holding units. Can lose units if it takes too long to house and someone.

6. Action steps:
   • Short term (1-3 months): What can be done now to quickly identify units for housing surge?
     o Agencies send marketing materials to elected officials, landlord groups, etc.
     o Alliance to help with shared marketing materials.
     o Hsg Forward will share their marketing materials.
     o Explore other funding sources for mitigation fund such as Chicago COVID relief fund (All Chicago is using COVID relief fund for mitigation).

   Hard to plan when waiting for funding. Lots of new programs (IHDA, CEDA, ). Have talked about how allocate funding.
   Would it be helpful to give a draft budget to the Alliance, similar to emergency lodging funding?
   • Long term (3-6 months):
     o Continue to identify funding for landlord engagement and mitigation such as CRC.
     o Consider standards for landlord engagement
     o Develop cross agency collaboration

Topics for future discussions:
What is 12-month plan for shelters (beyond FEMA)

Mainstream vouchers:
   • HACC received 30 vouchers. If the vouchers are dedicated to serving people who are homeless, who will it serve?
   • Eligibility:
     o Head of household must have a disability and be under 62
     o No services dollars
   o Uses:
     • PSH
     • Voucher with some time-limited services
- RRH move-on
  - Target? Families, high-risk COVID population, other?
  - In April there were:
    - 20 families (70 clients with children) in hotels/motels who have a head of household with a disability
    - 28 households with 102 total clients in Rapid re-housing served in April who have a head of household member with a disability and could use mainstream vouchers as a move-on program.
  - Tina: Families are a good target. Eligibility: look at RRH slots, VI scores, to identify people for move-on
  - Anne: Families are a good target
  - Lynda: Would support targeting families. Struggled with families in RRH who need longer term subsidy.
  - Millicent: Target families.

FLOW: 1 application for Flow. 11 households in stages of process. 49 more vouchers.