



**FY2023 Continuum of Care
Renewal Project Application**

Agencies that apply for funds through the CoC Funding Process must complete an application for each program in E-snaps. In addition, agencies must complete this Renewal Project Application for each program.

This form is due on **Tuesday, August 29, 2023 at NOON** by e-mail to hsc@cityofmadison.com. **Late or incomplete applications will not be considered. Please do not wait until the deadline to submit the application. No grace period will be granted.** If you have questions, please contact Torrie Kopp Mueller, tkoppmueller@cityofmadison.com or call 608-266-6254.

Agencies with more than one CoC project must submit a separate form for EACH project.

Agency Name	Porchlight, Inc.
Project Name	Housing First Leasing Project (HFLP)
Project Type	<input checked="" type="checkbox"/> Permanent Supportive Housing (PSH) <input type="checkbox"/> Rapid Rehousing (RRH)

Project Contact Name	Kim Sutter – Director of Services
Phone Number	(608) 257-2534 ext. 39
E-Mail	ksutter@porchlightinc.org

Funding Request	\$156,063
Proposed # of Units	12
Proposed # of Beds	12

Threshold Criteria	
Does the agency have any outstanding HUD monitoring findings? If yes, please provide explanation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the project comply with the CoC Interim Rule 24 CFR 578 ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency have a SAM.gov registration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency have an active Unique Entity ID (formerly DUNS Number)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency have any delinquent federal debt? If yes, please provide explanation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Is the agency under debarment or suspension from doing business with the Federal Government and/or on the Federal do not pay list? If yes, please provide explanation.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the agency currently enter data into the Homeless Management Information System (HMIS) or comparable database for Domestic Violence providers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency commit to participating in system-wide continuous quality improvement activities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency agree to participate in the Coordinated Entry System and follow Coordinated Entry policies and procedures ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the agency agree to follow the Dane CoC Written Standards ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Please answer the following questions:

Project applications will be reviewed based upon adherence to the HUD CoC Program Interim Rule, FY22 CoC NOFO, as well as results of the Project Performance Scorecard.

1. Describe the grantee’s (and any sub-grantee’s) experience in administering this type of program. Describe the qualification of the staff assigned to the proposed program, including their knowledge and experience.

Porchlight is the only agency involved in the implementation of the program. Porchlight has been providing affordable housing and services to Dane County’s homeless population for over 35 years. Porchlight manages two emergency shelters, a homeless prevention program, a structured employment program, and manages over 350 units of affordable housing at 26 locations throughout Madison and Sun Prairie. Specifically, Porchlight currently operates 41 units of permanent supportive housing (PSH) with HUD funds.

Porchlight management staff has extensive experience in addressing the needs of individuals experiencing homelessness. The Executive Director has an MSSW from the University of Wisconsin-Madison with over 30 years of experience with the agency. The Director of Services also has an MSW from the University of Wisconsin-Madison with 15 years of experience with the agency, including several years of direct service with individuals with high service needs. The Assistant Director of Services has a degree in social work and has been with Porchlight for 15 years. They worked in singles and family case management for nine years, then supervised case managers for five years before moving into this new administrative role last year. The Case Management Supervisor has a degree in psychology, and moved into this supervisory position last year after seven years of direct service with Porchlight.

The Housing First Leasing Project (HFLP) has been in operation since 2009. Porchlight has cultivated and maintained relationships with community landlords over the years in order to ensure the success of the scattered site model. The HFLP case manager has a degree in social work and has been working for Porchlight for 16 years. She is particularly skilled in working with individuals with severe and persistent mental illness, and has been trained in harm reduction and trauma-informed care. This case manager was also Porchlight’s earliest adopter of the Housing First program and philosophy several years ago, and continues to stay abreast of and train others in best practices.

2. Please describe how your project takes proactive steps to minimize or overcome barriers to housing retention.

Porchlight’s permanent supportive housing (PSH) projects operate on Housing First and harm reduction models. In practice, this means meeting participants where they are at and helping them identify and address the specific aspects of their substance use that may put their housing in danger, rather than prescribing treatment or sobriety goals that the participant may not want. Case managers also work with participants to address a variety of other needs that pose barriers to maintaining housing, including mental health concerns and physical health needs. Case managers may make referrals or directly connect participants to other services in the community that may provide additional support. Case management staff trains in Housing First, harm reduction, motivational interviewing, and trauma-informed care.

Case managers work closely with participants to establish trust, and develop and work toward goals based on the participant's unique needs and desires. This consistent engagement with staff is integral in helping participants minimize or overcome barriers to housing retention.

Case management staff also acts as liaison between the program participant and their landlord. This may mean helping the participant understand their lease, ensuring their housing-related needs are being met, or developing payment plans for rent arrears. The case manager may also help resolve issues between participants and address housing-related issues to prevent further incidents. All case management staff meets on a biweekly basis to discuss both challenges and successes, in order to gain outside perspectives on effective ways to connect with and serve program participants.

Since the Housing First Leasing Project (HFLP) is dependent on landlords in the community, the case manager focuses not only on the needs of the residents, but also on the needs of the individual landlords. In extreme circumstances, the case manager will move a resident into a different unit in order to prevent eviction. However, the case manager continually engages with all of the HFLP program participants to find unique solutions to any potential barriers they may have. The case manager also works closely with each resident to ensure that their units are clean and well maintained, for the benefit of both the client and the landlord.

3. In your last operating year:
 - a. How many households exited the program?
Four (4) households exited the program.
 - b. Why did the households exit? (i.e. one was terminated from the program & one moved into subsidized housing & one was evicted):
Two (2) individuals exited to permanent housing in the community, and two (2) individuals passed away.
 - c. If the participant(s) was evicted, please list the reason?
N/A
 - d. Did the program attempt an agency transfer for any of the leavers? If so, what was the outcome?
No transfers were needed.
 - e. How many new households entered the program?
Three (3) households entered the program.
 - f. How many transfers were accepted into the program?
Two (2) transfers were accepted from other agencies, and one (1) new participant was unsheltered.
4. Describe your agency's efforts to improve service quality and outcomes for the program. Please include how you solicit and incorporate feedback from program participants.

The case manager for HFLP has been with the program and some of its participants for many years. She tailors the services she provides to each individual participant, and develops trust by consistently following through. When they provide her with feedback or ask for different services or assistance, she delivers whenever possible. The case manager also facilitates communication between tenants and their landlords as often as needed to keep participants housed.

In the past few years, Porchlight has also thought about how best to utilize our own resources, and has made multiple internal transfers, both between properties and between PSH programs when necessary. This has prevented negative outcomes in some cases, and helped us avoid seeking outside agency transfers for some participants.

In the past year, Porchlight has created an Assistant Director of Services position, and promoted internally for the Case Management Supervisor position. These two staff members are working together to evaluate all case management services, including those for PSH programs, and implement strategies for improvement. The Assistant Director of Services will also be developing, distributing and collecting resident surveys and making recommendations for service improvements based on participant feedback.

5. What percentage of staff members working for this program identify as Black, Indigenous or a Person of Color? This program has only one (1) case manager, who does not identify as BIPOC (0%).
6. How does this program work against systematic racism and other structures of oppression?

HFLP practices Housing First with no preconditions for entry and does not screen out participants with histories of incarceration or evictions, which disproportionately affect BIPOC community members in Dane County. All participants are selected from the Coordinated Entry system. After participants join the program, the case manager assures each of them that she values the time she spends with them, and will do her best to provide comprehensive and equitable services to all. She also builds community amongst participants, and immediately addresses any issues that may result in a participant feeling discriminated against, harassed, or othered based on their identity.

7. How is this program and its practices culturally responsive to the population(s) who participate?

The HFLP case manager strives to use inclusive language, and keep an open dialogue with each of her program participants. She is responsive to varying needs and preferences regarding communication, provides flexibility in how and when she meets participants, and remembers that each participant is the expert in their own experience.

8. What barriers does your project have for participation by Black, Indigenous and Persons of Color (e.g. lack of outreach)? What steps has your agency taken or will take to eliminate the identified barriers?

Porchlight has not identified any barriers for participation by BIPOC folks that can be specifically addressed by the program. All program participants are selected from the Coordinated Entry list. Though there are likely racial disparities caused and/or perpetuated by our community's assessment tool and ranking process, those issues must be addressed on the front end of the Coordinated Entry system. In the meantime, the program will continue to accept participants from the Coordinated Entry list. That said, in the past operating year, 50% of participants enrolling in a Porchlight PSH program were BIPOC, which is greater than the 38% of households without children who identified as BIPOC in our community's last Point in Time count. In the future, if any barriers to participation for BIPOC folks were brought to our attention by participants, funders, or the community, we would certainly work to resolve any issues and eliminate barriers as necessary.

9. **FOR RRH Projects** – Please describe the method the project uses for providing rental assistance (progressive engagement, flat fee for all participants, tiered payments, etc.) and the rationale for this approach.

N/A

10. **For PSH Projects** – Please describe any resources, formal partnerships or best practices the project has to serve participants with the most severe needs.

Porchlight intentionally collaborates with street outreach and shelter providers who were previously working with incoming participants, in order to facilitate warm handoffs, and to ensure that transitions into housing are as smooth as possible. This may also include social workers connected to medical providers, CCS or CSP case workers, or staff from other PSH providers if the participant is transferring from another program.

As with street outreach or shelter, our PSH case managers develop rapport with participants by first meeting their immediate basic needs. That includes making sure they have food, transportation, and essential items for their home. Some of those needs can be met with supplies Porchlight has on hand, and others involve community resources like St. Vincent de Paul, The River Food Pantry, and WayForward Resources.

Porchlight successfully partners with multiple landlords for HFLP, but Madison Development Corp in particular is committed to working with our HFLP case manager to accommodate participants with high needs. They understand the mission, and consistently provide opportunities for Porchlight staff and tenants to meet with the landlord to discuss challenging situations or behaviors and come to a solution together.

11. Please provide any information that will give context to any low scores on the Project Performance Scorecard.

HFLP scored low on the cost-effectiveness measure. However, there is a lot of variation in costs across PSH projects due to several factors, including whether the program is project-based or scattered site, has leasing dollars, supportive services, etc. HFLP is the original housing first model – scattered sites with community landlords and comprehensive supportive services. That is a more expensive model, but an important one for our CoC to have.

We have continued to struggle in both of our programs with a utilization rate that is lower than normal. This has been largely due to the unavailability of vendors to perform unit repairs when an apartment is vacated. Most units in our PSH programs require substantial repairs before the next participant can move in, which has been painfully slow since the pandemic. This has been true for both Porchlight properties and our partner landlords.

Porchlight's programs lost points for Core Committee attendance. The Director of Services consistently attends all Core Committee meetings, but was out on maternity leave for three (3) meetings at the beginning of 2023. She did arrange for coverage before leaving, but Porchlight was especially understaffed during that time, so other duties had to be prioritized over meetings for those couple of months.

BONUS POINTS – N/A

PSH and RRH projects that leverage housing and healthcare resources are eligible for up to 20 bonus points. For housing leverage, please attach a letter of commitment, contract, or other formal documents that demonstrate the number of subsidies being provided or units being provided to support this project. For healthcare leverage, please attach a written commitment that includes the value of the commitment and dates the healthcare resources will be provided.

Information for Bonus points, from p. 103-104 of the NOFO

Leveraging Housing Resources: CoCs will receive full points by demonstrating that they have applied for at least one PSH or RRH project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs. The CoC must demonstrate that these housing units will:

-in the case of PSH, provide at least 25% of the units included in the project

-in the case of RRH, serve at least 25% of the program participants anticipated to be served by the project

Housing leverage can come from the following sources: private organizations, state or local government (including through the use of HOME funding provided through the American Rescue Plan), Public Housing Agencies (including through the use of a set aside or limited preference), faith-based organizations or federal programs other than the CoC or ESG programs.

Leveraging Healthcare Resources: CoCs must demonstrate through a written commitment from a healthcare organization that:

-in the case of a substance use disorder treatment or recovery provider, it will provide access to treatment or recovery services for all program participants who qualify and choose those services; or

-the value of assistance being provided is at least an amount that is equivalent to 25% of the funding being requested for the project, which will be covered by the healthcare organization.

Sources of healthcare resources include: direct contributions from a public or private health insurance provider to the project (e.g. Medicaid) and provision of health care services by a private or public organization (e.g., Ryan White funded organization) tailored to the program participants of the projects.