



**FY2019 Continuum of Care
Supplemental Questionnaire
New Projects, Renewals, DV Bonus and Permanent Housing Bonus**

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 Supplemental Questionnaire for each program.

This form is due on **To be decided based on NOFA** by e-mail to hsc@cityofmadison.com. 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.**

Name of Agency: Institute for Community Alliances

Name of Project: Dane CoC Coordinated Entry

Proposed Amount: \$267,611

Please answer the following questions:

Project applications will be reviewed based upon adherence to the HUD CoC Program Interim Rule, FY19 CoC NOFA, and FY19 CoC NOFA Policy Priorities, as well as results of the Performance Measure Ranking Criteria.

1. Describe experience of each grantee (and sub-grantee) for administering this type of HUD-funded program. Please describe experience for all staff involved with this program.

Institute for Community Alliances

The Institute for Community Alliances (ICA) is the HUD CoC Program coordinated entry grantee for the Dane and Racine CoCs in Wisconsin, the CE grantee for Sioux City, Iowa and a sub-grantee for the coordinated entry project in the Iowa Balance of State CoC. ICA has considerable experience managing HUD CoC Program funding as the HMIS Lead Agency for 33 CoCs in 11 states.

ICA is an integral partner in the Dane CoC CE system, and has served as the CE lead agency for over one year. ICA employs the CE System Manager who works with CE staff from three partner agencies, and oversees the system as a whole. The CE Manager is responsible for chairing the housing placement meetings for singles and families, collects evidence used to document a participant's chronic homeless status, and ensures that the system is well advertised and accessible to participants. ICA also employs the CE case manager at The Beacon. The CE case manager is available for participant screening, assessment and referral during The Beacon's operating hours. The CE case manager conducts follow-up calls to participants currently on the priority lists to ensure that the housing priority lists are accurate.

ICA worked with the other CE partner agencies, the HSC Core Committee and the CoC Coordinator to develop and implement the standards and guidelines for the Dane CoC coordinated entry system. As the Homeless Management Information System (HMIS) Lead Agency, ICA developed the CE referral and prioritization process, and provided extensive training to HMIS users in Dane County in order to operationalize the CE system. ICA HMIS and CE staff currently provide assistance to agencies in making referrals to the

permanent housing priority lists and accepting referrals off the list. ICA staff are active on the HSC Core Committee, and work closely with the CoC leadership to monitor CE and the CoC system performance.

ICA has an eight person management team with a combined 60 plus years of experience administering HUD CoC grants, including general fiscal management and staff supervision. The ICA management team is geographically dispersed throughout its service delivery area, with management operating in Des Moines, IA, Jefferson City, MO, Omaha, NE, Madison, WI, and Minneapolis, MN. The ICA executive assistant/grant manager operates from its headquarters in Des Moines, IA, and works with the management team on a daily basis to track project revenues and expenditures. Budgets and bookkeeping for each of the five major HMIS implementations are tracked separately, with commingling of funds from each project strictly prohibited.

Oversight and responsibility for the five major systems is disbursed between the management team members, with each regional director maintaining responsibility for their respective projects and CoC grants.

The Salvation Army of Madison

The Salvation Army of Madison (TSA) has been the point of entry for families experiencing homelessness for many years. TSA has a dedicated CE case manager who has been performing coordinated entry tasks for the last five years. TSA completes CE assessments (VI-SPDATs) with all eligible families and single women staying in emergency shelter. Staff enter the assessments into HMIS, refer participants to the housing priority list, and conduct follow-up calls with families currently on the priority list in order to maintain an accurate list of families in need of permanent housing. TSA staff attend the housing placement meetings for families, and participate in the development and on-going evaluation of the system through the HSC Core Committee.

Porchlight, Inc.

Porchlight has staff members trained to administer CE assessments across several programs, including outreach, shelter case management, and the Veterans GPD program. Porchlight employs a CE case manager who works 40 hours/week with time split between The Beacon and the Men's Drop-in Shelter. The CE case manager conducts participant screening and assessment, makes referrals to the priority list and assists with participant follow-up calls. Porchlight has staff representation on the HSC Core Committee. Porchlight's Director of Services and its HMIS Administrator actively work to improve the accuracy of the priority list by participating in data cleanup and collection, and directing efforts to locate individuals and additional information as needed.

Tenant Resource Center

The Tenant Resource Center (TRC) employs a CE Case Managers who works at TRC providing prevention screening and referral services for the CE System. The prevention screening and assessment uses the prioritization requirements listed in the Dane County Written Standards. The prevention CE case manager refers participants to prevention projects operated by TRC and Porchlight. TRC staff participate on the HSC Core Committee.

2. Out of total program budget, including leveraged funds, what percentage are HUD funds? Please provide a breakdown of funding sources and amounts for this program. (Not scored, for information only)

Funding breakdown:

HUD CoC Grant - \$267,611 (79% of total project funding)

City of Madison - \$40,000 (12% of total project funding)

Dane County - \$30,000 (9% of total project funding)

Total Cost: \$337,611

3. Please describe how your project takes proactive steps to minimize or overcome barriers to housing retention. For Coordinated Entry, please describe how your project takes proactive steps to minimize barriers to access of the Coordinated Entry System.

The CE system minimizes barriers to access through the availability of multiple access points. Individuals and families in need of emergency shelter can contact emergency shelters directly for shelter services. Participants can also access the CE system through The Beacon, the day resource center, during The Beacon’s operating hours.

The CE system is well advertised on the HSC website. CE staff created and distributed marketing materials in both English and Spanish to HSC agencies and other service providers. Information about access points is provided to potential participants via food pantries, health clinics, mental health providers, schools, law enforcement, the county job center and 2-1-1. Street outreach workers connect participants living in places not meant for habitation to the CE System. The CE System utilizes a language access phone line to ensure that all participants are able to receive assistance through CE.

4. In your last operating year: (N/A for New Projects)

How many households exited the program?

Why did the households exit? (i.e. one was terminated from the program & one moved into subsidized housing & one was evicted):

If the participant(s) was evicted, please list the reason?

Did the program attempt an agency transfer for any of the leavers? If so, what was the outcome?

How many new households entered the program?

How many transfers were accepted into the program?

Not applicable

5. If a participant exits to a non-permanent destination does your agency have the capacity to provide ongoing support services? If so, for how long? Please describe the scope of services provided (Not scored, for information only)

Not applicable

6. What is the status of the program’s written standards checklist submission? Check one box below.

- The program has submitted the applicable written standards checklists to CoC Coordinator. All sections were answered with yes or N/A.
- The program has submitted the applicable written standards checklists to CoC Coordinator. One or more questions were answered with no. Specify the section:

Marketing

6. Marketing materials are reviewed annually.		X	We have not had the materials for one full year to warrant a review.
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Assessor Training

<p>1. New Coordinated Entry staff receive training on the following:</p> <ul style="list-style-type: none"> a. HMIS Licensure b. Coordinated Entry Policies & Procedures and Written Standards c. How to Conduct the Coordinated Entry Assessment in HMIS d. How to initiate the referral process in HMIS e. How to conduct/enter the VI-SPDAT f. Best practices for engagements with families g. Fair Housing Laws in Dane County h. HUD’s Equal Access Rule i. Cultural and Linguistic Competency j. Trauma Informed Care k. Harm Reduction l. Client Confidentiality m. Housing First n. Domestic Violence 101 & Safety Planning 		X	<p>CE staff receive training on letters A, B, C, D, E, H, L and M.</p> <p>Letters F, G, I, J, K and N are not incorporated in CE training protocol from CE Manager, but can be included in the future. CE Manager can also inform CE staff about upcoming trainings pertaining to these topics so staff can sign up for them.</p>
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BOLO list – No longer used by CE

Evaluation

<p>4. The CE manager gives monthly updates to the Core Committee and receives feedback.</p>		X	<p>The CE Manager has presented to the HSC Board, but regular updates have not been part of the Core Committee agenda.</p>
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- The program receives EHH or CoC funds but has not submitted the checklists to CoC Coordinator. They are submitted with this application.
- The program is currently operating but not receiving EHH or CoC funds. Applicable checklists are submitted with this application.
- The proposed program is new and currently not operating. Applicable checklists were filled out based on the agency’s plan for compliance and are submitted with this application.

7. New Projects and those operating less than one fiscal year only. Please provide a data narrative on what your project has accomplished thus far or what you hope the project will accomplish once in operation. Data points to include are those found on the performance spreadsheet and include: expenditure of funds, data quality, cost per exit, utilization rate, increase in participant income, successful exits, and returns to homelessness. (https://docs.google.com/spreadsheets/d/1uYsK2uru_gqf085cjmuk_6RTipc5xOOU5xDv3I9tZc/edit?usp=sharing)

Not applicable

8. Is your agency actively participating in the Homeless Services Consortium (HSC)? List names of staff who participates in HSC Committees or Work Groups below.

Committee Name	Staff Name
Community Plan to Prevent and End Homelessness Oversight Committee	Salvation Army – Katie Jaeger
CORE Committee	ICA – Maggie Carden, Katie Spaeth; TRC – Robin Sereno; Porchlight - Kim Sutter, Wendy Siewert (as needed); Salvation Army – Tara Barica, Casey Yanta, Melissa Sorensen
Education and Advocacy Committee	Salvation Army – Casey Yanta, Katie Jaeger
Point-In-Time Committee	Porchlight - Glenn Ruiz, Will Brewer, Ben Jackson; TRC – Robin Sereno, Sarah Fink, Abbey Vaassen, Sawyer Johnson; Salvation Army – Tara Barica
Nominating & Governance Committee	ICA – Maggie Carden; Salvation Army – Katie Jaeger
Committee to End Youth Homelessness	TRC – Robin Sereno, Sawyer Johnson; Salvation Army – Allison Grant
Shelter Providers Committee	ICA – Madeleine Martino Fox; Salvation Army – Brehan Gevelinger Porchlight - Liz Duffie, Preston Patterson;
HSC General Membership Meetings	Porchlight - Kim Sutter (Membership Chair), Fred Hill, Shanita Lawrence, Marjorie Lewis, Liz Duffie; TRC – Robin Sereno, Sarah Fink, Abbey Vaassen, Sawyer Johnson; Salvation Army - Kim Tesch, Allison Grant, Kirsten Conrad, Brittany Wiest, Casey Yanta, Nicole Norris, Tara Barica
HSC Board of Directors	ICA – Maggie Carden; TRC – Robin Sereno Porchlight - Kim Sutter, Liz Duffie;
Built for Zero	ICA – Katie Spaeth; Porchlight – Hannah Anderson
Outreach Providers Group	Porchlight - Will Brewer, Ben Jackson; TRC – Sarah Fink
Family Placement Group	ICA – Katie Spaeth; Porchlight – Wendy Siewert; Salvation Army – Casey Yanta, Tyree Dunn, Patricia Gaffney, Tara Barica
Housing and Health (H2)	Porchlight – Kim Sutter, Liz Duffie

Alignment with Housing First Principles (N/A for Coordinated Entry)

1) Please attach your agency and/or project written policies or procedures that **clearly demonstrate participants are NOT SCREENED OUT based on the following criteria**, and indicate the document and page number where the panel can find each provision.

Please Note: if a policy or procedure applies to all CoC-funded projects or agency-wide, you may submit one copy per agency. If you have different policies or procedures for different projects or project types, submit one copy of each relevant policy and specify to which project or projects each one applies.

	Name of Document/File	Page Number	Name of Project(s) (or "All Projects")
Having too little or no income			
Active, or history of, substance use or a substance use disorder			
Having a criminal record *			
History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)			

*1A) Please note if there are specific criminal records the program denies for, what they are and the reason for denial.

2) Please attach your agency and/or project written policies or procedures that **clearly demonstrate participants are NOT TERMINATED from the program for the following reasons**, and indicate the document and page number where the panel can find each provision.

Please Note: if a policy or procedure applies to all CoC-funded projects or agency-wide, you may submit one copy per agency. If you have different policies or procedures for different projects or project types, submit one copy of each relevant policy and specify which project or projects each one applies to.

	Name of Document/File	Page Number	Name of Project(s) (or "All Projects")
Failure to participate in supportive services			
Failure to make progress on a service plan			
Loss of income or failure to improve income			
Being a victim of domestic violence			

Policy for Funding Consideration

To be eligible for funding consideration, Project Applicants must meet the following criteria:

All Project Sponsors

- Must meet all HUD eligibility criteria
- Must meet all pre-application deadlines set by the CoC.
- Must have met all program requirements for most recent program year to be eligible for application.
- Must be a 501(c)3, 501 (c)4, PHA or local government
- Must possess legal authority to apply for and receive funds and carry out activities authorized by the CoC Program.
- Must provide supplementary match funds required by HUD.
- Must participate fully in the Dane County CoC process to coordinate and integrate with other mainstream programs for which homeless populations may be eligible.

- Must assume responsibility for preparing an accurate and complete application for submission to HUD that meets all federal rules and regulations.
- Must be in compliance with all local, state, and federal civil rights laws and Executive Orders as well as all standards outlined in the U.S. Department of Housing and Urban Development CoC NOFA.
- All project applicants must meet any HUD certification requirements as outlined in the 2019 CoC NOFA.
- Project applicants for new projects will be required to enter data into the HMSI system, with the exception of Domestic Violence programs that are exempted by the Violence Against Women Act.

Signature: _____ Date: _____

Contact Person: _____ E-Mail Address: _____

Phone Number: _____