



**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 Monday August 26th 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: **YWCA Madison**

Name of Project: **House-ability**

Proposed Amount: **\$438,201**

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.

YWCA Madison has two sub-grantees for the House-ability Program: The Road Home and The Salvation Army. Our three agencies have worked together on this program since 2008. Additionally, The Road Home and YWCA Madison have a partnership with the Second Chance Apartment Project going back to 2002. Second Chance began receiving HUD funding in 2004.

The Road Home started providing shelter to families experiencing homelessness in 1999. Since that time, they have expanded their programming to include housing programs for families. In March 2018, The Road Home ended their shelter program in efforts to increase permanent housing options for homeless families. The Road Home has purchased buildings on the North and West sides of Madison to provide permanent housing to families. They are also the social service (mostly case management) provider for an affordable permanent housing program, medical respite shelter, and PHA supported program for families who have successfully maintained permanent housing and proved to attain self-sufficiency. The Road Home has administered CoC funds for 12 years.

The Salvation Army has provided services in Dane County for 125 years. They serve as the point of entry for family shelter and have also expanded their programming to include housing programs for families and single women experiencing homelessness. In recent years, The Salvation Army developed a partnership in the community to expand permanent housing options (both PSH and RRH) for families and single women.

YWCA Madison has provided housing in Dane County for over 100 years. We operate a family shelter and two family housing programs at our downtown facility. In addition, we have expanded services to include supporting formerly homeless families in obtaining and maintaining housing in our community.

The three agencies work very closely together. Due to the fact that we collaborate on several housing programs, we are in constant discussion about how to best serve families. Depending on the collaborative program, the three agencies meet on monthly, bi-monthly, and/or quarterly bases where successes and challenges are discussed. We share information on best practices and discuss how we might implement them into our agencies. For example, staff are trained in housing first principles, harm reduction, and trauma informed care to ensure participants are served as effectively as possible. Staff at all three agencies are committed to ending homelessness and examining how our programs are meeting this goal for our community.

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)

HUD funds= \$438,201

Program income=\$33,340

*United Way= \$24,325 (applied for, not yet confirmed)

Total=\$495,866

HUD funds account for 88.3% of total budget including leveraged funds

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.

Case managers provide support to program participants, mediating any conflicts and addressing concerns as they arise. The main focus of case management is housing retention so case managers address the participants' ability to increase income (if appropriate/needed), budgeting, securing a payee (if wanted/needed), and other issues that may affect housing. The program coordinator and case managers maintain regular communication. Together, the program coordinator and case managers meet monthly to ensure program challenges and successes are being shared. Additionally, the program coordinator and their supervisor meet with leadership staff at the other agencies monthly, and all staff involved in the House-ability program (coordinator, case managers, and supervisors) meet on a quarterly basis.

The House-ability Coordinator provides support to landlords to attempt any mediation that may be needed. In attempt(s) to maintain positive relationships with landlords (with the goal of serving additional participants), the House-ability program can pay for damages to leased units. If warranted, program staff work to relocate families when problems arise to prevent any legal action being taken. The program coordinator and case managers are constantly assessing for goodness of fit for housing placements and will attempt to transfer a participant to another unit and/or program if the need arises.

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?

During the last operating year, 7 families exited the program. Of these 7, 4 families successfully transitioned to the Moving up Program (MUP). Recently created, the MUP program provides section 8 vouchers to families who have

demonstrated an ability to increase their self-sufficiency as well as proven an ability to maintain housing with minimal supports. Families in the MUP program still have the ability to receive case management support from The Road Home, if desired.

Another family was exited from the program due to not having any children living in the household. Multiple supports were provided to this family including a program extension after the head of household experienced a period of incarceration. Another family was exited due to the head of household being murdered. Due to the murder, the HOH's mother decided she did not want to continue living in the unit which the HOH rented, and the HOH's child went to live with another family member. The last exited family voluntarily moved to another state and relinquished her program spot.

5 new households entered the program during the last operating year. Of these 4, 1 family was accepted due to being transferred from another PSH program. Due to overserving families in the previous fiscal year (due to a transfer), all parties agreed to serve one less family during the last operating year (23 families instead of 24). The program coordinator continues to work with the Coordinated Entry Manager to receive names of families at the top of the PSH prioritization list.

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)

YWCA's housing first coordinator currently provides coordination for 2 HUD funded programs. Due to the nature of the programs, compliance, and other duties, the program coordinator does not have the capacity to provide ongoing and consistent support services. In the cases we have a family exit to a non-permanent destination, the three agencies have communicated about the needs and attempt to come up with a plan of action. In most cases, the family's last case manager will maintain contact and assist the family with navigating other housing and community resources.

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:

(PSH checklist) 6. Agencies will have a written policy on ensuring participant safety during periods of extreme weather (hot and cold).

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_gqf085cifmuK_6RTipc5x0OU5xDv3l9tZc/edit?usp=sharing)

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	Jenna Schmitt, Belinda Richardson (TRH)
CORE Committee	Jael Currie (YWCA), Melissa Mennig & Justin Burton (TRH), Tara Barica (TSA)
Education and Advocacy Committee	Jenna Schmitt (TRH), Jessica Oswald (YWCA), Casey Yanta (TSA)
Point-In-Time Committee	Elizabeth Hendrickson & Jenna Schmitt (TRH)
Nominating & Governance Committee	Kristin Rucinski (TRH)
Committee to End Youth Homelessness	Katey Nelson & Rachel Hernandez (YWCA)
Shelter Providers Committee	Jael Currie (YWCA), Tara Barica (TSA)
HSC General Membership Meetings	Melissa Mennig (TRH), Rachel Hernandez, Jael Currie, & Katey Nelson (YWCA)
HSC Board of Directors	Melissa Mennig (TRH)
Built for Zero	
Outreach Providers Group	
Family Placement Group	Katey Nelson, Jessica Oswald, & Tamaha Shepherd-Jones (YWCA), Melissa Mennig, Zach Stephens (TRH), Tara Barica (TSA)
Housing and Health (H2)	

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	HA Policy & Procedure Manual	1	House-ability
Active, or history of, substance use or a substance use disorder	HA Policy & Procedure Manual	1	House-ability
Having a criminal record *	HA Policy & Procedure Manual	1	House-ability
History of domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)	HA Policy & Procedure Manual	1	House-ability

*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	HA Policy & Procedure Manual	5-6	House-ability
Failure to make progress on a service plan	HA Policy & Procedure Manual	5-6	House-ability
Loss of income or failure to improve income	HA Policy & Procedure Manual	1 & 4	House-ability
Being a victim of domestic violence	HA Policy & Procedure Manual	4	House-ability

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: _____