



**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](mailto:hsc@cityofmadison.com). If you have questions, please contact Torrie Kopp Mueller, [tkoppmueller@cityofmadison.com](mailto: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:** Lutheran Social Services of Wisconsin and Upper Michigan, Inc.

**Name of Project:** LSS Housing First

**Proposed Amount:** \$96,244

**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.**

LSS has administered Transitional Housing (TH) programs funded under the Housing and Urban Development (HUD) Continuum of Care Program (CoC) for over two decades. HUD CoC funded TH programs serve homeless youth, adults, and families and include rental assistance, comprehensive case management (including needs assessment and goal planning), skill building activities, and referral to local resources that provide supplemental services including behavioral health counseling, medical services, legal services and advocacy, childcare, transportation, and employment and educational programs and services. Case managers also assist clients in accessing mainstream benefits. LSS also administers a TBRA program for the City of Racine and is an experienced property owner and manager. Because LSS has extensive experience in providing TH programming and due to our adoption of the Housing First Model we feel confident that we can effectively utilize the requested federal funds to provide PH-RRH programming and that we possess the experience and expertise to offer RRH services with fidelity to the model.

**Derek Moran**, Director of Housing Services has experience in providing oversight of multiple Housing programs including; HUD Housing, Homelessness Services, HUD Service Coordination, TBRA Programming, and Older Adult Services.

**Lindsay Fortin**, Program Manager, Housing Services has experience in Property Management (Ms. Fortin supervises property managers in 8 locations throughout Wisconsin and Upper Michigan) and Homeless Assistance services including Supportive Housing Program - Transitional Housing and TBRA Programming.

**Housing Case Manager – To Be Hired.** The Housing Case Manager will have knowledge of the local community, ability to work effectively with local landlords, case management experience, knowledge of HUD program regulations, ability to coordinate with local and mainstream benefits providers, and experience coordinating outreach activities.

**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)

Of the total program budget, 79% represent HUD funds; HUD total request is \$96,244; matching funds in the amount of \$25,000 will be provided by the LSS Foundation.

**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.**

LSS takes proactive steps to minimize barriers to access of the Coordinated Entry System in a number of ways: the LSS Housing First program maintains low screening barriers in order to partner fully with the CES; LSS works collaboratively with the CoC to use information about service needs and gaps (provided by the CES process) to help identify needed resources; the LSS Housing First program will house people quickly and without preconditions or service participation requirements; LSS supports the standardized assessment process; LSS will accept all eligible referrals; and LSS will work with the CoC to provide services to those people who have been prioritized for services due to their level of vulnerability or the severity of their service needs.

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

**How many households exited the program?** 0

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

**If the participant(s) was evicted, please list the reason?** N/A

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

**How many new households entered the program?** 1

**How many transfers were accepted into the program?** 0

The program has been operating since 7/1/2019.

**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)

For clients exiting to non-permanent destinations, the LSS Housing Case Manager will continue to provide support and referrals for up to one month; the focus of these services will be reconnecting the client with safe stable housing. Once the food/personal needs pantry is operational, clients exiting to a non-permanent destination will have access to pantry items until they are stably housed.

**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: \_\_\_\_\_

- 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\\_6RTip5xOOU5xDv3I9tZc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1uYsK2uru_gqf085cifmuK_6RTip5xOOU5xDv3I9tZc/edit?usp=sharing))

In LSS Housing First - Dane we have housed one individual in under a month of receiving her as a referral. We have developed relationships with landlords and have networked with other agencies. As a result we have received a list of landlords who are willing to work with programs such as ours. We have developed relationships which allow us to more quickly track down referrals who may not have a phone or known location.

In the next 6 months we plan to be at full capacity in our program with all 6 units being utilized. Our staff receives training in trauma informed care, HMIS, and HQS inspections; we are planning to provide additional training opportunities related to exploitation, harm reduction, and motivational interviewing. We are researching additional grant opportunities that will allow us to provide food pantry items and household goods (bedding, dishes, and basic needs) to our clients prior to their being connected with additional community resources. We are also reviewing opportunities that would provide flex dollars that would allow us to work with landlords on damages, sign-on bonuses, or vacancy fees.

**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.**

\*\*We are in the process of hiring a new Housing Case Manager; this staff person will attend CoC meetings regularly and will participate in relevant work groups/committees.

Committee Name	Staff Name
Community Plan to Prevent and End Homelessness Oversight Committee	
CORE Committee	
Education and Advocacy Committee	
Point-In-Time Committee	
Nominating & Governance Committee	

Committee to End Youth Homelessness	
Shelter Providers Committee	
HSC General Membership Meetings	
HSC Board of Directors	
Built for Zero	
Outreach Providers Group	
Family Placement Group	
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.

**N/A**

**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: 8/23/2019

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