

**Steering Committee Conference Call Minutes**  
**January 10, 2008, 10:30 a.m.**

**Participants:**

Anne Obell, Western IL Regional Council  
Cheryl Esselman, Two Rivers Regional Council  
Cindy Grawe, Madonna House  
Dan Little, MCS Comm. Services  
Glenda Farkas, West Central IL Center for  
Independent Living  
Jane Lear, HUD

Kara Kinder, Western IL Univ.  
Lori Sutton, Western IL Univ.  
Melissa Holden, YWCA of Quincy  
Royal White, Western IL Regional Council  
Suzan Nash, Western IL Regional Council  
Tammi Lonergan, MCS Comm. Services

1. Welcome (Glenda Farkas)
2. Housing Provider Update/Personnel Changes
  - a. MCS (Tammi Lonergan): MCS's units are full. One client is ready to move out when the housing authority has opening.
  - b. YWCA (Melissa Holden): The YWCA will place two new clients from Madonna House and QUANADA next week. They will be changing one unit to one recently remodeled. Another transitional client will leave at the end of the month. Their permanent housing program will have an opening in February.
  - c. WIRC (Royal White): The family in the Bushnell unit moved into a Habitat for Humanity house. The Bushnell unit is open with no applicants as of today. WIRC will be meeting with a client to fill the Macomb unit. There are two open units in Monmouth. It looks like they have a family to move into the one unit and are reviewing another family for the second unit.
  - d. Two Rivers (Cheryl Esselman): Two Rivers is currently out of shelter funds until July 1.
  - e. Madonna House (Cindy Grawe): There should be a couple of opening after the 21<sup>st</sup>. There are a couple of people on the waiting list that will fill these openings.
3. New Business
  - a. Point-in-Time (PIT) Counts (Lori Sutton): The PIT counts will be completed on January 30, 2008.
  - b. Newsletter/Website Update: A newsletter will be develop to send out with the mailing asking individuals to update the website information. The newsletter will focus on a success story from each area. Kara Kinder, the WIU graduate student working with Lori Sutton will contact each group for information.
  - c. Renewals Funded: On December 21, 2007, HUD announced the results of the 2007 HUD CoC grant application. All three of our agencies got the funding they requested. Illinois got \$82 million. Previous years, Illinois has ranked 4<sup>th</sup> nationwide on funds received.
  - d. There was discussion about a letter from HUD in regards to conflict of interest. The CoC-funded agencies did receive a letter asking about how many units are owned, leased, and office space usage.
  - e. 2008 SuperNOFA (Jane Lear): It is quite possible that the 2008 CoC grant application will be done electronically. One problem with the electronic application process, that everyone wants to wait to the last minute to apply, which can mean sitting at the computer 8-10 hours, waiting your turn until the grant is

uploaded and a receipt is received. If you wait to the last minute, you may not get funded if you do not get the grant submitted on time.

Start to work on the application once it appears in the *Federal Register*. You can watch HUD's website for the information – at **HUD.gov**, select **Grants** on the left menu, and then select **Funds Available** (left submenu). Look for FY08 Funds Announcement. Lori usually tries to send an e-mail to let everyone know that the grant has been released.

Each agency needs to register on **grants.gov**. Registration is a five step process, please make sure you get a receipt to ensure you have completed the registration process. Make sure to register early. **REGISTER NOW**. Sometimes it takes several weeks to find out you are registered. Agencies need to make sure they have a DUNS numbers and the Central Contract Registry (CCR) needs to be updated on an annual basis.

Glenda recently got a grant from the Department of Education and she had to go through the registration process.

**AFTER CALL FOLLOW-UP:** HUD has a brochure on their website about registering with **grants.gov**. The URL is:

<http://www.hud.gov/offices/adm/grants/regbrochure.pdf>

- f. Cindy Grawe is the new clinical director at Madonna House. Cindy started with the Madonna Housing in October.
4. Future meetings/conference calls (normally 2<sup>nd</sup> Thursday of month)
    - Feb. 14, 10:30 a.m., WCICCC Full Continuum conference call
    - March 13, 10:30 a.m., WCICCC Steering Committee conference call