

WCICCC Steering Committee Meeting and Conference Call
May 7, 2009, 10:30 a.m.
Location: YWCA of Quincy

Conference Call Number: 309-298-3682

Attendees: Glenda Farkas, West Central Illinois Center for Independent Living; Melissa Holden, YWCA of Quincy; Tami Lonergan, MCS Community Services; Cheryl Esselman and Becky Pruden, Two Rivers Regional Council, Lori Sutton and Ryan Amos, Western Illinois University

By Phone: Barb Banker-Chapin, Transitions of Western Illinois; Heide Prather, Salvation Army; and Suzan Nash, Western Illinois Regional Council.

1. Welcome
2. Housing Provider Update/Personnel Changes
 - a. YWCA of Quincy: No changes to report. The summer intern will start to use ROSIE.
 - b. MCS Community Services: One opening. Looking for new landlords.
 - c. Western Illinois Regional Council (WIRC): All units are full. WIRC received their lease termination letter from McDonough County Housing Authority. The lease expires on 2/28/2010 and WIRC will need to work a new plan for units.
 - d. Transitions of Western Illinois: St. Anthony group home is completed and ready to move into in June. There are six beds in the group home.
3. 2008 2008 CoC and Rapid Re-Housing Debriefing Summaries – Summaries were distributed by HUD on April 20. Below is the Exhibit 1 score, please see handout for additional details.

Scoring Category	Maximum Score (Points)	CoC Score Points	CoC Score Percent of Total
CoC Housing, Services, and Structure	14	11.75	84%
Homeless Needs and Data Collection	24	16.25	68%
CoC Strategic Planning	16	7	44%
CoC Performance	28	17.75	63%
Emphasis on Housing Activities	18	12	67%
Total CoC Score	100	64.75	65%

4. 2009 SuperNOFA Announcements – Nothing new to report. An e-mail from the Illinois Association of Community Action Agencies, January 2009, reported that HUD will not issue a SuperNOFA, instead a series of individual NOFAs. Currently, the CoC NOFA is scheduled for May or June.
5. WCICCC Social Work Intern Update Intern – Ryan Amos is the social work intern that is working with Lori Sutton on continuum related projects. Ryan plans on graduating from Western Illinois University in May. Ryan creating a history of the continuum document and evaluating the Point-In-Time process.
6. Homeless Prevention and Rapid Rehousing Program (HPRP) – On April 23 Patrick Davis, DCEO sent out an e-mail with the funding distributions by continuum. Our continuum will get \$896,141 of \$19,677,909 available. The funds will be distributed through the DHS Homeless Prevention funding mechanism to the three community action agencies – MCS Community Services, Two Rivers Regional Council, and Western Illinois Regional Council (WIRC). The DHS Homeless Prevention funds are distributed with 31% to MCS, 44% to Two Rivers, and 25% to WIRC. If the allotment was distributed by household, then 24% to MCS,

42% to Two River, and 34% to WIRC. DCEO has elected to enter into two –year grant agreements with subgrantees, this will allow grant ending date extension for those who struggle to meet the two-year expenditure deadline. Please see the “Substantial Amendment to Consolidate Plan 2008...(HPRP) handout for more information about DCEO’s responses to HUD.

HUD is sponsoring regional 1 ½ day training for HPRP grantees and subgrantees to hear about HUD’s expectations and visions for the HPRP. There is a Chicago session scheduled for June 4 and 5, registration closes May 26. See handout for details.

7. New Business

8. Calendar for Upcoming Year

- May 12 or 13, IL DHS Emergency Food and Shelter and Supportive Housing Programs Training for new web-based reporting system, Crowne Plaza, Springfield (see handout)
- May 12, Financial Management Training for SHP and S + C Grantees, Springfield (see handout)
- May 13 & 14, Financial Management Training for SHP and S + C Grantees, Chicago (see handout)
- May/June HUD CoC Grant Application Process to begin
- June-October, Corporation for Supportive Housing’s Illinois Dimensions of quality training Series (see handout)
- June 11, 10:30 a.m. Steering Committee Conference Call
- July, need to set up HPRP CoC planning
- TBA Full Continuum Meeting

Chicago, IL 60604
 Phone: (312) 913-8738
 Fax: (312) 353-5417
Norm.Lally@ihud.gov

CoC Name: West Central Illinois CoC
 CoC Number: IL-519

National Scoring Information

High Score: 92.0
 Low Score: 35.75
 Median Score: 78.5
 Funding Line: 78.25

The below chart indicates the maximum amount of points available for each scoring category and the actual score a CoC received.

Scoring Category	Maximum Score (Points)	CoC Score (Points)
<i>CoC Housing, Services, and Structure</i>	14	11.75
<i>Homeless Needs and Data Collection</i>	24	16.25
<i>CoC Strategic Planning</i>	16	7
<i>CoC Performance</i>	28	17.75
<i>Emphasis on Housing Activities</i>	18	12
Total CoC Score	100	64.75

Competition Summary:

- An unprecedented number of local programs received more than \$1.4 billion.
- 1,110 of the project awards target individuals experiencing chronic homelessness.
- More than \$783 million was awarded to projects that provide permanent housing solutions for homeless persons.
- 3,364 local projects that serve families with children received \$812.5 million.
- To receive competitive funding, a CoC must have scored at least 78.25. There was no minimum score in 2008; therefore all CoCs that submitted renewal project applications received some funding.

Points to Consider:

- Changes are made to the NOFA on an annual basis. The categories and scoring issues discussed in this debriefing apply specifically to the 2008 competition.
- Language in the NOFA and Exhibit 1 application may place more emphasis on certain sections than previous years.
- All application forms in **e-snaps** are important and should have been filled out completely and accurately in order to receive full credit for the answers. Additionally, CoCs should have attached all requested documentation, as appropriate. SNAPS provided detailed instructions and training materials to ensure applicants' ability to accurately complete the exhibit.

- In 2008, the points available for CoC scoring were 100 points versus 60 as in previous competitions, with the majority of points going to the data collection and performance sections. This resulted in a wider point spread for scoring categories.
- At the project level, renewal project budgets should have been consistent with the approved grant inventory worksheets. Also, project applicants needed to carefully make selections regarding component type as this determined which questions were made visible to them.

For the 2008 Competition, HUD awarded up to 100 total points for all five scoring categories: CoC Housing, Services and Structure, CoC Strategic Planning, CoC Performance, CoC Enrollment and Participation in Mainstream Programs, Housing Emphasis, and Housing and Employment Performance. A detailed explanation of each category is provided below to assist your continuum in its self-evaluation.

2008 Point Structure:

Part I: CoC Housing, Services, and Structure—14 total points

- › The extent in which a CoC's application demonstrated:
 - The existence of a coordinated, inclusive, and outcome-oriented community process;
 - Process includes nonprofit organizations, state and local governmental agencies, public housing agencies, housing developers and service providers, school systems, law enforcement, hospital and medical entities, funding providers, private businesses and business associations, jurisdictional ten-year planning bodies, and homeless or formerly homeless persons;
 - CoC has a process in place to achieve fair and impartial project review and selection, with representation and input from diverse parties;
 - A well-defined and comprehensive strategy developed to address the components of a CoC system, and that the strategy has been designed to serve all homeless subpopulations in the community;
 - That a CoC has created, maintained, and built upon a community-wide inventory of housing and services for homeless families and individuals; identified the full spectrum of needs of homeless families and individuals; and coordinated efforts to fill gaps between the current inventory and existing needs.
- › Summary of CoC Results on Part I:
 - Most CoCs attached the correct version of the electronic Housing Inventory Chart.
 - Although monthly or more was ideal, the primary decision making group for almost all CoCs met at least quarterly.
 - CoC Committees, Subcommittees and Workgroups should have been limited to only those groups involved in CoC wide planning activities.

Part II: Homeless Needs and Data Collection—24 total points

- The extent to which a CoC's application demonstrated:
 - An understanding of the number of homeless individuals and families within the CoC and their needs, including an accurate and timely count of sheltered and unsheltered homeless persons. The frequency and methods used to conduct the point in time count of sheltered, unsheltered and subpopulations were considered.
 - Progress in the implementation and operation of an HMIS, including data quality and usage, bed coverage (excluding domestic violence providers), Data Standards compliance and HMIS training.
 - AHAR participation assessed by the number of table shells included in the 2007 AHAR. It was not a requirement that CoC-wide data be used; table shell data from at least one jurisdiction within the CoC qualified the entire CoC as participating in AHAR. The greater the number of table shells used in the 2007 AHAR, the higher the CoC's score.
- › Summary of CoC Results on Part II:
 - This section was worth 25 percent of points allocated in Exhibit 1. The majority of points in this section were devoted to those questions about HMIS.

- Although most CoCs indicated an HMIS Implementation date prior to October 2006, most CoCs demonstrated low bed coverage on one or more of the housing types. CoCs should strive to have 86 percent or more bed coverage for each housing type within the CoC.
- Many CoCs lost points for either not participating in AHAR or for having a high percentage of null or missing values.
- Although a point-in-time count is only required every two years, many CoCs conducted a point-in-time in 2008 as well. CoCs that indicated a date outside of the last 10 days of January (2007 or 2008) should have received a waiver from HUD.
- CoCs were asked to describe methods used to collect data on sheltered and unsheltered populations and subpopulations. Failure to address each question separately resulted in a loss of points. Responses should have demonstrated consistency with HUD's point-in-time guidelines.

Part III: CoC Strategic Planning—16 total points

- The extent to which a CoC's application demonstrated:
 - The existence of, and alignment with, a performance-based 10-year strategy for ending chronic homelessness that establishes specific action steps to achieve the five objectives indicated in the NOFA;
 - The Continuum's progress in working with the appropriate local government entity to develop and implement a discharge policy for persons leaving publicly funded institutions or systems of care;
 - Demonstrates leveraging of funds requested under the 2008 NOFA with other resources, including private, other public and mainstream services and housing programs for proposed projects and ongoing efforts.
- Summary of CoC Results on Part III:
 - Overall, failure to read all instruction and training materials that were provided resulted in a loss of points in each section of Part III.
 - For the 10-Year Plan, Objectives and Actions Steps, the action steps should have been measurable and directly linked to the objective. Also, CoCs should have only identified one lead person by title and organization. Many CoCs incorrectly provided proposed numeric achievements.
 - On the discharge planning section, many CoCs did not fully respond to the questions asked for each level of development. For example, many CoCs that indicated that a formal protocol had been implemented failed to specifically address where persons routinely go following discharge. In addition, although CoCs that selected that a formal protocol for a particular system of care was either finalized or implemented were required to attach the actual protocol, many either failed to attach anything or simply attached a summary of the protocol.
 - Most CoCs indicated a high level of coordination with other planning efforts.

Part IV: CoC Performance—28 total points

- CoC Performance was measured based on the CoC's progress in reducing homelessness, including chronic homelessness as follows:
 - The CoC completed the action steps proposed in 2007 and met or exceeded proposed achievements;
 - The CoC has increased the number of permanent housing beds for the chronically homeless and made progress toward eliminating chronic homelessness;
 - Program participants' success in moving to and maintaining permanent housing as reported in the most recent Annual Progress Report (APR) for all projects within the CoC;
 - The extent to which participants successfully become employed and access mainstream programs. Both housing and supportive services-only projects were assessed;
 - Projects within the CoC have policies and practices in place to hire, and have hired, low and very-low income employees and subcontractors under Section 3 of the Housing and Urban Development Act of 1968;
 - Projects within the CoC incorporate energy-efficiency measures in the design, construction, rehabilitation, and operation of housing or community facilities; and,

- The extent to which the CoC's application demonstrated a local plan and/or existing policy to remove regulatory barriers to the production of affordable housing. Applicable activities included the support of state and local efforts to streamline processes, eliminate redundant requirements, statutes, regulations, and codes that impede the availability of affordable housing.

→ Summary of CoC Results on Part IV:

- For achievements, CoCs were scored based on how they performed in comparison to the proposed achievements indicated in their 2007 application and the extent to which they met HUD's objectives. CoCs that did not submit an application in 2007 were not expected to have data in this section.
- CoCs were expected to demonstrate progress with reducing chronic homelessness by showing a reduction in the total number of chronically homeless persons and an increase in the number of beds made available for this population.
- CoCs were expected to demonstrate that they were moving at least 70 percent of participants from TH into PH and that 80 percent of PH participants were maintaining stable housing.

Part V: Emphasis on Housing Activities

- Points were awarded based on the relationship between funds requested for housing activities and funds requested for supportive service activities among new and renewal projects. Housing activities included all approvable requests for funds for rental assistance and approvable requests for acquisition, rehabilitation, construction, leasing and operations when used in connection with housing. HMIS costs and administrative costs will be excluded from this calculation.

Rapid Re-Housing (RRH) Debriefing Summary 2008

CoC Name: West Central Illinois CoC
 CoC Number: IL-519
 CoC Exhibit 1 Score: 64.75
 RRH Project Score: 53
 Final RRH Score: 117.75
 Competition Final RRH High Score: 174.75
 Competition Final RRH Low Score: 103.50

The chart below indicates the maximum amount of RRH project points available for each scoring category and the actual RRH score received. RRH project points were assigned through a panel review process.

* RRH SCORING CATEGORY *	Maximum RRH Score	RRH Score
Part I: Applicant Experience Operating RRH Projects	25.00	14
Part II: Assessment Process	20.00	11
Part III: Applicant Relationship with Mainstream Social Services	15.00	15
Part IV: Ability to Maintain Affordable Housing Stock	15.00	5
Part V: Existence of a Centralized Intake Process	20.00	8
Part VI: CoC HMIS Bed Coverage Rate	5.00	0
Total RRH Score:	100.00	53

2008 Points:

- Maximum Exhibit I Competitive Points – 100; Maximum RRH Project Points = 100
- Maximum Final RRH Score – 200 (RRH Score + CoC Exhibit 1 Score)

Rapid Re-Housing Competition Summary:

- In FY2008, HUD implemented the RRH Demonstration program through the 2008 CoC Competition

- The selection process was very thorough and competitive.
- 212 projects were submitted, requesting \$122 million.
- 23 projects were conditionally awarded funding for \$23.75 million.
- Average amount awarded: \$986,190
- Average Final RRH Score of projects awarded : 164.00

Points to Consider:

- Applicants were expected to describe (1) previous, specific agency and staff experience operating RRH projects, (2) the process used to assess the appropriateness of households with dependent children for the program, (3) the applicant's relationship with mainstream community social services, (4) the process used by the applicant to maintain its affordable housing stock, including maintaining relationships with local landlords, (5) the centralized intake process used to assess all households with dependent children, and (6) CoC HMIS bed coverage for these households.
- Applicants were expected to attach a copy of the assessment tool to be used to assess barriers to housing for **all** households with dependent children, not just for those eligible for the RRH program.
- Projects were removed from the competition prior to scoring if the applicant (1) submitted more than 1 RRH application— only 1 per CoC could be submitted for review; (2) failed the initial eligibility review, which included the following: failing to attach an appropriate assessment tool, proposing to serve ineligible program participants (households without dependent children and/or households not coming from streets and/or shelter); (3) submitted a project without a leasing budget; or (4) failed to pass the SHP threshold review.

At the project level, common mistakes included (1) requesting more than the maximum RRH amount allowed, (2) exceeding the 30% Supportive Services limit, (3) not addressing all questions, (4) not providing sufficient and detailed information on existing projects, (5) requesting ineligible activities, and (6) not describing how the applicant would maintain and track available housing units.

Zimbra

la-sutton@wiu.edu

FW: HPRP amendment with allocations

Monday, April 27, 2009 12:55:12 PM

From: Suzan@wirpc.org

To: LA-Sutton@wiu.edu

Attachments: HUD 40119 draft public hearing.doc (115.5KB)

Just now getting around to reading some of my older emails. I didn't know if you'd received this yet. This is the additional homeless monies that they are considering running through the various continuum regions.

From: Davis, Patrick [mailto:Patrick.Davis@illinois.gov]

Sent: Monday, April 20, 2009 4:30 PM

To: Winkelman, Mary; Angela Stolzenburg; Barbara Hartnett; Brenda McCain; Moore, Cameron; Cheryl Esselman; Cheryl Johnson; Cheryl Vanderford; Chris Ellerman; Connie Voight; Danny Little; Darlene Marcusson; Debbie Jackanicz; Debra Moore; Denise Gaska; ivedcfjs@frontiernet.net; George Davis; Gretchen Vapnar; James H. Buford; James Walters; Jeannie Shelton; John Burill; Joseph Hubbard; Judith Moody; Julie Biel-Claussen; Kathleen McGowan; Keith O. Brown; Kenneth G. Pettijohn; Linda Bookwalter; Marcia Derrer; Marsha Roll; Martha Herm; Mary A. Schurder; Mary Ellen Durbin; Mary Ramp; Maureen Hart; Maureen Robinson; Michael Boyle; Michael O'Connor; Mike Wasserberg; Nonie Brennan; Norma Weaver; Pam Schubach; Paul D. White; Paul Selden; Paulette M. Hamlin; Penny Harris; Philip R. Smith; Rev. David Crockett; Rev. Michael Boland; Saundra Julifs; Suzan Nash; Vincent Clark; Virginia Helble

Cc: Williams, Lou Ann

Subject: RE: HPRP amendment with allocations

Yes you read it right with allocations. Feel free to submit your comments to my email address, subject: HPRP comments

DCEO Funding Distribution of the State Program's Allocation

	Continuum of Care	Allocation
500	McHenry County CoC	\$498,708
501	Rockford/ Winnebago/ Boone Counties CoC	\$1,041,707
502	Waukegan/ North Chicago/ Lake County CoC	\$1,172,658
503	Champaign/ Urbana/ Rantoul/ Champaign County CoC	\$634,345
504	Madison County CoC	\$752,471
505	Evanston CoC	\$0
506	Joliet/ Bolingbrook/ Will County CoC	\$974,401
507	Peoria/ Pekin/ Fulton/ Peoria/ Tazewell/ Woodford CoC	\$1,115,323
508	East St. Louis/Belleville/Saint Clair County CoC	\$851,137
509	DeKalb City & County CoC	\$282,280
510	Chicago CoC	\$0
511	Cook County CoC	\$0
512	Bloomington/Central Illinois CoC	\$1,962,169
513	Springfield/Sangamon County CoC	\$592,644
514	DuPage County CoC	\$1,296,342
515	South Central Illinois CoC	\$1,453,061

516	Decatur/Macon County CoC	\$395,308
517	Aurora/Elgin/Kane County CoC	\$1,188,345
518	Rock Island/Moline/Northwestern Illinois CoC	\$2,425,888
519	West Central Illinois CoC	\$896,141
520	Southern Illinois CoC	\$2,144,979
		\$19,677,909

Notes on Funding Formula

Formula Distribution Notes:

- 1 DCEO will distribute HPRP funding by formula developed, to the 18 CoC regions outside of the Cook County, Chicago areas. Three CoC regions that comprise the Cook County region as a whole (Chicago, Cook, Evanston) will receive \$41,215,956 collectively of Illinois' 70 million in HPRP funding as HPRP

Patrick L. Davis

Community Assistance, Division Manager
217-785-6142 : fax 217-782-1206

When you get to the end of your rope, tie a knot and hang on.

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From: Winkelman, Mary

Sent: Friday, April 17, 2009 3:28 PM

To: Angela Stolzenburg; Barbara Hartnett; Brenda McCain; Moore, Cameron; Cheryl Esselman; Cheryl Johnson; Cheryl Vanderford; Chris Ellerman; Connie Voight; Danny Little; Darlene Marcusson; Debbie Jackanicz; Debra Moore; Denise Gaska; Frank J. Schwab (ivedcfjs@frontiernet.net); George Davis; Gretchen Vapnar; James H. Buford; James Walters; Jeannie Shelton; John Burill; Joseph Hubbard; Judith Moody; Julie Biel-Claussen; Kathleen McGowan; Keith O. Brown; Kenneth G. Pettijohn; Linda Bookwalter; Marcia Derrer; Marsha Roll; Martha Herm; Mary A. Schurder; Mary Ellen Durbin; Mary Ramp; Maureen Hart; Maureen Robinson; Michael Boyle; Michael O'Connor; Mike Wasserberg; Nonie Brennan; Norma Weaver; Pam Schubach; Paul D. White; Paul Selden; Paulette M. Hamlin; Penny Harris; Philip R. Smith; Rev. David Crockett; Rev. Michael Boland; Saundra Julifs; Suzan J. Nash; Vincent Clark; Virginia Helble

Cc: Davis, Patrick; Williams, Lou Ann

Subject: HPRP Public Hearing Notice

ALL

Attached is the Public hearing Notice and substantial Amendment for HPRP. I apologize for the amendment not including the allocations. They will be included as soon as I get them back .

Patrick L. Davis

Community Assistance, Division Manager
217-785-6142 : fax 217-782-1206

When you get to the end of your rope, tie a knot and hang on.

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Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	State of Illinois
Name of Entity or Department Administering Funds	Department of Commerce and Economic Opportunity (DCEO)
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Patrick Davis
Title	Community Assistance Division Manager
Address Line 1	620 E Adams Street
Address Line 2	CIPS 3
City, State, Zip Code	Springfield, IL, 62701
Telephone	217-785-6142
Fax	217-782-1206
Email Address	patrick.davis@illinois.gov
Authorized Official (if different from Contact Person)	Warren C. Ribley
Title	Director Designee
Address Line 1	620 E. Adams
Address Line 2	6th Floor
City, State, Zip Code	Springfield, IL 62701
Telephone	217-782-3233
Fax	217-524-0864
Email Address	warren.ribley@illinois.gov
Web Address where this Form is Posted	http://www2.illinoisbiz.biz/econ/default.htm

Amount Grantee is Eligible to Receive*	\$20,286,504
Amount Grantee is Requesting	\$20,286,504

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

Governor Pat Quinn designated the Department of Commerce and Economic Opportunity (DCEO) to administer the State of Illinois Homelessness Prevention and Rapid Re-Housing Program (HPRP). In the development of a method of distribution, the following advisory bodies were consulted:

- Illinois Department of Human Services (DHS) – DCEO met with DHS on February 17, 2009 to discuss ways the HPRP program could use the infrastructure of the established and effective DHS Homeless Prevention Program. Telephone calls and emails followed to further refine the plan.
- Illinois Continuum of Care Network (CoC) – On April 8, 2009 DCEO hosted a discussion with the 21 Illinois CoC's to outline the proposed plan and gather input. 54 participants were present and five joined by teleconference; all representing the CoC's, DHS, HUD and DCEO. This meeting also included HUD's HPRP webcast. Nora Lally of HUD's Regional CPD Office was present to assist.

On April 17, 2009, a Public Hearing Notice was announced as follows:

- posted on the DCEO website;
- mailed to 36 statewide housing-related agencies;
- provided to the Illinois Housing Development Authority (IHDA) Board of Directors;
- provided to the IHDA Office of Housing Coordination Services;
- published in ten newspapers for statewide coverage;
- emailed to all statewide CoC's.

On April 21, 2009, a Public Hearing convened in Springfield, the most centralized location for all interested parties. Through this process, the State presented its proposed method of distribution.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- Grantee did not receive public comments.
- Grantee received and accepted all public comments.
- Grantee received public comments and did not accept one or more of the comments.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: **To be completed after comment period expires.**

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

Competitive Process

X Formula Allocation (See Appendix A)

Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

Using HUD's formula for CDBG, ESG and CoC, which considers population and measures of distress including poverty, age of housing, housing overcrowding and growth lag, DCEO will allocate funds to ____ Illinois CoC's through a funding packet developed using DHS' Homeless Prevention Fund information. After notification of Substantial Amendment approval, the funding packet will be distributed to CoC's with instructions to achieve the following goals by responding to the following:

Goals:

- Prevent homelessness.
- Divert people who are applying for shelter, when appropriate, into other housing.
- Help the homeless to quickly move into permanent housing.

Please describe how the Continuum will:

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- reach out to those at the highest risk of homelessness and the target those who would likely become homeless without assistance;
- divert those who are applying for shelter, when appropriate, into other housing; and
- assist those who become homeless to quickly move into permanent housing.

Additionally the CoC will detail which organizations (subgrantees) within its Continuum will carry out HPRP activities addressing goals, including funding amounts for each by activity. Subgrantees will be the same as those of the DHS Program.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to sub-grantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

Due to the State's method of distribution described in #2, all CoC funding packets will be reviewed, modified as necessary, approved and subgrant agreements prepared prior to HUD's issuance of a grant agreement. Once the grant agreement between HUD and the State has been fully executed, subgrant agreements will be distributed to subgrantees for review, signature and return to DCEO prior to 9/30/09.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

DCEO plans to retain 3% of the HPRP funds for appropriate administrative expenses and will share the remaining 2% with subgrantees.

Currently, all DCEO staff are required to complete monthly timesheets which detail the amount of time spent administering each program in the division. These timesheets are completed by the employee, verified by the Division Manager, and forwarded to the DCEO Budget Office for appropriate payroll percentage distribution over the fiscal year, while simultaneously ensuring deadline adherence. This is an established process that has satisfied all audit requirements.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

DCEO will enter into legally binding agreements with subgrantees by September 30, 2009. While the HPRP notice provides that 60% of the State's HPRP funds must be drawn within two years of the date of the signed grant agreement and 100% within three years, the State has elected to enter into two-year grant agreements with subgrantees. Doing so will guarantee timely expenditure of funds, as well as provide an additional year to process grant ending date extensions for those who struggle to meet the two-year expenditure deadline.

At the time subgrant agreements are issued, appropriate forms and instructions will be provided to request HPRP funds at least monthly. Those requests will be verified by HPRP program staff and DCEO Accounting Office staff and then approved for payment. DCEO tracking of expenditures will occur monthly using the department's Grantee Reporting System database, as is currently done with the Emergency Shelter Grants Program. Upon expenditure of an appropriate portion of HPRP funds, DCEO staff will perform fiscal, participant and programmatic monitoring, which will occur either on-site or through desk monitoring using an approved review tool. The following documentation will be reviewed upon monitoring:

- Fiscal – Subgrantee's records must demonstrate a separation of fiscal responsibility. Its fiscal ledger must document all HPRP expenditures for the period in review and must isolate the same by code. Expenditures must be used only for awarded eligible activities. The subgrantee must also provide review copies of all cancelled checks, payroll ledgers, timesheets, vouchers, invoices and/or billings as they relate to HPRP.
- Participant – Subgrantee client files must contain verification that an initial consultation took place between the client and a subgrantee case manager, a homelessness risk assessment was conducted which includes the risk factors considered, and proof that the household served was at or below 50% AMI. Files must also contain subgrantee follow-up documentation.
- Programmatic – Various policies and procedures must be available, including Confidentiality, Termination of Housing Assistance, Conflicts of Interest, Habitability Standards, Nondiscrimination and Equal Opportunity, Community-wide Access, Fair Housing, Lead-Based Paint, Uniform Administrative Requirements, Lobbying and Disclosure, Drug-Free Workplace, Procurement and Equal Participation of Religious Organizations. A review of the subgrantee's outreach plan will be conducted, as well as verification of its assistance to clients with other public benefit programs.

DCEO will follow up to ensure that any monitoring findings are addressed and corrected in a timely fashion.

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D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

As a HPRP subgrantee, providers must:

- have a referral process that assists clients with enrollment into public benefit programs such as TANF, food stamps, the Illinois All Kids Program, medical and disability assistance;
 - have the ability to download the DHS food stamp application and distribute it to eligible households;
 - screen every HPRP household to determine its need and eligibility for LIHEAP assistance and, if eligible, assist with a LIHEAP application or referral;
 - coordinate with the local offices of other federal recovery programs to ensure all resources are utilized to the fullest extent to most effectively reach those most in need.
2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

See C.2. On April 8, 2009 DCEO hosted a round table discussion with the 21 Illinois CoC's to outline the proposed plan and gather input. A total of 54 participants were present and five joined by teleconference. The CoC's, DHS, HUD and DCEO were represented.

Using HUD's formula for CDBG, ESG and CoC, which considers population and measures of distress including poverty, age of housing, housing overcrowding and growth lag, DCEO will allocate funds to 18 Illinois CoC's through a funding packet developed using DHS' Homeless Prevention Fund information. After

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notification of Substantial Amendment approval, the packet will be distributed to CoC's with instructions to achieve the following goals by responding to the following:

- Prevent homelessness.
- Divert people who are applying for shelter, when appropriate, into other housing.
- Help the homeless to quickly move into permanent housing.

Please describe how the Continuum will:

- reach out to those at the highest risk of homelessness and the target those who would likely become homeless without assistance;
- divert those who are applying for shelter, when appropriate, into other housing;
and
- assist those who become homeless to quickly move into permanent housing.

Additionally the CoC will detail which organizations (subgrantees) within its Continuum will carry out HPRP activities, including funding amounts for each by activity. Subgrantees will be the same as those of the DHS Program.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

Illinois has been a leader in homelessness prevention since the passing of the Homeless Prevention Program Act of 1999. Prevention of homelessness, rather than just providing temporary shelter or other short-term solutions to the homeless, is more cost-effective, preserves family self-respect and helps to keep families intact. Interventions for the prevention of homelessness serve to prevent the need for long-term assistance programs that are more costly taxpayers.

As stated in the Consolidated Plan, the fourth State priority is the provision of supportive housing for the homeless and at-risk. Within the homeless population, there are many of sub-populations with varying housing needs. The Needs Assessment Section of the State Profile contained in the Consolidated Plan includes a discussion of the nature and extent of homelessness in Illinois, as well as the needs of persons threatened with homelessness.

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The need for rental assistance and adequate support services is crucial to serve the affordable housing needs of these underserved populations. To address this issue, a Consolidated Plan recommendation was to provide ongoing homeless prevention efforts to avoid the more costly option of having to develop more permanent supportive housing.

The HPRP dollars available to the State will not only fund further rental and utility assistance, but also enable DCEO to make available a more comprehensive program to work in concert with the DHS prevention program. Together these programs will more effectively address a multitude of long-term needs of the homeless and at-risk population with the goal of significantly reducing homelessness statewide.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$5,781,653.64	\$1,927,217.88	\$7,708,871.52
Housing Relocation and Stabilization Services ²	\$5,781,653.64	\$1,927,217.88	\$7,708,871.52
Subtotal (add previous two rows)	\$11,563,307.28	\$3,854,435.76	\$15,417,743.04

Data Collection and Evaluation ³	\$ 3,854,435.76
Administration (up to 5% of allocation)	\$ 1,014,325.20
Total HPRP Amount Budgeted⁴	\$20,286,504.00

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

APPENDIX A

DCEO Funding Distribution of the State Program's Allocation

Continuum of Care		Allocation
500	McHenry County CoC	\$498,708
501	Rockford/ Winnebago/ Boone Counties CoC	\$1,041,707
502	Waukegan/ North Chicago/ Lake County CoC	\$1,172,658
503	Champaign/ Urbana/ Rantoul/ Champaign County CoC	\$634,345
504	Madison County CoC	\$752,471
505	Evanston CoC	\$0
506	Joliet/ Bolingbrook/ Will County CoC	\$974,401
507	Peoria/ Pekin/ Fulton/ Peoria/ Tazewell/ Woodford CoC	\$1,115,323
508	East St. Louis/Belleville/Saint Clair County CoC	\$851,137
509	DeKalb City & County CoC	\$282,280
510	Chicago CoC	\$0
511	Cook County CoC	\$0
512	Bloomington/Central Illinois CoC	\$1,962,169
513	Springfield/Sangamon County CoC	\$592,644
514	DuPage County CoC	\$1,296,342
515	South Central Illinois CoC	\$1,453,061
516	Decatur/Macon County CoC	\$395,308
517	Aurora/Elgin/Kane County CoC	\$1,188,345
518	Rock Island/Moline/Northwestern Illinois CoC	\$2,425,888
519	West Central Illinois CoC	\$896,141
520	Southern Illinois CoC	\$2,144,979
		\$19,677,909

Notes on Funding Formula

Formula Distribution Notes:

¹ DCEO will distribute HPRP funding by formula developed, to the 18 CoC regions outside of the Cook County, Chicago areas. Three CoC regions that comprise the Cook County region as a whole (Chicago, Cook, Evanston) will receive \$41,215,956 collectively of Illinois' 70 million in HPRP funding as HPRP

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
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Please do not reply to this message.

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HOMELESSNESS PREVENTION AN RAPID RE-HOUSING PROGRAM (HPRP) TRAINING CONFERENCES

HUD is sponsoring 9 regional 1-1/2 day training conferences to HPRP grantees and subgrantees to hear, firsthand, HUD's expectations and visions for HPRP, learn more detailed information about program requirements, participate in active dialogue with HUD and their peers, and hear from communities with experience implementing homelessness prevention and rapid re-housing programs.

Pre-registration is required and is available now! Persons wishing to attend the any of the HPRP training conferences, please visit the HPRP Training Conference Registration site at <http://registration.hudhre.info/hprp/training.nsf>. The Tentative Agenda, hotel information and FAQs are available on the registration site.

Since space is limited at each training conference, HUD encourages HPRP grantees to register as soon as possible and to notify their subgrantees about the training and registration requirements. If grantees register more than 2 persons for a training conference, it will reduce the space available for their subgrantees to participate. All of the materials from the HPRP Training Conferences will be available on the HPRP page of HUD's Homelessness Resource Exchange (HRE) at www.hudhre.info.

Please DO NOT make non-refundable travel arrangements until you have received an email confirming your registration!

Please be aware of the following registration deadlines:

- **DALLAS/FT. WORTH** session (4/30-5/1) registration will **close tomorrow at 4PM (EDT)**
- **SEATTLE** session (5/7-8) registration will **close Monday, May 4th at 4 PM (EDT)**
- **LOS ANGELES** session (5/13-14) registration will **close Friday, May 8th at 4PM (EDT)**
- **MIAMI** session (5/21-22) registration will **close Friday, May 15th at 4PM (EDT)**
- **CHICAGO** session (6/4-5) registration will **close Tuesday, May 26th at 4PM (EDT)**

Dates are still tentative for the following sessions. Registration for these sessions will open this week.

June 9-10: Boston

June 16-17: Atlanta

June TBA: New York

July TBA: Washington DC

You are currently subscribed to homeless-asst as: la-sutton@wiu.edu.

**Illinois Department of Human Services
Emergency Food and Shelter and Supportive Housing Provider
Training**

Registration Form

The Illinois Department of Human Services has developed a new web-based reporting system for our Emergency Food and Shelter and Supportive Housing programs. Training sessions for all providers will take place May 12-13 at the Crowne Plaza, 3000 South Dirksen Parkway, Springfield, Illinois. There is no charge to attend. Please complete and return one form for EACH participant.

Name of Agency: _____

Address of Agency: _____

Name of Participant: _____

Check the session the participant will attend:

_____ 10:00 a.m. to 4:00 p.m. - May 12

_____ 10:00 a.m. to 4:00 p.m. - May 13

If you choose to stay in Springfield, there are several hotel choices on Dirksen Parkway. They are the Crowne Plaza, Holiday Inn Express (next door), Hampton Inn (1 block from hotel) or Drury Inn (1 block from hotel).

Please fax your registration to 217/524-5800 or e-mail your registration to Jenny.Boyd@illinois.gov

If you have any questions, please call 217/782-1317.



Financial Management Training for SHP and S + C Grantees

Training & Development Associates will be conducting three one-day clinics on financial management. Funding for this training was provided by the United States Department of Housing and Urban Development under a Technical Assistance Grant. The Fund Accounting Clinic is a key building block to establishing an effective financial management system. This clinic will instruct participants on a variety of topics such as Defining Fund Accounting, Running a Program with Fund Accounting, Fund Accounting and Grant Reporting, Financial Management and Fund Accounting, Fund Accounting and Match, and Best Practices and Useful Tools. Special emphasis will be paid to compliance with the SHP Financial Management questions in the new CPD Monitoring Handbook.

Participants

This workshop is open to Supportive Housing Program and Shelter Plus Care grantees. Attendance is limited to 50 per session with **only one financial staff member per agency**. Any grantee not attending one of the designated trainings WILL NOT receive their 2008 awarded grant. Mandatory attendance is supported by Washington HUD.

Event Date, Time, and Location

Check in begins at 8:30 a.m., workshop starts at 9:00 a.m. and concludes at 4:00 p.m. **ALL DAY ATTENDANCE IS REQUIRED.**

May 12
IACAA
3435 Liberty Drive
Springfield, IL 62704
217-789-0125

Lunch is on your own.

A block of rooms has **not** been set aside for this event.

Please do not make travel arrangements until you receive written confirmation that your registration has been accepted.

May 13 & 14
HUD Chicago Regional Office
77 W. Jackson Blvd., #2205
Chicago, IL 60604
312-353-6236

Registration

Register by visiting our website at www.tdainc.org! **The registration deadline is May 6, 2009.** There is NO COST for this training. Call (910) 277-1275 or email kgiotta@tdainc.org with registration questions. Meeting facilities are accessible to the disabled. If you have special needs, please contact TDA before the training.

SPACE IS LIMITED!

Register by clicking on the link above

May 12, 2009 – Springfield
May 13 & 14, 2009-Chicago



About the Trainer

Rocky Wade has more than 30 years of experience in housing development addressing the issues of homelessness, community and economic development, project financing and development, strategic planning, and organizational development. Mr. Wade has a varied background of experiences from the grassroots level, regional level, and the national level with federal agencies, nonprofit organizations, and for-profit consulting firms. He is a HUD-certified HOME specialist.

Margaret McFaddin has over 30 years experience in program design and management, including agency and regional planning. She offers expertise in program compliance with the HOME and CHDO programs, as well as Low Income Housing Tax Credit program, state housing trust fund program, and Federal Home Loan Bank's Affordable Housing Program. For over 12 years, she managed HUD SHP grants for transitional housing for homeless families. She has successfully delivered technical assistance for HUD under the HOME and SHP programs. She is a HUD-certified HOME specialist.



Training & Development Associates is a national consulting team committed to inspiring excellence and professionalism throughout the community development field to enable clients to create more livable communities. We accomplish this mission by consistently providing high-quality, responsive, customer-centered service. Our services are targeted to local governments, community organizations, and nonprofit entities providing community and economic development and homeless and affordable housing activities and services. Our services include strategic planning and policy development, organizational development, technical assistance, and training.

The work that provided the basis for this publication was supported by funding under an award with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the Government.



The Illinois Dimensions of Quality Training Series (Statewide)

The Corporation for Supportive Housing, in partnership with the Supportive Housing Providers Association, is excited to announce the 2009 Illinois Dimensions of Quality Trainings. The IL Dimensions of Quality are seven dimensions that can serve as a common framework among developers, property managers, service providers, and funders for assessing – and investing in – the quality of supportive housing units. These dimensions are based on the CSH national *Seven Dimensions of Quality*. Access a full copy of the dimensions at www.csh.org/il under resources.

Training Series Information

The trainings are free and each dimension will be presented once in Chicago and once in Springfield. Registration is required for all sessions. Please note that lunch is not provided. The trainings are generously supported by the Field Foundation and the Illinois Department of Human Services.

Dimensions of Quality Training Sessions – Revised Schedule

Trainings will be held in both Chicago and Springfield, focusing one day per dimension. Trainings will be interactive and will include time for technical assistance and self-assessment.

Chicago See below for locations 10:30 am – 4:30 pm		Downstate Illinois See below for locations 10:00 am – 4:30 pm	
Date	Training Topic	Date	Training Topic
		June 2	Supportive Services Design and Delivery (Dimension 4) – Man-Tra-Con Corp, Marion
June 10	Access to Housing and Services (Dimension 3) – South Loop Apts	June 25	Access to Housing and Services (Dimension 3) – McFarland MH in Springfield
June 11	Supportive Services Design and Delivery (Dimension 4) – South Loop Apts	June 26	Supportive Services Design and Delivery (Dimension 4) – McFarland MH in Springfield
June 30	Admin, Management & Coordination (Dimension 1) – Macy's	July 23	Administration, Management & Coordination (Dimension 1) – McFarland MH in Springfield
July 8	Tenant Rights, Input, and Leadership (Dimension 6) – Macy's	July 24	Tenant Rights, Input, and Leadership (Dimension 6) – McFarland MH in Springfield
August 5	Property and Asset Management (Dimension 5) – Macy's	September 29	Property and Asset Management (Dimension 5) – McFarland MH in Springfield
September 8	Physical Environment (Dimension 2) – Macy's	October 6	Physical Environment (Dimension 2) – McFarland MH in Springfield
October 6	Data, Documentation, and Evaluation (Dimension 7) – Macy's	October 7	Data, Documentation, and Evaluation (Dimension 7) – McFarland MH in Springfield
Training Location Addresses South Loop Apartments: 1521 S Wabash, 1 st floor in Chicago Macy's: 111 N State, 7 th Floor, Culinary Studio in Chicago		Training Location Addresses Man-Tran Con Corp: 3000 W DeYoung St, Suite 800B, Marion McFarland Mental Health: 901 Southwind Road, Springfield	



The Illinois Dimensions of Quality Training Series (Statewide)

Revised April 21, 2009 (please note dates have changed since original announcement)

REGISTRATION FORM

Fax to 312-332-7040 (no cover sheet needed) or email to Janis.York@csh.org

Please note:

- You must register for the trainings in advance by completing this form or the [online registration](#)
- Lunch for all the trainings is on your own. There are many options for lunch in the area.
- If you are unable to attend, please remember to cancel your registration by emailing janis.york@csh.org

Name	
Organization	
Title	
Address	
Email	
Phone	
Fax	

If you have special needs that require a reasonable accommodation to fully avail yourself of this opportunity, please contact Janis York at 312.332.6690 x10 or janis.york@csh.org no less than 14 days prior to the event.

Please register me for the following trainings (Check all that apply):

Chicago

- June 10 – Access to Housing and Services
- June 11 – Services Design & Delivery
- June 30 – Admin, Mgt & Coordination
- July 8 – Tenant Rights, Input, Leadership
- August 5 – Property & Asset Mgt
- September 8 – Physical Environment
- October 6 – Data, Documentation, Eval

Downstate Illinois

- June 2 – Services Design & Delivery (Marion)
- June 25 – Access to Housing and Services
- June 26 – Services Design & Delivery (Springfield)
- July 23 - Admin, Mgt & Coordination
- July 24 – Tenant Rights, Input, Leadership
- September 29 – Property & Asset Mgt
- October 6 – Physical Environment
- October 7 – Data, Documentation, Eval