

WCICCC Steering Committee Conference Call
Conference Call Number: 309-298-3680
March 14, 2013, 10:30 a.m.

Barb Baker Chapin	Transitions of Western Illinois (Quincy)
Cynthia Stiffler	Samaritan Well, Inc. (Macomb)
Dona Leanard	Crisis Center Foundation (Jacksonville)
Glenda Hackemack	West Central Illinois Center for Independent Living (Quincy)
Heidi Prather	Salvation Army (Quincy)
Joanne Dedert	Madonna House (Quincy)
Julie Entrup	YWCA of Quincy
Lori Sutton	Illinois Institute for Rural Affairs/WIU (Macomb)
Marilena Frier	QUANADA (Quincy)
Mary Muehlenfeld	YWCA of Quincy
Sandy Trusewych	Two Rivers Regional Council (Quincy)
Tammi Longergan	MCS Community Services (Jacksonville)

Minutes

1. Provider Update and/or Personnel Changes
 - a. Salvation Army: hired a cook waiting to get her approved through DHQ. Should be moved to 501 Broadway by next Friday and phone system will be moved over by March 22nd. Numbers have been down.
 - b. YWCA: No staff changes. Have 1 opening in transitional and 1 opening in PH. Numbers have been down. Received first chronically homeless person.
 - c. Madonna House: has 1 open bed and 2 down for construction but will be up within the month. New support staff hired.
 - d. QUANADA: New legal advocate. 10 are in shelters and there is some availability.
 - e. MCS Community Services: No staff changes and no openings.
 - f. Transitions of Western Illinois: No changes.
 - g. Crisis Center Foundation: No staff changes. Shelter beds available. Plans to get program director, James, more involved.
 - h. Samaritan Well, Inc.: No changes.
 - i. Two Rivers Regional Council: Has a new acting director, Howard, and new fiscal director, Jennifer Barton.
 - j. Katie from Red Cross in Jacksonville is interested in joining the CoC.
2. CoC Grant
 - a. March 13 HUD released which agencies in the 2012 competition got funded from Tier 1 – YWCA PH and TH and WIRC TH got funded. MCS TH and the Planning Grant were in Tier 2 and we are awaiting word on these projects. Two of the Tier 1 projects were funded at requested levels. The YWCA PH received \$337,560 which was \$6,217 more than requested.
 - b. 2013 grant may be released in May.
 - c. HUD sent out an email thru their OncCDP mailing list indicated 5% cuts result of sequestration on ESG & CoC.
 - i. Will not affect Tier 1 grants that came out this year, but the ones coming out in May might be cut.
 - d. Other work the CoC will need to do this year to be compliant with HUD's new Continuum of Care Interim Rules – see handout. (Mary Muehlenfeld)
 - i. CoC will need to establish a board (members need to represent a range of service types and geographic areas) and create a governance charter. SHPA will have training to assist in the process. Each agency should submit the names of 2 people (include their areas of expertise: public housing, education, legal, law enforcement, landlord,

etc) as possible board members. One person on the board needs to be formerly homeless.

- e. Annual Housing Inventory and Point in Time count occurred January 20: Data missing from New Directions and 2 Starting Points shelters in Monmouth. Capacity data from Well House (Quincy) is included in 2013 PIT. Director is interested in attending CoC conference calls.

3. ESG

- a. Grantee Status Update (Salvation Army, MCS, Crisis Center Foundation, Madonna House, & QUANADA)
 - i. Salvation Army: Working on second allotment of funds. Client paperwork is taking long due to lengthy applications.
 - ii. MCS Community Services: Spending funds.
 - iii. Crisis Center Foundation: spent all ES funds but still has money for rapid rehousing. Serving non-CoC out of county region-Check HEARTH act. Lori will send out email with the info she finds out.
- b. 2013 ESG Application (Lori Sutton)
 - i. Last month's conference call indicated the following agencies may apply for ESG funds: Salvation Army Emergency Shelter, MCS Community Services, Samaritan Well, Crisis Center Foundation, Quanada, Madonna House, and Two Rivers Regional Council.
 - 1. DCEO released info for the new application process. Lori sent out the message to the steering committee.
 - ii. Continuum needs to submit their portion of application by April 15.
 - iii. Agencies need to submit their portion of application by April 30.
 - iv. Barb Baker Chapin & Mary Muehlenfeld on Evaluation Committee with Lori Sutton. Agencies will need to submit pre-proposal to CoC to review and be recommended funding. CoC will let applicants know what to include for HMIS and Monitoring fees.
 - 1. DCEO only gives 2% of funds for administrative activities which is what monitoring would fall under.
 - v. At last week's meeting, Stacey or Gail had mentioned the 60% cap on Emergency Shelter funding could be on CoC or program.
 - 1. QUANADA and Crisis Center Foundation may use Focum money for Match
 - 2. Should the 60% cap be on the CoC or the program? If we do it through the CoC there might be a domino effect. If most agencies are doing rapid rehousing or homeless prevention there might be some extra wiggle room for the ESG.
 - vi. Performance measures are requested in the applicant and CoC portion of the applications. Need to decide how to respond.
 - 1. DCEO mentioned in their meeting that they will thoroughly be reviewing the applications for specific, measurable performance measures. Refer to Hearth Act.
 - 2. PH: they look at number of persons remaining in or exiting PH by the end of operating year. These vary by agency.
 - 3. Temporary housing is similar. They are looking for number of people moving to PH. We are looking at anywhere from 69-80%
 - a. YWCA: target numbers are challenging because of the cuts in public housing and it is difficult to get the clients to an income that they can get to something that is unsubsidized.
 - b. The MCS is having the same sort of issues.
 - 4. Performance measures on youth education: access to education within 72 hrs agreed upon for ESG PrePacket

5. Our CoC is meeting or beating the majority of already-existing performance measures. Small continuum size has caused us to fall below threshold on people remaining in PH for 6 months.
 6. Performance measures for other continuums limit length of stay in ES to be no longer than 90 days.
 7. Number of people who maintain PH house for 3 months. This would require follow up. Concerns about DV client safety and some client elusiveness could sabotage performance. HMIS data can be used to examine whether they have received additional services, but DV shelter users will be omitted.
- vii. Timeline:
1. March 13: pre-proposal sent to potential applicants.
 2. March 19: pre-proposal to Lori who will send to Evaluation Committee.
 3. March 21: Evaluation Committee to meet and recommend projects for funding. Applicants will get email with funding decision.
 4. March 25-April 5: Lori works with providers to complete the CoC's portion of the funding packet.
 5. April 9: CoC's review of funding packet.
 6. April 12: CoC's portion of funding packet to DCEO.
 7. April 30: Service providers submit ESG paperwork to DCEO.
- c. *WCICCC's Emergency Solutions Grant (ESG) Guidebook* – providers asked to review and discuss at April meeting
4. DHS Homeless Prevention application submitted February 27 - WIRC 25% \$15,489, MCS 31% \$19,206, and TRRC 44% \$27,259.
 5. HMIS – Rosie's notice? Who has started to enter info into ServicePoint?
 - a. Enter your old data from August 1, 2012 into ServicePoint.
 - b. CoC agencies should print out as many ROSIE PDF reports as possible in order to have data available just in case problems arise.
 - c. Printing out client data may be helpful and all data should be archived somewhere but would cost if we need it.
 - d. Mary Muehlenfeld will give ROSIE 30 days' notice on April 1st.
 6. Other
 - a. Chicago-Area Bed Bug Workshop for Managers, Chicago, IL on April 10. This full-day bed bug workshop will go beyond the basics and address the needs of specific facility types and service professions to create workable bed bug management programs. Concurrent break-out sessions will be held by facility type to maximize benefits and facilitate group discussion. Presentations and materials will be targeted at decision makers in order to help in the development of policy, protocol, and programming at the managerial level to effectively combat a bed bug problem. Registration information will be announced at spcpweb.org once it is available. See handout.
 - b. There will be no guest speaker for the May meeting, but we may visit Well House.
 7. **HOMEWORK:** Each agency should submit the names of 2 people (include their areas of expertise: public housing, education, legal, law enforcement, landlord, etc) as possible board members. One person on the board needs to be formerly homeless.
 8. **HOMEWORK:** Each agency on ROSIE should print PDF reports as soon as possible extending back to August 1, 2012 in order to avoid lost data when ServicePoint kicks off.
 9. Meeting Schedule: (please note the earlier agenda had the meeting listed incorrectly)
 - a. April 11, 2013, 10:30 a.m. Conference Call (call in number: 309-298-3680)
 - b. May 9, 2013, 10:30 a.m., Full Continuum Meeting/Conference Call (call in number: 309-298-3680), YWCA of Quincy, 639 York Street, Quincy

§ 578.5 Establishing the Continuum of Care

(b) The board. The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b). The board must:

- (1) Be representative of the relevant organizations and of projects serving homeless subpopulations; and
- (2) Include at least one homeless or formerly homeless individual.

(c) Transition. Continuums of Care shall have 2 years after August 30, 2012 to comply with the requirements of paragraph (b) of this section.

Planning Grant submitted January 2013 includes funding request for legal guidance to create by-laws & governance charter. Mary Muehlenfeld spoke to Joyce Probst MacAlpine, Manager Housing and Homeless Solutions, Montgomery County Office of Family and Children First. Joyce was a presenter for a HUD webinar "Understanding the Role of the Collaborative Applicant". Her agency is the Collaborative Applicant (CA) for their CoC in Dayton, Ohio. They are a model for other CoC's that are working toward compliance with the HEARTH Act. She explained that on their board they have "high profile" board members from the local hospital, housing authority, mental health providers and foundations. Their board and by laws have been in place and functioning since 2010. However, she points out that they do not have their Governance Charter so they need to develop that and revise their by-laws. She provided a copy of their current by-laws. She advised Mary of a CoC in Columbus Ohio that had a draft of their charter. Mary has obtained a copy of that draft. Joyce explained that the CA role is much like that of an Executive Director/CEO that reports to the board and is responsible for making sure the work of the board is carried out. On the webinar with HUD it was indicated that they will be offering webinars and technical assistance to CoC in order to become compliant.

§ 578.7 Responsibilities of the Continuum of Care.

(a) Operate the Continuum of Care. The Continuum of Care must:

- (1) Hold meetings of the full membership, with published agendas, at least semi-annually; WCICCC has three full membership meetings – February in Macomb, May in Quincy, and November in Jacksonville. Agenda are emailed out before the meeting.

- (2) make an invitation for new members to join publicly available within the geographic at least annually;
Need to develop process.

- (3) Adopt and follow a written process to select a board to act on behalf of the Continuum of Care. The process must be reviewed, updated, and approved by the Continuum at least once every 5 years;
Tied to § 578.5 above. CoC Governance Committee.

(4) Appoint additional committees, subcommittees, or workgroups; WCICCC has the following committees listed in the HUD CoC grant:

- HMIS Committee: All HMIS users are considered members of this committee.
- Evaluation Committee: evaluates and prioritizes projects in the CoC and ESG application process. Lori develops a matrix based on program's focus and runs it by two other entities, from steering committee, not receiving funding from proposals being reviewed.
- Homeless Prevention Work Group: This group used to be the three CAA's that received the DHS Homeless Prevention funds. This group will require restructuring to include recipients of ESG funds.
- PIT Committee: This is the group that conducts the unsheltered PIT. Lori reviews HUD requirements on the annual PIT and updates the documents as needed.

Possible new committees - here are a few ideas:

- CoC Governance Charter Committee
- ESG Policy Committee or rework Homeless Prevention Workgroup
- Project Evaluation Committee
- Committee to develop coordinated assessment tool and evaluation
- Board development committee to identify and recruit board members

(5) In consultation with the collaborative applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;

CoC Governance Charter Committee

(6) Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor recipient and subrecipient performance, evaluate outcomes, and take action against poor performers;

(7) Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report to HUD; Development of monitoring plan included in Planning Grant submitted January 2013. Need to develop uniform performance targets for ESG programs. ESG Policy Committee or add ESG members to the Homeless Prevention Workgroup. In Mary's conversation with Joyce the measured outcome for their ESG funded programs was "reduced length of stay in shelter" and "person/families exited shelter for housing opportunity". The measured outcomes for CoC Competitive grant have already been established by HUD.

(8) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of

the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.

Members of HMIS Committee to work on. Need representation on this committee from DV shelter.

(9) In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:

- (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
- (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
- (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
- (vi) Where the Continuum is designated a high-performing community, as described in subpart G of this part, policies and procedures set forth in 24 CFR 576.400€(3)(vi), €(3)(vii), €(3)(viii), and €(3)(ix).

ESG Policy Committee or add ESG members to the Homeless Prevention Workgroup. Committee to develop Coordinated Assessment.

(b) Designating and operating an HMIS. The Continuum of Care must:

- (1) Designate a single Homeless Management Information System (HMIS) for the geographic area;
- (2) Designate an eligible applicant to manage the Continuum's HMIS, which will be known as the HMIS Lead;
- (3) Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
- (4) Ensure consistent participation of recipients and subrecipients in the HMIS; and
- (5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

The YWCA is the HMIS Lead. Need to develop data quality plan and review what the CoC uses for privacy and security plan to make sure compliant (HMIS Committee).

(c) Continuum of Care planning. The Continuum must develop a plan that includes:

- (1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families.
- At a minimum, such system encompasses the following:

- (i) Outreach, engagement, and assessment;
- (ii) Shelter, housing, and supportive services;
- (iii) Prevention strategies.

The systems listed above are available in the region. Need to develop a plan. CoC Governance Charter Committee. Committee to develop Coordinated Assessment. Joyce shared with Mary their Coordinated Assessment that they refer to as Front Door (HEARTH refers to it as No Wrong Door Policy). Joyce also shared their 10-year plan for ending homelessness.

(2) Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:

- (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
- (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
- (iii) Other requirements established by HUD by Notice.

(3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;

The CoC is in the process of conducting the PIT analysis, which includes gaps analysis. CoC does an annual sheltered PIT, and the unsheltered PIT every other year (years ending in odd number).

(4) Providing information required to complete the Consolidated Plan(s) within the Continuum's geographic area;

Western Illinois Regional Council currently participates in the planning process with the state. In the Planning Grant, YWCA has requested funds to start participating in the process since the Collaborative Applicant is required to participate.

(5) Consulting with State and local government Emergency Solutions Grants program recipients within the Continuum's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and subrecipients.

This past year, the CoC requested pre-proposals for ESG funds. Projects were ranked based on certain criteria and given points. Criteria includes: history of receiving ESG funds, case management, number of counties organization serves of the CoC's region, ESG funding per capita, subpopulation served, match, and participation in CoC's meetings and HMIS. Organizations had to receive at least half of the points to be considered for funding. The process needs to be documented as a policy. Need to work on monitoring and performance, which is tied to Planning Grant. ESG Policy Committee or add ESG members to the Homeless Prevention Workgroup.

Other items from Interim Final Rules

p. 45428 *“Specific request for comment.* HUD specifically seeks comment from Continuum of Care-funded victim service providers on this question. As set forth in this interim rule, each Continuum of Care is to develop a specific policy on how its particular system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. These policies could include reserving private areas at an assessment location for evaluations of individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking; a separate “track” within the assessment framework that is specifically designed for domestic violence victims; or the location of victim service providers with centralized assessment teams.”

Something to think about as we are developing policies.

p. 45451 “§ 578.41 Unified Funding Agency costs.

(a) In general. UFAs may use up to 3 percent of their FPRN, or a maximum amount to be established by the NOFA, whichever is less, for fiscal control and accounting costs necessary to assure the proper disbursement of, and accounting for, federal funds awarded to subrecipients under the Continuum of Care program.

(b) UFA costs. UFA costs include costs of ensuring that all financial transactions carried out under the Continuum of Care program are conducted and records are maintained in accordance with generally accepted accounting principles, including arranging for an annual survey, audit, or evaluation of the financial records of each project carried out by a subrecipient funded by a grant received through the Continuum of Care program.

(c) Monitoring costs. The costs of monitoring subrecipients and enforcing compliance with program requirements are eligible for costs.”

Do we want to be a UFA? As board and policy are developed, UFA status does play a difference. These are the questions from the HUD grant that UFA had to respond to:

- **What experience does the CoC have with managing federal funding, excluding HMIS experience?**
- **Indicate the financial management system that has been established by the UFA applicant to ensure grant funds are executed timely with subrecipients, spent appropriately, and draws are monitored.**
- **Indicate the process for monitoring subrecipients to ensure compliance with HUD regulations and the NOFA.**
- **What is the CoC's process for issuing concerns and/or findings to HUD funded projects?**
- **Specifically describe the process the CoC will use to obtain approval for any proposed grant agreement amendments prior to submitting the request for amendment to HUD.**

Just a note that no CoC in the country qualified to be a UFA and HUD indicated they would be making changes to the criteria or helping CoC's to better meet criteria.

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GOVERNANCE CHARTER OF THE HOMELESS CLEARINGHOUSE

Organization

Name: The name of the committee is the Homeless Clearinghouse (hereinafter referred to as the "Clearinghouse").

Purpose

The Clearinghouse serves as the HUD-designated primary decision making group and oversight board of the Cincinnati/Hamilton County (hereinafter referred to as the "geographic area") Continuum of Care for the Homeless (OH-500) funding process, (hereinafter referred to as the "CoC").

As the oversight board of the CoC, the Clearinghouse's responsibilities are:

1. To ensure that the CoC is meeting all of the responsibilities assigned to it by HUD regulations (see below);
2. To represent the relevant organizations and projects serving homeless subpopulations;
3. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community; and
4. To be inclusive of all the needs of all of Cincinnati's and Hamilton County's homeless population, including the special service and housing needs of homeless subpopulations;
5. To facilitate responses to issues and concerns that affect the agencies funded by the CoC that are beyond those addressed in the annual CoC application process.

Responsibilities

As the designated board of the CoC for the geographic area, the Clearinghouse works with the CoC Collaborative Applicant (Strategies to End Homelessness, Inc.) to fulfill three major duties:

1. Operate the CoC, which must:
 - i. Hold meetings of the full membership, with published agendas, at least semi-annually;
 - ii. Make an invitation for new members to join publicly available within the geographic area at least annually;
 - iii. Adopt and follow a written process to select Clearinghouse members to act on behalf of the CoC. The process must be reviewed, updated, and approved by the larger CoC membership at least once every 5 years;
 - iv. Appoint committees, subcommittees, or workgroups;
 - v. In consultation with the CoC Collaborative Applicant and the HMIS Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with CoC requirements as prescribed by HUD; and a code of conduct and recusal process for the Clearinghouse, its chair(s), and any person acting on behalf of the board;
 - vi. Consult with recipients and sub-recipients of CoC funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
 - vii. Evaluate outcomes of projects funded under the City of Cincinnati/Hamilton County Emergency Solutions Grants program (hereinafter referred to as "ESG") and the CoC program, and report to HUD;

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- viii. In consultation with recipients of ESG funds, establish and operate a centralized and coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
 - ix. In consultation with recipients of ESG funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
 - 1) Policies and procedures for evaluating individuals' and families' eligibility for CoC assistance;
 - 2) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - 3) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
 - 4) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
 - 5) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - 6) When the CoC is designated a high-performing community, policies and procedures for determining and prioritizing which eligible individuals and families will receive Homelessness Prevention Assistance.
2. Designating and operating an Homeless Management Information System (HMIS):
- i. Designate a single HMIS for the geographic area;
 - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - iii. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS.
 - iv. Ensure consistent participation of recipients and sub-recipients of CoC and ESG funding in the HMIS;
 - v. Ensure the HMIS is administered in compliance with requirements prescribed by HUD.
3. Continuum of Care planning:
The CoC must develop a plan that includes:
- i. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 - 1) Outreach, engagement, and assessment;
 - 2) Shelter, housing, and supportive services;
 - 3) Prevention strategies.
 - ii. Planning for and conducting, at least biennially, a point-in-time count of homeless persons within the geographic area that meets the following requirements:
 - 1) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - 2) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 - 3) Other requirements established by HUD by Notice.
 - iii. Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
 - iv. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area; Consulting with state and local government ESG program

recipients (City of Cincinnati/Hamilton County) for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub-recipients.

CoC Membership:

The membership of the Continuum of Care is defined as those persons and organizations assembled and fully participating in the most recent CoC annual Large Group Scoring event.

Clearinghouse Membership:

Each year, at the annual CoC General Orientation event, the structure of the CoC, working groups, and Homeless Clearinghouse is outlined; the nomination process for the Clearinghouse is also explained. Then, at the CoC's annual Large Group Scoring event, the slate of potential Clearinghouse members (developed as described in the *Nomination and Terms* section below) are presented to and voted on by the CoC membership.

The Clearinghouse membership consists of the following, with each designated role having one seat on the committee, except as otherwise indicated:

<u>Role:</u>	<u>Current Representative:</u>
1. CoC Geographic Region/ESG Recipient	City of Cincinnati
2. CoC Geographic Region/ESG Recipient	Hamilton County
3. Homeless/Formerly Homeless Person	?
4. Homeless Advocate	Homeless Coalition
5. Health Care for the Homeless	Cincinnati Health Network
6. Veterans Services	Veterans Administration
7. Education	Project Connect/CPS
8. Collaborative Applicant & HMIS Lead	Strategies to End Homelessness
9. CoC Working Group Representatives-	Family Shelter Partnership HMIS Advisory Committee Homeless Outreach Group Permanent Supportive Housing Group Rapid Re-Housing Group Transitional Housing Group
10. ESG Sub-recipient: Shelter	Drop Inn Center
11. ESG Sub-recipient: Shelter Diversion	?
12. CoC-Funded Executive Directors (3 seats)	Caracole, Inc. Interfaith Hospitality Network Over the Rhine Community Housing

Advisory Seats: In addition to the above roles, Clearinghouse members may designate non-voting representatives to attend and participate in meetings to provide advice and expertise on particular issues.

Additional Membership Conditions:

- No organization may have more than two (2) staff people seated on the Clearinghouse at any time, regardless of which seats they occupy

Nomination and Terms:

While all seats are subject to staffing changes at represented agencies, the following designates the terms for the types of seats filled by Clearinghouse members:

- Permanent Seats- prescribed by HUD and appointed by grant recipient (not subject for vote by CoC membership):
 - City of Cincinnati representative
 - Hamilton County representative

- Contractual Seats- prescribed by HUD and filled by representative from agency fulfilling the contracted role (not subject for vote by CoC membership):
 - Collaborative Applicant
- Charter Seats- role either prescribed/scored by HUD or designated by the Cincinnati/Hamilton County homeless services community to be of value, and therefore necessary for optimal functioning of the Clearinghouse (all seats voted on annually by CoC membership):
 - CoC Work Group Representatives- reviewed and nominated annually by each individual work group, voted for approval by the CoC membership (6 seats)
 - ESG Sub-recipient: Shelter- reviewed and nominated annually by the ESG funding recipients, voted for approval by the CoC membership (1 seat)
 - ESG Sub-recipient: Shelter Diversion/Prevention- reviewed and nominated annually by the ESG Shelter Diversion/Prevention agencies, voted for approval by the CoC membership (1 seat)
 - CoC-Funded Executive Directors- reviewed and nominated annually by the Homeless Coalition general body membership, voted for approval by the CoC membership (3 seats)
 - Homeless Advocate – reviewed and nominated annually by the CoC membership (1 seat)
 - Healthcare for the Homeless - reviewed and nominated annually by the CoC membership (1 seat)
 - Homeless/Formerly Homeless Person – reviewed and nominated annually by the CoC membership (1 seat)
 - Veterans Service Provider- reviewed and nominated annually by the CoC membership (1 seat)
 - Education Liaison- reviewed and nominated annually by the CoC membership (1 seat)

Vacancies: Vacancies on the committee will be handled as follows:

- Permanent seats-
 - In the case of a vacant permanent seat, the City of Cincinnati and/or Hamilton County will be responsible for designating another staff person to fill the vacant seat.
- Contractual seats-
 - In the case of a vacant contractual seat, if the contractual relationship is still in effect, the contracted organization will be responsible for designating another staff person to fill the vacant seat.
 - If the contractual relationship is no longer in effect, the new contracted agency will be responsible for designating a staff person to fill the vacant seat.
- Charter seats-
 - In the case of a vacant charter seat, the members of the Clearinghouse will elect a successor to hold the vacant seat for the remainder of the term of the person vacating the seat. At the end of the term, a representative will be selected to hold the seat as indicated in the Terms section above. Only the CoC membership, as required to assemble at least semi-annually, can vote to add additional Annual Term (e.g. working group) seats to the Clearinghouse.

Quorum: A number equal to a majority of the representatives serving on the Clearinghouse shall constitute a quorum for the transaction of business at any meeting.

Manner of Acting: The act of the majority of the representatives present at a meeting of the Clearinghouse at which a quorum is present shall be the act of the Clearinghouse.

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Voting: At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes shall be by voice or ballot at the will of the majority of those in attendance at a meeting with a quorum represented. Each representative seat shall have one vote. No member may vote on any item which presents a real or perceived conflict-of-interest.

Proxies: Permanent members of the Clearinghouse may have non-voting proxies attend meetings in their place. The use of proxies is not allowed for members in Contractual or Charter seats.

Action Without a Meeting: Any action that may be taken at any meeting of the Clearinghouse may be taken without a meeting if that action is approved, in writing (e.g. letter, email) by a majority of all Clearinghouse members who would be entitled to vote if a meeting was held for such purpose.

Removal: The seat of any representative who is absent without cause for three (3) consecutive meetings of the Board of Directors may be declared vacant by the remaining members of the Clearinghouse. Such seats will then be filled through the processes described above under vacancies.

Work Groups and Committees: The Clearinghouse may establish committees as it deems necessary. However, only the full CoC membership, as required to assemble at least semi-annually, can designate that a work group/committee established by the Clearinghouse should then also be given an Annual Term seat on the Clearinghouse itself.

Conflicts of Interest: A representative having a conflict of interest or a conflict of responsibility on any matter shall refrain from voting on such matter. Members of the Clearinghouse will sign a Conflict of Interest policy annually.

Resignation: Unless otherwise provided by written agreement, any representative may resign at any time by giving written notice to the Chairperson. Any such resignations shall take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the Clearinghouse.

Officers: The officers of the Clearinghouse shall be two (2) Co-Chairs, and a Secretary. Officers shall not be compensated for their services as such officers.

Election and Term: The officers shall be elected by the Clearinghouse representatives annually, at the first regular meeting of a new calendar year. Each officer shall hold office for a term of one (1) year or until their successors have been elected and qualified. Officers may serve up to two (2) consecutive terms. No person may hold more than one (1) office.

Officer Vacancies: Vacancies among the officers may be filled by a vote of the majority of the Clearinghouse representatives at any meeting at which a quorum is present.

Co-Chairs: Co-chairs are responsible for scheduling meetings of the Clearinghouse, ensuring that the Clearinghouse meets regularly or as needed, and for setting the agenda for meetings

Secretary. The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Clearinghouse, or designate another person to do so at each meeting, including documenting all actions taken without a meeting, as described above. Such records will include the names of those in attendance. The Secretary shall give all notices required by law and by these Regulations. The Secretary shall have general charge of Clearinghouse records and shall keep or cause to be kept all such records at the CoC collaborative applicant's office. The Secretary shall sign such instruments as may require the Secretary's signature, shall perform

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such other duties as the Clearinghouse may designate, and shall chair Clearinghouse meetings in the case of the absence of both co-chairs.

Resignation of Officers: Unless otherwise provided by written agreement, any officer may resign at any time by giving written notice to a Co-chair or the Secretary. Any such resignations shall take effect at the time specified within the written notice or if the time be not specified therein upon its acceptance by the Clearinghouse.

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BEATING BACK BED BUGS

CHICAGO-AREA BED BUG WORKSHOP FOR MANAGERS

This full-day bed bug conference will go beyond the basics and address the needs of specific facility types and service professions to create workable bed bug management programs. Concurrent break-out sessions will be held by facility/service type to maximize benefits and facilitate group discussion. Presentations and resources will be targeted at decision makers in order to help in the development of policy, protocol, and cooperation at the managerial level to effectively combat a bed bug problem.

APRIL 10, 2013

9:00 A.M. - 4:30 P.M.

Check-in begins at 8:30. Please arrive early as you will be moving through security.

**United States
Environmental Protection Agency
Region 5 Offices**

77 W. Jackson Blvd., Chicago, IL (12th floor)

TAILORED FOR MANAGERS OF:

- Schools and childcares
- Social service providers and first responders
- Multi-unit housing
- Hospitality industry
- Senior housing
- Shelters, transitional and dormitory housing
- Hospitals and medical facilities

LEARN BEST PRACTICES FOR BED BUG CONTROL

- Economic and health impacts of bed bug resurgence in the U.S.
- Policies and practices to prevent or limit bed bug problems
- How to communicate effectively with tenants, clients, and staff about bed bugs
- Techniques for getting rid of bed bugs,
- How to contract with a pest control professional

In addition to state-of-the-art instruction, every attendee will receive a toolkit of educational materials to share with staff, plus samples of useful tools and coupons to help create bed bug free spaces.

Cost: \$20 (includes lunch)

Register online at www.spcpweb.org/training.

Questions? Call (773) 878-7378 ext. 204



PRESENTED BY:



**U.S. EPA
CHICAGO OFFICE**

IN COLLABORATION WITH HUD

Funded in part by EPA Region 5 and brought to you by Safer Pest Control Project, Chicago's expert in training and information on integrated pest management approaches to bed bugs. Safer Pest Control Project is a non-profit organization dedicated to reducing the health and environmental impacts of pesticides by promoting safer alternatives.

4611 N. Ravenswood Ave., Suite 107, Chicago, Illinois 60640 Tel: 773/878-7378 Fax: 773/878-8250

Performance Measures

From DCEO's 2013 ESG Grant Funding Packet:

Please describe, as a CoC, how each of the measures will be accomplished, and develop performance indicators and targets for each (you can use the data you provided to HUD in the CoC application):

- Describe specific efforts currently in place by the CoC to track length of time individuals and families remain homeless as well as how additional spells of homelessness are tracked with the CoC geographic area.
- Describe efforts being made by the CoC to reduce the number of individuals and families returning to homelessness.
- Describe efforts to expand/improve coverage of the CoC geographic area.
- Describe efforts to reduce the number of families and individuals who are homeless.
- Describe efforts to improve employment rate and income amount of families and individuals who are homeless.
- Describe efforts to reduce the number families and individuals who become homeless for the first time.

Data measuring the impact will be collected at year's end.

CoC Project Application Grant Performance Measures

PH Housing Measure: Persons remaining in permanent housing as of the end of the operating year or exiting to permanent housing (subsidized or unsubsidized during the operating year. Target 82% (YWCA), 71% (MCS)

TH Housing Measure: Persons exiting to permanent housing (subsidized or unsubsidized) during the operating year. Target 69% (MCS), 70% (WIRC), 80% (YWCA)

PH & TH Income-Related Performance Measure: Persons age 18 and older who maintained or increased their total income (from all sources) as of the end of the operating year or program exit. Target 60% (MCS TH), 67% (MCS PH), 73% (YWCA PH), 80% (YWCA TH)

OR

Persons age 18 through 61 who maintained or increased their earned income as of the end of the operating year or program exit. Target 29% (WIRC)

CoC Youth Education Performance Measure: School-aged children enrolled in school within 72 hours of program entry. Target 100% (MCS, WIRC, & YWCA)

CoC Consolidated Application Strategic Planning Objectives

- Objective 1. Create new permanent housing beds for chronically homeless persons. (Source PIT)
- Objective 2. Increase the percentage of participants remaining in CoC-funded permanent housing projects for at least six months to 80% or more. (Source APR/HMIS)
- Objective 3. Increase the percentage of participants in CoC-funded transitional housing that move into permanent housing to 65% or more. (Source APR/HMIS)
- Objective 4. Increase percentage of participants in all CoC-funded projects that are employed at program exit to 20% or more. (Source APR/HMIS)
- Objective 5. Increase the percentage of participants in all CoC-funded projects that obtained mainstream benefits at program exit to 20% or more. (Source APR)
- Objective 6. Decrease the number of homeless individuals and families. (Source PIT and CoC Project Application)

WCICCC's Draft ESG Guidebook

(developed by research what other states have implemented)

ESG Performance Measures	
Activity	Output/Outcome
Street Outreach	<p>Number of persons:</p> <ul style="list-style-type: none"> • Placed in shelter or safe havens • With more non-cash benefits at program exit • Receiving case management
Emergency Shelter	<p>Number of persons:</p> <ul style="list-style-type: none"> • Reduce length of stay for clients to be no longer than 90 days • Exiting to temporary/transitional housing destinations • Exiting to permanent housing destinations • Receiving case management
Homelessness Prevention	<p>Number of persons:</p> <ul style="list-style-type: none"> • Who maintained their permanent housing for 3 months • Exiting to permanent housing destinations • With higher income at program exit • With more non-cash benefits at program exit • Receiving case management
Rapid Re-housing	<p>Number of persons:</p> <ul style="list-style-type: none"> • Who maintained their permanent housing for 3 months • Exiting to permanent housing destinations • With higher income at program exit • With more non-cash benefits at program exit • Receiving case management