

WCICCC Steering Committee Conference Call
Conference Call Number: 309-298-3680
June 13, 2013, 10:30 a.m.

Attendance

Al Coleman, ROE #22 (Schuyler)
Amanda Davis, Illinois Institute for Rural Affairs/WIU (Macomb)
Barb Baker Chapin, Transitions of Western Illinois (Quincy)
Cynthia Stiffler, Samaritan Well, Inc. (Macomb)
Glenda Hackemack, West Central Illinois Center for Independent Living (Quincy)
Joanne Dedert, Madonna House (Quincy)
Julie Entrup, YWCA of Quincy
Lori Sutton, Illinois Institute for Rural Affairs/WIU (Macomb)
Rolando Vasquez, St. Louis VA Medical Center (Morgan/Scott)
Tammi Lonergan, MCS Community Services (Jacksonville)

Agenda

1. Provider Update and/or Personnel Changes (all providers)
 - a. ROE/Al Coleman: portion of budget was used for some children who were affected by flooding
 - b. Madonna House/Joanne Dedert: 1 bed open
 - c. Samaritan Well/Cynthia Stiffler: Flood damage almost completely repaired. One vacancy once repairs are finished.
 - d. YWCA/Julie Entrup: no personnel changes. Full.
 - e. VA/Rolando Vasquez: VA St. Louis has new HUD/VASH vouchers and are looking to place people ASAP
 - f. MCS/Tammi Lonergan: no personnel changes, 1 opening and interviews are scheduled.
2. CoC Grant – nothing new to report
3. ESG (Lori Sutton)
 - a. On June 3, received an email from Stacey Difuccia, DCEO with revised ESG 2013 funding amounts. DCEO took a harder budget cut than anticipated. WCICCC's original request was for \$203,355 and DCEO is allocating us \$151,411 (26% cut). The WCICCC evaluation group decided to cut everyone, rather than not fund 2 projects. The minimum grant allowed by DCEO is \$25,000. Due to the minimum grant restriction, there was a lead agency in Jacksonville and Quincy. Both of the DV agencies in Jacksonville & Quincy have agreed to be the lead agency. Below is the recommended funding amounts for each organization:
 - i. QUANADA Lead \$61,318 (*Total for QUANADA, Madonna House & Two Rivers*)
 - ii. *QUANADA* \$19,650
 - iii. *Madonna House* \$22,110
 - iv. *Two Rivers* \$19,558
 - v. Salvation Army \$25,523
 - vi. Crisis Center Lead \$39,570 (*Total for Crisis Center & MCS Community Services*)
 - vii. *Crisis Center* \$20,012
 - viii. *MCS* \$19,558
 - ix. Samaritan Well \$25,000
 - b. Lori will be working with QUANADA and Crisis Center to help them to develop the MOUs and the process they need to be the lead agency. Salvation Army and Samaritan Well will be able to contract directly with DCEO.
 - c. Processed used to come up with recommended funding...
 - i. Each agency received a 26% cut, which resulted in all agencies but one being under the \$25,000 minimum grant.

- ii. Since only one agency applied in Macomb, their recommended funding was boosted to the \$25,000 so Macomb could continue to receive funding.
 - iii. Lead agencies received half the admin for the entities that they will subcontract with.
 - d. Grant timeframe is October 1, 2013 thru December 31, 2014.
- 4. HEARTH Implementation
 - a. Board Committee Reports (Glenda Hackemack)
 - i. Members: Glenda Hackemack (Chair), Howard Kirchner, Suzan Nash, Tammi Lonergan, Eileen Worthington.
 - ii. Mission: Establish board representative of the relevant organizations and projects serving homeless and include at least one homeless or formerly homeless individual.
 - iii. Progress: Nothing new to report.
 - b. Governance Charter Committee (Mary Muehlenfeld)
 - i. Members: Mary Muehlenfeld (Chair), Joann Dedert, Megan Dusterhaus.
 - ii. Mission: Create Governance Charter, which will include all procedures and policies needed to comply with HEARTH final interim rules (HMIS, code of conduct, recusal process for the board, chairs, and any person acting on behalf of the board).
 - iii. Progress: Nothing new to report. Plan to have meeting by end of month.
 - c. HMIS Administration Committee (Lori Sutton)
 - i. Members: Lori Sutton (Co-Chair), Julie Entrup (Co-Chair), Amanda Davis.
 - ii. Mission 1: Create a centralized or coordinated assessment system, including how system addresses DV victims seeking shelter or services from nonvictim service provider.
 - 1. Progress: Attached is a coordinated assessment “routing tool” that is used in Ohio for their CoC that has been modified for WCICCC to review. Amanda Davis is putting a version into the survey software package we use so WCICCC providers can see how it would look as an online system, either as a stand-alone product or eventually incorporating it into HMIS. Providers will be able to view at August meeting (Lori Sutton)

Amanda Davis has been collecting assessment/intake forms to try to come up with one form. Amanda has received forms from Madonna House, MCS Community Services, Salvation Army, YWCA of Quincy, and Western Illinois Regional Council. (Amanda Davis)

 - iii. Mission 2: Develop data quality plan for HMIS. Review current HMIS privacy and HMIS security plan to make sure HUD compliant.
 - 1. Progress: Nothing new to report.
 - d. Council of Service Providers for Homeless (idea from Champaign CoC)
 - i. Members:
 - ii. Mission:
 - iii. Progress: no action on this proposed group at this time
 - e. Monitoring Committee
 - i. Members:
 - ii. Mission: Create basic monitoring system if Planning Grant is not funded.
 - iii. Progress: No formal committee at this time. Lori has been researching ideas for basic system.
- 5. HMIS
- 6. Other
 - a. The annual roundtable with ROE homeless liaisons and the WCICCC will be August 29, 10-12 p.m. at ROE 26, 130 S. Lafayette, Suite 200, Macomb. Please let Eileen Worthington (mworthin@roe26.net) know if there are special topics you would like to see discussed at the meeting. The meetings in the past have been a great way to get our homeless service providers

with the school's homeless liaisons and exchange ideas on what each region does, along with issues the area faces.

- b. HUD's Peer to Peer, September 17 & 18, location TBA. Open to all homeless service providers.
- c. Other?

7. Meeting Schedule

- a. July 11, 2013, 10:30 a.m. Steering Committee Conference Call (call in number: 309-298-3680)
- b. August 29, 2013, 10-12, ROE Homeless Liaisons / Homeless Shelter Providers Meeting, Hosted by Eileen Worthington, Regional Office of Education, 130 S. Lafayette Street -- Suite 200, Macomb, IL (call in number: 309-298-3680)
- c. September 12, 2013, 10:30 a.m. Steering Committee Conference Call (call in number: 309-298-3680)
- d. HUD's Peer to Peer, September 17 & 18, location TBA.
- e. October 10, 2013, 10:30 a.m. Steering Committee Conference Call (call in number: 309-298-3680)
- f. November 10, 2013, 10:30 a.m. Full Continuum Meeting/Conference Call (call in number: 309-298-3680)

West Central Illinois Continuum of Care Consortium (WCICCC)

Housing Crisis Assessment

Which county is housing crisis assessment being completed in?

- Adams County Brown County Cass County Hancock County
 Henderson County McDonough County Morgan County Pike County
 Schuyler County Scott County Warren County
 Other, please specify _____

Organization Name: _____

Staff Name: _____

Date: _____

Time: _____ AM / PM

Phone call

Walk-in

1. What is your age and date of birth? Age: _____ D.O.B: ____ / ____ / ____

What happens when youth under 18?

2. Do you have any dependent children, age 17 and younger, who are also in need of services? Yes No

3. Number of adults in household: _____ Number of children in household: _____

4. Current household gross monthly income (income before taxes): \$ _____

Sources of income (check all that apply):

- Employment Public Benefits SSI Social Security
 Child Support Retirement Unemployment Veteran Benefits
 Other, please specify _____

5. Where did you stay last night?

A. Own apartment/house

Rent: \$ _____ Mortgage: \$ _____

Check if applicable: subsidized apartment public housing section 8

If checked, proceed to question 6

B. Friend/Relative

C. Hospital/Treatment Facility

D. Other shelter, please specify shelter name: _____

E. Jail/Prison

F. Unsheltered/Car/Street/Outside

G. Hotel/motel paid for by: _____

H. Other, please specify _____

If B, C, D, E, F, G, or H is checked, proceed to question 11

6. Can you safely stay in your house/apartment tonight? Yes, go to question 12 No

7.

If no, are you between the ages of 17-XX?

Yes, go to Transitions Homeless Young Adult Assessment No, go to question 7

7. Have you been evicted from your apartment/home and CANNOT stay in your apartment/home?
Yes, go to **Homeless Prevention** section No, go to question 8
8. Have the utilities needed to sustain your health and wellbeing (i.e. heat in the winter, electricity or phone for those with serious and/or life threatening health conditions) been disconnected?
Yes, go to **Homeless Prevention** section No, go to question 9
9. Are you fleeing a domestic violence situation?
Yes and the client is female, go to question 12, Domestic Violence referral
Yes and the client is male, go to question 10
No, go to question 10
10. Is your apartment/house not fit for habitation?
Yes, go to **Homeless Prevention** section No, go to question 11
11. Is there anyone else, friends or relatives, you (and your family) could stay with for a few days so that it may be determined if you are eligible for services and/or supports that may prevent your entry into emergency shelter?
Yes, allow individual to make up to 3 phone call No
- Did individual find shelter with contact? Yes No

Please indicate if any of the household members have income barriers to getting or sustaining housing, such as:

- Lack steady fulltime employment Lack high school diploma or GED
Lack of employment history Limited English proficiency
Lack of reliable transportation Lack of reliable/affordable child care
Below 15% AMI

Other types of screening questions – presently intoxicated, thought of harming themselves or others, registered sex offender, child protective services...

12. Referral Resources

Referral Type	Referral Source and Contact	Referral Made?
Homeless Prevention, Rapid Rehousing, Rental/Deposit Assistance, Utility Assistance, and Motel Vouchers <i>(See Homeless Prevention or Rapid Rehousing sections to see if client meets basic qualification criteria)</i>	Quincy (Adams, Brown, Pike & Schuyler counties): Two Rivers Regional Council Addr Phone Jacksonville (Morgan, Cass & Scott counties): MCS Community Services Addr Phone Macomb (Hancock, Henderson, McDonough & Warren counties): Western Illinois Regional Council Addr Phone	<input type="checkbox"/> Yes <input type="checkbox"/> No
Domestic Violence	Quincy (Adams, Brown, Hancock, Schuyler, and Pike counties):	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><i>(single women and women with children)</i></p>	<p>QUANADA Addr Phone</p> <p>Jacksonville (county service area): Crisis Center Foundation Addr Phone</p> <p>Macomb (Hancock, Henderson, McDonough & Warren counties): Western Illinois Regional Council Addr Phone</p>	
<p>Emergency Shelter</p>	<p>Quincy: Salvation Army of Quincy Addr Phone</p> <p>Jacksonville: New Direction Warming/Cooling Center Addr Phone</p>	
<p>Emergency Shelter for Women</p> <p><i>(single women and women with children)</i></p>	<p>Quincy: Madonna House Addr Phone</p> <p>Quincy: The Well House Addr Phone</p> <p>Macomb: Samaritan Well Addr Phone</p> <p>Monmouth: Starting Point Addr Phone</p> <p>Burnside: Chrysallis Shepherding Home Addr Phone</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>Emergency Shelter for Single Men</p>	<p>Quincy: New Start Rescue Mission Addr Phone</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>

	<p>Macomb: Samaritan Well Addr Phone</p> <p>Monmouth: Starting Point Addr Phone</p>	
Other Emergency Services	<p>Jacksonville: Salvation Army Addr Phone</p> <p>Macomb: Salvation Army Addr Phone</p> <p>American Red Cross Addr Phone</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transitional Housing	<p>Quincy: Subpopulation: Single Women and Women with Children YWCA of Quincy Addr Phone</p> <p>Quincy: Subpopulation: Single Women and Women with Children Madonna House Addr Phone</p> <p>Quincy: Subpopulation: Youth Program Transitions of Western Illinois Addr Phone</p> <p>Jacksonville: MCS Community Services Addr Phone</p> <p>Macomb: Western Illinois Regional Council Addr Phone Macomb:</p>	

	<p>Subpopulation: Single Women and Women with Children Samaritan Well Addr Phone</p> <p>Macomb: Subpopulation: Single Men Samaritan Well Addr Phone</p> <p>Burnside: Chrysallis Shepherding Home Subpopulation: Single Women and Women with Children Addr Phone</p>	
Homeless Youth Education Services	Homeless Liaisons by school district?	
Veteran Services		
Other????		

Homeless Prevention

Please check all that apply.

A. Homeless Prevention Targets (must have one of the following for eligibility):

- Severe housing cost burden (55% to 75% rent to gross monthly income ratio) Ratio: _____
- Household unit left primary residence within past 3 months and is currently staying with family/friends
- Household is living in a motel, using own resources (*must provide proof of payment at hotel*)
- Household needs to immediately downsize housing because of loss of income
- Residency in housing not meant for human habitation (*includes units in condemned buildings*)
- Imminent foreclosure of rental housing
- Had a one-time financial incident and need a gap payment (*must provide proof of cost burden*)

Must have 1 among categories B or C for eligibility.

B. Housing Risk Factors:

- Eviction within 2 weeks from a private dwelling
- Discharge within 2 weeks from an institution in which person has been a resident for more than 180 days (*includes health, mental health, penal facilities and military active duty*)
- Credit problems or history of eviction that preclude obtaining of housing
- History of housing instability
- High *overcrowding* (*The number of persons exceeds health and/or safety standards for the housing unit size – maximum of 2 people per bedroom plus 1 for the common area*)
- Client is at risk of losing a subsidized unit: experienced a one-time financial crisis, but now has stabilized income for continued eligibility in subsidized unit. (*Must be for rental arrears only. If there was a change in household income, refer to Housing Authority. Referral for assistance with rental arrears must come from the client's case manager at agency providing the housing subsidy*)

C. Income Risk Factors:

- Extremely low income (*less than 30% of AMI*)
- Fixed income is TANF, Pension, SSI, VA benefits
- Sudden and significant loss of source of income (*i.e. job loss, reduction in hours*)
- Physical disabilities and other chronic health issues which are barriers to employment
- Job situation is temporary, seasonal or have documentation of new employment
- Recent traumatic life event that has prevented the household from meeting its financial responsibilities. Please describe:

D. Other Risk Factors:

- Previous history of homelessness (within last 24 months)
- Incidence of domestic violence (within last 6 months)
- Current or past involvement with child welfare, including foster care
- Client has exhausted all other sources of public benefits
- Significant amount of medical debt
- Single parent with a young child under the age of 6 years and/or with 2 or more children
- Other, please describe:

Household **MUST** also meet both of the following criteria:

- No appropriate subsequent housing options have been identified
- Participant lacks the financial resources and support networks (i.e. family, church, or friend support system) needed to obtain immediate housing or remain in their existing housing.

If client meets Homeless Prevention requirements, please refer to Homeless Prevention Program in appropriate county:

Adams, Brown, Pike, and Schuyler counties:

Two Rivers Regional Council of Public Officials

1125 Hampshire, Suite 100

P.O. Box 827

Quincy, IL 62301

Phone: (217) 224-8171

Hours of Operation:

Cass, Morgan, Scott counties:

MCS Community Services

345 West State

Jacksonville, IL 62650

Phone: (217) 243-9404 or (888) 288-4413

Hours of Operation:

Hancock, Henderson, McDonough, or Warren counties:

Western Illinois Regional Council – Community Action Agency

223 South Randolph

Macomb, IL 61455

Phone: (309) 837-2997

Hours of Operation:

Eligibility Documentation:

- Verification of income (*i.e. last three check stubs, bank statement, W2/1099 tax forms, verification of benefits within the last 30 days*)
- Eviction notice (*3 day notice/unlawful detainer*)
- Utility Shut-off Notice (*if applicable*)
- Fully executive rental/lease agreement and rental addendums, rent increase letters, etc.
- Photo IDs for all adult members of household
- Birth Certificates and Social Security Cards for children as available

Rapid Rehousing

Program Eligibility:

- Household must be **homeless by HUD definition; AND**
- No appropriate subsequent housing options have been identified; **AND**
- Household lacks the financial resources and support networks needed to obtain immediate housing, and fall under one of the following categories:
 - Household recently lost its employment and is receiving unemployment benefits; or
 - Household has a full or part-time job; or
 - Household recently lost its job and has exhausted its unemployment benefits; or
 - Household must have a history of steady, gainful employment for at least 6 months within the previous 24 months, if not currently employed
- Verification of income (i.e. check stubs for the last three most recent pay periods, bank statement, W2/1099 tax forms, verification of benefits, employment award letter)
- 3rd party verification of homelessness

Is client currently residing within a shelter program within WCICCC's region? Yes No

If yes, what type of program?

- Emergency Shelter
- Hotel/Motel Voucher from _____
- Substance Abuse Treatment Program
- Transitional Shelter
- Domestic Violence Shelter

Name of Program:

Case manager:

Contact number:

How much money is the household able to spend towards housing? \$ _____

Fair Market Rent Table – see ESG Guidebook

Based on the Fair market Rent, what percent of total gross monthly income is the household able to spend on house? _____ % (If total cost exceeds 65%, please refer household for Continuum of Care services – ES, TH, PSH)

Do any household members have tenant-screening barriers?

- Evictions: how many? _____
- Lack of rental history
- Lack of or poor credit history
- Critical felony (sex crime, arson, drugs)
- Poor reference from prior landlord
- Unpaid rent or utility bills
- One or more misdemeanors
- Other felony

Characteristics for household's ability/potential to sustain housing after subsidy is terminated (mark all that apply):

- Employment
- Employability/Strong Work History
- Dual parent household
- Evidence of increase income
- Evidence of approval for housing subsidy (Section 8)

If client meets Rapid Rehousing eligibility, please refer to Homeless Prevention Program in appropriate county:

Adams, Brown, Pike, and Schuyler counties:

Two Rivers Regional Council of Public Officials
1125 Hampshire, Suite 100
P.O. Box 827
Quincy, IL 62301
Phone: (217) 224-8171
Hours of Operation:

Cass, Morgan, Scott counties:

MCS Community Services
345 West State
Jacksonville, IL 62650
Phone: (217) 243-9404 or (888) 288-4413
Hours of Operation:

Hancock, Henderson, McDonough, or Warren counties:

Western Illinois Regional Council – Community Action Agency
223 South Randolph
Macomb, IL 61455
Phone: (309) 837-2997
Hours of Operation:

Eligibility Documentation:

- Verification of income (*i.e. last three check stubs, bank statement, W2/1099 tax forms, verification of benefits within the last 30 days*)
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- Photo IDs for all adult members of household
- Birth Certificates and Social Security Cards for children as available