

**WCICCC Meeting & Conference Call**  
**Conference Call Number: 309-298-3680**  
**Meeting Location: MCS Community Services, 345 West State, Jacksonville**  
**November 13, 10:30 a.m.**

Al Coleman, ROE #22 (Schuyler)  
Amanda Davis, IIRA/WIU (Macomb)  
Barb Baker Chapin, Transitions of Western Illinois (Quincy)  
Cynthia Grawe, Madonna House (Quincy)  
Cynthia Stiffler, Samaritan Well, Inc. (Macomb)  
Dona Leanard, Crisis Center Foundation (Jacksonville)  
Heidi Welty, Salvation Army (Quincy)  
Jasmine Locke, Madonna House (Quincy)  
Jennifer Vancil, QUANADA (Quincy)  
Krista Kunz, ROE #46 (Brown/Cass/Morgan/Scott)  
Lori Hartz, Prairieland United Way (Jacksonville)  
Lori Sutton, IIRA/WIU (Macomb)  
Mary Muehlenfeld, YWCA of Quincy  
Rhonda Pool, Midwest Youth Services (Jacksonville)  
Suzan Nash, Western Illinois Regional Council (Macomb)  
Tammi Lonergan, MCS Community Services (Jacksonville)

**Minutes**

1. Roll Call (Lori Sutton or Amanda Davis)
2. Welcome (Mary Muehlenfeld)
3. Provider Update and/or Personnel Changes
  - a. Al Coleman, ROE #22: No changes
  - b. Barb Baker Chapin, Transitions of Western Illinois: No changes: No changes
  - c. Cynthia Grawe, Madonna House: 3 openings. Now hiring for Friday night shift; Adams Co. Mobile Food Pantry will be Saturday, November 22 at 10 am. More info: [www.CentralIllFoodBank.org](http://www.CentralIllFoodBank.org)
  - d. Cynthia Stiffler, Samaritan Well, Inc: 2 openings in both Men's and Women's shelter.
  - e. Dona Leanard, Crisis Center Foundation: 2 open, no personnel changes
  - f. Jennifer Vancil, QUANADA: Now hiring for first, third, (and when needed) fifth Wednesday 11-7 shift. 1 room open.
  - g. Krista Kunz, ROE #46: No changes
  - h. Lori Hartz, Prairieland United Way: No changes
  - i. Mary Muehlenfeld, YWCA of Quincy: New PH opening 5 houses; 2 openings will be full by end of Nov.
  - j. Rhonda Pool, Midwest Youth Services: No changes
  - k. Suzan Nash, Western Illinois Regional Council: No changes
  - l. Tammi Lonergan, MCS Community Services: 1 opening, 3 on wait list
4. CoC Grant
  - a. October 30 CoC grant was due. Shorter than normal turnaround.
  - b. Grant consisted of 6 renewals and 1 planning grant. The renewals had to cut 2%. MCS Community Services cut \$8,000 from their 2 programs and the YWCA cut \$4,748 from their 4 programs. To see evaluation criteria used by the Review Committee see Oct. 7 link at <http://wciccc.com/MeetingSchedule/>
  - c. The planning grant was submitted for \$7,967, which was the maximum the CoC could apply for. The YWCA of Quincy applied for the funds. It is the only entity that can apply since it is the Collaborative Applicant. The funds were requested for coordinated assessment and evaluation/monitoring. The YWCA asked for match and leveraging assistance. Ten agencies were able to submit leveraging letter, which resulted in \$23,385 in in-kind assistance and five agencies were able to provide some of the match to the grant. The Project Priority Listing and Planning Grant is available at <http://wciccc.com/MeetingSchedule/> on the Oct. 30 link.
5. ESG
  - a. Nov. 4, Reminder of Available ESG Resources on HUD Exchange
  - b. Oct. 24, ESG Training Webinar – from Stacey Difuccia - Cash Draw-Down Requests and Fiscal Reporting. The Supportive Housing Providers Association (SHPA) hosted an Emergency Solutions Grant

**Please see our website for meeting schedule and minutes: <http://www.wciccc.com/MeetingSchedule/>**

(ESG) training webinar for the IL Department of Human Services. The training webinar provided instructions for requesting ESG cash reimbursements, reporting match, and fiscal reporting. For staff that were unable to attend the live webinar, the session was recorded and should be available on the internet at: [www.shpa-il.org](http://www.shpa-il.org) under the Education tab. If you have any questions, or need additional information, please contact Stacey at: 217/558-4104

6. WCI Council

a. Research & Evaluation Committee

- i. On Oct. 28, the Emergency Food and Shelter Program (EFSP) for Adams, Brown, Hancock, and Pike counties met at the United Way of Adams County. Emily Robbearts called the meeting to order and gave an overview/update of the EFSP. Several of their Local Board (LB) are members are connected to the CoC as board members or entities receiving funding. Discussions were held about the LB becoming part of the Research & Evaluation (R&E) workgroup for the CoC. The members present were supportive of the alignment and felt it would give the group greater insight into addressing the housing/hunger needs in the region. The minutes are available on the CoC's website at <http://wciccc.com/MeetingSchedule/> on the Oct. 28 link.

Emily and Lori will be working on a matrix similar to what is used by the ESG and CoC programs for ranking and funding decisions. The matrix will be shared with the LB.

The LB will meet at 1 p.m. on Jan. 6, 2015 to allocated Phase 32 of the EFSP funds. Agencies requesting funds will be making short presentations.

b. Coordinated Assessment Work [CAW] group

i. Dona Leanard will chair committee

- a. Tami Lonergan, Heidi Welty, and Cindy Grawe will participate in CAW. Suzan Nash may participate. One service area needs to be actively utilizing coordinated assessment during the first quarter of 2015. Workgroup should examine other CoC's Coordinated Assessments so WCICCC can use as a template.

7. HMIS

- a. New Direction Warming and Cooling Center will be receiving training to get on the HMIS on Nov. 13.

8. Other

9. Final Roll Call for Late Attendees (Lori Sutton or Amanda Davis)

- a. All present

10. Meeting Schedule

- a. January 6, 1 p.m.: WCICCC R & E Committee/EFSP Local Board Meeting (Adams, Brown, Hancock, and Pike Counties) United Way of Adams County, 936 Broadway, Quincy
- b. January 8: WCICCC conference call
- c. February 12: WCICCC Meeting/Conference Call, Western Illinois Regional Council, 223 South Randolph, Macomb
- d. March 12: WCICCC conference call
- e. April 9: WCICCC conference call
- f. May 14: WCICCC Meeting/Conference Call, YWCA of Quincy, 639 York Street, Quincy

Zimbra

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## Reminder of Available ESG Resources on HUD Exchange

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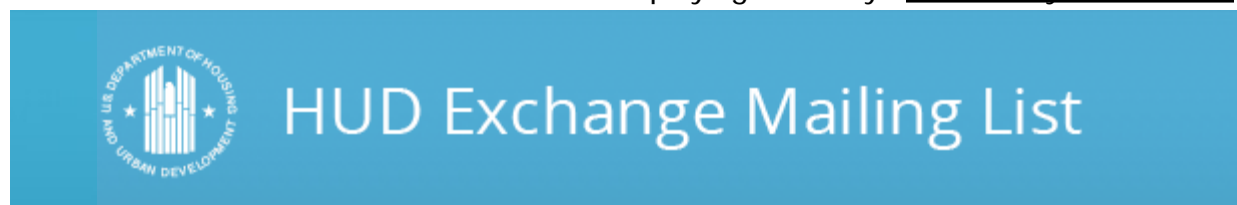
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### Reminder of Available ESG Resources on HUD Exchange

Many communities have questions about the Emergency Solutions Grants (ESG) Program interim rule – sometimes because of staff turnover and sometimes because existing staff seek guidance around interpreting the rule. While HUD continues to develop new guidance and resources for ESG recipients and subrecipients, and the AAQ help desk is always available to answer questions, HUD would like to remind ESG recipients and subrecipients of existing ESG program resources that are already available on the HUD Exchange.

The [ESG resource page](#) contains the [McKinney-Vento Act as amended by the HEARTH Act](#), the ESG interim rule, and other Notices, plus ESG program guides, tools, and webinars. These are all excellent resources to help staff learn and/or better understand the program. This page also houses links where staff can read past [listserv messages](#), submit a question to the [Ask a Question portal](#), view [ESG award amounts](#), and find resources for ESG planning and reporting. This message highlights some specific resources that both new and existing staff may find helpful to review.

#### **New to ESG?**

The following resources describe some basic ESG requirements:

- [ESG Program Fact Sheet](#)
- [ESG Program Components Quick Reference Guide](#)
- [Introduction to ESG Webinar](#)
- [General Program Requirements for ESG Webinar](#)
- [ESG Components and Activities Webinar](#)

## Key Concepts and Requirements

Periodically, HUD issues short “SNAPS-Shots” covering key concepts related to ESG program requirements:

- [Eligible Activities for ESG Rapid Re-Housing and Homelessness Prevention Components](#)
- [Eligible Participants for ESG Rapid Re-Housing and Homelessness Prevention Components](#)
- [Requirements for Rental Assistance Agreements and Leases Under ESG](#)
- [ESG Requirements for Case Management to Help Ensure Housing Stability: Rapid Re-Housing and Homelessness Prevention Assistance](#)
- [Assigning Essential Services to the Appropriate Program Component](#)

HUD has also issued guidance around some other critical program requirements. Some of the resources available for these include two longer guidance pieces and a matrix:

- [ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing](#)
- [ESG Rent Reasonableness and Fair Market Rent](#)
- [Applicable Requirements for Rental Assistance and Housing Relocation and Stabilization Services Matrix](#)

## ESG Priorities

HUD encourages ESG recipients and subrecipients to design their programs around HUD’s priorities for rapid re-housing, CoC collaboration, and quality data collection in HMIS. The following resources describe some of these priorities and why they are important in helping to end homelessness in communities:

- [Video Message from former HUD Secretary Donovan Message to HUD’s ESG Recipients on the Importance of Rapid Re-Housing](#)

- [SNAPS In Focus: Rapid Re-Housing As a Model and Best Practice](#)
- [HUD and USICH: Core Principles of Housing First and Rapid Re-Housing Webinar](#)

## Eligibility and Documentation

Some communities have expressed confusion about the homeless and at risk definitions, and correctly determining and documenting eligibility for program participants for either ESG rapid re-housing or homelessness prevention services. It is critical that recipients and subrecipients are evaluating individuals and families correctly for assistance. The following materials can help with determining and documenting program participant eligibility:

- [At Risk Status and Income: Recordkeeping Requirements Webinar for ESG Grantees](#)
- [Homeless Status: Recordkeeping Requirements Webinar](#)
- [Determining Homeless and At-Risk Status, Income and Disability Webinar](#)
- [The Homeless Definition and Eligibility for SHP, SPC, and ESG](#)
- [Criteria and Recordkeeping Requirements for Definition of Homelessness](#)
- [Criteria for Definition of At Risk of Homelessness](#)
- SNAPS-Shot: [Eligible Participants for ESG Rapid Re-Housing and Homelessness Prevention Components](#)

## FAQs

Through the publication of Frequently Asked Questions (FAQs), HUD offers clarifying information and guidance that may not be stated as explicitly elsewhere. All ESG Program FAQs are available either on the [ESG Program FAQs](#) page or from any HUD Exchange page by clicking on "[Advanced Search](#)" located in the top right-hand corner of the page, right below "Search Resources." To find ESG FAQs from the "Advanced Search" page, select "FAQs" as the desired result type. Then, select the search criteria. "Search by Programs or Systems" allows the user to specify keyword(s), program, and/or reporting system.

## Related Resources

ESG recipients and subrecipients must comply with a variety of other requirements for planning and reporting, including submitting the [Consolidated Plan, Action Plan, and CAPER](#), [participating in HMIS](#), and [utilizing IDIS](#). Recipients and subrecipients can visit the applicable resource pages for these topic areas for additional guidance.



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