

**QUESTIONS AND ANSWERS**  
**1009 Vilas Avenue**

**1. What is the Porchlight program and who will be living in the houses (men, women, children)?**

The program is for transitional housing for single adults. It could be either men or women, but will most likely be men.

**2. Will people involved in the program live here for long periods of time or will turnover be consistent?**

For 7-8 of the units, it will be transitional housing, which means that there will be a time limit of two years. During that time the individuals are expected to secure employment and/or alternative income sources (SSI / SSDI) and permanent housing. They will be case managed by a professional case manager who will be on site to visit with each of the individuals in the program and will be working these individuals on their individual plans to obtain sustainable permanent housing. This will **not** be a Drop-In Shelter so there will be no group of people that should be either hanging out in front of the property or are residing in the property for only a short time. Most of the persons in our transitional housing program are in the housing for more than one year. The other 4-5 units will be permanent housing which will include a resident manager. The 4-5 units will be long-term housing and the expectation that they would be in the units for two years or longer.

**3. How can the program ensure us that people will not be 'hanging out' in the neighborhood such as we see at the church homeless shelter on the square?**

This will not be a drop-in facility. All residents will have program agreements with expectations that they comply with individual plans to assist them in retaining stable housing. There will be a resident manager living on-site who will have authority to contact police if there are persons that do not belong on the property.

We allow residents to have guests during the day so long as they do not cause problems with other residents or neighbors. No overnight guests are allowed.

**4. Will the people in the program have past criminal backgrounds such as sex-offenders, violence, etc?**

The persons in our housing do sometimes have criminal backgrounds. For this housing, we cannot take persons that come directly from criminal institutions per HUD regulation. We do criminal background checks on all of our residents. We cannot violate the State and City laws that prohibit housing discrimination on the basis of criminal background. Of those that do have criminal backgrounds, virtually none have criminal histories of serious violent behavior. We do have some sex offenders that are housed in some of our housing units but we are sensitive to concerns of neighbors about public safety. We would be willing to consider agreeing to consult the alderperson and the neighborhood association for approval if we ever thought placement of a sex offender at the Arbor Drive property would be appropriate before such placement occurred.

**5. Is this something that is already been approved by the city and/or neighborhood or are we in discussion mode?**

This has not been approved by the City, but we are anticipating getting necessary approvals in March. We are in the discussion mode and look forward to a creative and ongoing conversation with our neighbors.

For further information, please contact either:

Steve Schooler, Porchlight Executive Director – 257-2534 ext. 18.  
Bill White, Process Consultant – 695-4946

## **PORCHLIGHT HOUSING FACT SHEET 1009 VILAS AVENUE**

### **Address and number of units:**

- 1009 Vilas Avenue, 12 units (7-8 transitional and the remainder permanent)

### **Zoning classification:**

- R3 and it should not need to be changed.

### **Other municipal approvals:**

- Other than approval of the rollover of CDBG funds from the sale of Henry Street to the purchase of 1009 Vilas Avenue by the City CDBG commission, there are no other approvals required. However, Porchlight looks forward to ongoing conversations with our neighbors.

### **Detailed description of the programs in the house:**

- The transitional housing program is a 2-year program where the residents must accept case management services as a condition of their housing. The case manager meets with the resident to establish an individual plan (ISP plan) with specific goals. These goals include employment, job skills, money management and budgeting, etc. The case manager then monitors each participant on whether and to what extent they are achieving their goals. The Director of Services will be at the meeting so she can orally provide more details and answer any questions about the specifics of the program. Attached are the rules and agreements we require all transitional housing residents to sign and the specific rules for the Henry Street facility. A similar set of rules will apply to the Vilas Avenue facility. Porchlight will have somewhat similar program requirements for the permanent housing units, but these requirements may vary depending on the permanent housing program. For example, we do have housing units that are recovery housing which provide more specific requirements for residents, employment, attending AA meetings, group meetings, no consumption of alcohol or drugs at all, etc.

### **Check out and check in time:**

- There are no specific check in and check out times; many of these residents will work varying shifts and it is simply not feasible to try to enforce these. Guests are only permitted between 8:00 am and 10:00 pm.

### **Alcohol and drug use policies:**

- See attached policies in existence for Henry Street. At this time, drugs and alcohol are not permitted on the premises. These are the general rule for all of our transitional housing programs. For permanent units, depending on the program, alcohol may be permitted on premises. We have yet to decide whether to permit alcohol on premises for the permanent units for Vilas Avenue. See attached.

For further information concerning this project, please feel free to contact:

Steve Schooler, Porchlight Executive Director – 257-2534 ext. 18.  
Bill White, Process Consultant – 695-4946



## Henry Street House Rules

1. THIS HOUSE IS A COOPERATIVE LIVING ARRANGEMENT. SINCE THE HOUSE IS SHARED BY UP TO 8 PERSONS, IT IS IMPERATIVE YOU "DO UNTO OTHERS AS YOU WANT TO BE DONE BY"
2. Use of drugs and alcohol is prohibited, on the property, while in this housing. Abuse of this rule will result in non-renewal of your month-to-month lease.
3. There will be no threats or acts of violence or possession of weapons in the house. Violation of this rule is grounds for non-renewal of your month-to-month lease. Police will be advised of any weapons, with the possibility of a formal charge for weapons possession and thus immediate eviction.
4. You are responsible for cleaning up after your self. If you choose to use the kitchen to cook/eat you must wash all dishes and wipe down any messes on the counters or stove **immediately**. After showering, make sure you have not left dirt and hair behind. Wipe down the sink after use. Used toilet paper belongs in the toilet. DO NOT put used toilet paper in the waste basket!
5. Keep yourself and your bedroom clean at all times. The Case Manager will inspect bedrooms for cleanliness as needed, approximately once a month.
6. Pay your rent on the first day of the month. Failure to do so may result in non-renewal of your month-to-month lease.
7. The Case Manager may enter your room with 24 hour notice if they feel there is reason to do so. They may enter your room without notice if there is an emergency affecting the safety of the house or other residents.
8. Guests may visit you in the house between the hours of 8:00am and 10:00pm. No overnight guests are allowed. No guests under the age of 18 are allowed in your room at ANY TIME.
9. Loud music and profane language are not allowed in common areas of the house-TV room, kitchen, bathrooms, and halls.
10. No pets allowed in the house or on the property.
11. Respect the privacy and personal property of other residents as you expect your rights to be respected. Do not borrow or use another resident's bedroom without permission or if he is not there. Stealing from another resident or from Porchlight is grounds for dismissal and prosecution.
12. The front and back doors of the house must be kept locked at all times. When you leave or enter make sure the doors are latched and locked.

13. Bedroom doors must be locked whenever you are away or otherwise unable to safeguard your possessions. Porchlight is NOT responsible for your lost or stolen articles, you are.
14. Noise or activities which are unduly disturbing to other residents or neighbors are not allowed. Music/television played in your bedroom after 10:00pm is not to be loud enough to be heard by any other resident or the neighbors. Any noise that is disturbing to the neighbors is not allowed.
15. Overnight sleeping in the living room is not allowed by guests or tenants.
16. You must inform the Case Manager of any changes in health, employment, school program, or any other important changes in your circumstances that affect your tenancy at this property.
17. There is to be no parking in the Henry St. Driveway by Residents or Resident's guest. This parking is reserved for Porchlight staff. Downtown street parking in Madison requires a parking permit which is obtained from the City of Madison.
18. Monthly house dues are to be paid to the resident manager on the 1<sup>st</sup> of every month. If house dues are not paid by the 5<sup>th</sup> of the month may result in non-renewal of your month-to-month lease.

Since you are building a housing reference, we want to provide as much support as possible for you to do this. As part of this support, a list of infractions and problems will be maintained as they relate to you. Examples-non-completion of chores, violation of curfew for guests, continuous noise disturbance and other problems as deemed appropriate by the Resident Manager and Case Manager. These infractions will be discussed with you, with the aim of helping you to grow in your ability to maintain a good relationship with a landlord. If this discussion does not result in growth by you, your month-to-month rental agreement will be terminated. If any of your problems cause physical or emotional harm to other residents or the neighbors, immediate eviction will occur.

I have read and understand the above rules and I agree to abide by them for the duration of my stay at Henry Street Porchlight housing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Staff witness: \_\_\_\_\_

Date \_\_\_\_\_