



City of Madison

Agenda - Approved

City of Madison
Madison, WI 53703
www.cityofmadison.com

Homeless Services Consortium Board of Directors Meeting

Friday, August 21, 2015

11:00 a.m.

United Way Dane County
Board Room A

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pab hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Sue Wallinger – 266-6520

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

APPROVAL OF MINUTES

Approval of 7/24/2015 Meeting Minutes

NEW BUSINESS ITEMS

1. Request of VAMC Homeless Program to allow them to claim an exemption to meeting the Chronic Homeless Performance Measure
Heather Dempsey, Health Care for Homeless Veterans Outreach Worker
2. Review and Discussion of Homeless Services Consortium By-laws
Martha Cranley, President HSC BoD
3. Review of HUD Funding Priorities
Sue Wallinger, City staff
4. Announcements

ADJOURNMENT

MINUTES FROM THE HOMELESS SERVICES CONSORTIUM BOARD MEETING
July 24, 2015

PRESENT: Karen Andro, Darcia Bell Roosevelt, Maggie Carden, Martha Cranley, Rob Dicke, Jani Koester, Garrett Lee, Glenn Ruiz

ABSENT: Kristina Dux, Torrie Kopp Mueller, Scot Sorensen, Brenda Walton

GUESTS: Karla Jameson, Brenda Konkel, Joe Volk

City CDBG Staff: Anne Kenny, Jim O'Keefe, Linette Rhodes, Sue Wallinger

CALL TO ORDER/ROLL CALL

Cranley called the meeting to order at 11:15 a.m.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

APPROVAL OF MINUTES

Lee moved to approve the May 29, 2015 meeting minutes. Koester seconded. The motion passed unanimously.

NEW BUSINESS ITEMS

Presentation from Performance Review Committee and CoC application Committee on Project Prioritization Efforts

Karla Jameson gave a presentation on the efforts of the Performance Review Committee (PRC) regarding the HUD application and how the CoC ranks programs. She said the Data Committee works on the data that went into the spreadsheet she handed out. The PRC came up with the goals and outcomes they were trying to meet. The Application Committee works on the application each year. HUD hasn't put out the 2015 application yet.

Jameson explained the handouts she passed out. She went over the table that shows which agencies in Dane County receive HUD funding and their program, program type, and HUD funding amounts. Currently all programs are housing programs. HUD has indicated they do not want to continue funding services, so services programs have been funded with other sources. The number of points indicates how well the program ranked, with the higher number of points being better.

Dane County needs a total of \$3,151,537 to continue programs in 2015. In the last three years HUD asked CoCs to cut by three or five percent. The first year, Dane County cut three percent from all programs, but HUD didn't like that approach and wanted CoCs to cut from programs that weren't performing as well. They wanted CoCs to come up with an evaluation tool to assess

who's meeting goals and who's not and cut from ineffective programs. Jameson went over each of the columns on the six-page spreadsheet, explaining what each column meant.

Discussion highlights:

- Rapid Re-Housing programs have to be designated as such to count as RRH in the scoring. It doesn't matter so much that a program operates like RRH so much as that it was designated as RRH to begin with.
- Supportive services were a better fit for ETH funds.
- Measures were developed to get at HUD's directive to serve the most difficult to serve. The VISPDAT assessment assists in determining vulnerability and difficulty to serve.
- Recidivism is a new column just added this year. Recidivism measures whether or not people who exited the shelter system in the prior year returned in the present year.
- The HUD-mandated goals from the spreadsheet include mainstream resources, income measures, the housing stability measure, the 2+ conditions measure, and the number of chronic admissions. The other goals are locally driven.

Lee moved to direct the Application Committee to find the exemplars among agencies and ask them to submit what they've done to outperform everyone else and share those actions as "best practices." Bell seconded. The motion passed unanimously.

Approve Membership of Homeless Services Consortium in Wisconsin Coalition Against Homelessness and discussion of Board efforts to encourage agency and individual membership in WCAH

Joe Volk, Executive Director of the Wisconsin Coalition Against Homelessness (WCAH), Inc., said the Coalition has been in business about six months. Prior to that, he had been working in the homeless area since about 1985. He was the CoC director for the City of Milwaukee for about ten years.

Volk presented the results of a study showing how poorly Wisconsin ranks compared to neighboring states for state funding for homeless programs. The chart he handed out showed the comparison in state funding among Wisconsin, Minnesota, Michigan, and Illinois. Wisconsin rated lowest with only \$3,250,000 in state funds going to homeless programs, compared to \$76,750,000 in Minnesota. In emergency shelter and transitional housing, Minnesota funds \$8.3 million, whereas Wisconsin is at \$1.4 million. In prevention, Minnesota is at \$18.7 million, and Wisconsin is at \$1.8 million. In supportive services, Minnesota is at \$14.7 million, and Wisconsin is \$0. In youth and runaway housing, Minnesota is at \$5.2 million, while Wisconsin is at \$50,000. For state-sponsored rent assistance, Minnesota is at \$5.6 million; Wisconsin is at \$0. For supportive housing units, Minnesota is at \$23.5 million, and Wisconsin is at \$0. Minnesota also spends \$750,000 to support work of CoCs. Wisconsin provides nothing in support of CoCs.

This lag in funding goes back through several administrations and isn't generally related to party politics. A vibrant, well-funded coalition is needed to make impact at the state level, which is why Volk helped to start the WCAH. Advocacy, coordination, and public awareness are the missions they want to pursue.

They have a board made up of members from around the state. Going forward they want to explore social impact bonding, and the state administration is interested in this type of funding. They'd also like to create a local policy advocacy program called Shelter for All. They have a very nice website and will be putting a forum on it to get input from around the state. They're

hoping to do podcasts, a newsletter, and billboard campaign. In terms of a legislative agenda, they will be coming to Madison in the fall to create a statewide homeless legislative agenda.

Volk handed out a membership form to everyone in the group.

Discussion highlights:

- Outreach in the fall will help determine service delivery policies.
- The WCAH is staffed by Volk and Ken Schmidt with a \$20,000 per year budget.
- The board contains ten people so far.
- Lee said that a \$25 membership fee is steep for people with no income. Volk said sponsorship would be a possibility.
- Carden said she was concerned that what the HSC is working on will not match up with what the WCAH is promoting.

Dicke moved to have the Madison-Dane County Homeless Consortium Board of Directors recognize the WCAH and to allow them to use the HSC name, logo, and materials and to state that the HSC Board officially supports their efforts. Koester seconded. The motion passed unanimously.

Approve Changes to Point in Time Questionnaire

Rhodes said that the Point in Time (PIT) unsheltered count is happening next Wednesday. The volunteer registration link will be sent out again today. She said the Data Committee reviewed the unsheltered count form that volunteers will use to count homeless persons, and they approved the form handed out at today's meeting. The City of Madison would like to add an eighth question to the form. Specifically, they would like to ask the question, "As an adult, what year were you first homeless? (year) Where?"

Discussion highlights:

- Carden said she is a member of the Data Committee and that the City proposed both Question 8 above and Question 9 ("When was the last time you had a home or an apartment that you were on the lease? (year) Where?"). The Data Committee didn't want to add Question 8 at all and suggested that Question 9 be reworded as written on the form now.
- Wallinger said that the Mayor was making this request.
- Carden said that the Data Committee had many concerns with the question, specifically thinking that people might have difficulty remembering when they first became homeless (what year). The Committee was also concerned about data collected on where people became homeless.
- Dicke said he was concerned that the data collected would be punitive against homeless people, especially against people from Chicago.
- The unsheltered count doesn't count "couch surfers."
- Konkell said that if the data is collected, it may show the Mayor he's wrong.
- The Data Committee recommended to include Question 9 but not Question 8.

Dicke moved to accept the Data Committee's recommendation to include Question 9 but exclude Question 8 from the survey. Lee seconded. The motion passed unanimously.

Presentation on Corporation for Supportive Housing (CSH) Recommendations on Dane County Housing Gap

This item was postponed until next month's meeting.

Approve City's request to use 2014 HUD Planning money to contract with CSH to implement a public planning process to update the *Community Plan to Prevent and End Homelessness in Dane County*

Waller said the City, as the collaborative applicant for the CoC application, was eligible to apply for planning money. The first year the City applied, they contracted with the Corporation for Supportive Housing (CSH) for a lot of information. They had a full day workshop on both Housing First and written standards and how they apply to different programs, as well as an evaluation and analysis of transitional programs. People were generally happy with the work the CSH did. The City was then awarded an additional planning grant. The Application Committee has talked about and agrees with the City that the grant should be used to update the Community Plan to Prevent and End Homelessness. The City decided to go with CSH again because they did a good job and brought a lot of expertise and vision that the City found valuable. The Community Plan says the plan will be reviewed every five years. It was last reviewed in 2011, so it's time once again for review. Waller went over a memo in the packet that gives an overview CSH's proposal. The full amount that the City will be paying is \$38,739, and United Way is contributing an additional \$5,000. The Board is being asked to approve use of the City's money for the Community Plan to Prevent and End Homelessness.

Discussion highlights:

- The City will end up with a finished plan.
- The Steering Committee has not yet been formed, but the Board is authorized to form the Steering Committee.
- Charrette is an architectural term. What CSH is proposing is a series of stakeholder meetings to get input. The intention is that this be a very public process.

Lee moved to approve CSH to implement updates to the Community Plan to Prevent and End Homelessness through the charrette process. Bell seconded. The motion passed unanimously.

Recommend process to select members for Community Plan Steering Committee per CSH Proposal

Cranley said there is still time before a Steering Committee has to be selected. She passed out what Jani, Torrie, and she brainstormed for the Committee. The Board will discuss it in more detail in August. Koester said they were trying to think broadly in each category on the sheet. Waller said CSH recommended six to twelve people be on the Committee. Dicke volunteered to be on the Steering Committee as the HSC Board representative.

Discussion of Homeless Services Consortium Facebook page

Andro introduced the Homeless Services Consortium Facebook page. She said the page should serve as a notification/communication modality to post announcements into the feed. It shouldn't be used for sharing opinions or debate. The page would be a public page but would be restricted so that she would have to approve the messages.

Cranley asked Andro to come up with written standards and policies for the page and maybe work with the website team or the Outreach Committee.

Lee moved to have Andro draft written standards and policies for the Facebook page. Dicke seconded. The motion passed unanimously.

Other Business or Announcements

Daytime Resource Center

O'Keefe said the County has been focused on the property on Martin Street for quite some time but has encountered legal difficulties with that property. They haven't abandoned that effort, but they are looking for alternative locations more centrally located. City Real Estate found a property a couple of blocks off the Capitol Square called the Bellini property that might serve well as a resource center. The County is engaging with an architectural firm to see if it can be adapted for a resource center. It will be an expensive proposition. The County has \$2.5 million available now for the resource center. It will, however, be problematic from an operating budget standpoint for both the City and the County. There are also three residential properties adjacent to the Bellini property, and the owners have indicated they'd like to sell.

Lee asked whether the Fairchild property near the County's parking ramp was still on the table. O'Keefe said it's highly unlikely that the Fairchild property would be available for a daytime resource center. There's been some talk about its use as a replacement men's shelter, but that is likely years away.

August HSC Board Meeting

Wallinger will send out a Doodle poll to determine whether either August 19 or August 21 works best for the next meeting.

Adjournment

Dicke moved to adjourn at 1:20 p.m. Koester seconded. The motion passed unanimously.

Anne Kenny, recorder

Wallinger, Sue

From: Urbin, Marybeth [Marybeth.Urbin@va.gov]
Sent: Tuesday, July 14, 2015 2:34 PM
To: Conrad, Thomas; Wallinger, Sue
Subject: FW: HUD-VASH Chronic Homelessness Exemption
Attachments: Fact Sheet HUD-VASH Chronic Homelessness Exemption.docx

Sue and Tom,

I am being asked if we would like to submit an exemption to meeting the Chronic Homeless Performance Measure. We have found that we are getting fewer and fewer Veterans that meet the HUD Chronic Homeless definition. Attached is a document explaining what we need to submit and who needs to support it. It states that the CoC and PHA are the two signatures that I would need to get this exemption. Not sure what your numbers look like but thought I would run it by you to get your thoughts.

Thanks,

Marybeth

Marybeth Urbin, LCSW
Homeless Program Coordinator
Wm. S. Middleton Memorial Veterans' Hospital
815-227-9002 x 15407
Fax: 815-227-9070

From: Rue, Patricia
Sent: Wednesday, June 10, 2015 11:03 AM
To: McKee, Judy K.; Bridges, Alan J.; Ludwig, Jane T.; Urbin, Marybeth
Subject: FW: HUD-VASH Chronic Homelessness Exemption

FYI

Patti

From: Olson, Robin (VISN 12)
Sent: Wednesday, June 10, 2015 10:01 AM
To: VISN 12 Directors Secretaries
Cc: VISN 12 Leadership; Landreth, Edward S.; Herskovic, Eugene
Subject: FW: HUD-VASH Chronic Homelessness Exemption

Info: Directors

From: VHA Office of the ADUSH for CO Communication
Sent: Tuesday, June 09, 2015 2:38 PM
To: VHA VISN Directors
Cc: VHA VISN Chief Medical Officers; VHA VISN QMOs; VHA VISN Admin Reps; VHA CO 10NC Action; VHA 10NC1 Homeless Action; Vazzano, Jesse K.
Subject: HUD-VASH Chronic Homelessness Exemption

Good Afternoon Network Directors-

Please see the message below and attached document from the VHA Homeless Programs Office. Please refer any questions to **Jesse Vazzano, National Director, HUD-VASH, at 802.295.9363 extension 5059 or jesse.vazzano@va.gov**.

Sincerely,
Team 10NC

Good Afternoon VISN Leadership –

In response to feedback from communities that have seen a significant reduction in chronically homeless Veterans, VA, in partnership with HUD and the US Interagency Council on Homelessness (USICH) has developed exemption criteria to the 65 percent chronic homeless target (HMLS41) for Department of Housing and Urban Development – VA Supportive Housing (HUD-VASH). This is an effort to ensure that HUD-VASH vouchers are being used to serve Veterans who are homeless and demonstrate a need for ongoing supportive services and case management to move out of homelessness, while not holding HUD-VASH vouchers back in an effort to meet the HMLS41 target. There is no required action if your community continues to see sufficient numbers of chronically homeless Veterans. If your community has reduced chronic Veteran homelessness greatly, and you are struggling to achieve HMLS41 without holding vouchers back, this exemption is an opportunity to ensure that other homeless Veteran groups are prioritized and served in HUD-VASH to support full utilization of all allocated vouchers.

Along with our partners at HUD and USICH, we have developed a way for VAMCs, Continuums of Care (CoC), and Public Housing Authorities (PHAs) to request exemption to HMLS41 for HUD-VASH and provide an order of prioritization for other homeless Veterans to be served in HUD-VASH. By going through this exemption request process, if approved, it is expected that there will be an increase in referrals and utilization based on the order of priority that is outlined below.

The process to request exemption from HMLS41 requires completing the "Chronic Homeless Exemption Request Form" (embedded in the attached Fact Sheet) with input and agreement by at least one of the CoCs and PHAs in your catchment area, as indicated by their signatures on the exemption form. Please refer to the attached "Fact Sheet HUD-VASH Chronic Homelessness Exemption" for details on the exemption process, and the "Notice – CPD – 14-012-Prioritizing Persons Experiencing Chronic Homelessness" (embedded in the Fact Sheet) for details on the order of prioritization of non-chronically homeless Veterans for HUD-VASH.

The HUD-VASH Program Office will conduct monthly reviews of exempted sites to ensure that highly vulnerable Veterans are being served, consistent with the prioritization guidance above. VAMCs that begin to show marked reduction in vulnerable Veterans served by HUD-VASH will be reviewed by the HUD-VASH Program Office, and in scenarios of no improvement after Program Office intervention, the exemption could be revoked.

Questions should be directed to Jesse Vazzano, National Director, HUD-VASH, at 802.295.9363 extension 5059 or jesse.vazzano@va.gov.

Attachment:

- Fact Sheet HUD-VASH Chronic Homelessness Exemption

Fact Sheet HUD-VASH Chronic Homelessness Exemption

The process to request exemption from the chronically homeless performance measure in HUD-VASH (HMLS41) requires completing the Chronic Homeless Exemption Request Form (embedded at the end of this form) with input and agreement by at least one of the CoCs and PHAs in your catchment area, as indicated by their signatures on the exemption form. This is a self-certification process by VA and its community partners to indicate that there are not enough chronically homeless Veterans to meet the HMLS41 target and the HUD-VASH lease up performance measure of 92 percent by September 30, 2015 (HMLS3). Recommended data sources for use in completing an exemption request include Homeless Operations & Management Evaluation System (HOMES), Homeless Management Information Systems (HMIS), Point-in-Time (PIT) Data, Gap Analysis, and homeless registries. Once the self-certification is complete by the community, and the exemption request is submitted, then the request will be reviewed and approved (or not) within one week by a joint review by VA, HUD, and USICH representatives.

When completing the exemption request form, the following needs to be done:

- After a review of local data and using appropriate methodology, the VAMC, PHA, and CoC agree and certify that there are not enough chronically homeless Veterans to meet HMLS41 and also meet the 92 percent lease up (evidenced by signatures on the form); **AND**
- In the written exemption request, the VAMC, PHA, and CoC fully describe the comprehensiveness of the outreach and engagement strategies used to identify Veterans experiencing homelessness, in particular Veterans in unsheltered situations; **AND**
- The VAMC, PHA and CoC agree to certify that they will use the method of prioritization of non-chronically homeless Veterans defined by VA and outlined below, which is based on the non-chronic portion of HUD's Prioritization Notice (see attached) with a VA-specific amendment.
- Based on consultation with HUD and USICH, VA Homeless Program Office (HUD-VASH, Clinical Operations) will review and approve or disapprove the request for exemption; **AND**
- If an exemption is approved, the VAMC, PHA, and CoC will be informed and the exemption will take effect immediately. Once exempted, the VAMC will be removed from all HMLS41 reporting on the Homeless Scorecard in VSSC. (Note: that the removal from the HMLS41 report on the scorecard may not take immediate effect due to the programming that is necessary.)

The exemption request should adequately describe how the community determines the number of Veterans who are experiencing chronic homelessness within the area and whether they have been referred to and assessed by the VAMC to obtain a HUD-VASH voucher or other appropriate housing resource. Additionally the request should describe how the community estimates the number of Veterans who will become chronically homeless in the next six months and how these Veterans have been accounted for in the projected end of chronic homelessness for Veterans.

Once exempted from the HMLS41 target, VAMCs will be expected to use the prioritization list below to admit Veterans to the HUD-VASH program. These Veterans should be homeless and demonstrate a need for the case management and supportive housing provided through the

Fact Sheet HUD-VASH Chronic Homelessness Exemption

HUD-VASH program. Veterans who are not chronically homeless should be admitted to HUD-VASH in the following order of priority:

- a) **First Priority–Homeless Persons with a Disability with the Most Severe Needs.** An eligible household that has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter for any period of time and has been identified as having high or severe service needs. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.
- b) **Second Priority–Homeless Persons with a Disability with a Long Period of Continuous or Episodic Homelessness.** An eligible household that has been living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution and had been living or residing in one of those locations for at least 6 months or on at least three separate occasions in the last 3 years where the cumulative total is at least 6 months.
- c) **Third Priority–Homeless Persons with Disability Coming from Places Not Meant for Human Habitation, Safe Havens, or Emergency Shelters.** An eligible individual or family that has been living in a place not meant for human habitation, a safe haven, or an emergency shelter for less than 6 months and whose needs are not considered to be severe. This includes persons exiting an institution where they have resided for 90 days or less but were living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately prior to entering the institution.
- d) **Fourth Priority–Homeless Persons with a Disability Coming from Transitional Housing.** An individual or family that is coming from transitional housing, where prior to residing in the transitional housing lived on streets or in an emergency shelter, or safe haven. This priority also includes homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing—all are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.
- e) **VA Priority Populations.** Homeless Veterans who do not meet criteria for chronic homelessness or the priority groups above may be prioritized for VA-funded PSH if they demonstrate a need for ongoing case management based on clinical assessment. Additional priority populations include but are not limited to the following Veterans: women, those with children, those who served in OEF/OIF/OND, aging Veterans, those with a debilitating clinical condition that does not meet formal disability criteria, and those with an extensive homeless history that does not meet other criteria above.

At this time we believe that this exemption will only apply to a few communities, but as more communities make progress and see a substantial decrease in chronically homeless Veterans, we anticipate that more requests for exemption may be submitted for review and approval.

The HUD-VASH Program Office will conduct monthly reviews of exempted sites to ensure that highly vulnerable Veterans are being served, consistent with the prioritization guidance above.

Fact Sheet HUD-VASH Chronic Homelessness Exemption

VAMCs that begin to show marked reduction in vulnerable Veterans served by HUD-VASH will be reviewed by the HUD-VASH Program Office, and in scenarios of no improvement after Program Office intervention, the exemption could be revoked.

Questions should be directed to Jesse Vazzano, National Director, HUD-VASH, at 802.295.9363 extension 5059 or jesse.vazzano@va.gov.

Chronic Homeless Exemption Request Form:



CH Exemption
Request Form

HUD Prioritization Notice:



Notice-CPD-14-012-P
rioritizing-Persons-Ex

**Bylaws
Of
Homeless Services Consortium of Dane County**

Article I: Name

The name of this organization shall be the Homeless Services Consortium of Dane County, hereinafter referred to as HSC. The HSC shall be organized as a Non-profit Association under the laws of the State of Wisconsin.

Article II: Purpose & Responsibilities

The HSC is organized to ensure the efficient and effective delivery of housing and services to homeless households in Dane County. The responsibilities of the HSC include, but are not limited to:

1. Develop policies and procedures needed to comply with HUD HMIS requirements, code of conduct and recusal process for the Board and its members;
2. Establish targets and evaluate outcomes of HUD-funded programs;
3. Plan and operate a centralized or coordinated intake and assessment system;
4. Establish and follow written standards when administering assistance;
5. Prepare annual application for CoC funds;
6. Coordinate planning efforts including;
 - a. Semi-annual Point In Time surveys,
 - b. Annual gaps analysis of homeless needs,
 - c. Provide information necessary to the Consolidated Plan for Madison and Dane County,
 - d. Plan for the use of ESG and CoC funds, and
 - e. Evaluate performance of ESG and CoC funded activities.
7. Establish priorities for funding projects within Dane County;
8. Make decisions on the Unified Funding Agency.

Article III: Membership

Section 1: Members

The membership of the HSC shall be defined as: 1) a group of individuals who share the same vision that all persons should have the opportunity to secure, safe, stable and affordable housing and 2) persons who meet regularly for the purpose of sharing information on issues related to homelessness in Dane County. Membership will include, but not be limited to, representatives of service and housing providers, funders, advocates, homeless and formerly homeless and is open to all interested persons.

Section 2: Meetings

The HSC membership will meet monthly at a regularly scheduled time and location to be determined by the membership. The Board of Directors will meet at least six times annually at a regularly scheduled time and location to be determined by the Board.

An agenda will be available prior to each membership meeting and will be emailed to all those persons interested in receiving notification via a distribution list. An agenda for the Board of Directors will be publically noticed on the City of Madison web-site and will be emailed to all persons interested in receiving notification via a distribution list.

The HSC membership will elect a Chair and Vice Chair at the HSC Annual Meeting. Terms for Chair and Vice-Chair will be for one year. The Chair is responsible for determining the agenda for the monthly membership meetings. The Vice-Chair records minutes of the membership meetings.

All members who annually attend a minimum of three regularly scheduled monthly meetings, as evidenced by sign-in sheet at each meeting, will be qualified to vote at the annual meeting for Board members, issues related to the bylaws and for Chair of the HSC. A list of all qualified HSC voters will be compiled by the Chair or their designee and available at any meeting that includes a vote of the membership. Each qualified member who attends the meeting gets one vote.

Section 3: Member Dues

The HSC membership may from time to time request contributions from its members for the purpose of supporting activities that benefit the homeless population of Dane County. The assessment of HSC membership dues shall have a defined purpose and must be approved by the majority of the voting members at the Annual Meeting.

Article IV: Governance

Section 1: Governing Body

The leadership of the HSC shall be eleven (11) voting members of a Board of Directors elected by qualified HSC members at its annual meeting. An additional Board Member representing the lead HMIS function shall be a non-voting member of the Board of Directors.

Section 2: Board Structure

Elected members of the Board of Directors shall be from the following:

1. Four (4) representatives of non-profit agencies providing housing and services for homeless persons. The four elected representatives should reflect the variety of Dane County housing and services and homeless subpopulations.
2. Four (4) representatives at-large. The four elected at-large representatives may include: housing and service providers, business representatives, advocates for homeless populations and victims of domestic violence, local government representatives, funders, medical providers, faith communities, law enforcement, and veterans.
3. Two (2) representatives of the homeless and/or formerly homeless population.
4. Chair of the Homeless Services Consortium membership group.

A quorum for the Board of Directors to conduct business of the HSC shall be six (6) members.

Each Board member must annually sign a Code of Conduct as required by federal regulation.

Section 3: Officers

The officers of the HSC Board of Directors shall be the President, Vice President and Secretary/Treasurer. Officers shall be elected on an annual basis by a majority of the Board of Directors.

Section 4: Term

Each elected Board member shall serve a two-year term. In order to ensure that Board members serve staggered terms, for the first year, five (5) of the Board members shall serve a one-year term. At the end of that year, each Board term shall be for two years. Each Board member may serve for no more than three (3) consecutive 2-year terms.

Section 5: Resignation and Termination

Resignation from the Board of Directors must be in writing addressed to the Secretary/Treasurer.

The President or their designee has the ability to approve absences from Board meetings. A Board member may be terminated for excess absences from regularly scheduled meetings of the Board. Excess absences are defined as more than three unexcused absences. A member of the Board of Directors may be removed for other reasons by a vote of a minimum of eight remaining Board members.

In the event of a mid-term vacancy, the President of the Board of Directors shall ask for nominations of interested HSC members; a vote of the majority of the Board of Directors is needed to fill a mid-term vacancy through the end of the term.

Section 6: Meetings and Annual Meeting

The Board of Directors shall meet at least six times annually. Meetings of the Board of Directors shall comply with Wisconsin Open Meetings law, section 19.81 through 19.98 of Wisconsin Statutes.

An Annual meeting will be scheduled in December of each year and may be combined with a regularly scheduled meeting of the HSC membership. At the annual meeting, elections will be held for: 1) Board seats that expire, 2) the Chair and Vice Chair of the HSC membership, and 3) any other issues of importance to the membership.

In addition to a slate of candidates put forward by a Nominating Committee to fill open Board slots, members may nominate candidates from the floor. Nominations must have a second and the nominated person must be in attendance and accept the nomination.

Section 7: Committees

There shall be permanent committees of the HSC to assist the Board of Directors in meeting their responsibilities of operating the Continuum of Care and on issues related to the stated purpose and responsibilities in Article II. Additional committees may be created as deemed necessary to implement programs or perform functions of the HSC. These committees may be temporary or permanent in nature.

Unless otherwise noted, Chairs of the committees will be selected by the members of the committee.

Committees may be open to all interested persons or may be limited and require invitation from the committee Chair. Committee participation may be limited if it is deemed necessary for the full participation of its members in frank discussions.

Committees that are open to all interested participants include:

Community Plan to Prevent and End Homelessness Oversight Committee

Duties – Monitor and report annual results on Action Steps in the Community Plan; responsible for planning five (5) year community process to review goals and objectives to ensure that they continue to reflect current and future activities.

Continuum of Care Homeless Assistance Application Committee

Duties – Advise the Board of Directors on annual application requirements and propose projects for inclusion in federal application for funds.

Coordinated Intake and Assessment Committee

Duties – Advise the Board of Directors on issues related to planning, implementing and evaluating the activities of the local coordinated intake and assessment system.

Education and Outreach Committee

Duties – Educate the public and provide data to the press on local efforts to serve the Dane County homeless population.

Legislative Committee

Duties – Monitor and respond to proposed federal, state and local legislation and educate members of the HSC on issues affecting the homeless population.

Mainstream Resources Committee

Duties – Coordinate efforts of local service providers in accessing mainstream resources for all clients being served by the HSC.

Peer Review Committee

Duties – Conduct peer reviews of programs funded through CoC and ESG funds to ensure that high quality programs are available to serve homeless and persons at risk of homelessness; committee will advise the Continuum of Care Homeless Assistance Application Committee and the Board of Directors in prioritizing and selecting programs for inclusion in funding applications.

Point-In-Time Committee

Duties – Coordinate efforts to implement the semi-annual sheltered and unsheltered counts; advise the Board of Directors on issues related to HUD requirements for the PIT counts.

Wisconsin ServicePoint Committee

Duties – Advise the Board of Directors on issues related to managing the local homeless management information system (HMIS) and representing local interests at the state and federal level.

Written Standards Committee

Duties – Advise the Board of Directors on issues related to updating the current Written Standards for Providing Assistance to Homeless and At-Risk Persons in Dane County.

Committees that are limited and require invitation from the Chair include:

Funders Committee

Duties – Provide a forum for public and private funders of housing and services targeted to homeless and at-risk persons to share information and coordinate activities as possible.

Nominating Committee

The Chair of the Nominating Committee will be appointed by the President of the Board of Directors.

Duties – Recruit a broad spectrum of potential Board of Director candidates, solicit interested persons and review qualifications in order to present a ballot at the Annual Meeting of potential Board members.

Shelter Providers Committee

Duties – Advise the Board of Directors on issues related to the operation of the emergency shelter system including unmet needs; provide forum for shelter providers to improve coordinated efforts to move homeless persons out of homelessness as soon as possible.

Article V: Amendments

A vote on changes to the bylaws may be called if two (2) qualified HSC members submit proposed changes in writing to the HSC Chair. The request will be presented at the next scheduled meeting of the HSC membership. A vote by qualified members will take place at the following scheduled membership meeting. Amendments to the bylaws may occur by a majority vote of all members in attendance at the meeting.

Adopted by the Homeless Services Consortium Membership on September 3, 2013

Kristina Dux
2013 Chair

CODE OF CONDUCT

Dane County Homeless Services Consortium (HSC)

also known as the Madison/Dane County COC

1. Member agencies of the Homeless Services Consortium (HSC) agree that the Board of Directors of their respective organizations will approve codes of conduct. Member agencies include non-profit service providers, government entities, private funders, and advocacy groups and individuals. These documents pertaining to staff, volunteers and Board members and will include policies addressing the following:
 - a. Activities prohibited that involve a direct or indirect conflict of interest and the duty to disclose any actual, apparent or possible conflict.
 - b. Soliciting or accepting gratuities, favors or anything of monetary value from contractors or parties to agreements for contracts involving federal, state or local funds.
 - c. Soliciting or accepting gratuities, favors or anything of monetary value from clients.
2. When the Homeless Services Consortium recommends funding levels or prioritizes a list of proposed new or existing projects, the agency submitting the proposed program will abstain from voting on a project or projects submitted by their own agencies. Each HSC entity is entitled to one vote per entity, regardless of size.
3. Members of the HSC agree that clients are treated with dignity and respect and afforded all basic rights of privacy and confidentiality in accordance with the law. Members of the HSC agree to work cooperatively with other HSC agencies as necessary to provide the best possible outcomes for the clients and agree to treat other HSC professionals with an equal amount of dignity and respect.

Dane County Continuum of Care Board of Directors
Voting Guidelines for HSC Membership
Effective 12/03/13

1. By November's meeting, the Nominating Committee has met and interviewed all candidates that have submitted a written nomination for someone or him/herself.
2. The Nominating Committee selects candidates based on the eligibility requirements and groups represented set forth in the ByLaws, desired competencies such as knowledge and experience, diversity of the potential directors, and commitment to work effectively within the group process of a collective decision-making body.
3. During November's meeting, the slate of candidates is presented to the membership group by the Chair of the Nominating Committee. Other than vacant slots still available, any future nominations passed the November meeting occur at the annual meeting in December.
4. Per the ByLaws, any further nominations for the Board of Directors are from the floor at the annual meeting in December. Anyone who is qualified that is not already on the slate presented by the Nominating Committee can be nominated. Although any qualified nomination is allowed, members nominating from the floor should take in consideration the Nominating Committee's recommendations for the slate of candidates chosen and which agencies are already represented.
5. HSC members can nominate a candidate at the annual meeting. Nominations should be presented with a name, the category that person represents – provider, at large, or homeless or formerly homeless, and a recommended term. The nomination requires a second by another HSC member, and the candidate must be present to accept.
6. The ballot for the annual meeting will include the Nominating Committee's slate of candidates plus anyone nominated from the floor, which can be written on the ballot before the official vote.
7. Each qualified member gets one ballot and is able to vote for candidates in each specified category: four provider representatives, four at large representatives, and two homeless or formerly homeless candidates. The ByLaws define the qualifications for voting as having attended at least three HSC meetings in one year period. The one year period is from December of the prior year through November of the current year.
8. Attendance is counted based on the signatures from the attendance sheet handed out at each HSC meeting over the last year. The tally of attendance will be completed before the annual meeting so members know if they are eligible to vote. Members must submit their votes by being present at the annual meeting; voting will not be available by proxy.
9. The annual meeting will be called to order to 1 - Select the HSC Chair and Vice Chair and 2 - Elect the Board of Directors. The annual meeting will then be suspended in order to allow the nominating committee time to count the ballots. The HSC December (Membership) Meeting will start and after networking and announcements, the annual meeting will re-convene to announce the new Board of Directors.
10. All candidates on the slate and/or nominated from the floor will be given an opportunity to speak on their own behalf. Any member that wishes to speak in favor of, against, and/or would like to comment before the ballots are handed out to vote is welcome to do so. Anyone candidate and/or member who does choose to speak is restricted to a time limit of 30 seconds per candidate, including him/herself.
11. The candidates that have the highest number of votes in each category will be chosen. If a case arises where the lowest scores have the same scores in a category, then the members will re-vote on the parties that are tied. Members from the Nominating Committee will tally the votes again until there is a declared winner.


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2015 CoC Program Registration is Open! Here's What You Need to Know

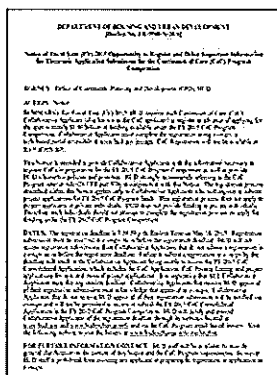
written by Cynthia Nagendra

May 1, 2015

The FY 2015 CoC Program Registration opened Tuesday, April 28, and will close on Monday, May 18. The Registration Notice from the Department of Housing and Urban Development (HUD) contains crucial information to help communities prepare for this year's competition, including:

- Requirements of the registration process for Collaborative Applicants;
- HUD's policy priorities; and
- Directions to all project applicants to continue implementing effective interventions that reduce homelessness.

In this post, which is the first in a series from the Alliance's Center for Capacity Building on preparing for this year's CoC Program NOFA competition, we highlight the key information and important changes that CoCs should pay close attention to. (Consult the Registration Notice and CoC Program Interim Rule for more details.)



Interesting, New or Notable

- CoCs are highly encouraged to reallocate to interventions that reduce homelessness.
- Communities may apply for High Performing Community (HPC) status for the first time.
- CoCs may apply for up to the full 3 percent of planning costs, or \$1,250,000, whichever is less.
- CoC Mergers are allowable and HUD will accept requests to merge, redistribute geographic areas, or split a CoC up until five days before the end of the CoC Program Registration period.
- HUD will continue the Tier 1 and Tier 2 funding process to promote a more competitive process between CoCs.
- CoCs will be required to rank all projects submitted by project applicants in e-snaps including: renewal and new projects created through reallocation, new bonus projects, and new homelessness prevention projects created by designated HPC(s). (Project applications for CoC planning and UFA Costs will *not* need to be ranked.)
- CoCs will have the opportunity to apply for bonus projects, though no further details on project type are provided in the Notice.
- Collaborative Applicants can apply for UFA designation.

Reallocation

Again this year, HUD's first policy priority is strategic resource allocation, which means CoCs should seriously consider reallocating funds during the competition. Aside from the required tiering process, there are many incentives to reallocate funds. In this blog post, we focus on strategies for reallocation, including options for conducting your local competition process, and a discussion of scoring criteria and tools for project evaluation. In this blog we share resources to develop successful applications for new rapid rehousing projects. *If you haven't begun planning your local competition and reallocation strategies, or developing new project applications, start right away!*

CoCs may reallocate funds in whole or part from existing eligible renewal projects to create one or more new projects. CoCs may use reallocation to create:

- New permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth;
- New rapid re-housing projects for homeless *individuals and families*, including unaccompanied youth, coming directly from the streets or emergency shelter or fleeing domestic violence;
- New projects for dedicated HMIS; and
- New Supportive Services Only (SSO) projects for centralized or coordinated assessment systems.

HUD's Homeless Policy and Program Priorities

HUD will evaluate CoC and project applications based on the extent to which they further the goals in HUD's Strategic Plan and *Opening Doors*. Please note that these are not only important for Collaborative Applicants to know, but should also be communicated to CoC leadership, CoC members, and all community stakeholders to promote a system-wide understanding and strategic implementation of common priorities. HUD's priorities are as follows:

1. Strategic Resource Allocation

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Using performance and outcome data, CoCs should decide how to strategically use all federal and local resources available to end homelessness within their communities and allocate resources to effective interventions that reduce homelessness.

Select ... 

Decisions about resource allocation should involve:

- Comprehensive Review of projects
- Maximizing the use of mainstream resources
- Partnerships
- Transitional Housing

HUD strongly encourages CoCs to carefully review the transitional housing projects within the CoC's geographic area for cost-effectiveness, performance, and for the number and type of eligibility criteria to determine if rapid re-housing might be a better model. For more information on targeting transitional housing to people with severe or specific needs such as homeless youth, persons fleeing domestic violence, and persons in need of assistance with recovery from addiction, see this brief: [The Role of Long-Term, Congregate Transitional Housing in Ending Homelessness](#).

2. Ending Chronic Homelessness

To meet the goal of ending chronic homelessness by 2017, communities should create system-wide plans and policies for:

- Increasing Units: HUD encourages CoCs to create new projects through reallocation that exclusively serve chronically homeless individuals, including unaccompanied youth, and families.
- Targeting: Chronically homeless individuals and families should be given priority for PSH beds not currently dedicated to this population as vacancies become available through turnover. CoCs are encouraged to implement a process for prioritizing persons experiencing chronic homelessness consistent with Notice CPD-14-012: [Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing](#).

3. Ending family homelessness

HUD encourages CoCs to use reallocation to create new rapid re-housing projects for families; these programs should be easy for all types of families to access, including families with high barriers.

4. Ending youth homelessness

To end youth homelessness, CoCs will have to work to integrate youth programs and use reallocation to create new rapid rehousing resources.

5. Ending veteran homelessness

Many communities will reach the goal of ending veteran homelessness by the end of this year. To accomplish this important goal, CoCs should take specific steps that also include prioritizing veterans and their families who are ineligible for Department of Veterans Affairs (VA) services as well as working closely with the local VA and other veteran-serving organizations to coordinate resources including HUD-VASH and SSVF.

6. Using a Housing First approach

HUD encourages all types of projects in a CoC to adopt a Housing First approach, including but not limited to Permanent Supportive Housing and Rapid Rehousing.

Steps to support a community-wide housing first approach include:

- Removing barriers
- Centralized or coordinated assessment/Coordinated Entry
- Client-centered service delivery
- Prioritizing households most in need
- Inclusive decision-making

[Steps to Register](#)


Step One: Obtain and complete the HUD-issued Grant Inventory Worksheet (GIW)

Step Two: Log in to e-snaps to Access the Registration Forms

Step Three: Complete/Update Applicant Profile

Step Four: Complete the Registration Forms

Uncategorized

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Opening Doors

Presented to the Office of the President and Congress on June 22, 2010, Opening Doors is the nation's first comprehensive Federal strategy to prevent and end homelessness. The Plan includes 10 objectives, five themes, and 66 strategies that guide the nation toward accomplishing all four goals of the Plan. Opening Doors serves as a roadmap for coordinated, joint action among the 19 USICH member agencies that make up the Council, along with local and state partners in the public and private sectors.

In June of 2015, Opening Doors was amended to reaffirm the strategies that continue to prove effective in preventing and ending homelessness and add additional strategies that we have learned in the last five years are critical to success. The 2015 Amendment encompasses much of the original Plan, but with some additions and clarifications that further strengthen its value as a living blueprint for action.

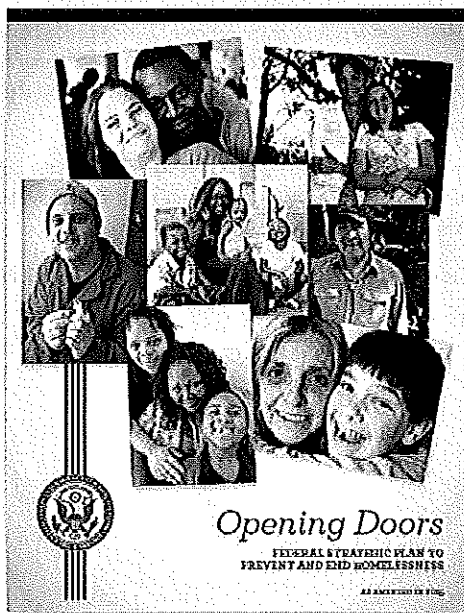
[Read the Summary of Changes for Opening Doors](#)

[Read Opening Doors, as Amended in 2015](#)

The plan puts us on a path to end Veterans homelessness by 2015, chronic homelessness by 2017, and homelessness among children, families, and youth by 2020. Opening Doors presents objectives and themes that build upon the lesson that mainstream housing, health, education, and human service programs must be fully engaged and coordinated to prevent and end homelessness. These include:

- Increasing leadership, collaboration, and civic engagement, with a focus on providing and promoting collaborative leadership at all levels of government and across all sectors, and strengthening the capacity of public and private organizations by increasing knowledge about collaboration and successful interventions to prevent and end homelessness.
- Increasing access to stable and affordable housing, by providing affordable housing and permanent supportive housing.
- Increasing economic security, by improving access to education and increasing meaningful and sustainable employment and improving access to mainstream programs and services to reduce financial vulnerability to homelessness.
- Improving health and stability, by linking health care with homeless assistance programs and housing, advancing stability for unaccompanied youth experiencing homelessness and youth aging out of systems such as foster care and juvenile justice, and improving discharge planning for people who have frequent contact with hospitals and criminal justice systems.
- Retooling the homeless response system, by transforming homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing.

The HEARTH Act, enacted by Congress in May 2009, mandated that the USICH produce a "national strategic plan" to end homelessness and present the Plan to Congress and the President. Beginning in January 2010, USICH held regional stakeholder meetings, organized Federal working groups focused on specific populations, solicited public comment through an interactive website, and engaged experts from across the country to develop an action plan to



Opening Doors, as Amended in 2015

Download associated files

[Download the Plan](#)
[Summary of Changes to Opening Doors, as amended in 2015](#)
[2013 Annual Update](#)
[Appendix to 2013 Annual Update](#)
[2012 Annual Update](#)
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[2011 Annual Update](#)
[Appendix to 2011 Annual Update](#)

solve homelessness for veterans, adults, families, youth, and children. The result of that mandate and engagement of all stakeholders is Opening Doors.

The issuance of the 2015 Amendment to Opening Doors represents the second time that the Plan has been amended since its original release in 2010. The Plan was first amended in 2012 to include additional information and strategies around youth homelessness, and those changes are incorporated into this document. The 2015 Amendment further updates the Plan in several areas. In large part due to a lack of Congressional support for the expansion of permanent supportive housing, we will not finish the job of ending chronic homelessness in 2015. The 2015 Amendment adjusts the timeline on that goal to 2017, but this timeline assumes that Congress will support the President's FY 2016 Budget, which includes increased funding to support the new permanent supportive housing needed to end chronic homelessness. The 2015 Amendment includes content to support the retooling of homeless programs into crisis response systems. It clarifies the role of Medicaid in covering services that support housing stability, and emphasizes the strategic use of data.

In developing the 2015 Amendment, it was affirmed that Opening Doors is still the right plan, with the right goals and objectives. Changes to the Plan in 2015 reflect the progress we have made because of its implementation, further strengthening our strategies based on what we know works to end homelessness.

*On July 20, an updated file was issued to include clarification on our definition of unaccompanied youth and other minor editorial updates.