Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:
- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions while completing the application in e-snaps.
- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.
- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.
- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.
- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.
- All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1A-1. CoC Name and Number: IL-500 - McHenry County CoC

1A-2. Collaborative Applicant Name: McHenry County (Illinois)

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Pioneer Center for Human Services

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	No	No	No
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Religious Organizations/Faith-Based Groups	Yes	Yes	Yes
Community Members	Yes	Yes	Yes
County Transportation Department	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.

The CoC has continually been engaged in expanding membership to represent a wider array of community members and providers. The CoC welcomes the full range of opinions as part of the agenda at each meeting, including a public comment period and monthly reports from a variety of providers. This includes the
CSBG program, the Con-Plan PJ and Public Housing Authority. The PJ offers a Citizen Participation Plan for its Con Plan (that includes CoC activities) and a formerly homeless individual who serves as the CoC liaison to the County's Public Transportation Committee. Membership is on a rolling basis and allows those interested in combating homelessness to serve on committees. The additional breadth of reporting and membership has increased the visibility of the CoC and the needs to engage the community in ending homelessness as demonstrated by an increase in meeting attendees and an inclusive structure focused on partner alliances.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Pioneer Center for Human Services	Yes	Yes	Yes

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area.

Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
Turning Point, Inc.	Yes	Yes

1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)

The McHenry County CoC has a Ranking Committee comprised of non-CoC funded entities. Based on the rollout of a new Plan to End Homelessness, the Committee developed an enhanced scoring rubric to equally weigh renewal and new projects this year to rank projects based on local and national strategies. This allowed for new participating agencies, reductions to poorer performers, and the enhancement of a portfolio to best meet community needs.
The McHenry County CoC posts the direct link to HUD's NOFA and the Continuum's application, including prior year materials, on the County Website. This information is emailed to the Continuum's entire mailing list. New Rapid Rehousing (for DV victims) and Permanent Supportive Housing projects for CH individuals were placed in Tier 1. The Rapid Rehousing projects are for a new entity for CoC funding. The CD Division staff offered potential new grantees and renewal applicants the opportunity for TA with project development/enhancement.

1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation? Monthly

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	No
Runaway and Homeless Youth (RHY)	Yes
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1
How many of the Con Plan jurisdictions are also ESG recipients?	1
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1

1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)

McHenry County is the Con Plan jurisdiction and is the grantee for CoC Planning funds. Its Administrator formerly led the CoC as Chairman. The Community Development Division staff attends all strategic planning, ranking and NOFA committee activities at the CoC level. The CD Division staff also present monthly at CoC meetings on both HOME and CDBG funding availability and strategies. When Annual Action Plans or Consolidated Plans are presented, the CoC is able to provide considerable input. In the current 2015-2019 Consolidated Plan, the CoC is referred to on 21 pages. The CD Division and local Mental Health Board co-funded a plan to end homelessness, which was rolled out in January, 2016. The Plan aided in the development of CoC strategies and funding for both ESG and CoC.

1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)

Illinois is the ESG grantee with McHenry County's funded agencies as sub-recipients. McHenry County, as both Con Plan Jurisdiction and recipient of CoC Planning funds remains a very active participant in the CoC's Strategic Planning and Ranking Committees, also acting as a liaison between the State and the CoC. The Strategic Planning Committee makes recommendations as to the most effective use of ESG Funding. Based on these recommendations, the County acts as an Ex-Officio member of the Ranking Committee with funding decisions made and recommended to the full CoC. The County in its capacity as CoC Planning grantee works with providers and the Strategic Planning Committee of the CoC to identify appropriate outcomes and monitors sites to ensure progress on meeting intended outcomes. This year, State of Illinois staff observed the ESG funding allocation hearings.

1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

Residents who are homeless or at risk of homelessness due to DV are referred to Turning Point, the county's only Illinois Coalition Against Domestic Violence protocol-approved agency. Turning Point accommodates up to 21 DV survivors at its secure emergency shelter each night. The Illinois Domestic Violence Act and the VAWA require specialized education, training, and certifications for

domestic violence victim services because of the risk of lethality and severe emotional, physical and mental health consequences of domestic violence. The shelter has electronic surveillance, exterior lighting, double locked security entrances, alarm system, police panic connection and 24-hour staff and operation. Clients in the shelter aren't required to participate in additional Turning Point services, such as group or individual counseling, though the shelter's location near the agency's main office provides the opportunity. Clients are also not required to file legal actions against an abuser.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
McHenry County Housing Authority	18.00%	Yes-Both

If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.

1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)

Home of the Sparrow operates 20 subsidized affordable housing units for homeless or formerly homeless women and children. All clients have an income that is 50 percent or less of the Area Median Income. Additionally, three units of transitional apartments bridge the gap between shelter services and permanent housing for those who need time to attain self-sufficiency. Two affordable housing complexes in McHenry County financed through the use of low income housing credits are working with the State of Illinois' State Referral Network (SRN). These units are available for people that are disabled, homeless, or at risk of homelessness. Social Service agencies make referrals to a statewide clearing agency that determines eligibility, and then refers them to the development. The Villas of Lake in the Hills has 12 SRN units. Additionally, SSVF services provide assistance with security deposits and first months rent.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Implemented communitywide plans:	X
No strategies have been implemented	
Other:(limit 1000 characters)	
Educated peer groups/stakeholders	X

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	X
None:	

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons

**discharged are not discharged into homelessness.
(limit 1000 characters)**

Collaborative Applicant has checked all of the boxes in question 1D-2.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)

Coordinated Assessment in the County is a "no wrong door approach." Main access points include: The PADS Shelter; the community crisis line (24/7 services); the 2-1-1 line for non-emergency crisis; and the McHenry County Housing Authority. Staff at these access points is knowledgeable about services in the community and complete a simplified intake form to facilitate accessibility to services. In turn, key staff at CoC or ESG-funded agencies guide clients based on use of the same assessment and/or training and knowledge of community resources. This provides homeless individuals in McHenry County with an array of coordinated resources designed to serve them. One organization is also a contact point for homelessness prevention efforts. The CoC recommended funding to have an organization manage a Coordinated Assessment SSO project, thereby providing financial support for these efforts.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participates in Ongoing Planning and Evaluation	Makes Referrals to the Coordinated Entry Process	Receives Referrals from the Coordinated Entry Process	Operates Access Point for Coordinated Entry Process	Participates in Case Conferencing	Does not Participate	Does not Exist
Local Government Staff/Officials	X	X					
CDBG/HOME/Entitlement Jurisdiction	X	X					
Law Enforcement	X	X			X		
Local Jail(s)	X	X			X		
Hospital(s)	X	X	X	X			
EMT/Crisis Response Team(s)	X	X	X	X			
Mental Health Service Organizations	X	X	X	X	X		
Substance Abuse Service Organizations			X		X		
Affordable Housing Developer(s)	X	X	X				
Public Housing Authorities	X	X	X	X	X		
Non-CoC Funded Youth Homeless Organizations	X	X	X	X	X		
School Administrators/Homeless Liaisons	X	X			X		
Non-CoC Funded Victim Service Organizations	X	X	X	X			
Street Outreach Team(s)	X	X	X	X	X		
Homeless or Formerly Homeless Persons	X	X					
Court Services	X	X			X		
Veterans Services	X	X	X		X		

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	10
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	2
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	8
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

Performance outcomes from APR reports/HMIS:	
% permanent housing exit destinations	X
% increases in income	X

Monitoring criteria:	
Utilization rates	X
Drawdown rates	X
Frequency or Amount of Funds Recaptured by HUD	X

Need for specialized population services:

Youth	X
Victims of Domestic Violence	X
Families with Children	X
Persons Experiencing Chronic Homelessness	X
Veterans	X

None:	

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

Based on a new Plan to End Homelessness, the CoC worked to resolve community service gaps through the creation of a comprehensive ranking and review process that utilized monitoring and application data and APR reviews. The rubric created a wide score distribution that truly reflects community need and priority populations and projects. Project applicants are considered on a number of factors, including client population served. If a proposed project served a very specific population, such as chronically homeless individuals, its application score would reflect this. Projects serving CH or special populations and using Housing First models tended to be ranked more highly due to these factors. Three new projects were developed to meet needs of vulnerable populations.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)

The NOFA was formally announced 06/28/16, with local applications due on 08/01/16. The CoC ranking procedures, rubric and application were approved at the 07/14/16 CoC meeting. The Ranking Committee held a meeting on 08/03/16 to review projects and to develop the final rankings. The final project rankings were posted on 08-08-16 on the County's Meeting Portal and approved at the CoC on 08/11/16. All meetings were open to the public and posted on the County website along with the funding announcements. E-mails were also sent out the full CoC. The ranking criteria, final ranking, applications, website printing, meeting minutes and agendas have been attached.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).	08/08/2016
1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)	Yes
1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)	08/08/2016
1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?	Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.
(limit 1000 characters)

As Planning Grantee, CD Division staff are responsible for monitoring CoC, ESG, CDBG, HOME and other local grants. Continual desk monitoring is performed by CD staff, with more enhanced monitoring of CoC projects performed onsite in the Spring and Fall seasons. The CD Division employs the use of its monitoring plan in assessing which projects will be monitored. In any three year period, it is intended that every CoC project will receive a full monitoring using HUD-approved forms. Poorer performing projects (ranked lower on last Priority Listing) or those with past monitoring issues are more likely to have more frequent onsite monitoring. New projects are likely to receive an onsite visit during the initial project period. The HMIS and Coordinated Entry Committees provide additional oversight over their respective grantees. The Planning Grantee reports to the CoC as a whole and its Division reports to the Planning and Development Director and McHenry County Board.

1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?	Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.	Yes
2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.	Pages 4 and 5 through 7
2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.	Yes
2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?	Yes
2A-4. What is the name of the HMIS software	Service Point

used by the CoC (e.g., ABC Software)?

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Bowman Systems

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

*** 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$38,000
ESG	$0
CDBG	$9,500
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$47,500

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$0
Other Federal	$0
Other Federal - Total Amount	$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding

City	$0
County	$0
State	$0
State and Local - Total Amount	$0

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$0
Private - Total Amount	$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$0
Other - Total Amount	$0

2B-2.6 Total Budget for Operating Year	$47,500

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy): 04/26/2016

2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	102	21	81	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	104	0	104	100.00%
Rapid Re-Housing (RRH) beds	21	0	21	100.00%
Permanent Supportive Housing (PSH) beds	32	0	32	100.00%
Other Permanent Housing (OPH) beds	60	0	60	100.00%

2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months.
(limit 1000 characters)

None of the bed coverage rates are below 85%. Not Applicable.

2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.

VA Grant per diem (VA GPD):	☐
VASH:	☐

Faith-Based projects/Rescue mission:	
Youth focused projects:	
Voucher beds (non-permanent housing):	
HOPWA projects:	
Not Applicable:	X

2C-4. How often does the CoC review or assess its HMIS bed coverage? Monthly

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	2%	11%
3.3 Date of birth	7%	0%
3.4 Race	11%	0%
3.5 Ethnicity	10%	0%
3.6 Gender	7%	0%
3.7 Veteran status	1%	0%
3.8 Disabling condition	1%	1%
3.9 Residence prior to project entry	1%	1%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	19%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	2%	1%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	X
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	X
Annual Homeless Assessment Report (AHAR) table shells:	X

None	

2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?	5
2D-4. How frequently does the CoC review data quality in the HMIS?	Monthly
2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.	Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	
VA Grant and Per Diem (GPD):	X
Runaway and Homeless Youth (RHY):	X
Projects for Assistance in Transition from Homelessness (PATH):	
None:	

2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date.
(limit 750 characters)

Both the VA Grant and Per Diem and the Runaway Homeless Youth projects enter data into the existing HMIS system in McHenry County. The SSVF grantee receives funding for multiple Public Jurisdictions and has opted to enter

data into a system in Southern Wisconsin; this is in compliance with reporting requirements of the VA. McHenry County does not receive PATH funding, but would report it into the existing HMIS system if the funding ever became available.

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congressand the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?	Yes
2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)	01/27/2016
2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?	Not Applicable
2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)	04/26/2016

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:

Complete Census Count:	X
Random sample and extrapolation:	
Non-random sample and extrapolation:	

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	
HMIS plus extrapolation:	X
Interview of sheltered persons:	
Sample of PIT interviews plus extrapolation:	

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.
(limit 1000 characters)

The Point-in-Time (PIT) methodology was established by the PIT committee; which was
comprised of CoC members and community providers that understood and

have
experience working with the unsheltered and sheltered population. Known shelters were pre-identified
before the PIT. PIT data was then reported/collected data from the shelters/projects. Shelter PIT data was double checked/verified for completeness.

2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)

There were no changes to the methodology from Mchenry County's sheltered PIT count in 2015 to 2016. This includes zero changes to the extrapolation method.

2F-5. Did your CoC change its provider coverage in the 2016 sheltered count? Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)

A new Street Outreach team was in place and the Old Firehouse Assistance center opened on the Woodstock Square prior to the PIT Count- staff were available there to assess clients for services needs as applicable. This offered one additional venue for clients to obtain services and potentially be counted. However, these individuals would not have been considered sheltered unless they identified as such. These new projects demonstrated more effectiveness in identifying unsheltered individuals.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	X
Follow-up:	X
HMIS:	X
Non-HMIS de-duplication techniques:	X

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)

Outside of the addition of the Old Firehouse Assistance Center as an alternate venue and the addition of Street Outreach staff in late 2015, there were no changes in sheltered PIT implementation. This includes the manner in which volunteers were trained. However, more volunteers and staff were available as a result of the increase of venues and projects. Homeless individuals would not have been identified as sheltered unless they specifically had reported being in a shelter the prior evening.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?	Yes
2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):	01/27/2016
2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?	Not Applicable
2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):	04/26/2016

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:

Night of the count - complete census:	X
Night of the count - known locations:	X
Night of the count - random sample:	X
Service-based count:	X
HMIS:	X

2I-2. Provide a brief descripton of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)

The Point-in-Time(PIT) methodology was established by our PIT committee; which was
comprised of CoC members and community providers that understood and have
experience working with the unsheltered population. Known locations were pre-identified
before the PIT and then observed the night of the PIT. The committee contacted local police departments, libraries, grocers, and laundromats during the night of the PIT for known areas
to be surveyed.
During the PIT, CoC providers were contacted for possible areas to observe. Each PIT staff completed the PIT survey directly with the unsheltered person. Community care/emergency packages were presented/offered to encourage participation in the PIT. The CoC's PIT methodology was selected as the most effective means to broadly cover the vast and decentralized community.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count).
(limit 1000 characters)

There were no changes to the methodology from Mchenry County's unsheltered PIT count in 2015 to 2016. This includes zero changes to the extrapolation method. The "Woodsmen Ministry," a group new to the CoC that is aware of unsheltered individuals and families that was an additional support factor in 2016. This increased the breadth of coverage but not the actual methodology.

2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?	Yes

2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth.
(limit 1000 characters)

Although the response to 2I-4 was not "no," the CoC created both a Street Outreach team and increased services to the homeless through availability of the Old Firehouse Assistance Center as additional mechanisms for identifying homeless youth. The CoC also reached out to partner or non-partner organizations and relied upon RHY-oriented/funded organizations and staff to further identify this population.

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:

Training:	X
"Blitz" count:	X
Unique identifier:	X
Survey questions:	X
Enumerator observation:	X
None:	

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method).
(limit 1000 characters)

The differences from the 2015 unsheltered PIT was that an additional volunteer group known as the "Woodsmen Ministry" worked with the PIT Committee in seeking unsheltered clients; a Street Outreach staff team was in place; and the (to be) CDBG funded the Old Firehouse Assistance Center, which opened on the Woodstock Square to triage clients. The unsheltered count was more comprehensive as a result, but a lower number of unsheltered individuals were identified in 2016 as compared to 2015.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons
Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	177	154	-23
Emergency Shelter Total	83	48	-35
Safe Haven Total	0	0	0
Transitional Housing Total	85	102	17
Total Sheltered Count	168	150	-18
Total Unsheltered Count	9	4	-5

3A-1b. Number of Sheltered Persons Homeless - HMIS.
Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	453
Emergency Shelter Total	282
Safe Haven Total	0
Transitional Housing Total	239

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

(limit 1000 characters)

The CoC is able to review trends of homelessness through HMIS data, which assists in identifying risk factors of becoming homeless. These factors can include reductions in community jobs, an individual or family reduction in income or increase in mental/physical health conditions, or a reduction in available benefits to community members, as examples. The CoC seeks to reduce the number of individuals and families who become homeless for the first time by employing the CSBG, Street Outreach and Outreach and Prevention programs available through local providers. With employment and income as factors, job programs and/or linkage are offered through many CoC providers and through a local office of the Illinois Department of Employment Security. Additionally, agencies use comprehensive services to link clients to to State benefits, if available.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.
(limit 1000 characters)

Overall CoC Length of Time Homeless is 84 days; 10 days in emergency shelter, a significant decrease a year or more in 2011. CoC funding for FY 2016 includes 2 new RRH and 1 new PSH project with low entry barriers which will move average homeless time downward. HOS has Outreach and Prevention to address issues prior to families becoming homeless and serves hundreds of clients annually while continuing another RRH program moving clients out of homelessness quickly. The Housing Authority has homeless prevention through CSBG and a homeless preference for Vouchers (new) and Public Housing. The CoC works with TLS for the SSVF program for veterans, offering prevention and RRH activities. HOS transitional shelter continues to move clients through shelter quickly, with an average stay of 4-5 months. Families who have been homeless are given priority for the HOS Affordable Housing Program. Affordable housing for homeless families will continue growing by 4 units through HOME Program.

*** 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:
Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the

retention of program participants in CoC Program-funded permanent supportive housing.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	336
Of the persons in the Universe above, how many of those exited to permanent destinations?	124
% Successful Exits	36.90%

3A-4b. Exit To or Retention Of Permanent Housing: In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	108
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	105
% Successful Retentions/Exits	97.22%

3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)

Historically, the CoC has registered low recidivism of homelessness among its clients. Over a decade of historical HMIS data is available, offering a comprehensive oversight of returns to homelessness. CoC programs, through partnering with non-CoC partners, offer comprehensive and holistic services to families and individuals in efforts to ensure that clients are ready to live independently when they exit housing/services. Routine overviews of services gaps and a Plan to End Homelessness are the mechanisms driving efforts at funding gap programs, such as legal services or specific populations. These combined efforts are employed to continually reduce overall homelessness and the rate by which individuals and families return to homelessness. Continual efforts of homelessness prevention and shelter diversion will be employed through the Coordinated Entry process.

3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase program participants' cash income from employment and non-employment non-cash sources.

(limit 1000 characters)

Home of the Sparrow uses a trauma informed approach to work with clients to address barriers to employment experienced by individuals who have been exposed to domestic violence as well as those traumatized by events leading to homelessness. This program and an HVRP program for veterans help individuals develop resumes and prepare them for interviews. Both programs work with community employers to establish relationships, and both programs collaborate with the McHenry County Workforce Network to utilize resources. Case managers at Home of the Sparrow, Transitional Living Services for Veterans, Pioneer Center, and Thresholds provide case management services that help clients identify and access non-employment related assistance. Housing Authority staff are trained in SOARS and can assist individuals with accessing benefits. the Illinois Workforce Network is a considerable resource for employment programs and services.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)

The CoC began to engage the Illinois Workforce Network in presenting quarterly information training and updates regarding employment opportunities. A representative of the Illinois Workforce Network is available to all CoC partners for information sharing geared to specialized client needs and to clients themselves. Home of the Sparrow has a developed relationship with a local employment agency and continues to work to reach out to other potential links to employment. Home of the Sparrow is also working to strengthen a relationship with McHenry County College employment services. HOS, Thresholds, Pioneer Center, and TLS all have considerable Evidence-based or proprietary programs assisting participants with accessing mainstream employment and services and transportation to get clients to these services.

3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)

The CoC identified that six of the community's Townships (Alden, Seneca, Dunham, Coral, Riley and Hartland) consume 34.9% of the total land but only 5% of the total population of McHenry County at a population density of 74/square mile as compared to a County average of 512/square mile. This made a thorough PIT Count of these sparsely populated areas unrealistic but for pre-identified areas known to have homeless individuals and families. The enhancement of community efforts (Woodsmen Ministry, Street Outreach Team and Old Firehouse Assistance Center) meant that surveying targeted locations in these areas was a more thoughtful approach. Considerable efforts were also made to reach out to the remaining 65.1% of the county's area with a concentration of 736 folks/square mile (95% of population) despite much of this land area containing waterways. Lastly, excluded areas tended to have little or no LMI tracts.

3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?	Yes

3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?
(limit 1000 characters)

The western portion of the County contains a considerable amount of farmland which is often snow-covered at the time of the PIT Count. The PIT Committee would rely on information from the County Sheriff, Woodsmen Ministry or its Street Outreach staff to ID cases in which homeless individuals could be living in unused barns or local mining facilities. Additionally, the population of these communities would demonstrate it to be disadvantageous to extrapolate a homeless population due to being very low and non-dense, with the likelihood of having zero unsheltered individuals. Areas not surveyed include most or portions of Alden, Dunham, Coral, Riley, Hartland and Seneca Townships. (Please note that Pioneer PADS Shelter is located in Seneca Township and was included).

3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached. (mm/dd/yyyy)	08/12/2016

3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.
(limit 1500 characters)

The McHenry County Continuum of Care to End Homelessness was able to submit its data prior to the deadline. HUD had extended this deadline for the entire nation.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.

1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;
2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and
3. The highest needs for new and turnover units.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

		2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons		6	4	-2
Sheltered Count of chronically homeless persons		4	3	-1
Unsheltered Count of chronically homeless persons		2	1	-1

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.
(limit 1000 characters)

The number of Chronically Homeless sheltered and unsheltered reduced by a change in the definition and criteria CH, the implementation of a new CoC 2014 project in 2015, a lower number of unsheltered clients in 2016 v. 2015, and the shift in prioritizing PSH beds to CH. The CoC anticipates that newer venues of Street Outreach, the Old Firehouse Assistance Center and the Woodsmen Ministry will identify more clients who are either CH or need PSH. In anticipation of this potential increase, the CoC is proactively implementing strategies to increase PSH through special programs with the PHA for both frequent users of the ER and for clients "moving on" from PSH. Additional PSH for CH is being created through a reallocation. The PHA is seeking an additional 15 HUD-VASH vouchers while the HOME program is supporting 3 affordable housing developments in 3 County communities, one of which is pending approval for tax credits.

3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	32	59	27

3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count.
(limit 1000 characters)

The community has identified an increase through identification of 30 HUD-VASH Vouchers employed for use for CH populations and further increases in the dedication of beds to being targeted to CH. The CoC is proactively anticipating an increase in the need for service-based affordable housing due to considerable measures developed to identify the homeless population in our suburban and exurban community.

3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status? No

3B-1.3a. If “Yes” was selected for question Not Applicable

3B-1.3, attach a copy of the CoC's written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate the page(s) for all documents where the Orders of Priority are found.

3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No

This question will not be scored.

3B-1.4a. If the response to question 3B-1.4 was "Yes" what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If "No" was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017?
(limit 1000 characters)

The CoC continues to increase the number of PSH beds/service-oriented affordable housing through a variety of mechanisms to target this population. Street Outreach and the Old Firehouse Assistance Center have been developed to reach out to and engage the CH population, but a considerable number of previously unknown homeless individuals have been identified since the beginning of 2016. The CoC is confident in its new Coordinated Entry project and will continue increasing housing options for CH in 2017 to cover the community's demand and end CH if possible by the end of 2017. The County would like to ensure that commitments are realistic based on a wider variety of means to identify these populations. Incentivizing the transition of PSH beds to CH dedication will likely continue based on community need and provider/community input. Depending on the progress, the strategies noted above can be tailored to possibly include the HOME program, tax credit programs and additional HUD-VASH.

3B. Continuum of Care (CoC) Strategic Planning Objectives

3B. Continuum of Care (CoC) Strategic Planning Objectives

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).

Vulnerability to victimization:	X
Number of previous homeless episodes:	X
Unsheltered homelessness:	X
Criminal History:	
Bad credit or rental history (including not having been a leaseholder):	
Head of household has mental/physical disabilities:	
N/A:	

3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless.
(limit 1000 characters)

All partner agencies work to rehouse families within 30 days or soon of becoming homeless; the average COC emergency shelter stay is 10 days. Home of the Sparrow provides Rapid Rehousing services, and Turning Point submitted 2 applications for Rapid Rehousing for survivors of domestic violence through bonus and reallocation funding. These Tier 1 projects include housing relocation assistance, case management, and rental assistance. Clients will not be screened out due to incidence of recent domestic violence nor for lack of access to finances. Turning Point proposes to collaborate with an affordable housing provider to stretch available funding. The Housing Authority prioritizes families in emergency or transitional shelters, in permanent supportive housing, or those participating in homeless services offered through a COC partner agency.

3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve families in the HIC:	30	21	-9

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	
There is a method for clients to alert CoC when involuntarily separated:	X
CoC holds trainings on preventing involuntary family separation, at least once a year:	
None:	

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

PIT Count of Homelessness Among Households With Children

	2015 (for unsheltered count, most recent year conducted)	2016	Difference

Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	40	52	12
Sheltered Count of homeless households with children:	36	52	16
Unsheltered Count of homeless households with children:	4	0	-4

3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The Home of the Sparrow Transitional Shelter serving women and children expanded to include five additional units of shelter space, thereby increasing capacity considerably starting in 2015. The Turning Point DV shelter was occupied primarily with single households, meaning that the majority of clients were homeless and in the Home of the Sparrow transitional shelter for women and children or the PADS Emergency/Transitional programs. The PADS location tends to prioritize sheltering families in the winter to avoid having these clients transport nightly from church site to church site (a different institution of faith takes on the responsibility of shelter nightly from October 1 - April 30) due to the trauma and complexities of moving children from place to place.

3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	X
Increase housing and service options for youth fleeing or attempting to flee trafficking:	X
Specific sampling methodology for enumerating and characterizing local youth trafficking:	X
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	X

Community awareness training concerning youth trafficking:	X
N/A:	

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)

Vulnerability to victimization:	X
Length of time homeless:	X
Unsheltered homelessness:	X
Lack of access to family and community support networks:	X
N/A:	

3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2105)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	0	0	0

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)

The McHenry County systems did not identify any youth-headed households or

individuals in FY 2014 or 2015 that could be categorized as unaccompanied youth and children. A new RHY Project in in place in FY 2016 and will post data to HMIS to identify and confront unaccompanied youth homelessness. The CoC has identified that the youth LGBTQ population tends to run away to more populated areas such as Chicago and is seeking to broaden its membership to include a wider LGBTQ representation and to offer services on a safer and more local basis.

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2016 and CY 2017.

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	$158,086.00	$231,406.00	$73,320.00
CoC Program funding for youth homelessness dedicated projects:	$0.00	$0.00	$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	$158,086.00	$231,406.00	$73,320.00

3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	6
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenille justice or out of school time) attended by CoC representatives:	12
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	12

3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts.
(limit 1000 characters)

The CoC also has members representing the McHenry-Lake County Regional Office of Education (through its Homeless Liaisons). These individuals, through mandated reporting of homeless children, are easily able to identify the quantity of homeless children in educational programs in order to present annual count data and collaborate with partners to end this form of homelessness. The children and their parent(s)/guardian(s) are informed of services for McKinney-Vento educational services. Both Head Start and the Regional Office of Education advise the CoC in monthly meetings of any programming offered to homeless children and families. Turning Point, Pioneer-PADS and Home of the Sparrow are CoC-funded agencies that serve homeless children and commit to ensuring children attend educational endeavors. Head Start is a very active member of the CoC and is also involved in the CoC Ranking Committee, effectively identifying strategies for CoC funding annually.

3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow.
(limit 2000 characters)

The McHenry County Continuum of Care to End Homelessness identifies that individuals homeless as youth tend to repeat homelessness as adults. Home of the Sparrow, Turning Point (domestic violence agency) and the PADS program (the three agencies serving family homeless populations) have procedures in place to ensure that children of homeless parents/guardians attend school. Head Start is a very active member of the CoC. Along with the Regional Office of Education (through its Homeless Liaisons) as a CoC partner, agencies coordinate their policies into a seamless CoC procedure, when needed, to effectively service these populations. The Regional Office also identifies homeless situations among students and is able to advise these clients and their parents/guardians of the rights and services afforded to them. Funded organizations commit to ensuring that children attend educational services as a condition of funding and a declaration of this effort.

3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?
(limit 1000 characters)

McHenry County presently has the Head Start program and some forms of Early Childhood programs available through local school systems, depending on the community. Head Start is a very active member of the CoC and operates programs that serve or are available to clients of Home of the Sparrow, Turning Point, PADS and non-CoC funded organizations. While CoC-funded organizations do not have written agreements with Head Start or other Early Childhood programs per se, the organization do commit to ensuring that children have access to educational programs that are available within the local community as part of their program services. Public educational systems within McHenry County offer transportation to programs funded by local property tax levies. A "4C" child care initiative is available for mothers returning to work and available subject to allocation from the State. Head Start reports available services to CoC organizations monthly.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	25	22	-3
Sheltered count of homeless veterans:	25	22	-3
Unsheltered count of homeless veterans:	0	0	0

3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)

The "sheltered" count in 2015 identified more Veterans in the PADS site than in 2016. The TLS Transitional Shelter and PSH apartments were at full capacity.

3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to appropriate reources such as HUD-VASH and SSVF. (limit 1000 characters)

The community's VAC and PHA reach out annually with a Veterans Stand Down to identify Veterans who need but do not participate in services. McHenry

County has significant resources for Veterans. Outreach and intake workers have been trained to identify and effectively communicate homeless and at-risk veterans and connect with liaisons from Lovell Federal Health Center and Transitional Living Services, Inc. Both provide supportive services and housing options for homeless veterans. Staff from TLS regularly visits temporary homeless shelters to identify veterans and assess their needs. Staff also reaches out to local jails and hospitals to inquire about release of veterans who have no identified housing. Agencies in the county work closely with TLS and other veteran organizations to access resources. Eligible veterans and families are accepted for SSVF services and coordinated with HUD-VASH resources when available.

3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	28	22	-21.43%
Unsheltered Count of homeless veterans:	1	0	-100.00%

3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.

No

This question will not be scored.

3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016? (limit 1000 characters)

The McHenry County Housing Authority/local PHA is seeking an additional 15 HUD-VASH vouchers to confront Veteran homelessness. A considerable increase in funding to confront homelessness, the considerable lack of both transportation and affordable housing in the local community, and mental/physical health conditions overall nationwide would provide needed resources to make ending homelessness among Veterans at some point beyond 2016 realistic for McHenry County. Additional Street Outreach resources or training targeted to Exurban areas like McHenry County would be beneficial as well and would help identify a greater percentage of the homeless Veteran population.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	12
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	12
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits.
(limit 1000 characters)**

PHA staff are trained in assisting with clients with navigation of the health insurance enrollment. Up until late 2015, clients used services at theMcHenry County Department of Health to facilitate insurance enrollment. Through specific grant funding, the intended outcomes of this program were to educate public and key stakeholders; conduct outreach events and education sessions, provide 1:1 enrollment assistance for Medicaid/Marketplace, and to provide post-enrollment support. Navigators held
13,845 assistance sessions to help people understand their options and enroll

online. Grant personnel enrolled 3,671 people in the newly expanded Adult Medicaid program or subsidized federal Marketplace plans. The federal government reported that 6,210 County residents signed up for insurance on the federal Marketplace (September 2014) and Illinois reported 7,101 McHenry County residents signed up for new Medicaid benefits through December 2014. Figures are not yet available for 2015.

4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?

Educational materials:	X
In-Person Trainings:	X
Transportation to medical appointments:	X
Not Applicable or None:	

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?

FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	11
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	10
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	91%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	11
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	10
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	91%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	X

Use of phone or internet-based services like 211:	X
Marketing in languages commonly spoken in the community:	X
Making physical and virtual locations accessible to those with disabilities:	X
Community Meetings	X
Not applicable:	

4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	30	21	-9

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?
(limit 1000 characters)

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must

**include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan.
(limit 2500 characters)**

4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistanct Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?	No

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD.
(limit 1500 characters)**

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.	No

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	☐
CoC Systems Performance Measurement:	☐
Coordinated Entry:	☐
Data reporting and data analysis:	☐
HMIS:	☐
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	☐
Maximizing the use of mainstream resources:	☐

Retooling transitional housing:	
Rapid re-housing:	
Under-performing program recipient, subrecipient or project:	
Not applicable:	X

4B-9b. Indicate the type(s) of Technical Aassistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

Document Type	Required?	Document Description	Date Attached
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	IL-500 No Project...	09/13/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	IL-500 McHenry Co...	09/14/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	07/25/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	IL-500 McHenry Co...	09/14/2016
05. CoCs Process for Reallocating	Yes	CoCs Process for ...	07/25/2016
06. CoC's Governance Charter	Yes	IL-500 CoC Govern...	07/25/2016
07. HMIS Policy and Procedures Manual	Yes	IL-500 McHenry Co...	09/13/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	IL-500 McHenry Co...	09/14/2016
10. CoC-HMIS MOU (if referenced in the CoC's Goverance Charter)	No		
11. CoC Written Standards for Order of Priority	No	CoCs Written Stan...	07/25/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	IL-500 HDX System...	09/13/2016
14. Other	No	McHenry County Pl...	09/14/2016
15. Other	No		

Attachment Details

Document Description: IL-500 No Projects Were Rejected

Attachment Details

Document Description: IL-500 McHenry County CoC Public Posting Notice

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: IL-500 McHenry County CoC Rating and Review Procedure

Attachment Details

Document Description: CoCs Process for Reallocating

Attachment Details

Document Description: IL-500 CoC Governance Charter

Attachment Details

Document Description: IL-500 McHenry County HMIS Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: IL-500 McHenry County CoC PHA Homeless Priority

Attachment Details

Document Description:

Attachment Details

Document Description: CoCs Written Standards fro Orders of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: IL-500 HDX System Performance Measures

Attachment Details

Document Description: McHenry County Plan to End Homelessness 2016-2018

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	08/16/2016
1B. CoC Engagement	09/14/2016
1C. Coordination	09/13/2016

1D. CoC Discharge Planning	08/23/2016
1E. Coordinated Assessment	09/13/2016
1F. Project Review	09/14/2016
1G. Addressing Project Capacity	09/12/2016
2A. HMIS Implementation	09/12/2016
2B. HMIS Funding Sources	09/12/2016
2C. HMIS Beds	09/14/2016
2D. HMIS Data Quality	09/14/2016
2E. Sheltered PIT	09/14/2016
2F. Sheltered Data - Methods	09/14/2016
2G. Sheltered Data - Quality	09/14/2016
2H. Unsheltered PIT	09/14/2016
2I. Unsheltered Data - Methods	09/14/2016
2J. Unsheltered Data - Quality	09/14/2016
3A. System Performance	09/14/2016
3B. Objective 1	09/14/2016
3B. Objective 2	09/14/2016
3B. Objective 3	09/14/2016
4A. Benefits	09/14/2016
4B. Additional Policies	09/14/2016
4C. Attachments	09/14/2016
Submission Summary	No Input Required

Aug 5, 2016 9:30 AM Regional Planning Commission - Public Meeting	Agenda	Agenda Packet			
Aug 8, 2016 8:15 AM Management Services - Public Meeting	Cancelled				
Aug 9, 2016 8:15 AM Facilities Committee - Public Meeting	Agenda	Agenda Packet			
Aug 9, 2016 9:00 AM Planning & Development Committee - Public Meeting	Agenda	Agenda Packet	Minutes	Minutes Packet	
Aug 9, 2016 9:30 AM Natural & Environmental Resources - Joint Public Meeting	Agenda	Agenda Packet			
Aug 9, 2016 9:30 AM Planning & Development Committee - Joint Public Meeting	Agenda	Agenda Packet	Minutes	Minutes Packet	
Aug 9, 2016 10:00 AM Natural & Environmental Resources - Public Meeting	Agenda	Agenda Packet			
Aug 10, 2016 8:15 AM Public Health & Human Services - Public Meeting	Agenda	Agenda Packet			
Aug 10, 2016 8:30 AM Valley Hi Operating Board Subcommittee - Public Meeting					
Aug 10, 2016 8:30 AM Valley Hi Operating Board - Public Meeting	Agenda	Agenda Packet			
Aug 11, 2016 8:15 AM Finance & Audit - Public Meeting	Agenda	Agenda Packet	Minutes	Minutes Packet	
Aug 11, 2016 9:00 AM Continuum of Care - Public Meeting	Agenda	Agenda Packet			
Aug 11, 2016 9:00 AM Merit Commission - Public Meeting	Agenda	Agenda Packet			
Aug 11, 2016 1:30 PM Zoning Board of Appeals - Zoning Hearing	Agenda	Agenda Packet		Minutes Packet	
Aug 11, 2016 1:30 PM Fiber Optic Consortium - Public Meeting	Agenda	Agenda Packet			
Aug 12, 2016 8:15 AM Legislative - Public Meeting	Cancelled				
Aug 15, 2016 8:30 AM Liquor & License - Public Meeting	Agenda	Agenda Packet			
Aug 16, 2016 5:00 PM MHB Finance & Audit - Public Meeting	Agenda	Agenda Packet			

Last Page = Funded Agency List.

McHenry County Continuum of Care to End Homelessness

2200 North Seminary Avenue - Woodstock, Illinois 60098 www.co.mchenry.il.us

Meeting held at: McHenry County Mental Health Board -
620 Dakota Street, Crystal Lake, IL 60012

Instructions to call in:

MHB 1	**844-727-6387**	**ID 3182907**

Agenda – August 11, 2016 @ 9:00-11:30 AM

1.0 Welcome and Introductions – (3 min)

2.0 Review and Approval of 07-14-16 meeting minutes – (2 min)

3.0 Client Story/Program/Agency Presentations – (5 min)

4.0 Public Comment Period (3 min per individual)

Note: Anyone new to the meeting should introduce themselves at this time and has up to three minutes to do so

5.0 Continuum of Care Committee Reports & Action Items – (28 min)

5.1 Strategic Planning Committee – (15 min)

a. Old Firehouse Assistance Center – (5 min)

b. Coordinated Entry – (5 min)

c. Work Plan – (5 min)

d. Continuum of Care (CoC) Grant Written Standards (Tabled)

5.2 Nominating Committee – (0 min)

5.3 Evaluation/Ranking Committee – (5 min)

5.4 HMIS Committee/PCN Report – (3 min)

5.5 NOFA Committee Report – (5 min)

6.0 New Business (55 min)

6.1 Presentation by Charles Sprague, New Life Transitions, for the proposed assumption and responsibility of Coordinated Entry – for discussion and action (15 min)

6.2 Appeal to the CoC from TLS Veterans regarding their Scattered Site PSH – for discussion and action (15 min)

6.3 Review and approval of the Ranking Committee's recommendations for the FY 2016 CoC Program Competition – for discussion and action (15 min)

6.4 Potential comment to HUD regarding the CoC Program Preliminary Pro Rata Need Formula – for discussion and action (10 min)

7.0 Old Business (7 min)

7.1 Meetings of new committees and plan to amend and update the McHenry County Continuum of Care to End Homelessness Bylaws with the new committees and committee requirements as created by the Strategic Planning committee. (5 min)

7.2 McHenry County Department of Planning and Development - Update on Community Development Division undertaking of the HMIS Continuum of Care grant from Pioneer Center for Human Services. (2 min)

8.0 Continuous Quality Improvement (40 min)

8.1 Housing Authority Report (5 min) Julie Biel-Claussen or Sue Rose

8.2 Community Development and Housing Grant Commission (CDHG) update (5 min) Hans Mach, Lynnsey Osborne, or Zak Klehr

a. CDBG 2016 Mini Round and 2017 update (5 min)

8.3 Membership update (5 min) Tom Riley

8.4 Workforce Network (0 min) *hiatus*

8.5 Transportation (5 min) Ronald Ecklund

8.6 Update on Prevention Programs (5 min) Home of the Sparrow

8.7 Update on Street Outreach Program (5 min) Thresholds

8.8 Update on Regional CoC meetings (5 min) ***(if able to attend)***

8.9 PADS Update (5 min) Pioneer Center for Human Services

9.0 Member Announcements (5 min)

10.0 Adjourn

(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

MEETING DESCRIPTION: CoC Meeting

DATE/TIME/LOCATION: July 14, 2016 , 9:00-10:30am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

ATTENDEES: ***Members:*** Melissa O'Donnell, Thresholds; Mike Neumann, Turning Point; Chris Samuels, Restoration America (by phone); Nancy Erickson, Turning Point; Ron Ecklund, Community Member; Susan Keller, Pioneer Center; Linda Strueber, Family Alliance; Kathy Chwedyk, Catholic Charities; Mary Reid, Head Start; Julie Biel Claussen, McHenry County Housing Authority; Matt Morrison, McHenry Township; Rich Ring, Community Member; Sue Rose, McHenry County Housing Authority; Lillie Prince, Lovell FHCC-HCHV; Charles Sprague, New Life Transitions; Sarah Mocco, TLS; Debbie DeGraw, Home of the Sparrow; Barbara Iehl, Home of the Sparrow; Jane Dorfner, VAC; Tom Riley, Pioneer; Zak Klehr, McHenry County Planning and Development; Lynnsey Osborne, McHenry County Planning and Development; Sam Tenuto, Pioneer; Art Krzyzanowski; Tom Rogers, Redeemer Lutheran; Bob Zima, AID; Virginia Peschke, CCCS; Quinn Luehring, Home of the Sparrow; Margaret Dillon, Lake County Residential Development Corp; Hans Mach, MC Planning and Development; Aimee Knop, McHenry County Sheriff's Office; Andrea McCarthy, Crystal Lake Food Pantry; Dave Espisito, Thresholds (by phone); Terry Braune, McHenry County Mental Health Board

Community Partners: Rebecca Heeman-Moore, Pioneer/PADS; Tiffany Little, Arms of Love; Tracy Johnson, Arms of Love; Roseanne Neumann, Arms of Love; Ricardo Pagan, McHenry County Sheriff's Office; Don Carlson, McHenry County Sheriff's Office; Michael Redding, Willow Creek; Steve Otten, United Way; Ronald Smith, community member; Lynn Ford, Centegra

ABSENT: Angie Reeks (2); Crystal Lake Bank & Trust (2); Family Health Partnership Clinic (2); McHenry County Division of Transportation (2); McHenry County Workforce Network (2); McHenry Savings Bank (2); Michael Dudek (2); Regional Office of Education (2); The Aarrk (2); McHenry County Attainable Housing; Prairie State Legal Services; McHenry County Mental Health Board;

NEXT MEETING DATE/TIME/LOCATION: Aug. 11, 2016 9:00-10:30 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
Welcome 1.0	Melissa O'Donnell called the meeting to order at 9:05 am.	
Review and Approval 6/9/16 Meeting Minutes **FOR ACTION** 2.0	Approval of 6/9/16	Mary Reid motioned, Rich Ring seconded, motion was approved
Client Story 3.0	Sue Rose spoke about an older man at the Old Firehouse Assistance Center who was able to get a job and was helped into a housing unit.	

(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

	Rich Ring said the health department evicted a woman who was hoarding animals, but never contacted anyone from the CoC. He suggested they attend meetings. Julie Biel Claussen said the health department has contacted her staff in these type of instances in the past. Barb Iehl said HOS was able to help a client who was pregnant and living in her car find a job and an apartment. The agency gave her clothes and counseling. Arms of Love representatives said they would be able to provide further assistance in that type of instance.	
Public Comment 4.0	First United Methodist was noted for their help providing assistance to homeless on a day when the Old Firehouse Assistance Center was unable to open. Aimee Knop of the McHenry County Sheriff's Office apologized for not coming to CoC meetings, not realizing they had been on the membership list. She introduced to of her bosses and said the office would maintain a presence at the meetings.	
CoC Committee Reports and Action Items 5.0 Strategic Planning Committee 5.1	**a. Old Firehouse Assistance Center** Sue Rose said some delays in MCHA securing insurance for the center led to the closure of the center for a week. In the interim, the nearby First United Methodist offered its space to provide similar services. She said MCHA board was expected to vote on the insurance at its next meeting. Mary Reid said that despite the closure, she was impressed how clearly marked the alternative space was for clients to find easily. Sue Rose said the number of unduplicated clients is about 150, with about 15 having moved into housing.	

(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

	b. Coordinated Assessment Julie Biel Claussen said the committee did not meet in June and would hold its next meeting July 18. **c. Work plan** Melissa O'Donnell discussed the work plan, including committees and their roles. She noted that coordinated entry and community awareness committees have begun, but said there is an ongoing need for members. **d. CoC Written Standards** - Tabled	
Nominating Committee 5.2	No new business	
Evaluation/Ranking Committee 5.3	No new business	
HMIS Committee/PCN Report 5.4	Rebecca Heeman-Moore said new reports are due to HUD and passed around summary pages of results. She said the CoC is competing against itself and other CoCs, and that they were still in the learning phase for how to get the best grade possible. Hans Mach said transfer of the HMIS grant to the county was authorized by the county, but there was a desire to continue trying to find an agency to take it on first.	
New business 6.0 Discussion of FY'16 CoC Competition NOFA, including scoring rubric, allocation plan and prioritization plan 6.1	Hans Mach said the ranking committee met the week prior to develop a scoring rubric, which it spent nearly five hours on. He said the CoC anticipates $909,000 in funding – 93 percent in tier 1 and 7 percent in tier 2 (and an additional 5 percent bonus possible based on the final pro rata need). The application would be released in the afternoon (July 14), and said the ranking committee would rank the projects according to the rubric on August 3rd.	

(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

	Mary Reid motioned for a vote, Julie Biel Claussen seconded. Roll call vote: AID – Yes (Bob Zima) Catholic Charities – Yes (Kathy Chwedyk) Head Start – Yes (Mary Reid) CCCS – Yes (Virginia Peschke) Family Alliance – Yes (Linda Strueber) HOS – Abstain (Debbie DeGraw) * Lake County Residential Development Corp. – Yes (Margaret Dillon) Lovell – Yes (Lillie Prince) MCHA – Yes (Julie Biel Claussen) MHB – Yes (Terry Braune) MC Planning and Development – Yes (Hans Mach) MC Sheriff's Office – Yes (Aimee Knop) New Life Transitions – Yes (Charles Sprague) Pioneer Center – Abstain (Sam Tenuto) * Restoration America – Yes (Chris Samuels) Rich Ring – Yes (Rich Ring) Ron Ecklund – Yes (Ron Eckland) Thresholds – Abstain (Melissa O'Donnell) * TLS – Abstain (Laura Franz) * Turning Point – Abstain (Mike Neumann) * VAC – Yes (Jane Dorfner) * Yes vote changed to abstentions after the meetings Final vote 16 yes, 5 abstain, 0 no	
Discussion of process to determine new recipient of coordinated entry grant 6.2	Melissa O'Donnell said HUD requires a specific coordinated entry plan and said the sooner possible recipients can put together a plan the better Julie Biel Claussen suggested the CoC determine questions and give a deadline through an RFP. The Planning and Development staff of the County agreed to do this.	

(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

	Hans said the county can pull together a more official set of guidelines and give direction on what is needed.	
7.0 Old Business *Initial meeting of new committees, plan to amend CoC bylaws* 7.1 MC Planning and Development update on HMIS grant transfer 7.2	Melissa O'Donnell said with new committees being established, there would eventually be need to update bylaws with their roles Sue Rose said she believes the committees and their members should help determine what they are, what's expected and how often they must meet. Mary Reid suggested making some committees into subcommittees Melissa O'Donnell thanked members who joined a committee. Discussed earlier	
Housing Authority Report Julie Biel-Claussen/Sue Rose 8.1	Julie Biel Claussen said MCHA has entered into lease on Old Firehouse Assistance Center building with city of Woodstock – still considers it a collaborative effort.	
Community Development Housing Grant Commission (CDHG) Faith Taylor, Hans Mach or Lynnsey Osborne 82	Hans Mach discussed upcoming deadlines and key dates for projects David Esposito suggested the county draft an announcement of the CoC application, which Hans Mach said was already planned	
Membership update – Tom Riley 8.3	Tom Riley sent out updated CoC rosters and said to send any updates to him	
Workforce Network – Chris Nejdl 8.4	Not present	

(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

Transportation – Ron Ecklund 8.5	Ron Ecklund said he attended a meeting where Hebron Township staff discussed need for McRide in Hebron. He said McDot seem concerned about providing better coverage to underserved areas in need.	
Update on Prevention Programs – Home of the Sparrow 8.6	Barb Iehl said a thrift store worker approached a woman in her 80s who said she was homeless with no place to go. The agency got the woman a hotel and linked her to Catholic Charities. She's since been placed into safe living.	
Update on Street Outreach Program – Thresholds 8.7	Melissa O'Donnell said the full-time outreach work is now three quarters time. Despite the reduction in hours, she said the workers are still out there and that the program has had successes.	
Update on Regional CoC meetings – Tom Riley 8.8	Tom Riley said he would be attending a regional CoC meeting via phone later that afternoon	
PADS update 8.9	Sam Tenuto said there has been ongoing discussion regarding what occupancy should look like at PADS Rebecca said PADS is looking for church sites, as there is likely at least one site that will not provide services in the 2016-17 year. Rich Ring said the program is exhausting possible sites. Sue Rose said she agreed, saying there is passion fatigue after 28 years. Tom Rogers noted Mistletoe Magic was ending after the year. He also said to get new people engaged, thinking outside the church may be a benefit, Sue Rose said she doesn't remember churches dropping out at such a high rate in the past.	
Member Announcements 9.0	• Virginia Peschke said on Aug. 1, CCCS would be presenting a mortgage workshop to assist clients who may not be current with mortgage to see if they qualify for any type of assistance. • Mary Reid said the Children's Health and Safety Fair would take place July 27	

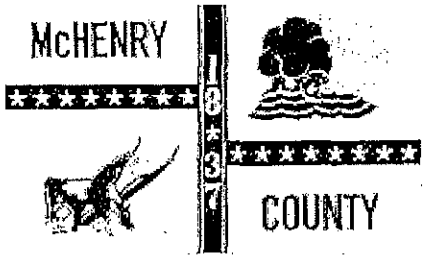
(McHenry County Continuum of Care to End Homelessness)
MEETING MINUTES

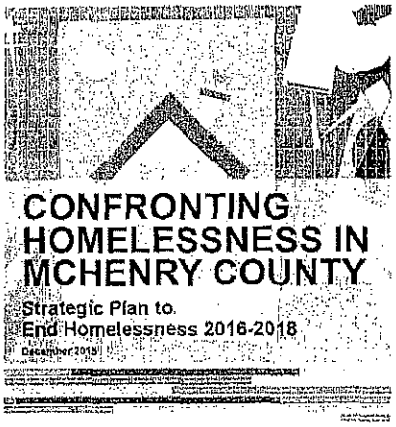
	• Matthew Morrison said the Salvation Army was giving away backpacks out of the Salvation Army in Crystal Lake this year. Steve Otten said back to school supplies could be donated at the United Way building. • Zak Klehr said CoC members should attend upcoming county board meetings to encourage them to move forward with the HMIS grant transfer. Some suggested a unified statement from the CoC as a whole. •	
Adjournment 10.0	Melissa O'Donnell called for a motion to adjourn. Mary Reid motioned, Hans Mach seconded. The motion carried and the meeting adjourned at 10:28 a.m.	

McHenry County Continuum of Care to End Homelessness

HUD FY 2015/HUD FY 2016

Continuum of Care Program





RFP – REQUEST FOR PROPOSALS RESPONSE ABSTRACT FORM

HUD CONTINUUM OF CARE "COORDINATED ENTRY/COORDINATED ASSESSMENT" PROJECT

Project Requirements:

Potential grantees must meet the following standards, threshold requirements and guidelines and must demonstrate the means by which they intend to comply with each of the following.

When prompted, please provide the required response, acknowledgment of, or attachment to each of the following requirements.

1. Prospective Grantee is required to work closely with community providers, the McHenry County Continuum of Care to End Homelessness (CoC) and the CoC's Coordinated Entry Committee to develop, deliver and complete all components of this project consistent with HUD guidelines and the standards of the McHenry County Continuum of Care to End Homelessness.

Required Response: In 200 words or less, please outline your experience working in McHenry County and please define your vision and intended outcomes should your organization be awarded funding under the RFP.

New Life Transitions has been actively involved with the COC for several years including being a part of the Strategic Planning and Fixed shelter committees and most recently as co-chair of the *Community Awareness Subcommittee.*

The Chairman of the Board of New Life Transitions has over 25 years of experience in organizational development, organizational learning and project coordination with organizations like Walgreens, Safety-Kleen, Arrow Financial (now a part of Navient, formerly Sallie Mae) and University of Phoenix, Chicago Campuses.

New Life Transitions proposes to utilize the funding to provide services for the COC, following the direction of the coordinated entry committee of the COC, with a focus on the following:

1. **Comply with coordinated entry standards of HUD and the COC.**
2. **Help to develop and institute a standardized short and long form for coordinated entry.**
3. **Work with HMIS to use the system as a data sharing point of service for coordinated entry.**
4. **Coordinate with Pioneer Pads, Church Pads, Crisis Line and 211, HUD, and the Old Firehouse Assistance Center and service providers like TLS Veterans, Thresholds, Home of the Sparrow, Turning Point, etc. to help ensure there is "no wrong door" and entry to services is not blocked.**
5. **Other duties as required as the role evolves and changes.**

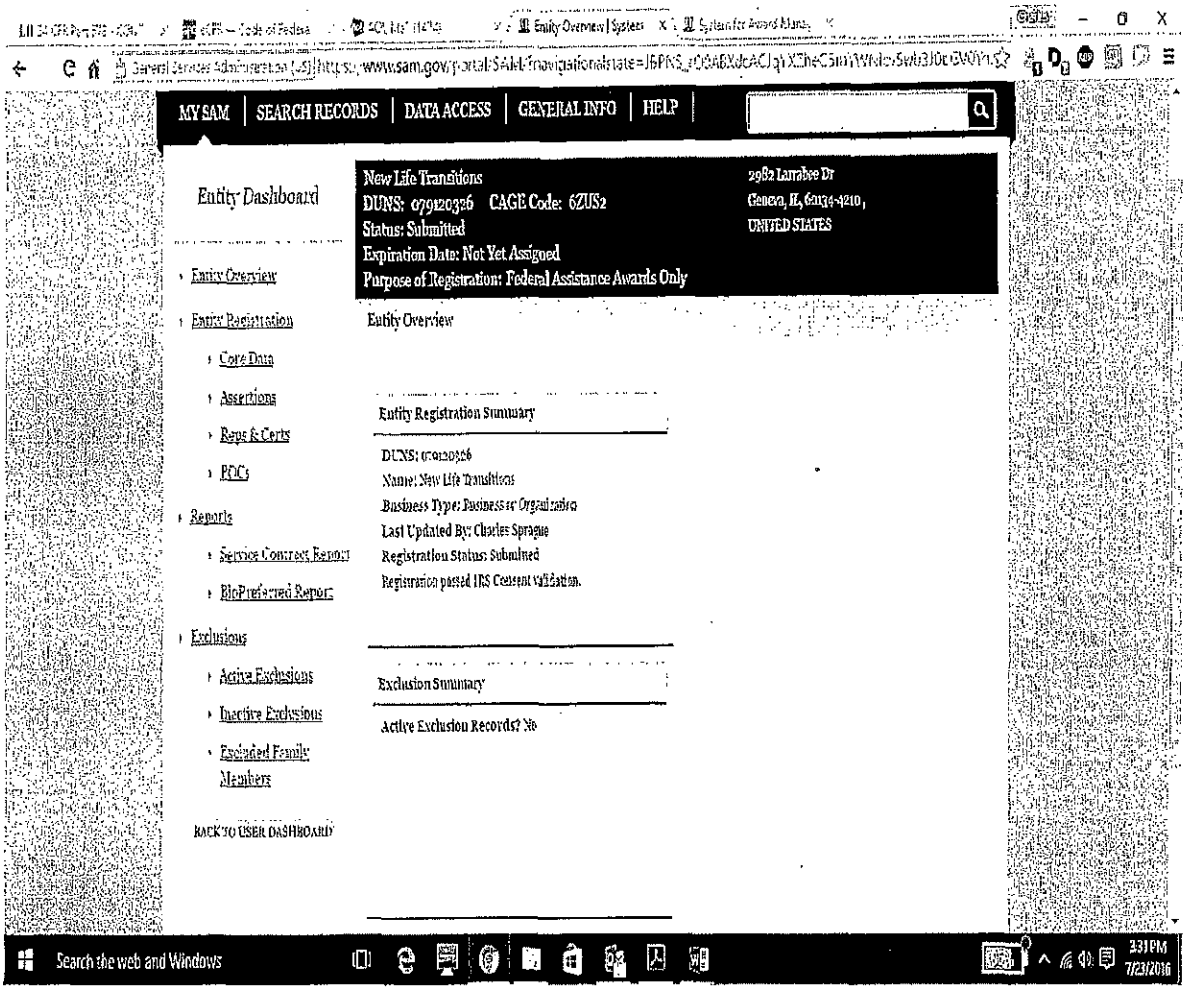
2. Prospective grantees are required to be registered with DUN & Bradstreet and have a current DUNS number.

Required Response: Please indicate your organization's DUNS number.

Duns Number: 079120326

3. Prospective grantees are required to be registered in the federal System for Award Management (SAM).

Required Attachment: Please provide a screen shot or print out demonstrating your current registration with the System for Award Management, or SAM.



4. Prospective grantees are required to have a 25% cash match to the project (minimally $15,500) and **must demonstrate on organizational letterhead the manner in which this match will be provided toward the project.** A recipient or sub-recipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local, and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.

Required Attachment: On organizational letterhead, please draft a letter indicating the type and source of match funding dedicated to this project. Please ensure this letter is signed by an executive or authorized official and is addressed to the Community Development Administrator, McHenry County department of Planning and Development, 2200 North Seminary Avenue, Woodstock, IL 60098

6.1

New Life Transitions
Business Address: 902 S Randall Rd. Ste. C290
St. Charles, IL. 60174
www.newlifetransitions.org
Newlifetransitions@aol.com

Sick and Tired of Being Sick and Tired?

July 26,2016

Community Development Administrator,
McHenry County department of Planning and Development,
2200 North Seminary Avenue,
Woodstock, IL 60098

Dear Administrator,

In regards to the RFP for Coordinated Entry, the following is the match that New Life Transitions would use to meet the requirements outlined in the RFP Response 2015. We will be using *"in kind donations" as outlined* below:

Subpart F – Program Requirements § 578.73 Matching requirements.

"Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market."

Upon acceptance of this grant, Charles Sprague, the current Chairman of the Board and Founder of New Life Transitions, will step down to take an operational role as Executive Director of the organization. The equivalent salary for this position in the area is $82,000.

For the purpose of this RFP, it is understood that we will match $16,000 towards the grant from the salary of the Executive Director who will be primarily responsible for all activities under this proposal.

Yours in service,

E. Pete Lewis

Treasurer, New Life Transitions

5. Prospective grantee must complete SF-424 Application for Federal Assistance.

Required Acknowledgment: Grantee agrees to submit the SF-424 through e-Snaps, if required

Charles R Sprague

I hereby acknowledge and agree to comply with requirements for submission of the SF-424 to HUD.

Signature	Title	Date
[signature]	chairman	7-31-2016

6. Prospective grantee may be required to complete SF-424 Supplement, Survey on Ensuring Equal Opportunities for Application required for nonprofit applicants only where completion and submission of this survey is voluntary.

Required Acknowledgment: Grantee agrees to submit the SF-424 Supplement through e-Snaps, if applicable or required

Charles R Sprague

I hereby acknowledge and agree to comply with requirements for submission of the SF-424 Supplement to HUD, if applicable or if required.

Signature	Title	Date
[signature]	chairman	7-31-2016

7. Project grantees and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other Federal funds.

Required Responses: Please answer <u>each question</u> A-E using 100 words or less <u>per question</u>

A. Describe the experience of the applicant and potential sub-recipients (if any), in effectively

utilizing federal funds and performing the activities proposed in the application, given funding and time limitations:

New Life Transitions is a relatively new organization which has not handled federal funds in the past. However, the Treasurer (Pete Lewis) is an Enrolled Agent with the IRS and a Certified Public Accountant and the Executive Director has overseen budgets of over a million dollars at Safety-Kleen and other organizations. We have high integrity and will ensure that the funds are handled properly.

B. Describe why the applicant, sub-recipients, and partner organizations (e.g., developers, key contractors, subcontractors, service providers) are the appropriate entities to receive funding. Provide concrete examples that illustrate their experience and expertise in the following:

1) working with and addressing the target population's identified housing and supportive service needs;

Answer: As addressed above, New Life Transitions has been involved with the McHenry County COC as is/was a part of the Fixed Shelter Committee, the Strategic Planning Committee and Charles Sprague is the co-chair of the Community Awareness Committee. In addition, Charles Sprague volunteers for the Old Firehouse Assistance Center. New Life Transitions has worked with HUD, Home of Sparrow, Pioneer Center, Thresholds, Spirit House and other county organizations to provide housing and services to homeless individuals, primarily ex-incarcerated individuals as well as life skills, employment and educational development to help sustain these individuals so that they have employment and can pay rent over the long run.

2) developing and implementing relevant program systems, services, and/or residential property construction and rehabilitation;

Answer: Currently New Life Transitions provides advocacy and development services for those who are release from jail or prison. New Life Transitions and Pioneer Center are in discussions about partnering in providing housing for ex-incarcerated using the RISE program developed by New Life Transitions which is a program for developing ex-incarcerated so that they can re-enter society as a changed individual. We plan on sharing some or all of the RISE program with homeless individuals at the Kishwaukee site in Woodstock.

3) identifying and securing matching funds from a variety of sources; and

Answer: We are in the process of a sustainable fund raising effort using volunteers and staff as we become operational. We will have volunteers, staff and services as matching funds as well as cash.

4) managing basic organization operations including financial accounting systems.

Both the Executive Director, Charles Sprague, and the Treasurer, E. Pete Lewis have extensive backgrounds including operation budgets of over $1 million dollars. E. Pete Lewis is an enrolled agent (EA) of the IRS and Certified Public Accountant (CPA).

C. Describe the experience of the applicant and potential sub-recipients (if any) in leveraging other Federal, State, local, and private sector funds: Include experience with all Federal, State, local and private sector funds. If the applicant and sub-recipient have no experience leveraging other funds, include the phrase "No experience leveraging other Federal, State, local, or private sector funds."

Answer: We have no experience leveraging other Federal, State, local, or private sector funds at this time.

D. Describe the basic organization and management structure of the applicant and sub-recipients (if any). Include evidence of internal and external coordination and an adequate financial

accounting system: Include the organization and management structure of the applicant and all sub-recipients, making sure to include a description of internal and external coordination and the financial accounting system that will be used to administer the grant.

Answer: NLT is incorporated as a nonprofit organization under the laws and regulations of the state of Illinois. It is a tax exempt organization operating as a public charity under the IRS 501(c)(3). It does not operate for the benefit of private interests such as designated individuals, the creator's family, or shareholders of the organization or persons controlled, directly or indirectly, by such private interests.

NLT has an operating Board of Directors who serve in both an advisory and administrative capacity. At present, there is no management coordination with any external group in terms of related programs and services offered by NLT.

NLT maintains its books and records on a cash basis of accounting. It prepares its financial statements in accordance with private sector nonprofit organizations which comply with Generally Accepted Accounting Principles primarily set by the Financial Accounting Standards Board (FASB).

E. Are there any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by the applicant or potential sub-recipients (if any): Select "Yes" or "No" to indicate whether or not the sub-recipient has open OIG audit findings; poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders; or open McKinney-Vento related monitoring findings. The question is related to those projects for which the Sub-recipient organization is either a direct recipient or a sub-recipient.

Answer: No

This is a required response if "Yes" is the response to Question E. Describe the unresolved monitoring or audit findings by using the space provided to explain the details of the unresolved monitoring or audit findings, and the steps the applicant or sub-recipient will take to resolve the findings.

8. Project applicants and potential subrecipients must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility in the RFP (e.g., nonprofit documentation).

Required Attachment: IRS 501 (c) (3) letter or similar proof of non-profit or governmental status as defined under 24 CFR Part 578.15, which states:

(a) Who may apply. Nonprofit organizations, States, local governments, and instrumentalities of State or local governments are eligible to apply for grants.
(c) Exclusion. For-profit entities are not eligible to apply for grants or to be sub-recipients of grant funds

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 12 2014

NEW LIFE TRANSITIONS
C/O ELMER LEWIS
902 S RANDALL RD STE C290
ST CHARLES, IL 60174

Employer Identification Number:
45-5356278
DLN:
17053249314003
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 8, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

Letter 947

9. The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.

Required Attachment: Continuum of Care to End Homelessness New/Bonus Application (Completed as a Coordinated Entry/Coordinated Assessment Project). Please ensure that budget for "Coordinated Entry SSO" is completed.

The Continuum of Care to End Homelessness New/Bonus Application can be found in Tab 3 of this packet.

10. To be considered as meeting project quality threshold, new SSO projects for centralized or coordinated assessment systems must receive at least 2 out of the 4 points available for the criteria below. SSO projects for centralized or coordinated assessment systems that do not receive at least 2 points will be rejected.
    (a) Whether the centralized or coordinated assessment system is easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance (1 point);
    (b) Whether there is a strategy for advertising the program that is designed to specifically reach
    homeless persons with the highest barriers within the CoC's geographic area (1 point);
    (c) Whether there is a standardized assessment process (1 point); and,
    (d) Whether the program ensures that program participants are directed to appropriate housing and services that fit their needs (1 point).

Required Responses: Please answer <u>each question</u> A-D using 150 words or less <u>per question</u>

A. Define your methodology for ensuring the Coordinated Entry/Assessment System would be easily accessible for all persons experiencing homelessness or seeking information about homeless assistance in McHenry County.
   1. Comply with coordinated entry standards of HUD and the COC.
   2. Help to develop and institute a standardized short and long form for coordinated entry.
   3. Work with HMIS to use the system as a data sharing point of service for coordinated entry.
   4. Coordinate with Pioneer Pads, Church Pads, Crisis Line and 211, HUD, and the Old Firehouse Assistance Center and service providers like TLS Veterans, Thresholds, Home of the Sparrow, Turning Point, etc. to help ensure there is "no wrong door" and entry to services is not blocked.
   5. Distribute a list of agencies, restrictions, and contacts to all agencies so that a seamless referral process can be achieved.
   6. Other duties as required as the role evolves and changes.

B. How will your organization reach out to ensure that the community is well aware of the services available to homeless individuals or those seeking information about such services?

   New Life Transitions is a part of the Community Awareness subcommittee of the strategic planning committee. We will use the findings of that committee to implement social media and other means to inform the community.

C. What methodology will be used by your organization to identify a standardized assessment process in McHenry County for individuals and families experiencing or imminently at risk of homelessness?

Our organization looks at three possible avenues for individuals: 1) Emergency shelter which would use the Harm Reduction Model. This assessment would focus on stabilizing and placing an individual as soon as possible into emergency shelter options. 2) Housing First which would be for individuals who are stable enough for housing and could be those available for Permanent Supportive Housing or Affordable Housing; and 3) This is particular to those who are ex-incarcerated and do not fit the first two – we use a Risk Assessment HCR -20 (Historical, Clinical, Risk, Management Scales) to see if the candidate can meet transitional living standards. We would use these methodologies in coordination with standards developed by the Coordinated Entry Committee.

D. What methodology will be used by your organization to identify the most appropriate placement into services or housing based on their level of need?

We answered this mainly above but triage is necessary to determine what agency provides the best services to the individual. That is why the HMIS system and list of agencies, restrictions and services are so important so that we provide the right services aligned with the situation the individual is in and the level of care needed. For example, New Life Transitions cannot adequately service individuals with severe mental illness or mental barriers (like Autism or low IQ). We would need to refer these individuals to Thresholds or Pioneer Center.

11. HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. To be considered as meeting project quality threshold, all new projects must meet <u>all</u> of the following criteria:

(a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings, if applicable;

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources, if applicable; and,

(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCCS at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.

Required Responses:

A. Has the applicant organization been funded under the CoC Program?
If YES, please report on the nature of the performance of your existing or prior CoC award and also complete questions B and C. If NO, please indicate such and continue to questions B and C.

No.

B. Does your organization commit to drawing grant funds at a minimum interval of quarterly?

Yes.

C. Does your organization commit to timeliness standards in 24 CFR 578.85, which state:

(a) In general. Recipients must initiate approved activities and projects promptly.
(b) *Construction activities.* Recipients of funds for rehabilitation or new construction must meet the following standards:

(1) Construction activities must begin within 9 months of the later of signing of the grant agreement or of signing an addendum to the grant agreement authorizing use of grant funds for the project.
(2) Construction activities must be completed within 24 months of signing the grant agreement. (3) Activities that cannot begin until after construction activities are completed must begin within 3 months of the date that construction activities are completed.

(c) Distribution. A recipient that receives funds through this part must:

(1) Distribute the funds to sub-recipients (in advance of expenditures by the sub-recipients);
(2) Distribute the appropriate portion of the funds to a sub-recipient no later than 45 days after receiving an approvable request for such distribution from the sub-recipient; and
(3) Draw down funds at least once per quarter of the program year, after eligible activities commence

Answer: Yes

12. Compliance with Non-discrimination and Related Requirements. Unless otherwise specified, the following non-discrimination provisions and other requirements apply to all Program NOFAs. Please read the corresponding requirements in each Program NOFA carefully as there are some variations in requirements among HUD's programs.

Required Acknowledgments: Grantee agrees to comply with non-discrimination and related requirements.

Charles R Sprague

I hereby acknowledge and agree to comply with the following five requirements, as stated and as amended from time to time.

Signature	Title	Date
[signature]	chairman	7-31-2016

I. Affirmatively Furthering Fair Housing. Section 808(e)(5) of the Fair Housing Act requires HUD to affirmatively further the purposes of the Fair Housing Act in its housing and urban development programs. Accordingly, HUD requires recipients of funds, including those awarded and announced under HUD's Program NOFAs that are not specifically exempted, to take affirmative steps to further fair housing.

II. The regulations at 24 CFR 135 implementing Section 3 ensure, to the greatest extent feasible, that training, employment, contracting and other economic opportunities be directed to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide economic opportunities to low-and very low-income persons where proposed project is located. By submission of an application for programs covered by Section 3, applicants certify compliance with Section 3 requirements. Recipients of funds covered by Section 3 must comply with 24 CFR 135, particularly subpart B-Economic Opportunities for Section 3 residents and Section 3 Business Concerns, and Subpart E-Reporting and Recordkeeping.

III. Improving Access to Services for Persons with Limited English Proficiency (LEP).

a. Executive Order 13166
Seeks to improve access to federally assisted programs and activities for individuals who, as a result of national origin, have Limited English Proficiency (LEP).
Recipients of HUD funds shall take reasonable steps to ensure meaningful access to their programs and activities to LEP individuals.

IV. Accessible Technology. Section 508 of the Rehabilitation Act (Section 508) requires HUD to ensure, when developing, procuring, maintaining, or using electronic and information technology (EIT), that the EIT allows persons with disabilities to access and use information and data on a comparable basis as is made available to and used by those without disabilities unless an undue burden would result to the federal agency.

V. Equal Access to HUD-assisted or HUD-insured Housing. HUD requires its housing programs to be open to all eligible individuals and families regardless of sexual orientation, gender identity or marital status. HUD recipients and sub-recipients must comply with 24 CFR 5.105(a)(2) in connection with determining eligibility for housing assisted with HUD funds or subject to an FHA-insured mortgage, and in connection with making such housing available. This includes making eligibility determinations and making housing available regardless of actual or perceived sexual orientation, gender identity, or marital status, and prohibiting inquiries about sexual orientation or gender identity for the purpose of making eligibility determinations or making housing available. Applicants are encouraged to become familiar with these requirements, HUD's definitions of sexual orientation and gender identity at 24 CFR 5.100, clarifications to HUD's definition of family at 24 CFR 5.403, and other regulatory changes made through HUD's Equal Access Rule, published in the Federal Register at 77 FR 5662 (Feb. 3, 2012).

Required Acknowledgments: Grantee agrees to comply with non-discrimination and related requirements.

Charles R. Sprague

I hereby acknowledge and agree to learn about and comply with of the following nine (9) requirements, labeled as items 13 through 21, as stated and as amended from time to time. I hereby acknowledge that an Environmental Review will be conducted for the project applied for and that funding is subject to a clear Review.

Signature	Title	Date
CRS	Chairman	7-31-2016

13. Equal Protection for Faith-based and Community Organizations. In accordance with Executive Order (E.O.) 13279, "Equal Protection of the Laws for Faith-based and Community Organizations," and E.O. 13559, "Fundamental Principles and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Partnerships," faith-based organizations are eligible to participate in HUD's programs and activities on the same basis as any other organization. HUD's regulation on the equal participation of faith-based organizations, consistent with E.O. 13279, is at 24 CFR 5.109. Additionally, several HUD programs, particularly programs administered by the Office of Community Planning and Development, are subject to program-specific rules. The rule at 24 CFR 5.109 provides, among other things, that religious organizations may not engage in inherently religious activities as part of a HUD-funded program or activity; a religious organization that participates in a HUD-funded program or activity will retain its independence and may continue to carry out its mission; and an organization that receives direct federal funds from HUD is not permitted to discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief in providing program assistance. E.O. 13559 amended E.O. 13279 to require additional protections for program beneficiaries.

14. OMB Administrative Requirements and Cost Principles. Unless excepted under HUD regulations (24 CFR chapters I through IX), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR 200, shall apply to Federal Awards made by the Department of Housing and Urban Development to non-Federal entities.

15. Reporting Requirements and Frequency of Reporting. HUD requires recipients to submit performance and financial reports in accordance with federal OMB guidance and the instructions for the program. The Program NOFA and award agreement will specify the reporting requirements, including content and method of data collection, as well as the frequency for reporting to HUD. HUD requires recipients that provide HUD-funded program benefits to individuals or families to report data on the race and ethnicity of individuals receiving those benefits in accordance with the program requirements and award agreement. All HUD funded programs require recipients to submit, not less than annually, a report documenting achievement of outcomes in accordance with the purpose of the program and the work plan in the award agreement.

16. Participation in a HUD-Sponsored Program Evaluation. As a condition of receiving financial assistance under a Program NOFA, all recipients are required to cooperate with all HUD staff, contractors, or designated recipients performing research or evaluation studies funded by HUD. By submitting an application applicants agree to this requirement and condition of award.

17. Environmental Requirements. Recipients and their contractors, under a HUD-funded program that assists in physical development activities or property acquisition are generally prohibited from acquiring, rehabilitating, converting, demolishing, leasing, repairing, or constructing property, or committing or expending HUD or other funds for these types of program activities, until one of the following has occurred:
a. HUD has completed an environmental review in accordance with 24 CFR 50; or
b. For programs subject to 24 CFR 58, HUD has approved a recipient's Request for Release of Funds (form HUD7015.15) following a responsible entity's completion of an environmental review. The applicant must consult the Program NOFA to determine the procedures for, timing of, and any modifications or exclusions from environmental review under a particular program. Coordinated Entry/Assessment is a service project and HUD will complete an Environmental Review prior to the awarding of funding.

18. Except as otherwise provided by federal statute, HUD-assisted programs or projects are subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA) (42 U.S.C. 4601-4655), and the government-wide implementing regulations issued by the Federal Highway Administration at 49 CFR 24. Coordinated Entry/Assessment is a service project and would not involve property acquisition. This is listed here for reference and awareness.

19. Eminent Domain. Section 407 of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235, Div. K, Title IV), prohibits the use of funds to support any federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Coordinated Entry/Assessment is a service project and would not involve property acquisition. This is listed here for reference and awareness.

20. Procurement of Recovered Materials. State agencies and agencies of a political subdivision of a state that are using assistance under a Program NOFA for procurement, and any person contracting with such an agency with respect to work performed under an assisted contract, must comply with the requirements of Section 6002 of the Solid Waste Disposal Act. Coordinated Entry/Assessment is a service project and would not involve this type of procurement or acquisition. This is listed here for reference and awareness.

21. Ensuring the Participation of Small Disadvantaged Businesses, and Women-Owned Businesses. In accordance with 2 CFR 200.321 recipients, their sub-recipients and contractors, must take all steps necessary to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

22. Drug-Free Workplace. Applicants awarded funds from HUD are subject to 2 CFR 2429, which implements the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.), as amended, and required to provide a drug-free workplace. Compliance with this requirement means that the applicant will:

    a. Publish a statement notifying employees that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the applicant's workplace and such activities are prohibited;
    b. Establish an ongoing drug-free awareness program;
    c. Notify HUD and other federal agencies providing funding in writing within 10 calendar days after receiving notice from an employee of a drug abuse conviction;
    d. Require that each employee engaged in the performance of the federally funded award be given a copy of the drug-free workplace statement; and
    e. Identify to the agency making the award all known workplaces under the award. For a full statement of the requirements, refer to 2 CFR 2429.

    Prospective Grantees must complete HUD Form 50070 "Certification for a Drug Free Workplace."

Required Attachment: Please attach a signed copy of HUD Form 50070 "Certification for a Drug Free Workplace."

The HUD Form 50070 "Certification for a Drug Free Workplace" is found in tab 15.

Charles R Sprague

I hereby acknowledge and agree to learn about and comply with of the following three (3) requirements, labeled as items 23 through 25, as stated and as amended from time to time.

Signature	Title	Date
[signature]	Chairman	7-31-2016

23. Safeguarding Resident/Client Files. In maintaining resident and client files, recipients shall comply with the Privacy Act of 1974 (Privacy Act), HUD rules and regulations issued under the Privacy Act, and observe state and local laws concerning the disclosure of records that pertain to individuals. Recipients are required to comply with the Privacy Act in the design, development, or operation of any system of records on individuals and take reasonable measures to ensure that resident and client files are safeguarded, including when reviewing, printing, or copying client files.
24. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L.109-282) (Transparency Act), as amended. Recipients of HUD's financial assistance are required to report certain sub-awards in the Federal Sub-award Reporting System (FSRS) or its successor system for all prime awards listed on the FSRS website. Recipients of financial assistance from HUD may also be required to report executive compensation information both for the prime award and sub-award recipients, including awards made as pass-through awards or awards to contractors. These reporting requirements are in accordance with the requirements of the Transparency Act, as amended by section 6202 of Public Law 110-252, and by section 3 of Public Law 113-101.
25. Physical Accessibility. For all HUD-funded activities:

    a. Meetings must be held and services provided in facilities that are physically accessible to persons with disabilities. Where physical accessibility is not achievable, successful applicants must give priority to alternative methods of product or information delivery that offer programs and activities to qualified individuals with disabilities in the most integrated setting appropriate in accordance with HUD's implementing regulations for section 504 of the Rehabilitation Act of 1973 (29 U.S.C.§794) at 24 CFR 8; and;
    b. All notices of and communications during all training sessions and public meetings shall be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities or provide other means of accommodation for persons with disabilities consistent with section 504 of the Rehabilitation Act of 1973 and HUD's section 504 regulations. See 24 CFR 8.6.

26. Conducting Business in Accordance with Ethical Standards/Code of Conduct. Before entering into an agreement with HUD, **applicants selected for award must ensure an up-to-date copy of the organizations code of conduct, dated and signed by the Executive Director, or Chair, or equivalent official, of the governing body of the organization has been submitted to HUD.** The following shall apply:

    a. Codes of Conduct must prohibit real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards. See 2 CFR 200.112 and 2 CFR 200.318 for reference.
    b. If the recipient has a parent, affiliate, or subsidiary organization, whether non-profit or for-profit, the recipient must also maintain written standards of conduct covering organizational conflicts of interest. "Organizational conflicts of interest" means that because of relationships

with a parent, affiliate, or subsidiary organization, the recipient is unable, or appears to be unable, to be impartial in administering the award or serving as a pass-through-entity.

Required Attachment: Please attach a copy of the organization's Code of Conduct scanned together with a letter signed by an authorized official on organizational letterhead indicating said Code "prohibits real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards."

New Life Transitions Code of Ethical Conduct

All employees of New Life Transitions must abide by the rules and procedures of ethical conduct herein. New Life Transitions (referred to as the Organization) maintains certain policies to guide its employees with respect to standards of conduct expected in areas where improper activities could damage the Organization's reputation and otherwise result in serious adverse consequences to the Organization and to employees involved. The purpose of this Policy is to affirm, in a comprehensive statement, required standards of conduct and practices with respect to certain type of payments and political contributions.

An employee's actions under this Policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the employee for position assignments and promotion. Correspondingly, insensitivity to or disregard of the principles of this Policy will be grounds for appropriate management disciplinary action.

Conflict of Interests

All real and apparent conflicts of interest that may arise among officers, employees, or agents are prohibited; the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value are prohibited especially as directed under 2 CFR 200.112 Conflict of interest and 2 CFR 200.318, 2 CFR 200.318 - General procurement standards.

Prohibition of Improper Payments

The Organization expects all employees to use only legitimate practices in commercial operations and in promoting the Organization position on issues before governmental authorities. As stated below, "kickbacks" or "bribes" intended to induce or reward favorable buying decisions and governmental actions are unacceptable and prohibited.

No employee of the Organization or any Controlled Affiliate acting on the Organization's behalf shall, in violation of any applicable law, offer or make directly or indirectly through any other

person or firm any payment of anything of value (in the form of compensation, gift, contribution or otherwise) to:

• any person or firm employed by or acting for or on behalf of any client, whether private or governmental, for the purpose of inducing or rewarding any favorable action by the customer in any commercial transaction; or any governmental entity, for the purpose of inducing or rewarding action (or withholding of action) by a governmental entity in any governmental matter;

• any governmental official, political party or official of such party, or any candidate for political office, for the purpose of inducing or rewarding favorable action (or withholding of action) or the exercise of influence by such official, party or candidate in any commercial transaction or in any governmental matter.

In utilizing consultants, agents, sales representatives or others, the Organization will employ only reputable, qualified individuals or firms under compensation arrangements, which are reasonable in relation to the services performed. The provisions of this section are not intended to apply to ordinary and reasonable business entertainment or gifts not of substantial value, customary in local business relationships and not violation of law as applied in that environment.

Political Contributions

The Organization will not make any contribution to any political party or to any candidate for political office in support of such candidacy except as provided in this Policy and as permitted by law.

In the United States, federal law strictly controls corporate involvement in the federal political process. Generally, federal law provides that no corporation may contribute anything of value to any political party or candidate in connection with any federal election.

While similar laws apply in some states and their political subdivisions, in many jurisdictions in the United States corporate contributions to candidates and political parties in connection with state and local election campaigns are lawful.

The laws governing participation by corporations in the political process of countries other than the United States vary widely. In certain countries, contributions to the political process (including contributions to political parties) are lawful and expected as a matter of good corporate citizenship.

In foreign jurisdictions and in state and local jurisdictions of the United States where corporate political contributions are lawful, contributions by the Organization or by a Controlled Affiliate may be appropriate if prudent in amount and otherwise consistent with good judgment. Organization contributions shall be governed by written guidelines. Contributions by a Controlled Affiliate shall also be governed by written guidelines or other form of written authority as established by the affiliate's Board of Directors. Any contribution by the

Organization or by a Controlled Affiliate shall comply in all respects with the provisions of local applicable law and shall be reported as part of the annual review process provided by this Policy.

This Policy is not intended to prevent the communication of Organization views to legislators, governmental agencies, or to the general public with respect to existing or proposed legislation or governmental policies or practices affecting business operations. Moreover, under this Policy, reasonable costs incurred by the Organization to establish or administer political action committees or activities organized to solicit voluntary political contributions from individual employees are not regarded as contributions to political parties or candidates, where the Organization may lawfully incur such costs.

Reports and Periodic Reviews

Any employee who is requested to make, authorize, or agree to any offer or payment which is, or may be, contrary to this Policy will promptly report such information to the employee's manager, to assigned Organization legal counsel, or to the manager in the component having responsibility for financial activity.

Any employee who acquires information (for example, newspaper reports, reports from customers, or statements of individuals involved) that gives the employee reason to believe that any employee is engaged in conduct forbidden by this Policy, or that any sales representative, distributor, or other person or film representing the Organization in any transaction is engaged in the type of conduct (whether or not in connection with a transaction involving the Organization or its products) which, if engaged in by an employee of the Organization, would violate this Policy, will promptly report such information to the employee's manager, to assigned Organization legal counsel, or to the manager in the component having responsibility for financial activity.

Any manager receiving a report as cited above will promptly consult with assigned Organization legal counsel and thereafter will, after appropriate investigation, take timely remedial or other action as warranted under the provisions of this Policy. Such manager will also promptly report the matter to higher management.

Violations of the Policy

A. Violations of the Policy are grounds for discharge or other disciplinary action, adapted to the circumstances of the particular violation and having as a primary objective furtherance of the Organization's interest in preventing violations and making clear that violations are neither tolerated nor condoned.

B. Disciplinary action will be taken, not only against individuals who authorize or participate directly in a violation of the Policy, but also against:

(1) any employee who may have deliberately failed to report a violation of the Policy;

(2) any employee who may have deliberately withheld relevant and material information concerning a violation of this Policy and

(3) the violator's managerial superiors, to the extent that the circumstances of the violation reflect inadequate leadership and lack of diligence.

C. Where an employee is accused of violating the antitrust laws, and the employee has relied in good faith on the advice of Organization legal counsel after full disclosure of the material facts, no disciplinary action may be taken against the employee under this Policy; and the Organization may, within the limits permitted by law, assist in the employee's defense.

Human Services Standards

In addition to the above Code of Ethical Standards, New Life Transitions also abides by the National Organization for Human Services Standards Adopted 2015:

Responsibility to Clients

STANDARD 1 Human service professionals recognize and build on client and community strengths.

STANDARD 2 Human service professionals obtain informed consent to provide services to clients at the beginning of the helping relationship. Clients should be informed that they may withdraw consent at any time except where denied by court order and should be able to ask questions before agreeing to the services. Clients who are unable to give consent should have those who are legally able to give consent for them review an informed consent statement and provide appropriate consent.

STANDARD 3 Human service professionals protect the client's right to privacy and confidentiality except when such confidentiality would cause serious harm to the client or others, when agency guidelines state otherwise, or under other stated conditions (e.g., local, state, or federal laws). Human service professionals inform clients of the limits of confidentiality prior to the onset of the helping relationship.

STANDARD 4 If it is suspected that danger or harm may occur to the client or to others as a result of a client's behavior, the human service professional acts in an appropriate and professional manner to protect the safety of those individuals. This may involve, but is not limited to, seeking consultation, supervision, and/or breaking the confidentiality of the relationship.

STANDARD 5 Human service professionals recognize that multiple relationships may increase the risk of harm to or exploitation of clients and may impair their professional judgment. When it is not feasible to avoid dual or multiple relationships, human service professionals should consider whether the professional relationship should avoided or curtailed.

STANDARD 6 Sexual or romantic relationships with current clients are prohibited. Before

engaging in sexual or romantic relationships with former clients, friends, or family members of former clients, human service professionals carefully evaluate potential exploitation or harm and refrain from entering into such a relationship.

STANDARD 7 Human service professionals ensure that their values or biases are not imposed upon their clients.

STANDARD 8 Human service professionals protect the integrity, safety, and security of client records. Client information in written or electronic form that is shared with other professionals must have the client's prior written consent except in the course of professional supervision or when legally obliged or permitted to share such information.

STANDARD 9 When providing services through the use of technology, human service professionals take precautions to ensure and maintain confidentiality and comply with all relevant laws and requirements regarding storing, transmitting, and retrieving data. In addition, human service professionals ensure that clients are aware of any issues and concerns related to confidentiality, service issues, and how technology might negatively or positively impact the helping relationship.

Responsibility to the Public and Society

STANDARD 10 Human service professionals provide services without discrimination or preference in regards to age, ethnicity, culture, race, ability, gender, language preference, religion, sexual orientation, socioeconomic status, nationality, or other historically oppressed groups.

STANDARD 11 Human service professionals are knowledgeable about their cultures and communities within which they practice. They are aware of multiculturalism in society and its impact on the community as well as individuals within the community. They respect the cultures and beliefs of individuals and groups.

STANDARD 12 Human service professionals are aware of local, state, and federal laws. They advocate for change in regulations and statutes when such legislation conflicts with ethical guidelines and/or client rights. Where laws are harmful to individuals, groups, or communities, human service professionals consider the conflict between the values of obeying the law and the values of serving people and may decide to initiate social action.

STANDARD 13 Human service professionals stay informed about current social issues as they affect clients and communities. If appropriate to the helping relationship, they share this information with clients, groups and communities as part of their work.

STANDARD 14 Human service professionals are aware of social and political issues that differentially affect clients from diverse backgrounds.

STANDARD 15 Human service professionals provide a mechanism for identifying client needs and assets, calling attention to these needs and assets, and assisting in planning and mobilizing to

advocate for those needs at the individual, community, and societal level when appropriate to the goals of the relationship.

STANDARD 16 Human service professionals advocate for social justice and seek to eliminate oppression. They raise awareness of underserved population in their communities and with the legislative system.

STANDARD 17 Human service professionals accurately represent their qualifications to the public. This includes, but is not limited to, their abilities, training, education, credentials, academic endeavors, and areas of expertise. They avoid the appearance of misrepresentation or impropriety and take immediate steps to correct it if it occurs.

STANDARD 18 Human service professionals describe the effectiveness of treatment programs, interventions and treatments, and/or techniques accurately, supported by data whenever possible.

Responsibility to Colleagues

STANDARD 19 Human service professionals avoid duplicating another professional's helping relationship with a client. They consult with other professionals who are assisting the client in a different type of relationship when it is in the best interest of the client to do so. In addition, human services professionals seek ways to actively collaborate and coordinate with other professionals when appropriate.

STANDARD 20 When human service professionals have a conflict with a colleague, they first seeks out the colleague in an attempt to manage the problem. If this effort fails, the professional then seeks the assistance of supervisors, consultants, or other professionals in efforts to address the conflict.

STANDARD 21 Human service professionals respond appropriately to unethical and problematic behavior of colleagues. Usually this means initially talking directly with the colleague and if no satisfactory resolution is achieved, reporting the colleague's behavior to supervisory or administrative staff.

STANDARD 22 All consultations between human service professionals are kept private, unless to do so would result in harm to clients or communities.

Responsibility to Employers

STANDARD 23 To the extent possible, human service professionals adhere to commitments made to their employers.

STANDARD 24 Human service professionals participate in efforts to establish and maintain employment conditions which are conducive to high quality client services. Whenever possible, they assist in evaluating the effectiveness of the agency through reliable and valid assessment measures.

STANDARD 25 When a conflict arises between fulfilling the responsibility to the employer and the responsibility to the client, human service professionals work with all involved to manage the conflict.

Responsibility to the Profession

STANDARD 26 Human service professionals seek the training, experience, education and supervision necessary to ensure their effectiveness in working with culturally diverse individuals based on age, ethnicity, culture, race, ability, gender, language preference, religion, sexual orientation, socioeconomic status, nationality, or other historically oppressive groups. In addition, they will strive to increase their competence in methods which are known to be the best fit for the population(s) with whom they work.

STANDARD 27 Human service professionals know the limit and scope of their professional knowledge and offer services only within their knowledge, skill base, and scope of practice.

STANDARD 28 Human service professionals seek appropriate consultation and supervision to assist in decision-making when there are legal, ethical or other dilemmas.

STANDARD 29 Human service professionals promote cooperation among related disciplines to foster professional growth and to optimize the impact of inter-professional collaboration on clients at all levels.

STANDARD 30 Human service professionals promote the continuing development of their profession. They encourage membership in professional associations, support research endeavors, foster educational advancement, advocate for appropriate legislative actions, and participate in other related professional activities.

STANDARD 31 Human service professionals continually seek out new and effective approaches to enhance their professional abilities and use techniques that are conceptually or evidence based. When practicing techniques that are experimental or new, they inform clients of the status of such techniques as well as the possible risks.

STANDARD 32 Human service professionals conduct research that adheres to all ethical principles, institutional standards, and scientific rigor. Such research takes into consideration cross-cultural bias and is reported in a manner that addressed any limitations.

STANDARD 33 Human service professionals make careful decisions about disclosing personal information while using social media, knowing that they reflect the profession of human services. In addition, they consider how their public conduct may reflect on themselves and their profession.

Responsibility to Self

STANDARD 34 Human service professionals are aware of their own cultural backgrounds, beliefs, values, and biases. They recognize the potential impact of their backgrounds on their

relationships with others and work diligently to provide culturally competent service to all of their clients.

STANDARD 35 Human service professionals strive to develop and maintain healthy personal growth to ensure that they are capable of giving optimal services to clients. When they find that they are physically, emotionally, psychologically, or otherwise not able to offer such services, they identify alternative services for clients.

STANDARD 36 Human service professionals hold a commitment to lifelong learning and continually advance their knowledge and skills to serve clients more effectively.

Responsibility to Students

STANDARD 37 Human service educators develop and implement culturally sensitive knowledge, awareness, and teaching methodologies.

STANDARD 38 Human service educators are committed to the principles of access and inclusion and take all available and applicable steps to make education available to differently-abled students.

STANDARD 39 Human service educators demonstrate high standards of scholarship in their scholarship, pedagogy, and professional service and stay current in the field by being members of their professional associations, attending workshops and conferences, and reviewing and/or conducting research.

STANDARD 40 Human service educators recognize and acknowledge the contributions of students to the work of the educator in such activities as case material, grants, workshops, research, publications, and other related activities.

STANDARD 41 Human service educators monitor students' field experiences to ensure the quality of the placement site, supervisory experience, and learning experience towards the goals of personal, professional, academic, career, and civic development. When students experience potentially harmful events during field placements, educators provide reasonable investigation and response as necessary to safeguard the student.

STANDARD 42 Human service educators establish and uphold appropriate guidelines concerning student disclosure of sensitive/personal information which includes letting students have fair warning of any self-disclosure activities, allowing students to opt-out of in-depth self-disclosure activities when feasible, and ensuring that a mechanism is available to discuss and process such activities as needed.

STANDARD 43 Human service educators are aware that in their relationships with students, power and status are unequal. Human service educators are responsible to clearly define and maintain ethical and professional relationships with student; avoid conduct that is demeaning, embarrassing or exploitative of students; and always strive to treat students fairly, equally and

without discrimination.

STANDARD 44 Human service educators ensure students are familiar with, informed by, and accountable to the ethical standards and policies put forth by their program/department, the course syllabus/instructor, their advisor(s), and the Ethical Standards of Human Service Professionals.

© National Organization for Human Services
1600 Sarno Road Ste. 16 Melbourne, FL 32935 http://www.nationalhumanservices.org/ethical-standards-for-hs-professionals

I will abide by these Ethical Conduct Standards and understand that violation of these policies and standards may lead to immediate termination and in some cases, criminal prosecution:

_____ _____

(Print Name) (Sign Full Name)

_____

(Date)

6.1

New Life Transitions
Business Address: 902 S Randall Rd. Ste. C290
St. Charles, IL. 60174
www.newlifetransitions.org
Newlifetransitions@aol.com

Sick and Tired of Being Sick and Tired?

June 30, 2016

To All Employees and Board Members,

All members of New Life Transitions must sign, date and abide by the attached code of conduct. To make sure that we are clear about ethical code of conduct especially for the use of federal funds, it is prohibited to:

- Have real and apparent conflicts of interest that may arise among officers, employees, or agents; prohibit the solicitation and acceptance of gifts or gratuities by officers, employees, or agents for their personal benefit in excess of minimal value;

The repercussions of violations of this section and other sections outline in the Code of Ethical Conduct would be up to and including termination and possible criminal prosecution.

We need to have an atmosphere here at New Life Transitions that is transparent and ethical.

Charles R Sprague

Chairman, New Life Transitions

27. Prohibition Against Lobbying Activities. Applicants are subject to the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR part 87, which prohibit recipients of federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. In addition, applicants must disclose, using Standard Form LLL (SFLLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence federal employees, members of Congress, or congressional staff regarding specific grants or contracts. Federally-recognized Indian tribes and Tribally Designated Housing Entities (TDHEs) established by federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment, but State-recognized Indian tribes and TDHEs established only under state law shall comply with this requirement.)

    Applicants must submit the Form SF-LLL "Disclosure of Lobbying Activities" if performing such activities.

Potentially Required Attachment: Form SF-LLL "Disclosure of Lobbying Activities" if performing such activities. (Note: Please indicate "Not Applicable" below if this does not apply to your organization. You may be required to demonstrate or affirm that your organization does not perform these activities in the e-Snaps application).

Not Applicable

Consistency with the Consolidated Plan and Analysis of Impediments to Fair Housing Choice

Certain competitive programs require applications to contain a Certification of Consistency with a HUD-approved Consolidated Plan. This certification means that the proposed activities, including the location(s), are consistent with the jurisdiction's Consolidated Plan. The Consolidated Plan also includes the jurisdiction's certification to affirmatively further fair housing which means, among other requirements, that the jurisdiction has conducted an Analysis of Impediments to Fair Housing Choice (AI). When a NOFA requires certification of consistency with the Consolidated Plan and the applicant fails to provide the certification, and the failure is not cured as a technical deficiency, HUD will not fund the application. Please refer to the Program NOFAs for detailed guidance on compliance with this requirement.

Required Acknowledgments: Consistency with McHenry County Analysis of Impediments to Fair Housing Choice and 2015-2019 Consolidated Plan

Charles R Sprague

I hereby acknowledge that the proposed activities as indicated in the materials for this RFP Response, including the location(s), are consistent with the jurisdiction's Consolidated Plan. The Consolidated Plan also includes the jurisdiction's Certification to Affirmatively Further Fair Housing which means, among other requirements, that the jurisdiction has conducted an Analysis of Impediments to Fair Housing Choice (AI).

Signature	Title	Date
CRS	Chairman	7-31-2016

Additional Required Acknowledgment: Consistency with McHenry County 2015-2019 Consolidated Plan

Charles R Sprague

I hereby acknowledge that the proposed activities for the McHenry County Continuum of Care are will be presented for authorization by the community's Certifying Official through a Certificate of Consistency with the Consolidated Plan. I acknowledge that said project will be included in said certificate prior to grant agreement, if awarded.

Signature	Title	Date
CRS	Chairman	7-31-2016

Rules That May Impede or Delay an Award from HUD

Please review the following three pages and sign the acknowledgment on page 16 affirming your organization is aware of the following rules that affect applicants' eligibility to receive an award from HUD.

Evidence of the following issues may prevent an award from being granted to otherwise successful applicants. Potential grantees are subject to the following HUD rules and agree to comply with rules and to provide appropriate information to HUD and the McHenry County Continuum of Care to End Homelessness, as applicable, to demonstrate compliance with said rules, as listed in italics below:

1. Resolution of Civil Rights Matters. Outstanding civil rights matters must be resolved before the application deadline. Applicants who after review are confirmed to have civil rights matters unresolved at the application deadline will be deemed ineligible, the application will receive no further review, will not be rated and ranked, and will not receive funding.

a. Applicants having any of the charges, cause determinations, lawsuits, or letters of findings referenced in subparagraphs (1) — (5) that have not been resolved to HUD's satisfaction before or on the application deadline date are ineligible for funding.

(1) Charges from HUD concerning a systemic violation of the Fair Housing Act or receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of a substantially equivalent state or local fair housing law proscribing discrimination because of race, color, religion, sex, national, origin, disability or familial status;

(2) Status as a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging a pattern or practice of discrimination or denial of rights to a group of persons raising an issue of general public importance pursuant to 42 U.S.C. 3614(a);

(3) Status as a defendant in any other lawsuit filed or joined by the Department of Justice alleging a pattern or practice or systemic violation of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, Title II of the Americans with Disabilities Act, or a claim under the False Claims Act related to fair housing, non-discrimination, or civil rights generally including an alleged failure to affirmatively further fair housing;

(4) Receipt of a letter of findings identifying systemic non-compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974; or Title II of the Americans with Disabilities Act; or

(5) Receipt of a cause determination from a substantially equivalent state or local fair housing agency concerning a systemic violation of provisions of a state or local law prohibiting discrimination in housing based on sexual orientation, gender identity, or lawful source of income. HUD will determine if actions to resolve the charge, cause determination, lawsuit, or letter of findings taken before the application deadline date are sufficient to resolve the matter.

Examples of actions that may be considered sufficient to resolve the matter include, but are not limited to:

(1) Current compliance with a voluntary compliance agreement signed by all the parties;

(2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;

(3) Current compliance with a conciliation agreement signed by all the parties and approved by the state governmental or local administrative agency with jurisdiction over the matter;

(4) Current compliance with a consent order or consent decree;

(5) Current compliance with a final judicial ruling or administrative ruling or decision; or

(6) Dismissal of charges.

2. Outstanding Delinquent Federal Debts. It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent Federal debt will not be eligible to receive an award of funds, unless:

a. A negotiated repayment schedule is established and the repayment schedule is not delinquent, or

b. Other arrangements satisfactory to HUD are made before the award of funds by HUD.

3. Do Not Pay Website Review. As part of the Improper Payments Elimination and Recovery Improvement Act (IPERIA) of 2012, in making award selections, HUD will review applicant information on the Federal Do Not Pay website. The Do Not Pay Website is operated by the Bureau of Fiscal Services at the Department of the Treasury to prevent, reduce, and stop improper payments. The site can be used by HUD to ensure that applicants selected to receive funding do not owe funds to the Federal Government; are not on the Excluded Parties List System (EPLS); the List of Excluded Individuals/Entities (LEIE); or other federal databases that would provide adverse information regarding the applicant. HUD reserves the right to:

a. Deny funding, or in the case of a renewal or continuing award, consider suspension or termination of an award immediately for cause;

b. Require the removal of any key individual from association with management or implementation of the award, and;

c. Make appropriate provisions or revisions with respect to the method of payment or financial reporting requirements.

4. Debarments and/or Suspensions. In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

5. Pre-Award Accounting System Survey. HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.

6. Mandatory Disclosure. Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to sub-recipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

7. False Statement. A false statement in an application is grounds for denial or termination of an award and possible punishment, as provided in 18 U.S.C. 1001.

8. English Language. Applications must be submitted in English and funding requests must be made in U.S. dollars. Applications received that use another currency will be converted to U.S. dollars as of the date the application was received.

Examples of actions that maybe considered sufficient to resolve the matter include, but are not limited to:

(1) Current compliance with a voluntary compliance agreement signed by all the parties;
(2) Current compliance with a HUD-approved conciliation agreement signed by all the parties;
(3) Current compliance with a conciliation agreement signed by all the parties and approved by the s tate governmental or local administrative agency with jurisdiction over the matter;
(4) Current compliance with a consent order or consent decree;
(5) Current compliance with a final judicial ruling or administrative ruling or decision; or
(6) Dismissal of charges.

If satisfactory arrangements cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the applicant, and instead offer the award to another eligible applicant, as outlined in the Program NOFA. HUD may act earlier than the above stated 90 days to ensure, in HUD's determination, that the funds can be obligated in a timely manner. Applicants selected for funding, or awarded funds, must report any changes in status of current agreements covering federal debt. HUD may withhold funding, terminate an award, or seek other remedies from a recipient if a previously agreed-upon payment schedule has not been followed or a new agreement with the federal agency to which the debt is owed has not been signed.

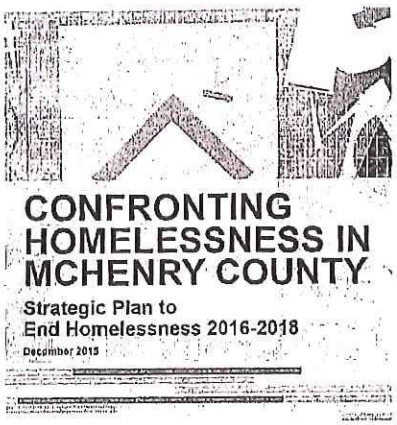
I hereby acknowledge I have read and understand the "Rules That May Impede or Delay an Award from HUD"

Signature	Title	Date
[signature]	Chairman	1-31-2016

RFP Response Packet Must Include

1. One page Cover Letter detailing the use of funding, the proposed client demographic and number of clients to be served. Please address the letter to the Community Development Administrator
2. Completed **RFP Response Abstract,** with all required attachments and responses placed thereafter
3. Total agency Income Statement from January 1, 2016 to June 30, 2016
4. Letter detailing the amount and nature of leverage to project
   Signed by the agency's Director or similarly authorized individual
5. If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide it.
6. The agency's policy on sexual orientation and gender identity
   a. *If not applicable, please include a document stating this*
7. The agency's policy on data entry and HMIS participation
   a. *If not applicable, please include a document stating this*
8. The agency's Project Entry Guidelines for proposed activities
9. Signed Continuum of Care (CoC) Project Certification
10. Signed HUD Form 2880 "Applicant/Recipient Disclosure/Update Report"

6.1



FY 2016 HUD CoC Funding Application: New/Bonus Project

McHenry County Continuum of Care to End Homelessness

McHenry County, Illinois

6.1

Important Dates

July 14, 2016: CoC approval of the Scoring Rubrics, Application, Reallocation Plan, and Prioritization Plan

July 14, 2016: Renewal and New/Bonus Project Applications available on McHenry County Community Development, CoC webpage

July 25, 2016: Last day to request application assistance from Community Development Division

August 1, 2016: CoC Application due in full and delivered in person or by courier before 4:30 PM to the Community Development Division; mailed and emailed applications will not be accepted

August 3, 2016: The date for the Ranking Committee Meeting. The meeting will held at 9:00 AM. Location to be determined. Project presentation will occur during this meeting

August 11, 2016: Ranking Committee Recommendations to the Full CoC for approval; meeting will begin at 9:00 AM

August 15, 2016: Date by which all project applications must be submitted in *e-snaps*; applications must be submitted before 4:00 PM

August 31, 2016: Date by which any unapproved applications are formally rejected

September 14, 2016: Date by which the Full Continuum of Care Application will be submitted to HUD; Application submitted before 6:59 PM CDT

General Agency Information

Name of Agency: New Life Transitions

Agency address (city, state, zip code):
Business Office: 902 S. Randall Rd. Ste. C290
Saint Charles, IL 60174

DUNS Number: 079120326
EIN Number: 45-5356278

Contact Person and title: Charles R Sprague, Chairman/Founder
Phone number: 847-507-6963
Email: charlessprague@comcast.net

General Project Questions

Project title: Coordinated Entry/Coordinated Assessment Project

Project description (no more than 100 words)

New Life Transitions proposes to utilize the funding to provide services for the COC, following the direction of the coordinated entry committee of the COC, with a focus on the following: 1) Comply with coordinated entry standards of HUD and the COC. 2)Help to develop and institute a standardized short and long form for coordinated entry. 3) Work with HMIS to use the system as a data sharing point of service for coordinated entry. 4) Coordinate with Pioneer Pads, Church Pads, Crisis Line and 211, HUD, and the Old Firehouse Assistance Center and service providers to help ensure there is "no wrong door" and entry to services is not blocked.

This project is a:

☐ Renewal Project

☒ New/Bonus Project

Please detail the agency's capacity to successfully operate this project

New Life Transitions has been involved with the McHenry County COC as is/was a part of the Fixed Shelter Committee, the Strategic Planning Committee and Charles Sprague is the co-chair of the Community Awareness Committee. In addition, Charles Sprague volunteers for the Old Firehouse Assistance Center. New Life Transitions has worked with HUD, Home of Sparrow, Pioneer Center, Thresholds, Spirit House and other county organizations to provide housing and services to homeless individuals, primarily ex-incarcerated individuals as well as life skills, employment and educational development to help sustain these individuals..

Will this project participate in the local HMIS system?

☒ Yes ☐ No

Budget Questions

Total CoC Funding Request:	$ 62,000
Total Budget for this Project:	$ 78,000

Please complete the following budget breakdown categories (if applicable to this project). Please check the box if a particular category is not applicable.

Supportive Services ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$

Continued on the next page

6.1

Transportation		$
Utility Deposits		$
Operating Costs		$
	Total Annual Assistance Requested	$

Operating Budget ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		$
Property Taxes and Insurance		$
Replacement Reserve		$
Building Security		$
Electricity, Gas, and Water		$
Furniture		$
Equipment (lease, buy)		$
	Total Annual Assistance Requested	$

Rental Assistance Budget ☒ Category Not Applicable

Total Request	Total Number of Rental Assisted Units

Leased Units Budget ☒ Category Not Applicable

Total Annual Assistance Requested	Total Number of Leased Units

HMIS Budget ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested

Continued on the next page

Equipment		$
Software		$
Services		$
Personal		$
Space & Operations		$
	Total Annual Assistance Requested	$

Coordinated Entry Budget (SSO) ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs	Development of Coordinated Entry Policies	$ 55,000
Assistance with Moving Costs		$
Case Management (see 24 CFR 578.53 (e)(3)(iii)		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services	Development of networked services and travel to various entry points.	$ 2,000
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$
Operating Costs	Administration	$ 5,000
	Total Annual Assistance Requested	$62,000

CoC Planning ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Coordination Activities		$
Project Evaluation		$
Project Monitoring Activities		$
Participation in Consolidated Plan		$
CoC Application Activities		$
Determining Geographical Area to be Served by the CoC		$
Developing a CoC System		$
HUD Compliance Activities		$
	Total Annual Assistance Requested	$

Specific Project Questions

Does your agency have a consumer participating in its governing board?

☐ Yes ☒ No

If yes, please explain the individual(s) involvement:

What is the projected total number of beds going to be available at any given time in this project?

NA beds

6.1

What is the projected total number of beds planned to be dedicated to the Chronically Homeless population?

NA beds

What is the projected total number of beds planned to be dedicated to using the Housing First approach?

NA beds

What is the total number of clients anticipated to be served in the operating year if this project funded under HUD 2016 CoC?

NA clients

What is the total number of households anticipated to be served?

NA households

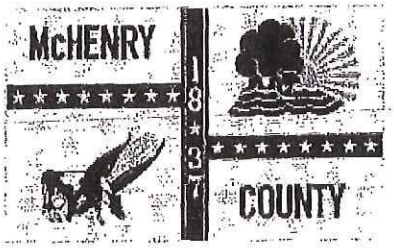
Please fill in the projected number of clients in each of the following populations that will be served in the project year (if applicable):

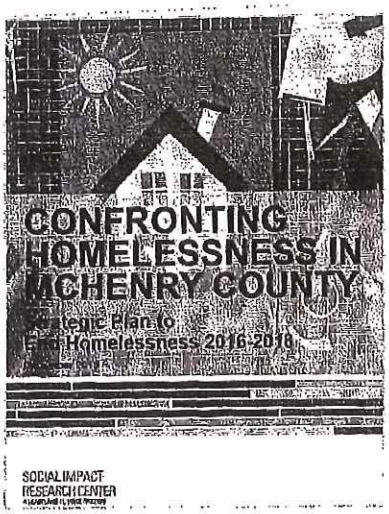
Veterans	
Households with children	
Clients in household with children	
Youth (ages 18 – 24)	

Please fill in the anticipated number of clients that will be served in the project year (if applicable):

Domestic Violence Experience	
Physical Health	
Behavior Health (i.e. mental health and substance abuse)	

SS-PSH 6.2





McHenry County Continuum of Care to End Homelessness

FY 2016 HUD CoC Funding Application: Renewal Project

McHenry County, Illinois

General Agency Information

Name of Agency: Transitional Living Services, dba TLS Veterans

Agency address (city, state, zip code): 5330 West Elm Street, McHenry, IL 60050

DUNS Number: 362719192
EIN Number: 36-4104887

Contact Person and title: Laura Franz, Executive Director
Phone number: 815.679.6667
Email:lfranz@tlsveterans.org

General Project Questions

Project title: TLS Veterans Scattered Site PSH

Project description (no more than 100 words)

TLS Scattered Site Permanent Supportive Housing Program targets chronically homeless veterans who meet HUD's criteria for disability status and who were discharged or released under conditions other than dishonorable. The project is intended to target those with chronic substance abuse challenges and is budgeted to sustain smaller units. Each participant is expected to pay a portion of the rent that does not exceed 30% of their income. Rent can include utilities.

This project is a:

☒ Renewal Project

☐ New/Bonus Project

Please detail the agency's capacity to successfully operate this project

During the past year, the agency staff involved in this project turned over 100%, and the current staff group engaged in training with HUD staff (July 6, 2016) to review the requirements of the grant. Overall, the agency has met the expectations for this grant with some corrective actions required to be in full alignment as per the recent audit by HUD. TLS Veterans has the housing resources, veterans in need, and collaborative relationships to successfully operate this program.

Operating Costs		$
	Total Annual Assistance Requested	$

Operating Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		$
Property Taxes and Insurance		$
Replacement Reserve		$
Building Security		$
Electricity, Gas, and Water		$
Furniture		$
Equipment (lease, buy)		$
	Total Annual Assistance Requested	$

Rental Assistance Budget ☒ Category Not Applicable

Total Request	Total Number of Rental Assisted Units

Leased Units Budget ☐ Category Not Applicable

Total Annual Assistance Requested	Total Number of Leased Units
22,667	3

HMIS Budget ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		$
Software		$

Continued on the next page

Will this project participate in the local HMIS system?

☒ Yes ☐ No

Budget Questions

Total CoC Funding Request:	$ 24,714
Total Budget for this Project:	$ 614,510

Please complete the following budget breakdown categories (if applicable to this project). Please check the box if a particular category is not applicable.

Supportive Services ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$

Continued on the next page

Services		$
Personal		$
Space & Operations		$2047
	Total Annual Assistance Requested	$2047

Coordinated Entry Budget (SSO) ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management (see 24 CFR 578.53 (e)(3)(iii)		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$
Operating Costs		$
	Total Annual Assistance Requested	$

CoC Planning ☒ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Coordination Activities		$
Project Evaluation		$
Project Monitoring Activities		$
Participation in Consolidated Plan		$
CoC Application Activities		$
Determining Geographical Area to be Served by the CoC		$
Developing a CoC System		$
HUD Compliance Activities		$
	Total Annual Assistance Requested	$

Specific Project Questions

Does your agency have a consumer participating in its governing board?

☒ Yes ☐ No

If yes, please explain the individual(s) involvement:

Tamara Cook was a Navy veteran who experienced four years of homelessness, residing in lower Wacker, racked with addictions, while her mother raised her daughter. She was sent to New Horizons Transitional Living Program and through the services provided there, regained a sense of hope, self-belief, and independent living skills. She was able to graduate to her own permanent housing with her daughter, attained a bachelors degree, and currently works at the VA as a peer support specialist with other homeless veterans.

What are the total number of beds available at any given time in this project?

3 beds

What are the total number of beds currently dedicated to the Chronically Homeless population?

0 beds

What are the total number of beds that will be prioritized for use by Chronically Homeless at turnover?

___0___ beds

What are the total number of beds available at any given time that are dedicated to using the Housing First approach?

___3___ beds

What is the total number of clients anticipated to be served in the operating year if this project funded under HUD 2016 CoC?

___3___ clients

What is the total number of households anticipated to be served?

___3___ households

Please fill in the projected number of clients in each of the following populations that will be served in the project year (if applicable):

Veterans	3
Households with children	0
Clients in household with children	0
Youth (ages 18 - 24)	0

Please fill in the anticipated number of clients that will be served in the project year (if applicable):

Domestic Violence Experience	0
Physical Health	0
Behavior Health (i.e. mental health and substance abuse)	0

See Attachments on the next page

See Attachments on the next page

Attachments

Please include the following attachments with your CoC Project Application (click on the box to create a check mark):

- ☒ One page Cover Letter addressed to the Community Development Division detailing the use of funding, the proposed client demographic and number of clients to be served – **required for each packet**
- ☐ 501 (c) 3 Letter or proof of non-profit status – **required in one packet**
- ☐ Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**
- ☐ Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**
- ☐ Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**
- ☑ Letter detailing the amount and nature of leverage to project – **required for each packet**
  Signed by the agency's Director or similarly authorized individual
- ☑ Letter detailing the amount and nature of the match for the project – **required in one packet**
  Signed by the agency's Director or similarly authorized individual
- ☐ If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**
- ☐ The agency's policy on sexual orientation and gender identity – **required in one packet**
  If not applicable, please include a document stating this
- ☐ The agency's policy on data entry and HMIS participation – **required in one packet**
  If not applicable, please include a document stating this
- ☐ The agency's Project Entry Guidelines for this project – **required for each packet**
- ☐ Signed Continuum of Care (CoC) Project Certification – **required in one packet**
- ☐ Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**

TLS VETERANS
Transforming Lives through Service to Veterans

5330 W Elm Street
McHenry, Illinois 60050-4029
Phone: 815.679.6667
Fax: 815.322.2742
www.tlsveterans.org

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Tamara Cook
Jack Maule
Joyce Ryan
Jordin Katzenberger

Laura Franz
Executive Director

August 1, 2016

Mr. Hans Mach
McHenry County Department of Planning and Development
667 Ware Road Room 207B
Woodstock, IL 60098

Re: Cover Letter for Scattered Site - PSH

Dear Mr. Mach and team:

Attached, please find TLS Veterans' application for continuation of CoC -HUD funding for the scatterd site permanent supportive housing program. This program is slotted for low-income veterans who have substance abuse concerns and need ongoing support to continue to remain integrated into the community as opposed to higher levels of care/housing. This leasing is for 3 units housing 1 veteran per site.

Thank you for your review of these materials.

Best Regards,

Laura Franz

Laura Franz, LCSW
Executive Director

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Laura Franz
Executive Director

August 1, 2016

Mr. Hans Mach
McHenry County Department of Planning and Development
667 Ware Road Room 207B
Woodstock, IL 60098

Re: Leverage for Scattered Site ~ PSH

Dear Mr. Mach and team:

TLS Veterans will be able to commit $30,000 as leverage toward the renewal project application "**TLS SS-PSH 2016**". Leverage is being committed in the form of per diem support from the US Department of Veterans Affairs.

This renewal project's budget breakdown is as follows:

Leasing assistance:	$22,667
Operations:	$2047
Request from HUD:	**$24,714**
Leverage:	$30,000

Thank you for your ongoing support of our efforts with veterans.

Best Regards,

Laura Franz

Laura Franz, LCSW
Executive Director

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Laura Franz
Executive Director

August 1, 2016

Mr. Hans Mach
McHenry County Department of Planning and Development
667 Ware Road Room 207B
Woodstock, IL 60098

Re: Match for Scattered Site ~ PSH

Dear Mr. Mach and team:

TLS Veterans will be able to commit $2,000 as match toward the renewal project application "**TLS SS-PSH 2016**". Match will be generated from fundraising dollars.

This renewal project's budget breakdown is as follows:

Leasing assistance:	$22,667
Operations:	$2047
Request from HUD:	**$24,714**
Match:	$2000
Project Total:	**$26,714**

Thank you for your ongoing support of our efforts with veterans.

Best Regards,

Laura Franz

Laura Franz, LCSW
Executive Director

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Jordin Katzenberger

Laura Franz
Executive Director

August 1, 2016

Mr. Hans Mach
McHenry County Department of Planning and Development
667 Ware Road Room 207B
Woodstock, IL 60098

Re: Project Entry Guidelines

Dear Mr. Mach and team:

TLS Veterans does not currently have a written guideline for entry into the HUD SS-PSH with TLS Veterans outside of the application documents for HUD. We are in the process of updating our procedures related to these matters and will include in our agency manual once completed.

Thank you for supporting our efforts to end veteran homelessness.

Best Regards,

Laura Franz

Laura Franz, LCSW
Executive Director

CoC Funding Recomm

6.3

Project Name	If Renewal, Expiration Date of Current Award (mm/dd/yyyy)	Former Project under the SHP or S+C Program or Project under the CoC Program?	Project Component (select from drop-down)	Capital Costs (Acquisition, Rehabilitation, New Construction)	Leasing	Rental Assistance	Supportive Services	Operating Costs	HMIS	Administration Costs	Total CoC Request	Total Budget for Project	Number of beds at Any Given Time in PSH or TH or Number Annual Households in RRH	PSH and TH Cost per bed at any given time; RRH cost per household annually with CoC Funding	PSH and TH Cost per bed at any given time; RRH cost per household annually Related to Total Cost	Ranking	Ranked Order	Reduction	Ranking Committee Recommendations	
Thresholds McHenry Rebecca Susan Apartments	7/28/2017	CoC	PH	$0	$0	$0	$4,524	$18,277	$0	$1,583	$24,384	$30,480	4	$6,096.00	$7,620.00	79.99%	1	$ -	$ 24,384	
Thresholds McHenry AMI House	6/30/2017	CoC	PH	$0	$0	$0	$7,988	$63,472	$0	$4,211	$75,671	$84,589	7	$10,810.14	$12,084.14	74.88%	2	$ -	$ 75,671	
HOS Short-Term Rapid Rehousing for Families	10/31/2017	CoC	PH	$0	$0	$53,400	$8,022	$0	$0	$3,613	$65,035	$81,607	23	$2,827.61	$3,548.13	73.94%	3	$ 4,259	$ 60,776	Voluntary reduction to avoid loss to HOS Shelter
Thresholds McHenry Rental Assistance	TBD	CoC	PH			$49,048				$4,805	$52,853	$66,067	4	$13,213.20	$16,516.75	72.50%	4	$ -	$ 52,853	New/Bonus
Thresholds McHenry Castle Road	6/30/2017	CoC	PH	$0	$0	$0	$8,199	$64,770	$0	$4,951	$77,920	$97,400	6	$12,986.67	$16,233.33	67.65%	5	$ -	$ 77,920	
TLS-New Horizons 2015	7/28/2017	CoC	TH	$0	$0	$0	$0	$44,064	$0	$0	$44,064	$634,510	10	$4,406.40	$63,451.00	63.03%	6	$ 3,437	$ 40,627	7.8% reduction started here and went down
Pioneer HUD Apartments	5/31/2017	CoC	TH	$0	$132,180	$0	$36,665	$11,046	$0	$10,498	$190,390	$296,499	24	$7,932.92	$12,354.13	61.51%	7	$ -	$ 190,390	
HOS McHenry Shelter Supportive Services	8/31/2017	CoC	TH	$0	$0	$0	$10,400	$41,600	$0	$2,600	$54,600	$558,262	45	$1,213.33	$12,405.82	55.72%	8	$ -	$ 54,600	
Turning Point Rapid Rehousing DV	TBD	CoC	PH			$48,048	$12,000			$4,203.00	$64,251	$80,351	4	$16,062.75	$20,087.75	51.29%	9	$ 5,007	$ 59,244	New/Bonus
HMIS	TBD	CoC	HMIS	$0	$0	$0	$0	$0	$35,000	$3,000	$38,000	$47,500	1	$38,000.00	$47,500.00	50.00%	10	$ -	$ 38,000	No Beds- avoiding Div/01
Coordinated Entry	TBD	CoC	SSO-CE	$0	$0	$0	$57,000	$0	$0	$5,000	$62,000	$77,500	1	$62,000.00	$77,500.00	50.00%	11	$ -	$ 62,000	No Beds- avoiding Div/01
Pioneer Jackson/Lawndale Group Home	6/30/2017	CoC	PH	$0	$0	$0	$153,586	$80,054	$0	$12,467	$246,417	$388,562	13	$18,955.15	$29,889.38	42.88%	12	$ 34,067	$ 212,350	Project straddles Tiers 1 & 2; reduction made and then absorbs any additional HUD reduction/increase
~~PC PSH Aois~~	10/31/2016	CoC	PH	$0	$21,907	$0	$3,496	$403	$856	$1,000	-						Sunset			HUD Ended funding 2015 Round 2-3 beds
~~TLS-Scattered-Site PSH 2015~~	8/31/2017	CoC	PH	$0	$22,110	$0	$0	$2,296	$0	$745							Sunset			Did not apply for 2016 2 beds
McHenry County CoC Planning	TBD	CoC	PLN	$0	$0	$0	$0	$0	$0	$0	$27,109	$33,886	1	$27,109.00	$33,886.25		No Rank			No Beds- avoiding Div/01
																	Red. Total	$ 46,770		
Total:				$0	$176,197	$149,496	$302,181	$325,989	$35,856	$58,677	$1,022,694	$2,457,213		27 RRH Units Total served annually					$ 948,815	
														113 beds any given time				Planning	$ 27,109	
										Requests w/o PLN	$995,585						Total CoC	$ 975,924	

Unit Cost		
Transitional CoC Request Average Cost/Bed	$186,235	$4,900.92 Renewals
Transitional Total Budget Average Cost/Bed	$991,360	$26,088.42 Renewals
PSH CoC Request Average Cost/Bed	$465,043	$9,490.67 Renewals
PSH Total Budget Average Cost/Bed	$657,158	$13,309.35 Renewals
RRH Cost Per Household Annual, CoC Funds	$24,384	$1,060.17 Renewals
RRH Cost Per Household Annual, Total Funds	$30,480	$1,325.22 Renewals

$969,722
7.80% Reduction

Tier 1:	$840,379	
Tier 2:	$108,436	Includes 7% of ARD and 5% of estimated FPRN
Total:	$948,815	Estimated available total, including bonus
Planning	$27,109	3% of estimated FPRN

PUBLIC NOTICE

NOFA – NOTICE OF FUNDING AVAILABILITY
HUD FY 2016 CONTINUUM OF CARE FUNDING

The McHenry County Continuum of Care to End Homelessness is releasing this notice of the availability of renewal and new/bonus project funding under the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) 2016 Program Year.

Funding is available to qualified provider entities for the purpose of executing CoC eligible activities that confront homelessness in McHenry County. The total estimated amount of funding to be allocated this round is $948,576. This amount is subject to a reduction, freeze, elimination or increase. Prospective grantees are required to be registered with both DUN & Bradstreet and the federal System for Award Management (SAM).

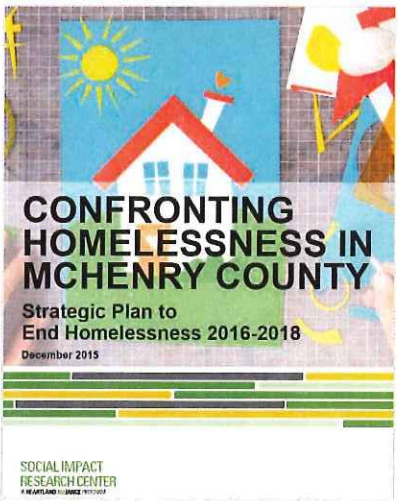
Prospective grantees are asked to complete the McHenry County Continuum of Care to End Homelessness CoC Renewal or New/Bonus Application and submit same to The McHenry County Department of Planning and Development-Community Development Division, McHenry County Administration Building, 667 Ware Road, Suite 207B, Woodstock, Illinois 60098. All applications are due on Monday, August 1, 2016 by 4:30 PM. Renewal or New/Bonus applicants are encouraged to apply. The Community Development Division is pleased to provide support or respond to technical needs or renewal or new/bonus applicants through July 25, 2016 at 4:30 PM. All applicants will be required to present their proposed projects to the Ranking Committee of the McHenry County Continuum of Care to End Homelessness with a date to be determined. The Renewal and New/Bonus Applications are tentatively set to be available on July 14, 2016 at 2:00 PM.

For questions related to this specific allocation and process, please contact the Community Development Division of the McHenry County Department of Planning and Development at (815) 334-4560.

McHenry County Continuum of Care to End Homelessness

HUD FY 2016

Continuum of Care Program Competition



Key Information

Estimated Community Funding Available: **$948,576 (subject to award from HUD)**

Application deadline: August 1, 2016 before 4:30 PM

Applications must be delivered in person or by courier to the McHenry County Community Development Division in full. Received applications will be time-stamped upon delivery. *Mailed or emailed applications will **not** be accepted*.

The Community Development Division is located at:
667 Ware Rd.
Room 207 B
Woodstock, IL 60098

Project presentations will occur at the Ranking Committee Meeting on August 3, 2016 beginning at 9:00am

Applications must also be submitted into *e-snaps* before 4:00pm on August 15, 2016

Instructions

The McHenry County Continuum of Care to End Homelessness has entered into the 2016 Continuum of Care (CoC) Program Competition. The procedures and ranking process that occur during this time have a great effect on the overall CoC score that the Department of Housing and Urban Development (HUD) will award to all CoCs.

The following information contained in this document is vital for all applying agencies to understand. Information that is required to include with the application packet, the timeline for the application and ranking process, and a quick description on how project applications will be ranked are detailed within this document.

Please note that there are two different CoC applications. One application is for Renewal Projects, while the other is for New/Bonus Projects. The applications do have similar questions, however, there are differences in a few questions and each application type has its own scoring rubric. For more information on the scoring rubric and ranking, please see the *Project Ranking and Scoring* section on page 5. Please be sure to complete the correct application for your project. If your agency is applying for more than one project, an application will need to be completed for each project.

Applicants must be registered with both Dun & Bradstreet (DUNS) and the System for Award Management (SAM).

Applications can be found on the McHenry County Community Development, Continuum of Care webpage (see link below). Once the project application(s) is/are completed, please include all of the information listed in the *Application Packets Must Include* section along with the application in a packet. If your agency is completing multiple applications, please note that not all of the packets require all the necessary information. Each packet will need to contain information to the specific project, however, some information is only required in one packet for the entire agency. The *Application Packets Must Include* section details which information is required in all packets and which information is only required in one packet (this information will be used for the entire agency). If this should occur, please include a document within additional packets stating which packet the agency based required information is located.

Assistance is available to help Renewal or New/Bonus applicants with any question they may have. Renewal or New/Bonus applicants are encouraged to reach to the Community Development Division at 815-334-4560, option #5 or by email at McHenryCountyComDev@co.mchenry.il.us by July 25, 2016.

All packets are due **in full and delivered in person or by courier** to the Community Development Division office **before 4:30pm on August 1, 2016**. Any late applications or packets will be rejected. No application and/or packet will be accepted via mail or email. See the *Timeline* section for the Community Development Division address.

Link to McHenry County Community Development, CoC webpage:
https://www.co.mchenry.il.us/county-government/departments-j-z/planning-development/divisions/community-development/continuum-of-care-to-end-homelessness

Application Packets Must Include

1. Continuum of Care to End Homelessness Renewal or New/Bonus Application
2. One page Cover Letter detailing the use of funding, the proposed client demographic and number of clients to be served. Please address the letter to the Community Development Division – **required for each packet**
3. 501 (c) 3 Letter or proof of non-profit status – **required in one packet**
4. Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**
5. Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**
6. Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**
7. Letter detailing the amount and nature of leverage to project – **required for each packet**
    a. *Signed by the agency's Director or similarly authorized individual*
8. Letter detailing the amount and nature of the match for the project – **required for each packet**
    a. *Signed by the agency's Director or similarly authorized individual*
9. If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**
10. The agency's policy on sexual orientation and gender identity – **required in one packet**
    a. *If not applicable, please include a document stating this*
11. The agency's policy on data entry and HMIS participation – **required in one packet**
    a. *If not applicable, please include a document stating this*
12. The agency's Project Entry Guidelines for this project – **required for each packet**
13. Signed Continuum of Care (CoC) Project Certification – **required in one packet**
14. Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**

Timeline

July 14, 2016

The Full McHenry County Continuum of Care to End Homelessness will approve of the Renewal Scoring Rubric, the New/Bonus Scoring Rubric, this timeline, the Reallocation Plan, and the Prioritization Plan. Full CoC meetings are held at the McHenry County Mental Health Building at 9:00 AM every second Thursday of the month

July 14, 2016

The Renewal and New/Bonus Project Applications are available on the Community Development, CoC webpage

July 25, 2016

Last day to request for application assistance. If you need assistance, please contact the Community Development Division:

Phone: 815-334-4560, option #5
Email: McHenryCountyComDev@co.mchenry.il.us

August 1, 2016

CoC Applications and Packets due in full and delivered in person or by courier before 4:30 PM to the Community Development Division.

Community Development Division address:
667 Ware Rd.
Room 207 B
Woodstock, IL 60098

No applications will be accepted by mail or email. Late applications will be rejected.

August 3, 2016

The date for the Ranking Committee Meeting which will begin at 9:00am. Location to be determined. Applicants will present their projects to the Ranking Committee at this time.

August 11, 2016

The funding recommendations determined at the Ranking Committee will be presented to the Full CoC for approval. The meeting will begin at 9:00 AM in the Main Floor Conference Room at the McHenry County Mental Health Board located at the following address:

McHenry County Mental Health Board
620 Dakota Street
Crystal Lake, IL 60012

August 15, 2016

All project applications must be submitted in *e-snaps* by 4:00 PM even if project was denied or rejected.

August 31, 2016

Date by which any unapproved applications are formally rejected.

September 14, 2016

Date by which the Full CoC Application will be submitted to the Department of Housing and Urban Development (HUD). Application must be submitted before 6:59 PM CDT.

Program Descriptions and Priorities

The Continuum of Care (CoC) program is a regional or local planning body that coordinates and services funding for homeless families and individuals as well as lays out a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing. The CoC develop action steps necessary to end homelessness and prevent a return to homelessness. The McHenry County Continuum of Care to End Homelessness works to address, end and prevent homelessness in McHenry County, IL.

The priorities set by the McHenry County Continuum of Care to End Homelessness are described in the supplement document titled "Prioritization Plan". Potential applicants are asked to review this Plan before applying.

In addition to the Prioritization Plan, potential Renewal and/or New/Bonus applicants should consider reviewing the "Confronting Homelessness in McHenry County" Plan to End Homelessness by visiting the following link: https://www.co.mchenry.il.us/home/showdocument?id=58459.

Grant Term

Grants are subject to HUD approval. Renewals will maintain the same grant year (i.e. July 1 – June 30).

Project Ranking and Scoring

Projects will be ranked based on the percentage of points each project receives using a scoring rubric. There are two scoring rubrics, one for Renewal Projects and the other for New/Bonus Projects. The following is the maximum amount of points a project can be awarded within its specific project type:

Renewal Projects: 165 points

New/Bonus Projects: 90 point

After projects have been scored, the awarded points will be divided into the total possible points to determine the project's ranking percentage. For example, if a renewal project was to be awarded 105 points, its ranking percentage would be 63.6%.

*(105 awarded points / 165 possible points) * 100 = 63.6%*

These ranking percentages determine the priority list of the projects. The priority list will then be given to the Ranking Committee members who, on August 3, will listen to presentations given by agencies. The Ranking Committee will then make recommendations to the Full CoC on where projects should be prioritized and how much funding each should receive.

Final Funding Allotment

The McHenry County Continuum of Care to End Homelessness reserves the right to reduce or increase allocations or consolidate or eliminate projects based on the final award to McHenry County.

References

Confronting Homelessness in McHenry County - Strategic Plan to End Homelessness 2016-2018: https://www.co.mchenry.il.us/home/showdocument?id=58459

United States Interagency Council on Homelessness (Federal Initiations to End Homelessness): https://www.usich.gov/

Federal Register – 24 CFR 578 – CoC Program Interim Rule: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

Defines eligible activities and program guidelines

Information about System for Awards Management (SAM): https://www.sam.gov/portal/SAM/#1

Information about Dun & Bradstreet (DUNS): http://www.dnb.com/duns-number.html

E-snaps Instructions:
https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/

2016 CoC NOFA:
https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf

Chronically Homeless Definition:
https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf

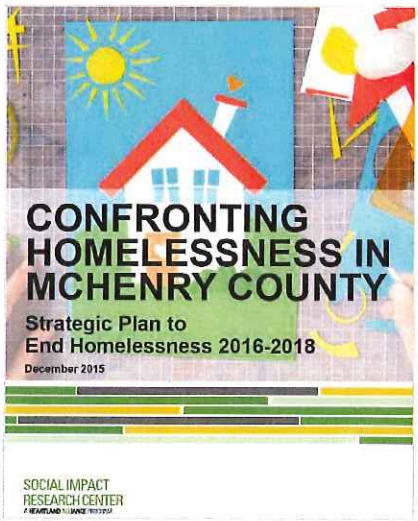
The section addressing Chronically Homeless definition begins at the bottom right corner of the first page

In addition, the first article on this National Alliance to End Homelessness webpage will also give some information about the 2016 definition:
http://www.endhomelessness.org/search?q=here+is+what+you+need+to+know

Homeless Categories 1 – 4

Please note that the McHenry County Continuum of Care to End Homelessness has not been authorized to fund activities related to homeless defined under other Federal Statutes (Category 3)

https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf



McHenry County Continuum of Care to End Homelessness

FY 2016 HUD CoC Funding Application: New/Bonus Project

McHenry County, Illinois

Important Dates

July 14, 2016: CoC approval of the Scoring Rubrics, Application, Reallocation Plan, and Prioritization Plan

July 14, 2016: Renewal and New/Bonus Project Applications available on McHenry County Community Development, CoC webpage

July 25, 2016: Last day to request application assistance from Community Development Division

August 1, 2016: CoC Application due in full and delivered in person or by courier before 4:30 PM to the Community Development Division; mailed and emailed applications will not be accepted

August 3, 2016: The date for the Ranking Committee Meeting. The meeting will held at 9:00 AM. Location to be determined. Project presentation will occur during this meeting

August 11, 2016: Ranking Committee Recommendations to the Full CoC for approval; meeting will begin at 9:00 AM

August 15, 2016: Date by which all project applications must be submitted in *e-snaps*; applications must be submitted before 4:00 PM

August 31, 2016: Date by which any unapproved applications are formally rejected

September 14, 2016: Date by which the Full Continuum of Care Application will be submitted to HUD; Application submitted before 6:59 PM CDT

General Agency Information

Name of Agency:

Agency address (city, state, zip code):

DUNS Number:

EIN Number:

Contact Person and title:

Phone number:

Email:

General Project Questions

Project title:

Project description (no more than 100 words)

This project is a:

☐ Renewal Project

☒ New/Bonus Project

Please detail the agency's capacity to successfully operate this project

Will this project participate in the local HMIS system?

☐ Yes ☐ No

Budget Questions

Total CoC Funding Request:	$
Total Budget for this Project:	$

Please complete the following budget breakdown categories (if applicable to this project). Please check the box if a particular category is not applicable.

Supportive Services ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$

Continued on the next page

Operating Costs		$
	Total Annual Assistance Requested	$

Operating Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		$
Property Taxes and Insurance		$
Replacement Reserve		$
Building Security		$
Electricity, Gas, and Water		$
Furniture		$
Equipment (lease, buy)		$
	Total Annual Assistance Requested	$

Rental Assistance Budget ☐ Category Not Applicable

Total Request	Total Number of Rental Assisted Units

Leased Units Budget ☐ Category Not Applicable

Total Annual Assistance Requested	Total Number of Leased Units

HMIS Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		$
Software		$

Continued on the next page

Services		$
Personal		$
Space & Operations		$
	Total Annual Assistance Requested	$

Coordinated Entry Budget (SSO) ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management (see 24 CFR 578.53 (e)(3)(iii)		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$
Operating Costs		$
	Total Annual Assistance Requested	$

CoC Planning ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Coordination Activities		$
Project Evaluation		$
Project Monitoring Activities		$
Participation in Consolidated Plan		$
CoC Application Activities		$
Determining Geographical Area to be Served by the CoC		$
Developing a CoC System		$
HUD Compliance Activities		$
	Total Annual Assistance Requested	$

Specific Project Questions

Does your agency have a consumer participating in its governing board?

☐ Yes ☐ No

If yes, please explain the individual(s) involvement:

What is the projected total number of beds going to be available at any given time in this project?

_____ beds

What is the projected total number of beds planned to be dedicated to the Chronically Homeless population?

_____ beds

What is the projected total number of beds planned to be dedicated to using the Housing First approach?

_____ beds

What is the total number of clients anticipated to be served in the operating year if this project funded under HUD 2016 CoC?

_____ clients

What is the total number of households anticipated to be served?

_____ households

Please fill in the projected number of clients in each of the following populations that will be served in the project year (if applicable):

Veterans	
Households with children	
Clients in household with children	
Youth (ages 18 – 24)	

Please fill in the anticipated number of clients that will be served in the project year (if applicable):

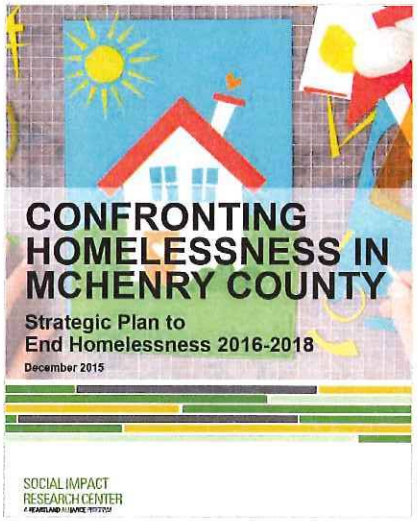
Domestic Violence Experience	
Physical Health	
Behavior Health (i.e. mental health and substance abuse)	

See Attachments on the next page

Attachments

Please include the following attachments with your CoC Project Application (click on the box to create a check mark):

- ☐ One page Cover Letter addressed to the Community Development Division detailing the use of funding, the proposed client demographic and number of clients to be served – **required for each packet**
- ☐ 501 (c) 3 Letter or proof of non-profit status – **required in one packet**
- ☐ Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**
- ☐ Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**
- ☐ Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**
- ☐ Letter detailing the amount and nature of leverage to project – **required for each packet**
  Signed by the agency's Director or similarly authorized individual
- ☐ Letter detailing the amount and nature of the match for the project – **required in one packet**
  Signed by the agency's Director or similarly authorized individual
- ☐ If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**
- ☐ The agency's policy on sexual orientation and gender identity – **required in one packet**
  If not applicable, please include a document stating this
- ☐ The agency's policy on data entry and HMIS participation – **required in one packet**
  If not applicable, please include a document stating this
- ☐ The agency's Project Entry Guidelines for this project – **required for each packet**
- ☐ Signed Continuum of Care (CoC) Project Certification – **required in one packet**
- ☐ Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**



McHenry County Continuum of Care to End Homelessness

FY 2016 HUD CoC Funding Application: Renewal Project

McHenry County, Illinois

Important Dates

July 14, 2016: CoC approval of the Scoring Rubrics, Application, Reallocation Plan, and Prioritization Plan

July 14, 2016: Renewal and New/Bonus Project Applications available on McHenry County Community Development, CoC webpage

July 25, 2016: Last day to request application assistance from Community Development Division

August 1, 2016: CoC Application due in full and delivered in person or by courier before 4:30 PM to the Community Development Division; mailed and emailed applications will not be accepted

August 3, 2016: The date for the Ranking Committee Meeting. The meeting will held at 9:00 AM. Location to be determined. Project presentation will occur during this meeting

August 11, 2016: Ranking Committee Recommendations to the Full CoC for approval; meeting will begin at 9:00 AM

August 15, 2016: Date by which all project applications must be submitted in *e-snaps*; applications must be submitted before 4:00 PM

August 31, 2016: Date by which any unapproved applications are formally rejected

September 14, 2016: Date by which the full Continuum of Care Application will be submitted to HUD; Application submitted before 6:59 PM CDT

General Agency Information

Name of Agency:

Agency address (city, state, zip code):

DUNS Number:

EIN Number:

Contact Person and title:

Phone number:

Email:

General Project Questions

Project title:

Project description (no more than 100 words)

This project is a:

☒ Renewal Project

☐ New/Bonus Project

Please detail the agency's capacity to successfully operate this project

Will this project participate in the local HMIS system?

☐ Yes ☐ No

Budget Questions

Total CoC Funding Request:	$
Total Budget for this Project:	$

Please complete the following budget breakdown categories (if applicable to this project). Please check the box if a particular category is not applicable.

Supportive Services ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$

Continued on the next page

Operating Costs		$
	Total Annual Assistance Requested	$

Operating Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		$
Property Taxes and Insurance		$
Replacement Reserve		$
Building Security		$
Electricity, Gas, and Water		$
Furniture		$
Equipment (lease, buy)		$
	Total Annual Assistance Requested	$

Rental Assistance Budget ☐ Category Not Applicable

Total Request	Total Number of Rental Assisted Units

Leased Units Budget ☐ Category Not Applicable

Total Annual Assistance Requested	Total Number of Leased Units

HMIS Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		$
Software		$

Continued on the next page

Services		$
Personal		$
Space & Operations		$
	Total Annual Assistance Requested	$

Coordinated Entry Budget (SSO) ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management (see 24 CFR 578.53 (e)(3)(iii)		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$
Operating Costs		$
	Total Annual Assistance Requested	$

CoC Planning ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Coordination Activities		$
Project Evaluation		$
Project Monitoring Activities		$
Participation in Consolidated Plan		$
CoC Application Activities		$
Determining Geographical Area to be Served by the CoC		$
Developing a CoC System		$
HUD Compliance Activities		$
	Total Annual Assistance Requested	$

Specific Project Questions

Does your agency have a consumer participating in its governing board?

☐ Yes ☐ No

If yes, please explain the individual(s) involvement:

What are the total number of beds available at any given time in this project?

_____ beds

What are the total number of beds currently dedicated to the Chronically Homeless population?

_____ beds

What are the total number of beds that will be prioritized for use by Chronically Homeless at turnover?

_____ beds

What are the total number of beds available at any given time that are dedicated to using the Housing First approach?

_____ beds

What is the total number of clients anticipated to be served in the operating year if this project funded under HUD 2016 CoC?

_____ clients

What is the total number of households anticipated to be served?

_____ households

Please fill in the projected number of clients in each of the following populations that will be served in the project year (if applicable):

Veterans	
Households with children	
Clients in household with children	
Youth (ages 18 – 24)	

Please fill in the anticipated number of clients that will be served in the project year (if applicable):

Domestic Violence Experience	
Physical Health	
Behavior Health (i.e. mental health and substance abuse)	

See Attachments on the next page

Attachments

Please include the following attachments with your CoC Project Application (click on the box to create a check mark):

☐ One page Cover Letter addressed to the Community Development Division detailing the use of funding, the proposed client demographic and number of clients to be served – **required for each packet**

☐ 501 (c) 3 Letter or proof of non-profit status – **required in one packet**

☐ Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**

☐ Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**

☐ Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**

☐ Letter detailing the amount and nature of leverage to project – **required for each packet**
Signed by the agency's Director or similarly authorized individual

☐ Letter detailing the amount and nature of the match for the project – **required in one packet**
Signed by the agency's Director or similarly authorized individual

☐ If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**

☐ The agency's policy on sexual orientation and gender identity – **required in one packet**
If not applicable, please include a document stating this

☐ The agency's policy on data entry and HMIS participation – **required in one packet**
If not applicable, please include a document stating this

☐ The agency's Project Entry Guidelines for this project – **required for each packet**

☐ Signed Continuum of Care (CoC) Project Certification – **required in one packet**

☐ Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**

2016 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric

	Score	Comments
Financial Assessment and Expenditure of Funds (Total possible points - 15)		
1. 90 days of working capital 2: 90 days or greater 1: Less than 90 days but greater than 59 days 0: Less than or equal to 59 days		
2. Leveraged Resources (attachment) 5: 200% or greater 4: 199% - 175% 3: 174% - 150% 2: 149% - 125% 1: 124% - 100% 0: Less than 100%		
3. Housing Emphasis: % Eligible housing activities 8: Greater than or equal to 80% 4: 79% to 60% 0: Less than 60%		
Compliance Requirements (Total possible points - 9)		
1. Affirmatively Furthering Fair Housing - Please provide AFHMP 3: Yes 0: No		
2. Consumer Participation - Does your organization have a consumer on its governing board? 3: Yes 0: No		
3. Sexual Orientation and Gender Identity - State your organization's policy 3: Policy states organization will provide services regardless of sexual orientation and/or gender identity 0: Policy limits organization to provide services to a sexual orientation and/or gender indentity		
HMIS Participation and Data Quality (Total possible points - 5)		
1. Project has policies/procedures to ensure data quality 5: Yes 3: Yes, but not written 0: No		

2016 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric

	Score	Comments
Project Performance (Total possible points - 15)		
1. Percentage of beds in the project following a Housing First approach? (Housing First: people experiencing homelessness are provided with permanent housing directly and with few to no treatment preconditions, behavioral contingencies, or barriers) Point calculation: Percentage of beds in project following Housing First * 15 = awarded points		
Strategic Goals (Total possible points - 23)		
1. What is the percentage of veterans intended to be served? Point calculation: Percentage of veterans * 5 = awarded points		
2. What is the percentage of Chronically Homeless Dedicated Beds? 5: 100% - 85% 3: 84% - 60% 0: Less than 60%		
3. What is the percentage of households with children under 18 intended to be served? Point calculation: Percentage of households with children under 18 * 5 = awarded points		
4. What is the percentage of homeless youth (ages 18-24) intended to be served?* Point calculation: Percentage of homeless youth * 3 = awarded points		
5. Proposed Cost Analysis of CoC Grant Costs For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For RRH projects 5: Annual cost per household is below national average of $6,500 0: Annual cost per household is above national average of $6,500		
6. Proposed Cost Analysis of Full Project Cost For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average (question continues onto the next page)		

2016 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric

	Score	Comments
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
NOFA Measures - Project Projections (Total possible points - 23)		
1. Rate of participants served with domestic violence experience 3: greater than 25% 2: 25% - 15% 1: 14% - 1% 0: Less than 1%		
2. Rate of Adults with physical health at entry 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		
3. Rate of Adults with behavioral health (which includes substance abuse and mental health) at entry 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		

Total: 0 of 90 possible points

Ranking Percentage:

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
Financial Assessment and Expenditure of Funds (Total possible points - 20)		
1. Returned Funds* 5: No returned funds in 3 years 3: Returned funds one time in 3 years 0: Returned funds every year or twice in 3 years		
2. 90 days of working capital 2: 90 days or greater 1: Less than 90 days but greater than 59 days 0: Less than or equal to 59 days		
3. Leveraged Resources (attachment) 5: 200% or greater 4: 199% - 175% 3: 174% - 150% 2: 149% - 125% 1: 124% - 100% 0: Less than 100%		
4. Housing Emphasis: % Eligible housing activities 8: Greater than or equal to 80% 4: 79% to 60% 0: Less than 60%		
Compliance Requirements (Total possible points - 19)		
1. APR Submission - Please send last APR 5: Last APR submitted by deadline 3: Last APR not submitted by deadline but explanation included 0: Last APR not submitted by deadline and no explanation included		
2. Project Monitoring 5: Project monitored with no findings or project not monitored and evidence of a clean financial audit 3: Project monitored with no findings or project not monitored but no evidence of a clean financial audit 2: Findings with corrective actions implemented or in progress or implementation plan 0: Findings with no corrective actions implemented or in progress or implementation plan		
3. Affirmatively Furthering Fair Housing - Please provide AFHMP 3: Yes 0: No		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
4. Consumer Participation - Does your organization have a consumer on its governing board? 3: Yes 0: No		
5. Sexual Orientation and Gender Identity - State your organization's policy 3: Policy states organization will provide services regardless of sexual orientation and/or gender identity 0: Policy limits organization to provide services to a sexual orientation and/or gender indentity		
HMIS Participation and Data Quality (Total possible points - 15)		
1. Project has policies/procedures to ensure data quality 5: Yes 3: Yes, but not written 0: No		
2. What letter grade has organization received for HMIS participation? 10: A 5: B 0: C or below		
Project Performance (Total possible points - 52)		
1. Housing Stability: Percentage of persons achieving housing stability* For PSH Projects 17: Greater than 79% 10: Less than 79% - 77% 5: 76% - 73% 0: Less than 73%		
For TH Projects 12: Greater than 79% 10: 79% - 69% 5: 68% - 65% 0: Less than 65% For TH Projects length of stay 5: Less than 6 months 4: 6.1 - 12 months 3: 12.1 - 18 months 1: 18 - 24 months 0: Greater than 24 months (question continues onto the next page)		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
For RRH Projects 17: Greater than 79% 10: 79% - 77% 5: 68% - 65% 0: Less than 65%		
2. Increased Income* For PSH Projects: % participants with increased total income 10: 100% - 90% 5: 89% - 80% 0: less than 80%		
For TH and RRH Projects: % leavers increased non-earned income 5: Greater than 10% 3: 9.9% - 3% 0: Less than 3%		
For TH and RRH Projects: % leavers increased earned income 5: Greater than 10% 3: 9.9% - 3% 0: Less than 3%		
3. Enrollment and Participation in Mainstream Benefits (i.e. SNAP, MEDICAID, MEDICARE, State's Children Health Insurance, WIC, VA Medical Services, TANF, Temporary Rental Assistance, Section 8, Public Housing, Rental Assistance): % of participants with benefits* 10: 100% - 90% 5: 89% - 80% 0: Less than 80%		
4. Percentage of beds in the project following a Housing First approach? (Housing First: people experiencing homelessness are provided with permanent housing directly and with few to no treatment preconditions, behavioral contingencies, or barriers) Point calculation: Percentage of beds in project following Housing First * 15 = awarded points		
Strategic Goals (Total possible points - 31)		
1. What is the percentage of veterans intended to be served?* Point calculation: Percentage of veterans * 5 = awarded points (section continues onto the next page)		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
2. What is the percentage of Chronically Homeless Dedicated Beds? 5: 100% - 85% 3: 84% - 60% 0: Less than 60%		
3. What is the percentage of beds that will be re-prioritized to Chronically Homeless upon turnover? 8: 100% - 85% 5: 84% - 60% 0: Less than 60%		
4. What is the percentage of households with children under 18 intended to be served?* Point calculation: Percentage of households with children under 18 * 5 = awarded points		
5. What is the percentage of homeless youth (ages 18-24) intended to be served?* Point calculation: Percentage of homeless youth * 3 = awarded points		
6. Proposed Cost Analysis of CoC Grant Costs For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For RRH projects 5: Annual cost per household is below national average of $6,500 0: Annual cost per household is above national average of $6,500		
7. Proposed Cost Analysis of Full Project Cost For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
NOFA Measures (Total possible points - 28)		
1. Rate of participants served with domestic violence experience* 3: greater than 25% 2: 25% - 15% 1: 14% - 1% 0: Less than 1%		
2. Rate of Adults with physical health at entry* 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		
3. Rate of Adults with behavioral health (which includes substance abuse and mental health) at entry* 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		
4. Bed Utilization Rates* 5: 100% - 85% 3: 84% - 65% 0: Less than 65%		

* = N/A for projects without a full year of APR data

Total: 0 of 165 possible points

Ranking Percentage:

PUBLIC NOTICE

NOFA – NOTICE OF FUNDING AVAILABILITY
HUD FY 2016 CONTINUUM OF CARE FUNDING

The McHenry County Continuum of Care to End Homelessness is releasing this notice of the availability of renewal and new/bonus project funding under the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) 2016 Program Year.

Funding is available to qualified provider entities for the purpose of executing CoC eligible activities that confront homelessness in McHenry County. The total estimated amount of funding to be allocated this round is $948,576. This amount is subject to a reduction, freeze, elimination or increase. Prospective grantees are required to be registered with both DUN & Bradstreet and the federal System for Award Management (SAM).

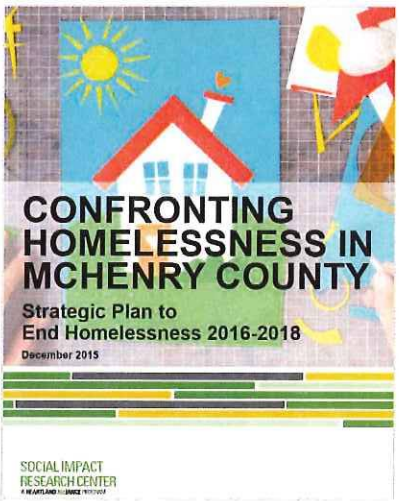
Prospective grantees are asked to complete the McHenry County Continuum of Care to End Homelessness CoC Renewal or New/Bonus Application and submit same to The McHenry County Department of Planning and Development-Community Development Division, McHenry County Administration Building, 667 Ware Road, Suite 207B, Woodstock, Illinois 60098. All applications are due on Monday, August 1, 2016 by 4:30 PM. Renewal or New/Bonus applicants are encouraged to apply. The Community Development Division is pleased to provide support or respond to technical needs or renewal or new/bonus applicants through July 25, 2016 at 4:30 PM. All applicants will be required to present their proposed projects to the Ranking Committee of the McHenry County Continuum of Care to End Homelessness with a date to be determined. The Renewal and New/Bonus Applications are tentatively set to be available on July 14, 2016 at 2:00 PM.

For questions related to this specific allocation and process, please contact the Community Development Division of the McHenry County Department of Planning and Development at (815) 334-4560.

McHenry County Continuum of Care to End Homelessness

HUD FY 2016

Continuum of Care Program Competition



Key Information

Estimated Community Funding Available: **$948,576 (subject to award from HUD)**

Application deadline: August 1, 2016 before 4:30 PM

Applications must be delivered in person or by courier to the McHenry County Community Development Division in full. Received applications will be time-stamped upon delivery. *Mailed or emailed applications will **not** be accepted*.

The Community Development Division is located at:
667 Ware Rd.
Room 207 B
Woodstock, IL 60098

Project presentations will occur at the Ranking Committee Meeting on August 3, 2016 beginning at 9:00am

Applications must also be submitted into *e-snaps* before 4:00pm on August 15, 2016

Instructions

The McHenry County Continuum of Care to End Homelessness has entered into the 2016 Continuum of Care (CoC) Program Competition. The procedures and ranking process that occur during this time have a great effect on the overall CoC score that the Department of Housing and Urban Development (HUD) will award to all CoCs.

The following information contained in this document is vital for all applying agencies to understand. Information that is required to include with the application packet, the timeline for the application and ranking process, and a quick description on how project applications will be ranked are detailed within this document.

Please note that there are two different CoC applications. One application is for Renewal Projects, while the other is for New/Bonus Projects. The applications do have similar questions, however, there are differences in a few questions and each application type has its own scoring rubric. For more information on the scoring rubric and ranking, please see the *Project Ranking and Scoring* section on page 5. Please be sure to complete the correct application for your project. If your agency is applying for more than one project, an application will need to be completed for each project.

Applicants must be registered with both Dun & Bradstreet (DUNS) and the System for Award Management (SAM).

Applications can be found on the McHenry County Community Development, Continuum of Care webpage (see link below). Once the project application(s) is/are completed, please include all of the information listed in the *Application Packets Must Include* section along with the application in a packet. If your agency is completing multiple applications, please note that not all of the packets require all the necessary information. Each packet will need to contain information to the specific project, however, some information is only required in one packet for the entire agency. The *Application Packets Must Include* section details which information is required in all packets and which information is only required in one packet (this information will be used for the entire agency). If this should occur, please include a document within additional packets stating which packet the agency based required information is located.

Assistance is available to help Renewal or New/Bonus applicants with any question they may have. Renewal or New/Bonus applicants are encouraged to reach to the Community Development Division at 815-334-4560, option #5 or by email at McHenryCountyComDev@co.mchenry.il.us by July 25, 2016.

All packets are due **in full and delivered in person or by courier** to the Community Development Division office **before 4:30pm on August 1, 2016**. Any late applications or packets will be rejected. No application and/or packet will be accepted via mail or email. See the *Timeline* section for the Community Development Division address.

Link to McHenry County Community Development, CoC webpage:
https://www.co.mchenry.il.us/county-government/departments-j-z/planning-development/divisions/community-development/continuum-of-care-to-end-homelessness

Application Packets Must Include

1. Continuum of Care to End Homelessness Renewal or New/Bonus Application
2. One page Cover Letter detailing the use of funding, the proposed client demographic and number of clients to be served. Please address the letter to the Community Development Division – **required for each packet**
3. 501 (c) 3 Letter or proof of non-profit status – **required in one packet**
4. Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**
5. Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**
6. Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**
7. Letter detailing the amount and nature of leverage to project – **required for each packet**
    a. *Signed by the agency's Director or similarly authorized individual*
8. Letter detailing the amount and nature of the match for the project – **required for each packet**
    a. *Signed by the agency's Director or similarly authorized individual*
9. If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**
10. The agency's policy on sexual orientation and gender identity – **required in one packet**
    a. *If not applicable, please include a document stating this*
11. The agency's policy on data entry and HMIS participation – **required in one packet**
    a. *If not applicable, please include a document stating this*
12. The agency's Project Entry Guidelines for this project – **required for each packet**
13. Signed Continuum of Care (CoC) Project Certification – **required in one packet**
14. Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**

Timeline

July 14, 2016

The Full McHenry County Continuum of Care to End Homelessness will approve of the Renewal Scoring Rubric, the New/Bonus Scoring Rubric, this timeline, the Reallocation Plan, and the Prioritization Plan. Full CoC meetings are held at the McHenry County Mental Health Building at 9:00 AM every second Thursday of the month

July 14, 2016

The Renewal and New/Bonus Project Applications are available on the Community Development, CoC webpage

July 25, 2016

Last day to request for application assistance. If you need assistance, please contact the Community Development Division:

Phone: 815-334-4560, option #5
Email: McHenryCountyComDev@co.mchenry.il.us

August 1, 2016

CoC Applications and Packets due in full and delivered in person or by courier before 4:30 PM to the Community Development Division.

Community Development Division address:
667 Ware Rd.
Room 207 B
Woodstock, IL 60098

No applications will be accepted by mail or email. Late applications will be rejected.

August 3, 2016

The date for the Ranking Committee Meeting which will begin at 9:00am. Location to be determined. Applicants will present their projects to the Ranking Committee at this time.

August 11, 2016

The funding recommendations determined at the Ranking Committee will be presented to the Full CoC for approval. The meeting will begin at 9:00 AM in the Main Floor Conference Room at the McHenry County Mental Health Board located at the following address:

McHenry County Mental Health Board
620 Dakota Street
Crystal Lake, IL 60012

August 15, 2016

All project applications must be submitted in *e-snaps* by 4:00 PM even if project was denied or rejected.

August 31, 2016

Date by which any unapproved applications are formally rejected.

September 14, 2016

Date by which the Full CoC Application will be submitted to the Department of Housing and Urban Development (HUD). Application must be submitted before 6:59 PM CDT.

Program Descriptions and Priorities

The Continuum of Care (CoC) program is a regional or local planning body that coordinates and services funding for homeless families and individuals as well as lays out a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing. The CoC develop action steps necessary to end homelessness and prevent a return to homelessness. The McHenry County Continuum of Care to End Homelessness works to address, end and prevent homelessness in McHenry County, IL.

The priorities set by the McHenry County Continuum of Care to End Homelessness are described in the supplement document titled "Prioritization Plan". Potential applicants are asked to review this Plan before applying.

In addition to the Prioritization Plan, potential Renewal and/or New/Bonus applicants should consider reviewing the "Confronting Homelessness in McHenry County" Plan to End Homelessness by visiting the following link: https://www.co.mchenry.il.us/home/showdocument?id=58459.

Grant Term

Grants are subject to HUD approval. Renewals will maintain the same grant year (i.e. July 1 – June 30).

Project Ranking and Scoring

Projects will be ranked based on the percentage of points each project receives using a scoring rubric. There are two scoring rubrics, one for Renewal Projects and the other for New/Bonus Projects. The following is the maximum amount of points a project can be awarded within its specific project type:

Renewal Projects: 165 points

New/Bonus Projects: 90 point

After projects have been scored, the awarded points will be divided into the total possible points to determine the project's ranking percentage. For example, if a renewal project was to be awarded 105 points, its ranking percentage would be 63.6%.

*(105 awarded points / 165 possible points) * 100 = 63.6%*

These ranking percentages determine the priority list of the projects. The priority list will then be given to the Ranking Committee members who, on August 3, will listen to presentations given by agencies. The Ranking Committee will then make recommendations to the Full CoC on where projects should be prioritized and how much funding each should receive.

Final Funding Allotment

The McHenry County Continuum of Care to End Homelessness reserves the right to reduce or increase allocations or consolidate or eliminate projects based on the final award to McHenry County.

References

Confronting Homelessness in McHenry County - Strategic Plan to End Homelessness 2016-2018: https://www.co.mchenry.il.us/home/showdocument?id=58459

United States Interagency Council on Homelessness (Federal Initiations to End Homelessness): https://www.usich.gov/

Federal Register – 24 CFR 578 – CoC Program Interim Rule: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

Defines eligible activities and program guidelines

Information about System for Awards Management (SAM): https://www.sam.gov/portal/SAM/#1

Information about Dun & Bradstreet (DUNS): http://www.dnb.com/duns-number.html

E-snaps Instructions:
https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/

2016 CoC NOFA:
https://www.hudexchange.info/resources/documents/FY-2016-CoC-Program-NOFA.pdf

Chronically Homeless Definition:
https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf

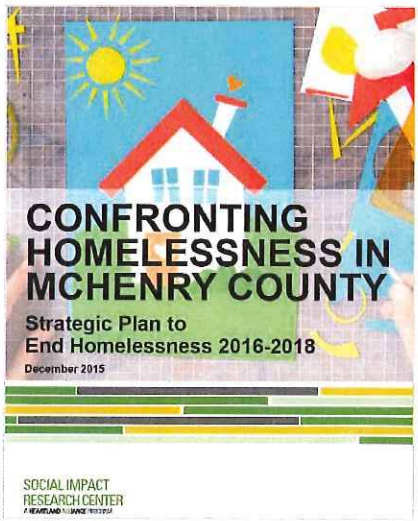
The section addressing Chronically Homeless definition begins at the bottom right corner of the first page

In addition, the first article on this National Alliance to End Homelessness webpage will also give some information about the 2016 definition:
http://www.endhomelessness.org/search?q=here+is+what+you+need+to+know

Homeless Categories 1 – 4

Please note that the McHenry County Continuum of Care to End Homelessness has not been authorized to fund activities related to homeless defined under other Federal Statutes (Category 3)

https://www.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf



McHenry County Continuum of Care to End Homelessness

FY 2016 HUD CoC Funding Application: New/Bonus Project

McHenry County, Illinois

Important Dates

July 14, 2016: CoC approval of the Scoring Rubrics, Application, Reallocation Plan, and Prioritization Plan

July 14, 2016: Renewal and New/Bonus Project Applications available on McHenry County Community Development, CoC webpage

July 25, 2016: Last day to request application assistance from Community Development Division

August 1, 2016: CoC Application due in full and delivered in person or by courier before 4:30 PM to the Community Development Division; mailed and emailed applications will not be accepted

August 3, 2016: The date for the Ranking Committee Meeting. The meeting will held at 9:00 AM. Location to be determined. Project presentation will occur during this meeting

August 11, 2016: Ranking Committee Recommendations to the Full CoC for approval; meeting will begin at 9:00 AM

August 15, 2016: Date by which all project applications must be submitted in *e-snaps*; applications must be submitted before 4:00 PM

August 31, 2016: Date by which any unapproved applications are formally rejected

September 14, 2016: Date by which the Full Continuum of Care Application will be submitted to HUD; Application submitted before 6:59 PM CDT

General Agency Information

Name of Agency:

Agency address (city, state, zip code):

DUNS Number:

EIN Number:

Contact Person and title:

Phone number:

Email:

General Project Questions

Project title:

Project description (no more than 100 words)

This project is a:

☐ Renewal Project

☒ New/Bonus Project

Please detail the agency's capacity to successfully operate this project

Will this project participate in the local HMIS system?

☐ Yes ☐ No

Budget Questions

Total CoC Funding Request:	$
Total Budget for this Project:	$

Please complete the following budget breakdown categories (if applicable to this project). Please check the box if a particular category is not applicable.

Supportive Services ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$

Continued on the next page

Operating Costs		$
	Total Annual Assistance Requested	$

Operating Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		$
Property Taxes and Insurance		$
Replacement Reserve		$
Building Security		$
Electricity, Gas, and Water		$
Furniture		$
Equipment (lease, buy)		$
	Total Annual Assistance Requested	$

Rental Assistance Budget ☐ Category Not Applicable

Total Request	Total Number of Rental Assisted Units

Leased Units Budget ☐ Category Not Applicable

Total Annual Assistance Requested	Total Number of Leased Units

HMIS Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		$
Software		$

Continued on the next page

Services		$
Personal		$
Space & Operations		$
	Total Annual Assistance Requested	$

Coordinated Entry Budget (SSO) ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management (see 24 CFR 578.53 (e)(3)(iii)		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$
Operating Costs		$
	Total Annual Assistance Requested	$

CoC Planning ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Coordination Activities		$
Project Evaluation		$
Project Monitoring Activities		$
Participation in Consolidated Plan		$
CoC Application Activities		$
Determining Geographical Area to be Served by the CoC		$
Developing a CoC System		$
HUD Compliance Activities		$
	Total Annual Assistance Requested	$

Specific Project Questions

Does your agency have a consumer participating in its governing board?

☐ Yes ☐ No

If yes, please explain the individual(s) involvement:

What is the projected total number of beds going to be available at any given time in this project?

_____ beds

What is the projected total number of beds planned to be dedicated to the Chronically Homeless population?

_____ beds

What is the projected total number of beds planned to be dedicated to using the Housing First approach?

_____ beds

What is the total number of clients anticipated to be served in the operating year if this project funded under HUD 2016 CoC?

_____ clients

What is the total number of households anticipated to be served?

_____ households

Please fill in the projected number of clients in each of the following populations that will be served in the project year (if applicable):

Veterans	
Households with children	
Clients in household with children	
Youth (ages 18 – 24)	

Please fill in the anticipated number of clients that will be served in the project year (if applicable):

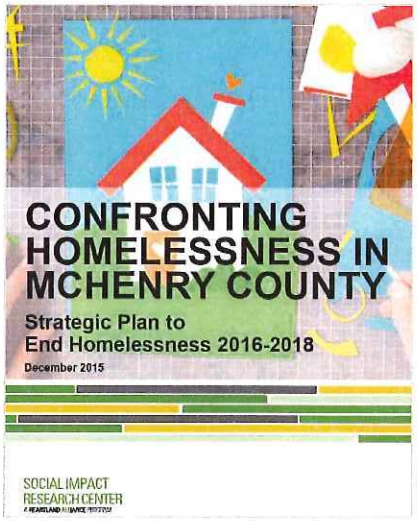
Domestic Violence Experience	
Physical Health	
Behavior Health (i.e. mental health and substance abuse)	

See Attachments on the next page

Attachments

Please include the following attachments with your CoC Project Application (click on the box to create a check mark):

- ☐ One page Cover Letter addressed to the Community Development Division detailing the use of funding, the proposed client demographic and number of clients to be served – **required for each packet**
- ☐ 501 (c) 3 Letter or proof of non-profit status – **required in one packet**
- ☐ Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**
- ☐ Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**
- ☐ Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**
- ☐ Letter detailing the amount and nature of leverage to project – **required for each packet**
  Signed by the agency's Director or similarly authorized individual
- ☐ Letter detailing the amount and nature of the match for the project – **required in one packet**
  Signed by the agency's Director or similarly authorized individual
- ☐ If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**
- ☐ The agency's policy on sexual orientation and gender identity – **required in one packet**
  If not applicable, please include a document stating this
- ☐ The agency's policy on data entry and HMIS participation – **required in one packet**
  If not applicable, please include a document stating this
- ☐ The agency's Project Entry Guidelines for this project – **required for each packet**
- ☐ Signed Continuum of Care (CoC) Project Certification – **required in one packet**
- ☐ Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**



McHenry County Continuum of Care to End Homelessness

FY 2016 HUD CoC Funding Application: Renewal Project

McHenry County, Illinois

Important Dates

July 14, 2016: CoC approval of the Scoring Rubrics, Application, Reallocation Plan, and Prioritization Plan

July 14, 2016: Renewal and New/Bonus Project Applications available on McHenry County Community Development, CoC webpage

July 25, 2016: Last day to request application assistance from Community Development Division

August 1, 2016: CoC Application due in full and delivered in person or by courier before 4:30 PM to the Community Development Division; mailed and emailed applications will not be accepted

August 3, 2016: The date for the Ranking Committee Meeting. The meeting will held at 9:00 AM. Location to be determined. Project presentation will occur during this meeting

August 11, 2016: Ranking Committee Recommendations to the Full CoC for approval; meeting will begin at 9:00 AM

August 15, 2016: Date by which all project applications must be submitted in *e-snaps*; applications must be submitted before 4:00 PM

August 31, 2016: Date by which any unapproved applications are formally rejected

September 14, 2016: Date by which the full Continuum of Care Application will be submitted to HUD; Application submitted before 6:59 PM CDT

General Agency Information

Name of Agency:

Agency address (city, state, zip code):

DUNS Number:

EIN Number:

Contact Person and title:

Phone number:

Email:

General Project Questions

Project title:

Project description (no more than 100 words)

This project is a:

☒ Renewal Project

☐ New/Bonus Project

Please detail the agency's capacity to successfully operate this project

Will this project participate in the local HMIS system?

☐ Yes ☐ No

Budget Questions

Total CoC Funding Request:	$
Total Budget for this Project:	$

Please complete the following budget breakdown categories (if applicable to this project). Please check the box if a particular category is not applicable.

Supportive Services ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$

Continued on the next page

Operating Costs		$
	Total Annual Assistance Requested	$

Operating Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Maintenance/Repair		$
Property Taxes and Insurance		$
Replacement Reserve		$
Building Security		$
Electricity, Gas, and Water		$
Furniture		$
Equipment (lease, buy)		$
	Total Annual Assistance Requested	$

Rental Assistance Budget ☐ Category Not Applicable

Total Request	Total Number of Rental Assisted Units

Leased Units Budget ☐ Category Not Applicable

Total Annual Assistance Requested	Total Number of Leased Units

HMIS Budget ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Equipment		$
Software		$

Continued on the next page

Services		$
Personal		$
Space & Operations		$
	Total Annual Assistance Requested	$

Coordinated Entry Budget (SSO) ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs		$
Assistance with Moving Costs		$
Case Management (see 24 CFR 578.53 (e)(3)(iii)		$
Child Care		$
Education Services		$
Employment Assistance		$
Food		$
Housing/Counseling Services		$
Legal Services		$
Life Skills		$
Mental Health Services		$
Outpatient Health Services		$
Outreach Services		$
Substance Abuse Treatment Services		$
Transportation		$
Utility Deposits		$
Operating Costs		$
	Total Annual Assistance Requested	$

CoC Planning ☐ Category Not Applicable

Eligible Costs	Quantity and Description	Annual Assistance Requested
Coordination Activities		$
Project Evaluation		$
Project Monitoring Activities		$
Participation in Consolidated Plan		$
CoC Application Activities		$
Determining Geographical Area to be Served by the CoC		$
Developing a CoC System		$
HUD Compliance Activities		$
	Total Annual Assistance Requested	$

Specific Project Questions

Does your agency have a consumer participating in its governing board?

☐ Yes ☐ No

If yes, please explain the individual(s) involvement:

What are the total number of beds available at any given time in this project?

_____ beds

What are the total number of beds currently dedicated to the Chronically Homeless population?

_____ beds

What are the total number of beds that will be prioritized for use by Chronically Homeless at turnover?

_____ beds

What are the total number of beds available at any given time that are dedicated to using the Housing First approach?

_____ beds

What is the total number of clients anticipated to be served in the operating year if this project funded under HUD 2016 CoC?

_____ clients

What is the total number of households anticipated to be served?

_____ households

Please fill in the projected number of clients in each of the following populations that will be served in the project year (if applicable):

Veterans	
Households with children	
Clients in household with children	
Youth (ages 18 – 24)	

Please fill in the anticipated number of clients that will be served in the project year (if applicable):

Domestic Violence Experience	
Physical Health	
Behavior Health (i.e. mental health and substance abuse)	

See Attachments on the next page

Attachments

Please include the following attachments with your CoC Project Application (click on the box to create a check mark):

☐ One page Cover Letter addressed to the Community Development Division detailing the use of funding, the proposed client demographic and number of clients to be served – **required for each packet**

☐ 501 (c) 3 Letter or proof of non-profit status – **required in one packet**

☐ Proof of Dun & Bradstreet (DUNS) Registration – **required in one packet, unless different between projects**

☐ Proof of System for Award Management (SAM) Registration – **required in one packet, unless different between projects**

☐ Total agency Income Statement from January 1, 2016 to June 30, 2016 – **required in one packet**

☐ Letter detailing the amount and nature of leverage to project – **required for each packet**
Signed by the agency's Director or similarly authorized individual

☐ Letter detailing the amount and nature of the match for the project – **required in one packet**
Signed by the agency's Director or similarly authorized individual

☐ If the agency has an Affirmative Fair Housing Marketing Plan (AFHMP), please provide – **required in one packet**

☐ The agency's policy on sexual orientation and gender identity – **required in one packet**
If not applicable, please include a document stating this

☐ The agency's policy on data entry and HMIS participation – **required in one packet**
If not applicable, please include a document stating this

☐ The agency's Project Entry Guidelines for this project – **required for each packet**

☐ Signed Continuum of Care (CoC) Project Certification – **required in one packet**

☐ Certification for a Drug-Free Workplace – **required in one packet, unless project locations are different**

2016 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric

	Score	Comments
Financial Assessment and Expenditure of Funds (Total possible points - 15)		
1. 90 days of working capital 2: 90 days or greater 1: Less than 90 days but greater than 59 days 0: Less than or equal to 59 days		
2. Leveraged Resources (attachment) 5: 200% or greater 4: 199% - 175% 3: 174% - 150% 2: 149% - 125% 1: 124% - 100% 0: Less than 100%		
3. Housing Emphasis: % Eligible housing activities 8: Greater than or equal to 80% 4: 79% to 60% 0: Less than 60%		
Compliance Requirements (Total possible points - 9)		
1. Affirmatively Furthering Fair Housing - Please provide AFHMP 3: Yes 0: No		
2. Consumer Participation - Does your organization have a consumer on its governing board? 3: Yes 0: No		
3. Sexual Orientation and Gender Identity - State your organization's policy 3: Policy states organization will provide services regardless of sexual orientation and/or gender identity 0: Policy limits organization to provide services to a sexual orientation and/or gender indentity		
HMIS Participation and Data Quality (Total possible points - 5)		
1. Project has policies/procedures to ensure data quality 5: Yes 3: Yes, but not written 0: No		

2016 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric

	Score	Comments
Project Performance (Total possible points - 15)		
1. Percentage of beds in the project following a Housing First approach? (Housing First: people experiencing homelessness are provided with permanent housing directly and with few to no treatment preconditions, behavioral contingencies, or barriers) Point calculation: Percentage of beds in project following Housing First * 15 = awarded points		
Strategic Goals (Total possible points - 23)		
1. What is the percentage of veterans intended to be served? Point calculation: Percentage of veterans * 5 = awarded points		
2. What is the percentage of Chronically Homeless Dedicated Beds? 5: 100% - 85% 3: 84% - 60% 0: Less than 60%		
3. What is the percentage of households with children under 18 intended to be served? Point calculation: Percentage of households with children under 18 * 5 = awarded points		
4. What is the percentage of homeless youth (ages 18-24) intended to be served?* Point calculation: Percentage of homeless youth * 3 = awarded points		
5. Proposed Cost Analysis of CoC Grant Costs For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For RRH projects 5: Annual cost per household is below national average of $6,500 0: Annual cost per household is above national average of $6,500		
6. Proposed Cost Analysis of Full Project Cost For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average (question continues onto the next page)		

2016 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric

	Score	Comments
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
NOFA Measures - Project Projections (Total possible points - 23)		
1. Rate of participants served with domestic violence experience 3: greater than 25% 2: 25% - 15% 1: 14% - 1% 0: Less than 1%		
2. Rate of Adults with physical health at entry 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		
3. Rate of Adults with behavioral health (which includes substance abuse and mental health) at entry 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		

Total: 0 of 90 possible points

Ranking Percentage:

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
Financial Assessment and Expenditure of Funds (Total possible points - 20)		
1. Returned Funds* 5: No returned funds in 3 years 3: Returned funds one time in 3 years 0: Returned funds every year or twice in 3 years		
2. 90 days of working capital 2: 90 days or greater 1: Less than 90 days but greater than 59 days 0: Less than or equal to 59 days		
3. Leveraged Resources (attachment) 5: 200% or greater 4: 199% - 175% 3: 174% - 150% 2: 149% - 125% 1: 124% - 100% 0: Less than 100%		
4. Housing Emphasis: % Eligible housing activities 8: Greater than or equal to 80% 4: 79% to 60% 0: Less than 60%		
Compliance Requirements (Total possible points - 19)		
1. APR Submission - Please send last APR 5: Last APR submitted by deadline 3: Last APR not submitted by deadline but explanation included 0: Last APR not submitted by deadline and no explanation included		
2. Project Monitoring 5: Project monitored with no findings or project not monitored and evidence of a clean financial audit 3: Project monitored with no findings or project not monitored but no evidence of a clean financial audit 2: Findings with corrective actions implemented or in progress or implementation plan 0: Findings with no corrective actions implemented or in progress or implementation plan		
3. Affirmatively Furthering Fair Housing - Please provide AFHMP 3: Yes 0: No		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
4. Consumer Participation - Does your organization have a consumer on its governing board? 3: Yes 0: No		
5. Sexual Orientation and Gender Identity - State your organization's policy 3: Policy states organization will provide services regardless of sexual orientation and/or gender identity 0: Policy limits organization to provide services to a sexual orientation and/or gender indentity		
HMIS Participation and Data Quality (Total possible points - 15)		
1. Project has policies/procedures to ensure data quality 5: Yes 3: Yes, but not written 0: No		
2. What letter grade has organization received for HMIS participation? 10: A 5: B 0: C or below		
Project Performance (Total possible points - 52)		
1. Housing Stability: Percentage of persons achieving housing stability* For PSH Projects 17: Greater than 79% 10: Less than 79% - 77% 5: 76% - 73% 0: Less than 73%		
For TH Projects 12: Greater than 79% 10: 79% - 69% 5: 68% - 65% 0: Less than 65% For TH Projects length of stay 5: Less than 6 months 4: 6.1 - 12 months 3: 12.1 - 18 months 1: 18 - 24 months 0: Greater than 24 months (question continues onto the next page)		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
For RRH Projects 17: Greater than 79% 10: 79% - 77% 5: 68% - 65% 0: Less than 65%		
2. Increased Income* For PSH Projects: % participants with increased total income 10: 100% - 90% 5: 89% - 80% 0: less than 80%		
For TH and RRH Projects: % leavers increased non-earned income 5: Greater than 10% 3: 9.9% - 3% 0: Less than 3%		
For TH and RRH Projects: % leavers increased earned income 5: Greater than 10% 3: 9.9% - 3% 0: Less than 3%		
3. Enrollment and Participation in Mainstream Benefits (i.e. SNAP, MEDICAID, MEDICARE, State's Children Health Insurance, WIC, VA Medical Services, TANF, Temporary Rental Assistance, Section 8, Public Housing, Rental Assistance): % of participants with benefits* 10: 100% - 90% 5: 89% - 80% 0: Less than 80%		
4. Percentage of beds in the project following a Housing First approach? (Housing First: people experiencing homelessness are provided with permanent housing directly and with few to no treatment preconditions, behavioral contingencies, or barriers) Point calculation: Percentage of beds in project following Housing First * 15 = awarded points		
Strategic Goals (Total possible points - 31)		
1. What is the percentage of veterans intended to be served?* Point calculation: Percentage of veterans * 5 = awarded points (section continues onto the next page)		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
2. What is the percentage of Chronically Homeless Dedicated Beds? 5: 100% - 85% 3: 84% - 60% 0: Less than 60%		
3. What is the percentage of beds that will be re-prioritized to Chronically Homeless upon turnover? 8: 100% - 85% 5: 84% - 60% 0: Less than 60%		
4. What is the percentage of households with children under 18 intended to be served?* Point calculation: Percentage of households with children under 18 * 5 = awarded points		
5. What is the percentage of homeless youth (ages 18-24) intended to be served?* Point calculation: Percentage of homeless youth * 3 = awarded points		
6. Proposed Cost Analysis of CoC Grant Costs For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For RRH projects 5: Annual cost per household is below national average of $6,500 0: Annual cost per household is above national average of $6,500		
7. Proposed Cost Analysis of Full Project Cost For PSH Projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		
For TH projects 2.5: Costs per bed below CoC average 0: Costs above CoC average		

2016 McHenry County Continuum of Care to End Homelessness RENEWAL Project Scoring Rubric

	Score	Comments
NOFA Measures (Total possible points - 28)		
1. Rate of participants served with domestic violence experience* 3: greater than 25% 2: 25% - 15% 1: 14% - 1% 0: Less than 1%		
2. Rate of Adults with physical health at entry* 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		
3. Rate of Adults with behavioral health (which includes substance abuse and mental health) at entry* 10: 100% 7: 99% - 85% 3: 84% - 65% 0: Less than 60%		
4. Bed Utilization Rates* 5: 100% - 85% 3: 84% - 65% 0: Less than 65%		

* = N/A for projects without a full year of APR data

Total: 0 of 165 possible points

Ranking Percentage:

McHenry County Continuum of Care to End Homelessness

"Working together to end homelessness in McHenry County"

c/o The McHenry County Department of Planning and Development
2200 North Seminary Avenue, Woodstock, IL 60098
815-334-4089

I. Policy Statement: CoC Reallocation Process

A. Under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH), the HUD reallocation process allows Continuums of Care (CoC) to fund new projects by transferring all or part of funds from any existing CoC grant which is eligible for renewal into a new project.

B. Under HEARTH CoC Regulations and the FY2016 Notice of Funding Availability (NOFA), a reallocation project can be funded if all of the following apply:

• The reallocation project is for permanent housing (permanent supportive housing for chronically homeless or rapid re-housing for families or individuals coming from the streets or shelters), dedicated HMIS project, or SSO project for coordinated entry

• The reallocation project meets all of HUD's threshold requirements

C. The McHenry County Continuum of Care to End Homelessness will reallocate funds granted through HEARTH CoC programs as needed to more effectively confront homelessness, help households achieve stable housing and improve CoC performance.

D. CoC program funds may be reallocated either by a voluntary process or by a competitive system transformation process.

II. Competitive Reallocation

E. The annual NOFA will be considered an annual competition with no promise of continual funding.

F If a project is deemed to be low performing by scoring poorly in the project scoring process and/or having unsatisfactory project performance outcomes, the CoC Lead Agency and Ranking Committee and the CoC reserve the right to reallocate funding and make it available through a competitive process.

G. The CoC Lead Agency and Ranking Committee may initiate a competitive system transformation process due to a renewal grantee ending a CoC program.

H. As part of the pre-bid process for renewal projects, applicants are required to supply information so that the CoC Lead Agency can determine if each renewal project will meet the minimum threshold requirements.

I. If the CoC Lead Agency determines that a renewal project does not meet minimum threshold requirements, the Ranking Committee will determine whether or not funds should be released for a competitive reallocation process. The following process will be followed:

1. Due to the time constraints involved in grant applications, voting may be handled via conference call, e-mail or web site communication.

2. Any member of the Ranking Committee or CoC receiving funding through the CoC programs shall recuse him or herself from the deliberation process.

3. The CoC Lead Agency and Ranking Committee will make the final decision whether or not to reject the renewal application for any agency that does not meet the minimum threshold requirements.

4. All Ranking Committee and CoC deliberations will be documented in meeting minutes.

5. If any renewal projects' application is rejected, the funds that were allocated to that project will be released as new funds and agencies will have the opportunity to be allocated said funds.

III. Voluntary Reallocation Process

J. CoC grantees are able to self-nominate to voluntarily reallocate CoC-funded renewal funds to create new projects.

K. A grantee seeking the ability to reallocate funding through the Voluntary grantee-self-nominating process must do so in accordance with the timeline set by the CoC Lead agency in that year’s application process and complete a new project application by the deadline set by the CoC Lead agency in order to be eligible.

L. The CoC Ranking Committee will review the applications and make determinations regarding the acceptance and ranking of the proposed project.

L. If the new project meets HUD’s CoC funding priorities, local needs, and is an eligible reallocation project type under the NOFA, the applicant will be given the opportunity to be considered under the scoring mechanisms for the new project.

M. If the new project does not meet HUD’s COC priorities, local needs, is an ineligible project type, or does not request the full grant amount awarded to the existing project, the funds either in

total or in part not covered by the request, will be available for other eligible projects under the Continuum of Care funding process.

IV. New and/or Bonus Funding

N. Projects, whether new or renewal, shall be scored in a capacity that allows for new or bonus projects to compete with renewals in McHenry County's efforts to most effectively confront homelessness.

CREATED: JULY 14, 2016

BY-LAWS
OF
The McHenry County Continuum of Care to End Homelessness

Article 1. Name.

The name of this organization is The McHenry County Continuum of to End Homelessness.

In the event that this organization opts to become a legal corporate entity, the following shall apply:

The name of this Not-for-Profit Corporation is The McHenry County Continuum of Care to End Homelessness

Article 2. Mission, Vision and Purposes.

The mission of the McHenry County Continuum of Care to End Homelessness shall be "Working Together to End Homelessness in McHenry County."

The vision of the McHenry County Continuum of Care to End Homelessness is that all individuals and families facing homelessness in McHenry County should have access to safe, decent, affordable housing and the resources and supports needed to sustain it.

The purpose of the Continuum is to assist in the coordination and development of services and housing for homeless and low-income persons with housing needs through planning, education and advocacy.

To achieve this purpose the Continuum will seek to:

A. Provide knowledge to and engage the general population of McHenry County to understand the at- risk population facing homelessness and to promote community-wide commitment to the goal of ending homelessness.
B. End chronic homelessness in McHenry County and optimize self-sufficiency among individuals and families experiencing homelessness.
C. Enhance the knowledge of the service providers to address the housing needs.
D. Identify housing needs of homeless and low-income persons in McHenry County on an ongoing basis.
E. Support planning and development of services to meet prioritized needs within McHenry County and promote access to and effective use of mainstream programs by homeless individuals and families.
F. Obtain and sustain permanent housing solutions.
G. Be a united coalition of community systems and individuals representing a wide array of community constituents, including, but not limited to, current/formerly homeless individuals.
H. Assist the homeless and those who are at risk of homelessness to obtain housing, economic stability, and an enhanced quality of life through comprehensive and collaborative services.

I. Provide substantive input into the Annual Action Plan for McHenry County.
J. To participate in a County-wide Homeless Management Information System to effectively identify needs and outcomes, streamline services, and avoid duplication of efforts.
K. Secure funding for efforts by nonprofit providers, States, and local governments to re-house homeless individuals and families rapidly while minimizing the trauma and dislocation caused to individuals, families, and communities as a consequence of homelessness.

Article 3. Membership.

Section 1.

Membership shall be comprised of individuals and agencies concerned with the development and coordination of homeless assistance programs.

Membership is open and may include **but will not be limited** to:

- Must include one homeless or formerly homeless individual or family
- Housing developers and landlord organizations
- Neighborhood groups
- Migrant worker groups
- Non-profit organizations representing veterans and individuals with disabilities
- Representatives of business and financial institutions
- Representatives of organized labor
- Representatives of private foundations and funding organizations
- Social service providers
- Domestic violence and Sexual Assault service providers
- State and local government agencies
- Faith-based organizations
- Volunteer Individuals
- Current or former clients of program services of member agencies

Section 2.

Voting members or alternate members are entitled to:

- Have voting rights (One vote per agency unless individual member)
- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Non-voting members are entitled to:

- Receive letters of support for grants indicating length of membership and level of participation
- Receive information and updates via mailing list
- Serve on committees

Section 3.

Membership shall be updated monthly. Memorandums of Understanding shall be signed and updated annually. The Secretary will record attendance of voting and alternate voting members. The secretary will note a member as "present" when a non-voting member is sent in place of the voting member and alternate voting member. An "Inactive member" shall be defined as an individual or organization where the voting member, alternate voting member and non-voting member have missed three consecutive regular CoC meetings or have attended fewer than 75% of the regular CoC meetings that occurred within the last 12 months. Inactive members will not be allowed to vote. Inactive members may be removed from the membership through a CoC simple majority vote at any time after the member has been determined to be an inactive member. The CoC members may opt through a simple majority vote to waive these provisions and to reinstate membership and voting privileges for inactive members who have missed meetings due to illness, crisis situations, or other compelling and unavoidable circumstances. Funded agencies will also be held to the standard in Article 13, Section 5.

Section 4.

Upon ratification of these bylaws, the existing membership shall be "grandfathered" into existence under the terms of these bylaws. New membership and retention of membership shall occur as follows:

McHenry County Continuum of Care to End Homelessness

Memorandum of Understanding for Continuum Membership

Guidelines:

Prospective members shall complete an application for membership, obtainable from the website of the McHenry County Department of Planning and Development, to the McHenry County Continuum of Care to End Homelessness. This application shall be called a Memorandum of Understanding. The Memorandum of Understanding is effective for a period of the time of application to the following October, when it can be renewed. Entities or individuals that wish to renew membership may do so annually at the October meeting. Applications shall be submitted to the Chair of the Continuum of Care to End Homelessness in McHenry County.

Prospective new voting members shall begin as non-voting members and can become voting members after attendance at three consecutive CoC meetings.

The Memorandum of Understanding for Membership will identify requirements of admission standard for Continuum membership. When submitting the Memorandum of Understanding, applicants are required to complete the all portions of the application pages for processing to occur.

Article 4 Dues.

Members will not be required to pay any dues for membership. Members of the strategic planning committee (or executive director of lead organization) will be responsible for fundraising to offset administrative costs.

Article 5 Voting.

Section 1.

Each member shall have **one** vote upon any motion. A member is defined as follows:

1. Member agency, faith-based group or organization: Each agency, faith-based group or organization shall have one designated individual as a member and one designated individual as an alternate member as defined in the application for membership mentioned in Article 3, Section 4. The "member" is the individual who is entitled to vote; the alternate member will vote in the alternate when the designated member is not present. Voting member must be identified at the time of the vote.
2. Each individual member who is not representative of a designated organization shall be considered a voting member.
3. An organization or individual may have up to one voting member and one alternate voting member with voting privileges. Additional individuals will be non-voting members who shall be counted as "present" during a vote occurring when the voting member or alternate voting member is not available.

Section 2.

No member shall vote on any issue where there could be a conflict of interest. (Refer to Article 10 for definition of "conflict of interest.")

Article 6 Officers.

Section 1.

The Officers of the Continuum (defined as the Executive Committee Members) shall be the following:

- Chairperson of the Board
- Co-Chair
- Secretary
- Treasurer
- Immediate Past Chairperson of the Board

The Executive Committee Members shall meet at least once monthly. The meetings can be via conference call or other electronic means but shall occur at least quarterly "in person."

These individuals shall perform the duties that usually pertain to their respective offices including:

A. **Chairperson of the Board:** The Chair shall call, preside over all meetings, and set agendas for all Continuum meetings. The chair can call special meetings of the Continuum. The chair may appoint a Nominating Committee of no fewer than three members.

B. **Co-Chair:** The Co-Chair shall assume all duties of the Chair in the event of his/her absence. The Vice Chair (s) will be responsible for membership and such other duties as assigned by the Chair.

C. **Secretary:** The Secretary shall be responsible for all correspondence and prepare reports as required. The Secretary shall be responsible for the minutes of the meetings of the Continuum and for their mailing or e-mailing distribution. The secretary is responsible for tracking Continuum meeting attendance through sign-in sheets.

D. **Treasurer:** The Treasurer shall be responsible for all monies received and disbursed. Any financial transaction shall require the authorization of any two officers of the Continuum. The treasurer shall also review the Budget for the yearly HUD Application.

E. Immediate Past Chair. The Immediate Past Chair shall assist and advise the Chair and the other officers in the performance of their duties.

Section 2.

The officers shall be nominated by the Nominations Committee or CoC Membership at the January or February Meeting and elected to a two-year term **at the March meeting of the full continuum** in the following manner beginning with the 2014 election:

a. In EVEN-numbered years, the CoC will elect the positions of Secretary and Co-Chair.
b. In ODD-numbered years, the CoC will elect the positions of Chair and Treasurer.

Section 3.

Officers may serve two consecutive terms in their respective offices and may be subject to removal at any time by a two-thirds affirmative vote of the total membership.

Section 4.

Any vacancy of officers occurring during the year shall be filled upon the recommendation of the Executive Committee and shall be ratified by 60% of the members present at the Continuum meeting.

Section 5.
.

Of the Chair and Co-Chair positions, only one can be represented by a funded organization beginning with the March, 2016 vote.

Article 7 Nominating Committee.

Section 1.

A Nominating Committee of at least three members of the Continuum shall be appointed by the Board Chairperson.

Section 2.

The Nominating Committee shall present nominations for the Officers as needed during the **February meeting of the full Continuum for discussion and then at the March meeting of the full continuum for election** or at any other time necessary. Nominations from the floor will be accepted at the **February** meeting provided that the person nominated is a member of the Continuum and has agreed to serve if elected. This shall allow a period of at least 21 calendar days for each voting member to make a thorough decision about candidacies.

Article 8 Committees.

Section 1.

An Executive Committee comprised of the officers of the Continuum and past Chair shall be established to serve as the administrative arm of the McHenry County Homeless Continuum of Care for the Homeless. The Committee provides planning for the Continuum, ensures the cooperation of members, preparation of reports, evaluation of systems and the development of necessary procedures to implement policies ratified by the Continuum. The Executive Committee evaluates and updates the Plan to End Homelessness and coordinates efforts to ensure that the Plan to End Homelessness action steps are implemented. The Executive Committee shall meet quarterly, by phone or electronically and minimally semi-annually in person. The Executive Committee shall review and monitor the activities of the "Executive Director" should one become employed.

The Executive Committee may appoint members of committees as needed.

Section 2.

A Strategic Planning Committee comprised of:

1. A representative assigned by each funded agency of the Continuum.
2. One person from an organization that either funds or carries out activities on behalf of the homeless in McHenry County.
3. At least one homeless or formerly homeless person, if available.

shall be established to take such action as well as facilitate service delivery through formal or informal collaboration and the creation of linkages between members. The Strategic Planning Committee shall meet bi-monthly. The Strategic Planning Committee shall foster the development of outside funding and can name a sub-committee to complete this task (i.e. grant writing).

Section 3.

The Evaluation and Project Ranking Committee shall be responsible for creation of a template to be utilized for annual project ranking. This committee will evaluate HUD guidelines and foster an appropriate ranking tool that is timely and consistent with planning and development of the Continuum. The responsibilities of the Evaluation Committee shall be to review proposals and organizations, as appropriate, and prioritize proposals according to funding and other guidelines and/or plans of the Continuum; as well as evaluate existing programs endorsed by the Continuum. The Evaluation and Project Ranking Committee will also determine the procedure for any appeals of its decisions. The Evaluation and Project Ranking Committee shall arrange for impartial volunteers to review projects and create final ranking scores for each funded program.

The Evaluation and Ranking Committee shall remain aware of "Emergency Solutions Grant" (ESG) funding, if available, which is directed by the Illinois Department of Human Services. The Ranking Committee will apply a procedure to manage the competition process for ESG as it relates to funding for community shelters.

The Ranking Committee shall remain aware of additional resources that require a CoC decision and implement strategies to review projects according to funding guidelines set forth.

The Committee shall review each project and evaluate it following current funding criteria and local needs.

Section 4.

The NOFA Committee shall plan for and review the Exhibit 1 application information; this group shall ultimately complete the Exhibit 1 application in addition to the following:

1. Review final recommendations for funding (based on feedback from the Evaluation and Project Ranking Committee).
2. Review Point-In-Time survey instruments and provide feedback to HMIS committee.
3. Plans for annual or bi-annual homeless count in the community.
4. Any additional assignments, such as interpretation of ESG funding guidelines that may be presented to the Continuum for decision-making purposes.

5. Support and encourage the ongoing development of all services related to the homeless through advocacy and public education.
6. Facilitate joint discussions with the Evaluation and Project Ranking Committee to ensure accord with proposed HUD strategic plans, goals and outcomes.

Section 5.

The HMIS Advisory Committee provides input (provider, community stakeholders, and homeless consumer) on an ongoing basis and guides the planning and implementation of the HMIS. The Advisory Committee provides policy, technical, and organizational assistance to the HMIS and oversees implementation and ongoing operations by addressing the key issues that follow. The responsibilities of the HMIS Advisory Committee shall include, but not be limited to, conducting surveys, needs assessments, the gathering of facts, participating in the Point-In-Time Count in January (or as designated) and such other activities as to identify needed new services or the expansion of existing services and for implementation of the HMIS Project. The committee reports to the Executive Committee and the full Continuum and may, from time to time, propose policies and other actions to the Continuum for its consideration.

The Strategic Planning Committee shall monitor the reports of the PCN and provide input as to effective means by which to ensure accurate results are effectively conveyed.

Section 6.

Other Ad Hoc Committees as needed

Article 9. Executive Director Position.

Section 1.

If an Executive Director is hired by the McHenry County Continuum of Care to End Homelessness, he or she shall be responsible for the following duties:

1. Manage day to day operations of the McHenry County Continuum of Care to End Homelessness.
2. Write the annual Exhibit 1 for the Continuum, with guidance from the appropriate committees aforementioned
3. Ensure that the plan to end homelessness is being met, with guidance from the appropriate committees aforementioned.
4. Management of the HMIS functions of the Continuum.
5. Membership into all committees associated with the Continuum with the exception of the Executive Committee.
6. Any additional duties assigned through the creation of a "Job Description for Executive Director of the McHenry County Continuum of Care to End Homelessness." This job description will be created by an ad hoc committee as designated by the Chair.

Section 2.

Position is nominated by the Executive Committee through an interview process. The full Continuum shall vote upon the nomination at the meeting that follows the nomination. The naming and hire of an Executive Director shall require a special 80% vote of present voting members, with no less than 12 voting members being considered a quorum.

Section 3.

The Executive Director, if appointed and named to the position, shall report to the Executive Committee and shall be accountable through its Chair.

Article 10. Conflicts of Interest.

Section 1.

All individuals and representatives of organizations who have, are seeking, or considering to seek funds under the endorsement of the Continuum shall adhere to the following:

A. He or she shall disclose to the Continuum any conflict or appearance of conflict of interest which may or could be reasonably known to exist.
B. He or she shall not vote on any item that would create a conflict of interest or appearance of conflict of interest.
C. He or she shall not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
D. He or she shall not lobby or seek information from any other member of the Continuum if such action would create a conflict of interest or the appearance of a conflict of interest.

Article 11. Appeals Process.

Section 1.

Unresolved differences, such as attendance, removal from the Continuum of Care, concerns or matters arising from Ranking, or other matters requiring resolution should be addressed through the appeals process. A member (or former member after having been removed), may appeal the decision or offending matter within seven calendar days of occurrence, in writing, to the Executive Committee of the McHenry County Continuum of Care to End Homelessness. Within seven calendar days from the date of the written request, the Executive Committee will devise a written response, with its decision being final.

Article 12. Quorum

Section 1.

For general business, a quorum of the McHenry County Continuum of Care for the Homeless shall constitute those members who are present and at least one week's notice has been given. For matters concerning projects, funding recommendations, government or other grants, a quorum shall constitute at least seven voting members. A motion shall carry with a vote of the majority of the voting members present at a meeting. The exception to this is the decision to hire an Executive Director as outlined in Article 9, Section 2.

Article 13. Meetings and Attendance

Section 1.

The full Continuum shall meet monthly, and in compliance with the Open Meetings Act.

Section 2.

Any materials or articles for review by the full Continuum, especially those that may be brought to the attention of the full Continuum for a vote, shall be provided no later than 48 hours prior to the scheduled meeting time.

Section 3.

Each member is privileged to invite guests to all meetings except for closed meetings, and consistent with the Open Meetings Act.

Section 4.

A majority of Officers may call a special meeting at any time. A minimum of 48 hours of notice to the community shall be provided.

Section 5.

Attendance will be recorded by the Secretary at all Continuum of Care meetings. Funded agencies are expected to have at least a 75% attendance rate at all meetings, determined on an annual basis at the October meeting and measuring attendance from preceding October to preceding September.

Section 6.

Upon a request, in writing, by at least five members of the Continuum, a special meeting can be called by the Chair at any time. A minimum of 48 hours of notice to the community shall be provided.

Article 14. Amendments to Bylaws

Section 1.

These Bylaws may be amended by a majority vote at a meeting of the Continuum provided that the proposed amendment(s) shall have been submitted in writing to each member at least 14 calendar days before action is taken by the Continuum.

Article 15. Non-Discrimination

Section 1.

The members, officers, and persons served by the Continuum shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, ethnicity, religion, sexual orientation, disability, and national origin in accordance with all state and federal regulations.

Article 16. Homeless Management Information System

Section 1.

Recognizing that a Homeless Management Information System (HMIS) is the information system designated by the CoC to comply with the requirements of the CoC Program interim rule at 24 CFR 578, other requirements established by HUD, including the 2010 HMIS Data Standards, and any local requirements, the McHenry County CoC will designate an eligible applicant, to be known as the HMIS Lead, to manage its HMIS. The HMIS Lead, in consultation with the CoC, Collaborative Applicant and HMIS Advisory Committee, will also be responsible for developing all the policies and procedures necessary for compliance with the CoC Program interim rule, the 2010 HMIS Data Standards, and any local requirements. These policies and procedures will be incorporated into the McHenry County CoC governance charter by reference, will be available upon request, and will include the following provisions:

- is updated annually;
- includes all policies and procedures necessary to comply with the HMIS requirements in the CoC Program interim rule, the 2010 HMIS Data Standards, and any local HMIS requirements;
- clearly outlines the roles and responsibilities of the CoC and HMIS Lead, and;
- includes the following plans:
  - Privacy Plan: A plan that at the minimum includes data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking
  - Security Plan: A plan that ensures the confidentiality, integrity, and availability of all HMIS information; protects against any reasonably anticipated threats or hazards to security, and ensure compliance by end users.
  - Data Quality Plan: A plan that ensures completeness, accuracy, and consistency of the data in the HMIS

Article 17. Coordinated Assessment Plan

Section 1.

Recognizing that the development of written standards of prioritizing services to homeless individuals and families is paramount, the Continuum of Care shall develop and follow a system of care that defines:

* Program access points;
* Prioritization of services to the client(s) who need them;
* The use of best practices and standards of service and steps to implement them;
* The means by which stakeholders in the Continuum of Care can work to codify and effectively coordinate services.

Section 2.

The Coordinated Assessment Plan shall be reviewed annually by the Strategic Planning Committee to determine:

* What community populations should be targeted for upcoming funding opportunities;
* Which practices are working and which could be reviewed for greater efficiency;
* If there are any new standards that needed to be implemented in the Coordinated Assessment Plan.

Article 18. Organizational Responsibility for Receipt of CoC-Oriented Funding

Section 1.

Each agency receiving funding from CoC-oriented programs, including but not limited to:

HUD Continuum of Care Funding,
The Emergency Solutions Grant Program
The Illinois Department of Human Services-Prevention Program Funding,

Shall have on file written standards and guidelines for providing assistance to clients pursuant to the current directives and guidance of the funding originator (i.e. but not limited to HUD or DHS).

Section 2.

From time to time, such opportunities shall change names, funding schemes or initiatives and that said organizations shall comply with documented guidelines in effect at the time of granting or contracting of services with said incumbent.

DATE MODIFIED: DECEMBER 10, 2015
DATE MODIFIED: JUNE 11, 2015
DATE MODIFIED JULY 24, 2014
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DATE CREATED: JUNE 25, 2012

Note: Portions were adapted from: "McHenry County Continuum of Care: Rules and Procedures", Adopted March 27, 2003 with subsequent revisions made on March 24, 2005 and February 15, 2007.

McHenry County Continuum to End Homelessness
Homeless Management Information System (HMIS)

McHenry County
HMIS
Policies and Procedures Manual

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BY-LAWS
OF
The McHenry County Continuum of Care to End Homelessness

DATE LAST MODIFIED: JANUARY 16, 2014
DATE CREATED: JUNE 25, 2012 (*Note: Portions were adapted from: "McHenry County Continuum of Care: Rules and Procedures", Adopted March 27, 2003 with subsequent revisions made on March 24, 2005 and February 15, 2007.)*

Article 16. HMIS (Homeless Management Information System)

Recognizing that a Homeless Management Information System (HMIS) is the information system designated by the CoC to comply with the requirements of the CoC Program interim rule at 24 CFR 578, other requirements established by HUD, including the 2014 HMIS Data Standards Manual, and any local requirements, the McHenry County CoC will designate an eligible agency, to be known as the HMIS Lead, to manage its HMIS. The HMIS Lead, in consultation with the CoC, Collaborative Applicant and HMIS Advisory Committee, will also be responsible for developing all the policies and procedures necessary for compliance with the CoC Program interim rule, the 2010 HMIS Data Standards, and any local requirements. These policies and procedures will be incorporated into the McHenry County CoC governance charter by reference, will be available upon request, and will include the following provisions:

- is updated annually;
- includes all policies and procedures necessary to comply with the HMIS requirements in the CoC Program interim rule, the 2014 HMIS Data Standards, and any local HMIS requirements;
- clearly outlines the roles and responsibilities of the CoC and HMIS Lead, and;
- includes the following plans:
    - Privacy Plan: A plan that at the minimum includes data collection limitations; purpose and use limitations; allowable uses and disclosures; access and correction standards; and protections for victims of domestic violence, dating violence, sexual assault, and stalking
    - Security Plan: A plan that ensures the confidentiality, integrity, and availability of all HMIS information; protects against any reasonably anticipated threats or hazards to security, and ensure compliance by end users.
    - Data Quality Plan: A plan that ensures completeness, accuracy, and consistency of the data in the HMIS.

CONTACT INFORMATION

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815-334-4552

MCHENRY COUNTY MENTAL HEALTH BOARD

620 Dakota St, Crystal Lake, IL 60014 815-455-2828

MCHENRY COUNTY CONTINUUM OF CARE

Chair: Melissa O'Donnell, Thresholds 815-679-4625
melissa.odonnell@thresholds.org
Co-Chair:Kathrine Violett, McHenry Savings Bank 815-331-6411
kathrineviolett@mchenrysavings**.com**

HMIS LEAD AGENCY

Pioneer Center for Human Services
4001 Dayton Street
McHenry, IL 60050
815-344-1230 (switchboard)
Fax: 815-344-3815

Data Entry/Report Creation/Trouble Shooting
Rebecca Heeman-Moore, HMIS Database Specialist
815-482-3044
rheeman-moore@pioneercenter.org

Non Technical/Policy and Procedures
Sam Tenuto
stenuto@pioneercenter.org

KEY SUPPORT ROLES AND RESPONSIBILITIES

There are different roles involved in operating an effective HMIS. Roles and responsibilities are different for the following entities: CoC, HMIS Lead Agency, and participating projects/agencies.

McHenry County Continuum of Care (CoC)

The CoC is a group composed of representatives from organizations including nonprofit homeless providers, victim service providers, faith-based organizations, governments, business, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless persons organized to carry out the responsibilities of the CoC.

The CoC provides:

1. HMIS Oversight.
    - Designate an official HMIS software.
    - Designate an HMIS Lead agency.
    - HMIS Standards Compliance (including maintaining documented evidencing of compliance)
2. Executes the HMIS Governance Agreement.
    - The HMIS Governance Agreement is a written agreement between CoC Lead with the HMIS Lead Agency, specifying functions and responsibilities of the HMIS Lead Agency.
    - Define the responsibilities for management of HMIS.
    - Define rights, obligations, timeliness, and transition procedures for HMIS governance, software, and data, in the event that the agreement is terminated.
    - The Governance Agreement includes a Participation Agreement requiring agencies to comply and sanctions for failure to comply.
    - Update and/or review the HMIS Governance Agreement annually.

HMIS Lead Agency

The HMIS Lead Agency is the entity designated by the Continuum of Care in accordance with 24 CFR part 580 to operate the Continuum's HMIS on the Continuum's behalf.

The HMIS Lead Agency:

1. Establishes HMIS.
2. Administers the day-to-day operational functions of operating and oversight of the HMIS.
3. Ensures consistent participation by agencies.
2. Develops and submits local HMIS policies and procedures.
    - HMIS Operational Policy & Procedures
    - Data Quality Plan

- Security Plan
- Privacy Plan

3. Updates and reviews HMIS Policy & Procedures annually.
4. Executes HMIS participation and end user agreements.
5. Execute a written HMIS participation Agreement with each agency.
6. Monitors compliance with applicable HMIS standards and HUD requirements.
7. Takes corrective action when needed.
8. Administers vendor agreements/contracts.
9. Conducts unduplicated accounting of homelessness on a monthly basis.
10. Acts as a liaison between the CoC and regional and national HMIS related organizations and participate in related activities.
11. Provides training and support to agency users.
12. Provides continuing quality improvement via data analysis and knowledge of best practices.
13. Provides required data/answers for the HUD Housing Assistance applications.
14. Generates HUD reports (Annual Housing Assessment Report (AHAR), Point In Time (PIT) Count for shelters only and Housing Inventory Count (HIC).
15. Be a CoC liaison for HMIS.
16. Does annual security review of itself and agencies.

Providers/Agencies Role:

1. Providers/Agencies are responsible for all activity associated with agency staff and use of the HMIS.
    - CoC Participation.
    - HMIS Participation.
    - Privacy and Security Compliance.
    - HMIS Policy and Procedure Compliance.
    - Data Quality Compliance.
    - Community Planning/Use of Data.
2. CoC Participation
    - Attend/Participate regularly CoC meetings and workshops.
    - Represent your homeless population in planning process.
    - Increase awareness of homeless needs.
    - Identify awareness of homeless needs.
    - Identify additional resources for homeless.
3. HMIS Participation and Governance
    - HMIS Agency Participation Agreement.
    - HMIS User License Agreement.
    - Client Consent/Release of information (ROI).
4. Privacy and Security Compliance
    - Know HMIS Privacy and Security Requirements.
    - Communicate HMIS Privacy and Security requirements to data custodians and system users.
    - Monitor regularly for compliance.

5. HMIS Policy and Procedure Compliance
    - Establish business controls and practices to ensure compliance to HMIS policies.
    - Communicate HMIS policy and procedure requirements to data custodians and system users.
    - Monitor compliance and periodically review business controls and practices for effectiveness.
6. Data Quality Compliance
    - Know Data Quality expectations for timeliness, completeness, and accuracy.
    - Communicate Data Quality expectations to data custodians and end users.
    - Monitor for compliance.
    - Provide incentives; enforce policies.
7. Community Planning/Use of Data
    - Provide quality data for community planning.
    - Actively participate in planning process.
    - Participate in Point In Time and Housing Inventory Processes.

McHenry County Department of Planning and Development:

1. Submission of the HUD Housing Assistance application.
2. CoC (includes HMIS) Planning and Administrative Support

HMIS Operations & Security

Recognizing the importance of community efforts to capture better data, in 2001 Congress directed HUD on the need for data and analysis on the extent and nature of homelessness and the effectiveness of the McKinney-Vento Act Programs including:

- Developing unduplicated counts of clients served at the local level.
- Analyzing patterns of use of people entering and exiting the homeless assistance system.
- Evaluating the effectiveness of these systems.

HMIS became an eligible activity under 2001 SuperNOFA.
The HMIS of the McHenry CoC is ServicePoint®.

HMIS PARTICIPATION

1. **Participation Requirements**
   - *Mandated Participation*

All projects that are authorized under HUD's McKenney-Vento Act as amended by the HEARTH Act to provide homeless services and grantees receiving assistance for Homeless Prevention and Rapid Re-housing projects under the American Recovery and Reinvestment Act of 2009 must meet the minimum HMIS participation standards as defined by this Policies and Procedures manual. These participating agencies will be required to comply with the applicable operating procedures and must agree to execute and comply with an HMIS Agency Partner Agreement.

- *Voluntary Participation*

Although funded agencies are required to meet only minimum participation standards, the CoC strongly encourages funded agencies to fully participate with all of their homeless projects.

While the CoC cannot require non-funded providers to participate in the HMIS, the CoC works closely with the non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness in McHenry County.

2. **Minimum Participation Standards**
   - Collect the Universal Data Elements (UDEs), as defined by HUD, for all clients served by projects participating in HMIS. Includes Entry Date and Exit Dates.
   - Collect Program Specific Data Elements, as defined by HUD, for all clients served by projects mandated to participate in HMIS.
   - Enter client-level data into the HMIS within fifteen working days after the start of the month of client interaction. Based on a survey sent to users.
   - Comply with all HUD regulations for HMIS participation.

The CoC uses all submitted data for analytic and administrative purposes, including the preparation of CoC reports to funders and the CoC's participation in the Federal Annual Homeless Assessment Report (AHAR).

3. Participation Expectations

Authorized agency users directly enter client-level data into the HMIS database. Users have rights to access data for clients served by their agency The agency's data are stored in the HMIS central database server, which is protected by numerous technologies to prevent access from unauthorized users. Primary client identifiers (e.g. name, SSN, DOB and gender) will be available by query for HMIS users from partner agencies to prevent the duplication of client records in the database.

CONNECTIVITY AND COMPUTER SECURITY REQUIREMENTS

1. Internet Connectivity

- Agencies must have Internet connectivity for each workstation accessing the HMIS.

2. Web Browsers

- ServicePoint® is designed to be compatible with the newest versions of Internet Explorer, Mozilla Firefox, and Google Chrome.

3. Security Hardware/Software

- All workstations accessing the HMIS need to be protected by a firewall. If the workstations are part of an agency computer network, the firewall may be installed at a point between the network and the Internet or other systems rather than at each workstation. Each workstation also needs to have anti-virus and anti-spyware programs in use and properly maintained with automatic installation of all critical software updates. Hard copies containing client information generated by, or, for HMIS must be supervised at all times in a public area. When staff are not present, hard copies must be stored in a secure location.

4. Physical Security

- Providers must have locking doors, an intrusion-detection system and physical firewalls. Computers must have locking screen savers.

5. Disaster Protection and Recovery

- Provided by the CoC vendor, ServicePoint®. (Securing Client Data by Bowman System v.03.29.06. Includes protocols for communication with HMIS Lead, who would contact user agencies.)

6. Encryption

- Provided by the COC vendor, ServicePoint®. (Securing Client Data by Bowman System v.03.29.06.)

7. **Electric Data Storage**
   - Provided by the COC vendor, ServicePoint™. (Securing Client Data by Bowman System v.03.29.06.)

8. **Disposal**
   - Provided by the COC vendor, ServicePoint™. (Securing Client Data by Bowman System v.03.29.06.)

HMIS USER IMPLEMENTATION

- **Eligible Users**
  Each Provider shall authorize use of the HMIS only to users who need access to the system for data entry, editing of client records, viewing of client records, and the use of canned reports.

- **User Requirements**
  Prior to being granted a username and password, users must sign an HMIS End User Agreement that acknowledges receipt of a copy of the HMIS Policy and Procedures Manual pledges to comply with the manual.

  Users must be aware of the sensitivity of client-level data and must take appropriate measures to prevent its unauthorized disclosure. Users are responsible for protecting institutional information to which they have access and for reporting security violations. Users must comply with all policies and standards that are described within this Policies and Procedures manual. They are accountable for their actions and for any actions undertaken with their user name and password.

  The HMIS Lead Agency must ensure that users have received adequate training prior to being given access to the database. Each user will be trained yearly on data security, privacy, and quality.

- **Setting Up a New User**.
  The HMIS Lead must:
  1. Have the new user sign the User Participation Agreement.
  2. Verify that appropriate and sufficient training has been successfully completed.
  3. Create the new user ID and password in ServicePoint®.

  Once the user ID is established, the HMIS Lead is responsible for maintaining the user account. If any users leaves the agency or no longer needs access to the HMIS, the Provider must notify the HMIS Lead who will immediately terminate user access by deleting or inactivating the user account.

ENFORCEMENT MECHANISMS

The HMIS Lead Agency will investigate all potential violations of any security protocols. Any user found to be in violation of security protocols will be sanctioned.

Sanctions includes, but not are limited to:

1. Suspension of system privileges.
2. Revocation of system privileges.

All violations will be reported to the CoC Board within 5 days. Sanctions will be determined by the CoC Board.

An agency's access may also be suspended or revoked if serious or repeated violation(s) of the HMIS Policy and Procedures occur by the agencies' users.

AGENCY INFORMATION SECURITY PROTOCOL REQUIREMENTS

Agencies must:

1. Comply with the HMIS Notice of Privacy and Practices and provisions of other HMIS client and agency agreements.
2. Maintain and post an updated copy of the Notice of Privacy Practices. If the Provider has a website, the Notice should be posted on their website.
3. Prevent user account sharing.
4. Protect unattended workstations.
5. Protect the physical access to workstations where employees are accessing HMIS.
6. Safely store and protect access to hardcopy and digitally generated client records and reports and identifiable client information.
7. Conduct workforce security screenings.
8. Protect passwords by not storing or displaying them in any publicly accessible location.

The HMIS Lead will monitor security once a year of all HMIS user agencies and itself.

HMIS Client Data Privacy

Privacy and security applies to all agencies and projects that use, or process Personal Protected Information (PPI) for HMIS including CoC, homeless service provider, HMIS host or provider, etc. Employees, volunteers, affiliates, contractors, and associates are covered by the privacy standards of the agencies they deal with. Privacy and security standards apply to all agencies- regardless of funding source – who use HMIS. The Health Insurance Portability and Accountability Act (HIPAA) privacy rules take precedence over HMIS Privacy Standards. HIPAA covered entities are required to meet HIPAA baseline privacy requirements, not HMIS.

CLIENT NOTICE

A written notice of the assumed functions of the HMIS must be posted and/or given to each client so that he/she is aware of the potential use of his/her information and where it is stored. No consent is required for the functions articulated in the notice. The client also has a right to view a copy of his/her record upon request. To fulfill this requirement, the agency may either adopt the "HMIS Notice of Privacy Practices" or may develop an equivalent privacy notice that incorporates all of the content of the standard HMIS Notice. The Client Notice must be posted at each Intake desk.

WRITTEN CLIENT CONSENT FOR COC DATA SHARING

At the initial intake, the client should be provided with an oral explanation and written documentation about the option of sharing his/her information within the HMIS.

The client maintains a right to revoke written authorization at any time, in which case, any currently shared information will become non-shared from that point forward. Each agency should have their own Client Revocation Form that is to be signed by the client. Each agency must have their own procedure for accepting complaints about privacy and security.

HMIS users may share client information only if the client authorizes that sharing with a valid Client Release of Information form. If the client refuses to sign, a written explanation for the reason of denial must be provided.

APPLICABILITY OF CONSENTS

The agency shall uphold federal and state confidentiality regulations to protect client records and privacy. If an agency is covered by the Health Insurance Portability and Accountability Act (HIPAA), the HIPAA regulations prevail.

The HMIS Lead has prepared standard documents for HMIS Notice of Privacy Practices and Client Consent to Release Information (ROI). Providers may either use these forms or incorporate the content of HMIS documents into the Provider's own documentation.

All written consent forms must be stored in a client's case management file for record keeping and auditing purposes.

Agencies shall provide required information in other languages other than English that are common in the community, if these speakers of these languages are found in significant numbers and come into frequent contact with the project.

Agencies shall provide reasonable accommodations for persons with disabilities throughout the data collection process. This may include, be limited to, providing qualified sign language interpreters, readers or materials in accessible forms such as Braille, audio, or large type, as needed by individual with a disability.

VICTIM SERVICE PROVIDER DATA IN HMIS

Victim service providers that are funded under HUD's Supportive Housing Program, Shelter Plus Care Program, Section 8 Moderate Rehabilitation SRO Program, Emergency Solutions Grant Program, and Continuum of Care Program are prohibited from disclosing any personally identifying information for purpose of HMIS, per the requirements of the Violence and Women and Department of Justice Reauthorization Act of 2005.

HMIS DATA QUALITY

Data quality is critical for a CoC to: (1) Measuring the nature and extent homelessness, (2) completing required HUD reports, (3) meet the CoC's local homeless data needs. Timely, accurate and complete is central and critical to success of HMIS. The data quality standards are to be reviewed/revised yearly.

HMIS DATA QUALITY PLAN

1. Specifies that data quality standard to be used by all participating agencies.
2. Provide a mechanism for monitoring adherence to the standard.
3. Provides the necessary tools and training to ensure compliance with the standard.
4. Includes strategies for working with agencies that are not in compliance with the standard.

DATA QUALITY STANDARDS

1. All names will be accurate.
2. Blank entries in required fields will not exceed 5% per month.
3. Data entry must be complete within fifteen working days after the beginning of the month of data collection.
4. Project entry and exit dates should be recorded upon any project entry or exit on all participants. Entry dates should record the first day of housing or project entry (for Services Only projects) with a new entry date for each period/episode of housing or service. Exit dates should record the last day of residence in a project's housing before the participant leaves housing or the last day a service was provided.

DATA QUALITY MONITORING

The HMIS Lead will perform regular data integrity reports on the HMIS data.

HMIS Lead will:

1. Run Data Quality Completeness Report Card [ART report 0252] monthly.
2. Run Duplicate Clients [0212] monthly.
3. Run other data quality reports as appropriate.
4. Rerun reports for errant Providers.

DATA COLLECTION REQUIREMENTS

Each agency is responsible for ensuring minimum set of data elements, referred to as the Universal Data Elements (UDE's) as defined by the *HUD Data and*

Technical Standards, will be collected and/or verified from all the clients at their initial project enrollment or as soon as possible thereafter. Providers are required to enter data into the HMIS fifteen working days after the beginning of the month of collecting information.

Agencies must provide client-level data for the Program-Specific Data Elements (PSDE) using the required response categories detailed in the "Required Response Categories for Program-specific Data Elements" section of the *HUD Data and Technical Standards.* These standards are already incorporated into the HMIS.

Income and disability elements are to be reviewed/updated quarterly.

Project Descriptor Data Elements (PDDE) are to be reviewed/updated every October.

Project Inventory is to be reviewed/updated at the time of the yearly HIC and PIT.

DATA QUALITY TRAINING

Each end user of the HMIS system must complete at least one training session with the HMIS Lead and sign the User License Agreement before being given HMIS login credentials. This includes basic data entry and running reports in ART (Advanced Reporting Tool).

All staff are encouraged to run their own data quality reports so that agencies can monitor their own data quality and become more effective in serving our clients across the Continuum.

Required HUD Annual Performance Reports (APRs) data will be entered by the Providers. Each provider will designate a person to enter the data into ***e-snaps***.

HMIS DATA ACCESS CONTROL POLICY

1. User Accounts

The HMIS Lead is responsible for managing user accounts for the agencies.
The HMIS Lead is responsible for inactivating and/or removing users from the system when contacted by the agency. He/she should discontinue the rights of a user immediately upon that user's termination from any position with access.

2. User Passwords

Each user will be assigned a unique identification code (User ID), preferably the first initial and last name of the user.
The user will be required to establish a new password upon their initial log-in. This password will need to be changed every 45 days. Passwords should be

between 8 and 16 characters long and contain at least two numbers. The password format is alphanumeric and case-sensitive.

3. Password Reset
Except when prompted by ServicePoint® to change an expired password, users cannot reset their own password. If a user needs to have his/her password set, the HMIS Lead will need to reset the password.

4. System Inactivity
Users must log off from the HMIS application and their workstation if they leave the workstation. Also, HUD requires password protected screen-savers on each workstation. If the user is logged onto a workstation and the period of inactivity on that workstation exceeds 30 minutes, the user will be logged off the system and/or will be asked if they wish to continue the session. (ServicePoint®.)

5. Unsuccessful Login
If a user attempts to log in 3 times unsuccessfully, the User ID will be "locked out", their access permission will be revoked, and they will be unable to regain access until their User ID is reactivated by the HMIS Lead. (ServicePoint®.)

6. Hardcopy Data Control
Printed versions (hardcopy) of confidential data should not be copied or left unattended and open to compromise. HMIS information in hardcopy format should be disposed of properly. This could include shredding finely enough to ensure that the information is unrecoverable.

HMIS DE-DUPLICATION OF DATA POLICY AND PROCEDURES

3. De-duplication of Data Elements
The HMIS application will use the following data elements to create unduplicated client records:

- Name (first, middle, last, suffix; aliases or nicknames should be avoided).
- Social Security Number.
- Date of Birth.
- Race and Ethnicity.

4. User mediated Look-up
The primary way to achieve de-duplication will be a user-mediated search for the client database prior to creating a new client record. The user will be prompted to enter a minimum number of the data elements into the HMIS application and a list of similar client records will be displayed. Based on the results, the user will be asked to select a matching record if the other identifying fields match correctly.

If the user is unsure of the match (either because some data elements differ or because of blank information), the user should query the client for more information and continue evaluating possible matches or create a new client record.

HMIS DATA USE AND DISCLOSURE POLICY AND PROCEDURE

CoC approved Uses and Disclosures

Identifiable client information may be used, or disclosed, in accordance with the *HUD Data and Technical Standards* for:

- Uses and disclosures by law.
- Aversion of a serious threat to health and safety.
- Uses and disclosures about victims of abuse, neglect or domestic violence.
- Uses and discloses for academic research purposes.
- Disclosures for law enforcement purposes in response to a lawful court order, court ordered warrant, subpoena or summons issued by judicial office or a grand jury subpoena.

Aside from the disclosures specified above, a client's protected personal information will only be disclosed with his/her consent.

HMIS DATA RELEASE POLICY AND PROCEDURES

1. Client-identifying Data

No identifiable client data will be released to any person, provider, or organization that is not the owner of said data for any purpose other than those specified in the *HUD Data Uses and Disclosure Policies and Procedures* section without the written permission of the client.

2. Data Release Criteria

HMIS client data will be released only in aggregate for the purpose beyond those specified in the *HUD Data Uses and Disclosure Policies and Procedures* section, according to the criteria specified below.

All data must be anonymous, be removal of either identifiers and/or all information that could be used to infer an individual or housed identity.

Only agencies can authorize release of aggregate program-specific information beyond the standard reports complied by the HMIS Lead for funding purposes. There will be full access to aggregate data for all participating agencies.

Parameters of the release of aggregate data (*i.e.,* where the data comes from, what it includes and what it does not include) will be presented to each requestor of aggregate data.

Released aggregate data will be made available in the form of an aggregate report and/or raw dataset.

HMIS Technical Support Policies and Procedures

HMIS Application Support

As unanticipated technical support questions on the use of the HMIS application rise, user will follow the procedure to resolve those questions:

- Begin with utilization of training materials.
- If the question is still unresolved, direct the technical support question to the HMIS Lead.
- If the question is still unresolved, the System Administrator will direct the question to Bowman Systems support staff

User Training

The HMIS Lead will provide HMIS application training periodically throughout the year. If additional or specific training needs arise, the HMIS Lead may arrange for special training sessions. Agencies receiving HUD funding are required to be trained once a year. Yearly training includes data security, privacy and quality.

If users are entering data for an agency in a location that us out of the county, they can be trained by other CoCs in Illinois that use ServicePoint ®.

DEFINITIONS

Act: means the McKinney-Vento Homeless Assistance Act, and, unless otherwise specified, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH).

Continuum of Care (CoC): The group composed of representatives from organizations including nonprofit homeless providers, victim service providers, faith-based organizations, governments, business, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless persons organized to carry out the responsibilities of the CoC.

HIPPA: Health Insurance Portability and Accountability Act

HMIS: Homeless Management Information System. The information system designated by the Continuum of Care to comply with requirements of 24 CFR Part 580 and used to record, analyze data in regard to the provision of shelter, housing, and services to individuals and families who are homeless or at risk of homelessness.

HMIS Lead: The entity designated by the Continuum of Care in accordance with 24 CFR Part 580 to operate the Continuum's HMIS on the Continuum's behalf.

HMIS Vender: A contractor who provides materials or services for the operation of the HMIS. An HMIS vendor includes an HMIS software provider, web host server, as well as a provider of other technology or support.

HUD: Department of Housing and Urban Development.

Program: The federal funding source (e.g., HUD CoC).

Project: A distinct unit of an organization that provides services and/or lodging and is identified by the CoC as part of its service system.

Protected Identifying Information (PII): Information about a project participant that can be used to distinguish or trace a project participant's identity, either alone or when combined with other personal information, using methods reasonably likely to be used, which is linkable to the project participant.

Unduplicated count of homeless persons: An enumeration of homeless persons where each person is counted only once during a defined period.

User: An individual who uses or enters data into the HMIS.

Victim Service Provider: A private nonprofit organization whose primary mission is to provide services to domestic violence, dating violence, sexual assault, or stalking. The term includes rape crisis centers, battered women's shelters, domestic violence transitional housing projects, and other projects.

HMIS FORMS & REVIEW NOTES

Agency Participation Agreement (see User License Agreement)

Client Data Privacy Plan: (included in HMIS Policies and Procedures)

Data Quality Plan: (included in HMIS Policies and Procedures)

HMIS Policy and Procedures:
Last modified: 07/25/2016
Last Annual Review/Approval by CoC: 12/11/2014
First Draft/Approval by CoC: 01/10/2013

Notice of Privacy Practices:
Reviewed/Approved by CoC: 6/13/13

Release of Information:
Reviewed/Approved by CoC: 7/13/13

Security Plan: (included in HMIS Policies and Procedures)

User License Agreement:
Reviewed/Approved by CoC: 5/8/2014

HOUSING CHOICE VOUCHER
HOMELESS PREFERENCE

McHenry County Housing Authority Annual and 5 Year Plan (amended)

Section 8

Eligibility: The extent of screening conducted by the PHA is as follows: criminal or drug-related activity only to the extent required by law or regulation. The PHA requests criminal records from local and State law enforcement agencies.

Waiting List Organization: The Section 8 tenant-based assistance waiting list is not merged with any other program waiting list. MCHA may use a project-based waiting list if it converts Section 8 Housing Choice Vouchers to project-based vouchers. The Residences of Lake in the Hills, Woodstock Commons, the Villas of Lake in the Hills and Congress Parkway Apartments have a project-based voucher waiting list.

The waiting list of MCHA is currently closed because MCHA has a large pool of applicants, indicated by the increased size of the waiting list and the length of time it would take for an applicant to receive assistance. MCHA will re-open the waiting list when it determines that the time it would take for an applicant to reach the top of the waiting list is less than two years.

MCHA will allocate up to 10 housing choice vouchers to operate a "Moving On" program. It will open a separate waiting list with a preference for individuals and families transitioning from Permanent Supportive Housing units of a McHenry County Continuum of Care agency. Only applicants meeting this preference will be placed on the Moving On waiting list.

MCHA will allocate 5 housing choice vouchers to operate a "Housing First" program. It will open a separate waiting list with a preference for chronically homeless individuals and families that are working with Thresholds, a McHenry County Continuum of Care agency that provides housing and mental health services for chronically homeless families and individuals. Only applicants meeting this preference will be placed on the Housing First waiting list.

3. Tenants currently participating in the Section 8 Program will be considered for immediate transfer to the Public Housing Program if there is a unit available that accommodates the family size of the tenant and if one or more of the following applies

- Homeless due to fire, tornado or other natural causes

- The Section 8 unit they are occupying fails HQS due to landlord neglect and MCHA has cancelled the HAP contract with the landlord

- They need to move because a family member's life is endangered or

- Any case determined an emergency by the McHenry County Housing Authority Executive Director.

4. (d) Preference will be given to applicant families, otherwise eligible, who are currently residing in Emergency Shelter, Transitional Shelter, Permanent Supportive housing or participating in homeless services at/in/through a participating McHenry County Continuum of Care agency (at the time of verification) and that agency has provided a Continuum of Care Participation Verification form that is not more than 30 days old. The Continuum of Care Participation Verification form will contain information confirming the eligible applicant's current successful program participation, services received, and recommendation for housing assistance through McHenry County Housing Authority. The referring agency will verify that supportive service through the agency will continue to be available for the participant after the participant begins Public Housing tenancy.

Factors other than the preference system that affect applicant selection are described below:

(a) When selecting a family for a unit with **accessible features**, MCHA will give a preference to families that include persons with disabilities who can benefit from the unit's features. First preference will be given to existing tenant families seeking a transfer and second preference will be given to applicant families. If no family needing accessible features can be found for a unit with such features, MCHA will house a family not needing the unit features, but a non-disabled family in an accessible unit will be required to move if a family needing the unit features can take advantage of the unit.

3. Income Targeting

Applicants will be grouped as follows:

PUBLIC HOUSING
HOMELESS PREFERENCE

(c) Applicants living or working in McHenry County will be offered assistance before applicants living or working outside of the County.

(d) Preference will be given to applicant families, otherwise eligible, who are currently residing in Emergency Shelter, Transitional Shelter, Permanent Supportive housing or participating in homeless services at/in/through a participating McHenry County Continuum of Care agency (at the time of verification) and that agency has provided a Continuum of Care Participation Verification form that is not more than 30 days old. The Continuum of Care Participation Verification form will contain information confirming the eligible applicant's current successful program participation, services received, and recommendation for housing assistance through McHenry County Housing Authority. The referring agency will verify that supportive service through the agency will continue to be available for the participant after the participant begins Public Housing tenancy.

D. Processing Applications for Admission

1. MCHA will accept and process applications in accordance with applicable HUD Regulations and MCHA procedure on taking applications and initial processing. MCHA will assume that the facts certified to by the applicant in the preliminary application are correct, although all those facts will be verified later in the application process.

2. Interviews and Verification Process

As applicants approach the top of the waiting list, they will be contacted and asked to come to MCHA for an interview to complete their applicant file. Applicants who fail to attend their scheduled interview in two separate instances without providing prior notice to MCHA, or who cannot be contacted to schedule an interview after attempting to contact by mail and telephone, will have their applications withdrawn, subject to reasonable accommodations for people with disabilities.

(a) The following items will be verified according to MCHA's procedure on verification, to determine qualification for admission to MCHA's housing:

(i) Family composition and type (Elderly/Disabled/near elderly /non-elderly);

(ii) Annual Income;

(iii) Assets and Asset Income;

(iv) Deductions from Income;

(v) Preferences;

MCHA 5 Year and Annual Plan

Section 8

Eligibility: The extent of screening conducted by the PHA is as follows: criminal or drug-related activity only to the extent required by law or regulation. The PHA requests criminal records from local and State law enforcement agencies.

Waiting List Organization: The Section 8 tenant-based assistance waiting list is not merged with any other program waiting list. MCHA may use a project-based waiting list if it converts Section 8 Housing Choice Vouchers to project-based vouchers. The Residences of Lake in the Hills, Woodstock Commons, the Villas of Lake in the Hills and Congress Parkway Apartments have a project-based voucher waiting list.

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McHenry County Housing Authority Annual and 5 Year Plan

PHA Goal: WORK TO ELIMINATE HOMELESSNESS IN MCHENRY COUNTY

Objectives:

McHenry County Housing Authority will work with the McHenry County Continuum of Care to end Homelessness Committee to develop plans and strategies to end homelessness.

McHenry County Housing Authority will create a preference in its Public Housing waiting list for homeless families working with the member agencies of the Continuum of Care to end Homelessness Committee.

The McHenry County Housing Authority will continue to work with the Veterans Administration in providing VASH vouchers for homeless veterans.

The Community Services department will work to provide information and referrals for homeless families. It will provide temporary assistance to families experiencing disasters, such as floods and fires. It will work to prevent homelessness by providing rental assistance for past due rent.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

McHenry County Housing Authority will analyze use of its Housing Choice Vouchers to ensure there is not a concentration of Voucher participants in concentrated poverty areas or areas where there are limited opportunities for them. It will work to inform participants of opportunity areas for them to live.

McHenry County Housing Authority will ensure that its employees receive training on fair housing laws and requirements.

McHenry County Housing will display the equal opportunity fair housing logo in its published materials.

McHenry County Continuum of Care to End Homelessness

"Working together to end homelessness in McHenry County"

c/o The McHenry County Department of Planning and Development
2200 North Seminary Avenue, Woodstock, IL 60098
815-334-4089

2016 Continuum of Care Prioritization and Ranking Policy

1. To be eligible for prioritizing and ranking, all projects – new and renewal – must pass all facets of the application evaluation process including:

    a. All projects must meet all HUD eligibility criteria

    b. All projects must be HEARTH & CoC regulation compliant

    c. All projects must meet the application deadlines, as set by the McHenry County Continuum of Care to End Homelessness

    d. All projects must meet criteria outlined in the FY2016 NOFA

2. As determined by the FY16 CoC NOFA, the CoC Planning project will not be included in the ranking. CoC planning funds will not detract from direct service funds.

3. Ranking within tiers will be based on scores from the McHenry County Continuum of Care to End Homelessness scoring rubric and project performance. The Ranking Committee will also consider which projects will be most competitive in the CoC funding process based on HUD's HEARTH Act measures and HUD's policy priorities as outlined in the NOFA.

4. The renewal project scoring tool emphasizes projects that promote the HEARTH Act goals of ending homelessness and HUD's policy priorities as outlined in the FY16 NOFA. Measures that reflect HUD's expectations regarding project performance review, as outlined in the FY16 NOFA, are considered. Annual Performance Reports are used to measure project outcomes and performance.

    a. Housing Stability

    b. Increasing or Maintaining Income

    c. Length of Stay

    d. Access to and enrollment in mainstream benefits

    e. Housing First model of service and housing delivery

f. The extent to which the project serves sub-populations

g. Cost effectiveness

h. Severity of Service needs of clients served during program year

i. Utilization Rates

5. All new project applications for new or bonus permanent housing dollars (PSH & RRH) will be evaluated by the CoC Ranking Committee. The Committee will determine whether or not new project applications for bonus dollars will be included in McHenry County's fill CoC application to HUD. All project applicants will be notified on or before August 31, 2016 of whether their proposed new project will be included.

6. New project applications for permanent housing bonus dollars will be most competitive if they align with HUD policy priorities, demonstrate the organizational capacity to administer federal grant funds, are able to serve households or individuals effectively, demonstrate a clear understanding of best practices in the delivery of the program model (RRH or PSH), and adopt a housing first model of service delivery.

7. All new or bonus permanent housing projects will be ranked competitively with renewal projects to ensure the most effective use of CoC resources allocated to McHenry County

8. Projects required by HEARTH & the CoC regulation will be ranked in Tier 1 because the primary funding source for these projects is HUD CoC funding.

a. References available 24 CFR 578:

i. HMIS – Homeless Management Information Systems Requirements

ii. Centralized or coordinated assessment/entry system

Length of Time Persons Remain Homeless, Metric 1

Summary

Report Dates: 10/1/2014 - 9/30/2015

	Current Year Counts (Persons)	Current Year Average LOT	Current Year Median LOT
Persons in Emergency Shelter and Safe Haven	177	143.94	10
Persons in Emergency Shelter, Safe Haven, and Transitional Housing	350	218.98	84

Exits to Permanent Housing with Returns to Homelessness, Metric 2

Summary

Prior Year Date Range: 10/1/2012 - 9/30/2013 **Reappear Date Range: 10/1/2012 - 9/30/2015**

Measure 2a and 2b: The extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness within 6 to 12 months (and 24 months in a seperate calculation)									
	Total Number of Persons who Exited to Permanent Housing Destination (2Years Prior)	Number Returning to Homelessness in Less than 6 Months (0-180 days)	Percentage of Returns in Less than 6 Months (0-180 days)	Number Returning to Homelessness from 6 to 12 Months (181-365 days)	Percentage of Returns from 6 to 12 Months (181-365 days)	Number Returning to Homelessness from 13 to 24 Months (366-730 days)	Percentage of Returns from 13 to 24 Months (366-730 days)	Number of Returns in 2 Years	Percentage of Returns in 2 Years
Exits from ES	10	1	10.00%	0	0.00%	0	0.00%	1	10.00%
Exits from TH	90	0	0.00%	0	0.00%	8	8.89%	8	8.89%
Exits from All PH	17	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TOTAL Returns	117	1	0.85%	0	0.00%	8	6.84%	9	7.69%

Number of Homeless Persons, Metric 3.2

Summary

Prior Year Report Dates: 10/1/2013 - 9/30/2014 **Current Year Report Dates: 10/1/2014 - 9/30/2015**

	Prior Year Counts	Current Year Counts	Difference
Unduplicated Total Sheltered Homeless Persons	265	429	164
Emergency Shelter	68	260	192
Safe Haven	0	0	0
Transitional Housing	202	225	23

Employment and Income Growth for CoC Funded Projects, Metric 4

Summary

Prior Year Report Dates: 10/1/2013 - 9/30/2014 **Current Year Report Dates: 10/1/2014 - 9/30/2015**

Metric 4.1 - Change in earned income for adult system stayers during the reporting period

	Prior Year Counts	Current Year Counts	Difference
Number of adults (system stayers)	18	9	-9
Number of adults with increased earned income	1	0	-1
Percentage of adults who increased total income	5.56%	0	

Metric 4.2 - Change in non-employment cash income for adult system stayers during the reporting period

	Prior Year Counts	Current Year Counts	Difference
Number of adults (systems stayers)	18	9	-9
Number of adults with increased non-employment cash income	0	0	0
Percentage of adults who increased non-employment cash income	0	0	

Metric 4.3 - Change in total income for adult stayers during the reporting period

	Prior Year Counts	Current Year Counts	Difference
Number of adults (system stayers)	18	9	-9
Number of adults with increased total income	1	0	-1
Percentage of adults who increased total income	5.56%	0	

Metric 4.4 - Change in earned income for adult system leavers

	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	39	37	-2
Number of adults who exited with increased earned income	6	10	4
Percentage of adults who increased total income	15.38%	27.03%	

Metric 4.5 - Change in non-employment cash income for adult systems leavers

	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	39	37	-2
Number of adults who exited with increased non-employment cash income	10	9	-1
Percentage of adults who increased non-employment cash income	25.64%	24.32%	

Metric 4.6 - Change in total income for adult system leavers

	Prior Year Counts	Current Year Counts	Difference
Number of adults who exited (system leavers)	39	37	-2
Number of adults who exited with increased total income	14	16	2
Percentage of adults who increased total income	35.90%	43.24%	

Number of Persons First Time Homeless, Metric 5

Summary

Prior Year Report Dates: 10/1/2013 - 9/30/2014 **Current Year Report Dates: 10/1/2014 - 9/30/2015**

Metric 5.1 - Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS	Prior Year Counts	Current Year Counts	Difference
Persons with entries into ES, SH, or TH during the reporting period	148	353	205
Of persons above, count those who were in ES, SH, or TH within 24 months prior to their entry during the *reporting year.*	10	75	65
Of the persons above, count those who did not have entries in ES, SH, or TH in the previous 24 months. (Number of persons experiencing homelessness for *the first time.)*	138	278	140

Metric 5.2 - Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS	Prior Year Counts	Current Year Counts	Difference
Persons with entries into ES, SH, TH or any PH during the reporting period	220	417	197
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry *during the reporting year.*	34	79	45
Of the persons above, count those who did not have entries in ES, SH, TH or any PH in the previous 24 months. (Number of persons experiencing homelessness for the first time.)	186	338	152

Permanent Housing Placement/Retention, Metric 7

Summary

Prior Year Report Dates: 10/1/2013 - 9/30/2014 **Current Year Report Dates: 10/1/2014 - 9/30/2015**

Metric 7a.1 - Change in exits to permanent housing destinations

	Prior Year Counts	Current Year Counts	Difference
Persons who exited Street Outreach			
Exited to temporary & some institutional destinations			
Exited to permanent housing destinations			
Percentage successful exits/retention			

Metric 7b.1 - Change in exits to permanent housing destinations

	Prior Year Counts	Current Year Counts	Difference
Persons in ES, SH, TH, and RRH who exited	170	336	166
Exited to permanent housing destinations	124	124	0
Percentage successful exits/retention	72.94%	36.90%	

Metric 7b.2 - Change in exits to or retention of permanent housing

	Prior Year Counts	Current Year Counts	Difference
Persons in PH-H, PSH, and PH-S who exited	96	108	12
Remained in applicable PH projects and or exited to permanent housing destinations	91	105	14
Percentage successful exits/retention	94.79%	97.22%	

CONFRONTING HOMELESSNESS IN MCHENRY COUNTY

Strategic Plan to End Homelessness 2016-2018

December 2015

SOCIAL IMPACT RESEARCH CENTER
A HEARTLAND ALLIANCE PROGRAM

Report Information

The Social IMPACT Research Center thanks members of the Continuum of Care in McHenry County for all of the time and thoughtfulness they put into this planning process and plan development.

Report Authors: Amy Rynell and Amy Terpstra

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This report is available online at: www.socialimpactresearchcenter.issuelab.org

The Social IMPACT Research Center

The Social IMPACT Research Center conducts applied research for nonprofits, foundations, advocacy groups, governments, coalitions, and the media to help them measure, inform, and grow their social impact. IMPACT also regularly reports on key poverty trends to equip decision makers with sound data to inform public policy.

Visit www.socialimpactresearchcenter.org to learn more.

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CONTEXT AND SYSTEM VISION

All individuals and families facing homelessness in McHenry County should have access to safe, decent, affordable housing and the resources and supports needed to sustain it. Residents of McHenry County are facing a number of challenges that put them at risk of homelessness:

- One in five McHenry County households are paying over half their income on rent, making their housing situations unstable.
- Over 6,000 McHenry County residents live in extreme poverty, with annual incomes below half the poverty line (less than $10,000 for a family of 3).
- Median rent in McHenry County is nearly $1,050—unaffordable for most low-wage workers.

These drivers help create a situation in which an estimated 167 McHenry County residents are homeless on any given night and 625 residents experience homelessness in the course of a year, 28 percent of whom are children.

In order to respond to local needs and to reach the goal of ending homelessness, McHenry County's homeless system needs to evolve beyond a collection of great individual programs to a coordinated crisis response system that makes strategic, data-driven decisions. To this end, the McHenry County Continuum of Care has spent 2015 engaged in a process to create a plan to end homelessness for McHenry County.

The inception of this plan came from multiple drivers:

- A strong community commitment to ending homelessness;
- A nationwide push to develop local plans to address homelessness;
- The reality of needing to meet performance measures expected by HUD, the major funder of homeless housing in McHenry County (see HEARTH Act performance measures sidebar on page 4);
- A need for intentionality around who is prioritized for which housing types so resources are used in a maximal way to end homelessness;
- A desire to operate like a system versus independent providers not fully aligned in an optimal way;
- A push to determine if McHenry County has the right mix of housing and services to meet the needs of people experiencing homelessness and to identify the pieces of the solution that are missing;
- The need for policy and process shifts focused on screening people into the system versus screening people out; and
- A drive to improve experiences for people in need in McHenry County.

MCHENRY COUNTY CONTINUUM OF CARE

The mission of the McHenry County Continuum of Care to End Homelessness is to work together to end homelessness in McHenry County.

Membership of the Continuum includes consumers of services, government entities, nonprofits, and private sector representatives.

The purpose of the Continuum is to assist in the coordination and development of services and housing for homeless and low-income persons with housing needs through planning, education, and advocacy.

For more information, please visit their website.

HEARTH ACT PERFORMANCE MEASURES

The length of time individuals and families remain homeless.

Reduction in the number of people who become homeless for the first time.

The extent to which persons who leave homelessness experience additional spells of homelessness.

Overall reduction in the number of people experiencing homelessness.

Jobs and income growth for people experiencing homelessness.

Thoroughness in reaching people experiencing homelessness throughout a geographic region.

The following methods were used to create the plan:

1. Background research on strategic plans and plans to end homelessness in other geographies across the country; on the HEARTH Act and related HUD materials; and on literature on best practices in the homeless field.
2. System and needs assessment based on the Consolidated Plan, Continuum of Care applications, and existing data from the American Community Survey, HMIS, HUD reports, and other relevant data sources.
3. Strategic planning sessions with Continuum of Care members, providers, and other stakeholders on topics relevant to plan components. Themes for the three sessions were as follows: System Visioning; Digging Deep—Homeless Population and System Priorities; and Getting Things Done—Operationalization of the Plan.
4. An unmet needs analysis that assessed the need for different types of housing assistance compared to the supply of each type of housing assistance to illuminate gaps.

This report captures McHenry County's plan and the work ahead.

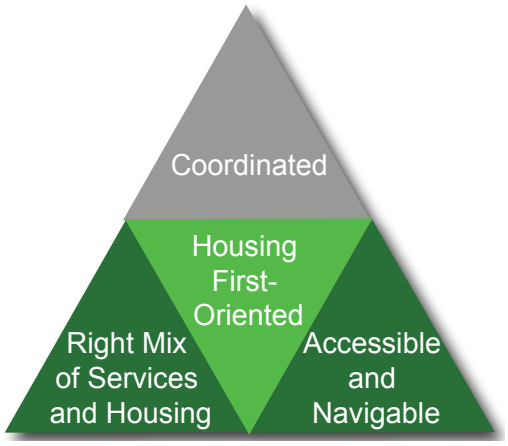
SYSTEM VISION

Systems are often big and complicated. Think about the health care system, education system, or criminal justice system. Systems such as these can be hard to navigate, time-consuming, and frustrating. Through the process used to create this plan stakeholders identified the following as attributes they do NOT want to represent the homeless system and ones that should.

Homeless system should NOT be:	Homeless system SHOULD be:
Inefficient and time consuming	Responsive and efficient
Bureaucratic and inflexible	Supportive and welcoming
Confusing and difficult to use	Transparent and navigable
Inequitable and inadequate	Coordinated and linked
Unfriendly and frustrating	Sufficient relative to need
Exhausting and overwhelming	Respectful and accountable

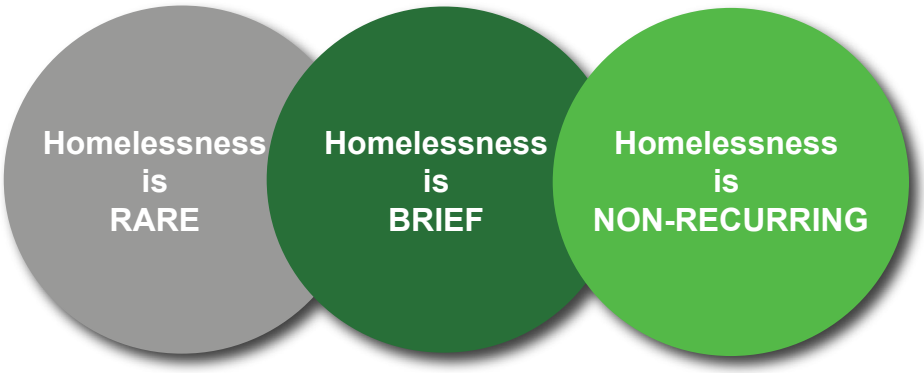
The resulting vision is a McHenry County homeless system that will:

- Be a coordinated system with real-time housing inventory information, effective referrals, and no cracks;
- Have a mix of housing and services and supply that are aligned with needs – i.e. person-centered, not program or agency centered;
- Have housing first principles and policies embedded thoughout the system—meaning programs are client ready versus participants being housing ready and that people are screened in versus screened out; and
- Be a system that is easily understood, accessed, and navigated by people experiencing homelessness.



Stakeholders will know if this vision is realized if the following results are achieved:

- Homelessness is rare (numbers of people experiencing homelessness decrease and numbers for whom homelessness is prevented increase)
- Homelessness is non-recurring (returns to homelessness decline)
- Homelessness is brief (length of time spent homeless declines or is measured relative to a benchmark)

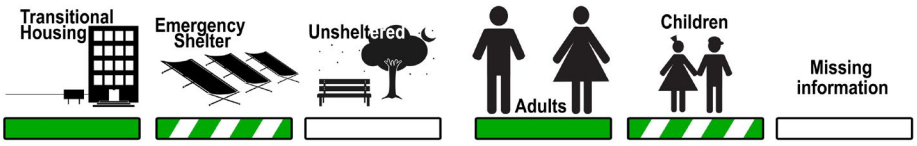


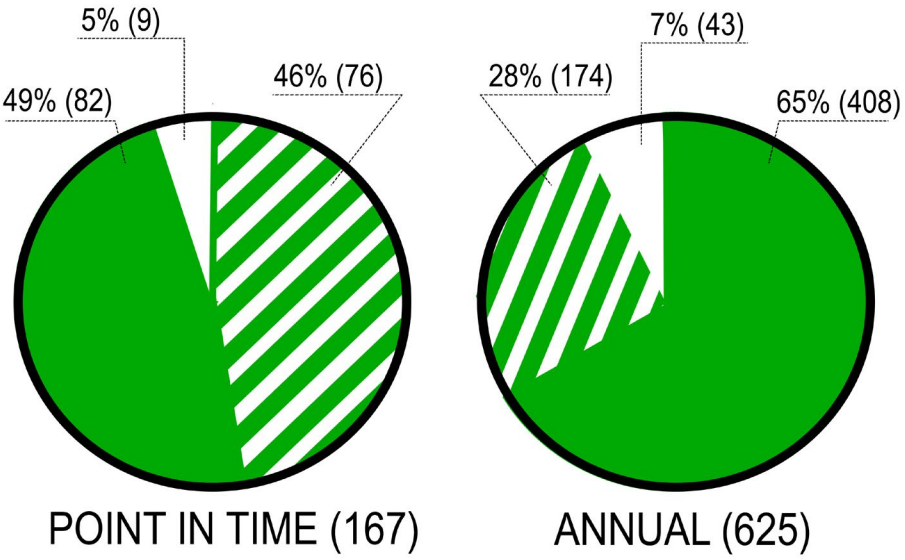
This comprehensive vision and set of outcomes are well aligned with best practices being implemented across the nation, tying McHenry County's fight to end homelessness to the larger national movement. There is considerable momentum around these goals and significant progress being made in diverse communities across the U.S.

This new plan for McHenry County embodies strategic thinking around targeting resources to those most in need and likely to benefit through coordinated assessment; integrates and promotes best practices across housing and service interventions; and it identifies new partners, in new areas, to help seize critical opportunities and to leverage more support for the homeless system.

SPOTLIGHT: HOMELESS SYSTEM

HOMELESSNESS





CHARACTERISTICS OF PEOPLE EXPERIENCING HOMELESS

	Number	Share
Substance use	70	11.2%
Mental illness	119	19.0%
Veterans*	51	12.5%
Domestic violence*	93	22.8%
Chronic health condition	20	3.2%
Disability	48	7.7%

*adults only

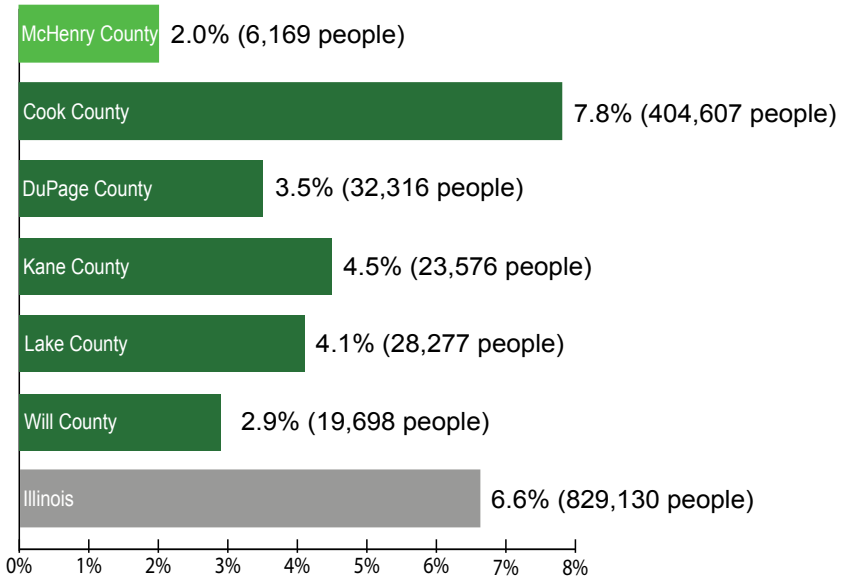
PRIOR LIVING SITUATION

	Number	Share of Adults
Already in system	97	24%
Institutional setting	43	11%
Unsubsidized rental or own	45	11%
With family or friends	140	34%
Hotel or motel	11	3%
Subsidized housing	9	2%
Place not meant for habitation	48	12%
Other	8	2%
Don't know or missing	7	2%

Source: McHenry County Continuum of Care documentation.

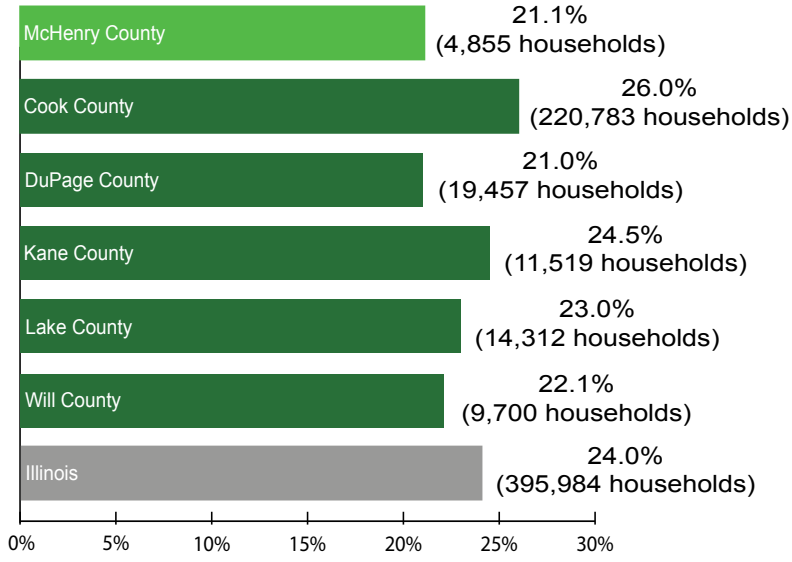
SPOTLIGHT:
LOCAL REALITIES

EXTREME POVERTY



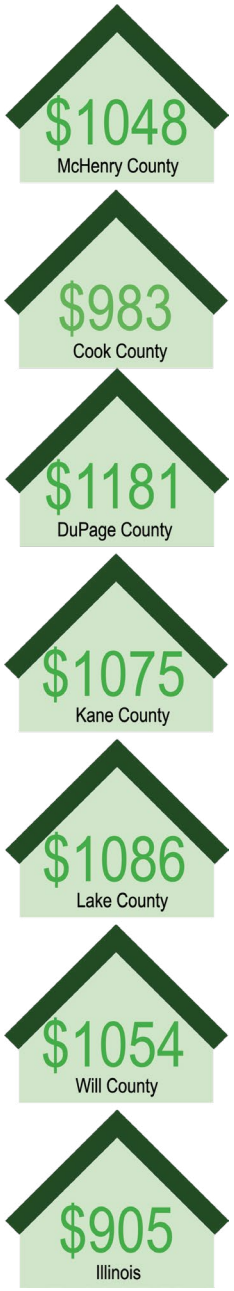
Extreme poverty: annual income below 50 percent of the federal poverty threshold

EXTREME RENT-BURDENED HOUSEHOLDS



Extreme rent burden: 50 percent or more of income spent on housing costs

MEDIAN RENT FOR ANY SIZE UNIT



Source: U.S. Census Bureau's 2014 American Community Survey 1-year estimates.

PRIORITIES FOR THE NEXT 3 YEARS

McHenry County's priorities for the coming years are highlighted on the following pages and are organized into three broad categories—housing, services, and system operations.

Housing is the cornerstone of McHenry County's efforts to end homelessness. McHenry County is committed to supporting a variety of housing interventions, improving the targeting of each housing type to the populations most likely to benefit, improving processes, applying best practices, and integrating housing first. To help inform this effort, an unmet housing needs analysis was conducted. The analysis involved comparing the supply of different forms of housing assistance to the estimated need for each type of housing. The results reveal how the housing assistance landscape in McHenry County should be calibrated or right sized to best meet the needs of residents. The housing targets contained in the sections below come from the unmet needs analysis.

Emergency Shelter

Emergency shelters in McHenry County are largely operated on a seasonal basis in the colder months, hosted in rotating locations at congregations, and staffed primarily through volunteers. Many are in church facilities poorly equipped to serve as shelter, and there are many months—May through September—when there is no general population shelter option at all. Transtion-aged youth (ages 18-24) are mixed with adults in the shelters and are having poorer outcomes. These shelters operate within a funding and practice context that is moving away from shelters as a housing solution and with growing recognition that, for many people who end up in shelters, their homelessness could have been prevented in the first place. To respond to this context and to meet the goals of reducing how many people enter the homeless system and their length of stay, McHenry County will focus on the following goals:

- Divert emergency shelter stays whenever possible
- Explore a year-round, 24 hour/7 days per week, fixed-site shelter option for crisis housing that could also be a central point for service access
- Ensure there are low-demand housing options so all can be housed regardless of circumstances
- Assess operating policies and rules across programs that may push people back to shelter or serve as barriers to shelter entry in the first place
- Establish processes to reconnect people to permanent housing as quickly as possible
- Determine better housing options and models for unaccompanied and transition-aged youth
- Use data to track who is getting stuck in the shelter and who could have been diverted in the first place to help drive systems improvements

DEFINITIONS

Emergency Shelter: immediate, temporary housing for those experiencing a loss of housing and related crises.

Transitional Housing: up to 24 months of housing with support services, providing a period of stability to allow people to transition to and maintain permanent housing within 24 months of program entry.

Rapid Re-Housing: short- and/or medium-term rental assistance and limited supportive services, as needed, to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing.

Permanent Supportive Housing: permanent housing with indefinite leasing or rental assistance paired with services to help homeless people with disabilities achieve housing stability.

Transitional Housing

Transitional housing is itself going through a transition across the nation. Through research and the emergence of newer housing and service models, it is becoming clearer that transitional housing should prioritize individuals and families going through transitional periods in their lives. Their service needs are acute but not indefinite. Examples include survivors of domestic violence, people in recovery or in treatment, people exiting incarceration, and youth. McHenry County has a history of transitional housing that has been effective and continues to evolve based on best practices including shorter length of stay and focused case management. In order to create the right mix of housing types for those within the homeless system and to promote housing stability and success, McHenry County will focus on the following goals:

- Prioritize transitional housing for survivors of domestic violence, people in recovery or in treatment, people exiting incarceration, and transition-aged youth
- Align number of units with need (those most likely to benefit from transitional housing), which might mean a reduction in units
- Remove barriers to entry into transitional housing
- Evolve program models to have more targeted services designed to help people achieve stability in employment and permanent housing
- Develop alternative funding and service models for transitional housing beyond HUD

Rapid Re-Housing

Rapid re-housing, short- to medium-term rental assistance with limited services, is the newest player in terms of interventions on the housing continuum targeted at people experiencing homelessness. While it has many features similar to transitional housing, in rapid re-housing the assistance is temporary but the housing is meant to be permanent. Early evidence suggests this to be a promising tool in the fight to end homelessness. The rapid re-housing programs in McHenry County are fairly nascent, the current reach is small, and some people return to homelessness after being in the program. McHenry County will focus on the following goals to improve outcomes:

- Prioritize individuals with low to medium barriers to housing stability, families with children, and first-time homeless for rapid re-housing resources
- Improve coordination with services
- Seek opportunities to grow resources to provide at least 22 new rapid re-housing units
- Increase independent living supports, including adding more mentoring and volunteers

Permanent Supportive Housing

Permanent supportive housing is broadly understood to effectively end homelessness for those with disabilities especially chronically homeless individuals and families. McHenry County has had trouble filling its permanent supportive housing units with chronically homeless because the nature of homelessness in the county frequently does not meet HUD's definition of chronic homelessness. There are other populations falling through the cracks of the system that might also benefit from supportive housing. McHenry County will focus on the following goals:

- Ensure that permanent supportive housing targets populations with intensive service needs who would not stay housed without supports, people with developmental disabilities, people with serious mental illness, and people who experience long-term homelessness
- Look beyond project-based supportive housing to develop community-based supportive housing units
- Create a pipeline out of supportive housing for those ready and able to live independently, which includes adding 60 new units
- Expand person-by-person transition action plans
- Increase independent living supports, including adding more mentoring and volunteers

Affordable Housing

An adequate supply of affordable housing is essential for preventing and ending homelessness. While much affordable housing development happens outside of the formal purview and funding mechanisms of the homeless system, there are many creative ways for the homeless system to participate in and spur the new creation or set aside of affordable units. The Housing Authority can implement a homeless preference in housing voucher wait lists, and landlords could be asked to set aside units at lower rents. McHenry County plans to focus on the following affordable housing goals:

- Explore creating an inventory/database of affordable units
- Increase affordable housing availability in McHenry County especially for those with very low incomes
- Develop strong relationships with landlords
- Recruit some property owners to have a small percentage of units set aside for people experiencing homelessness
- Explore a homeless housing preference for Housing Authority vouchers
- Work with banks to repurpose bank-owned properties
- Develop mentorship program to work with higher-risk clients to maintain housing

While housing is the centerpiece of local responses to homelessness, success in housing and becoming stabilized is often a result of receiving needed services and supports. McHenry County is committed to improving and enhancing services within the homeless system such as street outreach, homelessness prevention, health care, and efforts to increase income for people experiencing homelessness.

Street Outreach

Street outreach focuses on finding people experiencing homelessness who might not know about housing or services available. It includes building relationships, monitoring well-being, assessing vulnerability, linking to services, and providing follow-up case management. Outreach is a critical first step in connecting people with the services they need and reducing the length of time they spend homeless. That being said, the rural nature of much of McHenry County makes outreach a challenge. It is further challenged by the limited resources available to support such services. McHenry County has been expanding outreach and will focus on the following goals:

- Increase geographic coverage of outreach team
- Increase coordination between agencies providing outreach and prevention services
- Identify ways for outreach staff to be using HMIS
- Increase outreach to jails and emergency rooms

Mainstream Resources

The homeless system in isolation does not have the resources to prevent and end homelessness; mainstream government programs are a core partner in this effort. Mainstream programs are typically for low-income people, though they are not specifically targeted toward people experiencing homelessness. There are a variety of mainstream safety net programs to help people experiencing homelessness meet their basic needs such as TANF (cash assistance/welfare), SSI (disability), and SNAP (food stamps), among others. Unfortunately, people experiencing homelessness often encounter barriers to accessing those resources. In order to increase income and services received, homeless providers need to be equipped to help program participants enroll in mainstream programs. McHenry County will focus on the following goals:

- Ensure that line staff have the training, information, and support needed to connect participants efficiently to mainstream resources
- Ensure that everyone who enters the homeless system is linked to public benefits for which they are eligible
- Have more people in McHenry County trained in benefits application assistance, including disability benefits (SSI/SSDI) and other entitlements

Homelessness Prevention

Homelessness prevention activities are designed to reduce the number of people who become homeless for the first time. Activities include short- or medium-term financial assistance and services as well as tenant and legal services. In addition, it includes systems prevention efforts with institutions that may discharge people into homelessness. A newly emerging area of prevention work is identifying the situations that make a person most likely to become homeless and intentionally targeting households with those situations. This reinforces the importance of assessment in the process. McHenry County is committed to preventing homelessness whenever possible through a number of avenues and will focus on the following goals:

- Raise more flexible funds for prevention financial assistance to serve those not qualified for government resources
- Expand homelessness prevention activities beyond financial assistance to reduce the number of individuals and families who become homeless
- Work with Treasurer's Office to reach out to those with property taxes in arrears
- Change policies so seniors do not become homeless as a result of unpaid property taxes
- Identify homeless feeder systems—those places that might release people from their system into community including foster care, healthcare agencies, and local correctional facilities
- Establish close relationships, exit plans, and processes with those feeder systems to ensure that people do not become homeless upon discharge from those systems
- Work with the bar association, Prairie State Legal Services, and banks to provide counseling for pending foreclosures facing eviction
- Work with the Consumer Credit Counseling Service to provide credit counseling to financially distressed households
- Work more closely with law enforcement to learn what they see and need
- Launch marketing/PR plan about what to do, who to call, how to help if someone is at risk of becoming homeless

Health Care

Poor health and chronic health conditions are frequent contributors to homelessness, and behavioral health issues are commonly found among people experiencing homelessness. The Affordable Care Act provides for a Medicaid expansion to nearly all individuals with incomes up to 138% of the federal poverty level, and Medicaid enrollment processes have been streamlined. Given their low incomes and high uninsured rate, individuals experiencing homelessness could significantly benefit from this coverage expansion. However, it will be important to address the barriers they face to enrolling in coverage and accessing needed care. In addition, Medicaid funds may be available to support some services for people experiencing homelessness in new ways. McHenry County will focus on the following health care goals:

- Enroll all people in the McHenry County homeless system into Medicaid or other health insurance
- Create a list of medical providers outlining what types of insurance they accept
- Educate homeless service providers about the available health care resources
- Educate and involve Centegra, Mercy, and Advocate in the Continuum of Care
- Encourage the provision of comprehensive health supports to people experiencing homelessness—physical, mental and oral
- Consider having a primary care physician stationed at the emergency rooms where many people experiencing homelessness go for care
- Elevate the importance and practices of preventive health care throughout the homeless system
- Ensure training in trauma-informed care for staff throughout the homeless system and services for those overcoming trauma
- Integrate harm reduction practices in homeless and health care services
- Encourage expansion of behavioral health services to serve more in need in the county

Employment

Linking individuals and families with stable earned income from employment is a critical tool in the fight to prevent and end homelessness. One of the HEARTH Act performance measures, jobs and income growth for people experiencing homelessness, brings attention to the importance of employment as a solution within homeless systems. Providers serving people experiencing homelessness can play a role in connecting individuals with employment opportunities and should be aware of the service models and strategies that are most effective in serving this population. McHenry County will focus on the following employment goals:

- Re-engage the workforce board as an active partner of the Continuum of Care
- Increase awareness about existing employment-related resources locally through the workforce board, McHenry County College, the Migrant Council, and local unions
- Use the Illinois Workforce Network and the Volunteer Center for job shadowing, resumé writing, and interview preparation
- Develop provider knowledge and skills in best practices in employment programs for people experiencing homelessness
- Promote changes in government policies to support employment programs and policies for people experiencing homelessness
- Become more engaged with the McHenry County Economic Development Commission and Small Business Development Center to learn about program opportunities as well as employer needs
- Educate employers on homelessness and hiring incentives for certain groups
- Seek out innovative transportation solutions by partnering with PACE, McHenry County Department of Transportation, local funders, Dial-a-Ride, and the Senior Grant Commission
- Formalize relationship with Willow Creek car repair ministry

It is no small feat to coordinate and manage all of the moving parts of a local homeless system. HUD has issued new guidance to help local homeless systems build needed capacity and institute system improvements. The ultimate goal is to make it as easy as possible for people experiencing homelessness to get matched up quickly and effectively to the services and housing they need. For the homeless system this means developing a coordinated assessment and referral process, formalizing governance, and continuing to build the functionality and success of the homeless management information system.

Coordinated Assessment

Coordinated intake and assessment can be a powerful tool for making rapid, effective, and consistent matches of people in need to housing and services regardless of their location within a geographic area. McHenry County must create a coordinated process to identify the needs of all individuals and families seeking housing or services and to better match them with assistance to meet their needs and preferences. McHenry County has adopted a 'no wrong door' approach and will focus on the following goals:

- Establish a central intake point that is accessible 24 hours a day, 7 days per week
- Build out additional, easily accessible entry points at service providers into the homeless system
- Continue to negotiate utilizing the crisis line as one of the homeless system entry points
- Launch use of a standardized triage and assessment tool in the McHenry County homeless system that helps determine the most appropriate next step and intervention
- Establish referral parameters, written standards for who gets what intervention, and develop a referral process for the homeless system that is effective, accurate, consistent, and participatory
- Lay out a marketing plan to advertise and educate about where to go/who to call in a crisis, including 211 and the crisis line
- Train staff periodically on the tools and referral processes
- Explore use of HMIS in housing a real-time inventory of housing and services for referrals and service matches
- Maintain an accurate and comprehensive community resource directory
- Explore use of HMIS to house key eligibility documents
- Explore creation of system navigators/trained advocates/care coordinators
- Develop a diversion component to add to the system to precent homelessness
- Monitor progress of coordinated assessment system on a periodic basis to ensure clients who need services can access them

Operational Capacity

Implementation of this ambitious plan requires a renewed assessment of organizational capacity and operations. McHenry County will focus on the following goals to improve Continuum of Care capacity to implement the plan:

- Seek funds beyond traditional HUD support to operate a more optimal, responsive system and provide additional supportive services
- Coordinate with other government funding sources including other county resources, Housing Opportunities for Persons With AIDS, Temporary Assistance for Needy Families (TANF), Runaway and Homeless Youth, Head Start, and other housing and service programs funded through Federal, State, or local government resources
- Develop a larger community volunteer pool, including mentors
- Develop intentional community education opportunities including an active website, newsletters, and events
- Plan periodic training series to align services with best and emerging practices such as harm reduction and housing first trainings

Leadership & Governance

The McHenry County Continuum of Care has opportunities to rethink its leadership, lead applicant organization and refresh its governance charter to align with this plan to end homelessness and HUD's priorities. To this end, McHenry County will focus on the following goals:

- Explore requesting HUD technical assistance for moving forth with the following organizational structure action steps
- Determine who should be the lead HUD applicant based on capacity to manage fiscal responsibility and sufficient staff for administration
- Engage in a strategic process to determine if the Continuum of Care should become a 501(c)3 with independent leadership
- Determine the best structure for the Continuum of Care including committees, liaisons to other stakeholders, and having a clear coordinator
- Establish a process to identify consistently low-performing projects, and develop protocols to improve the performance of those projects
- Continue to grow and engage stakeholders including non HUD-funded service agencies, people experiencing homelessness, police, emergency room staff, religious groups, and businesses
- Host meetings at accessible times and locations for people experiencing homelessness
- Evaluate roles/responsibilities for Continuum of Care members annually
- Engage elected officials in the plan to end homelessness to leverage their support and leadership to move it forward

Measuring Progress

McHenry County has made good progress in implementation of its Homeless Management Information System (HMIS). Moving forward, data from the system should increasingly be used to inform different types of decision-making and progress of the plan to end homelessness. McHenry County will focus on the following goals:

- Use point-in-time count process and information to inform planning, which may include adding questions to the survey
- Identify and recruit more agencies to use HMIS
- Assess accuracy of HMIS data system-wide on a monthly basis
- Use data to identify and quantify housing and service gaps and any areas that have excess capacity
- Track progress on meeting HUD's new systems-level performance measures
- Set benchmarks and use data to track outcomes for strategic planning purposes at least quarterly
- Create and implement a plan to facilitate inter-agency care plan coordination for people with very high barriers to housing stability
- Consider tracking related outcomes such as health outcomes (ER, hospital visits) and arrest numbers (vagrancy, disorderly trespass, breaking and entering)
- Devise a process to capture consumer input about what's working, what's not, and what they need
- Annually engage in a review of progress, and retool the plan to end homelessness as needed

CONCLUSION

McHenry County has put forth a thoughtful and responsive strategic plan to end homelessness. It accounts for local realities while taking on important new challenges and priorities. *Growing homeless prevention and diversion opportunities*. *Aligning housing capacity and types with population needs*. *Creating pathways for successful exits from supportive and transitional housing*. These are bold goals, but in line with best practices and are needed to end homelessness.

Beyond these specific interventions, McHenry County is committed to building out a *coordinated entry process* so that the homeless system is easily understood, accessed, and navigated by people at risk of or experiencing homelessness, and so that it matches people efficiently and effectively to appropriate housing and services.

This new plan also identifies *new partners,* in new areas, to help seize critical opportunities and to leverage more support for the homeless system. Important partnerships include the health care system, workforce system, and mainstream government programs.

Finally, implementation of this ambitious plan requires *new resources*, a renewed *assessment of the leadership and governance structure* of the homeless system, and a *commitment to measuring progress and retooling* when necessary.

So while the road ahead includes a lot of hard work, tough decision-making, and new ways of doing business, the ultimate outcome will be worth it for people experiencing homelessness in McHenry County—homelessness that is rare, non-recurring, and brief.

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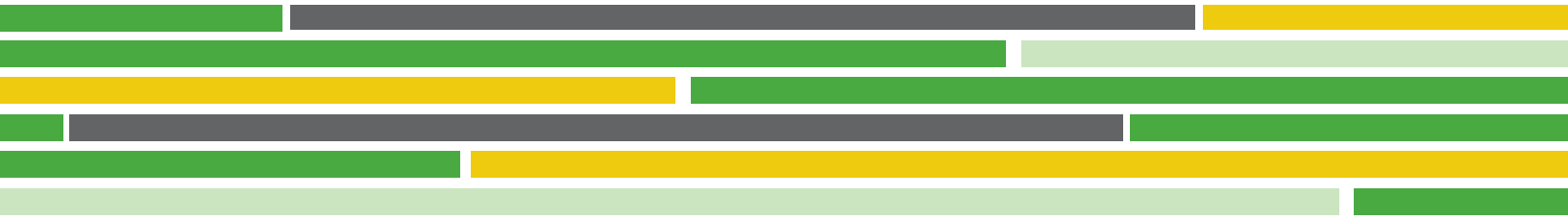

SOCIAL IMPACT
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