

Balance of State Continuum of Care **Project Overview Activity**

What is it?

Effective May 9th, each Balance of State CoC meeting will be comprised of a time slot dedicated to a Project Review activity. During this time, each CoC-funded project lead/sub point person will be asked to present information regarding their CoC-funded project. The Balance of State Project Review form is a template designed specifically for this new activity. This process will involve a typed out review of each CoC-funded project and 15-20 minute presentation to the membership at a quarterly/annual meeting.

Why is it important?

As discussed at the February quarterly meeting and outlined in the Continuum of Care Interim Rule, there has been a paradigm shift with in HUD. It is our responsibility to ensure that Continuum of Care funds are assisting and housing the homeless as effectively and efficiently as possible.

According to Jonathan Harwitz (Deputy Chief of Staff for Budget & Policy, Office of the HUD Secretary), “There is an expectation that renewals will not be automatic. The paradigm shift must be made locally. We are no longer in a fiscal environment that will allow us [HUD] to do anything but work as effectively and efficiently as possible.”

According to Ann Oliva (Director, HUD Office of Special Needs Assistance Programs), “... just because the program isn’t hurting anybody, just because they move people through a two year program that is extremely service enriched and they have okay outcomes doesn’t mean that they’re the most effective and efficient use of your funding.”

In addition, the FY2013 NOFA clearly indicated the need for the CoC to know a lot more about each of the funded projects.

In section E2.F (page 21), it states, “A CoC must consider the need to continue funding for projects expiring in CY2013. It is important that renewal projects meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding.”

Finally, with the requirement to rank projects into funding Tiers based on objective criteria, it is imperative that everyone has the same foundation of knowledge regarding each project. It is difficult to make decisions about a project’s performance if we don’t understand how the project works.

How will it work?

Included in this document is a calendar outlining which projects are slated to present at which Balance of State meeting. If a CoC-project lead is scheduled to present, he/she must complete the Balance of State Project Review Form prior to the meeting and either email it to the Treasurer to make copies for the group or bring copies to the meeting. The CoC-funded project lead will also provide a 15-20 minute presentation following the format established on the Balance of State Project Review Form with an opportunity for the group to ask questions. The lead is not required to cover all of the information written on their form. Each presenter should develop their presentation based on what he/she believes is important for the group to know about their project.

If a CoC-funded project is comprised of a lead and sub-agencies, the lead is required to present on the sub's information or have the sub-point person join him/her in the presentation. Each sub-agency must also complete a Balance of State Project Review Form and make copies available to the membership at the meeting.

Balance of State Continuum of Care **Project Overview Form**

This template should be copied and pasted into a new Word document. Make sure you complete each section. Your presentation does NOT have to include all of these items. You can select what you wish to present to the group as you have 15-20 minutes.

- (1) Basic Information – including name of the agency, name of the project, name of the CoC-funded lead, and project type (PSH, THP, SSO, S+C, SH)
- (2) How much was your FY2013 award?
- (3) For how many years has this project been funded? Has there been any significant changes to the project during this time?
- (4) What is the population of clients served? Please include the following information:
 - ✓ Which category of homeless is served by your program?
 - ✓ Do you serve singles, families, or both?
 - ✓ Do you serve youth? What is your policy regarding unaccompanied youth?
 - ✓ Do you focus on a particular sub-population?
 - ✓ Are there limitations on eligibility for your program? If so, what are they?
 - ✓ Where do the majority of your clients come from (night before they enter your program)?
- (5) What geographic territory is covered by this project? Please include:
 - ✓ Names of counties served
 - ✓ Is it scatter site or owned building, etc?
 - ✓ If scatter, how do you determine locations? Any parameters?
- (6) How many clients has this project served in the last year? Not fiscal, but calendar. Please include:
 - ✓ Number of people, number of adults, number of children
 - ✓ Number of households, number of households with kids and without
- (7) How many people leave your program and go on to permanent housing or retain permanent housing? How do you assist with this process?
- (8) Please describe the project design. This can include:
 - ✓ How does the program work?
 - ✓ What makes this program innovative or unique?
 - ✓ What is your biggest success?
 - ✓ What is your biggest challenge?

- (9) Describe the following process:
- ✓ How do clients find out about your program?
 - ✓ After a client contacts your office, what happens next?
 - ✓ How do clients get enrolled in the program?
 - ✓ How do clients secure housing?
 - ✓ Who does the inspection and how does that fit into the process? What happens if the unit fails?
 - ✓ What are the basic rules for the program? How do clients know about the rules?
 - ✓ Describe your lease/occupancy agreement set up.
 - ✓ Who pays security deposit?
 - ✓ How is monthly rent determined? Describe your rent calculation process?
 - ✓ What does case management look like? Include: how often, what happens during the visit, what services/referrals are provided, development of teams, reviews, goals, etc.
 - ✓ Describe the termination process.
 - ✓ What happens if the client damages the unit?
 - ✓ Describe the graduation/completion process.
- (10) Share any additional information that cannot be found in an Annual Performance Report (APR) that you believe is important for the group to know about your project.
- (11) *If applicable:* Describe how the process is set-up with the sub-agencies.

Project Specific:

- (1) If your project is Transitional Housing, how do you differentiate between Rapid Re-housing eligible clients and transitional housing eligible clients? Describe your assessment process.
- (2) If your project is Permanent Supportive Housing, how do you determine that a client has completed your program? How do you move them on from the supportive service-based program?
- (3) If your project is a SSO, please describe how your project works as you do not provide a rent subsidy. What happens if the client can't pay ongoing rent? Describe your assessment process as you determine SSO vs. Rapid Re-housing.
- (4) If your project is HMIS, please describe how the grant is utilized.

During the Presentation:

- (1) Question & Answer session

Balance of State Continuum of Care
Project Overview Calendar

#	Date to Present	Agency	Project	Contact – Lead & Sub(s)
1	May 2013	Richard's Place	Richard's Place I SHP TH	Joana H.
2	May 2013	Richard's Place	Richard's Place II PH	Joana H.
3	Aug. 2013	CACSCW	Jefferson County TH	Jeanette Petts
4	Aug. 2013	Hebron House	Jeremy House Safe Haven	Bernie Juno
5	Aug. 2013	Kenosha Human Development Service	Homeless Youth Project	Lisa Haen & Byron Wright
6	Aug. 2013	Kenosha Human Development Service	KYF Supportive Housing Program	Lisa Haen & Byron Wright
7	Aug. 2013	Women & Children Horizons	Transitional Living Program	Susan Schmidt-Decker
8	Nov. 2013	ADVOCAP	Fond du Lac SSO	Lu Scheer
9	Nov. 2013	ADVOCAP	Fond du Lac TH	Lu Scheer
10	Nov. 2013	ADVOCAP	Homeless SSO	Lu Scheer
11	Nov. 2013	City of Appleton	Fox Cities Housing Coalition TH	Kristina Fish (lead) Kendra Krisher (HP-sub) Pat Leigl (TSA-FC- sub) Lu Scheer (ADVOCAP-sub)
12	Nov. 2013	City of Appleton	Wireworks	Kristina Fish (lead) Kendra Krisher (HP-sub)
13	Nov. 2013	Family Services of NE WI	Brown County TH	Meika Burnikel (lead) Jennifer Schmohe (FSC-sub)
14	Nov. 2013	Housing Partnership of Fox Cities	It Takes A Village	Kendra Krisher (lead) Lisa Schneider (COTS-sub) Joe Wilz (Ryan Comm.-sub)
15	Nov. 2013	Lakeshore CAP	Project Hope	Colleen Homb
16	Nov. 2013	Legal Action	Civil Legal Services	Gai Lorenzen
17	Feb. 2014	Couleecap	Couleecap TH	Kim Cable (lead) Ann Kappauf (New Hor.-sub)
18	Feb. 2014	Couleecap	New Hope	Kim Cable
19	Feb. 2014	Couleecap	Housing First	Kim Cable
20	Feb. 2014	YWCA of the Coulee Region	Transitional Housing	Ruthann Schultz
21	Feb. 2014	Starting Points	Chippewa County TH	Mary ClaySantineau
22	Feb. 2014	Starting Points	PLUS Women	Mary ClaySantineau
23	Feb. 2014	Starting Points	PLUS Men	Mary ClaySantineau

#	Date to Present	Agency	Project	Contact – Lead & Sub(s)
24	Feb. 2014	West Central WI CAA	Families in Transition	Robyn Thibeadu
25	Feb. 2014	Western Dairyland	Supportive Housing Program	Jeanne Semb (lead) Kelly Christianson (ECIH-sub) Kim Carey (Bolton-sub) Sandy Kronenberg(City EC-sub)
26	May 2014	CAP services	Transitional Living Program	Melissa Randall
27	May 2014	CWCAC	Project Chance TH	Susan Tucker
28	May 2014	Community Action of Rock/Walworth	Rock-Walworth Transitional Living Program	Rhonda Reese (lead) Billy Bob (Red Road-sub) John Pfeiderer (Fam. Ser.-sub) Heidi Lloyd (Ass. for Prev.-sub)
29	May 2014	Walworth County Housing Authority	Hartwell Street Apts.	Sarah Boss
30	May 2014	State of Wisconsin	Rock County Shelter Plus Care	Donna Wrenn (lead) Rhonda Reese (CAI R/W-sub)
31	May 2014	Forward Services Corp.	New Homeless Continuum	Lori Hallas
32	May 2014	NCCAP	The Big Ten	Barb Larson
33	Aug. 2014	NWCSA	ABC Transitional Housing	Millie Rounsville
34	Aug. 2014	NWCSA	Transitional Housing	Millie Rounsville
35	Aug. 2014	State of Wisconsin	Wisconsin HMIS Project	Adam Smith
36	Aug. 2014	The Salvation Army of St. Croix County	Permanent Supportive Housing	Duana Bremer
37	Aug. 2014	NEWCAP	SHP-Housing First	Debbie Bushman