

## 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:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

- 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 application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 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:** McHenry County Community Development  
Division

## 1B. Continuum of Care (CoC) Engagement

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	Yes
Local Jail(s)	No	No
Hospital(s)	Yes	Yes
EMT/Crisis Response Team(s)	Yes	Yes
Mental Health Service Organizations	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	Yes
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes
Youth Advocates	No	No
School Administrators/Homeless Liaisons	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	No	No
LGBT Service Organizations	No	No
Agencies that serve survivors of human trafficking	Yes	No
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes
Other:(limit 50 characters)		

Maternity Home	Yes	Yes
Community Members at-large	Yes	Yes

**Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.**

**1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)**

CoC members participated in a People in Need Forum. During the Forum, CoC members led 2 breakout sessions in which the public had the ability to ask questions and relay ideas on how to end homelessness. The sessions were well attended and CoC members met with individuals after each session to continue the discussions and collect contact information from the public. Ideas and topics were taken from the event and discussed in depth at subsequent CoC meetings and were useful in developing action items for CoC committees. The CoC publishes the Strategic Planning and General meeting agendas to the McHenry County Meeting Portal, which contains County-wide meetings, thereby offering county residents the ability to see when CoC meetings are held and what topics are being addressed. In addition, members communicate with professional/personal connections to increase participation in meetings. The County's Citizen Participation Plan encourages feedback on homeless services.

**1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)**

All CoC meetings are posted on the McHenry County Meeting Portal in order to reach the general population and are open to the public. Interested parties have attended the meetings to learn more about the CoC. There have been instances when a new individual attends a meeting and then submits information to become a member. Each meeting contains a public comment period allowing for the public to participate. CoC members are encouraged to reach out to other entities and individuals that may be interested in the CoC. The CoC has speakers at events throughout the year to encourage membership. The CoC leadership makes special outreach efforts to widen representation. As a result of this outreach, membership has grown and includes formerly homeless folks. The CoC maintains two email lists to disseminate information. The two email lists, noted as CoC Members and CoC Partners, contain a total of 141 contacts representing individuals and organizations within and beyond the CoC's geographic area.

**1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to**

**proposals.  
(limit 1000 characters)**

For FY 2017, the Collaborative Applicant (CA) opened the proposed Ranking and Review process to Public Comments with an open period of seven days, including an open meeting on July 26, 2017 for feedback and discussion. On August 14, 2017, a NOFA notice was published in the Northwest Herald providing information on the location of funding applications and the submission end date. Affirmative measures were made to engage with applicants for renewal, new, and bonus applications. All applicants were offered the opportunity to request specific data from HMIS to substantiate their applications. The CA met or made contact with every renewal/new project provider during the application period and affirmatively solicited an application from an applicant providing services to human trafficking victims (this applicant decided to proceed with a CDBG application instead). CoC Funding decisions were considerably altered as a result of these measures and the use of data-driven decision making.

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation 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 Department of Justice (DOJ) resources	Yes
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Private Donors	Yes

**1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)**

McHenry County collaborates with the State of Illinois (the ESG Grantee) and its CoC Ranking Committee is authorized to review applications to recommend State ESG funds. Their recommendations are compiled and submitted to the

Full CoC for approval and then sent to the state DHS office. All emergency shelter data is entered into HMIS, and is used for assessing community needs. McHenry County Planning and Development is the CoC Collaborative Applicant and also administers HOME and CDBG funds: PIT and HIC data influences the prioritization of CDBG and HOME applications as homeless projects are given a higher priority than those who do not serve the homeless. McHenry County Planning Dept is also the HMIS administrator and frequently consults homeless data when creating the Consolidated and Annual Action Plans.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants. (limit 1000 characters)**

Folks who are homeless or at risk of homelessness due to domestic violence are referred to Turning Point, the county's only Illinois Coalition Against Domestic Violence protocol-approved agency. The agency houses up to 21 DV survivors at its shelter nightly. The Illinois Domestic Violence Act and VAWA require specialized education, training and certifications for DV victim services because of the risk of lethality and severe emotional, physical and mental health consequences of DV. The shelter has electronic surveillance, exterior lighting, double locked security entries, alarm system, police panic connection and 24-hour staff and operation. Clients in shelter aren't required to participate in other services, such as counseling, though the agency's main office provides opportunities nearby. All programs, including emergency shelter, are available to male victims of domestic violence as well as women and children. The agency runs a 24-hour DV crisis hotline staffed by trained advocates.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment. (limit 1,000 characters)**

The DV provider was supplied HUD intake forms for their RRH program that satisfy capturing of required data elements. CE is still in the policy stages; however when it is implemented DV victims will be placed on the housing priority list using a pseudonym known only to the victim service provider. A placeholder will be used in the HMIS housing priority list and when that client is matched with housing the housing provider will supply information to the victim service provider who is then responsible for record management, as information on a DV client from a DV provider is not entered into HMIS. The CoC will ensure that these actions meet the safety protocols of the Illinois Coalition Against Domestic Violence.

**1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.**

**Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
McHenry County Housing Authority	17.82%	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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)**

This is not applicable as policies already exist to have a homeless preference for both the PH and HCV programs.

**1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy. (limit 1000 characters)**

Each entity funded with CoC monies was required to have a policy stating no individual or family would be discriminated against based on their sexual orientation or gender identity. The CoC also follows the no wrong door approach to ensure an individual has access to entry into a program that can provide the necessary services and housing. Providers are asked to supply their discrimination policy during the CoC competition and those without the policy lose points. TBRA has been prioritized in McHenry County's Consolidated Plan, and CD staff provided one-on-one assistance in training them how to create an Affirmatively Furthering Fair Housing plan. Anti-discrimination language is built into new HMIS training and updated policies.

**1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.**

Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

### Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)**

All of the boxes are checked. Not applicable.

**1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>

<b>Mental Health Care:</b>	<input checked="" type="checkbox"/>
<b>Correctional Facilities:</b>	<input checked="" type="checkbox"/>
<b>None:</b>	<input type="checkbox"/>

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

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.**

**Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

### 1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)  
 (limit 1000 characters)**

A number of factors were involved in prioritization. The McHenry County CoC considered veterans; families with children; individuals with a physical, mental health, substance abuse, or other disability as more vulnerable during the project ranking process and thusly identified these as a higher priority. Other factors in selection included identifying projects with low barriers to entry and those with permanent housing components. Service levels were considered, especially projects with trauma-informed programs as indicated on their local applications. Projects with clear anti-discrimination policies (including LGBTQ, higher past performance with vulnerable populations, and those with demonstrated financial capacity) were ranked as a higher priority.

**1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.**

**Attachment Required: Documentation demonstrating the objective ranking and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available. Attachments must clearly show the date the documents were publicly posted.**

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input checked="" type="checkbox"/>
Advertising in Local Newspaper(s)	<input checked="" type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

**1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.**

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

**Reallocation: Option 1**

**Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.**

**1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps.** 09/11/2017

**Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.**

**1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps.** 08/31/2017

**Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.**

## Reallocation Supporting Documentation

**Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.**

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	IL-500 FY 2017 Re...	09/27/2017

## Attachment Details

**Document Description:** IL-500 FY 2017 Reallocation Supporting Documentation

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead?** Yes

**Attachment Required: If "Yes" is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.**

**2A-1a. Provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA.** 11

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was "Yes", attach a copy of the HMIS Policies and Procedures Manual.** Yes

**2A-3. What is the name of the HMIS software vendor?** Mediware

**2A-4. Using the drop-down boxes, select the HMIS implementation Coverage area.** Single CoC

**2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 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 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	35	21	14	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	95	0	95	100.00%
Rapid Re-Housing (RRH) beds	35	0	33	94.29%
Permanent Supportive Housing (PSH) beds	94	0	94	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.  
(limit 1000 characters)**

The bed coverage rate in HMIS is 100% in almost every category except for Rapid Rehousing. In no cases is the percentage lower than 85%. At this point, the CoC does not have HMIS or non-HMIS Safe Haven beds nor does it have OPH beds.

**2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR?** 10

**2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)** 04/28/2017

## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception.** 01/25/2017

**2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy)** 04/28/2017

## 2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)**

No significant changes in methodology or number of clients for the January sheltered PIT in terms of identifying community shelters and capturing survey data. A majority of the members of the CoC PIT Committee are representatives from our community shelters. However, as of 2016 McHenry County is the new HMIS administrator. With this change, data collection for emergency shelter was changed from a night-by-night method of tracking shelter usage. In January 2017 methods were converted to the entry/exit method to track usage. Intake personnel are being trained to capture data effectively. A system-wide data quality initiative was implemented requiring all providers to fix uncollected or incongruent data. Numerous HMIS and data collection trainings were held alongside on-demand, on-site TA for all providers. System Performance Measures were used in the ESG competition and employed in ranking CoC projects in the competition.

**2C-2. Did your CoC change its provider coverage in the 2017 sheltered count?** No

**2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.**

Beds Added:	0
Beds Removed:	0
Total:	0

**2C-3. Did your CoC add or remove emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially declared disaster resulting in a change to the CoC's 2017 sheltered PIT count?** No

**2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.**

Beds Added:	0
Beds Removed:	0
Total:	0

**2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017?** Yes

CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

**2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)**

This year, a mobile application was created for the January unsheltered PIT count and utilized by survey team members. This information was then uploaded and aggregated in Excel. The PIT committee decided to conduct a voluntary summer PIT on Wed 8/9/17. In addition to interviewing some individuals, surveyors employed an "observation approach" in situations in which it was unsafe to approach individuals. This is especially true in the rural/exurban region. Data quality framework reporting changes have not been fully implemented by Mediware (transition from ART to Qlik). Data collection methods remained the same: the survey collected UDE's and a customized assessment mirroring questions in the VI-SPDAT. Data quality improved overall from 2016-2017.

**2C-5. Did the CoC implement specific measures to identify youth in their PIT count?** Yes

**2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)**

Historically, the CoC has not encountered a significant number of homeless youth; however, the CoC has a RHY provider and four RHY dedicated beds located at the emergency shelter. Trends for LGBTQ tend to demonstrate that

this population vacates the County into Chicago to feel a stronger sense of identity with a larger population. The County has a provider serving women and children with a significant amount of RRH or affordable housing options. This may contribute to low youth numbers, as this organization offers a wider variety of housing and shelter options for the 18-24 age group. All providers in the CoC were consulted regarding location selection. During the count, team members went to local parks, libraries, and youth-oriented day centers.

**2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)**

Several training sessions have been conducted with a focus on how to properly assess and anticipate sub-populations. System wide data collection has been prioritized, and monthly reports illustrating sub-population counts and uncollected data elements have led to more awareness of chronic homeless recording requirements. Overall, data collection improvement has contributed to more accurate PIT counts and annual data congruity. Community Development staff (now responsible for HMIS) have participated in training opportunities to improve the breadth of point-in-time data collection and may employ such methods as extrapolation in the future.

## 3A. Continuum of Care (CoC) System Performance

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.**

**(limit 1000 characters)**

ES/SH/TH FY15 – 288 FY16 – 278 decrease of 10 people  
PSH FY15 – 338 FY16 – 318 decrease of 20 people  
First time homeless from 2000 – 2012 comprise 7% of all entry records (113/1591). 93% of all new entries occur 2013 or later (1469/1591). Risk factors are identified in the Consolidated Plan and projects targeted toward risk are prioritized for funding, including lack of affordable housing and housing rehab programs. Community studies are reviewed for factors as available. Measure 5 relies on records dating back to the period when the CoC was just beginning to integrate HMIS into all programs. Therefore, this report actually measures increased efficiency at capturing assessment information. The 2017 SyS PM report will reflect back to 2014 as data from 2014 and later is a true reflection of newly homeless clients. The County is Planning Grantee and strategizes diversion methods; this entails a variety of partners and funding streams offering a spectrum of resources.

**3A-2. Performance Measure: Length-of-Time Homeless.**

**CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.**

**(limit 1000 characters)**

Persons in ES and TH  
FY 2015 – 219 days  
FY 2016 – 155 days  
Decrease of 64 days

Measures taken include better data tracking and timely exits from programs. Through careful data analysis, outliers were identified and remedied in the system. Planning grant staff examine client barriers to prioritize housing and funding. Linkage to programs such as RRH and TBRA have been designated for priority funding. We also found that one under-performing program was skewing LOT with their TH program. The CoC Executive Committee and the County as Planning Grantee are responsible for strategies. A continued prioritization of projects offering a faster track to housing remain important in reducing LOT; this is clear in the reallocation to a project portfolio with all permanent housing components.

**3A-3. Performance Measures: Successful Permanent Housing Placement and Retention**

**Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC’s strategy for retention of, or placement in permanent housing. (limit 1000 characters)**

11 clients exited street outreach  
2 exited to temporary/institutional settings  
9 exited to Perm Housing  
91% success rate  
368 clients exited programs ES, TH, RRH  
107 exited to permanent housing  
29% success rate  
FY 15: 108 clients enrolled in PH programs, 105 retained housing  
97% success rate  
FY 16: 126 clients enrolled in PH programs, 119 retained housing  
94% success rate  
Even before Coordinated Entry was introduced, the CoC had been working together to identify family housing opportunities. The provider specializing in housing women and children offers housing to intact families as well. Most providers have aftercare programs designed to ensure housing stability post-exit. The CoC Executive Committee is responsible for implementation of housing placement and retention strategies while the Strategic Planning Committee offers direction. HOME TBRA and HCVs are resources being utilized to increase entry into permanent housing; CDBG is used for retention (housing repairs).

**3A-4. Performance Measure: Returns to Homelessness.**

**Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC’s efforts to reduce the rate of individuals and families’ returns to homelessness. (limit 1000 characters)**

Five of 112 clients, or 4.5% recidivized to homelessness within two years of exiting to permanent housing.

Two were the consequence of divorce; two were due to fear of not making rent and getting evicted; the last person didn't return from rental housing until 415 days later. Strategies include ensuring sufficient resources for the client prior to exit and continuation of after-care programs to help clients maintain housing. The CoC Executive Committee and the Planning Grantee are responsible for these initiatives. The CoC has a goal of 3% or less recidivism.

**3A-5. Performance Measures: Job and Income Growth**

**Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)**

New training sessions have been introduced to encourage providers to frequently update client income and benefit information. During initial intake, case managers ask clients about their current benefits and earned income. Those who do not have benefits receive help in applying for them and are provided information about educational opportunities that could help them improve their income. There are several SOAR certified case managers and the CoC is participating in the SOAR TA assistance offered by HUD. The CoC strategic plan includes initiatives to partner with the Work Force Network in order to better serve extremely low income clients and to amending the Con Plan to introduce helpful CDBG Microenterprise efforts. The CoC Executive Committee is responsible for implementation.

**3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests).** Yes

**3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)**

Extrapolation methods are being considered as 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 relies on information from the County Sheriff, Woodsmen Ministry, or Street Outreach staff to identify areas in which homeless individuals could be living in unused barns or local mining facilities. Additional, the population of these communities would

demonstrate it to be disadvantageous to determine a homeless population due to area being very low and non-dense, with the likelihood of having zero unsheltered individuals. Areas not surveyed include most portions of Alden, Dunham, Coral, Riley, Hartland and Seneca Townships. It should be noted that the Pioneer PADS Shelter located in Seneca Township was included in the Count.

**3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016.** 06/05/2017  
**(mm/dd/yyyy)**

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

### Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 3B-1. 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 in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	11	23	12

**3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.**

Total number of beds dedicated as Dedicated Plus	3
Total number of beds dedicated to individuals and families experiencing chronic homelessness	14
<b>Total</b>	<b>17</b>

**3B-1.2. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing.** Yes

**3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.**

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

**3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)**

The current strategy includes increasing RRH options and the organization serving women and children has a waitlist for their RRH and affordable housing/supportive housing programs that are both CoC and privately funded. The ES provider has short-term emergency housing with beds appropriate for families. The Coordinated Entry provider will be responsible for strategy and implementation once the CE policy is approved. The 2017 Priority Listing identifies a considerable shift toward both reducing overall homelessness and moving clients into housing more quickly. This will also entail HOME, Housing Authority, SSVF, Senior Services funding, and Mental Health Board support.

**3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.**

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	21	35	14

**3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination policies by not denying admission to, or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status or disability when entering a shelter or Housing. (limit 1000 characters)**

Providers are asked to supply their discrimination policy during the CoC competition and those without the policy lost ranking points and were ranked lower. TBRA has been prioritized in McHenry County’s Consolidated Plan, and CD staff provided one-on-one assistance training them how to create an Affirmatively Furthering Fair Housing plan. Anti-discrimination language is built into new HMIS training and updated policies. The Housing Authority has offered special project-based vouchers to further keep families and even disabled individuals with caretakers intact. Another provider encourages families to reunite in affordable housing.

**3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.**

Human trafficking and other forms of exploitation?	Yes
LGBT 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

**3B-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.**

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad Credit or Rental History	<input checked="" type="checkbox"/>

**3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC’s efforts. (limit 1500 characters)**

A local agency holds the CCBYS state contract to provide crisis services for runaway and homeless youth. This contract consists of state funding for services to complete a crisis assessment, YASI, reunification, and youth shelter stay when needed. Additionally, this agency has a federal Basic Center Program grant to provide both stabilization, prevention, and adjunctive services to address the issues that lead to the minor experiencing homelessness. 100% of RHY referred to RHYP will receive emergency shelter placement when needed. 90% of RHY referred to RHYP will have successful reunification with guardian after initial crisis intervention. 100% of crisis calls received by RHYP will be responded to within 90 minutes. RHYP staff will conduct street outreach services on a monthly basis in identified McHenry County locations of high RHY populations.

The effectiveness of the measures are showing in our PIT count, which is consistently not showing any unaccompanied youth.

**3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)**

Due to the passage of IL HB0261 on August 25, 2017, the McHenry County CoC intends to confer with education providers on how best to implement the new law that allows educational providers to offer housing assistance: "...if the school district of the child's school of origin is thereby required to pay the transportation costs of the child to and from his or her school of origin and the school district can save money by providing housing assistance to the parent or guardian of the child such that it would allow the child to attend his or her school of origin instead of providing transportation to and from the child's school of origin, then the school district may, at its discretion, provide rental or mortgage assistance." The CD Division has partnered with Lake County to provide cross training opportunities for DCFS staff, early educational providers, and homeless service providers. Staff presented at the first in a series of seminars on 5/5/17.

**3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select "Yes" or "No".**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3	No	No
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 1000 characters)**

Homeless Veterans in the jurisdiction arrive by self-referral, or from referrals from the VA hospitals, service providers, and entry into emergency shelters such as PADS. Veterans are assessed and referred to the program that best

meets their assessed needs: New Horizons GPD, the SSVF program, the VA hospital temporarily if substance abuse or mental health issues are prohibiting their ability to function, or are assisted to move into permanent supportive housing if their income level allows. They are referred to supports such as HUD-VASH (45 available), Veterans Assistance Commission emergency funds, the VFW emergency assistance, and Catholic Charities utilities assistance as well as other financial supports to help enter a housing situation. If they are assessed by a particular program that deems the placement inappropriate, a referral is made to an alternate situation and supports are provided (peer-to-peer Veteran support, food, and temporary motel stay) until housing is achieved.

**3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC?** Yes

**3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness?** Yes

**3B-3.4. Does the CoC have sufficient resources to ensure each Veteran is assisted to quickly move into permanent housing using a Housing First approach?** No

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.**

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

**4A-1a. Mainstream Benefits**

**CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)**

Many providers leverage additional community resources, especially through philanthropy, to enhance direct client assistance programs. All providers are screening clients for benefits received; if a client does not have benefits the case manger can assist with applications for food stamps, child care, WIC, TANF, Medicare and Medicaid. Multiple providers have SOAR trained staff and are participating in current SOAR TA training. The CoC has invited representatives from other social service organizations to speak and has plans to invite DHS providers for an update on food stamp eligibility. The CoC Coordinated Entry Grantee is responsible for this implementation.

**4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?**

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	12.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	12.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

**4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	12.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	12.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

**4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)**

There are two organizations providing outreach services. Logistically, full street outreach coverage is unrealistic due to the large amount of rural areas within McHenry County that are private property. Coverage is based on perceived or real awareness of homelessness occurring. One example of this would be a tent city identified in a State preservation area. In these instances, street outreach staff may be deployed. Negotiations to partner with another agency that offers a mobile app similar to a call center are underway. Street outreach is conducted daily and includes outreach to daily church sites that offer sleeping arrangements for the homeless from October 1-April 30.

**4A-5. Affirmative Outreach  
 Specific strategies the CoC has implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status, or disability; who are least likely to apply in the absence of special outreach. Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)**

Providers are asked to supply their discrimination policy during the CoC competition and those without the policy lost ranking points. TBRA has been prioritized in McHenry County's Consolidated Plan, and CD staff provided one-on-one assistance training them how to create an Affirmatively Furthering Fair Housing Marketing Plan. These plans are required of CoC projects and employ a methodology of identifying individuals least likely to apply for support. Anti-discrimination language is built into new HMIS training and updated policies. Organizations have access to multiple language translation. The County's planning for the Affirmatively Furthering Fair Housing Plan due 03/31/2019 includes enhancing project participation through expanded outreach efforts.

**4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.**

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	21	35	14

**4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** No

**4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statutes who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3).** No

## 4B. 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	Rejection Letters	09/27/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	IL-500 CoC FY 201...	09/11/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	Rank and Review	09/27/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	IL-500 Ranking an...	09/11/2017
05. CoCs Process for Reallocating	Yes	Reallocation Plan	09/27/2017
06. CoC's Governance Charter	Yes	IL-500 McHenry Co...	09/27/2017
07. HMIS Policy and Procedures Manual	Yes	HMIS Policy	09/27/2017
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	Public Housing AC...	09/27/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	IL-500 CoC Writte...	09/27/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	System Performanc...	09/27/2017
14. Other	No		
15. Other	No		

## **Attachment Details**

**Document Description:** Rejection Letters

## **Attachment Details**

**Document Description:** IL-500 CoC FY 2016 Consolidated Application  
Public Posting Evidence

## **Attachment Details**

**Document Description:** Rank and Review

## **Attachment Details**

**Document Description:** IL-500 Ranking and Review Procedure Evidence  
of Posting

## **Attachment Details**

**Document Description:** Reallocation Plan

## **Attachment Details**

**Document Description:** IL-500 McHenry County CoC Governance Charter

## **Attachment Details**

**Document Description:** HMIS Policy

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** Public Housing ACOP and HCV Admin Plan

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** IL-500 CoC Written Standards for Order of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** System Performance Report

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

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

<b>Page</b>	<b>Last Updated</b>
<b>1A. Identification</b>	08/30/2017
<b>1B. Engagement</b>	09/28/2017
<b>1C. Coordination</b>	09/28/2017
<b>1D. Discharge Planning</b>	09/25/2017
<b>1E. Project Review</b>	09/28/2017
<b>1F. Reallocation Supporting Documentation</b>	09/27/2017
<b>2A. HMIS Implementation</b>	09/28/2017
<b>2B. PIT Count</b>	09/28/2017
<b>2C. Sheltered Data - Methods</b>	09/28/2017
<b>3A. System Performance</b>	09/28/2017
<b>3B. Performance and Strategic Planning</b>	09/28/2017

<b>4A. Mainstream Benefits and Additional Policies</b>	09/28/2017
<b>4B. Attachments</b>	09/27/2017
<b>Submission Summary</b>	No Input Required

HUD FY 2017 CoC Ranking

McHenry County Continuum of Care to End Homelessness  
August 10, 2017

---

---

---

---

---

---

---

---

Ranking Committee August 31, 2017  
9:00 am

- Julie Biel-Claussen
- Matthew Morrison
- Chelsey Wintersteen
- Jane Dorfner
- Bev Thomas
- Cyndi Wollack
- Virginia Peschke
- Hans Mach (ex-officio)

---

---

---

---

---

---

---

---

Available CoC Funding

- Annual Renewal Demand (ARD) estimated to be \$948,815, increased from \$903,633 in 2016
- Tier 1 is anticipated to be 94% of ARD, increased from 93% in 2016
- Tier 2 is anticipated to be 6% of ARD PLUS a bonus of 6% of Final Pro Rata Need (both subject to award based on full CoC Collaborative Application score) this was 7% and 5%, respectively, in the last competition

---

---

---

---

---

---

---

---

### Available CoC Funding

- Tier 1 is anticipated to be \$891,886, increased from the 2016 level of \$840,379
- Tier 2 is anticipated to be \$56,929 (Tier 2) + \$56,929 (Potential Bonus) = \$113,858
- Planning Grant anticipated to be 3% of ARD, which is \$28,464 and does not compete
- Total County Allocation can increase from \$975,924 to \$1,034,207; minimum would be \$920,530

---

---

---

---

---

---

---

---

### Prioritization Plan Established

- **Tier 1**
  - HMIS and Coordinated Entry are automatically in Tier 1; Ranking Committee recommends placement
  - Scoring Rubric and Plan favor Permanent Housing and projects that reduce overall homelessness, especially through Housing First models
- **Tier 2**
  - A project may straddle both Tier 1 and Tier 2
- **Planning Project:** Not ranked

---

---

---

---

---

---

---

---

### Proposed Ranking Criteria- Organizations that will score well:

- Demonstrated significant leverage
- Serve Chronically Homeless population
- Serve Special Populations
- Had strong Housing to Services Ratio (lower service costs)
- Had strong agency procedures in place
- Demonstrated financial capacity
- Agree to reallocate funding to higher performance
- Move clients quickly from homelessness to housing
- Reduce barriers to entry

---

---

---

---

---

---

---

---

### Ranking Criteria- Rubric factors that will challenge organizations:

- Non-attendance of full CoC
- Housing to Services Ratio, in some cases
- Lack of data-driven focus
- Weak past performance in renewals
- Weak system performance
- No procedures or guidelines in place for RMS or other factors
- Poor past bed or unit utilization
- Poor RMS utilization, except DV organizations
- Higher cost per client compared to averages with no explanation as to why
- Long-term recidivism of clients

---

---

---

---

---

---

---

---

---

---

### Projects that ended or will end

- |  |  |
|--|--|
| <b>Pioneer PSH Apartments</b> <ul style="list-style-type: none"> <li>• HUD did not award in FY 2015 Competition</li> <li>• Served 2-3 households</li> <li>• Project will sunset on 10/31/2016</li> </ul> | <b>TLS PSH Apartments</b> <ul style="list-style-type: none"> <li>• Applicant did not seek this funding in FY 2016 Round</li> <li>• Served 2 households</li> <li>• Project will sunset on 08/31/2017</li> </ul> |
|--|--|

---

---

---

---

---

---

---

---

---

---

### Process for Ranking - Renewals

- |  |   |
|--|---|
| <b>FY 2016</b> <ul style="list-style-type: none"> <li>• Based on a 145 point scale approved by the CoC</li> <li>• Reviewed past performance and anticipated results</li> <li>• Reviewed baseline information, such as financials</li> <li>• Score divided by 145 would determine the required 100 point scale "end score"</li> </ul> | <b>FY 2017</b> <ul style="list-style-type: none"> <li>• Based on a 250 point scale approved by the CoC</li> <li>• Reviewed past performance and anticipated results</li> <li>• Reviewed baseline information, such as financials</li> <li>• Score divided by 250 would determine the required 100 point scale "end score"</li> <li>• Potential for increase of total available score based on presentation</li> </ul> |
|--|---|

---

---

---

---

---

---

---

---

---

---

### Process for Ranking – New or Bonus

<p><b>FY 2016</b></p> <ul style="list-style-type: none"> <li>Based on a 90 point scale approved by the CoC</li> <li>Reviewed anticipated results</li> <li>Reviewed baseline information, such as financials</li> <li>Score divided by 90 would determine the required 100 point scale "end score"</li> </ul>	<p><b>FY 2017</b></p> <ul style="list-style-type: none"> <li>Based on a 127 point scale approved by the CoC</li> <li>Reviewed anticipated results</li> <li>Reviewed baseline information, such as financials</li> <li>Score divided by 127 would determine the required 100 point scale "end score"</li> <li>Potential for increase of total available score based on presentation</li> </ul>
--	---

---

---

---

---

---

---

---

---

---

---

### Challenges with FY 2017 CoC Round compared to FY 2016

<p><b>FY 2016</b></p> <ul style="list-style-type: none"> <li>Lack of available materials from HUD until far into the process</li> <li>Need to follow up in some cases to clarify information on applications</li> <li>Organizations in Illinois in some cases are challenged by the State's budget impasse and do not have the timely cash flow they should</li> <li>Timing of applications</li> </ul>	<p><b>FY 2017</b></p> <ul style="list-style-type: none"> <li>Continued lack of available materials from HUD until far into the process and poor program descriptions</li> <li>Data is unclear on defining chronically homeless outside of PSH</li> <li>Very high number of homeless that do not enroll in projects</li> </ul>
--	---

---

---

---

---

---

---

---

---

---

---

### Strengths with FY 2017 CoC Round compared to FY 2016

<p><b>FY 2016</b></p> <ul style="list-style-type: none"> <li>Offers new organizations a better opportunity to seek support</li> <li>Scoring Rubric is challenging but similar in manner in which full CoC is reviewed</li> <li>Enough questions/information sought from applicants to make very educated scoring</li> </ul>	<p><b>FY 2017</b></p> <ul style="list-style-type: none"> <li>Some improvements from 2016</li> <li>Automatic plan to follow up with organizations this year with questions</li> <li>Potential to include additional Committees to act in a competition</li> <li>Scoring Rubric remains challenging and is very much data driven</li> <li>Enough questions/information sought from applicants to make very educated scoring</li> <li>Ability to pair TH with PRH</li> </ul>
---	---

---

---

---

---

---

---

---

---

---

---

### The CD Division offered a comment period and open meeting to review the proposed Evaluation Tool

- The purpose was to:
  1. Gain community input
  2. Offer funded organizations the opportunity to ask questions
  3. Provide input collected to factor into this presentation

---

---

---

---

---

---

---

---

### Questions or Comments Presented:

- What comments were made on the first competition in which financial capacity measures were made?
  - There were several comments made during the HCME Investment Partnerships Program Competition, the first time the measures were used.
  - HUD requested that the County employ financial capacity measures locally and across the board for all HUD awards.

---

---

---

---

---

---

---

---

### Questions or Comments Presented:

- What comments were made on the first competition in which financial capacity measures were made?
  - The Financial Capacity Log is a measure of eight factors scored at 12.5 point per measure. It identifies the financial strength of the organization to carry on a new or renewal project.
  - The measure is used to compare organizations and determine which might have the propensity to carry on the activity.
- One organization reported that its score was very low and felt as though it was misrepresented as a poor steward of funding

---

---

---

---

---

---

---

---

Questions or Comments Presented:

- What comments were made on the first competition in which financial capacity measures were made?
- One organization reported that its score was very low and felt as though it was misrepresented as a poor steward of funding.
- A "perfect" organization would hardly exist, but the measure identifies organizations with a variety of funding mechanisms, high returns on fundraising, and low debt ratios.
- A measure known as a standard deviation is used to reward higher performing organizations with bonus points.
- The organization asking this question was one that scored bonus points.

---

---

---

---

---

---

---

---

---

---

Questions or Comments Presented:

- What comments were made on the first competition in which financial capacity measures were made?
- One non-profit organization reported that it was unaware the measure would be used and questioned why it was employed for 10% of the scoreable points in the HOME Competition.
- While the CD Division would consider the Financial Capacity measure to be on the heavier side of the point scale for the HOME Competition, there must be a recognition of the fact that HOME new construction developments are multi-million dollar projects. The Division is required to ensure are properly covered on a subsidy basis.
- That being said, the measure was brought to the CoC Competition at a total of 38 points with bonus potential for each positive standard deviation or a
- The Financial Capacity Measure is only employed in competitive projects.

---

---

---

---

---

---

---

---

---

---

Questions or Comments Presented:

- What comments were made on the first competition in which financial capacity measures were made?
- Two non-profit organizations reported that they would have scored better if the June 30, 2017 unaudited fiscal year figures had been used instead of the audited 2016 figures due to the timing of funding.
- CD Division staff are comprised of individuals who have worked in the non-profit sector in the past. That being said, there is an understanding of the seasonal fluctuations of funding, the changes in timing of grant funding, and the timing of payments of government funds are common factors non-profits face. That being said, the Division felt it was more prudent to use audited figures certified by an accredited accounting organization.

---

---

---

---

---

---

---

---

---

---

### Questions or Comments Presented:

- What comments were made on the first competition in which financial capacity measures were made?
- The Housing Authority reported that it could not be measured in parity with non-profits in many of the financial capacity measures due to a number of factors, including funding retention and fundraising limitations.
- The CD Division identified this in the HOME competition as an issue. The Division could review a special Housing Authority measure found online. The remaining factors applicable to non-profits were more challenging to impose. The Division identified that a hybrid financial measure would need to be imposed for housing authorities and that a local government measure would be needed for the upcoming CDBG rounds, which typically see more local government requests.

---

---

---

---

---

---

---

---

---

---

### Questions or Comments Presented:

- Can the ranking guidelines be clarified? Applicants were concerned about being willing to "give up" funding and ultimately lose all funding.
- Yes.
- (It should be noted that HUD awards CDBGs that have used the replacement process over the years to select the most effective projects and the intent is to ensure our CDBG has the most useful projects geared toward ending homelessness).
- In general, the CDBG Competition awards bonus points to applicants willing to reallocate into a new or revised project.
- Applicants will be scored on both their renewal project and their renewal as a reallocation, if requested.
- Only one of the two projects will be funded, however.
- The maximum allocated will be \$1,022,833, including planning and remaining projects will be rejected.

---

---

---

---

---

---

---

---

---

---



National Community Development Association  
Annual Meeting in Miami, FL, June 2017

---

---

---

---

---

---

---

---

---

---

### CoC Funding Reductions in past years...

- HUD has decided to re-award CoC funding to CoC's that lost funding in recent past competitions (prior to 2016)
- However, this funding will be passed through the Emergency Solutions Grant program rather than the CoC
- McIntery County maintains the capacity to enter into an agreement for direct ESG funding in tandem with the State allocation
- CD Division staff have determined that the State will receive this allocation and that it will somehow be passed down to the CoC in a formula allocation
- The State will be required to submit a special plan to HUD to allocate this funding

---

---

---

---

---

---

---

---

### Potential Special ESG Allocation:

- |  |  |
|--|--|
| <p><b>If added to 2017:</b></p> <ul style="list-style-type: none"> <li>• A re-formulation will be made based on the allocations made to organizations</li> <li>• The allocations made were based on \$120,000 while only \$113,113 was able to be awarded initially</li> <li>• The potential re-formulation will be provided as soon as it is known; ideally would be passed through CoC for approval</li> </ul> | <p><b>If added to 2018</b></p> <ul style="list-style-type: none"> <li>• The CD Division has calculated an estimated ESG allocation for FY 2018</li> <li>• Competition dates will be announced very soon but anticipated to be December</li> <li>• The CoC is being urged to prioritize this funding at Strategic Planning meetings in the coming months</li> <li>• ESG is more flexible than CoC funding and not subject to a ranking order, per se</li> </ul> |
|--|--|

---

---

---

---

---

---

---

---

## **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 FY2017 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, rapid re-housing for families or individuals coming from the streets or shelters), dedicated HMIS project, SSO project for coordinated entry, or the new Transitional Housing-Rapid Rehousing hybrid project.
- 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. Namely, McHenry County is seeking to significantly reduce the population of homeless individuals as quickly as possible.

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 cursory information, data, and outcomes 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. Any organization submitting a project concept or application that is rejected will be notified in writing by the data set by the CoC Lead Agency/Collaborative Applicant.

### **III. Voluntary Reallocation Process**

J. CoC grantees are able to self-nominate to voluntarily reallocate CoC-funded renewal funds to create new projects. Depending on the HUD NOFA in effect, this may result in a higher score and the ability for the organization to receive a reallocation.

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 27, 2017

**FY 2017 McHenry County CoC Program Competition Funding Status**

<b>Project</b>	<b>Project Request</b>	<b>Funding status</b>
Home of the Sparrow • New • TH/RRH	\$ 166,885	Recommended, reduction
Home of the Sparrow • Renewal RRH • Family RRH	\$ 60,776	Recommended, fully funded
Home of the Sparrow • Renewal RRH • RRH Expansion	\$ 91,236	Rejected
Home of the Sparrow • Renewal TH • McHenry Shelter	\$ 54,600	Reallocated
TLS Veterans • New • TH/RRH	\$ 101,412	Recommended, reduction
TLS Veterans • Bonus • PSH	\$ 56,929	Recommended, bonus funding
TLS Veterans • Renewal TH • New Horizon	\$ 40,627	Reallocated
Turning Point • New • RRH Smaller Award	\$ 14,062	Recommended, reduction, merged with larger award project
Turning Point • New • RRH Larger Award	\$ 45,182	Recommended, reduction, merged with smaller award project
Thresholds • Renewal PSH • Castle Road	\$ 77,920	Recommended, fully funded
Thresholds • Renewal PSH • Rebecca Susan Apts	\$ 24,384	Recommended, fully funded
Thresholds • Renewal PSH • Scattered Site	\$ 52,853	Recommended, fully funded
Thresholds • Renewal PSH • AMI House	\$ 75,671	Recommended, fully funded
New Life Transitions • New • Coordinated Entry	\$ 75,000	Recommended, reduction
McHenry County P&D • New • HMIS	\$ 38,000	Recommended, fully funded
Pioneer Center • Renewal PSH • Jackson/Lawndale	\$ 212,350	Recommended, reduction
Pioneer Center • New • TH/RRH	\$ 190,390	Recommended, reduction
Pioneer Center • Renewal TH • PC HUD Apt.	\$ 190,390	Reallocated
Pioneer Center • Bonus • PSH Rental Assistance	\$ 56,928	Rejected
Refuge for Women • New • TH & Aftercare for Homeless Survivors of Sexual Trafficking/Exploitation	\$ 200,000	Application withdrawn by applicant
McHenry County P&D • Planning Grant	\$ 28,464	Planning grant does not compete in competition

**Total Request: \$ 1,854,059**



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Gene Salvadalena, Executive Director  
Home of the Sparrow, Inc.  
4209 West Shamrock Lane, Unit B  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed NEW Project  
*HOS Homelessness to Housing Joint TH & PH-RRH***

Dear Mr. Salvadalena:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$166,885 for the proposed ***HOS Homelessness to Housing Joint TH & PH-RRH*** Project. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the reduced amount of \$154,213. This means that the project budget will need to be adjusted to reflect this new amount. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads 'Hans Mach'.

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

 Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Gene Salvadalena, Executive Director  
Home of the Sparrow, Inc.  
4209 West Shamrock Lane, Unit B  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*HOS RRH RENEWAL PH-RRH***

Dear Mr. Salvadalena:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$60,776 for the proposed ***HOS RRH PH-RRH Renewal***. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the full amount of \$60,776. This means that the project as submitted will be accepted as submitted into the Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Gene Salvadalena, Executive Director  
Home of the Sparrow, Inc.  
4209 West Shamrock Lane, Unit B  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed NEW Project  
*HOS EXPANDED RRH PH-RRH***

Dear Mr. Salvadalena:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$91,236 for the proposed *HOS EXPANDED RRH PH-RRH New Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

We regret to inform you that application has not been recommended for funding. This means that the project as submitted will not be accepted as submitted into the Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

 Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Gene Salvadalena, Executive Director  
Home of the Sparrow, Inc.  
4209 West Shamrock Lane, Unit B  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition**  
**Notification to Project Applicant for Proposed RENEWAL Project**  
***HOS TRANSITIONAL SHELTER TH***

Dear Mr. Salvadalena:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$54,600 for the proposed ***HOS TRANSITIONAL SHELTER TH Renewal Project***. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

We regret to inform you that application has not been recommended for funding due to the reallocation of the original project into a new project type. This means that the project as submitted will not be accepted as submitted into the Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



**Community Development  
Division**

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Ms. Laura Franz, Executive Director  
Transitional Living Services, Inc. (TLS Veterans)  
5330 West Elm Street  
McHenry, IL 60050

**Re: HUD FY CoC Competition  
Notification to Project Applicant for Proposed NEW Project  
*TLS Veterans Transitions to Home TH & PH-RRH***

Dear Ms. Franz:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$101,412 for the proposed ***TLS Veterans Transitions to Home Joint TH & PH-RRH*** Project. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the reduced amount of \$76,412. This means that the project budget will need to be adjusted to reflect this new amount. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads 'Hans Mach'.

Hans Mach  
Community Development Administrator



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Ms. Laura Franz, Executive Director  
Transitional Living Services, Inc. (TLS Veterans)  
5330 West Elm Street  
McHenry, IL 60050

**Re: HUD FY CoC Competition**  
**Notification to Project Applicant for Proposed NEW Project**  
***TLS Scattered-Site PSH PH-PSH***

Dear Ms. Franz:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$56,929 for the proposed ***TLS Scattered-Site PSH PH-PSH*** Project. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the full amount of \$56,929 as a Bonus project for FY 2017. This means that the project will proceed to be included in the FY 2017 CoC Project Priority Listing as submitted. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads 'Hans Mach'.

Hans Mach  
Community Development Administrator



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Ms. Laura Franz, Executive Director  
Transitional Living Services, Inc. (TLS Veterans)  
5330 West Elm Street  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition**  
**Notification to Project Applicant for Proposed RENEWAL Project**  
***TLS Veterans New Horizons Renewal Project***

Dear Ms. Franz:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$40,627 for the proposed ***TLS Veterans New Horizons Renewal Project***. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

We regret to inform you that application has not been recommended for funding due to the reallocation of the original project into a new project type. This means that the project as submitted will not be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Ms. Jane Ann Farmer, Executive Director  
Turning Point, Inc.  
PO Box 723  
Woodstock, IL 60098

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Turning Point Rapid Rehousing for DV Survivors PH-RRH***

Dear Ms. Farmer:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$14,062 for the proposed *Turning Point Rapid Rehousing for DV Survivors Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

We regret to inform you that application has not been recommended for funding due to the reallocation of the original project into other projects. This means that the project as submitted will not be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycmdev@co.mchenry.il.us](mailto:mchenrycountycmdev@co.mchenry.il.us)

11 September 2017

Ms. Jane Ann Farmer, Executive Director  
Turning Point, Inc.  
PO Box 723  
Woodstock, IL 60098

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Turning Point Rapid Rehousing for DV Survivors Bonus Renewal PH-RRH***

Dear Ms. Farmer:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$45,182 for the proposed *Turning Point Rapid Rehousing for DV Survivors Bonus Renewal Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! This project has been recommended for funding in the amount of \$46,572, which includes the requested \$45,182 and an additional \$1,390 due to the reallocation of Turning Point's other renewal project. This means that the project as submitted will be accepted into the FY 2017 CoC Project Priority Listing pending a budget revision. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach". The signature is written in a cursive, flowing style.

Hans Mach  
Community Development Administrator



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Kyu Kup Kim, Grants Compliance Manager  
Thresholds, Inc.  
4101 North Ravenswood Avenue  
Chicago, IL 60613

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Thresholds Castle Road House PSH PH-PSH***

Dear Mr. Kim:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$77,920 for the proposed ***Thresholds Castle Road House PSH Renewal Project***. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the full amount of \$77,920. This means that the project as submitted will be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycddev@co.mchenry.il.us](mailto:mchenrycountycddev@co.mchenry.il.us)

11 September 2017

Mr. Kyu Kup Kim, Grants Compliance Manager  
Thresholds, Inc.  
4101 North Ravenswood Avenue  
Chicago, IL 60613

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Thresholds Rebecca Susan (Scattered-Site) PSH PH-PSH***

Dear Mr. Kim:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$24,384 for the proposed ***Thresholds Rebecca Susan (Scattered-Site) PSH Renewal Project***. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the full amount of \$24,384. This means that the project as submitted will be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in blue ink that reads 'Hans Mach'.

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Kyu Kup Kim, Grants Compliance Manager  
Thresholds, Inc.  
4101 North Ravenswood Avenue  
Chicago, IL 60613

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Thresholds Scattered-Site PSH PH-PSH***

Dear Mr. Kim:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$52,853 for the proposed ***Thresholds Scattered-Site PSH Renewal Project***. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the full amount of \$52,853. This means that the project as submitted will be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Kyu Kup Kim, Grants Compliance Manager  
Thresholds, Inc.  
4101 North Ravenswood Avenue  
Chicago, IL 60613

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
Thresholds AMI House PSH PH-PSH**

Dear Mr. Kim:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$75,671 for the proposed *Thresholds Scattered-Site PSH Renewal Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the full amount of \$75,671. This means that the project as submitted will be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Elmer Pete Lewis, Board Treasurer and Chief Financial Officer  
New Life Transitions  
902 South Randall Road, Suite C290  
Saint Charles, IL 60174

**Re: HUD FY CoC Competition**  
**Notification to Project Applicant for Proposed NEW Project**  
***New Life Transitions Coordinated Entry Project SSO***

Dear Mr. Lewis:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$75,000 for the proposed *New Life Transitions Coordinated Entry Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the reduced amount of \$62,000. This means that the project budget will need to be adjusted to reflect this new amount. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



**Community Development  
Division**

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Executive Committee

McHenry County Continuum of Care to End Homelessness (CoC)

c/o The McHenry County Department of Planning and Development – CD Division

2200 North Seminary Avenue

Woodstock, IL 60098

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed NEW Project  
*McHenry County Homeless Management Information System Project HMIS***

Dear CoC Executive Committee:

It has come to our attention that the Ranking Committee of the McHenry County CoC has recommended the McHenry County Department of Planning and Development – CD Division for \$38,000 in funding for its *McHenry County Homeless Management Information System Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

We understand this recommendation means that the project as submitted will be accepted as submitted into the FY 2017 CoC Project Priority Listing in Tier 1 pending formal approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in blue ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



**Community Development  
Division**

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Samuel Tenuto, Co-CEO  
Mr. Frank Samuel, Co-CEO  
Pioneer Center for Human Services, Inc.  
4031 Dayton Street  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Pioneer Center Jackson Lawndale PSH PH-PSH***

Dear Messrs. Tenuto and Samuel:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$212,350 for the proposed *Pioneer Center Jackson Lawndale PSH Renewal Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding at a reduced level of \$179,606. This means that the project will require a reduction in its budget in order to be accepted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in blue ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Samuel Tenuto, Co-CEO  
Mr. Frank Samuel, Co-CEO  
Pioneer Center for Human Services, Inc.  
4031 Dayton Street  
McHenry, IL 60050

**Re: HUD FY CoC Competition  
Notification to Project Applicant for Proposed NEW Project  
PC RRH-TH (TH & PH-RRH)**

Dear Messrs. Tenuto and Samuel:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$190,390 for the proposed *PC RRH-TH Joint TH & PH-RRH Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

Congratulations! We are pleased to inform you that your application has been recommended for funding in the reduced amount of \$100,408. This means that the project budget will need to be adjusted to reflect this new amount. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



McHenry County  
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Samuel Tenuto, Co-CEO  
Mr. Frank Samuel, Co-CEO  
Pioneer Center for Human Services, Inc.  
4031 Dayton Street  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed RENEWAL Project  
*Pioneer Center PC HUD Apartments Renewal Project TH***

Dear Messrs. Tenuto and Samuel:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$190,390 for the proposed *Pioneer Center PC HUD Apartments Renewal Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

We regret to inform you that application has not been recommended for funding due to the reallocation of the original project into other projects. This means that the project as submitted will not be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



**Community Development  
Division**

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Mr. Samuel Tenuto, Co-CEO  
Mr. Frank Samuel, Co-CEO  
Pioneer Center for Human Services, Inc.  
4031 Dayton Street  
McHenry, IL 60050

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed NEW Project  
*Pioneer Center PSH Rental Assistance Project PH-PSH***

Dear Messrs. Tenuto and Samuel:

Thank you for the submission of a FY 2017 CoC Competition Project Application in the amount of \$56,928 for the proposed *Pioneer Center PSH Rental Assistance Project*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

We regret to inform you that application has not been recommended for funding. This means that the project as submitted will not be accepted as submitted into the FY 2017 CoC Project Priority Listing. This decision remains subject to the approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or your project.

Best Regards,

A handwritten signature in green ink that reads 'Hans Mach'.

Hans Mach  
Community Development Administrator

## Jena Hencin

---

**From:** Sarah Guarini <sarah.guarini@refugeforwomen.org>  
**Sent:** Friday, August 25, 2017 2:31 PM  
**To:** Jena Hencin; Hans Mach  
**Subject:** COC and Refuge for Women

Dear Jena and Hans,

Refuge for Women will not be submitting our COC application this cycle. Our city director has informed me of some of her concerns regarding legal issues that she believes might conflict with this funding opportunity. I'm saddened on a personal level, but I respect her decision. I'll continue to arm myself with education so that I can provide her with knowledge-based peace of mind so that next year I'll be allowed to submit Refuge for Women for consideration.

Thank you both for your time and effort to help me out--I'm incredibly grateful!

Appreciatively,  
Sarah Guarini

--

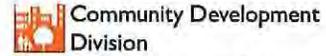
Email Notice: This e-mail transmission contains information intended only for the use of the recipient(s) named above. The information contained in this transmission may contain privileged and confidential information, including information protected by federal and state privacy laws. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this message (including any attachments) is strictly prohibited. If you have received this e-mail in error, please notify the sender by reply e-mail and then delete this message from your e-mail system. Thank you for your compliance.



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)  
P: 815-334-4560 F: 815-334-4608  
[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

11 September 2017

Executive Committee  
McHenry County Continuum of Care to End Homelessness (CoC)  
c/o The McHenry County Department of Planning and Development – CD Division  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: HUD FY 2017 CoC Competition  
Notification to Project Applicant for Proposed “No-Compete” RENEWAL Project  
McHenry County FY 2017 Planning Grant PLN**

Dear CoC Executive Committee:

It has come to our attention that the Ranking Committee of the McHenry County CoC has recommended the McHenry County Department of Planning and Development – CD Division for \$28,464 in funding for its non-competitive *McHenry County FY 2017 Planning Grant*. This year's Competition has been extremely ambitious due to the receipt of 21 local applications totaling \$1,854,059 and 20 applications formally submitted into eSnaps totaling \$1,654,059.

As the Collaborative Applicant for the McHenry County Continuum of Care to End Homelessness, the Community Development Division of the McHenry County Department of Planning and Development is required to notify applicants of the status of their application no later than 15 days prior to September 28, 2017, as this is the due date of the full CoC Collaborative Application. This funding for Planning purposes is critical in ensuring the efforts of the CoC can continue.

We understand this recommendation means that the project as submitted will be accepted as submitted into the FY 2017 CoC Project Priority Listing pending formal approval of the full CoC at its public meeting being held on Thursday, September 14, 2017 starting at 9:00 am CDT.

Please feel free to contact me through email to [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us) if you would have any questions related to this letter or project.

Best Regards,

A handwritten signature in green ink that reads "Hans Mach".

Hans Mach  
Community Development Administrator

FY 2017 McHenry County Continuum of Care to End Homelessness Competition Funding Recommendation

Project	Project Request	Recommendation	Tier 1 Balance	Tier 2 Balance	Ranking
Home of the Sparrow • New • TH/RRH	\$ 166,885	\$ 154,213.00	\$ 154,213.00	\$ -	1
TLS Veterans • New • TH/RRH	\$ 101,412	\$ 76,412.00	\$ 76,412.00	\$ -	2
TLS Veterans • Bonus • PSH	\$ 56,929	\$ 56,929.00	\$ -	\$ 56,929.00	3
Home of the Sparrow • Renewal RRH • Family RRH	\$ 60,776	\$ 60,776.00	\$ 60,776.00	\$ -	4
Thresholds • Renewal PSH • Castle Road	\$ 77,920	\$ 77,920.00	\$ 77,920.00	\$ -	5
Turning Point • New • RRH	\$ 45,182	\$ 46,572.00	\$ 46,572.00	\$ -	6
Thresholds • Renewal PSH • Rebecca Susan Apts	\$ 24,384	\$ 24,384.00	\$ 24,384.00	\$ -	7
Thresholds • Renewal PSH • Scattered Site	\$ 52,853	\$ 52,853.00	\$ 52,853.00	\$ -	8
Thresholds • Renewal PSH • AMI House	\$ 75,671	\$ 75,671.00	\$ 75,671.00	\$ -	9
New Life Transitions • New • Coordinated Entry	\$ 75,000	\$ 62,000.00	\$ 62,000.00	\$ -	10
McHenry County P&D • New • HMIS	\$ 38,000	\$ 38,000.00	\$ 38,000.00	\$ -	11
Pioneer Center • Renewal PSH • Jackson Lawndale	\$ 212,350	\$ 179,606.00	\$ 179,606.00	\$ -	12
Pioneer Center • New • TH/RRH	\$ 190,390	\$ 100,408.00	\$ 43,479.00	\$ 56,929.00	13
<b>Total</b>	<b>\$ 1,177,752</b>	<b>\$ 1,005,744.00</b>	<b>\$ 891,886.00</b>	<b>\$ 113,858.00</b>	

Project	Award	Notes
McHenry County P&D • Planning Grant	\$ 28,464	Does not compete in CoC competition

**2017 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric**

(Agency name)  
(Project title)

	Score	Comments
<b>Financial Assessment and Expenditure of Funds (Total possible points - 45)</b>		
1. Financial Capacity Measure Point calculation: (financial capacity measure score) * 35 points		
2. Leveraged Resources (attachment) 5: 200% or greater 4: 199.99% - 175% 3: 174.99% - 150% 2: 149.99% - 125% 1: 124.99% - 100% 0: Less than 100%		
3. Housing Emphasis: % Eligible housing activities 5: Greater than or equal to 80% 3.5: 60% to 79.99% 0: Less than 60%		
<b>Compliance Requirements (Total possible points - 9)</b>		
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 - Provide 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 identity		
<b>HMIS Participation and Data Quality (Total possible points - 5)</b>		
1. Project has policies/procedures to ensure data quality 5: Yes 3: Yes, but not written 0: No		

**2017 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric**

	Score	Comments
<b>Project Performance (Total possible points - 20)</b>		
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 * 20 = awarded points		
<b>Strategic Goals (Total possible points - 23)</b>		
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 <u>Dedicated</u> Beds? 5: 85% - 100% 3: 65% - 84.99% 0: Less than 65%		
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 <u>below</u> McHenry County CoC average 0: Costs per bed <u>above</u> McHenry County CoC average		
For TH-RRH projects 2.5: Costs per bed <u>below</u> the average determined by the combination of existing TH and RRH projects 0: Costs per bed <u>above</u> the average determined by the combination of existing TH and RRH projects		
6. Proposed Cost Analysis of Full Project Cost For PSH Projects 2.5: Costs per bed <u>below</u> McHenry County CoC average 0: Costs <u>above</u> McHenry County CoC average For TH projects 2.5: Costs per bed <u>below</u> McHenry County CoC average 0: Costs <u>above</u> McHenry County CoC average		

**2017 McHenry County Continuum of Care to End Homelessness NEW/BONUS Project Scoring Rubric**

	Score	Comments
<b>NOFA Measures - Project Projections (Total possible points - 25)</b>		
1. Rate of participants served with domestic violence experience 5: Greater than 35% 3: 25% - 34.99% 1: 15% - 24.99% 0: Less than 15%		
2. Rate of Adults with physical health, behavioral health or substance abuse at entry* 20: 100% 14: 80% - 99.99% 8: 65% - 79.99% 0: Less than 65%		
<b>Bonus Points</b>		
1. This is a TH-RRH project that better assists the CoC in reducing the number of overall homeless individuals and families Yes: 15 No: 0		
2. Financial Capacity sigma measure Point calculation: Project awarded 5 points for each sigma measure beyond financial capacity mean of (to be determined)		

**Total:** 0 of 127 possible points  
**Ranking Percentage:** 0%

**2017 McHenry County Continuum of Care to End Homelessness RENEWAL-REVISION Project Scoring Rubric**

(Agency name)

(Project title)

	Score	Comments
<b>Financial Assessment and Expenditure of Funds (Total possible points - 50)</b>		
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. Financial Capacity Measure Point calculation: (financial capacity measure score) * 35 points		
3. Leveraged Resources (attachment) 5: 200% or greater 4: 199.99% - 175% 3: 174.99% - 150% 2: 149.99% - 125% 1: 124.99% - 100% 0: Less than 100%		
4. Housing Emphasis: % Eligible housing activities 5: Greater than or equal to 80% 3.5: 60% to 79.99% 0: Less than 60%		
<b>Compliance Requirements (Total possible points - 30)</b>		
1. APR Submission - Please send last APR 6: Last APR submitted by deadline or HUD granted late submission waiver 3: Last APR not submitted by deadline but explanation included 0: Last APR not submitted by deadline and no explanation included		
2. Project Monitoring and Financial Audit 5: Project monitored with no findings <u>or</u> 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		

**2017 McHenry County Continuum of Care to End Homelessness RENEWAL-REVISION 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 - Provide 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 identity		
6. Organization attendance at Full CoC Meeting between 10/1/15 - 9/30/16 Point calculation: (Number of meeting attendance / 12) * 10 points		
<b>HMIS Participation and Data Quality (Total possible points - 30)</b>		
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? 5: A 3: B 0: C or below		
3. Long term client recidivism Point calculation: 20 points - 5 points per recidivated household		
<b>Project Performance (Total possible points - 70)</b>		
1. Housing Stability: Percentage of persons achieving housing stability* For PSH Projects 20: Greater than 80% 10: 70% - 79.99% 5: 60% - 69.99% 0: Less than 60%		
For TH Projects 14: Greater than 75% 7: 70% - 74.99% 4: 65% - 69.99% 0: Less than 65%		
<small>(question continues onto next page)</small>		

**2017 McHenry County Continuum of Care to End Homelessness RENEWAL-REVISION Project Scoring Rubric**

	Score	Comments
For TH Projects length of stay 6: Less than 6 months 5: 6.1 - 12 months 3: 12.1 - 18 months 1: 18 - 24 months 0: Greater than 24 months		
For RRH Projects 20: Greater than 75% 10: 70% - 74.99% 5: 65% - 69.99% 0: Less than 65%		
2. Increased Income* For PSH Projects: % participants with increased total income 12: 85% - 100% 6: 75% - 84.99% 0: less than 75%		
For TH and RRH Projects: % leavers increased non-earned income 6: Greater than 70% 3: 60% - 69.99% 0: Less than 60%		
For TH and RRH Projects: % leavers increased earned income 6: Greater than 60% 3: 50% - 59.99% 0: Less than 50%		
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* Point calculation: Percentage of enrollment and participate of program clients * 18 points		
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 * 20 = awarded points		

**2017 McHenry County Continuum of Care to End Homelessness RENEWAL-REVISION Project Scoring Rubric**

	Score	Comments
<b>Strategic Goals (Total possible points - 35)</b>		
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 <u>Dedicated</u> Beds?		
5: 85% - 100%		
3: 65% - 84.99%		
0: Less than 65%		
3. What is the percentage of beds that will be re-prioritized to Chronically Homeless upon turnover?		
10: 85% - 100%		
4: 60% - 84.99%		
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 (individual between ages 18-24) intended to be served?*		
Point calculation: Percentage of homeless youth * 5 = awarded points		
6. Proposed Cost Analysis of CoC Grant Costs		
For PSH Projects		
2.5: Costs per bed <u>below</u> CoC average		
0: Costs <u>above</u> CoC average		
For TH projects		
2.5: Costs per bed <u>below</u> CoC average		
0: Costs <u>above</u> CoC average		
For RRH projects		
5: Annual cost per household is <u>below</u> McHenry County CoC average		
0: Annual cost per household is <u>above</u> McHenry County CoC average		
7. Proposed Cost Analysis of Full Project Cost		
For PSH Projects		
2.5: Costs per bed <u>below</u> McHenry County CoC average		
0: Costs <u>above</u> McHenry County CoC average		
For TH projects		
2.5: Costs per bed <u>below</u> McHenry County CoC average		
0: Costs <u>above</u> McHenry County CoC average		
(question continues onto next page)		

**2017 McHenry County Continuum of Care to End Homelessness RENEWAL-REVISION Project Scoring Rubric**

	Score	Comments
For RRH projects 2.5: Costs per bed <u>below</u> McHenry County CoC average 0: Costs <u>above</u> McHenry County CoC average		
<b>NOFA Measures (Total possible points - 35)</b>		
1. Rate of participants served with domestic violence experience* 5: Greater than 35% 3: 25% - 34.99% 1: 15% - 24.99% 0: Less than 15%		
2. Rate of Adults with physical health, behavioral health or substance abuse at entry* 20: 100% 14: 80% - 99.99% 8: 65% - 79.99% 0: Less than 65%		
3. Bed Utilization Rates* 10: 85% - 100% 5: 65% - 84.99% 0: Less than 65%		
<b>Bonus Points</b>		
1. Organization is willing to reallocate project to new project type Yes: 20 No: 0		
2. This is a TH-RRH project that better assists the CoC in reducing the number of overall homeless individuals and families Yes: 15 No: 0		
3. Financial Capacity sigma measure Point calculation: Project awarded 5 points for each sigma measure beyond financial capacity mean of (to be determined)		

\* = N/A for projects without a full year of APR data

**Total:** 0 of 250 possible points  
**Ranking Percentage:** 0%

**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 FY2017 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, rapid re-housing for families or individuals coming from the streets or shelters), dedicated HMIS project, SSO project for coordinated entry, or the new Transitional Housing-Rapid Rehousing hybrid project.
- 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. Namely, McHenry County is seeking to significantly reduce the population of homeless individuals as quickly as possible.

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 cursory information, data, and outcomes 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. Any organization submitting a project concept or application that is rejected will be notified in writing by the data set by the CoC Lead Agency/Collaborative Applicant.

### **III. Voluntary Reallocation Process**

J. CoC grantees are able to self-nominate to voluntarily reallocate CoC-funded renewal funds to create new projects. Depending on the HUD NOFA in effect, this may result in a higher score and the ability for the organization to receive a reallocation.

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 27, 2017

**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  
815-334-4560

**2017 Proposed 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

*See the attached FY2017 HUD CoC NOFA Timeline*

- d. All projects must meet criteria outlined in the FY2017 NOFA

2. As determined by the FY17 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 which includes the scoring rubric and project performance for renewal projects. 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 FY2017 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 FY17 NOFA. Measures that reflect HUD’s expectations regarding project performance review, as outlined in the FY17 NOFA, are considered. Annual Performance Reports are used to measure project outcomes and performance.

- a. System Performance Measures
- b. Housing Stability
- c. Increasing or Maintaining Income
- d. Length of Stay

- e. Access to and enrollment in mainstream benefits
- f. Housing First model of service and housing delivery
- g. The extent to which the project serves sub-populations
- h. Cost effectiveness
- i. Severity of Service needs of clients served during program year
- j. Utilization Rates
- k. Attendance at Full CoC meetings

5. All new project applications for new or bonus permanent housing dollars (PSH, RRH and TH-RRH) will be evaluated by the CoC Ranking Committee using an evaluation tool similar to the one used for renewal projects. 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 (PSH, RRH and TH-RRH), and adopt a housing first model of service delivery.

6. 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

7. 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

8. A proposed TH-RRH project will be awarded bonus points due to the ability to reduce the overall homeless population in McHenry County.

9. The Ranking Committee may opt to score project applicants on their presentations and on responses to Committee questions.

10. A renewal project will be offered bonus points if the organization is willing to reallocate its funding to a new project type. The project will be scored and ranked as a renewal and as the new project (based on the experience and performance of the renewal request). If the proposed new project will be ranked in Tier 1, the new project may be placed there and the renewal rejected so as to prevent supplanting funds. The organization may also opt to continue with its renewal and

avoid proceeding with the new project. The organization may not have both the renewal and the new project that is based on a volunteer reallocation awarded in the same competition.

11. Organizations must submit all project applications in E-snaps by 4:00pm CDT August 26, 2017. Failure to meet this timeline will result in withdrawal of the project from the ranking.

CREATED: JULY 24, 2017

# MCHENRY COUNTY COMMUNITY DEVELOPMENT 2017-2018

## FY 2017 HUD COC NOFA TIMELINE

	STARTING	ENDING
2017 PROPOSED RANKING TOOL & 2016 RANKING TOOL AVAILABLE ON WEBSITE	7/24/17 2:00 pm	7/31/17 2:00 pm
REVIEW FOR PROPOSED 2017 RANKING TOOL	7/26/17 2:00 pm	7/26/17 4:00 pm
2017 RANKING TOOL & HUD NOTICES BROUGHT TO COC FOR APPROVAL	8/10/17	8/10/17
2017 NEW/BONUS & RENEWAL PROJECT CONCEPT PAPER POSTED ON WEBSITE	7/31/17 4:00 pm	8/18/17 4:00 pm
2017 PUBLIC MEETING FOR CONCEPT PAPER REVIEW (DATE TBD)	8/11/17	8/24/17
2017 CONCEPT PAPER DUE TO CD DIVISION	8/18/17 4:00 pm	8/18/17 4:00 pm
CONCEPT PAPER CD STAFF REVIEW & APPLICANT MEETINGS	8/19/17	8/31/17
RANKING COMMITTEE REVIEW PERIOD & HEARING (DATE TBD)	8/31/17	9/7/17
2017 FUNDING RECCOMMENDATIONS BROUGHT TO FULL COC	9/14/17	9/14/17

JULY							AUGUST							SEPTEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division  
[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)  
P: 815-334-4560 F: 815-334-4608  
[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

28 August 2017

Ranking Committee  
McHenry County Continuum of Care to End Homelessness  
c/o McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: FY 2017 Competition – Average Cost per Bed – Transitional Housing – Rapid Rehousing (TH-RRH) Reallocation Projects**

Dear Ranking Committee Members:

One of the scoring mechanisms for CoC applicants is the test the average cost per Transitional Rapid Rehousing Bed. This is a new project type allowed under the FY 2017 Competition. The CoC has three applicants for this project type, all of which would entail a reallocation of an existing project.

The cost per bed is measured in comparison to requests from all of the organizations for the same type of bed. A measure is calculated as a cost per bed of CoC fund and a cost per bed in terms of the overall budget.

The average cost per bed requested of CoC funds is **\$5,881**. The following are the calculations used:

Agency	Project	Number of Beds	CoC Request	Cost per Bed	Above or Below Average
Home of the Sparrow	HOS Homelessness to Housing	32	\$166,885	\$5,215	<b>BELOW</b>
Pioneer Center	PC RRH-TH	23	\$190,390	\$8,277	<b>ABOVE</b>
TLS	Transition to Home	23	\$101,412	\$4,409	<b>BELOW</b>

The average cost per bed in terms of the total project budget is **\$10,177**. The following are the calculations used:

Agency	Project	Number of Beds	Total Budget	Cost per Bed	Above or Below Average
Home of the Sparrow	HOS Homelessness to Housing	32	\$296,517	\$9,266	<b>BELOW</b>
Pioneer Center	PC RRH-TH	23	\$370,390	\$16,104	<b>ABOVE</b>
TLS	Transition to Home	23	\$126,927	\$5,519	<b>BELOW</b>

The Community Development Division has noted that this project type, in general, has demonstrated the following:

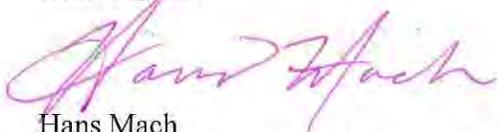
1. An overall lower per bed cost that the original project it would replace
2. A great deal of leverage of other resources
3. A capacity to serve more clients than would be implied by the listed number of beds

Please note that all of these projects will entail the use of some type of “Brick and Mortar” project facility. It is also to be noted that any requested Operating costs may not be used for the Rapid Rehousing portion of the grant.

The Ranking Committee should consider the nature of the leverage (i.e. cash or other) as well as the total project costs when requesting additional information from applicants.

Please reach out to the Community Development Office with any questions.

Best Regards,



Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

 Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

28 August 2017

Ranking Committee  
McHenry County Continuum of Care to End Homelessness  
c/o McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: FY 2017 Competition – Average Cost per Permanent Supportive Housing Bed**

Dear Ranking Committee Members:

One of the scoring mechanisms for CoC applicants is the test the average cost per Permanent Supportive Housing Bed. This is measured in comparison to requests from all of the organizations for the same type of bed. A measure is calculated as a cost per bed of CoC fund and a cost per bed in terms of the overall budget.

The average cost per bed requested of CoC funds is **\$13,586**. The following are the calculations used:

Agency	Project	Number of Beds	CoC Request	Cost per Bed	Above or Below Average
Thresholds	Rebecca Susan PSH Renewal	4	\$24,384	\$6,096	<b>BELOW</b>
Thresholds	Castle Road House Renewal	6	\$77,920	\$12,986	<b>BELOW</b>
Thresholds	AMI House Renewal	7	\$75,671	\$10,810	<b>BELOW</b>
Thresholds	PSH Scattered Site First Time Renewal	4	\$52,853	\$13,213	<b>BELOW</b>
Pioneer	Jackson Lawndale Renewal	13	\$212,350	\$16,335	<b>ABOVE</b>
Pioneer	Bonus Scattered Site PSH Rental Assistance	4	\$56,928	\$14,232	<b>ABOVE</b>
TLS	Bonus Scattered Site PSH Veterans Leasing	3	\$56,929	\$18,976	<b>ABOVE</b>

The average cost per bed in terms of the total project budget is **\$23,699**. The following are the calculations used:

Agency	Project	Number of Beds	Total Budget	Cost per Bed	Above or Below Average
Thresholds	Rebecca Susan PSH Renewal	4	\$28,783	\$7,180	<b>BELOW</b>
Thresholds	Castle Road House Renewal	6	\$94,700	\$16,233	<b>BELOW</b>
Thresholds	AMI House Renewal	7	\$94,589	\$13,513	<b>BELOW</b>
Thresholds	PSH Scattered Site First Time Renewal	4	\$66,066	\$16,517	<b>BELOW</b>
Pioneer	Jackson Lawndale Renewal	13	\$508,450	\$39,112	<b>ABOVE</b>
Pioneer	Bonus Scattered Site PSH Rental Assistance	4	\$116,928	\$29,232	<b>ABOVE</b>
TLS	Bonus Scattered Site PSH Veterans Leasing	3	\$62,153	\$20,718	<b>BELOW</b>

Please note that some projects are “Leasing” rather than “Rental Assistance.” Both entail the use of Fair Market Rent when being developed as projects. Leasing projects require that the agency enter into a Landlord agreement where Rental Assistance projects entail the client entering directly into a Landlord agreement. In other cases, brick and mortar facilities are involved. We would recommend that the Ranking Committee take these factors into consideration.

Please reach out to the Community Development Office with any questions.

Best Regards,

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098

 Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

28 August 2017

Ranking Committee  
McHenry County Continuum of Care to End Homelessness  
c/o McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: FY 2017 Competition – Average Cost per Bed – Transitional Housing Renewal**

Dear Ranking Committee Members:

One of the scoring mechanisms for CoC applicants is the test the average cost per Transitional Housing Bed. This is measured in comparison to requests from all of the organizations for the same type of bed. A measure is calculated as a cost per bed of CoC fund and a cost per bed in terms of the overall budget.

The average cost per bed requested of CoC funds is **\$4,328**. The following are the calculations used:

Agency	Project	Number of Beds	CoC Request	Cost per Bed	Above or Below Average
Pioneer	PC HUD Apartments	26	\$190,390	\$7,323	<b>ABOVE</b>
Home of the Sparrow	McHenry Shelter Renewal	30	\$54,600	\$1,820	<b>BELOW</b>
TLS	New Horizons Renewal	10	\$40,627	\$4,063	<b>BELOW</b>

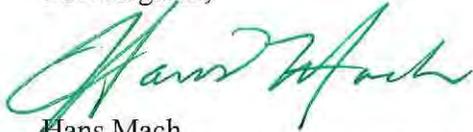
The average cost per bed in terms of the total project budget is **\$9,265**. The following are the calculations used:

Agency	Project	Number of Beds	Total Budget	Cost per Bed	Above or Below Average
Pioneer	PC HUD Apartments	26	\$250,390	\$9,630	<b>ABOVE</b>
Home of the Sparrow	McHenry Shelter Renewal	30	\$300,450	\$10,015	<b>ABOVE</b>
TLS	New Horizons Renewal	10	\$60,627	\$6,063	<b>BELOW</b>

Please note that one project is "Leasing" units in the community rather than being a brick and mortar type projects. The Leasing project will entail the use of Fair Market Rent when being developed as a project. Leasing projects require that the agency enter into a Landlord agreement on behalf of the client. In other cases, brick and mortar facilities are involved and the availability of services should be considered.

Please reach out to the Community Development Office with any questions.

Best Regards,



Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

28 August 2017

Ranking Committee  
McHenry County Continuum of Care to End Homelessness  
c/o McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: FY 2017 Competition – Average Cost per Household – Rapid Rehousing**

Dear Ranking Committee Members:

One of the scoring mechanisms for CoC applicants is the test the average cost per Rapid Rehousing Household. This is measured in comparison to requests from all of the organizations for the same type of household. A measure is calculated as a cost per household of CoC fund and a cost per household in terms of the overall budget.

The average cost per household requested of CoC funds is **\$7,042**. The following are the calculations used:

Agency	Project	Number of HH	CoC Request	Cost per HH	Above or Below Average
Home of the Sparrow	Rapid Rehousing Renewal	12	\$60,776	\$5,065	<b>BELOW</b>
Home of the Sparrow	Rapid Rehousing Expansion (Reallocation)	14	\$91,236	\$6,517	<b>BELOW</b>
Turning Point	Rapid Rehousing – Smaller Award 1 <sup>st</sup> Renew	1	\$14,062	\$14,062	<b>ABOVE</b>
Turning Point	Rapid Rehousing – Larger Award 1 <sup>st</sup> Renew	3	\$45,182	\$15,060	<b>ABOVE</b>

The average cost per household in terms of the total project budget is **\$18,963**. The following are the calculations used:

Agency	Project	Number of HH	Total Budget	Cost per HH	Above or Below Average
Home of the Sparrow	Rapid Rehousing Renewal	12	\$197,522	\$16,460	<b>BELOW</b>
Home of the Sparrow	Rapid Rehousing Expansion (Reallocation)	14	\$296,517	\$21,180	<b>ABOVE</b>
Turning Point	Rapid Rehousing – Smaller Award 1 <sup>st</sup> Renew	1	\$17,662	\$17,662	<b>BELOW</b>
Turning Point	Rapid Rehousing – Larger Award 1 <sup>st</sup> Renew	3	\$57,182	\$19,061	<b>ABOVE</b>

Please note that these projects are developed using the required Fair Market Rents. As such, it may be implied that clients will not “turn over” and leave the project, thereby inferring an inflated project cost. Due to unique client situations, it is recommended that the Ranking Committee also consider the nature of the clients’ situation in its decision-making.

Please reach out to the Community Development Office with any questions.

Best Regards,

Hans Mach  
Community Development Administrator



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycmdev@co.mchenry.il.us](mailto:mchenrycountycmdev@co.mchenry.il.us)

25 August 2017

Ranking Committee  
McHenry County Continuum of Care to End Homelessness  
c/o McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: Certified CoC Attendance for Applicants 10/01/2015 to 09/30/2016**

Dear Ranking Committee Members:

One of the scoring mechanisms for CoC applicants is the test of attendance at the standard Continuum of Care meeting that occurs monthly, typically on the second Thursday.

Attendance by funded organizations is vital in ensuring that the entity can convey its current successes and challenges on ending homelessness to the entire CoC body.

The following chart identifies attendance by applicant organization for 10/1/15 – 09/30/16:

Organization	O	N	D	J	F	M	A	M	J	J	A	S	T
HOS	P	P	P	P	P	P	P	P	P	P	P	P	12
New Life	A	P	P	A	A	P	A	P	P	P	P	A	7
McHenry County	P	P	A	P	P	P	P	P	P	P	P	P	11
Pioneer Center	P	P	P	P	P	P	P	P	P	P	P	P	12
Refuge 4 Women	A	A	A	A	•	A	A	A	A	A	A	A	1
Thresholds	P	P	P	P	P	P	P	P	P	P	P	P	12
TLS	A	A	P	P	A	A	P	P	P	P	P	P	8
Turning Point	P	P	P	P	P	P	P	P	P	P	P	P	12

- Presented to CoC

This attendance has been confirmed through the review of approved CoC minutes for the aforementioned time frame.

Best Regards,

Hans Mach  
Community Development Administrator

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** October 8, 2015 9:00-11:00 am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES: Members:** Hans Mach, Turning Point; Art Krzyzanowski, Thresholds; Mike Neumann, Turning Point; Sue Morrissey, Home of the Sparrow; Barb Lehl, Home of the Sparrow; Matt Morrison, Salvation Army; Jaclyn Kroeger, Family Alliance; Chelsey Wintersteen, Prairie State Legal; Rich Ring, Community Member; Jeff Harris, McHenry County; Kathy Chwedyk, Catholic Charities; Tom Riley, Pioneer Center; Mary Reid, Community Action Agency-Head Start; Sue Rose, McHenry County Housing Authority; Terry Braune, Mental Health Board; Kirsten Mellern, MCDOT; Kathy Roberts, Restoration America; Ron Ecklund, Community Member; Katherine Violet, McHenry Savings Bank; Linda Strueber, Family Alliance; Rebecca Ciesla, Crisis; Jenny King, Captain James Lovell Federal Health Care Center;

**Community Partners:** Melissa O'Donnell, Community Member; Sam Tentuto, Pioneer Center; Maricell Morrobol-Irish, Family Health Partnership Clinic; Sonia Casaneda, VAC; TLS Veterans; Meghan Malley, Home of the Sparrow; Erin Williams, Crisis;

**ABSENT:** Michael Dudek; McHenry County Sheriff's Office; Janet Dolan, The Aark; Jeff Willingate, FHCC Lovell; Angie Reeks, Community Member; Jane Dorfer, VAC; David Esposito, Thresholds; Charles Sprague, New Life Transitions; Charles Eldredge (Chip), McHenry County Attainable Housing; Virginia Peschke, Consumer Credit Counseling; Anna Hill, Restoration America; Chris Nejde, McHenry County Workforce; Julie Tevenan, FHCC; Gene Marzelli, TLS Veterans; Debbie DeGraw, Home of the Sparrow; Jim Menzer, Lake-McHenry ROE; Matt Tabar, Lake/McHenry ROE; Tom Rogers, Redeemer Lutheran Church; Julie Biel Claussen, McHenry County Housing Authority; Howard Fiedler, Crystal Lake Bank & Trust; Denise Learned, New Life Transitions;

**NEXT MEETING DATE/TIME/LOCATION:** November 12, 2015 9:00-10:45 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><b>Welcome</b></p> <p>1.0</p> <p><b>Review and Approval of 9/10/15 Meeting Minutes FOR ACTION</b></p> <p>2.0</p>	<p>Hans Mach called the meeting to order at 9:02 am. Due to computer issues, the following corrections would be reflected in the 9/10/15 minutes: Mary Reid motioned and Chelsea Wintersteen 2<sup>nd</sup> the minutes. <b>Motion</b> by Mary Reid to accept recommendations (3.0). <b>Motion seconded</b> by Rich Ring. Transportation: update on Randall Road schedule. Minutes approval tabled until next meeting.</p>	
<p><b>Client Success Story</b></p> <p>3.0</p>	<p>PSL: Recent client who was given 30 day notice that lease would not be renewed on subsidized property. Informal meeting with property managers who did not want to renew lease. Client could not afford to move. Worked with other agencies for diagnosis and accommodations to be made. Property managers have agreed to sign new lease.</p>	
<p><b>Public Comment</b></p> <p>4.0</p>	<p>Introductions of those new to meeting: Dr. Erin Williams – CRISIS Linda Strueber – Family Alliance – taking over for Jackie</p>	
<p><b>New Business 5.0</b></p> <p>Final Recommendations from the Ranking Committee for HUD FY 2015 Continuum of Care Funding – including</p>	<p><b>Motion</b> to approve final recommendations from Ranking Committee for HUD FY2015 Continuum of Care funding by Sue Rose. <b>Motion seconded</b> by Kathryn Violette. Roll call vote:</p>	

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** November 12, 2015 9:00-10:45am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL  
**ATTENDEES:** **Members:** Hans Mach, Turning Point; Art Krzyzanowski, Thresholds; Mike Neumann, Turning Point; Barb Iehl, Home of the Sparrow; Chelsey Wintersteen, Prairie Star Legal; Rich Ring, Community Member; Jeff Harris, McHenry County; Kathy Chwedyc, Catholic Charities; Tom Riley, Pioneer Center; Mary Reid, Community Action Agency-Head Start; Sue Rose, McHenry County Housing Authority; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; Debbie DeGraw, Home of the Sparrow; Jim Menzer, Lake-McHenry ROE; Matt Tabar, Lake/McHenry ROE; Anna Hill, Restoration America; Sam Tenuto, Pioneer Center; Tom Rogers, Redeemer Lutheran Church; Charles Sprague, New Life Transitions; David Esposito, Thresholds; Jane Dorfner, VAC; Howard Fiedler, Crystal Lake Bank & Trust; Stephanie Holds, PADS; Rebecca Heeman-Moore, Pioneer, PADS; Ashley R-W, TLS; Veronica Gockenbach, Thresholds and Willow Creek PADS; Michael Redding, Willow Creek Church; Hannah Prokop, Northwest Herald

**Community Partners:**

**ABSENT:** Meghan Malley, Home of the Sparrow; Erin Williams, Crisis, Sonia Casaneda, VAC; TLS Veterans; Maricell Morrobel-Irish, Family Health Partnership Clinic; Melissa O'Donnell, Community Member; Jenny King, Captain James Lovell Federal Health Care Center; Rebecca Ciesla, Crisis; Katherine Violet, McHenry Savings Bank; Kristen Mellem, MCDOT; Kathy Roberts, Restoration America; Terry Braune, Mental Health Board; Matt Morrison, Salvation Army; Jaclyn Kroeger, Family Alliance; Sue Morrissey, Home of the Sparrow; Michael Dudek; McHenry County Sheriff's Office; Janet Dolan, The Aarrk; Jeff Willingate, FHCC Lovell; Angie Reeks, Community Member; Charles Eldredge (Chip), McHenry County Attainable Housing; Virginia Peschke, Consumer Credit Counseling; Chris Nejde, McHenry County Workforce; Julie Tevenan, FHCC; Gene Marzelli, TLS Veterans; Julie Biel Claussen, McHenry County Housing Authority; Denise Learned, New Life Transitions;

**NEXT MEETING DATE/TIME/LOCATION:** November 10, 2015 9:00-10:45 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><b>Welcome</b> 1.0 <i>Review and Approval of 9/10/15 and 10/8/2015 Meeting Minutes FOR ACTION</i></p>	<p>Hans Mach called the meeting to order at 9:07 am.  <b>Motion</b> by Mary Reid to accept 9/10/2015 and 10/08/2015 minutes. <b>Motion seconded</b> by Rich Ring. Motion carried unanimously.</p>	
<p>2.0 <i>Client Success Story</i></p>	<p>PSLS: Was able to assist client enter into housing lease despite various difficulties. The agency negotiated with the landlord and did not have to wait through a six to 12 month waiting list process, which would have been the case prior to PSLs assistance</p>	
<p>4.0 <i>Public Comment</i></p>	<p>Introductions of those new to meeting: Stephanie Holds – PADS case manager</p>	
<p>5.0 <i>New Business</i></p>	<p><b>Motion</b> to add items 5.3 Adjustments to CoC by/laws, 5.4 Discussion of potential daytime shelter in Woodstock and 5.5 Discussion of National CoC report to the agenda. <b>Motion</b> by Sue Rose. <b>Motion seconded</b> by Mary Reid. <b>Motion carried</b> unanimously.</p>	

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** December 10, 2015 9:00-10:45am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES: Members:** Hans Mach, Turning Point; Art Krzyzanowski, Thresholds; Chelsey Wintersteen, Prairie State Legal; Rich Ring, Community Member; Kathy Chwedyk, Catholic Charities; Tom Riley, Pioneer Center; Mary Reid, Community Action Agency-Head Start; Sue Rose, McHenry County Housing Authority; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; Sam Tenuto, Pioneer Center; Tom Rogers, Redeemer Lutheran Church; Charles Sprague, New Life Transitions; David Esposito, Thresholds, by phone; Jane Dorfner, VAC; Rebecca Heeman-Moore, Pioneer, PADS; Michael Redding, Willow Creek Church; Terry Braune, Mental Health Board; Melissa O'Donnell, Thresholds; **Michaela Long, TLS Veterans; Julie Biel Clausen, McHenry County Housing Authority; Virginia Peschke, Consumer Credit Counseling, by phone; Sue Morrissey, Home of the Sparrow; Kirsten Mellern, MCDOT; Lynsey Osborne, McHenry County P&D;**

**Community Partners:** Chanel Senese, Turning Point; Meghan Malley, Home of the Sparrow; Carol Grieve, Safe Families; Margaret Miller, McHenry County Community Foundation; Joyce Moffit, Safe Families; Chris Samuels, Restoration America, by phone; Laura Crain, McHenry County Substance Abuse & ROE; Denise Learned, New Life Transitions;

**ABSENT:** Mike Neumann, Turning Point; Jim Menzer, Lake-McHenry ROE; Matt Tabar, Lake/McHenry ROE; Howard Fiedler, Crystal Lake Bank & Trust; Veronica Gockenbach, Thresholds; Erin Williams, Crisis, Sonia Casaneda, VAC; TLS Veterans; Maricell Morrobol-Irish, Family Health Partnership Clinic; Jenny King, Captain James Lovell Federal Health Care Center; Rebecca Ciesla, Crisis; Katherine Violet, McHenry Savings Bank; Kathy Roberts, Restoration America; Matt Morrison, Salvation Army; Jaelyn Kroeger, Family Alliance; Michael Dudek, McHenry County Sheriff's Office; Janet Dolan, The Aarrk; Jeff Willingate, FHCC Lovell; Angie Reeks, Community Member; Charles Eldredge (Chip), McHenry County Affordable Housing; Chris Nejde, McHenry County Workforce; Julie Tevenan, FHCC;

**NEXT MEETING DATE/TIME/LOCATION:** January 14, 2016 9:00-10:45 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><b>Welcome</b> 1.0 <i>Review and Approval 11/12/2015 Meeting Minutes FOR ACTION</i> 2.0</p>	<p>Hans Mach called the meeting to order at 9:06 am.   <b>Motion</b> by Mary Reid to accept 11/12/2015 minutes. <b>Motion seconded</b> by Julie Biel-Clausen.                      Motion carried unanimously.</p>	
<p><b>Client Success Story</b> 3.0</p>	<p>Challenges face in housing clients in community:</p> <ul style="list-style-type: none"> <li>Rich Ring – Introduced CoC to a 75 year old disabled man who lost his home in a fire. Due to lack of identification he was turned away from PADS day center. The man was take off PADS property by Sheriff's office and taken to McDonalds. Communication with Sue Rose about the man; Sue contacted the Woodstock City Police who were able to locate him and bring him to her office for services. Sue confirmed the fire and was able to provide him with shelter. Along with community members, including Rich, Pastor Rogers, Senior Services and Bob Hahn from SVDP, Sue was able to locate long term</li> </ul>	

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

**MEETING DESCRIPTION:** CoC Meeting

2014

**DATE/TIME/LOCATION:** January 14, 2015 9:00-10:45am, McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES: Members:** Art Krzyzanowski, Thresholds; Rich Ring, Community Member; Tom Riley, Pioneer Center; Mary Reid, Community Action Agency-Head Start; Sue Rose, McHenry County Housing Authority; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; David Esposito, Thresholds; Jane Dorfner, VAC; Rebecca Heeman-Moore, Pioneer, PADS; Michael Redding, Willow Creek Church; Terry Braune, Mental Health Board; Melissa O'Donnell, Thresholds; Michaela Long, TLS Veterans; Julie Biel Claussen, McHenry County Housing Authority; Sue Morrissey, Home of the Sparrow; Mike Neumann, Turning Point; Howard Fiedler, Crystal Lake Bank & Trust; Katherine Violet, McHenry Savings Bank; Anna Hill, Restoration America; Matt Morrison, Salvation Army; Veronica Resendez, Family Health Partnership Clinic; Denise Learned, New Life Transitions;

**Community Partners:** Bob Zint; Sue Rekenhaler; John Behrens; Geri Dolan; Stephanie Holda, Pioneer Center; Andy Veath, Cary Fire Protection District; Jen Enrcci; Faith Taylor, McHenry County P&D; Barb Iehl, Home of the Sparrow;

**ABSENT:** Chelsey Wintersteen, Prairie State Legal; Kathy Chwedyk, Catholic Charities; Sam Tenuto, Pioneer Center; Tom Rogers, Redeemer Lutheran Church; Charles Sprague, New Life Transitions; Virginia Peschke, Consumer Credit Counseling; Jim Menzer, Lake-McHenry ROE; Matt Tabar, Lake/McHenry ROE; Veronica Gockenbach, Thresholds; Erin Williams, Crisis, Sonia Casaneda, VAC; TLS Veterans; Jenny King, Captain James Lovell Federal Health Care Center; Rebecca Ciesla, Crisis; Kathy Roberts, Restoration America; Michael Dudek; McHenry County Sheriff's Office; Janet Dolan, The Aarlk; Jeff Willingate, FHCC Lovell; Angie Reeks, Community Member; Charles Eldredge (Chip), McHenry County Attainable Housing; Chris Nejde, McHenry County Workforce; Julie Tevenan, FHCC;

**NEXT MEETING DATE/TIME/LOCATION:** February 11, 2016 9:00-10:45 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
1.0 <i>Welcome</i>	David Esposito called the meeting to order at 9:06 am.	
2.0 <i>Review and Approval 12/10/2015 Meeting Minutes FOR ACTION</i>	Motion by Mary Reid to accept 12/10/2015 minutes with suggestion by Sue Rose to note who was attending the meeting via phone for Restoration America but hun up during the vote. <b>Motion seconded</b> by Sue Rose. <b>Motion approved.</b>	
3.0 <i>Client Success Story</i>	Sue Rose: Update on gentleman who had lost house to fire and secured permanent housing with assisted living facility after putting him up for about 4 weeks until housing could take place. He is very happy to be where he is. Thankful for community members who helped with resources and meals; SVDP, Rich Ring, Pastor Rogers, HOS all were helpful in getting furniture and getting it to Verlo Matters. Holy Cross had a volunteer who transported him to his new home.	
4.0 <i>Public Comment</i>	Cary Fire Department: How PADS sites affects the fire department. Three different call types: before site opens and call for pain related, call from site and after site closes. "Nuisance calls" reports many individuals are under the influence. Art suggest Elgin location (Renz Center) that offers substance treatment to homeless individuals;	Renz Center information will be forwarded.

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** February 11, 2016 9:00-10:45am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES: Members:** Art Krzyzanowski, Thresholds; Rich Ring, Community Member; Tom Riley, Pioneer Center; Mary Reid, Community Action Agency-Head Start; Sue Rose, McHenry County Housing Authority; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; David Esposito, Thresholds; Jane Dorfner, VAC; Michael Redding, Willow Creek Church; Terry Braune, Mental Health Board; Melissa O'Donnell, Thresholds; Sue Morrissey, Home of the Sparrow; Mike Neumann, Turning Point; Anna Hill, Restoration America; Matt Morrison, Salvation Army; Chelsey Wintersteen, Prairie State Legal; Kathy Chwedyk, Catholic Charities; Tom Rogers, Redeemer Lutheran Church; Jim Menzer, Lake-McHenry ROE; Matt Tabar, Lake/McHenry ROE; Veronica Goeckenbach, Thresholds; Charles Eldredge (Chip), McHenry County Attainable Housing; Hans Mach, McHenry County P&D; Lynsey Osborne, McHenry County P&D; Debbie DeGraw, Home of the Sparrow; Nancy Erickson, Turning Point;

**Community Partners:** Barb Iehl, Home of the Sparrow; Todd Schroll, Centegra; Lynn Ford, Centegra; Meghan Malley, Home of the Sparrow; Susan Keller, Pioneer Center; Donna Gauthier, Refuge for Women; Karen Schultz, Refuge for Women; Helena Madsen; Refuge for Women; Linsley Haines, Full Circle Communities; Margaret Miller, McHenry County Community Foundation; Carrie Freund, PADS; Stephanie Holda, PADS; Jen Enrtci, Willow Creek;

**ABSENT:** Sam Tenuto, Pioneer Center; Charles Sprague, New Life Transitions; Virginia Peschke, Consumer Credit Counseling; Erin Williams, Crisis, Sonia Casaneda, VAC; TLS Veterans; Jenny King, Captain James Lovell Federal Health Care Center; Rebecca Ciesla, Crisis; Kathy Roberts, Restoration America; Michael Dudek; McHenry County Sheriff's Office; Janet Dolan, The Aarrk; Jeff Willingate, FHCC Lovell; Angie Reeks, Community Member; Chris Nejde, McHenry County Workforce; Julie Tevenan, FHCC; Michaela Long, TLS Veterans; Julie Biel Clausen, McHenry County Housing Authority; Howard Fiedler, Crystal Lake Bank & Trust; Katherine Violetti, McHenry Savings Bank; Denise Learned, New Life Transitions; Veronica Resendez, Family Health Partnership Clinic;

**NEXT MEETING DATE/TIME/LOCATION:** March 10, 2016 9:00-10:45 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><b>Welcome</b></p> <p>1.0 <i>Review and Approval 1/14/2016 Meeting Minutes FOR ACTION</i></p> <p>2.0</p>	<p>David Esposito called the meeting to order at 9:04 am.</p> <p><b>Motion</b> by to accept 1/14/2016 minutes, adding Geri Dolan, Prairie State Legal as in attendance, by Mary Reid.. <b>Motion seconded</b> by Ron Ecklund. <b>Motion approved.</b></p>	
<p><i>Client Story/Program/Agency Presentation-Refuge for Women</i></p> <p>3.0</p>	<ul style="list-style-type: none"> <li>• Restore after care for women who have been exploited and trafficked;</li> <li>• Started in 2009 in Kentucky;</li> <li>• 9 - 12 month program;</li> <li>• Trauma informed healing, job skills;</li> <li>• 3 homes, also homes in Florida and Las Vegas;</li> <li>• Need in Chicago area – plan on opening in Spring in McHenry County area;</li> <li>• Information on table; looking to collaborate with local agencies.</li> </ul>	

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** March 10, 2016 9:00-10:45am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES: Members:** Andrea McCarthy, Crystal Lake Food Pantry; Rich Ring, Community Member; Tom Riley, Pioneer Center; Mary Reid, Community Action Agency-Head Start; Sue Rose, McHenry County Housing Authority; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; David Esposito, Thresholds; Jane Dorfner, VAC; Michael Redding, Willow Creek Church; Melissa O'Donnell, Thresholds; Sue Morrissey, Home of the Sparrow; Anna Hill, Restoration America; Matt Morrison, Salvation Army; Chelsey Wintersteen, Prairie State Legal; Kathy Chwedyk, Catholic Charities; Tom Rogers, Redeemer Lutheran Church; Jim Menzer, Lake-McHenry ROE; Matt Tabar, Lake/McHenry ROE; Charles Eldredge (Chip), McHenry County Attainable Housing; Hans Mach, McHenry County P&D; Debbie DeGraw, Home of the Sparrow; Nancy Erickson, Turning Point; Julie Biel Claussen, McHenry County Housing Authority; Veronica Resendez, Family Health Partnership Clinic; Charles Sprague, New Life Transitions; Zachary Klehr, McHenry County Department of Planning and Development; Barb Lehl, Home of the Sparrow

**Community Partners:** Jen Ennici, Willow Creek; Bill Meath, Hope Takes Action; Ed Beckstrom, Consumer Credit Counseling Service; Rebecca Heenan-Moore, Pioneer Center/HMIS; Jessica Mismik, Pioneer Center/PADS

**ABSENT:** Art Krzyzanowski, Thresholds; Sam Tenuito, Pioneer Center; Virginia Peschke, Consumer Credit Counseling; Erin Williams, Crisis, Sonia Casaneda, VAC; TLS Veterans; Jenny King, Captain James Lovell Federal Health Care Center; Rebecca Ciesla, Crisis; Kathy Roberts, Restoration America; Michael Dudek; McHenry County Sheriff's Office; Janet Dolan, The Aark; Jeff Willingate, FHCC Lovell; Angie Reeks, Community Member; Chris Nejd, McHenry County Workforce; Julie Tevenan, FHCC; Michaela Long, TLS Veterans; Howard Fiedler, Crystal Lake Bank & Trust; Denise Learned, New Life Transitions; Milke Neumann, Turning Point; Todd Schroll, Centegra; Lynn Ford, Centegra; Katherine Violet, McHenry Savings Bank; Lynsey Osborne, McHenry County P&D; Terry Braune, Mental Health Board; Veronica Gockenbach, Thresholds; Meghan Malley, Home of the Sparrow; Susan Keller, Pioneer Center; Linsey Haines, Full Circle Communities; Margaret Miller, McHenry County Community Foundation; Carrie Freund, PADS; Stephanie Holda, PADS

**NEXT MEETING DATE/TIME/LOCATION:** April 14, 2016 9:00-10:45 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><i>Welcome</i></p> <p>1.0 <i>Review and Approval 02/11/2016 Meeting Minutes FOR ACTION</i></p> <p>2.0 <i>Client Story/Program/Agency Presentation-Bridges out of Poverty</i></p> <p>3.0</p>	<p>David Esposito called the meeting to order at 9:04 am.</p> <p>Motion by to accept 02/11/2016 minutes, by Mary Reid.. <b>Motion seconded</b> by Julie Biel-Claussen. All in Favor. <b>Motion approved.</b></p> <ul style="list-style-type: none"> <li>Bill Meath from the McHenry office of the Society of Saint Vincent DePaul presented about "Bridges out of Poverty."</li> <li>Program information is available at <a href="http://www.hopetakasesaction.net">www.hopetakasesaction.net</a></li> <li>The purpose of this group is to empower individuals to transition to self-sufficiency</li> </ul>	

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

**MEETING DESCRIPTION:** CoC Meeting

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

**ATTENDEES:** *Members:* Mike Neumann, Turning Point; Nancy Erikson, Turning Point; Art Krzyzanowski, Thresholds; Howard Fiedler, Crystal Lake Bank & Trust; Jane Dorfner, VAC; Barbara Iehl, Home of the Sparrow; Debbie DeGraw, Home of the Sparrow; Angela Serritella, Pioneer Center; Jessica Misnik, Pioneer Center; Stephanie Larson, TLS Veterans; Sarah Mocco, TLS Veterans; Sue Rose, McHenry County Housing Authority; Zak Klehr, McHenry County Planning and Development; Rich King, community member; Lynn Ford, Centegra Health System; Tom Riley, Pioneer Center; Linda Strueber, Family Alliance; Kathy Chwedyk, Catholic Charities; Melissa O'Donnell, Thresholds; Chelsey Wintersteen, Prairie State Legal; Janet Dolan, The Aartk; Kathrine Violett, McHenry Savings Bank; Hans Mach, McHenry County Planning and Development; Mary Reid, Community Action Agency-Head Start; Ron Ecklund, Community Member; Tom Rogers, Redeemer Lutheran Church; Lynsey Osborne, McHenry County Planning and Development; *Veronica Gockenbach, Thresholds; Matt Morrison, Salvation Army; Chris Samuels, Restoration America (by phone)*

**Community Partners:** Meghan Powell-Filler, PADS Lake County; Carrie Freund, Pioneer Center; Stephanie Holds, Pioneer Center; Michael Redding, Willow Creek Church; Patrick Finlon; Cary Police Department; Susan Keller, Pioneer Center; MJ Towne, Ridgefield Presbyterian Church;

**ABSENT:** Erin Williams, Crisis, Sonia Casameda, VAC; TLS Veterans; Jenny King, Captain James Lovell Federal Health Care Center; Rebecca Ciesla, Crisis; Kathy Roberts, Restoration America; Michael Dudek; McHenry County Sheriff's Office; Angie Reeks, Community Member; Charles Eldredge (Chip), McHenry County Attainable Housing; Chris Nejde, McHenry County Workforce; Sam Tenuto, Pioneer Center; Charles Sprague, New Life Transitions; David Esposito, Thresholds; Rebecca Heeman-Moore, Pioneer, PADS; Terry Braune, Mental Health Board; Julie Biel Claussen, McHenry County Housing Authority; Virginia Peschke, Consumer Credit Counseling; Sue Morrissey, Home of the Sparrow;

**NEXT MEETING DATE/TIME/LOCATION:** May 12, 2016 9:00-10:30 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><i>Welcome</i> 1.0 <i>Review and Approval 03/10/16 Meeting Minutes</i> <b>FOR ACTION</b> 2.0</p>	<p>Melissa O'Donnell called the meeting to order at 9:04 am.  Review and approval of previous minutes was tabled  Agenda item <b>5.4 HMIS Committee/PCN Report</b> was added. <b>Motion</b> to approve adding the item was made by Kathrine Violett. <b>Motion</b> was <b>seconded</b> by Mary Reid. Approved without discussion.</p>	
<p><i>Client Success Story</i> 3.0</p>	<p>While not a client success story, Kathrine Violett indicated she has had discussion with at least one McHenry County Board member who wants to learn more about the Woodstock homeless drop-in site at the former fire station as well as the CoC in general.</p>	

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** May 12 9:00-10:30am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES: Members:** Mike Neumann, Turning Point; Nancy Erikson, Turning Point; Art Krzyzanowski, Thresholds; Jane Dorfner, VAC; Barbara Iehl, Home of the Sparrow; Debbie DeGraw, Home of the Sparrow; Angela Sertitella, Pioneer Center; Sue Rose, McHenry County Housing Authority; Zak Kiehr, McHenry County Planning and Development; Rich Ring, community member; Tom Riley, Pioneer Center; Linda Strueber, Family Alliance; Kathy Chwedyk, Catholic Charities; Chelsey Wintersteen, Prairie State Legal; Kathrine Violett, McHenry Savings Bank; Hans Mach, McHenry County Planning and Development; Ron Ecklund, Community Member; Tom Rogers, Redeemer Lutheran Church; Lynsey Osborne, McHenry County Planning and Development; Matt Morrison, Salvation Army; Charles Eldredge (Chip), McHenry County Attainable Housing; Sam Tenuto, Pioneer Center; Charles Sprague, New Life Transitions; David Esposito, Thresholds (by phone); Julie Biel Claussen, McHenry County Housing Authority; Gene Salvadelena, Home of the Sparrow; Anna Hill, Restorations America (by phone), Terry Braune, McHenry County Mental Health Board

**Community Partners:** Veronica Gockenbach, Thresholds; Margaret Dillon, LDITDC; Quinn Luehring, Home of the Sparrow; Lynn O'Shea, AID; Sidney Kenyon, McDOT; John Merchant, TLS (by phone);

**ABSENT:** Angie Reeks, Community; Mary Reid, Community Action Agency/Head Start, Consumer Credit Counseling Services, Crystal Lake Bank and Trust, Family Health Partnership Clinic, Lovell Federal Healthcare Center, McHenry County Sheriff's Office, McHenry County Crisis, McHenry County Workforce Network, Michael Dudek, Regional Office of Education, SPIRIT Center, The Aark,

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

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><i>Welcome</i></p> <p>1.0 <i>Review and Approval 03/10/16 Meeting Minutes FOR ACTION</i></p> <p>2.0</p>	<p>Kathrine Violett called the meeting to order at 9:04 am.</p> <p>Review and approval of 4-14-16 minutes was tabled</p> <p>3-10-16 minutes were approved</p>	<p>Ron Ecklund motioned, Rich Ring seconded, motion was approved</p>
<p><i>Agency Presentation</i></p> <p>3.0</p>	<p>The presentation included information about:</p>	<p>Patricia Fitzgerald gave an overview presentation of programs and services offered by the Regional Transit Authority.</p>

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** June 9, 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; Terry Braune, McHenry County Mental Health Board; 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, Salvation Army; Rich Ring, Community Member; Sure Rose, McHenry County Housing Authority; Dori Michaels, Prairie State Legal Services; Angela Sertrella, Pioneer; Lillie Prince, Lovell FHCC-HCHV; Charles Sprague, New Life Transitions; Dawn Guler, AID; Christie Plotzke, AID; Sarah Mooco, TLS; Debbie DeGraw, Home of the Sparrow; Barbara Lehl, Home of the Sparrow; Jane Dorfner, VAC; Tom Riley, Pioneer; Zak Klehr, McHenry County Planning and Development; Lynsey Osborne, McHenry County Planning and Development; Sam Tennuto, Pioneer; Art Krzyzanowski; Chip Eldridge, McHenry County Attainable Housing

**Community Partners:** MJ Towne, Crystal Lake Food Pantry; Shelby Bienemar, Salvation Army; Rebecca Heeman-Moore, Pioneer/PADS; Stephanie Larson, TLS; Tiffany Little, Arms of Love; Tracy Johnson, Arms of Love; Roseanne Neumann, Arms of Love; Quinn Luehring, Home of the Sparrow; Andrea McCarthy, Crystal Lake Food Pantry; Meghan Powell-Filler PADS Lake County

**ABSENT:** Angie Reeks; Consumer Credit Counseling Services; Crystal Lake Bank & Trust; Family Health Partnership Clinic; Lake County Residential Development Corporation; McHenry County Division of Transportation; McHenry County Sheriff's Office; McHenry County Crisis – Centegra, McHenry County Workforce Network; McHenry Savings Bank; Michael Dudek; Redeemer Lutheran Church; Regional Office of Education; The Aark

**NEXT MEETING DATE/TIME/LOCATION:** July 14, 2016 9:00-10:30 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p>1.0 <i>Welcome</i></p> <p>2.0 <i>Review and Approval 4/14/16 and 5/12/16 Meeting Minutes FOR ACTION</i></p>	<p>Melissa O'Donnell called the meeting to order at 9:05 am.</p> <p>Mary Reid noted that minutes needed to be changes from third to fifth grade to 3 to 5 year olds in the 4/14/16 minutes. She also noted that Melissa O'Donnell was not listed as present or absent in the 5/12/16 minutes</p>	<p>Mary Reid motioned, Rich Ring seconded, motion was approved</p>
<p>3.0 <i>Client Story</i></p>	<p>Ron Ecklund spoke about a personal friend who has been a client at many agencies with CoC representation, and noted that the person has received tremendous support which have positively impacted the person's life.</p>	

**(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 Lehl, Home of the Sparrow; Jane Dorfner, VAC; Tom Riley, Pioneer; Zak Klehr, McHenry County Planning and Development; Lynsey 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 Espisto, 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
<p>1.0 <i>Welcome</i></p> <p>2.0 <i>Review and Approval 6/9/16 Meeting Minutes FOR ACTION</i></p>	<p>Melissa O'Donnell called the meeting to order at 9:05 am.</p> <p>Approval of 6/9/16</p>	<p>Mary Reid motioned, Rich Ring seconded, motion was approved</p>
<p>3.0 <i>Client Story</i></p>	<p>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.</p>	

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** Aug. 11, 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; Nancy Erickson, Turning Point; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; Kathy Chwedyk, Catholic Charities; Mary Reid, Head Start; Julie Biel Clausen, McHenry County Housing Authority; 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 Lehl, Home of the Sparrow; Jane Dorfner, VAC; Tom Riley, Pioneer; Lynsey Osborne, McHenry County Planning and Development; Virginia Peschke, CCCS; Quinn Luehring, Home of the Sparrow; Margaret Dillon, Lake County Residential Development Corp; Hans Mach, MC Planning and Development; MJ Towne, Crystal Lake Food Pantry; Dave Esposito, Thresholds (by phone); Terry Braune, McHenry County Mental Health Board; Tom Riley, Pioneer; Sidney Kenyon, McDOT; Chelsey Wintersteen, Prairie State Legal Services; Ed Beckstrom; CCCS; Kathrine Violet, McHenry Savings Bank, Kathy Roberts, Restoration America (by phone); Jessica Mountain, Salvation Army; Laura Franz, TLS; Bob Zima, AID

**Community Partners:** Rebecca Heeman-Moore, Pioneer/PADS; Meghan Powell Filler, PADS Lake County;

**ABSENT:** McHenry Township, Angie Reeks (3); Crystal Lake Bank & Trust (3); Family Health Partnership Clinic (3); McHenry County Division of Transportation (3); McHenry County Workforce Network (3); Michael Dudek (3); Regional Office of Education (3); The Aarrk (3); McHenry County Attainable Housing (2); McHenry County Sheriff's Office; Arms of Love

**NEXT MEETING DATE/TIME/LOCATION:** Sept. 8, 2016 9:00-10:30 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p><i>Welcome</i> 1.0</p>	<p>Melissa O'Donnell called the meeting to order at 9:05 am.</p>	
<p><i>Review and Approval 6/9/16 Meeting Minutes FOR ACTION</i> 2.0</p>	<p>Approval of 7/14/16 minutes</p>	<p>Mary Reid motioned, Debbie DeGraw seconded, motion was approved</p>
<p><i>Client Story</i> 3.0</p>	<p>Barb Lehl said a woman in her mid-50s came to HOS because her landlord was evicting her. She had mental health issues, no job, multiple pets and a granddaughter. The agency's outreach and prevention workers were able to place her pets and linked her with Thresholds. The woman's landlord decided against evicting her, knowing she had support in place going forward.</p>	

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

**MEETING DESCRIPTION:** CoC Meeting

**DATE/TIME/LOCATION:** Sept. 8, 2016, 9:00-10:30am; McHenry County Mental Health Board, 620 Dakota Street, Crystal Lake, IL

**ATTENDEES:** *Members:* Bob Zima, AID; Tracy Johanson, Arms of Love; Rosanne Neumann, Arms of Love; Tiffany Little, Arms of Love; Melissa O'Donnell, Thresholds; Mike Neumann, Turning Point; Nancy Erickson, Turning Point; Ron Ecklund, Community Member; Linda Strueber, Family Alliance; Kathy Chwedyk, Catholic Charities; Mary Reid, Head Start; Julie Biel Claussen, McHenry County Housing Authority; Rich Ring, Community Member; Sue Rose, McHenry County Housing Authority; Debbie DeGraw, Home of the Sparrow; Barbara Jehl, Home of the Sparrow; Tom Riley, Pioneer; Lynsey Osborne, McHenry County Planning and Development; Margaret Dillon, Lake County Residential Development Corp; Hans Mach, MC Planning and Development; Andrea McCarthy, Crystal Lake Food Pantry; MJ Towne, Crystal Lake Food Pantry; Dave Esposito, Thresholds (by phone); Terry Braune, McHenry County Mental Health Board; Susan Keller, Pioneer; Angela Serritella, Pioneer; Sidney Kenyon, McDOT; Chelsey Wintersteen, Prairie State Legal Services; Jessica Montaigne, Salvation Army; Matthew Morrison, McHenry Township; Jim Menzer, Regional Office of Education; Matt Tabar, Regional Office of Education; Art Krzyzanowski, Thresholds; Tom Rogers, Community Member;

**Community Partners:** Rebecca Heeman-Moore, Pioneer/PADS; Veronica Gockenbach, Thresholds; Erin Brumfield Grima, Pioneer; Stephanie Larson, TLS; Bev Thomas, MCC; Todd Nelson, McHenry County Bicycle Advocates;

**ABSENT:** Angie Reeks (4); Crystal Lake Bank & Trust (4); Family Health Partnership Clinic (4); McHenry County Workforce Network (4); Michael Duda (4); The Aarrk (4); McHenry County Attainable Housing (3); McHenry County Sheriff's Office (2); Lovell FHCC-HCHV; **New Life Transitions; YAC; CCCS; McHenry Savings Bank; Restoration America**

**NEXT MEETING DATE/TIME/LOCATION:** Oct. 13, 2016 9:00-10:30 Mental Health Board, 620 Dakota Street, Crystal Lake

TOPIC	DISCUSSION	ACTION: WHO, WHEN
<p>1.0 <i>Welcome</i></p>	<p>Melissa O'Donnell called the meeting to order at 9:05 am.</p>	
<p>2.0 <i>Review and Approval 6/9/16 Meeting Minutes FOR ACTION</i></p>	<p>Approval of 8/11/16 minutes Chelsea Wintersteen noted that she was in person at the 8/11/16, but the minutes indicated she attended via phone</p>	<p>Mary Reid motioned, Rich Rong seconded, motion was approved</p>
<p>3.0 <i>Client Story</i></p>	<p>Todd Nelson gave a bicycle presentation that included information on bicycle safety, bike stereotypes, common bicycle riding mistakes, FAQs, bicycle laws, bicycle communication and signaling, and defensive bicycle riding techniques.</p>	



**McHenry County  
Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg.  
667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.  
Woodstock, Illinois 60098



Community Development  
Division

[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)

P: 815-334-4560 F: 815-334-4608

[mchenrycountycomdev@co.mchenry.il.us](mailto:mchenrycountycomdev@co.mchenry.il.us)

28 August 2017

Ranking Committee  
McHenry County Continuum of Care to End Homelessness  
c/o McHenry County Department of Planning and Development  
2200 North Seminary Avenue  
Woodstock, IL 60098

**Re: Certified Financial Capacity Measures for FY 2017 CoC Competition**

Dear Ranking Committee Members:

One of the scoring mechanisms for CoC applicants use of the rigorous Financial Capacity Measure, which identifies 8 key areas to review when identifying the financial strength of organizations and their ability to carry out new and renewal projects.

For this competition, only competitive organizations were measured for capacity. The mean score is 45.536 and the sigma ( $\sigma$ ), or the amount of dispersion of data, is 14.598. Organizations with a positive sigma receive bonus points at rate of five points per  $\sigma$ , or portion thereof. The following identifies the organizations and score related to financial capacity and the decision as to whether the organization was allotted points for the sigma.

Organization	FC Score	Awarded Sigma?
Home of the Sparrow	64.01	Yes
TLS Veterans	54.21	Yes
Turning Point	48.58	Yes
Thresholds	40.03	No
Pioneer Center	20.85	No

Please contact our office with any question you may have regarding this matter.

Best Regards,

Hans Mach  
Community Development Administrator



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg. MAIL: 2200 N. Seminary Ave.  
 667 Ware Road, Woodstock, Illinois 60098 Woodstock, Illinois 60098



Community Development  
 Division  
[www.co.mchenry.il.us/cd](http://www.co.mchenry.il.us/cd)  
 P: 815-334-4560 F: 815-334-4608  
 mchenrycountycomdev@co.mchenry.il.us



**Financial Management and Capacity Scoring Rider**

Organization: **Pioneer Center for Human Services** FY: **2016 (July 1, 2015 to June 30, 2016)**

		Description	Factor	Percent	Score Allowed	Score Awarded
1	<b>CURRENT RATIO</b>					
	Current Assets	\$4,225,150.00	Points are Based on Ratio	100% of a factor of 2	58.30%	12.5
	Current Liabilities	\$3,623,365.00	Minimum Score for Points: 2	up to 500% of a		1.46
	of current assets for every \$1 of current liabilities	1.17	Maximum Score For Points: 10	factor of 2		
2	<b>DEBT RATIO</b>					
	Total Liabilities	\$11,066,923.00	Lower number is better	Each percent lower	321.77%	12.5
	Total Unrestricted Net Assets	\$5,247,820.00	\$0.00 is max score	than \$0.50	higher	0.00
	of liabilities for every \$1 of unrestricted net assets	\$2.11	\$0.50 is zero score			
3	<b>SELF SUFFICIENCY RATIO</b>					
	Total Income (Revenue)	\$14,192,737.00	Dollar value income compared	Percent of 10¢	-19.27%	12.5
	Total Expenses	\$14,471,567.00	to expenses. Higher number	over \$1.00 baseline		0.00
	of expenses are supported by income	\$0.98	is better.			
			Score range \$1.00 to \$1.10			
4	<b>PROGRAM DELIVERY RATIO</b>					
	Total Program Delivery Expense	\$11,989,516.00	Score range 80% to 100%	Based on % over 80	22.38%	12.5
	Total Income	\$14,192,737.00	Higher score is better	Divided by the 20		2.80
	of income spent on programs	84.48%	percent point range	between 80% to 100%		
5	<b>GEN, ADMIN &amp; FUNDRAISING COST RATIO (ILLINOIS METHOD)</b>					
	General & Admin + Fundraising Expense	\$2,482,051.00	Lower value is better	Distance of % between	60.76%	12.5
	Total Expenses	\$14,471,567.00	Range of 5% to 25% score	5%-25% range	into range	4.91
	of expenses spent on administration & fundraising	17.15%	inversed			
6	<b>UNITED WAY RATIO</b>					
	General & Admin + Fundraising Expense	\$2,482,051.00	Lower value is better	Distance of % between	62.44%	12.5
	Total Revenue	\$14,192,737.00	Range of 5% to 25% score	5%-25% range	into range	4.69
	of revenue spent on administration & fundraising	17.49%	inversed			
7	<b>FUNDRAISING EFFICIENCY</b>					
	Total contributed income (Support)	\$94,839.00	Higher value is better	100% of a factor of \$2	169.41%	12.5
	Total fundraising expenses	\$27,991.00	Total fundraising expenses	up to 500% of a		4.24
	funds raised for each dollar spent	\$3.39	Demonstrates effectiveness	factor of \$2		
8	<b>GOVERNMENT FUNDING RELIANCE</b>					
	Total Government Grant Revenue	\$11,061,665.00	Lower value is better	Percent Lower than 100%		
	Total Revenue	\$14,192,737.00		Diversifies Funding	22.06%	12.5
	Percentage of Revenue from Government Sources	77.94%		lower		2.76

Total Score for Evaluation/Ranking Form:

20.85



**Financial Management and Capacity Scoring Rider**

Organization: **Thresholds** FY: **2016 (July 1, 2015 to June 30, 2016)**

		Description	Factor	Percent	Score Allowed	Score Awarded
1	<b>CURRENT RATIO</b>					
	Current Assets	\$31,908,483.00	Points are Based on Ratio	100% of a factor of 2	119.13%	12.5
	Current Liabilities	\$13,392,580.00	Minimum Score for Points: 2	up to 500% of a		<b>2.98</b>
	of current assets for every \$1 of current liabilities	2.38	Maximum Score For Points: 10	factor of 2		
2	<b>DEBT RATIO</b>					
	Total Liabilities	\$38,304,984.00	Lower number is better	Each percent lower	140.09%	12.5
	Total Unrestricted Net Assets	\$31,908,483.00	\$0.00 is max score	than \$0.50	over \$.50	
	of liabilities for every \$1 of unrestricted net assets	\$1.20	\$0.50 is zero score			
3	<b>SELF SUFFICIENCY RATIO</b>					
	Total Income (Revenue)	\$90,142,462.00	Dollar value income compared	Percent of 10¢	20.81%	12.5
	Total Expenses	\$88,304,942.00	to expenses. Higher number	over \$1.00 baseline		<b>2.60</b>
	of expenses are supported by income	\$1.02	is better.	Score range \$1.00 to \$1.10		
4	<b>PROGRAM DELIVERY RATIO</b>					
	Total Program Delivery Expense	\$75,022,791.00	Score range 80% to 100%	Based on % over 80	16.13%	12.5
	Total Income	\$90,142,462.00	Higher score is better	Divided by the 20		<b>2.02</b>
	of income spent on programs	83.23%		percent point range		
5	<b>GEN, ADMIN &amp; FUNDRAISING COST RATIO (ILLINOIS METHOD)</b>					
	General & Admin + Fundraising Expense	\$13,282,151.00	Lower value is better	Distance of % between	50.21%	12.5
	Total Expenses	\$88,304,942.00	Range of 5% to 25% score	5%-25% range	inversed	
	of expenses spent on administration & fundraising	15.04%				
6	<b>UNITED WAY RATIO</b>					
	General & Admin + Fundraising Expense	\$13,282,151.00	Lower value is better	Distance of % between	48.67%	12.5
	Total Revenue	\$90,142,462.00	Range of 5% to 25% score	5%-25% range	inversed	
	of revenue spent on administration & fundraising	14.73%				
7	<b>FUNDRAISING EFFICIENCY</b>					
	Total contributed income (Support)	\$31,259,045.00	Higher value is better	100% of a factor of \$2	1159.82%	12.5
	Total fundraising expenses	\$1,347,578.00	Total fundraising expenses	up to 500% of a		<b>12.50</b>
	funds raised for each dollar spent	\$23.20	Demonstrates effectiveness	factor of \$2		
8	<b>GOVERNMENT FUNDING RELIANCE</b>					
	Total Government Grant Revenue	\$37,553,781.00	Lower value is better	Percent Lower than 100%		
	Total Revenue	\$90,142,462.00		Diversifies Funding	58.34%	12.5
	Percentage of Revenue from Government Sources	41.66%				<b>7.29</b>

Total Score for Evaluation/Ranking Form:

40.03



**Financial Management and Capacity Scoring Rider**

Organization: **Transitional Living Services DBA TLS Veterans** FY: **2016 (January 1, 2016 to December 31, 2016)**

		Description	Factor	Percent	Score Allowed	Score Awarded
1	<b>CURRENT RATIO</b>					
	Current Assets	\$1,012,224.00	Points are Based on Ratio	100% of a factor of 2	979.93%	12.5
	Current Liabilities	\$51,648.00	Minimum Score for Points: 2	up to 500% of a		<b>12.50</b>
	of current assets for every \$1 of current liabilities	19.60	Maximum Score For Points: 10	factor of 2		
2	<b>DEBT RATIO</b>					
	Total Liabilities	\$51,648.00	Lower number is better	Each percent lower	-67.85%	12.5
	Total Unrestricted Net Assets	\$321,317.00	\$0.00 is max score	than \$0.50	higher	<b>8.48</b>
	of liabilities for every \$1 of unrestricted net assets	\$0.16	\$0.50 is zero score	than \$0.50		
3	<b>SELF SUFFICIENCY RATIO</b>					
	Total Income (Revenue)	\$1,766,655.00	Dollar value income compared	Percent of 10¢	125.25%	12.5
	Total Expenses	\$1,570,005.00	to expenses. Higher number	over \$1.00 baseline	over	<b>12.50</b>
	of expenses are supported by income	\$1.13	is better.			
			Score range \$1.00 to \$1.10			
4	<b>PROGRAM DELIVERY RATIO</b>					
	Total Program Delivery Expense	\$1,384,095.00	Score range 80% to 100%	Based on % over 80	-8.27%	12.5
	Total Income	\$1,766,655.00	Higher score is better	Divided by the 20		<b>0.00</b>
	of income spent on programs	78.35%		percent point range		
			between 80% to 100%			
5	<b>GEN, ADMIN &amp; FUNDRAISING COST RATIO (ILLINOIS METHOD)</b>					
	General & Admin + Fundraising Expense	\$185,910.00	Lower value is better	Distance of % between	34.21%	12.5
	Total Expenses	\$1,570,005.00	Range of 5% to 25% score	5%-25% range	into range	<b>8.22</b>
	of expenses spent on administration & fundraising	11.84%		inversed		
6	<b>UNITED WAY RATIO</b>					
	General & Admin + Fundraising Expense	\$185,910.00	Lower value is better	Distance of % between	27.62%	12.5
	Total Revenue	\$1,766,655.00	Range of 5% to 25% score	5%-25% range	into range	<b>9.05</b>
	of revenue spent on administration & fundraising	10.52%		inversed		
7	<b>FUNDRAISING EFFICIENCY</b>					
	Total contributed income (Support)	\$269,251.00	Higher value is better	100% of a factor of \$2	95.88%	12.5
	Total fundraising expenses	\$140,415.00	Score range \$2 to \$10	up to 500% of a	(under \$2)	<b>0.00</b>
	funds raised for each dollar spent	\$1.92	Demonstrates effectiveness	factor of \$2		
8	<b>GOVERNMENT FUNDING RELIANCE</b>					
	Total Government Grant Revenue	\$1,275,833.00	Lower value is better	Percent Lower than 100%		
	Total Revenue	\$1,766,655.00		Diversifies Funding	27.78%	12.5
	Percentage of Revenue from Government Sources	72.22%			<b>3.47</b>	

Total Score for Evaluation/Ranking Form:

54.21



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg. MAIL: 2200 N. Seminary Ave.  
 667 Ware Road, Woodstock, Illinois Woodstock, Illinois 60098



Community Development  
 Division  
 www.co.mchenry.il.us/cd  
 P: 815-334-4560 F: 815-334-4608  
 mchenrycountycomdev@co.mchenry.il.us



**Financial Management and Capacity Scoring Rider**

Organization: **Home of the Sparrow, Inc.** FY: 2016 (July 1, 2015 to June 30, 2016)

		Description	Factor	Percent	Score Allowed	Score Awarded
1	<b>CURRENT RATIO</b>					
	Current Assets	\$1,767,251.00	Points are Based on Ratio	100% of a factor of 2	416.77%	12.5
	Current Liabilities	\$212,020.00	Minimum Score for Points: 2	up to 500% of a		<b>10.42</b>
	of current assets for every \$1 of current liabilities	8.34	Maximum Score For Points: 10	factor of 2		
2	<b>DEBT RATIO</b>					
	Total Liabilities	\$454,429.00	Lower number is better	Each percent lower	-74.97%	12.5
	Total Unrestricted Net Assets	\$3,631,548.00	\$0.00 is max score	than \$0.50	lower	<b>9.37</b>
	of liabilities for every \$1 of unrestricted net assets	\$0.13	\$0.50 is zero score			
3	<b>SELF SUFFICIENCY RATIO</b>					
	Total Income (Revenue)	\$4,426,900.00	Dollar value income compared	Percent of 10¢	41.52%	12.5
	Total Expenses	\$4,250,426.00	to expenses. Higher number	over \$1.00 baseline		<b>5.19</b>
	of expenses are supported by income	\$1.04	is better.	Score range \$1.00 to \$1.10		
4	<b>PROGRAM DELIVERY RATIO</b>					
	Total Program Delivery Expense	\$3,776,718.00	Score range 80% to 100%	Based on % over 80	26.56%	12.5
	Total Income	\$4,426,900.00	Higher score is better	Divided by the 20		<b>3.32</b>
	of income spent on programs	85.31%		percent point range		
5	<b>GEN, ADMIN &amp; FUNDRAISING COST RATIO (ILLINOIS METHOD)</b>					
	General & Admin + Fundraising Expense	\$473,708.00	Lower value is better	Distance of % between	30.72%	12.5
	Total Expenses	\$4,250,426.00	Range of 5% to 25% score	5%-25% range	into range	<b>8.66</b>
	of expenses spent on administration & fundraising	11.14%		inversed		
6	<b>UNITED WAY RATIO</b>					
	General & Admin + Fundraising Expense	\$473,708.00	Lower value is better	Distance of % between	28.50%	12.5
	Total Revenue	\$4,426,900.00	Range of 5% to 25% score	5%-25% range	into range	<b>8.94</b>
	of revenue spent on administration & fundraising	10.70%		inversed		
7	<b>FUNDRAISING EFFICIENCY</b>					
	Total contributed income (Support)	\$356,735.00	Higher value is better	100% of a factor of \$2	280.68%	12.5
	Total fundraising expenses	\$63,548.00	Total fundraising expenses	up to 500% of a		<b>7.02</b>
	funds raised for each dollar spent	\$5.61	Demonstrates effectiveness	factor of \$2		
8	<b>GOVERNMENT FUNDING RELIANCE</b>					
	Total Government Grant Revenue	\$497,412.00	Lower value is better	Percent Lower than 100%		
	Total Revenue	\$4,426,900.00		Diversifies Funding	88.76%	12.5
	Percentage of Revenue from Government Sources	11.24%				<b>11.10</b>

Total Score for Evaluation/Ranking Form:

64.01



**McHenry County**  
**Department of Planning and Development**

OFFICE: McHenry County Admin. Bldg. 667 Ware Road, Woodstock, Illinois  
 MAIL: 2200 N. Seminary Ave. Woodstock, Illinois 60098



Community Development  
 Division  
 www.co.mchenry.il.us/cd  
 P: 815-334-4560 F: 815-334-4608  
 mchenrycountycomdev@co.mchenry.il.us



**Financial Management and Capacity Scoring Rider**

Organization: **Turning Point, Inc.** FY: **2016 (July 1, 2015 to June 30, 2016)**

		Description	Factor	Percent	Score Allowed	Score Awarded
1	<b>CURRENT RATIO</b>					
	Current Assets	\$3,618,526.00	Points are Based on Ratio	100% of a factor of 2	1060.06%	12.5
	Current Liabilities	\$170,675.00	Minimum Score for Points: 2	up to 500% of a		<b>12.50</b>
	of current assets for every \$1 of current liabilities	21.20	Maximum Score For Points: 10	factor of 2		
2	<b>DEBT RATIO</b>					
	Total Liabilities	\$170,675.00	Lower number is better	Each percent lower	-89.37%	12.5
	Total Unrestricted Net Assets	\$3,210,990.00	\$0.00 is max score	than \$0.50	lower	
	of liabilities for every \$1 of unrestricted net assets	\$0.05	\$0.50 is zero score			<b>11.17</b>
3	<b>SELF SUFFICIENCY RATIO</b>					
	Total Income (Revenue)	\$2,305,532.00	Dollar value income compared	Percent of 10¢	223.94%	12.5
	Total Expenses	\$1,883,690.00	to expenses. Higher number	over \$1.00 baseline		
	of expenses are supported by income	\$1.22	is better.	Score range \$1.00 to \$1.10		<b>12.50</b>
4	<b>PROGRAM DELIVERY RATIO</b>					
	Total Program Delivery Expense	\$1,355,504.00	Score range 80% to 100%	Based on % over 80	-95.07%	12.5
	Total Income	\$2,222,616.00	Higher score is better	Divided by the 20		
	of income spent on programs	60.99%		percent point range		<b>0.00</b>
5	<b>GEN, ADMIN &amp; FUNDRAISING COST RATIO (ILLINOIS METHOD)</b>					
	General & Admin + Fundraising Expense	\$528,186.00	Lower value is better	Distance of % between	115.20%	12.5
	Total Expenses	\$1,883,690.00	Range of 5% to 25% score	5%-25% range	(beyond range)	
	of expenses spent on administration & fundraising	28.04%		inversed		<b>0.00</b>
6	<b>UNITED WAY RATIO</b>					
	General & Admin + Fundraising Expense	\$445,270.00	Lower value is better	Distance of % between	71.57%	12.5
	Total Revenue	\$2,305,532.00	Range of 5% to 25% score	5%-25% range	into range	
	of revenue spent on administration & fundraising	19.31%		inversed		<b>3.55</b>
7	<b>FUNDRAISING EFFICIENCY</b>					
	Total contributed income (Support)	\$480,006.00	Higher value is better	100% of a factor of \$2	136.02%	12.5
	Total fundraising expenses	\$176,442.00	Total fundraising expenses	up to 500% of a		
	funds raised for each dollar spent	\$2.72	Demonstrates effectiveness	factor of \$2		<b>3.40</b>
8	<b>GOVERNMENT FUNDING RELIANCE</b>					
	Total Government Grant Revenue	\$1,298,810.00	Lower value is better	Percent Lower than 100%		
	Total Revenue	\$2,305,532.00		Diversifies Funding	43.67%	12.5
	Percentage of Revenue from Government Sources	56.33%				<b>5.46</b>

Total Score for Evaluation/Ranking Form:

**48.58**

**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 FY2017 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, rapid re-housing for families or individuals coming from the streets or shelters), dedicated HMIS project, SSO project for coordinated entry, or the new Transitional Housing-Rapid Rehousing hybrid project.
- 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. Namely, McHenry County is seeking to significantly reduce the population of homeless individuals as quickly as possible.

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 cursory information, data, and outcomes 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. Any organization submitting a project concept or application that is rejected will be notified in writing by the data set by the CoC Lead Agency/Collaborative Applicant.

### **III. Voluntary Reallocation Process**

J. CoC grantees are able to self-nominate to voluntarily reallocate CoC-funded renewal funds to create new projects. Depending on the HUD NOFA in effect, this may result in a higher score and the ability for the organization to receive a reallocation.

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 27, 2017

**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:
  - o 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
  - o 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.
  - o 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  
DATE MODIFIED: JANUARY 16, 2014  
DATE MODIFIED: May 9, 2013  
DATE MODIFIED: August 2, 2012.  
DATE MODIFIED: September 10, 2012  
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

## TABLE OF CONTENTS

McHenry County CoC By-Laws - Article 16 (HMIS)	3
Contact Information	4
Key Support Roles and Responsibilities	5
HMIS Operations & Security	8
HMIS Participation	8
Connectivity and Computer Security Requirements	9
HMIS User Implementation	10
Enforcement Mechanisms	11
Agency Information Security Protocol Requirements	11
HMIS Client Data Privacy	12
Client Notice	12
Written Consent for CoC Data Sharing	12
Applicability of Consents	12
Victim Service Providers in HMIS	13
HMIS Data Quality	14
HMIS Data Quality Plan	14
HMIS Data Quality Standards	14
Data Quality Monitoring	14
Data Collection Requirements	15
Data Quality Training	15
HMIS Data Access Control	15
HMIS De-duplication of Data	16
HMIS Data Use and Disclosure	17
HMIS Data Release	17
HMIS Technical Support	19
Definitions	20
HMIS Forms & Review Notes	22

**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**

### **MCHENRY COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT**

Hans Mach, CD Administrator, [hdmach@co.mchenry.il.us](mailto:hdmach@co.mchenry.il.us)

815-334-4089

Zach Klehr CD Specialist, [zaklehr@co.mchenry.il.us](mailto:zaklehr@co.mchenry.il.us)

815-334-4088

Lynnsey Osborne

Administrative Specialist, [ljosborne@co.mchenry.il.us](mailto:ljosborne@co.mchenry.il.us)

815-334-4227

Faith Taylor, CD Specialist, [fjtaylor@co.mchenry.il.us](mailto:fjtaylor@co.mchenry.il.us)

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](mailto:melissa.odonnell@thresholds.org)

**Co-Chair:** Kathrine Violet, McHenry Savings Bank 815-331-6411

[kathrineviolet@mchenrysavings.com](mailto:kathrineviolet@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](mailto:rheeman-moore@pioneercenter.org)

#### **Non Technical/Policy and Procedures**

Sam Tenuto

[stenuto@pioneercenter.org](mailto: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 McKinney-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 compiled 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 arise, 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

# PUBLIC HOUSING ACOF

## 4. Change in Preference Status While on the Waiting List

(a) MCHA maintains its Public Housing waiting list on a first-come first-serve basis.

(b) Tenants currently participating in the Section 8 Program will be considered for immediate transfer to the Low Rent Program if there is an unit available 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 the family size is eligible for a three bedroom unit
- 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

(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

# HCV ADMIN PLAN

Transfers from the McHenry County Housing Authority Public Housing program. Transfers will only be permitted if the public housing unit is either too large or too small for the family size.

## C. *Establishing Preferences*

In accordance with the Quality Housing and Work Responsibility Act of 1998, the MCHA has ended federal preferences. A local preference for people living or working within McHenry County was established March 18, 1996.

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.

In order to prove residency in McHenry County, applicant families may be required to provide current leases or mortgage statements, utility bills, social security information, DHS assistance, school records and other third party documentation. If an applicant family is homeless, they must be working with a local McHenry County homeless agency or social service agency who can verify their status as McHenry County residents and will certify that the family is utilizing their services. Any member of an applicant family who is working or who has been notified that they are hired to work in McHenry County will be treated as meeting the local preference.

An applicant family must lease in McHenry County for one year unless they can prove they have been residents of McHenry County when their name is reached on the waiting list. If an applicant family is homeless or simply working in McHenry County, they cannot utilize portability until the second year of participation.

## D. *Households without Local Preference*

**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  
815-334-4560

**2017 Proposed 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

*See the attached FY2017 HUD CoC NOFA Timeline*

- d. All projects must meet criteria outlined in the FY2017 NOFA

2. As determined by the FY17 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 which includes the scoring rubric and project performance for renewal projects. 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 FY2017 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 FY17 NOFA. Measures that reflect HUD’s expectations regarding project performance review, as outlined in the FY17 NOFA, are considered. Annual Performance Reports are used to measure project outcomes and performance.

- a. System Performance Measures
- b. Housing Stability
- c. Increasing or Maintaining Income
- d. Length of Stay

- e. Access to and enrollment in mainstream benefits
- f. Housing First model of service and housing delivery
- g. The extent to which the project serves sub-populations
- h. Cost effectiveness
- i. Severity of Service needs of clients served during program year
- j. Utilization Rates
- k. Attendance at Full CoC meetings

5. All new project applications for new or bonus permanent housing dollars (PSH, RRH and TH-RRH) will be evaluated by the CoC Ranking Committee using an evaluation tool similar to the one used for renewal projects. 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 (PSH, RRH and TH-RRH), and adopt a housing first model of service delivery.

6. 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

7. 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

8. A proposed TH-RRH project will be awarded bonus points due to the ability to reduce the overall homeless population in McHenry County.

9. The Ranking Committee may opt to score project applicants on their presentations and on responses to Committee questions.

10. A renewal project will be offered bonus points if the organization is willing to reallocate its funding to a new project type. The project will be scored and ranked as a renewal and as the new project (based on the experience and performance of the renewal request). If the proposed new project will be ranked in Tier 1, the new project may be placed there and the renewal rejected so as to prevent supplanting funds. The organization may also opt to continue with its renewal and

avoid proceeding with the new project. The organization may not have both the renewal and the new project that is based on a volunteer reallocation awarded in the same competition.

11. Organizations must submit all project applications in E-snaps by 4:00pm CDT August 26, 2017. Failure to meet this timeline will result in withdrawal of the project from the ranking.

CREATED: JULY 24, 2017

# MCHENRY COUNTY COMMUNITY DEVELOPMENT 2017-2018

## FY 2017 HUD COC NOFA TIMELINE

	STARTING	ENDING
2017 PROPOSED RANKING TOOL & 2016 RANKING TOOL AVAILABLE ON WEBSITE	7/24/17 2:00 pm	7/31/17 2:00 pm
REVIEW FOR PROPOSED 2017 RANKING TOOL	7/26/17 2:00 pm	7/26/17 4:00 pm
2017 RANKING TOOL & HUD NOTICES BROUGHT TO COC FOR APPROVAL	8/10/17	8/10/17
2017 NEW/BONUS & RENEWAL PROJECT CONCEPT PAPER POSTED ON WEBSITE	7/31/17 4:00 pm	8/18/17 4:00 pm
2017 PUBLIC MEETING FOR CONCEPT PAPER REVIEW (DATE TBD)	8/11/17	8/24/17
2017 CONCEPT PAPER DUE TO CD DIVISION	8/18/17 4:00 pm	8/18/17 4:00 pm
CONCEPT PAPER CD STAFF REVIEW & APPLICANT MEETINGS	8/19/17	8/31/17
RANKING COMMITTEE REVIEW PERIOD & HEARING (DATE TBD)	8/31/17	9/7/17
2017 FUNDING RECCOMMENDATIONS BROUGHT TO FULL COC	9/14/17	9/14/17

JULY							AUGUST							SEPTEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

# FY2016 - Performance Measurement Module (Sys PM)

## Summary Report for IL-500 - McHenry County CoC

### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.**

**Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.**

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	177	271	144	49	-95	10	18	8
1.2 Persons in ES, SH, and TH	350	449	219	155	-64	84	69	-15

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	272	-	217	-	-	203	-
1.2 Persons in ES, SH, and TH	-	452	-	158	-	-	105	-

## FY2016 - Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	2	0	0%	0	0%	0	0%	0	0%
Exit was from TH	88	7	8%	4	5%	2	2%	13	15%
Exit was from SH	0	0		0		0		0	
Exit was from PH	22	7	32%	1	5%	1	5%	9	41%
TOTAL Returns to Homelessness	112	14	13%	5	4%	3	3%	22	20%

# FY2016 - Performance Measurement Module (Sys PM)

## Measure 3: Number of Homeless Persons

### Metric 3.1 – Change in PIT Counts

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	Previous FY PIT Count	2015 PIT Count	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
Unsheltered Count	9	4	-5

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	350	464	114
Emergency Shelter Total	68	272	204
Safe Haven Total		0	
Transitional Housing Total	202	264	62

## Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

### Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)	18	26	8
Number of adults with increased earned income	1	0	-1
Percentage of adults who increased earned income	6%	0%	-6%

## FY2016 - Performance Measurement Module (Sys PM)

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)	18	26	8
Number of adults with increased non-employment cash income		0	
Percentage of adults who increased non-employment cash income		0%	

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)	18	26	8
Number of adults with increased total income	1	0	-1
Percentage of adults who increased total income	6%	0%	-6%

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)	39	89	50
Number of adults who exited with increased earned income	6	21	15
Percentage of adults who increased earned income	15%	24%	8%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)	39	89	50
Number of adults who exited with increased non-employment cash income	10	14	4
Percentage of adults who increased non-employment cash income	26%	16%	-10%

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)	39	89	50
Number of adults who exited with increased total income	14	29	15
Percentage of adults who increased total income	36%	33%	-3%

## FY2016 - Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	363	371	8
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.	75	93	18
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	288	278	-10

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	417	437	20
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.	79	119	40
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	338	318	-20

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD’s Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in 2016.

## FY2016 - Performance Measurement Module (Sys PM)

### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		11	
Of persons above, those who exited to temporary & some institutional destinations		2	
Of the persons above, those who exited to permanent housing destinations		8	
% Successful exits		91%	

Metric 7b.1 – Change in exits to permanent housing destinations

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	336	368	32
Of the persons above, those who exited to permanent housing destinations	124	107	-17
% Successful exits	37%	29%	-8%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	108	126	18
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	105	119	14
% Successful exits/retention	97%	94%	-3%