

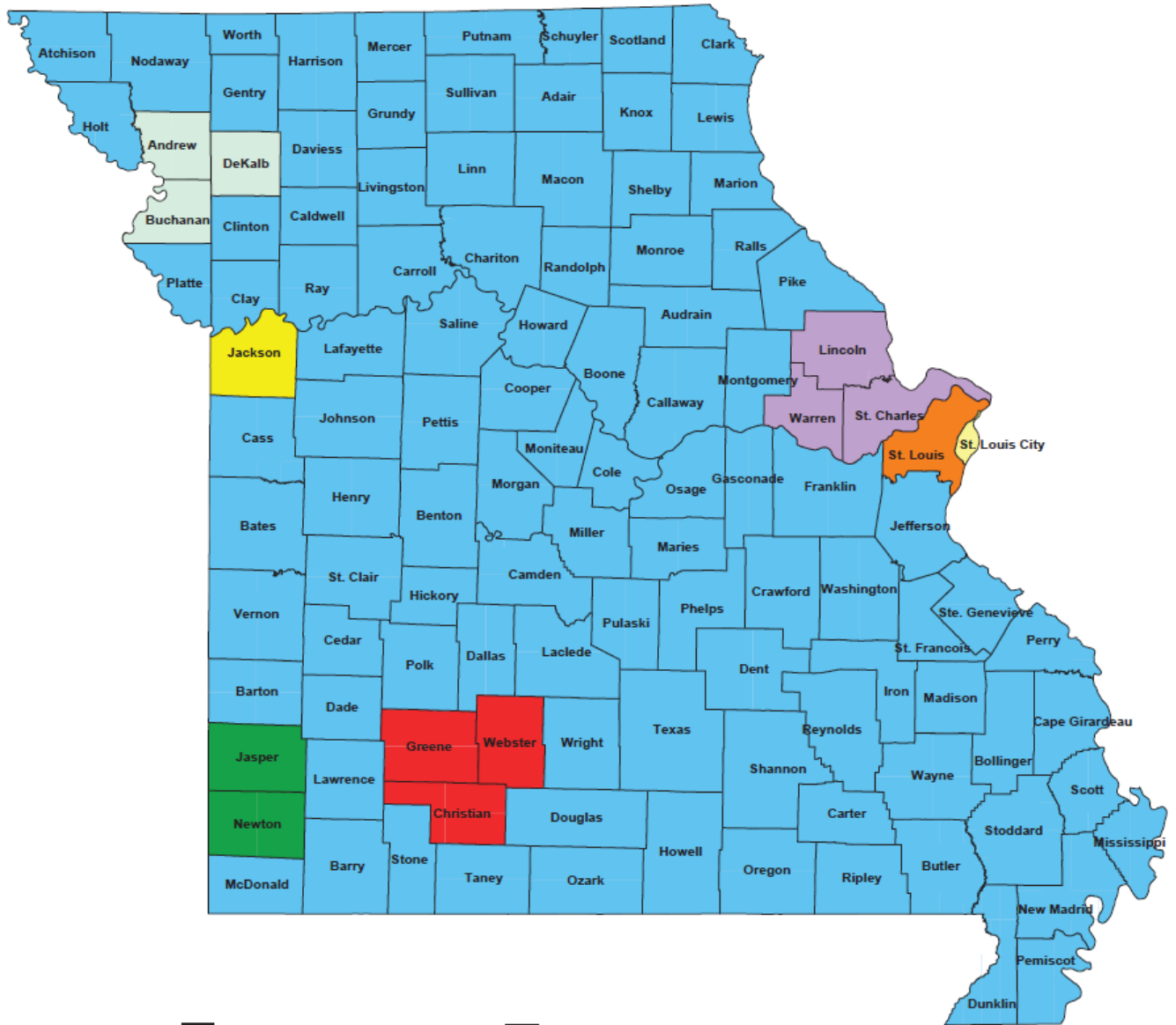
2011









**Governor's Committee to End Homelessness
dba Missouri Interagency Council on Homelessness**

Guidebook



Missouri Continua of Care



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|--|---|--|
|  Balance of State CoC |  Kansas City/Independence/
Lee's Summit/Jackson County
CoC | |
|  St. Joseph/Andrew,
Buchanan, DeKalb
Counties CoC |  Springfield/Greene,
Christian, Webster
Counties CoC |  St. Louis County CoC |
|  Jasper/Newton County
CoC |  St. Charles, Lincoln and
Warren Counties CoC |  St. Louis City CoC |

Missouri Interagency Council on Homelessness

The Missouri Interagency Council on Homelessness (MICH) was established by Executive Order in 1987 by Governor John Ashcroft. Originally named the Missouri Interagency Task Force on Homelessness, later the Governor's Committee to End Homelessness (GCEH), and now the Missouri Interagency Council on Homelessness, the council was formed in response to two federal initiatives/activities:

- 1- Establishment of the Federal Interagency Task Force
- 2- Passage of the Stewart B. McKinney Homeless Assistance Act of 1987

Current membership on the council includes one representative from each of the following state agencies: Department of Corrections, Department of Economic Development, Department of Elementary and Secondary Education, Department of Health and Senior Services, Department of Mental Health, Department of Social Services and Missouri Housing Development Commission. Additionally, the following agencies hold a seat on the council: Balance of State Continuum of Care Lead Agency, Balance of State Homeless Management Information System (HMIS) Lead Agency, one representative from each established Continuum of Care in Missouri, one representative from the North, Central and South regions of the Balance of State Continuum of Care, The Salvation Army, Missouri Association for Social Welfare, Missouri Coalition Against Domestic and Sexual Violence, Missouri Head Start State Collaboration Office, Missouri Association for Community Action, Public Housing Authority representative selected by the National Association of Housing and Redevelopment Offices (NAHRO), United States Department of Agriculture (USDA) Rural Development and the Veterans Administration.

In 2009 the council formed a committee, Missouri Continua Collaboration (MC2), with representation from all Missouri continua. The committee focused on coordination of the Point-in-Time Counts (PITC) to occur on the same date throughout the state, discussions around issues that face homelessness in Missouri, collaboration to gather comprehensive information about homelessness and the creation of state Continuum of Care (CoC) resource documents. In 2010 the MICH reorganized the council by moving the Balance of State (BoS) CoC work to a committee level and the MC2 from a committee to a MICH focus. This allowed for additional participation from BoS regions on the BoS CoC committee and statewide continuum collaboration in the full council.

The MICH focuses on three main tasks as set forth in the original Executive Order which established the council. These tasks are detailed in the following "Operating Organizational Chart" and throughout this document.

Three main tasks:

- 1- To raise awareness about homelessness issues in Missouri
- 2- To advocate for housing, homelessness and service needs through resource collaboration
- 3- To facilitate the Missouri Balance of State Continuum of Care

Task One:**To raise awareness about homelessness issues in Missouri****Awareness Committee**

The Awareness Committee carries out tasks that are associated with homelessness awareness and education within Missouri. The Awareness Committee is chaired by the Vice Chair of the MICH.

Homelessness Awareness

The MICH plans annual homelessness awareness events during National Hunger and Homelessness Awareness Week, co-sponsored by the National Coalition for the Homeless and the National Student Campaign against Hunger and Homelessness. These awareness events include the Faces of Homelessness Speakers' Panel and Homelessness Awareness Day. The mission of these awareness events is to: (1) raise awareness of the issues of homelessness on a local, state, and national level, (2) dispel the myths and stereotypes associated with individuals who experience homelessness and (3) provide an opportunity for dialogue to take place among individuals experiencing homelessness or who have been formerly homeless and those individuals who would like to learn more about these issues.

The Faces of Homelessness Speakers' Panel standard presentation format includes a moderator to present facts about homelessness, a minimum of three panelists who are or have been homeless and an answer and question session. The moderator and the panelists share information with the audience on how they can become involved in the plan to end homelessness, from volunteering at shelters to influencing legislation.

Homelessness Awareness Day includes a state-wide poster contest for students in Head Start and grades K-12. The submitted posters are displayed at the state capitol on the day of the event. The event also brings provider agencies from around the state together to display their information. In addition, workshops addressing current themes in preventing and ending homelessness are available for attendees of Homelessness Awareness Day. During this event, attendees are also encouraged to make appointments with their legislators to discuss the housing and homeless assistance needs in their area.

Legislative Awareness

The MICH organizes a Legislative Awareness Day that is held yearly in order to educate and inform legislators about the work of the MICH, local housing and homeless programs, and the need for funding. It is an opportunity to advocate to prevent and end homelessness in the state of Missouri.

Project Homeless Connect

The Homelessness Awareness Committee also oversees the Project Homeless Connect (PHC) Workgroup that is charged with planning and implementing Project Homeless Connect events within the Balance of State Continuum of Care. The PHC Workgroup consists of MICH

members along with non-members from the local community in which the event is planned.

Project Homeless Connect provides the services necessary to start the transition process from the street to housing. This event is designed after the national model that originated in San Francisco to provide a single access point for homeless families and individuals to receive assistance, resources and services including, but not limited to: access to shelter/housing, access to obtaining an ID, food and clothing donations, access to benefits, dental check-ups, and medical check-ups.

The event provides services to homeless individuals and families, while at the same time serves as a way to generate public awareness of the needs of homeless families and individuals in the community.

The PHC Workgroup's first Balance of State event was held in Columbia, Missouri in August 2009. In 2010, the workgroup planned and facilitated an event in Branson, Missouri. The workgroup's goal is to plan and hold one Project Homeless Connect event in a different community in the BoS each year. The PHC Chairs facilitate the planning process and provide guidance to the workgroup members in the local community so that they can continue to hold events in the following years. Each community that is selected for a Balance of State PHC event is provided with guidance, necessary documents and tools to continue planning events in the following years.

Additionally, the Awareness Committee will encourage and provide assistance to the communities that have hosted an event in the BoS to continue to hold the event annually. The long-term goal is to have an annual Project Homeless Connect day or month in the BoS once many communities have been provided training and technical assistance by the Project Homeless Connect Workgroup.

As of January 2011, five of the eight Missouri continua have held PHC events. The council works to encourage all continua to hold a PHC event in their community. The goal is to have events occurring statewide.

Task Two:

To advocate for housing, homelessness and service needs through resource collaboration

Executive Committee

The MICH Executive Committee consists of the Chair, Vice-Chair, Secretary and one representative from the lead agency for the BoS CoC, lead agency for Homeless Management Information System (HMIS) and lead agency for Shelter Plus Care (SPC).

The Executive Committee meets regularly to work on the appointment of new members, new member orientation, nomination of officers, yearly Review Committee appointments, agenda content, attendance monitoring, appointment of additional committees as needed, completion of the annual report, review of Exhibit One prior to submission and coordination of statewide efforts to end homelessness.

BoS CoC Plan to End Homelessness

The Executive Committee reviews and approves the BoS CoC Plan to End Homelessness. Additionally, the Executive Committee provides resources and guidance to assist the BoS CoC Committee with accomplishing goals within the plan.

Annual Report

The MICH completes an annual report each year that includes the MICH agendas and minutes, committee reports, Regional Housing Team Meeting agendas and minutes, Point-in-Time Count reports, summary of the CoC competition submission, and public relations information to the Governor, Speaker of the House of Representatives, President Pro Tem of the Senate and all MICH members by January 15 of each year. Copies of the annual report are maintained by the Secretary.

Bi-Monthly MICH Meetings

The MICH holds meetings the first Monday of every other month in Columbia to exchange information and strategize about statewide homelessness and affordable housing needs and solutions.

Each Missouri continuum holds a seat on the council. All continua collaborate to distribute resources to agencies and other non-profits across the state. In addition, council members evaluate resources, work to remove barriers to access of housing and services and provide crucial information regarding funding opportunities to agencies around the state. The input and collaboration of all continua allows providers to share information and stay current with changing legislation and HUD policies.

Committees and workgroups also meet on a regular basis to work on the projects and goals their committee or workgroup has identified as important to the MICH.

Targeted Populations Committee

The Targeted Populations Committee is chaired by the Secretary. The Committee is comprised of five workgroups that focus on the following sub-populations: re-entry, chronically homeless, homeless children, homeless veterans, domestic violence and others as needed. Each workgroup reports to the MICH on projects and efforts associated with the sub-populations.

Point-in-Time Count

HUD requires that each continuum perform a Point-in-Time Count (PITC) of all sheltered and unsheltered homeless individuals and families every other year. The count is necessary for the CoC application along with other non-HUD funding sources. Performing the count is important to obtain current and accurate data on the number and characteristics of homeless individuals and families. This information influences policy, program planning and justifies funding requests.

Missouri continua conduct the count twice a year in order to track the seasonal trends in the homeless population and to get a more accurate picture of the homeless situation in the state. Completing the count twice a year also encourages more collaboration, public awareness and education around the state. The collaboration through the MICH has provided an opportunity for Missouri Continua to coordinate the count on the same day, providing a comprehensive approach for a statewide count.

Benefits of Accurate Data on Homelessness

Communities can use data to:

- Determine the size and scope of homelessness at the local level
- Track local trends of the homeless population
- Justify requests for additional resources and/or program modifications
- Plan services and use resources as efficiently as possible
- Measure progress towards preventing and ending homelessness
- Raise public awareness about homelessness

Additionally:

- HUD needs the data to understand the extent and nature of homelessness in the country
- HUD reports the information to Congress and uses the data to make funding decisions
- The PITC process will be used as the primary data source for federal agencies to understand homelessness trends and track progress against the goals and objectives in *Opening Doors*, the Federal Strategic Plan to End Homelessness

Continuum of Care Meetings

Each continuum of care in Missouri holds Continuum of Care meetings on a monthly or quarterly schedule.

The council encourages continua to disseminate information from the state planning level to their local CoC. Additionally, the MICH encourages continua to provide updates and information regarding their local continuum at the MICH meetings.

Please refer to current MICH members for current CoC contact and meeting information.

Task Three:

To facilitate the Missouri Balance of State Continuum of Care

What is a Continuum of Care?

HUD definition of a CoC: A CoC plan is a community based plan which coordinates a flexible delivery system of housing and services designated to meet the specific needs of homeless persons as they move from a homeless living situation to stable housing which maximizes their self-sufficiency. It includes action steps to alleviate homelessness and prevent a return to homelessness for persons completing the continuum.

*The continuum of care process was codified by the HEARTH Act of 2009.

National Alliance to End Homeless definition of a CoC: “Under this process, homeless providers in a specific geographical area work together to describe their assistance, identify their needs, and rank the projects that they want funded. HUD ranks the applications and provides funding based on the quality of the application, the performance of the local homeless assistance, and the local rankings of individual programs. Funding can be used for permanent and supportive housing, transitional housing, and services”.

There are eight continua in the state of Missouri.

- **St. Louis City CoC**
- **St. Louis County CoC**
- **Jasper/Newton County CoC**
- **Kansas City/Independence/Lee’s Summit/Jackson County CoC**
- **Springfield/Greene, Christian, Webster Counties CoC**
- **St. Joseph/Andrew, Buchanan, DeKalb Counties CoC**
- **St. Charles, Lincoln and Warren County CoC**
- **Balance of State CoC** (Includes 101 counties not covered in any other continuum and tend to be more rural communities)

A CoC may be developed by a single city, a city and county, a region, or a state. Funds are distributed based on the need of homeless assistance in the city or counties that are covered by the continuum of care. The CoC is responsible for reviewing and ranking applications submitted by agencies as well as completing an overall CoC application to apply for HUD funding.

What is a Balance of State Continuum of Care?

Balance of State (BoS) refers to the CoC that includes counties that are not covered under the other continua, which are the urban, larger metro areas. However, the BoS can still include some or all of the state’s smaller cities. The goal of the BoS is to promote planning and collaboration in its counties to make funds available to the areas that are not covered by other continua. The BoS addresses the need for services in non-metropolitan areas where resources are often scarce.

Advantages to Balance of State Continuum Planning

The advantages of having a BoS CoC include:

- Increased visibility for the needs of homeless individuals and families in non-metropolitan areas
- Attention to and validation of strategies and approaches that work in rural areas
- Greater participation and collaboration of people and agencies not previously involved in planning efforts
- Stronger statewide advocacy and education efforts
- Coordination and support to address critical statewide needs
- Increased competitive advantage for agencies applying for and receiving HUD McKinney-Vento Homeless Assistance funding

How is the Missouri Balance of State Continuum of Care Organized?

The MICH is the governing body of the BoS CoC. The MICH is comprised of representatives from federal agencies, state agencies, statewide advocacy organizations, other Continua of Care in Missouri, and other nonprofits. The committee meets every other month in Columbia, Missouri.

Each year, the lead agencies coordinate the application process for the BoS CoC. After reviewing the details in the NOFA, they provide technical assistance to agencies and offer training on completing the Supportive Housing Program (SHP) and Shelter Plus Care (SPC) Exhibit Two applications for funding in the BoS.

The Exhibit One application describes the overall BoS CoC plan and reports overall performance of the CoC. This application is completed by the CoC, HMIS and SPC lead agencies.

Exhibit Two applications are completed by individual agencies applying for Permanent Housing, Transitional Housing, Safe Haven, Supportive Services Only, and Shelter Plus Care programs. The MICH Review Committee scores and ranks each Exhibit Two application.

The lead agencies assemble all recommended Exhibit Two applications along with the Exhibit One application into a single application to HUD. HUD makes the final approval on the amounts, terms and details on each application.

For more information about HUD Supportive Housing Programs or Shelter Plus Care, visit <http://hudhre.info/index.cfm?do=viewHomelessAndHousingProgramInfo>

Lead Agency for the CoC

Missouri Housing Development Commission's (MHDC) Community Initiatives Department serves as the lead agency and liaison to the MICH in facilitating the BoS CoC. The two Community Initiatives Coordinators serve the 101 counties in the BoS. The Community Initiatives Coordinators provide technical assistance and guidance in regards to the Supportive Housing Project (SHP) funds awarded to the BoS CoC through the HUD McKinney-Vento

funds. MHDC coordinates the unsheltered homeless count in the BoS and completes a final report of sheltered and unsheltered PITC results. MHDC also schedules and facilitates the Regional Housing Team Meetings (RHTM) as directed by the MICH. The Community Initiatives Coordinators co-chair the BoS CoC Committee and provide updates to the MICH.

Lead Agency for Homeless Management Information System (HMIS)

Missouri Association for Social Welfare (MASW) administers and oversees the Homeless Management Information System, required by HUD that is used by CoC agencies to collect data on clients entering and exiting programs. The BoS system, Regional Online Service Information Exchange (ROSIE), is referred to as the Homeless Missourians Information System (HMIS). A HMIS Steering Committee meets quarterly to provide input on policy, program components and software modifications for the ROSIE system used by agencies within the BoS CoC. The HMIS Coordinators conduct the sheltered homeless count in the BoS. MASW also schedules and facilitates HMIS Technical Assistance Sessions which are scheduled in conjunction with the RHTMs.

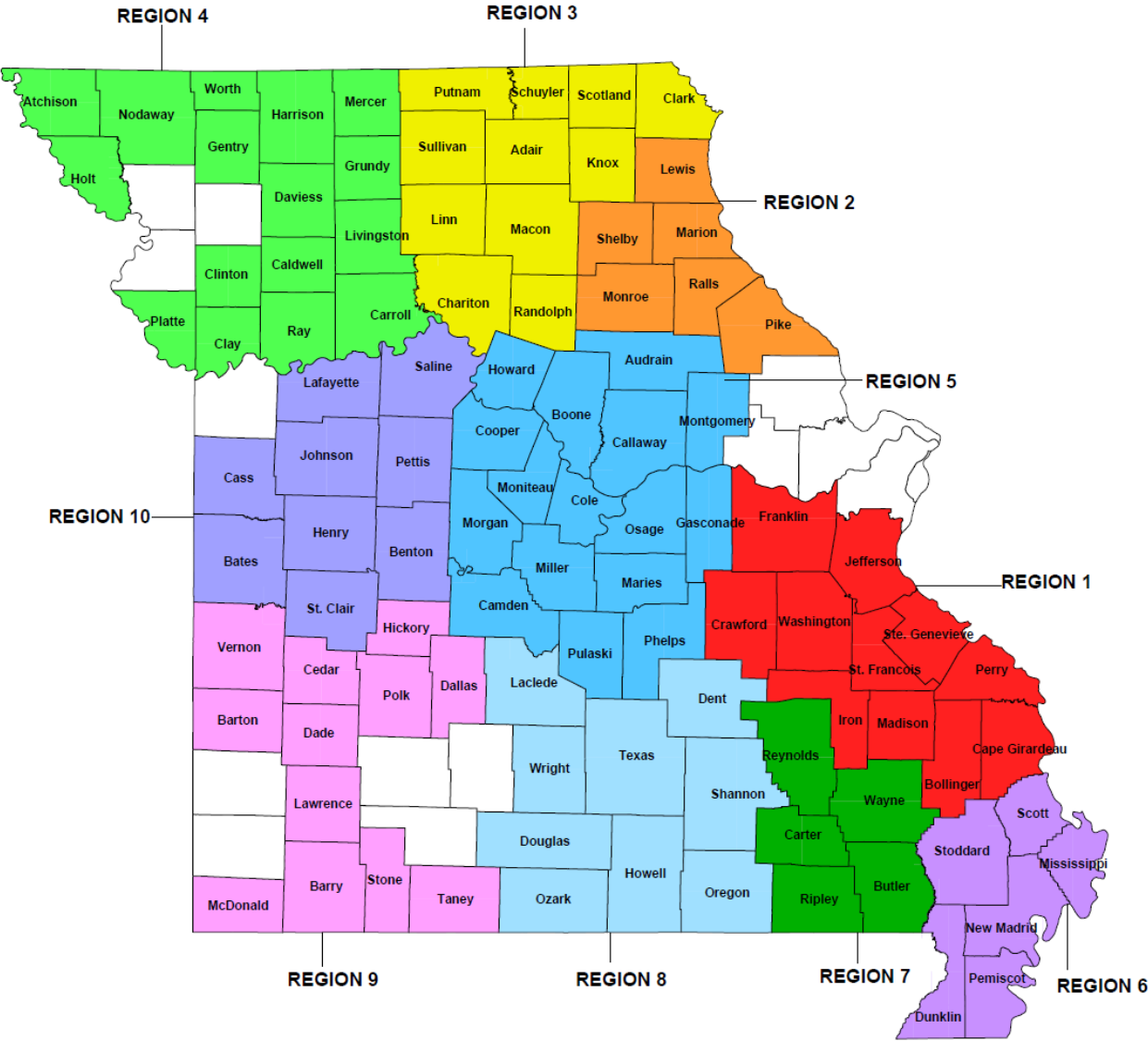
Lead Agency for Shelter Plus Care (SPC)

The Department of Mental Health (DMH) Housing Unit administers the SPC program in the BoS CoC. The SPC program is funded through the HUD CoC application process. The program provides rental assistance and supportive services for people with disabilities.

Review Committee

The Review Committee is an ad-hoc committee of the MICH with new members selected each year by the Executive Committee. The Review Committee scores and ranks each Exhibit Two application.

Balance of State Continuum of Care Regions



BoS CoC Lead Agency contacts: <http://www.mhdc.com/ci/contacts.htm>

BoS HMIS Lead Agency contacts: <http://masw.org/HMIS/about.php>

Helpful Websites:

HUD Homeless Resource Exchange: <http://www.hudhre.info/>

National Alliance to End Homelessness: <http://www.endhomelessness.org>

United States Interagency Council on Homelessness: <http://www.usich.gov/>

National Coalition for the Homeless: <http://www.nationalhomeless.org>

Corporation for Supportive Housing: <http://www.csh.org>

Rural Assistance Center: <http://www.raonline.org>

Missouri Association for Social Welfare: <http://www.masw.org>

Missouri Housing Development Commission: <http://www.mhdc.com>

Missouri Department of Mental Health: <http://www.dmh.mo.gov/>

Missouri Department of Corrections: <http://www.doc.missouri.gov>

Missouri Department of Economic Development: <http://www.ded.mo.gov>

USDA Rural Development: <http://www.rurdev.usda.gov/MO/>

Department of Health and Human Services: <http://www.dhss.mo.gov>

Department of Social Services: <http://www.dss.mo.gov>

Department of Elementary and Secondary Education: <http://www.dese.mo.gov>

Missouri Head Start Association: <http://www.moheadstart.org/>

Missouri Association for Community Action: <http://www.communityaction.org>

US Department of Veteran Affairs: <http://www.va.gov>

Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov/>

United Way 211: <http://www.211missouri.org/>

State of Missouri: <http://www.mo.gov/>

Missouri Housing Matters DMH Blog: <http://missourihousingmatters.blogspot.com/>