



MEMORANDUM

"...meeting community needs...enhancing quality of life."

TO: Finance Committee, HR Committee, and CEDC
FROM: Karen Harkness, Director of Community and Economic Development
DATE: March 11, 2020
RE: Coordinated Entry Position

The City of Appleton serves as the responsible fiscal entity for approximately \$600,000 in federal and state Continuum of Care (CoC) funding annually, which serves hundreds of households at-risk or experiencing episodes of homelessness. The CoC Interim Rule, by which these funds are regulated, defines several responsibilities of the local Fox Cities Housing Coalition. One of these responsibilities is to operationalize a coordinated assessment system, which is intended to systematically assess the needs of program participants and effectively match each individual or family with the most appropriate resources available to address their particular needs in our community. Unfortunately, the Fox Cities community lacks the resources needed to meet all of the needs of people experiencing homelessness or at-risk of experiencing homelessness. This, combined with the lack of a well-developed coordinated entry system, resulted in hardships for people experiencing homelessness. They have been faced with long waiting times to receive assistance or have been screened out of needing assistance entirely.

As a result, and after many discussions with our internal and external stakeholders, the Community and Economic Development Department is proposing that a Coordinated Entry Specialist role be created within the City's Table of Organization. Internalizing this very necessary position will ensure that households are being prioritized based on vulnerability and severity of service needs, and connect people who need assistance the most in a timely manner. This internal role will also serve as a gateway to information and data about service needs and gaps that will help to plan assistance efficiently and identify needed resources to end homelessness in the Fox Cities.

The Coordinated Entry Specialist will oversee the coordinated entry system for the Fox Cities Housing Coalition covering Calumet, Outagamie, and northern Winnebago counties. The position will help clients who are homeless or at-risk of homelessness navigate through the coordinated entry system, coordinate service delivery, manage the priority list to determine which clients have the highest priority for service, provide outreach services to target clients least likely to ask for assistance, and help expedite the process of placing clients in safe, sustainable housing.

Funding the Coordinated Entry position is a priority of the Department of Housing and Urban Development (HUD), as well as the State of Wisconsin (DEHCR). As such, this role is considered an eligible expense under several grants that the City of Appleton is a recipient of, preventing the City from having to subsidize this position through the general fund. While the amounts may vary slightly, the following sources are

expected to fund this position in its entirety.

	<u>2020</u>
CoC Supportive Service Only (SSO) Grant 2019	\$28,000
CoC Supportive Service Only (SSO) Grant 2020	\$32,100
State of WI Emergency Homeless & Housing Grant	\$5,000
Community Development Block Grant	\$20,000