



MEMORANDUM

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

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: July 22, 2020
RE: Approval of the 2020 Motel Voucher Program Policies & Procedures

Effective April 2, 2020, the City of Appleton became the Coordinated Entry Lead for the Fox Cities Housing Coalition. On April 1, 2020, Committee and Council approved the creation and addition of a Coordinated Entry Specialist, under the umbrella of the Community & Economic Development Department, which was filled on May 27, 2020. As a way of ensuring that all individuals and families in our community have access to safe shelter, staff created a motel voucher program in collaboration with the Appleton Police Department. This program is funded through federal and state grants that are managed by the CEDD's Community Development Specialist.

The City of Appleton's motel voucher program is designed to ensure that individuals and families experiencing homelessness have a safe, temporary place to stay, until a more permanent housing solution is identified. The City of Appleton issues motel vouchers only as a last resort on a case-by-case basis, when all shelters have been filled to capacity or there is a verified extenuating circumstance that prevents an individual or family from staying in a shelter.

If emergency shelter is not available, the individual or family is referred to agencies with motel voucher programming (until funding is depleted). The individual or family will be asked to complete a Pre-Screen form, and an informational brochure will be provided to connect them to the Coordinated Entry system the next business day. The informational brochure also includes contact information for agencies in the community that are able to make referrals to the Coordinated Entry system. If shelter options are available, but the individual or family refuses, they are still asked to complete a Pre-Screen form and given the informational brochure to connect them to the Coordinated Entry system the next business day.

Staff recommends approval of the Motel Voucher Program Policies & Procedures, as presented.

The following attachment is provided for this action item.

Attached Document:

- 1.) Motel Voucher Program Policies & Procedures

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!