

APPLICATION FOR 2018 HOMELESS SERVICES FUNDS



1. AGENCY CONTACT INFORMATION

Legal Name of Organization	Porchlight, Inc.	
Mailing Address	306 N Brooks St Madison, WI 53715	
Telephone	(608) 257-2534	
FAX	(608) 257-2507	
Director	Karla Thennes	
Email Address	kthennes@porchlightinc.org	
Additional Contact	Kim Sutter	
Email Address	ksutter@porchlightinc.org	
Legal Status	Private: Non-Profit	
Federal EIN:	39-1579521	
DUNS #:	DUNS # 6083038220000	
SAM Registration:		

2. PROPOSED PROGRAMS

Program Name	Letter	2018 Req New?	Proposed Strategy	Source of Funding
Dwelling Intervention Grants & Sustenance	A	\$76,000 CONT	STRATEGY 1: HOMELESS PREVENTION	Either GPR or ESG
Contact: Kim Sutter		Phone: 257-2534 x39 Email: ksutter@porchlightinc.org		
Transit for Jobs/ Transit for Economic Self-Sufficiency	B	\$82,000 CONT	STRATEGY 4: EMERGENCY AND BASIC NEEDS	City General Purpose Revenue (GPR) ONLY
Contact: Kim Sutter		Phone: 257-2534 x39 Email: ksutter@porchlightinc.org		
Porchlight Eliminating Barriers to Stable Housing	C	\$34,000 CONT	STRATEGY 4: EMERGENCY AND BASIC NEEDS	City General Purpose Revenue (GPR) ONLY
Contact: Kim Sutter		Phone: 257-2534 x39 Email: ksutter@porchlightinc.org		
Street Outreach	D	\$55,000 CONT	STRATEGY 3: OUTREACH & ENGAGEMENT	City General Purpose Revenue (GPR) ONLY
Contact: Kim Sutter		Phone: 257-2534 x39 Email: ksutter@porchlightinc.org		
Shelter Case Management	E	\$58,000 CONT	STRATEGY 3: OUTREACH & ENGAGEMENT	Either GPR or ESG
Contact: Kim Sutter		Phone: 257-2534 x39 Email: ksutter@porchlightinc.org		
Permanent Housing Case Management	F	\$168,000 CONT	STRATEGY 7: OTHER PERMANENT HOUSING SUPPORT	City General Purpose Revenue (GPR) ONLY
TOTAL REQUEST		\$473,000		

3. SIGNATURE PAGE

AFFIRMATIVE ACTION

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an affirmative action plan with the Department of Civil Rights. A Model Affirmative Action Plan and instructions are available at www.cityofmadison.com/dcr/aaForms.cfm.

LIVING WAGE ORDINANCE

If funded, applicant hereby agrees to comply with City of Madison Ordinance 4.20. This ordinance requires all employees paid under this contract be paid (at least) the Living Wage for 2018 as established by the City of Madison. In 2018 the Living Wage will be \$13.01 hourly.

CITY OF MADISON CONTRACTS

If funded, applicant agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at 266-6520. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

4. SIGNATURE

Enter name:

By entering your initials in the box you are electronically signing your name and agreeing to the terms listed above

DATE

ORGANIZATION:	Porchlight, Inc.	REQUESTED AMOUNT:
PROGRAM/LETTER:	A Dwelling Intervention Grants & Sustenance	76,000
STRATEGY:	STRATEGY 1: HOMELESS PREVENTION	

1. NEEDS STATEMENT: Describe the community needs this program will address.

The high cost of housing, limited subsidized housing with waiting lists that often exceed two years, and low rate of unit availability, coupled with the barriers that exist to obtaining new housing (such as poor credit, criminal history, and past history of evictions) create an environment in which there is a significant need for eviction prevention assistance. It is vital that participants have access to prevention resources in order to maintain their current housing when unexpected emergencies arise that force individuals and families to choose between paying rent or another necessary expense. Prevention funds are essential in preventing both first-time homelessness and returns to homelessness.

2. TARGET POPULATION: Describe the target population including household type, homeless status, racial and cultural background, gender, disabilities, and housing and service needs based on a common assessment tool (i.e. VI-SPDAT score range).

The target population is low-income individuals and families experiencing homelessness, or who are imminently losing their housing due to eviction or utility arrears. The program serves individuals of any race, ethnicity, and gender. Participants do not need to have a disability in order to qualify. Porchlight is working in collaboration with the Tenant Resource Center on a common assessment tool to prioritize potential program participants through the Coordinated Entry system. This tool will assist in evaluating how funds are being spent and develop ways to ensure that funds are reaching those with the most need.

3. PROGRAM DESCRIPTION: Describe key components of program. Include key aspects of program design, program structure, staffing structure, expected frequency of participant contact, duration of participant contact, etc.

Households are screened over the phone for program eligibility and from there receive a face-to-face interview during which a more thorough screening is done to assess household need. Depending on the severity of need, participants will meet with DIGS staff up to three times during a one-month period. At times stabilization plans will include up to three months of engagement. In addition, Porchlight leverages funds from FEMA, Rotary Club, and private donations to increase the number served. Porchlight also facilitates through its partnerships with the St. John's Assistance Program and numerous local churches additional assistance provided directly to landlords on the participant's behalf.

The DIGS Program currently employs two full-time staff members. Personnel leverage is provided by United Way and ESG funds. ESG funds provide for a one-half of a full-time staff member who conducts housing inspections and completes required WISP data entry. The budget accompanying this proposal assumes GPR funding, and 1.5 FTE. If the program is funded through ESG, as it is now, personnel costs would increase to 2 FTE. In order to maintain the same level of direct assistance while meeting ESG requirements, the program would need to be funded at a higher level.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	A Dwelling Intervention Grants & Sustenance

4. BEST PRACTICES: Describe how the services will be delivered in a manner consistent with industry standards or best practices. Refer to Attachment A for examples of best practices within each of the seven identified strategies.

Prior to program entry, participants of City DIGS funds will be selected from a Coordinated Entry priority prevention list that is currently being developed.

After contact is made, the household's budget and housing status are thoroughly reviewed during intake. Households are required to provide proof of income and emergency need in order to formulate a housing stabilization plan. The household is also assessed for access to mainstream resources such as FoodShare and BadgerCare and referrals are made to assist the household in obtaining these resources. DIGS staff engages landlords and utility providers to mediate financial plans to bring the household out of arrears. Referrals are made to Legal Action and the Tenant Resource Center if DIGS staff is unable to come to an agreement with the landlord.

Participant follow-up is done at 6, 12, and 18 months to ascertain whether households maintained their housing, left in good standing for other stable housing, or were unable to maintain their housing. Additional support services are offered to households at follow-up. These can include additional housing counseling, landlord mediation, and provision of financial resources.

5. SUPPORT SERVICES: If the program design involves provision of case management, describe how the program will connect participants to long-term community-based support services such as Comprehensive Community Services (CCS) and Targeted Case Management.

DIGS only provides brief case management that is generally not ongoing and is focused on one-time referrals. The DIGS assessment is not thorough enough to screen for CCS, but if a participant asked about it, they could be connected with Porchlight's CCS Supervisor to get more information about the program and potentially assistance applying through the county.

6. PROPOSED SERVICE TARGETS: Include the total number of unduplicated clients the agency expects to serve by the proposed program regardless of the funding source.

Based on 2016 data the program expects to serve 900 unduplicated households in 2018.

7. PERFORMANCE OUTCOMES: Select applicable measures from the drop down. Refer to Attachment A for the CDD targets.

Outcome #1:

Exit to Permanent Housing

Outcome #2

Return to Homelessness

Outcome #3

Select a Measure from the Drop-Down

Specify your agency's proposed outcomes. If the proposed outcome is lower than the CDD target, provide explanation.

Porchlight's target for this program is 95% exit to permanent housing and 5% return to homelessness (same as CDD).

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

A Dwelling Intervention Grants & Sustenance

8. DEMOGRAPHICS: Complete the following chart for unduplicated participants served by this program in 2016. Indicate the number and percentage for the following characteristics. For new programs, include best estimates.

DESCRIPTOR	PART #	PART %	STAFF #	STAFF %	MADISON*		
					GEN %	POV %	R/POV**
RACE							
WHITE/CAUCASIAN	94	42%	2	100%	80%	67%	16%
BLACK/AFRICAN AMERICAN	112	50%	0	0%	7%	15%	39%
ASIAN	6	3%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATI	1	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	10	4%	0	0%	3%	4%	26%
BALANCE/OTHER	0	0%	0	0%	1%	2%	28%
TOTAL RACE	223	100%	2	100%			
ETHNICITY							
HISPANIC OR LATINO	38	17%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	185	83%	2	100%	93%	81%	74%
TOTAL ETHNICITY	223	100%	2	100%			
AGE							
<2	15	7%					
2 - 5	25	11%					
6 - 12	46	21%					
13 - 17	17	8%					
18 - 29	32	14%					
30 - 59	71	32%					
60 - 74	15	7%					
75 & UP	2	1%					
TOTAL AGE	223	100%					
PERSONS WITH DISABILITIES							
	0	0%					
RESIDENCY							
CITY OF MADISON	223	100%					
DANE COUNTY (NOT IN CITY)	0	0%					
OUTSIDE DANE COUNTY	0	0%					
TOTAL RESIDENCY	223	100%					
TOTAL							
MALE	84	38%					
FEMALE	139	62%					
UNKNOWN/OTHER	0	0%					

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES. AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

9. PROGRAM STAFF: Record the Full Time Equivalent (FTE) program hours of each employee supporting this program as well as their total FTE hours worked for the agency. For seasonal employees, record the number of weeks per year worked at the specified FTE.

Staff Title (one employee per line)	FTE in Program Choose Year Round or Seasonal		For Seasonal only: wks/yr employed	Total FTE in Agency	Program Duties Such as administration, direct service, supervision, teaching/ training or recruitment	Hourly Wage
	Year Round Position FTE	Seasonal Position FTE				
DIGS Coordinator	1			1	direct service	\$21.95
DIGS Program Aide	0.5			1	direct service	\$15.00

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	A Dwelling Intervention Grants & Sustenance

10. STAFF EXPERIENCE: Describe how the experience and qualifications of your program staff will contribute to the success of the proposed program.

Porchlight staff has extensive experience in addressing the needs of the homeless population in Dane County. The Executive Director has an MSSW from the University of Wisconsin-Madison with 25 years of experience with the agency. The Director of Services also has an MSSW from the University of Wisconsin-Madison with nine years of experience with the agency. The DIGS Coordinator has been running DIGS for over 20 years, and has become synonymous with the program. He has formed relationships with faith communities throughout the area and has personally sought out and leveraged funds from numerous sources since the program's inception. The DIGS Program Aide has been with the organization for four years and has worked for the men's drop-in shelter, Safe Haven, and the DIGS program.

11. STAFF DIVERSITY: Does the staffing of the program reflect the racial and cultural diversity of the participants who will be served? If not, describe how your agency plans to address this mis-match.

Porchlight has a diverse Board of Directors and Management Team. On the Board of Directors, two officer positions are held by women of color. The Porchlight Management Team consists of 13 members, three of whom (23%) are people of color. Additionally, Porchlight has an affirmative action plan in place with the Department of Civil Rights and considers all qualified applicants for employment, especially those with lived experience. The DIGS Coordinator has been running the program for over 20 years, has worked with a diverse client base throughout that time, and has lived experience with homelessness.

12. ACCESSIBILITY AND MARKETING: Describe how your organization will ensure that a diverse client base will find the program accessible, culturally responsive, welcoming and effective in achieving increased participant well-being and safety. Describe how the agency uses, or will use marketing and outreach strategies with the intended service population.

Porchlight has a long history of serving a diverse client base. Most Porchlight programs disproportionately serve people of color, and the agency works to ensure that services are provided in a culturally competent manner. Additionally, core policies, procedures, and applications are available in Spanish, and staff has access to a language line if necessary. The DIGS program is extremely well known in the community, and receives referrals from 211, other agencies, and by word of mouth. However, with the new Coordinated Entry priority system, participants will be screened by the Tenant Resource Center and referred to DIGS through a central system.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	A Dwelling Intervention Grants & Sustenance

PROGRAM BUDGET

13. 2017 BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	95,000	49,000	0	0	46,000
UNITED WAY ALLOC	56,000	53,600	2,400	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	16,000	0	0	0	16,000
FUNDRAISING DONATIONS	15,000	0	0	0	15,000
USER FEES	0	0	0	0	0
OTHER	8,000	0	0	0	8,000
TOTAL REVENUE	190,000	102,600	2,400	0	85,000

14. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	76,000	30,000	0	0	46,000
UNITED WAY ALLOC	56,000	53,500	2,500	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	18,000	0	0	0	18,000
FUNDRAISING DONATIONS	15,000	0	0	0	15,000
USER FEES	0	0	0	0	0
OTHER**	8,000	0	0	0	8,000
TOTAL REVENUE	173,000	83,500	2,500	0	87,000

*OTHER GOVT 2018

Source	Amount	Terms
FEMA	18,000	01/01/18-12/31/18
	0	
	0	
	0	
	0	
TOTAL	18,000	

**OTHER 2018

Source	Amount	Terms
Rotary Foundation	8,000	05/01/18-10/31/18
	0	
	0	
	0	
	0	
TOTAL	8,000	

ORGANIZATION:	Porchlight, Inc.	REQUESTED AMOUNT:
PROGRAM/LETTER:	B Transit for Jobs/ Transit for Economic Self-Sufficiency	82,000
PRIORITY STATEMENT:	STRATEGY 4: EMERGENCY AND BASIC NEEDS	

1. NEEDS STATEMENT: Describe the community needs this program will address.

~~The basic resource~~ **This basic resource** (with the program) ~~is a significant~~ **is a significant** for our community for transportation assistance to support low-income individuals and families. This basic resource can make a significant impact on income stability. There is a need for individuals who have no or low income and wish to seek work, as well as a need for individuals who have secured work but are still unable to afford transportation to maintain that position. Additionally, there is a need for transportation assistance to serve individuals who are seeking or trying to maintain income-related benefits.

2. TARGET POPULATION: Describe the target population including household type, homeless status, racial and cultural background, gender, disabilities, and housing and service needs based on a common assessment tool (i.e. VI-SPDAT score range).

~~The target population~~ **The target population** (with this program) ~~includes~~ **includes** individuals with no or low income who are trying to gain or maintain income. Homeless status is not a consideration, as this is a basic need for those who are housed as well as those who are experiencing homelessness. The program serves individuals of any race, ethnicity, and gender. Participants do not need to have a disability in order to qualify. Participants are also not prioritized based on vulnerability or housing need, as this is a gap service that is needed and used not only by individuals experiencing homelessness, but also by individuals and families who are trying to maintain stable housing.

3. PROGRAM DESCRIPTION: Describe key components of program. Include key aspects of program design, program structure, staffing structure, expected frequency of participant contact, duration of participant contact, etc.

~~Bus passes are provided by~~ **Bus passes are provided by** ~~Porchlight~~ **Porchlight** and several other partner agencies. Porchlight sends out a Memorandum of Understanding to each participating agency that outlines the program and highlights eligibility requirements. Each agency is given an annual allotment as well as a minimum spending requirement for each quarter. Agencies submit an invoice to Porchlight's accounting department and are reimbursed monthly. Each bus pass is recorded and reported to Porchlight. Since the program consists mostly of direct assistance, the only staffing required on Porchlight's end is accounting and data reporting. Individual agencies are responsible for eligibility determination, bus pass distribution, and data collection. The program does not gather data on frequency or duration of participant contact, but we assume it varies. Some participants require one-time assistance due to unreliable cars or a specific appointment need, while others require some ongoing support to maintain income. Direct assistance is provided in the form of Madison Metro bus passes. Agencies can decide what kind of passes they want to purchase and distribute based on participant need, including 2-ride, 10-ride, and monthly passes, both regular and senior/disabled.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B Transit for Jobs/ Transit for Economic Self-Sufficiency

4. BEST PRACTICES: Describe how the services will be delivered in a manner consistent with industry standards or best practices. Refer to Attachment A for examples of best practices within each of the seven identified strategies.

While there are not widely published best practices for transportation assistance, the National Alliance to End Homelessness does report that the availability of work support for low-income households, such as transportation assistance, can have a big impact on whether or not a household can sustain employment. Since the majority of households rely on income from employment or benefits to help them pay rent, increasing income stability is a basic need for both preventing and ending homelessness. Transportation assistance, including bus pass distribution, is a feature of most large CoCs whose homeless and low-income populations rely on public transportation to gain and maintain employment.

5. SUPPORT SERVICES: If the program design involves provision of case management, describe how the program will connect participants community-based support services such as Comprehensive Community Services (CCS) and Targeted Case Management.

The TFJ/TESS program does not involve provision of case management, as its intent is only to meet a basic need for transportation that supports employment and/or income stability.

6. PROPOSED SERVICE TARGETS: Include the total number of unduplicated clients the agency expects to serve by the proposed program of the funding source.

Based on data from 2016 as well as reallocation of funds from personnel to direct assistance, Porchlight expects to serve 1,000 unduplicated participants in 2018. This will include Porchlight clients, as well as eligible clients served by our partner agencies.

7. PERFORMANCE OUTCOMES: Select applicable measures from the drop down. Refer to Attachment A for the CDD targets.

Outcome #1:

Outcome #2

Outcome #3

Specify your agency's proposed outcomes. If the proposed outcome is lower than the CDD target, provide explanation.

The TFJ/TESS program will provide 1,000 eligible homeless and low-income transit-dependent individuals with 2-ride, 10-ride, and 31-day bus passes. In order to ensure that passes are as accessible as possible, the program partners with several agencies, including some that do not use HMS. This program also serves a high number of unduplicated individuals. Paper records, the high number of participants, and the transient population make additional outcomes difficult to track.

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

B Transit for Jobs/ Transit for Economic Self-Sufficiency

8. DEMOGRAPHICS: Complete the following chart for unduplicated participants served by this program in 2016. Indicate the number and percentage for the following characteristics. For new programs, include best estimates.

DESCRIPTOR	PART #	PART %	STAFF #	STAFF %	MADISON*		
					GEN %	POV %	R/POV**
RACE							
WHITE/CAUCASIAN	289	33%	0	0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	560	64%	0	0%	7%	15%	39%
ASIAN	3	0%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIV	8	1%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC	2	0%	0	0%	0%	0%	0%
MULTI-RACIAL	16	2%	0	0%	3%	4%	26%
BALANCE/OTHER	1	0%	0	0%	1%	2%	28%
TOTAL RACE	879	100%	0	0%			
ETHNICITY							
HISPANIC OR LATINO	42	5%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	837	95%	0	0%	93%	81%	74%
TOTAL ETHNICITY	879	100%	0	0%			
AGE							
<2	0	0%					
2 - 5	3	0%					
6 - 12	12	1%					
13 - 17	19	2%					
18 - 29	198	23%					
30 - 59	582	66%					
60 - 74	63	7%					
75 & UP	2	0%					
TOTAL AGE	879	100%					
PERSONS WITH DISABILITIES	0	0%					
RESIDENCY							
CITY OF MADISON	879	100%					
DANE COUNTY (NOT IN CITY)	0	0%					
OUTSIDE DANE COUNTY	0	0%					
TOTAL RESIDENCY	879	100%					
TOTAL	879	100%					
MALE	429	49%					
FEMALE	445	51%					
UNKNOWN/OTHER	5	1%					

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES. AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

9. PROGRAM STAFF: Record the Full Time Equivalent (FTE) program hours of each employee supporting this program as well as their total FTE hours worked for the agency. For seasonal employees, record the number of weeks per year worked at the specified FTE.

Staff Title (one employee per line)	FTE in Program Choose Year Round or Seasonal		For Seasonal only: wks/yr employed	Total FTE in Agency	Program Duties Such as administration, direct service, supervision, teaching/ training or recruitment	Hourly Wage
	Year Round Position FTE	Seasonal Position FTE				
Accounting Assistants	0.02			1.9	administration (a/r, a/p, mou)	\$16.31

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B Transit for Jobs/ Transit for Economic Self-Sufficiency

10. STAFF EXPERIENCE: Describe how the experience and qualifications of your program staff will contribute to the success of the proposed program.

Porchlight staff has extensive experience in addressing the needs of the homeless population in Dane County. The Executive Director has an MSSW from the University of Wisconsin-Madison with 25 years of experience with the agency. The Director of Services also has an MSW from the University of Wisconsin-Madison with nine years of experience with the agency. The Agency WISP Administrator has been with Porchlight for 10 years and has experience collecting and analyzing data for this and several other programs. The Accounting Assistant has an Associate's Degree in accounting and has been with the agency for five years. She is detail-oriented, knowledgeable, and has worked with both the TFJ/TESS and PLEBSH programs since she started with Porchlight.

11. STAFF DIVERSITY: Does the staffing of the program reflect the racial and cultural diversity of the participants who will be served? If not, describe how your agency plans to address this mis-match.

Porchlight has a diverse Board of Directors and Management Team. On the Board of Directors, two officer positions are held by women of color. The Porchlight Management Team consists of 13 members, three of whom (23%) are people of color. Additionally, Porchlight has an affirmative action plan in place with the Department of Civil Rights and considers all qualified applicants for employment, especially those with lived experience. However, the TFJ/TESS program only involves financial administration from Porchlight, so there is no program staffing that includes direct service with program participants.

12. ACCESSIBILITY AND MARKETING: Describe how your organization will ensure that a diverse client base will find the program accessible, culturally responsive, welcoming and effective in achieving increased participant well-being and safety. Describe how the agency uses, or will use marketing and outreach strategies with the intended service population.

Porchlight has a long history of serving a diverse client base. Most Porchlight programs disproportionately serve people of color, and the agency works to ensure that services are provided in a culturally competent manner. Additionally, core policies, procedures, and applications are available in Spanish, and staff has access to a language line if necessary. TFJ/TESS services are accessible and available to a wide range of individuals, as Porchlight's partner agencies include CAC, The Road Home, Salvation Army, YWCA of Madison, and Omega School. Porchlight will also collaborate with The Beacon to make transportation assistance available to homeless individuals seeking day services.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	B Transit for Jobs/ Transit for Economic Self-Sufficiency

PROGRAM BUDGET

13. 2017 BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	80,000	14,000	0	0	66,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	80,000	14,000	0	0	66,000

14. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	82,000	2,000	0	0	80,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	82,000	2,000	0	0	80,000

*OTHER GOVT 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Porchlight, Inc.	REQUESTED AMOUNT:
PROGRAM/LETTER:	C Porchlight Eliminating Barriers to Stable Housing	34,000
PRIORITY STATEMENT:	STRATEGY 4: EMERGENCY AND BASIC NEEDS	

1. NEEDS STATEMENT: Describe the community needs this program will address.

There is a demonstrated need for funding to eliminate specific barriers to obtaining and maintaining housing. These needs are varied, and may include things like birth certificates, IDs, work clothes, car repairs, day care entry fees, etc. This program does not duplicate services such as entry costs, utilities, rent, and transportation, as those are needs covered by other programs. Porchlight has been administering the PLEBSH program for several years, and the monthly allocated funds are almost always expended within the first 5-10 days of the month. These funds are designed to be flexible, as long as they are used to eliminate barriers.

2. TARGET POPULATION: Describe the target population including household type, homeless status, racial and cultural background, gender, disabilities, and housing and service needs based on a common assessment tool (i.e. VI-SPDAT score range).

The target population is individuals with no or low income who are trying to eliminate a barrier to housing. The program serves individuals of any race, ethnicity, and gender. Participants do not need to have a disability in order to qualify. Participants are also not prioritized based on vulnerability or housing need. Eligible clients are either homeless or at risk of becoming homeless but for assistance provided through this fund. The PLEBSH program serves both individuals and families.

3. PROGRAM DESCRIPTION: Describe key components of program. Include key aspects of program design, program structure, staffing structure, expected frequency of participant contact, duration of participant contact, etc.

PLEBSH is accessed by Porchlight and several other partner agencies. Any agency that is part of the Homeless Service Consortium may participate in the PLEBSH program. Participating agencies have a Memorandum of Understanding (MOU) that describes the program and eligible financial requests. Each agency must designate a point of contact. Funds are distributed on a monthly, first come, first served basis. When each monthly allotment is expended, all agencies receive an email indicating that no more requests will be accepted for that month. Since the program consists mostly of direct assistance, the only staffing required on Porchlight's end is accounting and data reporting. Individual agencies are responsible for eligibility determination and data collection. The program does not gather data on frequency or duration of participant contact, but assistance is intended to eliminate a barrier, either to obtaining housing or to maintaining housing. The objective is not to provide ongoing case management. Participating agencies request direct assistance to eliminate a specific barrier to housing, with a limit of \$200 per individual request. For example, public housing applications must include birth certificates for minor children. Other examples include work clothes, day care entry fees, and eligible car repairs. Checks are made payable to a third party vendor and mailed to the participating HSC agency. Requests must then be documented as service transactions in WISP.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	C Porchlight Eliminating Barriers to Stable Housing

4. BEST PRACTICES: Describe how the services will be delivered in a manner consistent with industry standards or best practices. Refer to Attachment A for examples of best practices within each of the seven identified strategies.

PLEBSH is a gap service program that does not have industry standards or other best practices from which to gain insight. However, the program has been in operation for several years and has been fully utilized during that time, which is why we seek to expand direct assistance. Porchlight's partner agencies will speak to both the necessity and efficacy of the program. Through these partnerships with other agencies, Porchlight is able to avoid duplication of these gap services. Additionally, Porchlight will adopt screening to ensure that one-time assistance will rectify the financial hardship for which each request for assistance is being made.

5. SUPPORT SERVICES: If the program design involves provision of case management, describe how the program will connect participants community-based support services such as Comprehensive Community Services (CCS) and Targeted Case Management.

The PLEBSH program does not involve provision of case management, as its intent is to address specific barriers to housing that will be overcome by providing minimal financial support. The program is accessed by agency representatives and partners who request funding to eliminate a barrier to housing with the objective of decreasing housing instability. While case management may be a feature of the agencies requesting funds, it is not a feature of the PLEBSH program.

6. PROPOSED SERVICE TARGETS: Include the total number of unduplicated clients the agency expects to serve by the proposed program of the funding source.

Based on data from 2016 and the requested increase in direct assistance, Porchlight expects to serve 300 unduplicated participants in 2018. This will include Porchlight clients, as well as eligible clients served by our partner agencies.

7. PERFORMANCE OUTCOMES: Select applicable measures from the drop down. Refer to Attachment A for the CDD targets.

Outcome #1:

Exit to or Retention of Permanent Housing

Outcome #2

Select a Measure from the Drop-Down

Outcome #3

Select a Measure from the Drop-Down

Specify your agency's proposed outcomes. If the proposed outcome is lower than the CDD target, provide explanation.

Porchlight proposes that 70% of households receiving assistance will find or retain housing at the 6-month mark. Historically, the outcome for this program has been 50% of households meeting this goal. In an effort to increase the efficacy of this program, participants will be screened for housing status and need as part of the assistance process with a goal of improving housing retention. Due to the one-time nature of this assistance and number of partner agencies, it is difficult to predict this outcome and Porchlight feels that a 20% increase in this goal is reasonable.

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

C Porchlight Eliminating Barriers to Stable Housing

8. DEMOGRAPHICS: Complete the following chart for unduplicated participants served by this program in 2016. Indicate the number and percentage for the following characteristics. For new programs, include best estimates.

DESCRIPTOR	PART #	PART %	STAFF #	STAFF %	MADISON*		
					GEN %	POV %	R/POV**
RACE							
WHITE/CAUCASIAN	67	29%	0	0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	152	67%	0	0%	7%	15%	39%
ASIAN	1	0%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	4	2%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISL	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	3	1%	0	0%	3%	4%	26%
BALANCE/OTHER	1	0%	0	0%	1%	2%	28%
TOTAL RACE	228	100%	0	0%			
ETHNICITY							
HISPANIC OR LATINO	19	8%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	209	92%	0	0%	93%	81%	74%
TOTAL ETHNICITY	228	100%	0	0%			
AGE							
<2	0	0%					
2 - 5	0	0%					
6 - 12	0	0%					
13 - 17	0	0%					
18 - 29	27	12%					
30 - 59	199	87%					
60 - 74	2	1%					
75 & UP	0	0%					
TOTAL AGE	228	100%					
PERSONS WITH DISABILITIES	0	0%					
RESIDENCY							
CITY OF MADISON	228	100%					
DANE COUNTY (NOT IN CITY)	0	0%					
OUTSIDE DANE COUNTY	0	0%					
TOTAL RESIDENCY	228	100%					
TOTAL	228	100%					
MALE	47	21%					
FEMALE	179	79%					
UNKNOWN/OTHER	2	1%					

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES. AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

9. PROGRAM STAFF: Record the Full Time Equivalent (FTE) program hours of each employee supporting this program as well as their total FTE hours worked for the agency. For seasonal employees, record the number of weeks per year worked at the specified FTE.

Staff Title (one employee per line)	FTE in Program Choose Year Round or Seasonal		For Seasonal only: wks/yr employed	Total FTE in Agency	Program Duties Such as administration, direct service, supervision, teaching/training or recruitment	Hourly Wage
	Year Round Position FTE	Seasonal Position FTE				
Accounting Assistants	0.04			1.9	administration (a/r, a/p, mou)	\$16.31
WISP Agency Administrator	0.01			0.5	administration	\$18.00

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	C Porchlight Eliminating Barriers to Stable Housing

10. STAFF EXPERIENCE: Describe how the experience and qualifications of your program staff will contribute to the success of the proposed program.

Porchlight staff has extensive experience in addressing the needs of the homeless population in Dane County. The Executive Director has an MSSW from the University of Wisconsin-Madison with 25 years of experience with the agency. The Director of Services also has an MSW from the University of Wisconsin-Madison with nine years of experience with the agency. The Agency WISP Administrator has been with Porchlight for 10 years and has experience collecting and analyzing data for this and several other programs. The Accounting Assistant has an Associate's Degree in accounting and has been with the agency for five years. She is detail-oriented, knowledgeable, and has worked with both the TFJ/TESS and PLEBSH programs since she started with Porchlight.

11. STAFF DIVERSITY: Does the staffing of the program reflect the racial and cultural diversity of the participants who will be served? If not, describe how your agency plans to address this mis-match.

Porchlight has a diverse Board of Directors and Management Team. On the Board of Directors, two officer positions are held by women of color. The Porchlight Management Team consists of 13 members, three of whom (23%) are people of color. Additionally, Porchlight has an affirmative action plan in place with the Department of Civil Rights and considers all qualified applicants for employment, especially those with lived experience. However, the PLEBSH program only involves financial administration from Porchlight, so there is no program staffing that includes direct service with program participants.

12. ACCESSIBILITY AND MARKETING: Describe how your organization will ensure that a diverse client base will find the program accessible, culturally responsive, welcoming and effective in achieving increased participant well-being and safety. Describe how the agency uses, or will use marketing and outreach strategies with the intended service population.

Porchlight has a long history of serving a diverse client base. Most Porchlight programs disproportionately serve people of color, and the agency works to ensure that services are provided in a culturally competent manner. Additionally, core policies, procedures, and applications are available in Spanish, and staff has access to a language line if necessary. Porchlight will make sure that other Homeless Services Consortium (HSC) agencies are aware of the PLEBSH fund by sending an informational email to the HSC membership. Interested agencies may then request an MOU to participate.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	C Porchlight Eliminating Barriers to Stable Housing

PROGRAM BUDGET

13. 2017 BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	21,000	1,000	0	0	20,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	21,000	1,000	0	0	20,000

14. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	34,000	4,000	0	0	30,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	34,000	4,000	0	0	30,000

*OTHER GOVT 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Porchlight, Inc.	REQUESTED AMOUNT:
PROGRAM/LETTER:	D Street Outreach	55,000
PRIORITY STATEMENT:	STRATEGY 3: OUTREACH & ENGAGEMENT	

1. NEEDS STATEMENT: Describe the community needs this program will address.

Within the city of Madison and Dane County there are generally one to two hundred individuals and families who are sleeping in places not meant for human habitation. Existing outreach teams that target the downtown area and men's drop-in shelter do not have the capacity to outreach to isolated individuals in remote areas, including parks and wooded areas. This program will specifically focus on those who are not or do not wish to engage with existing community resources, including shelter, housing, food, medical, AODA, and mental health resources.

2. TARGET POPULATION: Describe the target population including household type, homeless status, racial and cultural background, gender, disabilities, and housing and service needs based on a common assessment tool (i.e. VI-SPDAT score range).

The target population is unsheltered homeless individuals and families in both the City of Madison and Dane County, especially those in more remote areas, including parks and wooded areas. The program serves individuals of any race, ethnicity, and gender. Participants do not need to have a disability in order to qualify. This program will focus especially on those with a VI-SPDAT score of 8 and above, however those in the 0-7 range will also be served and referred to case management services.

3. PROGRAM DESCRIPTION: Describe key components of program. Include key aspects of program design, program structure, staffing structure, expected frequency of participant contact, duration of participant contact, etc.

Porchlight will employ a team of two part-time outreach workers who will focus on those who are camping remotely or otherwise sleeping in places outside of the shelter system and the downtown area. As many of the individuals in the target population have extensive AODA and mental health issues, the team will attempt to make weekly contact with these homeless individuals to build trusting relationships that will allow for assessment and service delivery. After trust has been established, a needs assessment and ServicePoint intake will be completed, and outreach workers will encourage participants to complete a VI-SPDAT. Additional services will be provided in the form of camping gear, cold weather gear, food, clothing, personal care items, and transportation. The primary activity of the outreach workers will be to connect homeless individuals with permanent housing and the supports they need to maintain that housing. Workers will follow-up and continue to work with clients for a period of 60 days after housing has been obtained to ensure they are connected with ongoing support services.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	D Street Outreach

4. BEST PRACTICES: Describe how the services will be delivered in a manner consistent with industry standards or best practices. Refer to Attachment A for examples of best practices within each of the seven identified strategies.

Porchlight's street outreach team employs best practices by meeting clients where they are at. The outreach workers develop rapport with program participants by providing them with basic needs such as transportation, camping gear, food, and hygiene products. They are cognizant that the population they are attempting to engage is usually resistant to mainstream resources. They approach and try to engage individuals and families experiencing unsheltered homelessness repeatedly and without judgment. They understand that outreach may be their clients' initial entry into the homeless system, and their primary goal with each household is finding and maintaining permanent housing.

5. SUPPORT SERVICES: If the program design involves provision of case management, describe how the program will connect participants to long-term community-based support services such as Comprehensive Community Services (CCS) and Targeted Case Management.

The primary objective of street outreach is to establish relationships with individuals experiencing unsheltered homelessness, and to encourage and facilitate access to emergency shelter and housing. Program participants are typically less likely to engage with mainstream resources or express interest in developing a comprehensive recovery plan. However, the street outreach workers are adept at assessing participant needs and ensuring that they are successfully referred to resources in the community. The outreach workers are specifically trained on how to make referrals to Comprehensive Community Services (CCS), as Porchlight is a CCS Service Facilitation agency. After a program participant is housed, the street outreach workers may continue to follow that individual or family for three months to ensure that they stay or become connected to all necessary resources.

6. PROPOSED SERVICE TARGETS: Include the total number of unduplicated clients the agency expects to serve by the proposed program regardless of the funding source.

The program expects to serve 50 households through remote outreach.

7. PERFORMANCE OUTCOMES: Select applicable measures from the drop down. Refer to Attachment A for the CDD targets.

Outcome #1:

Exit to Permanent Housing

Outcome #2

Select a Measure from the Drop-Down

Outcome #3

Select a Measure from the Drop-Down

Specify your agency's proposed outcomes. If the proposed outcome is lower than the CDD target, provide explanation.

Porchlight's target outcome for this program is 50% exit to permanent housing (same as CDD).

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

D Street Outreach

8. DEMOGRAPHICS: Complete the following chart for unduplicated participants served by this program in 2016. Indicate the number and percentage for the following characteristics. For new programs, include best estimates.

DESCRIPTOR	PART #	PART %	STAFF #	STAFF %	MADISON*		
					GEN %	POV %	R/POV**
RACE							
WHITE/CAUCASIAN	79	53%	1	100%	80%	67%	16%
BLACK/AFRICAN AMERICAN	59	39%	0	0%	7%	15%	39%
ASIAN	2	1%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	4	3%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	4	3%	0	0%	3%	4%	26%
BALANCE/OTHER	2	1%	0	0%	1%	2%	28%
TOTAL RACE	150	100%	1	100%			
ETHNICITY							
HISPANIC OR LATINO	5	3%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	145	97%	1	100%	93%	81%	74%
TOTAL ETHNICITY	150	100%	1	100%			
AGE							
<2	0	0%					
2 - 5	0	0%					
6 - 12	0	0%					
13 - 17	0	0%					
18 - 29	38	25%					
30 - 59	97	65%					
60 - 74	12	8%					
75 & UP	3	2%					
TOTAL AGE	150	100%					
PERSONS WITH DISABILITIES	0	0%					
RESIDENCY							
CITY OF MADISON	100	67%					
DANE COUNTY (NOT IN CITY)	50	33%					
OUTSIDE DANE COUNTY	0	0%					
TOTAL RESIDENCY	150	100%					
TOTAL	150	100%					
MALE	128	85%					
FEMALE	22	15%					
UNKNOWN/OTHER	0	0%					

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES. AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

9. PROGRAM STAFF: Record the Full Time Equivalent (FTE) program hours of each employee supporting this program as well as their total FTE hours worked for the agency. For seasonal employees, record the number of weeks per year worked at the specified FTE.

Staff Title (one employee per line)	FTE in Program Choose Year Round or Seasonal		For Seasonal only: wks/yr employed	Total FTE in Agency	Program Duties Such as administration, direct service, supervision, teaching/ training or recruitment	Hourly Wage
	Year Round Position FTE	Seasonal Position FTE				
Outreach Worker	0.55			1	direct service	\$16.48
Outreach Worker	0.25			0.75	direct service	\$16.48
Outreach Supervisor	0.01			1	supervision	\$17.51

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	D Street Outreach

10. STAFF EXPERIENCE: Describe how the experience and qualifications of your program staff will contribute to the success of the proposed program.

Porchlight staff has extensive experience in addressing the needs of the homeless population in Dane County. The Executive Director has an MSSW from the University of Wisconsin-Madison with 25 years of experience with the agency. The Director of Services also has an MSW from the University of Wisconsin-Madison with nine years of experience with the agency. The Case Management Supervisor worked in both singles and family case management for Porchlight for nine years before moving into this administrative and training role, and is also the agency WISP Administrator.

The current outreach worker has been with the agency for two years and has excelled at outreaching to and connecting with individuals experiencing unsheltered homelessness, especially those in remote areas and in the woods. The new outreach worker has many years of previous experience as a park ranger in the Madison area. As a park ranger, he worked extensively with and helped house unsheltered individuals.

11. STAFF DIVERSITY: Does the staffing of the program reflect the racial and cultural diversity of the participants who will be served? If not, describe how your agency plans to address this mis-match.

Porchlight has a diverse Board of Directors and Management Team. On the Board of Directors, two officer positions are held by women of color. The Porchlight Management Team consists of 13 members, three of whom (23%) are people of color. Additionally, Porchlight has an affirmative action plan in place with the Department of Civil Rights and considers all qualified applicants for employment, especially those with lived experience.

In the case of street outreach, the majority of program participants are adult white males, so the staffing of two older white men does not reflect the participants. That said, both outreach workers have many years of experience working with diverse populations as well.

12. ACCESSIBILITY AND MARKETING: Describe how your organization will ensure that a diverse client base will find the program accessible, culturally responsive, welcoming and effective in achieving increased participant well-being and safety. Describe how the agency uses, or will use marketing and outreach strategies with the intended service population.

Porchlight has a long history of serving a diverse client base. Most Porchlight programs disproportionately serve people of color, and the agency works to ensure that services are provided in a culturally competent manner. Additionally, core policies, procedures, and applications are available in Spanish, and staff has access to a language line if necessary.

The outreach workers go into the woods, parks, and other remote areas to actively engage with unsheltered individuals. They follow up on referrals from other agencies who know of individuals living in places not meant for human habitation, as well as from other individuals experiencing homelessness. The outreach workers often pass out business cards to program participants, and make many connections based on word of mouth.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	D Street Outreach

PROGRAM BUDGET

13. 2017 BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	42,000	33,400	2,800	0	5,800
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	42,000	33,400	2,800	0	5,800

14. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	55,000	49,000	3,000	0	3,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	55,000	49,000	3,000	0	3,000

*OTHER GOVT 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Porchlight, Inc.	REQUESTED AMOUNT:
PROGRAM/LETTER:	E Shelter Case Management	58,000
PRIORITY STATEMENT:	STRATEGY 3: OUTREACH & ENGAGEMENT	

1. NEEDS STATEMENT: Describe the community needs this program will address.

The community and CoC has been asking for increased shelter case management from the men's drop-in shelter for years. The Community Plan to Prevent and End Homelessness specifically set forth a goal of increasing rates of placement from shelter to permanent housing by 10% each year (2.3.3). Porchlight has been trying to make progress toward this goal and has had many successes in housing placement. However, there have been increased expectations with regard to data collection and reporting (4.1.2), and Porchlight has not had the capacity to address those expectations and growing concerns about data quality. There is clearly a need for a larger and more focused presence at the men's shelter, which is why we are seeking to expand and improve shelter case management services.

2. TARGET POPULATION: Describe the target population including household type, homeless status, racial and cultural background, gender, disabilities, and housing and service needs based on a common assessment tool (i.e. VI-SPDAT score range).

The target population for shelter case management is single male-identified individuals presenting at shelter, including those of all racial and cultural backgrounds and regardless of disability status. Participants will be literally homeless, but chronic status and VI-SPDAT score will not be a factor for program participation. An individual service plan will be completed for each program participant, and a VI-SPDAT will be administered as part of the Coordinated Entry assessment hub.

3. PROGRAM DESCRIPTION: Describe key components of program. Include key aspects of program design, program structure, staffing structure, expected frequency of participant contact, duration of participant contact, etc.

One full-time case manager will provide services to men utilizing the drop-in shelter who are not otherwise connected to case management or outreach services. Due to the large number of guests, Porchlight is asking for an additional half-time case manager to support shelter staff and the full-time case manager in improving data quality, tracking exits from shelter, coordinating with the Coordinated Entry assessment worker, and following up with participants. The current shelter case manager engages in less intensive service delivery due to the high data demands of the position. In requesting an additional support case manager, Porchlight hopes to improve its quality of services and to focus specifically on placing men's shelter participants into housing. We envision the two case managers working as a cohesive team to track and follow-up with program participants who currently leave the program prior to completion. Case management services will be provided for a minimum of 30 days with the majority of participants remaining active in the program for 3 to 6 months. The case managers will continue to work with and follow-up with participants once they leave the shelter system for a period of up to 90 days to ensure continuity of service delivery and connection to permanent support services if needed.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	E Shelter Case Management

4. BEST PRACTICES: Describe how the services will be delivered in a manner consistent with industry standards or best practices. Refer to Attachment A for examples of best practices within each of the seven identified strategies.

Porchlight's shelter case managers employ best practices by meeting clients where they are at. They provide housing-focused services in conjunction with Coordinated Entry and create individual service plans that address specific barriers to housing with a primary goal of obtaining and maintaining permanent housing. If a program participant is near the top of the CE priority list, shelter case managers will work with that individual to obtain any necessary documentation to ensure their entry into housing is as quick and barrier-free as possible.

5. SUPPORT SERVICES: If the program design involves provision of case management, describe how the program will connect participants to long-term community-based support services such as Comprehensive Community Services (CCS) and Targeted Case Management.

Screening for CSP and CCS eligibility and interest will be a standard part of participant intake. When the case manager meets with the resident to complete intake paperwork, they will screen for basic eligibility by asking about health insurance, mental health, and AODA diagnoses. Referrals will be made to the appropriate program/agency for the provision of long-term case management if necessary.

6. PROPOSED SERVICE TARGETS: Include the total number of unduplicated clients the agency expects to serve by the proposed program regardless of the funding source.

The program expects to serve 90 single men through the drop-in shelter operated by Porchlight.

7. PERFORMANCE OUTCOMES: Select applicable measures from the drop down. Refer to Attachment A for the CDD targets.

Outcome #1:

Exit to Permanent Housing

Outcome #2

Select a Measure from the Drop-Down

Outcome #3

Select a Measure from the Drop-Down

Specify your agency's proposed outcomes. If the proposed outcome is lower than the CDD target, provide explanation.

Porchlight's target outcome for this program is 50% exit to permanent housing (same as CDD).

ORGANIZATION:
PROGRAM/LETTER:

Porchlight, Inc.
E Shelter Case Management

8. DEMOGRAPHICS: Complete the following chart for unduplicated participants served by this program in 2016. Indicate the number and percentage for the following characteristics. For new programs, include best estimates.

DESCRIPTOR	PART #	PART %	STAFF #	STAFF %	MADISON*		
					GEN %	POV %	POV #
RACE							
WHITE/CAUCASIAN	103	44%	0	0%	80%	67%	#
BLACK/AFRICAN AMERICAN	116	50%	0	0%	7%	15%	#
ASIAN	2	1%	0	0%	8%	11%	#
AMERICAN INDIAN/ALASKAN NATIVE	6	3%	0	0%	<1%	<1%	#
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	#
MULTI-RACIAL	4	2%	0	0%	3%	4%	#
BALANCE/OTHER	1	0%	0	0%	1%	2%	#
TOTAL RACE	232	100%	0	0%			
ETHNICITY							
HISPANIC OR LATINO	12	5%	0	0%	7%	9%	#
NOT HISPANIC OR LATINO	220	95%	0	0%	93%	81%	#
TOTAL ETHNICITY	232	100%	0	0%			
AGE							
<2	0	0%					
2 - 5	0	0%					
6 - 12	0	0%					
13 - 17	0	0%					
18 - 29	29	13%					
30 - 59	180	78%					
60 - 74	18	8%					
75 & UP	5	2%					
TOTAL AGE	232	100%					
PERSONS WITH DISABILITIES	0	0%					
RESIDENCY							
CITY OF MADISON	232	100%					
DANE COUNTY (NOT IN CITY)	0	0%					
OUTSIDE DANE COUNTY	0	0%					
TOTAL RESIDENCY	232	100%					
TOTAL	232	100%					
MALE	231	100%					
FEMALE	0	0%					
UNKNOWN/OTHER	1	0%					

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES. AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

9. PROGRAM STAFF: Record the Full Time Equivalent (FTE) program hours of each employee supporting this program as well as their total FTE hours worked for the agency. For seasonal employees, record the number of weeks per year worked at the specified FTE.

Staff Title (one employee per line)	FTE in Program Choose Year Round or Seasonal		For Seasonal only: wks/yr employed	Total FTE in Agency	Program Duties Such as administration, direct service, supervision, teaching/ training or recruitment	Hourly Wage
	Year Round Position FTE	Seasonal Position FTE				
Shelter Case Manager	1			1	direct service	\$15.00
Shelter Case Manager	0.5			1	direct service	\$15.00
Outreach Supervisor	0.01			1	supervision	\$17.51

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

E Shelter Case Management

10. STAFF EXPERIENCE: Describe how the experience and qualifications of your program staff will contribute to the success of the proposed program.

Porchlight staff has extensive experience in addressing the needs of the homeless population in Dane County. The Executive Director has an MSSW from the University of Wisconsin-Madison with 25 years of experience with the agency. The Director of Services also has an MSW from the University of Wisconsin-Madison with nine years of experience with the agency. The Case Management Supervisor worked in both singles and family case management for Porchlight for nine years before moving into this administrative and training role, and is also the agency WISP Administrator.

The shelter case manager has been with Porchlight for eight years. He has developed rapport with clients who are otherwise hesitant to engage in services. He has connected with landlords in the community and developed relationships with local businesses, law enforcement, emergency responders, and several other agencies serving mutual clients. He has connected participants to resources and placed many into housing.

11. STAFF DIVERSITY: Does the staffing of the program reflect the racial and cultural diversity of the participants who will be served? If not, describe how your agency plans to address this mis-match.

Porchlight has a diverse Board of Directors and Management Team. On the Board of Directors, two officer positions are held by women of color. The Porchlight Management Team consists of 13 members, three of whom (23%) are people of color. Additionally, Porchlight has an affirmative action plan in place with the Department of Civil Rights and considers all qualified applicants for employment, especially those with lived experience.

The current shelter case manager identifies as Asian and has worked with a diverse client base during all of his eight years with the agency.

12. ACCESSIBILITY AND MARKETING: Describe how your organization will ensure that a diverse client base will find the program accessible, culturally responsive, welcoming and effective in achieving increased participant well-being and safety. Describe how the agency uses, or will use marketing and outreach strategies with the intended service population.

Porchlight has a long history of serving a diverse client base. Most Porchlight programs disproportionately serve people of color, and the agency works to ensure that services are provided in a culturally competent manner. Additionally, core policies, procedures, and applications are available in Spanish, and staff has access to a language line if necessary.

The intended service population for Shelter Case Management is individuals who are accessing shelter. The shelter case manager currently introduces himself each night he is providing service at the shelter by announcing his presence to the entire line. His appointment sign-up sheet is located on the intake desk directly next to the shelter log, and new shelter guests are encouraged to sign up for an appointment if they are interested in services. Additionally, the Drop-In Shelter Manager will personally refer individuals who may benefit from services but require a warm handoff.

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

E Shelter Case Management

PROGRAM BUDGET

13. 2016 BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	18,000	13,300	700	0	4,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	25,000	25,000	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	43,000	38,300	700	0	4,000

14. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	58,000	54,500	500	0	3,000
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	25,000	25,000	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	83,000	79,500	500	0	3,000

*OTHER GOVT 2018

Source	Amount	Terms
Federal ETH	25,000	07/01/17-06/30/18 and 07/01/18-06/30/19
	0	
	0	
	0	
	0	
TOTAL	25,000	

**OTHER 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:	Porchlight, Inc.	REQUESTED AMOUNT:
PROGRAM/LETTER:	F Permanent Housing Case Management	168,000
PRIORITY STATEMENT:	STRATEGY 7: OTHER PERMANENT HOUSING SUPPORT	

1. NEEDS STATEMENT: Describe the community needs this program will address.

The Community Plan to Prevent and End Homelessness specifically identified a need for increased rapid rehousing slots (3.1.1), as well as a goal to commit additional units from existing housing stock for people experiencing homelessness (3.3.3). In a recent Coordinated Entry Committee presentation, the CoC Coordinator indicated that existing rapid rehousing (RRH) slots would only be able to address individuals in the RRH range with a score of 8. Those who scored a 4-7 would likely not be served with RRH resources in the community. Porchlight is willing to dedicate openings in 101 of its private scattered site housing units to be filled by individuals from the Coordinated Entry priority list in the 4-7 range. These 101 units will include case management that is focused on participant needs and preventing returns to homelessness.

2. TARGET POPULATION: Describe the target population including household type, homeless status, racial and cultural background, gender, disabilities, and housing and service needs based on a common assessment tool (i.e. VI-SPDAT score range).

Porchlight's Permanent Housing Case Management will house and serve single individuals of all races and cultural backgrounds. Single room occupancy units with shared common areas and bathrooms will serve only male-identified individuals, but one-bedroom and efficiency units will be available to all genders. Porchlight serves many individuals with disabilities, though some of the units may be more accessible for physical disabilities than others. Individuals at the top of score range with physical disabilities may be held on the list (at their request) if they require a more accessible unit. The program will serve individuals with eligible income (two times rent for the unit) according to priority on the Coordinated Entry list in the 4-7 score range. Case managers would confirm literal homeless status for each participant prior to entry.

3. PROGRAM DESCRIPTION: Describe key components of program. Include key aspects of program design, program structure, staffing structure, expected frequency of participant contact, duration of participant contact, etc.

The Permanent Housing Case Management program is a joint venture between Porchlight's housing and services departments. Part of Porchlight's mission is to decrease the Dane County homeless population by providing housing and services to low-income individuals. Porchlight has been doing that for over 30 years by operating both permanent supportive housing programs for individuals with high needs and less-service-intensive permanent housing for individuals who rely on affordable housing but have fewer needs. Until recently, all Porchlight housing was accessed by an application and waitlist process. With the advent of the Coordinated Entry priority list, Porchlight shifted its admission procedure for PSH, RRH, and TH units, but continues to process applications from the Porchlight private list for all other housing. If this program is fully funded, Porchlight's housing department will commit to changing its application procedure entirely and taking referrals from the Coordinated Entry priority list 4-7 score range for all single scattered site permanent housing (101 units). This means that the three permanent housing case managers would attend housing placement meetings when they have openings in their caseload, reach out directly to individuals on the priority list, obtain documentation as needed, and participate in priority list clean up. This program will require three full-time case managers with caseloads ranging from 25-35 participants. Case management will focus on housing stability. Services will be available to program participants for the length of their tenancy, but frequency is based on participant need. The community goals that this program stands to work toward are increasing the number of units dedicated to the priority list, decreasing the number of evictions from nonprofit housing providers, and reducing returns to homelessness.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Permanent Housing Case Management

4. BEST PRACTICES: Describe how the services will be delivered in a manner consistent with industry standards or best practices. Refer to Attachment A for examples of best practices within each of the seven identified strategies.

Case management will be provided with the primary goal of maintaining permanent housing and preventing returns to homelessness. Because the program intends to serve individuals who need low-income housing but may have less intensive service needs, caseloads will range from 25-35 program participants. Program entry will be designed with community best practices and goals in mind. Participants will be selected from the Coordinated Entry priority list and will be referred from the Housing Placement Group. Case managers will reach out to potential participants as soon as they know a unit will be opening, and will help them obtain homelessness documentation and income verification if they do not already have them, with the goal of housing individuals as quickly and with as few barriers as possible. Case managers will also assist in updating and correcting data on the priority list. Following entry into the program, case managers will meet with program participants to develop a housing stability plan. Ongoing services will be tailored to the needs and desires of each participant. Case managers will practice progressive engagement, meeting the participant where they are at, and increasing support only as needed. Services will be focused on identifying and eliminating barriers to maintaining housing and promoting self-determination.

5. SUPPORT SERVICES: If the program design involves provision of case management, describe how the program will connect participants to long-term community-based support services such as Comprehensive Community Services (CCS) and Targeted Case Management.

Porchlight is a CCS Service Facilitation agency, and has two in-house Service Facilitators who are dedicated specifically to scattered site housing. Screening for CCS eligibility and interest will be a standard part of participant intake. When the case manager meets with the resident to complete intake paperwork, they will screen for basic eligibility by asking about health insurance and mental health and AODA diagnoses. If the participant has MA and a diagnosis, the case manager will provide them with a brochure and a brief description of CCS services. If the participant is interested or would like to know more, the case manager will arrange a meeting with Porchlight's CCS Supervisor. Eligible and interested participants will be offered assistance in applying for CCS, regardless of whether or not they select Porchlight as their Service Facilitator. CCS enrollees who have chosen Porchlight as their Service Facilitation agency will be assigned to an in-house Service Facilitator.

6. PROPOSED SERVICE TARGETS: Include the total number of unduplicated clients the agency expects to serve by the proposed program regardless of the funding source.

Porchlight projects that 130 unduplicated clients will be served in these 101 units in 2018.

7. PERFORMANCE OUTCOMES: Select applicable measures from the drop down. Refer to Attachment A for the CDD targets.

Outcome #1:

Exit to or Retention of Permanent Housing

Outcome #2

Return to Homelessness

Outcome #3

Select a Measure from the Drop-Down

Specify your agency's proposed outcomes. If the proposed outcome is lower than the CDD target, provide explanation.

Porchlight's target is 85% exit to or retention of permanent housing and 10% return to homelessness. We anticipate some growing pains with the implementation of a new housing process and a shift in case management philosophy. We know as an agency that we have made much progress in the past couple of years, especially with the separation of housing and services, but admit that we have room for growth when it comes to mastering Housing First and harm reduction. We are also undergoing a strategic initiative that includes developing an organizational culture around empowerment and advocacy.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Permanent Housing Case Management

8. DEMOGRAPHICS: Complete the following chart for unduplicated participants served by this program in 2016. Indicate the number and percentage for the following characteristics. For new programs, include best estimates.

DESCRIPTOR	PART #	PART %	STAFF #	STAFF %	MADISON*		
					GEN %	POV %	R/POV**
RACE							
WHITE/CAUCASIAN	59	27%	0	0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	141	64%	0	0%	7%	15%	39%
ASIAN	1	0%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATI	1	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC	16	7%	0	0%	0%	0%	0%
MULTI-RACIAL	0	0%	0	0%	3%	4%	26%
BALANCE/OTHER	2	1%	0	0%	1%	2%	28%
TOTAL RACE	220	100%	0	0%			
ETHNICITY							
HISPANIC OR LATINO	8	4%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	212	96%	0	0%	93%	81%	74%
TOTAL ETHNICITY	220	100%	0	0%			
AGE							
<2	5	2%					
2 - 5	14	6%					
6 - 12	29	13%					
13 - 17	16	7%					
18 - 29	21	10%					
30 - 59	110	50%					
60 - 74	22	10%					
75 & UP	3	1%					
TOTAL AGE	220	100%					
PERSONS WITH DISABILITIES							
	0	0%					
RESIDENCY							
CITY OF MADISON	220	100%					
DANE COUNTY (NOT IN CITY)	0	0%					
OUTSIDE DANE COUNTY	0	0%					
TOTAL RESIDENCY	220	100%					
TOTAL							
	220	100%					
MALE	151	69%					
FEMALE	69	31%					
UNKNOWN/OTHER	0	0%					

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES. AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

9. PROGRAM STAFF: Record the Full Time Equivalent (FTE) program hours of each employee supporting this program as well as their total FTE hours worked for the agency. For seasonal employees, record the number of weeks per year worked at the specified FTE.

Staff Title (one employee per line)	FTE in Program Choose Year Round or Seasonal		For Seasonal only: wks/yr employed	Total FTE in Agency	Program Duties Such as administration, direct service, supervision, teaching/ training or recruitment	Hourly Wage
	Year Round Position FTE	Seasonal Position FTE				
Scattered Site Case Manager	1			1	direct service	\$16.00
Scattered Site Case Manager	1			1	direct service	\$16.00
Scattered Site Case Manager	0.9			1	direct service	\$16.00
Case Management Supervisor	0.15			0.5	supervision	\$18.00

ORGANIZATION:

Porchlight, Inc.

PROGRAM/LETTER:

F Permanent Housing Case Management

10. STAFF EXPERIENCE: Describe how the experience and qualifications of your program staff will contribute to the success of the proposed program.

Porchlight staff has extensive experience in addressing the needs of the homeless population in Dane County. The Executive Director has an MSSW from the University of Wisconsin-Madison with 25 years of experience with the agency. The Director of Services also has an MSW from the University of Wisconsin-Madison with nine years of experience with the agency. The Case Management Supervisor worked in both singles and family case management for Porchlight for nine years before moving into this administrative and training role, and is also the agency WISP Administrator. Porchlight's case management team ranges from 1-10 years of experience with the agency. Case managers receive training in Housing First approaches, harm reduction, and trauma-informed care. Porchlight has also participated in the implementation of Coordinated Entry and attends Housing Placement groups.

11. STAFF DIVERSITY: Does the staffing of the program reflect the racial and cultural diversity of the participants who will be served? If not, describe how your agency plans to address this mis-match.

Porchlight has a diverse Board of Directors and Management Team. On the Board of Directors, two officer positions are held by women of color. The Porchlight Management Team consists of 13 members, three of whom (23%) are people of color. Additionally, Porchlight has an affirmative action plan in place with the Department of Civil Rights and considers all qualified applicants for employment, especially those with lived experience. This new case management configuration will involve hiring from within the organization, and potentially an open hiring process as well. Porchlight's case management team currently includes 29% people of color.

12. ACCESSIBILITY AND MARKETING: Describe how your organization will ensure that a diverse client base will find the program accessible, culturally responsive, welcoming and effective in achieving increased participant well-being and safety. Describe how the agency uses, or will use marketing and outreach strategies with the intended service population.

Porchlight has a long history of serving a diverse client base. Most Porchlight programs disproportionately serve people of color, and the agency works to ensure that services are provided in a culturally competent manner. Additionally, core policies, procedures, and applications are available in Spanish, and staff has access to a language line if necessary. The Permanent Housing Case Management program will select program participants based on referral from the Housing Placement Group. The case manager with the housing opening will then reach out to potential participants directly to invite them into the program.

ORGANIZATION:	Porchlight, Inc.
PROGRAM/LETTER:	F Permanent Housing Case Management

PROGRAM BUDGET

13. 2017 BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	92,000	92,000	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER	0	0	0	0	0
TOTAL REVENUE	92,000	92,000	0	0	0

14. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	0	0	0	0	0
DANE CO CDBG	0	0	0	0	0
MADISON-CDD	168,000	168,000	0	0	0
UNITED WAY ALLOC	0	0	0	0	0
UNITED WAY DESIG	0	0	0	0	0
OTHER GOVT*	0	0	0	0	0
FUNDRAISING DONATIONS	0	0	0	0	0
USER FEES	0	0	0	0	0
OTHER**	0	0	0	0	0
TOTAL REVENUE	168,000	168,000	0	0	0

*OTHER GOVT 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

**OTHER 2018

Source	Amount	Terms
	0	
	0	
	0	
	0	
	0	
TOTAL	0	

ORGANIZATION:

Porchlight, Inc.

PROGRAM BUDGET (See Instructions)

1. 2017 BUDGETED

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	590,000	563,000	26,000	1,000	0
DANE CO CDBG	0	0	0	0	0
UNITED WAY ALLOC	198,000	176,000	0	0	22,000
UNITED WAY DESIG	85,000	85,000	0	0	0
OTHER GOVT	1,200,500	818,300	185,000	160,000	37,200
FUNDRAISING DONATIONS	1,146,500	857,400	289,100	0	0
USER FEES	1,454,000	0	130,000	1,298,000	26,000
OTHER	104,000	104,000	0	0	0
TOTAL REVENUE	4,778,000	2,603,700	630,100	1,459,000	85,200

2. 2018 PROPOSED BUDGET

REVENUE SOURCE	SOURCE TOTAL	ACCOUNT CATEGORY			
		PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SVCS	532,600	493,600	38,000	1,000	0
DANE CO CDBG	0	0	0	0	0
UNITED WAY ALLOC	198,000	176,000	0	0	22,000
UNITED WAY DESIG	85,000	85,000	0	0	0
OTHER GOVT*	780,000	470,000	128,000	163,000	19,000
FUNDRAISING DONATIONS	1,232,400	1,033,400	199,000	0	0
USER FEES	1,454,000	0	141,000	1,287,000	26,000
OTHER**	101,000	0	101,000	0	0
TOTAL REVENUE	4,383,000	2,258,000	607,000	1,451,000	67,000

*OTHER GOVT 2018

Source	Amount	Terms
US Dept of HUD	344,000	01/01-12/31, 05/01-04/30 & 08/01-07/31
US Dept of Veterans Admin	352,000	10/01-09/30
State of WI - SSSG	58,000	01/01-12/31
Federal ETH	26,000	07/01-06/30
	0	
TOTAL	780,000	

**OTHER 2018

Source	Amount	Terms
Sale of Products	63,000	none, based on market and program
Management Fee	6,000	ongoing contract with 90 day advance termination notice
Interest	8,000	none, WHEDA reserves
Miscellaneous	24,000	none, various sources
	0	
TOTAL	101,000	

ORGANIZATION:

Porchlight, Inc.

AGENCY ORGANIZATIONAL PROFILE

1. AGENCY MISSION STATEMENT

Porchlight strives to decrease the Dane County homeless population by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shapes their lives.

2. AGENCY EXPERIENCE AND QUALIFICATIONS: Specifically describe how the agency is meeting or plans to meet the following guidelines/requirements as laid out in the RFP: 1) Housing First and Low Barrier approaches; 2) Partnership and Collaboration/ Improved Coordination of Services; 3) Participation in Coordinated Entry; 4) Best Practices and Demonstrated Success; 5) Written Standards; 6) Data and Reporting.

- 1. Porchlight takes participants from the CE priority list and eliminates screening criteria for HUD-funded PSH programs. If fully funded for permanent housing case management, Porchlight will commit to taking eligible participants from the list for 101 scattered site units.
2. Porchlight has collaborated with many local agencies: Tellurian (outreach), CAC (RRH), Family Housing First/local school districts, to name a few. Porchlight believes strongly in collaboration to provide best practices and reduce duplication of services. Porchlight intends to establish new partnerships with TRC and The Beacon in 2018.
3. Porchlight has representatives on the CE System Committee, and attends outreach and housing placement group meetings. Porchlight is collaborating with TRC to create a centralized referral system for Prevention funds through CE, and is a subrecipient of the HUD-funded CE grant as an assessment hub.
4. We are constantly trying new programs to better meet the need of the populations we serve. Porchlight was one of the original Housing First Providers for families funded through United Way. We have tried many different pilot programs to address gaps and meet immediate needs. In 2016, Porchlight's Housing First PSH programs for singles had an 80% success rate.
5. Porchlight's Director of Services sits on the Written Standards Committee. Porchlight is actively working toward compliance with all Written Standards, as well as ensuring direct service employees both understand and appreciate its concepts and guidelines.
6. Porchlight has the largest number of licensed HMIS users (31) for a nonprofit in Madison. We have one staff person on the Data Committee whose job duties include improving agency HMIS data. This is accomplished through ongoing feedback and training with Porchlight users and collaboration with ICA for regular staff trainings. Porchlight is timely in all of its reporting to funders and seeks constructive feedback to improve outcomes.

3. AGENCY UPDATE: Describe any significant changes or shifts the agency has experienced in the last year, or anticipates it may experience in the next few years. Changes in leadership, significant turnover in staffing, strategic planning processes, expansions or loss of funding are among the kinds of changes the City wants to be aware of. What, if any, affects will these shifts have on the agency's ability to provide contracted services? If there have been no significant changes and none are anticipated, write "no changes" in box below.

Porchlight has gone through several changes in 2017. Steve Schooler, Executive Director, retired and Karla Thennes, long-time employee, replaced him in this position. Karla brings to the position several years of direct service and non-profit leadership and a keen understanding of the issues facing persons who are homeless in Madison. Porchlight has ended or will be ending three programs in 2017 due to funding changes: Hospitality House, Library Case Management, and Safe Haven. These changes will not affect Porchlight's ability to provide contracted services. In addition, Porchlight has begun the strategic planning process. We have hired a consultant to guide us through the steps of developing a three-year plan. The five goal development areas are: Fund Development and Sustainability, Board Development, Programs and Services, Community Engagement, and Human Resources Development.

4. **COMMUNITY AND STAKEHOLDER ENGAGEMENT:** Describe how you integrate, or will integrate, both community and stakeholder input into your agency's operations and program planning (e.g., input or involvement in the creation, design, implementation, and feedback for services)? How will these efforts improve your services? Include specific strategies that you will use to address client, participant and community engagement.

Porchlight does a client survey twice a year for residents in our housing and guests who sleep at the Men's Shelter. The answers and data are compiled and reviewed by the Management Team and results are used to improve services. Porchlight has three persons with lived experience of homelessness on our Board of Directors. In addition, all three serve on the Program Committee of the Board, which provides oversight and input into all programs provided by Porchlight. We also have staff who are certified Peer Support Specialists who work with our residents and many staff with lived experience of homelessness. In June 2017, Porchlight held an all-day strategic planning session. In attendance were 50 people made up of staff, Board, clients, funders, and community members. Prior to this session, Porchlight solicited survey feedback from over 300 community stakeholders and received constructive feedback from approximately 150 people. The results of this day-long process and surveys will be used to form a 3-year Strategic Plan that will guide Porchlight's mission into the future. One example is the Program and Services goal that will be looking at services provided to guests of the Men's Shelter. A small group will be formed that will include shelter guests, staff, Board members, volunteers and key community stakeholders. Over the next 6 months, they will meet and discuss policies, procedures, funding, and best practices, and incorporate these findings into our 3-year Strategic Plan.

5. **CAPACITY BUILDING:** Please help the City understand any capacity building needs that affect your agency's ability to provide quality services. Identify three such needs that, if addressed, would assist the agency in delivering quality services. How might the City help address these needs? (INFORMATION ONLY, NOT SCORED)

Capacity building activities are defined as intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of nonprofits to improve their performance and impact. Examples of capacity building activities:

- Programmatic: program evaluation, program best-practices/improvement
- Organizational: budgeting, strategic planning, collaborative planning and relationships, administrative functions, human resources functions
- Governance: Board development, operational investments, fund development
- Cultural competency and capacity: diversity of staff, board and volunteers, language access, overall cultural competency of organization

We would love assistance with:

1. Cultural competency & capacity – someone to look over our forms, policies/procedures, etc.
2. Program evaluation – as part of our strategic planning process we are evaluating our services, policies, and procedures at the men's shelter specifically.
3. Evaluating our housing programs with an eye for best practices.

6. BOARD-VOLUNTEER DEMOGRAPHICS

Indicate by number the following characteristics for your agency's current board and volunteers. Refer to application instructions for definitions. You will receive an "ERROR" until completing the demographic information.

DESCRIPTOR	BOARD		VOLUNTEER		MADISON*		
	Number	Percent	Number	Percent	GENERAL Percent	POVERTY Percent	R/POV** Percent
	TOTAL	18	100%	0	0%		
GENDER							
MALE	14	78%	0	0%			
FEMALE	4	22%	0	0%			
UNKNOWN/OTHER	0	0%	0	0%			
TOTAL GENDER	18	100%	0	0%			
AGE							
LESS THAN 18 YRS	0	0%	0	0%			
18-59 YRS	14	78%	0	0%			
60 AND OLDER	4	22%	0	0%			
TOTAL AGE	18	100%	0	0%			
RACE							
WHITE/CAUCASIAN	14	78%	0	0%	80%	67%	16%
BLACK/AFRICAN AMERICAN	3	17%	0	0%	7%	15%	39%
ASIAN	1	6%	0	0%	8%	11%	28%
AMERICAN INDIAN/ALASKAN NATIVE	0	0%	0	0%	<1%	<1%	32%
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	0	0%	0	0%	0%	0%	0%
MULTI-RACIAL	0	0%	0	0%	3%	4%	26%
BALANCE/OTHER	0	0%	0	0%	1%	2%	28%
TOTAL RACE	18	100%	0	0%			
ETHNICITY							
HISPANIC OR LATINO	0	0%	0	0%	7%	9%	26%
NOT HISPANIC OR LATINO	18	100%	0	0%	93%	81%	74%
TOTAL ETHNICITY	18	100%	0	0%			
PERSONS WITH DISABILITIES	4	22%	0	0%			

*REPORTED MADISON RACE AND ETHNICITY PERCENTAGES ARE BASED ON 2009-2013 AMERICAN COMMUNITY SURVEY FIGURES.

AS SUCH, PERCENTAGES REPORTED ARE ESTIMATES. See Instructions for explanations of these categories.

**R/POV=Percent of racial group living below the poverty line.

7. Reflecting on the information provided in question "6", describe to what degree the composition of the agency's board composition and volunteer pool reflects the racial and cultural diversity of the residents the agency serves? If there is not a strong correlation, describe the agency's plan to improve in this area.

Porchlight has over 1,500 volunteers annually in all of its programs, from one-time volunteers to monthly volunteers who have served for 30+ years at the men's shelter. We do not track any demographic information on this large group of individuals. We feel confident that the racial and cultural diversity of the Board of Directors mirrors the residents, guests, and program participants served throughout Porchlight's many programs. In addition, we have 3 individuals with lived experience with homelessness who serve on the Board, including one Veteran.

8. AGENCY REVENUE DETAILED BY PROGRAM

REVENUE SOURCE	2016 ACTUAL	2017 BUDGET	2018 PROPOSED	2018 PROPOSED PROGRAMS			
				A	B	C	D
DANE CO HUMAN SVCS	549,937	590,000	532,600	0	0	0	0
DANE CO CDBG	0	0	0	0	0	0	0
MADISON-CDD	414,758	348,000	305,000	76,000	82,000	34,000	55,000
UNITED WAY ALLOC	287,082	254,000	254,000	56,000	0	0	0
UNITED WAY DESIG	102,438	85,000	85,000	0	0	0	0
OTHER GOVT	1,348,148	1,241,500	823,000	18,000	0	0	0
FUNDRAISING DONATIONS	980,731	1,161,500	1,247,400	15,000	0	0	0
USER FEES	1,266,712	1,454,000	1,454,000	0	0	0	0
OTHER	127,078	112,000	109,000	8,000	0	0	0
TOTAL REVENUE	5,076,884	5,246,000	4,810,000	173,000	82,000	34,000	55,000

REVENUE SOURCE	2018 PROPOSED PROGRAMS CONT.						
	E	F					NonApp
DANE CO HUMAN SVCS	0	0					532,600
DANE CO CDBG	0	0					0
MADISON-CDD	58,000	0					0
UNITED WAY ALLOC	0	0					198,000
UNITED WAY DESIG	0	0					85,000
OTHER GOVT	25,000	0					780,000
FUNDRAISING DONATIONS	0	0					1,232,400
USER FEES	0	0					1,454,000
OTHER	0	0					101,000
TOTAL REVENUE	83,000	0					4,383,000

9. AGENCY EXPENSE BUDGET

This chart describes your agency's total expense budget for 3 separate years.

Where possible, use audited figures for 2016 Actual. Budget and Proposed Subtotals will autofill from information you provided in the individual program budgets, Center Support and Non-City worksheets in this application.

You will receive an "ERROR" until the amounts equal the autofilled Budget and Proposed subtotals.

Account Description	2016 ACTUAL	2017 BUDGET	2018 PROPOSED
A. PERSONNEL			
Salary	2,004,168	2,222,000	1,942,000
Taxes	158,590	175,000	151,000
Benefits	421,112	488,000	551,000
SUBTOTAL A.	2,583,870	2,885,000	2,644,000
B. OPERATING			
All "Operating" Costs	636,580	636,000	613,000
SUBTOTAL B.	636,580	636,000	613,000
C. SPACE			
Rent/Utilities/Maintenance	812,389	850,000	842,000
Mortgage (P&I) / Depreciation / Taxes	505,887	609,000	609,000
SUBTOTAL C.	1,318,276	1,459,000	1,451,000
D. SPECIAL COSTS			
Assistance to Individuals	266,583	266,000	270,000
Subcontracts, etc.	0	0	0
Affiliation Dues	0	0	0
Capital Expenditure	0	0	0
Other:	0	0	0
SUBTOTAL D.	266,583	266,000	270,000
SPECIAL COSTS LESS CAPITAL EXPENDITURE	266,583	266,000	270,000
TOTAL OPERATING EXPENSES	4,805,309	5,246,000	4,978,000
E. TOTAL CAPITAL EXPENDITURES	0	0	0

10. AGENCY GOVERNING BODY

How many Board meetings were held in 2016?

	6
--	---

How many Board meetings has your governing body or Board of Directors scheduled for 2017?

	6
--	---

How many Board seats are indicated in your agency by-laws?

	4
--	---

List your current Board of Directors or your agency's governing body.

Name	Sheri Carter				
Home Address	3009 Ashford Lane				
Occupation	WI Dept. of Health Services				
Representing	Executive				
Term of Office	3 years	From:	01/2017	To:	12/2019
Name	Brian Donley				
Home Address	634 W Main Street				
Occupation	Mendota Financial Group				
Representing	Finance				
Term of Office	3 years	From:	01/2017	To:	12/2019
Name	Ron Luskin				
Home Address	615 W Main Street				
Occupation	Retired				
Representing	Marketing				
Term of Office	3 years	From:	01/2015	To:	12/2017
Name	Richard Chao				
Home Address	5321 Lake Mendota				
Occupation	Director Policy Development and Budget				
Representing	Budget				
Term of Office	3 years	From:	09/2015	To:	12/2017
Name	Michael Torrence				
Home Address	16 Sherman Terrace				
Occupation	Disabled				
Representing	Resident, Veteran				
Term of Office	3 years	From:	02/2017	To:	12/2019
Name	Beatrice McCoy				
Home Address	245 S Park Street				
Occupation	Disabled				
Representing	Resident				
Term of Office	3 years	From:	01/2016	To:	12/2018
Name	Mary Ann Cook				
Home Address	4477 Crescent Road				
Occupation	Retired				
Representing	Program				
Term of Office	3 years	From:	01/2017	To:	12/2019
Name	Kevin Huff				
Home Address	22 E Mifflin Street				
Occupation	Banker				
Representing	Finance				
Term of Office	3 years	From:	01/2017	To:	12/2019

AGENCY GOVERNING BODY cont.

Name	Jeffrey McIntyre			
Home Address	33 E Main Street			
Occupation	Lawyer			
Representing	Program			
Term of Office	3 years	From:	01/2016	To: 12/2018
Name	Mike Osbourne			
Home Address	2912 Marketplace Drive			
Occupation	Real Estate			
Representing	Development			
Term of Office	3 years	From:	01/2015	To: 12/2017
Name	Jeff Schraml			
Home Address	5164 Farwell Street			
Occupation	Real Estate			
Representing	Development			
Term of Office	3 years	From:	01/2016	To: 12/2018
Name	Sal Troia			
Home Address	2968 Woods Edge Way			
Occupation	Retired			
Representing	Finance			
Term of Office	3 years	From:	01/2017	To: 12/2019
Name	Doug Van Schoik			
Home Address	609 N Midvale Blvd			
Occupation	Disabled			
Representing	Resident			
Term of Office	3 years	From:	01/2016	To: 12/2018
Name	Christine Thomas			
Home Address	2822 Ashford Lane			
Occupation	Retired			
Representing	Program			
Term of Office	3 years	From:	01/2015	To: 12/2017
Name	Keith Schmidt			
Home Address	1031 Schuster Road			
Occupation	Consultant			
Representing	Program			
Term of Office	3 years	From:	01/2017	To: 12/2019
Name	John Tucker			
Home Address	300 S Bedford Street			
Occupation	Construction			
Representing	Development			
Term of Office	3 years	From:	01/2015	To: 12/2017
Name	Jeremey Shepherd			
Home Address	111 S Hamilton Street			
Occupation	Lobbyist			
Representing	Public Affairs			
Term of Office	3 years	From:	01/2017	To: 12/2019