2018 STAFF REVIEW OF PROPOSALS FOR
HOMELESS SERVICES RFP #8656-0-2017 (REVISED)

1. Project Name/Title: **Shelter Case Management**

2. Agency Name: **Porchlight, Inc.**

3. Requested Amount: $58,000

4. Project Type: ☐ New ☒ Continuing

5. Services Description:

   Case Manager at Men's Drop in Shelter provides housing and resource connections to shelter guests who are not connected to outreach or other case management resources. The funding request is for 50% of the current case manager personnel cost (the other 50% to be covered through the State ETH) and additional 0.5 FTE staff cost who would be dedicated to data collection and entry. That additional 0.5 FTE staff would support data improvement for both regular shelter intake and case management and would also focus on follow-up data collection for exits from shelter, which has been an ongoing request from the CoC.

6. Anticipated Accomplishments (Numbers/Type/Outcome):

   Exit to permanent housing: 50% (same as the CDD target)

7. Comments:

   - The program is currently funded at $18,332.
   - Increased staffing support at the Men's Drop-In Shelter is likely to result in improved data quality and system performance for the community.
   - Additional 1.0 FTE Coordinated Entry position is expected to be placed at Porchlight Drop-In Shelter starting mid to late 2018 through HUD CoC funding. Porchlight's proposed staffing and their responsibilities follow:

Shelter Positions	Location	FTE	Responsibilities
Night Manager	Shelters 1,2,3	5.0	assist guests, distribute supplies, oversee shelter operation
Intake Specialist	Shelter 1	0.8	register guests, collect demographic data, make referrals
Custodian	Shelters 1,2,3	1.13	perform daily cleaning, report maintenance issues
Current Shelter Case Manager	Shelter 1	1.0	conduct needs assessments, refer guests to services and mainstream resources, connect guests to permanent housing
New Shelter Case Manager	Shelter 1	0.5	improve shelter and CM data quality and information gathering, follow up w/ program exits
Future CE Staff	Shelter 1	1.0	conduct VI-SPDATs, refer to/maintain CE priority list, secure homelessness/disability documentation, follow up w/ guests

- This program was originally approved for $30,000. A significant information gap exists currently regarding where people go after exiting the Men's Shelter. This is a critical piece of information to understand the system flow and determine the level of housing needs in our community. By providing additional $28,000, Porchlight will be able to hire an additional 0.5 FTE case manager at the Men's Shelter who can track shelter guests' exit destinations and improve the performance data quality.

8. Review Team Average Score: 80.83