



Washington County  
**HOUSING AND  
SUPPORTIVE SERVICES  
NETWORK**  
(HSSN)

*Established April 24, 2003*

***The mission of the HSSN is to provide a coordinated and comprehensive community planning process to implement a Continuum of Care for individuals and families who are homeless or with special needs and to prevent a return to homelessness.***

#### **WHY ARE WE HERE?**

- ◆ To develop a strategic plan to assist homeless persons and end chronic homelessness through a Continuum of Care.
- ◆ To implement a collaborative and coordinated system to assist homeless persons and persons with special needs obtain housing and supportive services necessary to achieve self-sufficiency.
- ◆ To ensure funding resources are maintained and to leverage additional funds in support of our mission and goals.
- ◆ The services we provide are important!

#### **HOW DO WE DO THIS?**

- ◆ Define the special needs of the target population.
- ◆ Develop a network of organizations that meet regularly to provide a framework that is both dynamic and responsive to changing housing and service needs over time.
- ◆ Develop strategic homelessness prevention and service plans. Implement the strategies and programs identified in *A Road Home: 10-Year Plan To End Homelessness In Washington County* (2008 to 2018). <http://www.co.washington.or.us/Housing/10-year-plan-to-end-homelessness.cfm>
- ◆ Create and sustain sufficient capacity throughout the Continuum of Care system to facilitate movement of homeless persons toward permanent housing and independent living.
- ◆ Demonstrate results of strategic plans.

#### **WHAT IS REQUIRED OF NETWORK ORGANIZATIONS?**

The organizations participating in this Network have agreed to support the mission of the Housing and Supportive Services Network, to include:

- ◆ Participate in monthly HSSN, Work Group, and Subcommittee meetings.
- ◆ Participate in planning efforts.
- ◆ Propose projects for funding.
- ◆ Provide needed services to maintain a Continuum of Care in Washington County.

## HSSN MEETING SCHEDULE

Meetings are held the first Wednesday of each month from 8:30 a.m. to 10:00 a.m. in the 1<sup>st</sup> Floor Conference Room located at Beaverton City Hall. For more information, contact Annette Evans, Homeless Program Coordinator, at [Annette\\_Evans@co.washington.or.us](mailto:Annette_Evans@co.washington.or.us).

## GOVERNING PROCESS

The Network is comprised of persons from private and public organizations and is governed by a Chair and Co-Chair representing both the private and public sector at the same time. The Network has a defined Work Group and Subcommittees who work together in support of the HSSN Mission Statement.

- **Chair (Facilitator)**

The HSSN Chair facilitates the Washington County Continuum of Care process to include coordination of the monthly HSSN agenda to include selection of the guest speaker, arrange meeting room, catering and preside over the HSSN meeting, prepare agenda and minute documentation. The Chair will be required to attend Work Group meetings.

- Elected by consensus vote at the June HSSN Meeting.
- Term: 2-Year Term (July 1 to June 30), elected in even number years; e.g. – 2010, 2012, 2014

- **Co-Chair (Co-Facilitator)**

In the absence of the Chair, the Co-Chair will assume the duties of the Chair. The Co-Chair will be required to attend Work Group meetings.

- Elected by consensus vote at the June HSSN Meeting.
- Term: 2-Year Term (July 1 to June 30), elected in odd number years; e.g. – 2009, 2011, 2013.

- **Work Group**

The Work Group is comprised of HSSN members from private and public organizations who meet regularly to provide long-term planning and administrative support for the Continuum of Care. Their role is advisory to the HSSN and all recommendations of the Work Group will be presented for discussion and approval by the HSSN at a regular HSSN meeting. Attendance at all Work Group Meetings is highly recommended to be a Work Group member.

- **Subcommittees**

Subcommittees, facilitated by nonprofit/private organization members, develop ideas, prepare strategy plans, propose projects and make recommendation for consideration by the entire Network. Joint Subcommittees may be formed or new Subcommittees added to assist the HSSN in meeting their mission and goals. Network members are encouraged to participate in HSSN Subcommittees.

**Subcommittee Lead Contact**

- **Children (Homeless Education Network):** Alice Beggs, Forest Grove School District & Homeless Education Network
- **Youth:** Vera Stoullil, Boys and Girls Aid
- **Homelessness:** Patrick Rodgers, Community Action
- **Mental Health and Special Needs:** Chance Wooley, County Mental Health
- **Permanent Housing:** Andrea Lindberg, City of Beaverton CDBG/HOME Coord.
- **Seniors:** Dolores Raymond, Governors Commission on Senior Services
- **Income Support:** Reed Ritchey, Community Corrections
- **Veterans:** James Palmer, Disability, Aging and Veteran Services (DAVS)

## **CODE OF CONDUCT**

The implementation of a Code of Conduct for the Network, inclusive of the Chair, Co-Chair, Work Group and associated Subcommittees, is an essential element that supports the inclusive, collaborative, and objective goals of the Continuum of Care.

1. Meetings are open to all persons with an interest in supporting the HSSN Mission and Continuum of Care goals.
2. Members will provide information that is truthful and accurate.
3. Members will be respectful to others at all times.
4. Decision making process:
  - a. All decisions will be made by consensus of the Network at scheduled meetings.
  - b. For non-funding decisions, all members present will have an option to participate in the voting, e.g. – selection of chair, co-chair, or other general membership decisions.
  - c. For decisions involving funding, one vote per member organization (required attendance of at least 5 meetings in past 12 months) and one vote per community at-large member.
  - d. Members will withdraw/excuse themselves from participating in decision-making (voting) process concerning awards of grants or provisions of financial benefit to which such member or his/her organization could have a future financial interest or involvement.

## **HSSN ACTIVITIES**

On an annual basis the following activities will occur:

- By end of August, planning activities for the Continuum of Care (CoC) shall commence and be completed by September month-end.
- By end of October, the HSSN shall develop a CoC calendar with key dates for activities associated with submission of the McKinney Vento Homeless Assistance grant application.
- In January, host Project Homeless Connect.
- By end of January, perform the Homeless Point-In-Time (PIT) Street and Shelter Count and prepare the annual CoC Housing Inventory and CoC Services Inventory data charts.
- By end of February, the HSSN will identify “gaps and priorities” for the CoC Plan.
- By end of March, renewal presentations for previously funded projects presented to the HSSN by project sponsor. Information to include Annual Progress Report data; e.g. - budget, # people served, project outcomes achieved, etc.
- By end of April, new McKinney Vento Supportive Housing Program (SHP) and Shelter Plus Care (SPC) project proposals presented to HSSN. The presentation will include a project description, how the project fits HUD funding guidelines, and project budget inclusive of HUD funding request.
- By end of April, project discussion and selection by the HSSN. Selection made by a majority vote of the HSSN.
- By May, complete McKinney-Vento Homeless Assistance CoC grant application. HSSN Work Group review application prior to submittal to HUD.
- By application due date, approved project application shall be submitted to HUD.

## **McKINNEY-VENTO HOMELESS ASSISTANCE COC PROGRAM FUNDING**

Within Title IV of the McKinney-Vento Act, programs that provide a range of services to homeless people include the Continuum of Care Programs (e.g. - Supportive Housing Program, Shelter Plus Care Program, Emergency Shelter Grant Program, Single Room Occupancy Program). <http://www.hud.gov/offices/cpd/homeless/>

*Funding for CoC projects is awarded competitively through the US Department of Housing and Urban Development (HUD) CoC grant application process. Continuums submit one grant application containing all project funding requests within the HUD pro-rata funding allocation.*

### **Supportive Housing Program (SHP)**

The Supportive Housing Program (SHP) is a federal grant program authorized by the McKinney-Vento Homeless Assistance Act of 1987. It is designed, as part of the Continuum of Care strategy, to promote the development of housing and supportive services to assist homeless persons in the transition from streets and shelters to permanent housing and maximum self-sufficiency. The SHP will fund activities of acquisition/rehab/construction, supportive services and operations of Transitional and Permanent Supportive Housing beds. <http://www.hud.gov/offices/cpd/homeless/programs/shp/>

### **Shelter Plus Care Program (SPC)**

Since 1992, HUD has awarded Shelter Plus Care (SPC) funds to governments and public housing agencies (PHAs) to serve a population that has been traditionally hard to reach – homeless persons with disabilities such as serious mental illness, chronic substance abuse, and/or AIDS and related diseases. SPC provides rental assistance that local grantees/project sponsors must match with an equal value of supportive services appropriate to the target population. <http://www.hud.gov/offices/cpd/homeless/programs/splusc/>

### **Single Room Occupancy Program (SRO)**

The SRO Program provides rental assistance for homeless persons in connection with the moderate rehabilitation of SRO dwellings. SRO housing contains units for occupancy by one person. <http://www.hud.gov/offices/cpd/homeless/programs/sro/index.cfm>

*Washington County receives ESG entitlement funds that are administered by the Washington County Office of Community Development. Funds support operations and services at four shelters (DVRC, Family Bridge, Good Neighbor Center, and Community Action Family Shelter), the HopeSpring Program and Open Door Counseling Center.*

### **Emergency Shelter Grant (ESG)**

The Emergency Shelter Grants program provides homeless persons with basic shelter and essential supportive services. It can assist with the operational costs of the shelter facility, and for the administration of the grant. ESG also provides short-term homeless prevention assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs.

ESG funds are available for the rehabilitation or remodeling of a building used as a new shelter, operations and maintenance of the facility, essential supportive services (i.e., case management, physical and mental health treatment, substance abuse counseling, childcare, etc.). <http://www.hud.gov/offices/cpd/homeless/programs/esg/>

## **GUEST SPEAKERS**

In an effort to facilitate a broader understanding of services provided by organizations and to provide a forum for enhanced understanding of new programs, guest speakers will be scheduled at HSSN Meetings.

### **2009 Guest Speakers**

- 1/2009 – Robin Shultz, Oregon Department of Human Services programs and services
- 2/2009 – Melanie Fletcher, Washington County Housing Services report on AHAR submission
- 3/2009 – HUD Project Sponsors reported on annual program outcomes
- 4/2009 – Renee Davis, Oregon Department of Motor Vehicles on ID and DMV programs
- 5/2009 – Pat Rogers, 2009 Homeless Count, and Jennie Proctor, Homeless Prevention & Rapid Re-Housing
- 6/2009 – Kris Miller, LifeWorks NW, on Washington County Mental Health Crisis Line  
Andrea Lindberg, City of Beaverton CDBG/HOME Coord., on Community Survey results
- 7/2009 – None
- 8/2009 – None
- 9/2009 – Larry Hauth, Community Action, on Rent Well Program (replaces Ready to Rent)
- 10/2009 – Liesl Wendt and Jenny Dodd, 211info Information and Referral services  
Susan Schuster, US Veterans Affairs HUD-VASH program  
Mr. Manuel Loya-Cano, US Census Bureau 2010 activities
- 11/2009 – Peter Dean, Health Integrated Synergy Program  
Jennifer Masango, Salvation Army, Help For the Holiday in Washington County  
Kim Marshall, Good Neighbor Center, 4<sup>th</sup> Annual Project Homeless Connect

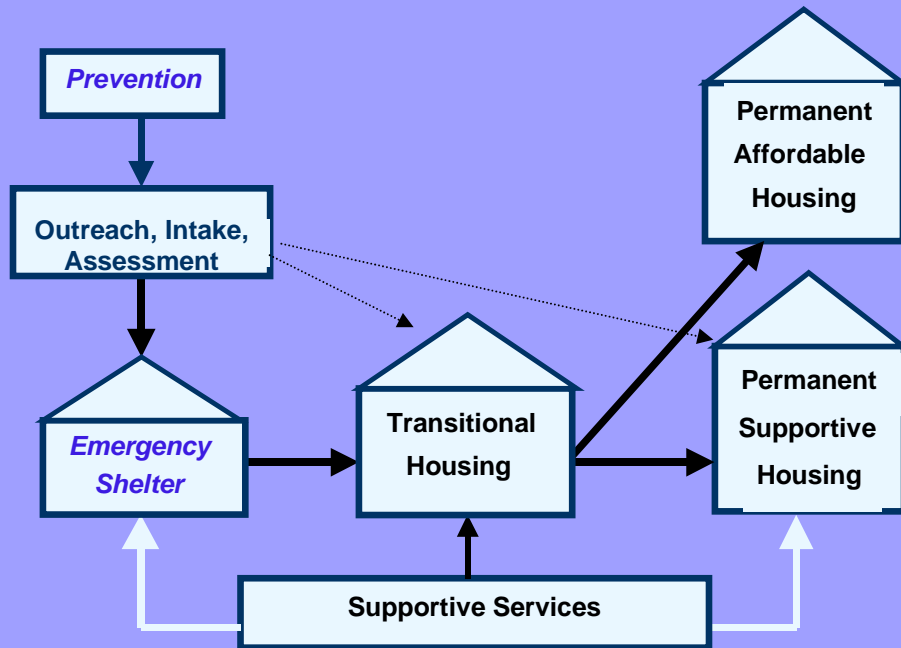
### **2008 Guest Speakers**

- 1/2008 – Eric Canon and Russ Dondero, “Out in the Cold” campout and January Homeless Roundtable  
Pat Rogers, 2008 Homeless Street Count; and Kim Krohn, 2008 Project Homeless Connect
- 2/2008 – Mr. Louis King, Spirit Mountain Community Fund
- 3/2008 – Video Presentation: “Keys: Ending Family Homelessness”  
HUD project sponsors reported on annual program outcomes
- 4/2008 – FY2008 CoC Homeless Assistance Project Presentations: Sydney Sherwood, Housing Stabilization Program; Val Vafre, Shelter Plus Care for chronic individuals and families
- 5/2008 – None
- 6/2008 – None
- 9/2008 – Andrea Logan, Boys and Girls Aid Society, and Bridget Daniel, HomePlate Program
- 10/2008 – Terry Wilson, Ride Connection, and Kristina Cooper, Ride Wise; Transportation Programs
- 11/2008 – Vince Chiotti, Oregon Housing and Community Services report on Consolidated Funding Cycle  
Peggy Linden, Washington County Office of Community Development on Neighborhood Stabilization Program
- 12/2008 – Angela Rosson and Jed Johnson, Northwest Family Services  
MariRuth Petzing, Ecumenical Ministries of Oregon report on Shared Housing Program

### **2007 Guest Speakers**

- 1/2007 – Pat Rogers, 2007 Homeless Street Count
- 2/2007 – Theresa Valdes, TANF Program Changes and Oregon Health & Human Services Budget
- 3/2007 – HUD project sponsors reported on annual program outcomes
- 4/2007 – 2007 CoC Project Proposals: Boys and Girls Aid Society, Department of Housing Services
- 5/2007 – None
- 6/2007 – Ron Cannon, US Dept. of Labor, Veterans // Diana Stotz, Commission on Children and Families
- 7/2007 – No Meeting
- 8/2007 – None
- 9/2007 – John Hartner, Director for Washington County Community Corrections
- 10/2007 – Vicki Skryha, Addictions and Mental Health Division, Oregon Department of Human Services
- 11/2007 – Vince Chiotti, Oregon Housing and Community Services
- 12/2007 – Melanie Fletcher, Homeless Management Information System Administrator (HMIS)

# Components of a Continuum of Care Homeless System



## Supportive Services include:

- Alcohol and Drug Treatment
- Case Management
- Child Care
- Education
- Employment
- Healthcare
- HIV/AIDS
- Life Skills
- Mental Health Counseling
- Transportation