St. Clair County Homeless Action Council
Membership Invitation

The St. Clair County Homeless Action Council (HAC) is a volunteer group of organizations whose purpose is to promote communitywide commitment to the goal of ending homelessness in St. Clair County Illinois. Through our network of for profit and not for profit organizations, the HAC is able to provide funding for efforts to quickly re-house homeless individuals and families while minimizing the trauma and dislocation associated with homelessness. The HAC works as a collaborative to provide a range of housing programs that includes prevention, emergency shelter, transitional housing, permanent supportive housing, and supportive services.

The HAC continuously reaches out to the community seeking membership to join our efforts to end homelessness is St. Clair County. This is an open invitation to be part of an amazing process.

The Homeless Action Council normally meets every second Tuesday of each month at 2:00 pm at Chestnut Behavioral Health located at 12 North 64th Street in Belleville, IL. Current meetings are held via Zoom.

If you are interested in becoming a member or require more information, please send an email to secretary@scceoc.org.

With your help, the HAC can continue to expand its service delivery and reach out to each homeless individual and family in our county.
Membership Application

Membership type (Please select only one): □ Organization □ Individual

Organization Membership:

Agency Name:
Agency Address:
Director: ___________________________ Email: ___________________________
Phone: ___________________________
Representative: ______________________ Email: ___________________________
Phone: ___________________________

Please complete service information on back of application for organizational membership.

Individual membership:

Name: ___________________________ Email: ___________________________
Phone: ___________________________

Please indicate each committee you would be interested in (Committee descriptions start on Page 3):

☐ Executive  ☐ Planning  ☐ Community Resource  ☐ HMIS  ☐ Ranking

The mission of the Homeless Action Council of St. Clair County (HAC) is to serve as the principal planning entity for the St. Clair County Continuum of Care system for homelessness. HAC serves in an advisory capacity to the St. Clair County Intergovernmental Grants Department and the East St. Louis CDBG Operations Corporation. The purpose of (HAC) is to work toward the elimination of homelessness in St. Clair County, Illinois. The objectives of HAC are to identify and prioritize needs related to homelessness; to promote the coordination of services and sharing of information; to foster community awareness of homelessness; and to seek resources to combat the problems of homelessness.

Active membership of HAC requires attendance at least 75% of monthly Council meetings in a calendar year, participation on at least one committee with attendance at least 75% of those meetings in a calendar year, and participation in special events, such as the annual count.

The above described organization/individual hereby requests membership in the Homeless Action Council of St. Clair County. I understand the commitment involved and agree to all of its terms.

Date: ____________________________

(Director or individual applying)

19 Public Square, Suite 200, Belleville, Illinois 62220
Telephone (618) 825-3218, Fax (618) 236-1190
Homeless Action Council  
Of St. Clair County  
Service Information for Organization

1. Please select all that applies to your organization:

- Law enforcement/corrections  
- Local government agency  
- Local workforce investment  
- Public housing agency  
- School system/university  
- State government  
- Social service agency  
- Other: ____________________________

2. Please select all that applies to your organization:

- Business  
- Faith-based  
- Education  
- Funder advocacy  
- Hospital/medical  
- Non-profit  
- Other: ____________________________

3. Please indicate all populations your organization serve:

- Homeless  
- Chronic Homeless  
- Mental Illness  
- Substance Abuse  
- Low-Income  
- Domestic Violence  
- HIV/AIDS  
- Physical Disability  
- Individuals  
- Families  
- Men  
- Women  
- Older Adults  
- Veterans  
- Unaccompanied Youth  
- Other: ____________________________

4. Please select only one:  

- Public Organization  
- Private Organization

5. Please list site address if it differs from the mailing addresses. ____________________________

6. Please list services your organization provides:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

7. Does your organization complete reporting on homeless individuals and/or families?  
   - Yes  
   - No

8. Does your organization currently use the St. Clair County HMIS?  
   - Yes  
   - No

Please return to Christina Anderson, St. Clair County IGD, 19 Public Square Suite 200, Belleville, IL 62220  
secretary@scceoc.org or Christina.Anderson@co.st-clair.il.us

Revised 01/2021
Homeless Action Council
Of St. Clair County
Committee Descriptions

Strategic Planning Committee
Policies/Protocols:
- Create and implement a HAC 5-year Strategic Plan:
  - Set written goals, strategies and timelines for the four goals of Opening Doors:
    1. Finish the job of ending chronic homelessness
    2. Prevent and end homelessness among Veterans
    3. Prevent and end homelessness for families, youth, and children
    4. Set a path to ending all types of homelessness
  - Plan to conduct street outreach/Identify barriers to entry in CoC and ESG projects

Tasks:
- Annually assess actual progress toward each goal in the Strategic Plan
- Modify Strategic Plan as needed
- Create plan to obtain other resources to fund coordinated assessment and supportive services
  - Identify gaps: Assess housing needs, resources, and utilization
  - Assess service needs and resources
- Analyze and interpret PIT and HIC data (annually in February/March)
- Set project priorities based on above assessment (annually in Spring)

Point In Time (PIT) Committee
Tasks:
- Plan PIT and HIC (annually in December/January)
- Conduct annual PIT and HIC (annually in last week of January)
  - Assure compliance with UD requirements
  - Recruit staff/volunteers
  - Coordinate count
  - Use HMIS for sheltered count and HIC
- Submit results to Strategic Planning Committee (annually in February)
- Rate participation of funded agencies and sent to Ranking and Review Committee (annually in February).

Review and Ranking Tasks:
- Monitor and review CoC funded projects:
  - Collect and assess audits (annually in February)
  - Collect and assess APR’s (90 days after end of each project operating year)
  - Track attendance at HAC meetings, including committees/subcommittees
  - Collect all other needed documents (e.g., Housing First checklist)
- Provide feedback throughout year (ongoing)
- Conduct project rankings (annually)
- Implement similar system for ESG-funded projects
- Adjust ranking criteria as appropriate

Revised 01/2021
Community Resource Committee
Policies/Protocols:
- Permanent housing placement priorities.
- Involuntary separation/denial of families in shelters, TH and PH due to youth and/or family makeup.
- Promote safety, security, and privacy for domestic violence victims.
- Rapid Re-Housing protocols:
  - Screening and selection (related to housing placement priorities)
  - How to determine amount, type, and duration of assistance
- Mainstream benefits: protocol to provide for:
  - Assistance in filling out applications
  - Transportation to sources of assistance (e.g., public aid, general assistance, social security)
  - Use of single application form for multiple programs
  - Follow-up for applications that are denied

Tasks:
- Compliance with Fair Housing
- Discharge Planning: See how HAC can directly influence discharge processes.
- Coordinated with each of these: HOPWA; TANF; Runaway and Homeless Youth (RHY); Head Start; philanthropic organizations and foundations; and other housing and services programs funded by federal, state, and local government.

HMIS Committee
Policies/Protocols:
- To ensure that participating HMIS organizations are processing information consistent with both HUD regulations and Continuum of Care procedures.

Tasks:
- Oversee Implementation and Maintain HMIS Policies and Procedures.
- Monitor participating agency data usage and data quality.
- Monitor performance of HMIS vendor/product.
- Monitor performance of HMIS Lead agency.

Coordinated Assessment /Central Intake
Policies/Protocols:
- Develop operating protocols for Coordinated Assessment

Tasks:
- Provide guidance and advice to Coordinated Assessment Center.
- Monitor progress toward goals; assess performance of grantee.

Nominating Committee
Tasks:
- Nomination of Board (annually in September/October)
- Election of Board (annually in December)
- Maintain balance and representation of all key sectors
- Monitor adherence to bylaws.

Homeless Connect Committee
Tasks:
Plan and implement annual Homeless Connect Event

Revised 01/2021