2023-24 QUARTERLY NARRATIVE REPORT

Economic Opportunity Program Rent Assistance

This report is due October 15, January 15, April 15 and July 15. Please submit to your Worksystems Contract Manager.

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| **Contractor Name** | |
| **Name of Staff Completing Report** | **Phone Number** |
| **Reporting Period:**  ❑ **Q1 (July-September)** ❑ **Q2 (October-December)** ❑ **Q3 (January-March)** ❑ **Q4 (April-June)** | |

**I. Program Delivery and Implementation**

Discuss service delivery implementation. Describe successes and challenges related to service delivery including working with career coaches and participants, intakes, ability to find housing, work with landlords, and housing retention. Identify any issues related to communication with WSI staff, WorkSource staff, or partners.

**II. Enrollment Plan & Performance Measures**

Complete the chart below to report on your organization’s progress towards contract goals. For help running reports in ITrac to obtain the required data, review this [Quarterly Reporting Guidance for RA Hubs PY23](https://help.worksystems.org/wp-content/uploads/2023/09/RA-HUB-Quarterly-Reporting-Guidance-PY-23.docx). Please also attach two Community Services (aka Service Point) reports: [“Program Performance” (PPR](https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/SAP%20BO%20-%20Program%20Performance%20Report%20PPR%20021723.pdf)) and [“Follow/Ups/Housing Retention.”](https://multco-web7-psh-files-usw2.s3-us-west-2.amazonaws.com/s3fs-public/SAP%20BO%20-%20Follow%20Up%20Housing%20Retention.pdf)

Discuss progress toward goals, including capacity status, successes, and challenges.

In Quarter 1, for each funding source, please indicate how many people carried over from the last fiscal year.

Please explain what occurred with those referrals that were not accepted and participants that were enrolled but not housed.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Quarterly Performance** | | | | | | | | | | | | |
| **funding source** | ❑ **ahfe** ❑ **home forward\*** CS=Community Services (Service Point) 🞟 IT=ITrac | | | | | | | | | | | |
| **Referrals Received** | **measure** | **goal** | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **YEAR END** | |
| Number of referrals received | # |  |  | |  | |  | |  | |  | |
| Number of referrals accepted | # |  |  | |  | |  | |  | |  | |
| **Participants Served** | **measure** | **goal** | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **YEAR END** | |
| **CS** | **IT** | **CS** | **IT** | **CS** | **IT** | **CS** | **IT** | **CS** | **IT** |
| Number of EOP participants provided with housing placement | Total #  Served | n/a |  |  |  |  |  |  |  |  |  |  |
| Number of EOP participants provided with housing placement who are People of Color | Total #  Served | n/a |  |  |  |  |  |  |  |  |  |  |
| Number of EOP participants provided with eviction prevention | Total #  Served | n/a |  |  |  |  |  |  |  |  |  |  |
| Number of EOP participants provided with eviction prevention who are People of Color | Total #  Served | n/a |  |  |  |  |  |  |  |  |  |  |
| Total unduplicated number of EOP participants provided with housing placement & eviction prevention | Total #  Served |  |  |  |  |  |  |  |  |  |  |  |
| Total #  Carried Over From PY2022 | n/a |  |  |  | | | | | | | |
| Total unduplicated number of EOP participants provided with housing placement & eviction prevention who are People of Color | Total #  Served | n/a |  |  |  |  |  |  |  |  |  |  |
| **Success Measures** | **measure** | **goal** | **Q1** | | **Q2** | | **Q3** | | **Q4** | | **YEAR END** | |
| **CS** | **IT** | **CS** | **IT** | **CS** | **IT** | **CS** | **IT** | **CS** | **IT** |
| Housing retention  for 6 months after  rent assistance ends | % | 80% |  |  |  |  |  |  |  |  |  |  |
| Numerator | n/a |  |  |  |  |  |  |  |  |  |  |
| Denominator | n/a |  |  |  |  |  |  |  |  |  |  |
| Housing retention  for 6 months after  rent assistance ends  for People of Color | % | 80% |  |  |  |  |  |  |  |  |  |  |
| Numerator | n/a |  |  |  |  |  |  |  |  |  |  |
| Denominator | n/a |  |  |  |  |  |  |  |  |  |  |
| Housing retention  for 12 months after  rent assistance ends | % | 70% |  |  |  |  |  |  |  |  |  |  |
| Numerator | n/a |  |  |  |  |  |  |  |  |  |  |
| Denominator | n/a |  |  |  |  |  |  |  |  |  |  |
| Housing retention  for 12 months after  rent assistance ends  for People of Color | % | 70% |  |  |  |  |  |  |  |  |  |  |
| Numerator | n/a |  |  |  |  |  |  |  |  |  |  |
| Denominator | n/a |  |  |  |  |  |  |  |  |  |  |

*\* All goals for Our Just Future include participants funded by Home Forward and participants funded by AHFE. Please account for the rare dual-funded participant in the narrative that accompanies this data table.*

**III. I-Trac Data Collection & Entry**

Describe your program’s plan and strategies to ensure timely and accurate contract-required I-Trac and Community Services (aka Service Point) data entry.

**IV. Stories**

Share a participant story for each funding source, indicating which funding source was received. Please include I-Trac ID# for each story. Please do not include names or other personally identifiable information. If possible, please obtain a photo and signed release form for each story.

1. Challenge Stories. Share customer challenge stories. Please include your best practices for serving homeless and housing insecure participants.
2. Success Stories. Share customer success stories. Please include your best practices for serving homeless and housing insecure participants.

**V. Technical Assistance/Training**

Submit suggestions and requests for technical assistance or training.

**VI. Contract Budget**

Using the most recent billing workbook, please complete the chart below for each funding source. Include a written explanation of any variance — positive or negative — in budget versus actual to date for each of the budget line items, when you compare actual spending against an average expenditure rate of 25% per quarter. Discuss how what you have obligated impacts this actual expenditure rate.

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| --- | --- | --- | --- | --- | --- |
| **Contract Budget** | | | | | |
| **funding source** | **ahfe**  **home forward** | | | | |
| **line item** | **budget** | **spent ytd** | **% spent** | **budget** | **obligated ytd** |
| **personnel** |  |  |  |  |  |
| **operating** |  |  |  |  |  |
| **participant expense** |  |  |  |  |  |