

## CT BOS Steering Committee Meeting Minutes February 10, 2015

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Alice Minervino	DMHAS
Steve DiLella	DMHAS/DOH
Ron Krom	Middlesex CoC
Phil Lysiak	Bristol CoC
Lisa Tepper Bates	CCEH
Milena Sangut	Danbury CoC
Jackie Janosko	CCEH
Bonita Grubbs	New Haven CoC
Kara Capone	New Haven CoC
Nancy Cannavo	Litchfield CoC
Belinda Arce-Lopez	Waterbury CoC
Andrea Hakian	Manchester CoC
Melissa Dzierlatka	Individual
John Merz	ACT
Elizabeth Grim	PSC
Meeting Participants	Agency/Jurisdiction Represented
Crane Cesario	Hartford CoC
Theresa Nicholson	Chrysalis
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
Louis Tallarita	DOE
Lisa Shippee	New London CoC
Kathy Crees	Willimantic CoC
Kim Somaroo-Rodriguez	DCF
Terry Nash	CHFA
Pat Kupec	DOC
Sarah Gallagher	CSH
Ellen Simpson	New Britain CoC

### 1. Introductions and Announcements

- a. Steering Committee Minutes 1.15.15 Approved



CT BOS SC minutes  
1.15.15 .docx

- b. CT BOS CoC and Waterbury CoC merger approved by HUD  
c. GIW – Convert from Leasing to Rental Assistance:

- **SHP projects renewing for the first time under CoC program:** As provided in 24 CFR 578.49B(b)(3), first time renewal projects under the CoC Program that are currently leasing, but in fact operating as rental assistance (the leases are between the project participant and the landowner), can change from leasing to rental assistance. In these instances, if the request is made to convert from leasing to rental assistance, a copy of the lease agreement for each unit under grant agreement must be submitted to the local HUD field office for verification that the leases are between the participant and the landowner.
- **Other Leasing Project Renewals:** If your project is currently identified as leasing, but should be rental assistance, you can change to rental assistance using the GIW process. In addition, you must request a grant agreement amendment from HUD in accordance with 24 CFR 578.105,

which must be completed at least 2 weeks prior to the FY 2015 application deadline that will be set forth in the FY 2015 CoC NOFA.

**F/U: HI will reach out to grantees to ID projects that wish to convert to include in 2015 GIW.**

- d. Benefits Training – Lois Filek, DSS – 2/11/15 @ 9:30-12:00 CVH, Merritt Hall, Lee Auditorium
- e. CT BOS CoC Semi-Annual Meeting 4/7/15. Community Meeting 10-11:30 Provider Meeting 11:45 – 1:30 Middlesex Comm College – Chapman Hall- Multipurpose room. 100 Training Hill Road in Middletown.
- f. Housing First Training Spring 2015 – location and date TBD. In follow up to monitoring findings, CT BOS Housing First principles are being updated to provide additional clarification. Andrea White, Housing Innovations will conduct the training. Audience includes supervisors and line staff and goal of training is for participants to understand Housing First principles and practices.

**f/u: updated CT BOS Housing First Principles will be distributed at the 3/20/15 Steering Committee meeting**

- h. Policies and Procedures updated and all BOS materials available at:

<http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>

## 2. 2014 Awards – See attached list of PSH bonus projects

- CT BOS received \$2.7 million in funding for 193 new units for CH individuals. This was the third largest award nationally for new project funding.
- The new 193 PSH units are required to follow the HUD CH Prioritization requirements that CT BOS approved at the 1/15/15 meeting and incorporated into CT BOS Policies and Procedures. These units will serve the longest term homeless who are also the most vulnerable individuals experiencing homelessness.
- It was noted that Sub CoC representatives should work with Coordinated Access Networks (CANs) to ensure that eligible applicants be identified by 5/1/15. It is anticipated that by 6/1/15, HUD contracts should be place and agencies should be able to begin leasing up units.
- It was reported that there are 176 units for CH funded through DOH that are available now and serve the same population noted above.
- **f/u: Housing Innovations to send out details on the new PSH project including providers, number of units, and locations.**

## 3. 2015 NOFA Prep and HEARTH Compliance

- a. Reallocation Strategy Discussion
  - HUD encourages CoCs to make reallocations each year during the NOFA. CT BOS CoC has had reallocation projects for the last several years. Last year, HUD allowed reallocations to PSH for chronically homeless households and Rapid Rehousing for literally homeless families.
  - Agencies interested in reallocating, should contact [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)
  - **f/u: Housing Innovations to send e-mail to providers regarding option to reallocate.**
  - To determine potential reallocation projects, the CoC will review factors such as under spending, and cost per person, including DOH investments and HUD funding.
  - **f/u: Housing Innovations will bring back information for a reallocation strategy discussion for the March 20<sup>th</sup> Steering Committee meeting.**
- b. Prep for Grant Inventory Worksheet
  - Providers deadline to review GIW and return edits was 2/9/15. The GIW is due to HUD FO on 2/16.

- c. PSH Eligibility for People at Imminent Risk of Homelessness
  - 2005 NOFA changed the rule limiting PSH eligibility to exclude people at imminent risk. This would begin to take effect on the first day of project's subsequent grant term (start dates in CY 2006 or 1/1/2007)
  - This issue was raised during CT BOS monitoring visits. It was noted that is critical that providers follow eligibility rules and maintain eligibility documentation for tenants. Providers should go back as necessary to obtain eligibility documentation.
- d. Eligibility form
  - Housing Innovations is working on creating an eligibility form that meets HUD’s disability and homeless requirements. Draft eligibility form will be presented at the 3/20/15 Steering Committee meeting.
  - **f/u: HI to present eligibility form at next meeting**
  - **f/u: HI to get Hartford form from Crane Cesario**

**4. HMIS Updates**

- a. Conversion
  - New Haven is the final conversion area and they are in Phase 2 of the conversion.
- b. HMIS SC update
  - Crane Cesario and Noel Kammerman are the new committee chairs.
  - VI SPDAT is now in HMIS.
- c. Needed follow up on agencies with DQ problems from dashboard report – tabled
  - **f/u: Nutmeg/Hi to present DQ at 3/20/15 Steering Committee meeting**
- d. Including Youth agencies in HMIS
  - Health and Human Services is requiring all Runaway and Homeless Youth funded agencies to begin entering into HMIS by 4/1/15. CCEH is working with RHY agencies to see how to incorporate their youth programs into HMIS.
- e. Returns to Homelessness
  - HMIS SC is working with CCEH and Nutmeg on being able to produce reports on returns to homelessness.
  - It was noted that HUD has a goal that less than 5% of persons exiting homelessness will return to homelessness within 2 years.

**5. PIT Homeless Count Update**

- The new PIT date is scheduled for 2/18
- HDX deadline has been extended to 5/15/15

**6. Renewal Performance Evaluation – 2014 and 2015**

- a. 2014 Corrective Actions
  - Providers in corrective action have submitted plans
- b. 2015 Evaluation Criteria



2015 Draft Renewal Perf Eval Standards.

- The evaluation standards are based on HEARTH requirements. Other than eligibility standards, new standards will be evaluated to collect baseline data but will not count toward the renewal evaluation scores.
- It was noted that when programs have one leaver, the program is exempt from being scored for that standard. Small programs from the same agency are combined and scored as one project.

- It was reported that there was some confusion caused by a HUD announcement around entering APRs in esnaps for 2012 grants and some programs are behind in submitting APRs in esnaps.
- There was discussion around the difficulty of assisting clients in finding employment and concerns raised around increasing income.
- **Motion: To accept the Draft CT BOS 2015 Renewal Performance Evaluation Standards. Motion passes. 8 in favor, 1 abstention, 1 opposed.**

**7. HUD Environmental Review Requirements (see handout)**



Environmental Review  
Requirements Info

a. Plan for Environmental Reviews

- For leasing and sponsor and project based rental assistance, programs will contact their community development officers to find inspectors and responsible entities to assist in their environmental reviews.
- For tenant based rental assistance and operating projects, DOH is determining if they can be the Responsible Entity for sign-offs of the Environmental Reviews.
- **f/u: HI and DOH to determine the sign-off process for environmental reviews for operating and tenant based rental assistance.**

Environmental Review materials on CT BOS website:

<http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>

**8. Monitoring Update**

a. Report on 2014 Monitoring Visits

- Total # visits: 5 PSH Programs
  - Average % of standards achieved: 71%
  - High: 78% of standards achieved
  - Low: 67% of standards achieved

b. Provider Responses/Follow-up from Monitoring visit – decision needed

**Motion: Providers who are monitored will submit action plans to address any findings that could result in recapturing of HUD funds. Motion passes unanimously. HI will follow up**

c. 2015 Monitoring – Schedule Declining Monitoring – decision needed

- It was noted that providers that have gone through the monitoring process have found it to be helpful, and it was a positive experience for them.
- It was also noted that there have been significant findings to date. It is important that the CoC ensure that agencies are meeting HUD requirements and that programs do not lose their funding.

**Motion: Providers will not have the option to decline CT BOS monitoring. Monitoring will not occur during the NOFA and dates will be flexible. Motion passes unanimously.**

d. **f/u: HI to update monitoring documents and send out information regarding Action Plans to address findings with financial implications.**

**9. Coordinated Access (CA) Planning - Updates from DOH, CCEH and local CANs - tabled**

**10. Reaching Home Update**

- There is a confidential Reaching Home/Opening Doors survey for all to complete. Results will help provide information on what is working and where improvement is needed. Due 2/27/15.

<http://www.surveygizmo.com/s3/1990168/Reaching-Home-Opening-Doors-CT-Survey>

**11. Zero 2016 Update - tabled**

**12. DOH Updates - tabled**

**13. Next meeting - Friday, March 20 10am-12pm, CVH, Page Hall, Room 365**

### 2014 HUD CoC PSH Bonus Awards

CoC NAME	PROJECT NAME	Awarded
CA-500 - San Jose/Santa Clara City & County CoC	Rental Assistance Program 2014 Bonus	\$ 2,077,367
CA-501 - San Francisco CoC	Baldwin House	\$ 2,123,890
CA-503 - Sacramento City & County CoC	Step Up Sacramento	\$ 2,440,969
CA-508 - Watsonville/Santa Cruz City & County CoC	Bonus - Permanent Supportive Housing	\$ 298,257
CA-512 - Daly/San Mateo County CoC	Permanent Supportive Housing (SP16)	\$ 978,009
CA-518 - Vallejo/Solano County CoC	CalWORKS PSH	\$ 151,323
CA-600 - Los Angeles City & County CoC	HACLA Permanent Supportive Housing Bonus	\$ 10,120,541
CA-602 - Santa Ana/Anaheim/Orange County CoC	OC PSH Collaboration Project	\$ 2,546,828
CA-606 - Long Beach CoC	CH Healthy Homes	\$ 1,056,348
CA-608 - Riverside City & County CoC	Path of Life PSH	\$ 1,278,690
CO-503 - Metropolitan Denver Homeless Initiative	Metro Denver PSH Bonus Project FY2014	\$ 1,652,007
CT-505 - Connecticut Balance of State CoC	CT BOS 2014 PSH Project	\$ 2,784,066
FL-507 - Orlando/Orange, Osceola, Seminole Counties CoC	CoC FL-507 new PSH Housing Bonus Project	\$ 956,258
MA-504 - Springfield/Holyoke/Chicopee/Westfield /Hampden County CoC	CHD Family-Centered PSH	\$ 519,818
MI-501 - Detroit CoC	Leasing Project	\$ 1,814,469
MI-509 - Ann Arbor/Washtenaw County CoC	AAHC PSH Bonus 2014	\$ 653,369
NJ-506 - Jersey City/Bayonne/Hudson County CoC	Hudson SHC Permanent Housing Bonus 2014	\$ 1,044,006
NV-500 - Las Vegas/Clark County CoC	The Vivo Housing Project	\$ 1,606,041
NY-602 - Newburgh/Middletown/Orange CoC	HONOR PSH Bonus 2014	\$ 356,500
NY-604 - Yonkers/Mount Vernon/New Rochelle/Westchester County CoC	Turning Point	\$ 2,112,205
OH-503 - Columbus/Franklin County CoC	CAIHS Leasing II	\$ 1,424,807
OR-501 - Portland/Gresham/Multnomah CoC	HOPE	\$ 2,001,125
VA-600 - Arlington County CoC	Turning Keys	\$ 250,192
VA-601 - Fairfax County CoC	2014 Pathway Homes SHP	\$ 1,000,000
WA-500 - Seattle/King County CoC	King County Scattered Sites Supportive Housing	\$ 3,652,915
<b>TOTAL \$ 44,900,000</b>		