

CT BOS Steering Committee Meeting Minutes 4/6/15

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Alice Minervino	DMHAS
Steve DiLella	DMHAS/DOH
Phil Lysiak	Bristol CoC
Brian Roccapriore	CCEH
Lisa Tepper-Bates	CCEH
Milena Sangut	Danbury CoC
Jackie Janosko	CCEH
John Bradley	New Haven CoC
Kara Capone	New Haven CoC
Teddi Creel	Litchfield CoC
Belinda Arce-Lopez	Waterbury CoC
Gary Beaulieu	Waterbury CoC
Andrea Hakian	Manchester CoC
Ida Parker	New London/Norwich CoC
Terry Nash	CHFA
Ellen Simpson	New Britain CoC
Ron Krom	Middlesex CoC
Louis Tallarita	DOE
John Merz	ACT
Meeting Participants	Agency/Jurisdiction Represented
Crane Cesario	Hartford CoC
Elizabeth Grim	PSC
David Rich	Bridgeport CoC
Jim Bombaci	Nutmeg
Lisa Callahan	River Valley Services
Kruti Gala	Supportive Housing Works
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
Kim Somaroo-Rodriguez	DCF
Melissa Dzierlatka	Individual
Pat Kupec	DOC
Sarah Gallagher	CSH

1. Introductions and Announcements

- a. Review Steering Committee Minutes 3.20.15 (see handout)



CT BOS SC Minutes
3.20.15 .docx

- b. BOS CoC Semi-Annual Meeting 4/7/15. Community Meeting 10-11:30 Provider Meeting 11:45 – 1:30
- c. Housing First Training 6/1/15 10am-4pm.
Middlesex Comm College – Chapman Hall- Multipurpose room. 100 Training Hill Road in Middletown.

d. Policies and Procedures and all BOS materials available at:

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

2. 2015 NOFA Prep and HEARTH Compliance

a. NOFA timeline and next steps

- Leasing to Rental Assistance Conversions
 - These conversions are listed on the current GIW but are not official unless the HUD field office approves a grant agreement amendment. Amendments must be approved before the NOFA is released or projects may not apply for the conversion during the application process. HI has reached out to providers to ensure they are completing documentation with HUD.
- Reallocation Project Plans – due 5/4 to ctboscoc@gmail.com
 - Programs have the opportunity to submit a plan to the CoC to reallocate some or all of a grant (TH or PSH) to RRH or PSH.



Reallocation Plan Form
2015.docx

- New Permanent Housing RFP – due 5/4 to ctboscoc@gmail.com
 - In anticipation of NOFA release and possible HUD funds available for new PSH and RRH projects, the CoC has an RFP out for new projects.



CT BOS new project app
2015.docx

b. HUD System Performance Measures



HUD System PM Guide
Excerpt .docx

- It is anticipated that the CoC will need to report on these measures in this NOFA.

c. Environmental Review – update on guidance

- All agencies with CoC funded projects (except HMIS and Planning) should review the Environmental Review Requirements and complete the needed documentation for their projects.
- Update -Tenant-Based Rental Assistance and Projects with Operating funding (and no leasing funds) should contact their Community Development Officers for assistance with environmental review sign-offs. Instructions are in the Environmental Review Requirements document and required documents are available: ctboscoc@gmail.com



Environmental Review
Requirements Info

d. Homeless and Disability Eligibility Forms



Disability Verification Homelessness Verification
Form - updated Form - update

- These forms meet HUD requirements and agencies should test them to see how they work. These forms are not mandatory but it was noted that it would be helpful for providers to use a standard form throughout the state.
- Milena Sangut and Crane Cesario offered to test the forms and provide feedback.

f/u: Housing Innovations gather feedback from providers and update the forms.

e. Housing First Principles



CT BOS Housing First
Principles.docx

- It was noted that DV providers are in agreement with the Housing First Policies but would like clarification that it is acceptable to ask for identification from visitors to ensure the safety of their tenants. It was noted that Housing First does not preclude providers from requesting ID from visitors. It was suggested that the Housing First Principles also note that visitors need to follow the lease rules.
- It was noted that TH providers are able to follow most of the principles but several of them may be challenging to follow at all times. It was suggested that consistent with current policy application of the principles be mandatory for RRH and PSH and recommended for all other housing types.
- Questions were raised regarding excluding applicants from Housing Authority projects who have a history of felonies.

f/u: Housing Innovations to provide information allowable exclusions from PHA projects.

Motion: To accept the Housing First Principles with the additional language that the principles are required for RRH and PSH programs and recommended for all other housing types and that providers may ask for identification from visitors and visitors are required to be compliant with lease requirements. Motion passed unanimously.

3. HMIS Updates

a. Conversion Update

- Conversion to be completed in May 2015

b. Data Quality

- Nutmeg noted that they have identified a data issue with Emergency Shelter Management Services in New Haven where over a number of years, 1500-2000 persons were not exited properly from the program. Nutmeg is working to correct the data and it will be cleaned by the time data need to be reported for the NOFA. There are safeguards in place to ensure that this cannot happen again.

c. HMIS SC update - HMIS Release of Information

- The committee is reviewing the HMIS Release of Information (ROI) options for consumers. Currently, there are five choices for consumers ranging from releasing all data to not releasing any data. Providers and consumers have reported that this has been confusing and that a better option might be to move to a yes/no choice for release of information. The Coordinated Access Networks (CANs) have a yes/no option for release of information.
- Representatives from the HMIS Steering Committee are going back to their communities for feedback on this issue.
- There was general consensus from the CT BOS Steering Committee that the ROI should match the CAN ROI.
- It was noted that there should be a legal opinion on the ROI to make sure it meets all legal requirements.

f/u: CCEH to ensure that the form meets state laws and report back to SC.

- It was noted that the CoC has an open data system and we need to be able to look at as much data as possible.

4. PIT/HIC Update

a. PIT/HIC Schedule for finalizing data

- CCEH has sent out PIT corrections which are due 4/6
- CCEH is currently working on extrapolations and will share those once they are completed.

- Data will be in HDX before 5/1 so that unmet need can be completed

5. Coordinated Access (CA) Planning - Updates from DOH and local CANs

- TH Eligibility
 - Eligibility issues were raised during the monitoring process. A review of past Steering Committee meeting minutes clarified that BOS policy for TH eligibility requires that persons come from shelter or streets.
- PSH Prioritization & New CoC HUD Funded PSH project
 - All CANs should have manage priority lists using the order of priority established in the HUD notice and adopted by the Steering Committee. Providers should be getting consumers document ready so that new units can be leased up as soon as they are available. Tech submission has been submitted to HUD and contract will be back within a month.
- Veterans & DV clients
 - CCEH noted that HMIS has fields to capture data to help providers determine what housing veterans are eligible for and is entering the VA HOMES assessments into the HMIS. CCEH is working on ensuring that DV clients have access to more housing and services and that housing and service providers are able to connect with them while still protecting their data.
- VI SPDAT
 - There was discussion around the VI-SPDAT and how to interpret and use the results from the assessment. It was noted that the VI is just one factor in assessment and that verification is needed for homelessness and disabilities. It was suggested that the Statewide CAN committee take up the issue of how the VI is being used in communities and that best practices should be shared here.

f/u: Statewide CAN committee to discuss use of VI-SPDAT and report back to CT BOS

6. Reaching Home Update

- There have been 2 Advocacy Days at the Capitol with 8 meetings and 200 participants including consumers and providers.

7. Zero 2016 Update

- Communities throughout the state have identified goals such as eliminating waitlists, leasing units up quickly, and housing the highest priority households in addition to their 100-day efforts.

8. DOH Updates

- PATH RFP out and due 5/4/15. Updates are available on DMHAS website.
- Shelter funding was announced; there were several ES defunded and some funded at lower levels.

9. Monitoring Update

- Total # visits to date: 7 PSH & 2 TH Programs
CY2014 Findings:
 - Average % of standards achieved: 71%
 - High: 78% of standards achieved
 - Low: 67% of standards achieved
- Training/ TA Needs Identified:
 - Documentation: eligibility, environmental review, match, payroll
 - Housing First implementation
 - Rent Calculation
 - Termination of Assistance

f/u: HI to note common issues/challenges from monitoring and provide to all providers

10. Renewal Performance Evaluation Process

- Discussion of performance standards for programs serving youth

- Youth programs will be given an exemption for the current evaluation period on the standard for “other non-employment income” – committee agrees by consensus.
- It was decided that there will be continued discussion on the inclusion of separate standards for youth programs.

11. New Business

- a. It was decided by consensus that Hartford CoC and Bridgeport CoC updates will be standing agenda items for SC meetings.

12. Next Meeting Dates – CVH, Page Hall, Room 365

- Monday, May 4 from 1pm-3pm
- Tuesday, June 2 from 12pm-2pm