

CT BOS Steering Committee Meeting Minutes
7/13/15

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

1. Introductions and Announcements

- a. Review Steering Committee Minutes 6.2.15 - minutes approved
- b. Comments submitted on *State of Connecticut's 2015-2019 Consolidated Plan for Housing and Community Development and 2015-2016 Action Plan*
 - In the comments, CT BOS supported the state's efforts in providing subsidized and supportive housing. Comments noted that the plan should continue to focus on helping homeless households to secure permanent housing and increase income, provide continued support for the expansion of Housing First Models, and prioritize serving those households who have been homeless the longest and the most severe service needs.



Comments re State Con
Plan - Annual Act

- c. Updates to Opening Doors: Federal Strategic Plan to Prevent and End Homelessness – an overview of updates to the plan was provided.



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- d. HUD SNAPS in Focus

- Family Homelessness Part II



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- Strategies for Ending Veteran Homelessness in 2015



SNAPS-In-Focus-Stra
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- Family Options Study



SNAPS-In-Focus-Family-Options-Study.doc

- e. CPD Income Eligibility Calculator - Updated with FY 2015 Income Limits:

https://www.hudexchange.info/incomecalculator/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=995a3a910aIncome+Calculator+Updtd+FY+2015+Income+Limits&utm_medium=email&utm_term=0_f32b935a5f-995a3a910a-18677481

- Results from the BOS monitoring process indicate that providers would benefit from using the calculator to ensure that calculations on income are accurate

- f. 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

- Registration Review – submitted in esnaps
- Consistency with Con Plans
 - Housing Innovations has compiled project lists for each community and will work to get the needed documents completed with each community
- Reallocation Plans
 - Housing Innovations is working with agencies on reallocation projects and has provided feedback on their reallocation plans. Agencies will need to get approval of their reallocation plans from their sub-CoCs in order to reallocate.
F/U: Once plans have been revised, the consulting team will forward the reallocations plans to relevant Sub-CoC reps.
- New Permanent Housing Applications
 - The Scoring Committee met and ranked the project applications. Once the NOFA is released and more information is provided on eligibility and priorities, decisions will be made on which project/s will be submitted.

- b. Grantees preparation for NOFA
 - Complete Applicant Profile: <https://www.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf>
 - Add/delete registrants <https://www.hudexchange.info/resource/2903/adding-deleting-registrants-in-esnaps/>
 - Add Liz Isaacs episaf@comcast.net as registrant (optional)
- c. Leasing to Rental Assistance Conversions update
 - There are 9 projects with pending decisions and 2 projects that have been approved
- d. PSH Bonus Score
 - CT BOS received a bonus score of 98 out of 100 points.
- e. HUD Systems Performance Measures and data needed for 2015 CoC Application
 - CCEH, Nutmeg and Housing Innovations have been working on pulling together the data and analyzing the results in preparation for the NOFA
- f. HUD Issuance of the ESG Notice for Additional Public Comment on the Interim Rule

Housing Innovations will prepare comments for submission.

f/u: Kara Capone and Crane Cesario have agreed to review the notice and provide feedback for inclusion in CT BOS comments

- The issue of allowing service animals in shelter and housing was raised. Agencies getting HUD funding need to follow Reasonable Accommodations under the Fair Housing Act. It was reported that some providers may not be allowing service animals to accompany clients. It was suggested that CCEH provide technical assistance to providers on the law and how to best accommodate service animals.

f/u: Jackie Janosko (CCEH) to bring recommendations back to CCEH

3. Renewal Performance Evaluation Results

a. Final Renewal Evaluation Scores



Renewal Evaluation Performance Report
Performance Report - -2015-7-09.pdf

b. 2015 Corrective Action

- Agencies in Corrective Action in 2015
 - There are 8 agencies in corrective action. Agencies in corrective action will not be permitted to apply for bonus funds in the 2016 HUD competition.
 - In DMHAS rental assistance projects, the sub-recipient agency is the agency in corrective action.
- Agencies in Corrective Action in both 2014 and 2015
 - There are 2 agencies that have been in corrective action for 2 years. One agency is reallocating from TH to PSH.
 - The other agency, the Y House, has consistently struggled to meet CT BOS performance standards and has been in corrective action for a number of years.

f/u: Alice Minervino, Nancy Cannavo and Housing Innovations to meet with Y House to provide technical assistance.
- Notification to agencies and Sub-CoCs drops
 - **F/U: Letters will be sent out to agencies in corrective action and the corresponding sub-CoC reps will be copied.**

4. Point-in-time Count of Homeless Persons

a. Annual Unsheltered Count

- Several communities reported that their sub-CoCs did not have the resources to be able to conduct an annual unsheltered count. CCEH noted that they need all communities to participate and, therefore, will not pursue an annual unsheltered count.
- It was noted that PATH (Projects for Assistance in Transition from Homelessness) enter into HMIS. State funded outreach programs will also begin to enter into HMIS.

b. Youth Study Presentation by CCEH – tabled for next meeting

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

a. VI-SPDAT 2.0

- The tool was presented at the CCEH Annual Training Institute in May. It was reported that the tool asks better questions and helps streamline the process and scoring. CCEH would like communities to review the tool so that the entire state can use the same assessment. CCEH will not move ahead with the tool until all CoCs have approved. Hartford CoC approved the tool. It was noted that it would be better to not hold up the process of using the new tool and that since there has been positive feedback, the committee should vote on the tool.

Motion: To use the new VI-SPDAT 2.0. Motion approved. 2 abstain.

- There will be a training on the VI- SPDAT on August 10th and August 11th – limited seating
<http://cceh.org/event/spdat-training-with-iain-de-jong/>

b. New CoC Bonus PSH project

- Providers will upload their eligibility documents in HMIS and Housing Innovations will review the documents. The review will take place after the client has been housed.

c. Statewide CAN committee

- The committee is working on policy issues, coordinated exit, interCAN transfers, and waiting lists
- Next meeting is August 13
- It was raised that it has been hard to get transferred between rental assistance projects.

d. Policy on PSH Intake when no CH Veterans left and beds are designated for CH Veterans

- It has been a challenge for some agencies to find CH veterans and guidance is needed on how to fill those housing units.

Motion: Projects that serve 100% CH Veterans, and are unable to locate a CH Veteran to fill a vacancy, will follow the prioritization process detailed in the CT BOS Policies and Procedures which are based on *Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons* (<http://www.csh.org/wp-content/uploads/2015/04/CT-BOS-Policies-revised-4.6.15.pdf>) to house a NON-CHRONIC homeless Veteran. For projects that have dedicated units for Veterans, but do not serve 100% Veterans, and are unable to locate a chronically homeless Veteran to fill a vacancy, the project will follow the prioritization process noted above to house a chronically homeless non-veteran. Motion passed unanimously.

6. HMIS Updates

a. Conversion – all done. There will be trainings on the new version of Caseworthy.

- b. HMIS SC Update
 - HMIS Release of Information (ROI) – CCEH has met with the lawyer and will get their feedback shortly.
 - A provider noted that their program was shut-off in HMIS and noted that decisions need to be made around who has the authority to decide to shut-off programs and who ultimately owns the HMIS data. It was decided that this issue should be raised at the HMIS Steering Committee.
f/u: HMIS Steering Committee to add this topic to their agenda.
- c. Reminder to Sub-CoC's to review data quality reports

7. Reaching Home Update - tabled

8. Zero 2016 Update - tabled

9. DOH Updates - tabled

10. Monitoring Update - tabled

- a. Status of Visits
- b. Policy on RRH security deposits inclusion/not in rent caps
- c. Policy on transfers from PSH to PSH
- d. Reminder that all people in CoC programs must be re-assessed annually on the required HMIS data elements

11. Updates from the Fairfield County and Hartford CoCs - tabled

12. Next Meeting Dates - August 24 12-2, CVH, Page Hall, Room 365