

CT BOS Steering Committee Meeting Minutes
8/24/15

Voting Steering Committee Members Present	Agency/Jurisdiction Represented
Steve DiLella	DMHAS/DOH
Alice Minervino	DMHAS
Phil Lysiak	Bristol CoC
Ellen Simpson	New Britain CoC
Terry Nash	CHFA
Kathy Crees	Willimantic CoC
Michele Conderino	Danbury CoC
Jackie Janosko	CCEH
Brain Roccapiore	CCEH
Bonita Grubbs	New Haven CoC
Lisa Shippee	New London/Norwich CoC
Kim Somaroo-Rodriguez	DCF
Ron Krom	Middlesex CoC
John Merz	ACT
Betsy Branch	CSH
Melissa Dzierlatka	Individual
Nancy Cannavo	Litchfield CoC
Gary Beaulieu	Waterbury CoC
Meeting Participants	Agency/Jurisdiction Represented
Alanna Kabel	HUD
Kara Capone	New Haven CoC
Crane Cesario	Hartford CoC
Jim Bombaci	Nutmeg
Theresa Nicholson	Hartford CoC
Matt Morgan	Hartford CoC
David Rich	ODFC
Lucieane Gray	VA/CT
Bryan Flint	Cornerstone Shelter
Consultants: Suzanne Wagner and Liz Isaacs, Housing Innovations	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
Andrea Hakian	Manchester CoC
Pat Kupec	DOC
Louis Tallarita	DOE
Elizabeth Grim	Partnership for Strong Communities

1. Introductions and Announcements

- a. Review Steering Committee Minutes 7/13/15 – approved unanimously
- b. Greater Hartford Sub-CoC would like to have a representative on the CT BOS Steering Committee
f/u: HI to send Crane Cesario CT BOS SC application
- c. HUD is sponsoring a training for CoC grantees on 9/24 from 10-12:30 at Elmwood Community Center. Email went out from HUD but Liz Isaacs will also forward it to the BOS mailing list.
- d. Comments submitted on ESG Proposed Rule



- e. Comments to Joint Commission on Standard and Survey Methods on Proposed BHC Standards for Permanent Housing Support Services



Comments on JCAHO PH
Standards.docx

- f. HUD SNAPS in Focus

- NOFA Past and Present



SNAPS-In-Focus-NO
FAs-Past-and-Presen

- Increasing Housing Placements of Homeless Veterans



SNAPS-In-Focus-Incr
easing-Housing-Place

- g. 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

- Reallocations all approved by Sub-CoC's. SC to vote on projects at the next SC meeting; some budget adjustments need to be made.
- Nutmeg, CCEH and HI have been working on data reports and are analyzing performance data in preparation of the NOFA.

- b. Leasing to Rental Assistance Conversions update

- Several projects are still waiting to receive HUD approval.
 - **f/u : HI to follow up with with Alana Kabel, HUD Community Planning & Development Director, on status of conversions.**

- c. 2015 CoC Performance on HUD Goals - analyzing data provided by Nutmeg

- d. HUD Report on Grant Expenditures

- At the meeting, HUD noted:
 - It is important that projects drawdown consistently. HUD does not want to show funds being returned as they argue that there is a need for greater funding.
 - Providers need to log into locks every 30 days or they will get locked out.
 - 100% of grantees have accessed eLOCCS – CT is only one of three states to accomplish this.
- In CT BOS, there are:
 - 17 grants showed less than 50% of what we would expect YTD given where they are in their current contract year. Some are project-based and can't easily reallocate funds.
f/u: Housing Innovations to meet with DMHAS and follow-up with other agencies with spending issues.
 - 30% of current grants have spent at least 90% of what we would expect YTD given where they are in their current contract year.
- It was noted that it is important to be sure that finance staff are drawing down and understand HUD rules around draw-down.

- e. 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)

3. Point-in-time Count of Homeless Persons

a. Youth Homeless Presentation by CCEH

- Connecticut Counts: <http://cceh.org/wp-content/uploads/2015/06/CT-Counts-v2-1.pdf>
- Opening Doors for Youth: http://www.psychousing.org/files/YouthPlan_06-12-15.pdf
- There were 11 unaccompanied youth reported in PIT this year but providers noted that the real number is much higher.
- There were 1,342 surveys conducted on youth (up to age 25) asking questions about services they are trying to access and what services have been received. Sixty-five percent were ages 18-24. Survey conducted in 7 focus areas using street outreach. Estimate from study is that approximately 3,000 youth are homeless or experiencing housing instability.

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

a. DOH Updates:

- Steve DiLella is officially at DOH but still working on DMHAS projects. Can be reached at same e-mail and new office number: 860-270-8081
- There are new state resources dedicated to homeless - 90 new Rental Assistance Program (RAP) and Section 8 certificates.
- VI-SPDAT Training - DMHAS and DOH funded this summer's training to ensure that providers know how to complete the VI-SPDAT.

b. New CoC Bonus PSH project

- DOH stressed that CH persons must be served with BOS 193 project.
- Providers are uploading their eligibility documents in HMIS, and HI is reviewing CH homeless and disability eligibility. The review takes place post-admission to the project.
- It was noted that it can be difficult to serve homeless families because they do not meet the definition of chronically homeless. It was noted that in many areas there is not enough affordable housing to house the families. In New Britain, South Church is putting together a Family Promise network. Other providers are interested in understanding about Family Promise.

F/u: HI to get more info on Family Promise

c. Coordinated Access Networks (CAN)

- DOH Commissioner met with each of the CANs and is interested in understanding how the state can help improve the networks. The State would like to invest in CANs, help manage them and give them TA in the future.
- It was noted that within the CANs, providers are working on who is responsible for getting the needed documentation and are struggling to find the resources to complete the documentation process.
- It was noted that in Hartford, CHR and Chrysalis provided a licensed person to get disability documentation for clients.
- HI prepared additional guidance on documenting chronic homelessness to supplement the homelessness and disability verification forms. Those documents can be found at: <http://www.csh.org/csh-solutions/community-work/housing-development-and-operation/2578-2/>



CH Elig Verification Forms Sample Third-Party
Checklist .d Letters Documenting

d. Statewide CAN committee

- There are two groups working on statewide CAN issues. One group is working on policy – governance issues and big picture issues, and the other group is working on implementation – the challenges the CANs face and the day-to-day and how to make CANs work better.
- New Haven has a CAN task force; they are still trying to figure out role of work groups.

5. HMIS Updates

a. Case Worthy Trainings

- These trainings are happening at the same location. Reminder – there is a reports webinar and a case manager webinar.

b. HMIS SC Update

- There was a meeting today, and the group discussed case notes and sharing info.
- There was discussion around adding demographic questions in HMIS and HMIS SC reps will be bringing this back to their communities for feedback.
- There is an HMIS survey for all providers to complete: <https://www.surveymonkey.com/r/CTHMIS>

c. Reminder to Sub-CoCs to review Dashboard Data Quality Reports

- HMIS Dashboard Report indicates what is missing for **all programs** run by an agency
- Providers can use the HMIS Funder Report to see data quality for specific programs.

6. Reaching Home Update

a. In August 2015, the Building Movement Project released a report, *Coordinating Collaboration to End Homelessness: A Mid-Point Learning Assessment of the Reaching Home Campaign and Opening Doors-Connecticut*. Report can be found: http://www.melvilletrust.org/wp-content/uploads/2015/08/Coordinating_Collaboration_to_End_Homelessness.pdf

- Report is the culmination of an 11-month process, commissioned by the Melville Charitable Trust, to understand the Reaching Home Campaign’s work to convene diverse partners across the state to end homelessness in Connecticut using the Opening Doors-CT framework.
- 185 individuals representing 120 organizations completed the survey. Findings suggest that the Campaign has strong internal structures and processes, clear purpose and goals, and energized and motivated stakeholders. Areas for improvement include amplifying communications, improving transparency, and expanding stakeholder engagement.
- Partners in the Campaign are currently convening to discuss next steps to improve the efforts.

7. Zero 2016 Update

- The group is determining the number of chronically homeless persons throughout the state to arrive at an accurate number and establish take down targets. Some communities have noted that the CH count for their area seems high and want assistance identifying CH persons. It was noted that there is a need for a consistent methodology that can be used for the 2016 point-in-time count for CH persons.
- There is work being done with CANs that don’t currently have registries. If they have one, work is being done to verify lists against HMIS data.
- It was noted that it is critical to have one registry list that each CAN is using. It was noted that some CANs serve multiple and distinct areas such as Waterbury & Danbury. It was suggested that client geographic choice be noted as part of the registry but that there should be one registry for each CAN.
- Sarah Fox (CCEH) is working with CANs on ensuring that each CAN has one registry. She is currently working with Middletown/Meriden/Wallingford and their registries are now being merged.

- e. It was noted that Homeless Outreach teams are supposed to be conducting the VI-SPDAT and getting the data into HMIS.

8. DOH Updates

- a. It was reported that there is \$30 million in state bond funding for landlords to make improvements to properties and offer the units up to be used for RRH or PSH for homeless households. There are many details to be worked out before the program will come on-line.
- b. DOH is working on securing more Section 8 subsidies to target to homeless populations.

9. Proposed Changes to BOS P&P

- a. The Steering Committee will vote on the proposed changes at the next Steering Committee meeting on 9/21. SC reps should bring these back to their communities for feedback.



Proposed P&P revisions
2015.08.02.docx

10. Monitoring Update

- a. Status of Visits



Monitoring Findings
2015.07.08 .docx

- a.
 - It was noted that the most significant issues include: documenting the match, eligibility documentation, implementing Housing First, and calculating rent.
 - Hi will look at the possibility of offering a fiscal compliance training
 - HUD noted that for Rent Reasonableness, three comparisons is acceptable.
 - HUD staff is currently looking at Risk Analysis to inform monitoring selections for the CT projects.
 - HUD's new monitoring exhibits are in clearance and are due out this winter.
- b. 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

- a. Hartford Sub-CoC is seriously considering merging with BOS. Steve DiLella is speaking at the next Hartford Sub-CoC meeting.
- b. It was noted that if a decision is made to merge, the SC needs to look at the best time of year to have this happen in terms of data collection for AHAR and HIC/PIT.

12. Renewal Performance Evaluation Results

- a. 2015 Corrective Action
 - **F/U: A grievance policy for providers who want to grieve their evaluation results will be proposed at the next SC meeting.**
 - Corrective Action letters have gone out to agencies and their corresponding sub-CoC reps. Agencies will submit Corrective Action Plans by August 31.
 - Agencies in Corrective Action may not apply for new bonus funding in the 2016 NOFA (unless the next evaluation is complete and they are no longer in CA status)

13. Next Meeting Date

- a. **Monday, 9/21, 12-2 – CVH, Page Hall, Room 365**