

## CT BOS Steering Committee Meeting Minutes

4/22/16

Steering Committee Members	Agency/Sub-CoC	Meeting Participants	Agency/Affiliation
Alice Minervino	DMHAS	Anna Podolsky	Bethsaida
Andrea Hakian	Manchester CoC	Beau Anderson	DOH
Cindy Dubuque	Partnership for Strong Communities	Cat Damato	Hartford CoC
Crane Cesario	Hartford CoC	Claire Silva	Bethsaida
Jackie Janosko	CCEH	David Rich	ODFC
John Bradley	New Haven CoC	Gregory Fitzgerald	HUD
John Merz	ACT	Jeanne Webb	HUD
Kathy Allen	New London/Norwich CoC	Jim Bombaci	Nutmeg
Kathy Crees	Willimantic CoC	Kara Capobianco	DOH
Kim Somaroo-Rodriguez	DCF	Ken Aligata	CCAR
Leticia Brown-Gambino	Columbus House	Lakeisha Lee	Bethsaida
Lisa Tepper-Bates	CCEH	Leigh Sheilds	DOH
Matt Morgan	Hartford CoC	Mimi Haley	CCEH
Melissa Dzierlatka	Individual	Shanoah Gee	Bethsaida
Milena Sangut	Danbury CoC	Tatum Grant	Bethsaida
Nancy Cannavo	Litchfield CoC	Suzanne Wagner	Housing Innovations
Pat Kupec	DOC	Liz Isaacs	Housing Innovations
Phil Lysiak	Bristol CoC		
Ron Krom	Middlesex CoC		
Steve DiLella	DOH		
Suzy Rivera	New Britain CoC		
Theresa Nicholson	Greater Hartford CoC		
Steering Committee Member Not Present	Agency/Sub-CoC		
Belinda Arce	Waterbury CoC		
Betsy Branch	CSH		
Cathy Zeiner	DV Coalition		
Louis Tallarita	DOE		
Luciane Gray	VA – HC for the Homeless		
Terry Nash	CHFA		

## 1. Introductions and Announcements

- a. Welcome and Introductions
- b. CT BOS SC minutes 3/18/16 approved
- c. HUD Announcements
  - Program income, such as tenant rent in a leasing project, can be counted as match for FY 2015 and FY 2016 CoC Program awards. Costs paid for by program income can be considered match for grants awarded in the FY 2015 and FY 2016 CoC Program Competition so long as the funds are expended on eligible CoC Program costs that supplement the recipient’s project. Rent paid by tenants in rental assistance projects does not qualify as program income and therefore cannot be used as match, because that money is paid directly to the landlord not to the funded agency.
  - Leasing projects in which the tenant chooses the location of the unit may now use the briefer Exempt/CENST Environmental Review form.
- i. Tenant-based rental assistance and leasing projects in which the tenant chooses the location of the unit are now required to complete only one Exempt/CENST form per project.
- d. CT BOS CoC Semi-Annual Meeting to be scheduled for this summer or fall
- e. Debrief Employment Roundtable 3/29 – over 100 participants in attendance
- f. SNAPS In Focus – Ending Veteran Homelessness



SNAPS-In-Focus-Ending-Veteran-Home

- g. Updated Policies and Procedures and all BOS materials available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>

## 2. HEARTH/HUD Compliance

- a) CCEH report on HUD System Performance Measures
  - It was noted that this is still a work in progress and no report was delivered
  - **F/u – CCEH to present data at the next SC meeting**
- b) Debrief Compliance Training/Update on New CoC Rules and Regs and Tips for Success in Your Program
  - Over 105 providers attended the training. Materials are available on the website and will be e-mailed to all grantees.
- c) Guidance on Fair Housing and Criminal History



HUD Criminal History Guidelines Fair Housing

- d) Disability verification form - options for certifying that professional is appropriately licensed
  - HUD noted in the Q&A for the new definition of CH that, when monitoring HUD would need the participant file to contain sufficient information for them to determine that the person who is signing the disability documentation is licensed to diagnosis and treat the qualifying disability.
  - It was suggested that a statement could be added to the existing BOS disability verification form that would require the professions to certify that he or she is licensed by the State to diagnose and treat the qualifying disability. The Steering Committee agreed by consensus to make the change.
  - **f/u: Housing Innovations to make the change to the Disability Verification Form.**
- e) State of CT – Consolidated Plan Action Plan



draft\_2016-2017\_action\_plan\_2.pdf



public notice Action Plan.pdf

- Mike Santoro presented the Action Plan and requested a letter of support from the Steering Committee. **The public comment period for the Plan is open until 5/20/2016.** Public Hearings will be held in New Haven on 5/12 at 10 am and in Hartford on 5/17 at 10 am. Written comments may also be submitted. See the embedded flyer below for details on the comment process.
- As of 7/1/16, there will be a priority for Section 8 vouchers – 1 out of every 3 vouchers will be reserved for someone moving out of PSH. DMHAS has been requesting that programs have 3 tenants from PSH programs ready to refer, so that there that there is a group of people who are ready to receive the voucher and there is no delay.
- **f/u: At next meeting CT BOS will vote on providing a letter of support for the State of CT Action Plan**
- Housing Trust Fund
  - \$174 million in funds available nationally; CT will probably get \$3 million, must be used for 100% units to serve people at 25% AMI or below

### 3. NOFA follow-up and preparation

#### a) Reallocation Planning

1. Plans submitted on 4/18/16. Housing Innovations will work with providers on refining plans and then Sub-CoCs and and SC will need to approve.

#### 2. **f/u: HI to review plans, provide feedback and prepare summary for SC**

#### b. Client Bill of Rights - vote needed

1. Lease Compliance and Housing Retention – Section D - It was noted that S+C programs can only end providing subsidies and cannot control the legal eviction process.
2. It was suggested to use the term “violence” on pg. 2, 6<sup>th</sup> bullet and simplify and make the language more friendly

**Motion: To approve the Client Bill of Rights with the changes noted above - 1 abstention. Motion passes. Final document below.**



CT BOS Client Bill of Rights Adopted

#### c) HUD CoC Planning Funds

- To ensure compliance with HUD procurement requirements, there will be RFPs released by DMHAS for the activities supported by planning funds received through HUD CoC competition; activities to be procured include: PIT/HIC, CoC support and HMIS reporting

### 4. Coordinated Access (CA) Planning

#### a) CT BOS Proposed Moving-On Policy

CT BOS PSH projects are required to assess stable participants’ interest in moving on to independent affordable housing and offer assistance as indicated to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities.

#### b) Case conferencing policy

Recommendation to Statewide CAN Committee to adopt the following policy:

“If a household can no longer be served by a housing program, the CAN should be notified at the earliest possible point to see if an intervention can help to preserve the placement. The CAN will convene a case conference to evaluate the situation, plan for the best possible outcome and try to prevent a return to shelter or the streets.”

- It was suggested to add that the purpose of the policy is to ensure that people do not return to homelessness

**Motion: To accept the Moving-on policy and to recommend the Case Conferencing Policy to the Statewide CAN committee. Motion passes unanimously.**

c) Statewide CAN committee

- Committee is working on counting how many CH people are in each region
- Committee is reviewing DOH Participation Agreements to understand provider contract requirements

d) CT BOS 2014 PSH Project – Status Report (handout) - project is 83% leased-up

5. Entitlements Training Options - tabled

6. CCEH Updates

a) Adoption of TAY Next Step Tool



TAY-VI-SPDAT-v1.0-US-Fillable-Amender

- The TAY tool already exists in HMIS
- Youth Continuum and The Connection have been using the tool
- There was an issue raised on the scoring of question 1. Where do you sleep most frequently? Higher points indicating greater vulnerability are assigned for couch surfing over Emergency Shelter (ES)
- **f/u: CCEH to reach out to creators of tool to see if ES can be included as a location that results in a score of “1” on this question**

**Motion: To table the adoption of the tool until the scoring issue on ES is resolved. Motion passes – 15 in favor, 3 opposed.**

**f/u: E-mail Mimi Haley at CCEH if there are other questions or concerns: [mhaley@cceh.org](mailto:mhaley@cceh.org)**

b) 2016 Housing inventory Chart and Point-in-Time Count Updates

- It was noted that Sub-CoCs will receive data on their jurisdictions but because the data are due in HUD HDX by 5/2, there is no time to send out in advance of the submission to HUD.
- The unsheltered count went up between 2015 and 2016. There was a 40-degree difference between 2015 to 2016 and the much warmer weather likely resulted in more persons outside.
- It was noted that because the unsheltered count was not anticipated for 2016 until the fall, there were delays with the data. CCEH noted that this year the planning process will begin sooner.

7. Discussion of Recovery Housing and how recovery housing can exist in a Housing First system

- Staff from Bethsaida presented to request BOS support for HUD’s continued funding of Katie Blair House as a transitional Recovery House program. Bethsaida suggested that CT could be a leader in providing quality TH funded by HUD.
- A former tenant presented on her positive experience in the Bethsaida recovery program and the importance of the sobriety requirements in the program.



Recovery-Housing-Policy-Brief.pdf



Bethsaida materials.pdf

8. DOH Updates

- RRH RFP results will be released shortly.

9. HMIS Updates

a) HMIS SC Update

- Shared case notes are now available in HMIS, the default is not-shared
- Continued no shows in trainings (15 this month). It was suggested that CCEH reach out to agencies that they had no shows. HMIS SC will have recommendation at their next meeting on strategies to address the providers who sign up for training and do not come.

- b) CCEH Report on New APR - tabled
- c) Reminder to Sub-CoCs to review Dashboard Data Quality Reports

**10. Reaching Home/Opening Doors/Zero 2016 Update**

- There are 7 ½ months to go to end CH in CT to meet the 2016 deadline
- On May 2<sup>nd</sup> there should be a functional list of those identified as CH
- Next SC meeting will be held 4/29

**11. Updates from Opening Doors Fairfield County - tabled**

**12. Next Meeting Date – May 20 11-1 (CVH, Page Hall, Solarium – 3rd floor) and June 24 11-1 (CVH, Page Hall, Room 217) , July TBD**

- The group agrees that Fridays are good days for BOS SC Mtgs going forward.