**CT BOS SC Meeting Minutes - 10/18/19**

1. **Welcome, Introductions and Announcements**
2. **Review Minutes - Minutes approved**
3. **Housekeeping**

* The CT BOS SC sign-in sheet has a “Voting Today” column on the sheet. Only one SC member of a voting agency and up to two CAN reps should check the box. Individual voting members present should also check the “Voting Today” box.

1. **2019 CoC Competition Summary and Debrief - Handout**

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* CT BOS applied for approximately $44.4 million through the 2019 CoC Program competition
* In addition to renewal funds, CT BOS applied for $1.9 M in regular bonus, $1.3 million in DV bonus, and $1.1 million in CoC Planning funds.
* CT BOS’s 2019 Consolidated Application, including the CoC Application and Priority Listing, is available at [www.ctbos.org](http://www.ctbos.org)

1. **2020 CT BOS Renewal Evaluation Process** 
   * APRs and instructions were distributed to providers in early Oct
   * CCEH runs CSV files to use for preliminary scoring in early Nov
   * Reports are distributed by HI in early Jan
   * Providers get reports then can make data changes
   * Providers can complete Process change request forms in Feb
   * HI rescores and distributes final reports in March
   * Providers have the ability to grieve scores in early April
   * SC adopts Corrective Action threshold in April

1. **2020 Monitoring Process (Remote and On-site)**

* There will be up to 8 projects monitored either on-site or remotely for the next round of CoC monitoring.
* Projects are selected based on a risk analysis that primarily uses the following factors to prioritize prorams for monitoring:
* Larger grants
* Agencies that have not had CoC projects monitored by CT BOS or DMHAS
* Agencies that are new CT BOS CoC grant recipients or subrecipients
* Agencies with poor performance on a previous monitoring visit
* These factors may also be considered:
* A history of poor performance on the annual renewal evaluation
* A history of not fully spending project funds
* Complaints filed by a consumer or other CoC stakeholders
* Concerns raised by the HUD Field Office
* Other evidence of non-compliance with HUD or CT BOS policies
* In the absence of extenuating circumstances, agencies will not be monitored on more than one type of CoC project during the year (e.g. TH and PSH) or in the same calendar year during which they are having a CSH QI review. Note: SAMHSA requires DMHAS to monitor PATH projects annually.
* It was suggested that if in the last year HUD has monitored a project that was selected for CoC monitoring, the agency should send the HUD audit report to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com) and the CT BOS CoC SC chairs will review and decide if the CoC should move ahead with monitoring the project.
* **F/U: HI to begin sending out proposed dates for monitoring to selected projects**

1. **Follow-up on HUD Immigration Documentation Requirements**

**MOTION: Agencies that are not federally required to verify immigration status will not do so for CT BOS projects** (replaces motion passed in July 2019). **Motion passes unanimously.**

* ***F/U:* HI to incorporate the change into the next round of CT BOS Policy revisions**

**Questions from last SC mtg:**

* If a non-profit is a sub-recipient to a government agency, is the non-profit required to comply with PRWORA requirements?
  + “PRWORA includes an exemption for nonprofit charitable organizations: Title IV of the Act provides that nonprofit charitable organizations are not required under the Act to verify the immigration status of applicants for federal, state, or local public benefits. 8 U.S.C. § 1642(d).” *(Source HUD/HHS/DOJ Joint Letter to Recipients of Federal Assistance 8/5/16)*
* Does everyone in the household need to have documentation or just the head of household?
  + “because individuals might come from families with mixed immigration status, there may be some family members who are eligible for all benefits and others who are not eligible or who can receive only a more limited subset of those benefits. Therefore, benefits providers must ensure that they do not engage in practices that deter eligible family members from accessing benefits based on their national origin.” *(Source HUD/HHS/DOJ Joint Letter to Recipients of Federal Assistance 8/5/16)*
* If government agencies must ask immigration status, what agencies does the policy that was passed at the July 2019 meeting apply to?
  + Proposing to replace that motion as indicated above.

1. **System Performance Measures (SPM)**

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* Linda Casey, CCEH presented FY 2018 and FY 2019 SPMs
* It was noted that HUD is emphasizing Measures 1 (length of time homeless), 2 (returns to homelessness), and 7 (successful placement/retention of permanent housing)
* Data quality – 5 things all HMIS participating projects should to do **immediately**
* Enter data in real time
* Run your SPM data quality reports
* Run your APR
* Review your data for outliers, inactive records and fix them
* Get help desk tickets in ASAP
* CCEH created a data quality page to assist providers with data quality: <https://cceh.org/data-quality/>. Videos and other instruction will be available shortly.
* CCEH SPM Data Quality Schedule – applies to all HMIS participating projects
* Review data; exit destinations and income – 10/21-11/8
* Deadline to submit Help Desk Tickets – 11/11
* Data clean-up – 11/11-12/6
* Deadline for data correction -12/9

**f/u: Providers to follow strategies and schedule noted above and visit the CCEH data quality website.**

**9. UFA Discussion**



* Responses to questions posed at the August Steering Committee meeting were distributed to the group (see embedded document).
* Other questions that came up during the discussion include:
* Can agencies move their monies around from one funding category to another more easily with a UFA?
* If agency gives up some money one year because they could not spend it, could they get it back for the next year?
* Is a state procurement process any faster than the HUD process?
* Could agencies draw-down faster w/a UFA?

**f/u: Housing Innovations to research and answer the above questions.**

**10. Conflict of Interest (COI) Disclosures**

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* There was discussion around the importance of SC members acknowledging conflicts of interest and recusing themselves as needed.
* The chairs proposed to adopt a simple form that Steering Committee members will be required to use to disclose any conflicts of interest. (See handout)
* The chairs proposed the following addition to the CT BOS Conflicts of Intereset policy: Each CT BOS Steering Committee member is required at least annually to complete either 1) a written attestation of having no current conflicts of interest that would prevent him/her from making decisions about CoC project funding and ranking; or 2) a written disclosure of any such conflicts of interest. (See handout)

**Motion: to make the language change proposed and use the form presented. Agree by consensus.**

***F/U:* HI to incorporate the change into the next round of CT BOS Policy revisions; SC members to complete the form and submit to ctboscoc@gmail.com**

**11. Discussion on Disabling Condition Form**

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DMHAS proposed to add language to the current Disabling Condition Form. The goal of adding this language is to make clear who is eligible for projects receiving DMHAS funds, which will help to expedite the housing process.

Proposed language: I, hereby, certify that the above named individual has been diagnosed with a DMHAS eligible disabling condition[[1]](#footnote-1). (NOTE: Required only for projects receiving any funds via DMHAS) . DMHAS eligible disabling conditions: serious mental illness, chronic problems with alcohol, drugs or both, or acquired immunodeficiency syndrome (AIDS) and/or related diseases

**f/u: HI to put updated Disabling Condition form on the CT BOS website and send out to providers**

**12. Project-based Rental Assistance (PRA) - Underspending Update**

* PRAs have had significant underspending because they are funded for 100% of rental assistance for the building but tenants pay rent and the project ends up not spending all of the funds.
* HUD suggested to switch PRA grants to Sponsor-based Rental Assistance (SRA). This would enable projects to overlease using scattered site units.
* Terry Nash, CHFA, raised the issue that we need to be sure that this works for the Low-income Housing Tax Credit projects and does not go against any funding agreements that are in place.

**f/u: Alice Minervino and Terry Nash to meet to check on LIHTC commitments and report back to the SC.**

**13. Standing Items – Updates as Needed**

* Opening Doors Fairfield County - tabled
* Reaching Home (RH) Campaign
* There is a restructuring process underway. RH hopes to launch new work groups in Nov and Dec. RHwill set recurring invites and will post the dates on their website.
* Federal Funding work Group
* HUD released 811 PRAc -for non-profits. There is capital funding available. due Feb 2020.
* CAN Leadership and Coordinated Entry
* The group has been talking about Race Equity Issues with CSH. They have also been reviewing quantitative data and looking at what it would take to end homelessness by 2023.
* DOH - tabled
* Strength-based Assessment Workgroup - tabled
* Collaborative for Racial Equity
* The framework has been developed for the project and the next mtg is on 10/25.
* YHDP
* HUD DC is doing site visits to CT YHDP projects.

**14. SC Meeting Schedule for 2019 – 2020 (generally 3rd Friday of each month)**

**All meetings are from 11:00 am -1:00 pm unless otherwise noted**

* November 15, 2019
* December 20, 2019 (Steering Committee and Semi-Annual Meeting)
* Tell us if there is anyone who wants to present at the meeting
* January 17, 2020
* February 28, 2020 (Note that this is the 4th Friday due to NAEH Conference)
* March 20, 2020

**All meetings (unless otherwise noted) will be held at:**

**The Connection - 100 Roscommon Drive, Suite 203 Middletown, CT**.

You can enter on the main level, and either take the stairs or the elevator to the 2nd floor. You can also park in the rear of the building, enter through the ground level and take the elevator to the 2nd floor. The entrance to The Connection is clearly marked (left at the top of the stairs, or right off the elevator and check in at the front desk)

1. [↑](#footnote-ref-1)