



## CT BOS Steering Committee Meeting Minutes

7/15/22

11:00 am – 12:30 pm

### 1. Welcome

### 2. Guidelines for BOS Meetings

- Additional language (underlined below) has been added to the following statement in the Guidelines for BOS meetings:
  - Recognize emotional tax, extra labor, and burden that Black, Indigenous, People of Color (BIPOC), **Asian Americans/Pacific Islanders (AAPI), Latino/a/x, LGBTQ+, persons with Behavioral Health issues, DV survivors, Veterans** and people with lived expertise/**experience of homelessness** face in some conversations

### 3. Introductions – *breakout in small groups*

### 4. Adopt June Steering Committee Meeting Minutes – approved by consensus

### 5. DOH Presentation of State of Connecticut - 2020-24 Consolidated Plan for Housing and Community Development – Annual Action Plan



DOH Hand Out -  
Funding

- DOH is in the process of finalizing the [annual action plan](#) for this fiscal year.
- DOH reviewed the embedded handout and invited questions/comments. Highlights include:
  - The current plan covers 6 programs – ESG, HOPWA, CDBG Small Cities, HOME, National Trust Fund and CDBG Recovery Housing Plan.
  - There are currently 4300 housing units in development using the funding sources noted above.
  - Any non-profit that is currently is receiving COVID Public Service funds and needs additional funding should reach out to DOH.
  - The Housing Trust Fund has \$50 million for projects that are not a good fit for LIHTC.
  - The Rent Bank has funding to address eviction related issues.
  - There is a DOH Pilot project with 20 RAPs working with CT Office of Early Childhood to provide vouchers to Head Start families who are in shelters and unstably housed. Moving ahead DOH anticipates providing 35 vouchers per year.

### 6. Announcements

- HUD
  - HUD Field Office (FO) is currently processing quarter 1 CoC grants. Grantees are required to provide match documentation, Unique Entity Identifier (UEI) and up-to-date Environmental Review documentation prior to execution of a grant agreement.
  - Providers who need to have their grant agreements expedited should reach out to the FO, and they will try to accommodate the request.

- HUD FO is planning an early September all Grantee HUD meeting. They will be covering conflicts of interest requirements. Send an e-mail to Alanna to add any agenda items. Joe Lindhart is handling Brooke Murphy's workload while she is out.
- The FO is currently monitoring CoC grants and has completed one so far in this cycle. They reminded grantees that budget amendments that exceed 10% must be approved via a grant agreement amendment and that failure to do so can result in funding recapture.
- The following working arrangement is now permanent for FO staff: in-office when CDC community levels are low or moderate, remote when CDC community levels are high.
- Preparing for the HUD NOFO
  - HUD Notice of Funding Opportunity (NOFO) Coming Soon! To get ready, providers can:
    - Update applicant profile in esnaps: [Applicant Profile Instructions](#)
    - Please ensure that you have at least two esnaps users in the system [Adding and Deleting esnaps users](#)
    - Providers should make sure all staff working on NOFO are registered to receive BOS emails: [Sign up for BOS e-mails](#)
    - The Unique Entity Identifier (UEI) needs to be updated in applicant profile in esnaps: [Info on UEI](#)
    - Please update Zengine contacts: [Zengine Instructions](#)
- CT BOS Renewal Evaluation Updates
  - Renewal Evaluation Scores were final on 6/23/22.
  - The Grievance Process opened 6/23 and the deadline to file a grievance was 7/8/22.
  - The Grievance Committee meets 7/22.
  - There will be responses from Grievance Committee in August.
  - There will be no Corrective Action this year. Instead, post-NOFO, HI will be touch with selected agencies with performance issues to explore if technical assistance would be helpful.
- HUD COVID-19 Waivers
  - **Grantees must request permission** from HUD regardless of previous COVID-related waiver usage – request must include:
    - Why waiver is needed; impact on helping people obtain/maintain housing if the waiver is not provided; proposed duration – cannot exceed 3/31/23; Grant number(s)
  - DOH/DMHAS subrecipients **should not submit** waiver requests to HUD. DOH and DMHAS have submitted requests covering all DMHAS and DOH CoC and ESG projects.
  - Other recipients must submit requests to [SNAPInfo@hud.gov](mailto:SNAPInfo@hud.gov), copying Alanna Kabel (CPD Director of the Hartford Field Office): [Alanna.C.Kabel@hud.gov](mailto:Alanna.C.Kabel@hud.gov)
  - Requests must be received by July 31, 2022.
  - No waiver(s) requested may be implemented unless written approval from HUD has been obtained.
  - Please be sure to maintain the approval in your project files – CT BOS will request during monitoring.

## 7. Vote – Governance Change to CT BOS Board

- The Reaching Home Coordinating Committee does not exist any longer, and a new board is needed for CT BOS. Making the Steering Committee the Board was discussed at the June Steering Committee meeting.
- **Motion:** To approve CT BOS Steering Committee as CoC Board (replacing Reaching Home Coordinating Committee) and to approve the related changes to the CT BOS Governance Charter & By-laws as detailed here: [Proposed Governance Changes -](#) Motion passes by consensus

## 8. Supplemental CoC NOFO to Address Unsheltered and Rural Homelessness

- HUD released the new NOFO to address rural and unsheltered homelessness.
  - For the Unsheltered set-aside, the CT BOS maximum award is \$17,483,860 over 3 years.
    - Eligible project types include: CoC Planning (3% of amount awarded), Permanent Supportive Housing (PSH) (cannot apply for acquisition, rehab, construction.), Rapid Rehousing (RRH), Supportive Services Only SSO (Coordinated Entry - CE or other), Homeless Management Information System (HMIS), and Joint Transitional Housing (TH)-RRH. Eligible Populations are HUD Homeless Definition Categories 1 and 4.
    - Project selection is based on the CoC application score (highest scoring CoC will be awarded all rated and ranked projects that pass threshold), and HUD will select projects in this manner until no more funds are available.
  - For the Rural set-aside, BOS maximum award: \$922,088 over 3 years – Litchfield County is the only eligible county to apply for the Rural NOFO funds, as determined by HUD.
    - Eligible project types include: PSH, RRH, SSO (CE or other), HMIS, TH-RRH
    - Eligible special activities include: short-term emergency lodging in motels or shelters (new shelter beds only); costs to use federal inventory property programs; capacity building (e.g., financial incentives to retain staff, staff education and training – up to 20% of project funds); repairs to make housing habitable (up to \$10K/structure); emergency food and clothing; up to 6 months of rent or utility arrears for qualifying households
    - Eligible Pops: HUD Homeless Definition Categories 1, 2 and 4
    - Project Selection is based on project application scores using a 100-point scale that considers: CoC Score, Project Ranking, and Serving a Structurally Disadvantaged Areas
  - Additional Information:
    - Supplemental NOFO competition is separate from and in addition to the regular CoC Competition.
    - There are initial 3-year project terms.
    - Applications will be submitted in Zengine then selected applications will be submitted in ESnap.

- The CoC must develop a plan for serving Persons Experiencing Homelessness with severe service needs - each project application must indicate how it assists in fulfilling the CoC plan.
  - The CoC must attach a letter of support for the plan and project applications signed by at least 3 members of a Work Group Comprised of Persons with Lived Experience of Homelessness (PWLEH) or an authorized representative of such a work group.
- Motion: To seek applications for funding under the Supplemental NOFO for the following:
  - Applications to be sought via RFP (unsheltered and rural): SSO- Including but not limited to Street Outreach; PSH new units and service enhancements in existing units; RRH– new units
    - Enable project applicants to apply for HMIS Budget Line Item
  - Enable the HMIS lead to apply for CoC-wide HMIS funding - only the HMIS is eligible to apply per HUD requirements; therefore, this project type will not be included in the RFP.
- Motion passed by consensus
- Next Steps: CT BOS to release RFP; Scoring Committee to review applications; Steering Committee to rank applications; TBD - Process to develop the plan for serving Persons Experiencing Homelessness with severe service needs

## **9. HUD Housing Quality Standards (HQS) Flexibility**

- HUD has determined flexibility is allowable without a waiver.
- Inspections may be conducted by a proxy (i.e., landlord, property representative, tenant, or any adult associated with the eventual tenancy of the unit) using video streaming technology. This requires a written agreement with the proxy.
- Agencies must also have written policies and procedures.
- The Recipient/subrecipient remains responsible for judgments related to unit conditions.
- HUD is developing further guidance on this topic.

## **10. Consumer Leadership Involvement Project (CLIP) Updates**

- CLIP consultants meet regularly with CSH and have been working on professional development and employment.
- CSH is recruiting new consultants for their second CLIP cohort. Anyone interested in applying can reach out to Stephanie Lazarus: [stephanie.Lazarus@csh.org](mailto:stephanie.Lazarus@csh.org)
- CLIP members have been elected to the BOS Steering Committee and participating on BOS Scoring and Grievance Committees.

## **11. Other Business**

### **12. Steering Committee Meeting Schedule**

- August 19, 2022; 11-12:30
- September 16, 2022; 11-1:00 – CT BOS Semi-annual meeting
- October 21, 2022; 11-12:30
- November 18, 2022; 11-12:30
- December 16, 2022; 11-12:30