**CT BOS Steering Committee Meeting Minutes**

**7/21/23 - 11:00 am – 12:30 pm**

1. **Welcome and Chairs Introductions**

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1. **Guidelines for BOS Meetings**
2. **Adopt June Steering Committee Minutes –** minutes adopted by consensus
3. **Announcements**

* CT BOS August Steering Committee Meeting will be held on 8/11/23 from 11 am to 12:30 pm
* There will an Equal Access Training on 8/8/23 from 10 am to12 pm.
* CCEH will be holding an HMIS in CT Visioning Session Virtual Meeting on 7/26 from 10 to 11:30 am.
* There will be a CaseWorthy Client Portal Demonstration on 7/28 from 11am to 12pm.
* The CT BOS Community Representatives introduced themselves at the meeting.

1. **Mobile Medication for Addiction Treatment (MAT) Presentation**

* See the meeting power point for details on the presentation: [July Steering Committee Meeting Slides](https://www.ctbos.org/wp-content/uploads/CT-BOS-July-SC-Meeting-Slides-PDF.pdf)

1. **CT BOS Conflict of Interest (COI)**

* BOS COI Policies
  + Conflict of Interest Policies and procedures are required by HUD. These are some highlights from CT BOS COI policy:
    - Conflicts of interest, and even the appearance of a conflict of interest, should be avoided, but are inevitable.
    - Disclose any conflict or appearance of conflict.
    - Don’t vote or make motions on any item that would create a conflict or appearance of conflict.
    - Don’t participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to an organization that you represent.
    - Don’t lobby or seek info from any other member if it would create a conflict or the appearance of a conflict.
* COI disclosure form due 8/3 - submit to ctboscoc@gmail.com
  + All Steering Committee members are required to submit the COI disclosure each year to [ctboscoc@gmail.com](mailto:ctboscoc@gmail.com)
  + Steering Committee members that have not submitted COI Forms will not be able to vote on Steering Committee.
  + [2023 CT BOS COI form](https://www.dropbox.com/s/9ok6dxzxcs37ul8/2023-CT-BOS-Conflict-of-Interest-Form.docx?dl=0)
* A discussion of questions related to the CT BOS COI policy and how COIs are managed in CT BOS was held in Breakout rooms. Participants summarized key points in the chat: [SC Meeting Chat 7.21.23](https://www.dropbox.com/scl/fi/hs3jb04ckogxa9zztlsd2/CT-BOS-Steering-Committee-Meeting-Chat.docx?rlkey=ubc3u4odmcmvh0wdv5qxgf1a4&dl=0)

1. **CoC Competition Updates**

* Highlights
  + Every year, CT BOS CoC must submit an application to HUD for existing projects to renew and to compete for new funds that are available.
  + The total estimated maximum funding available for CT BOS is $56,748,230: Tier 1: $46,721,193 (93% of Annual Renewal Demand); Tier 2: $7,033,298 (7% of Annual Renewal Demand); Domestic Violence Bonus: $1,493,739 (in addition to Tier 1 and 2 totals) and Planning Grant: $1,500,000 which is not in any Tier. Final amounts are pending release of additional information from HUD.
* What’s the same as 2022?
  + Scoring and likely application questions are very similar to 2022: System Performance (30% of Score); Coordination with & Engagement of Diverse Stakeholders (42% of Score), includes involving PLEH, advancing race equity, meeting the needs of LGBTQ+ population, use of Housing First; Evaluating and Ranking Projects (14% of score); HMIS & Point in Time Count (7% of Score); Housing & Healthcare Leveraging (7% of Score)
* What’s new in 2023?
  + This year, the percentage of funds in Tier 1 decreased from 95% to 93%. This means that more CoC funds are at risk than in previous years. The level of risk depends on score on the CoC Application. Last year, BOS CoC 2022 Application Score was 188.75/200 (94%) which was the highest score nationally.
  + Maximum annual award for Planning funds have increased by $250,000.
  + There will be points for CoC applications that are able to include the following:
    - A letter from a group of Persons with Lived Experience of Homelessness (PLEH) supporting CoC priorities for serving people with severe service needs.
    - Evidence that PLEH are involved in the development of Coordinated Entry process and that DV survivors are involved in the development of CoC-wide policies and programs.
    - Evidence that LGBTQ+ people/organizations are involved in updating anti-discrimination policies & ensure respect, privacy, safety, & access for LGBTQ+ people.
    - Application shows that all projects practice trauma-informed care and that Coordinated Entry affirmatively furthers fair housing.
* Renewal App Deadlines
  + Once HUD opens esnaps, providers will have one week to submit renewal applications in Zengine.
  + Export the application to PDF in esnaps and submit in Zengine (CT BOS grant management database): [Zengine Document Submission Instructions](https://www.ctbos.org/wp-content/uploads/2020/10/Provider-Instr-Doc-Submission-LPSQ-v5.pdf). Do not submit the application in esnaps.
  + Complete and upload all required attachments in Zengine. Housing Innovations will provide feedback and instruct on when to submit.
  + Grantees submit final renewal project application in esnaps by: Date TBD once HUD opens esnaps.
* Proposed Ranking Policy: [Proposed Ranking Policy](https://www.dropbox.com/scl/fi/8h9wpi8t6uq0gcrdyqj0j/Ranking-Policy-2023-v3.docx?rlkey=85tk54f0ztozrbgbuzfgb9kaw&dl=0)
  + HUD requires CoCs to rank projects. HUD requires that the ranking is based on project performance on system performance measures and local priorities.
  + HUD has two “Tiers” in the ranking and establishes the amount of funding in each Tier.
    - * Projects in Tier 1 ($46,721,193) are ensured funding assuming minimum HUD requirements met. 93% of the money needed to fund existing renewal projects is in Tier 1.
      * Tier 2: Projects in Tier 2 ($7,033,298) are scored on 100-point basis and compete nationally – funded in order of project scores until all CoC funds exhausted.
      * In 2023, HUD is requiring the ranking of YHDP (Youth Homelessness Demonstration Projects) projects for the first time.
* Proposed Ranking order:
  + - 1. Renewal projects that have been evaluated will be ranked in order of 2023 Evaluation Score. Projects with identical scores will be ranked based on budget from largest to smallest.
      2. Followed by renewal HMIS and Coordinated Entry projects at the bottom of Tier 1.
      3. Followed by the remaining evaluated renewal projects at the top of Tier 2.
      4. Followed by renewal projects that have not been evaluated in an order that considers the maximum advantage on the relative ranking score.
      5. Followed by new project applications braiding RRH and PSH projects starting with the highest scoring RRH or PSH application.
* Followed by the highest scoring program of the other program type, followed by the next highest scoring project in the first program type, and so on until all funds are expended.
* The ordering and final budgets for new projects will also consider the maximum advantages on the relative ranking and housing leverage scoring factors and need in the relevant CAN.
  + - 1. Followed by DV Bonus projects ranked in an order based on the project application score as determined by the Scoring Committee. *(Note that DV Bonus Projects will be funded regardless of ranking position if selected by HUD in the national DV Bonus competition.)*
  + There was discussion regarding the Ranking Policy. One participant asked if projects that are continuously underperforming are moved to the bottom of the list. It was noted that BOS seeks to preserve renewal projects since program participants are already in them and defunding them could create housing loss or instability for those participants. However, BOS has reallocated underperforming projects in the past with a plan to ensure housing stability for the participants. Additional clarifications included:
    - When determining the final budget for projects expanding to serve additional participants, the budget will be based on the total number of CoC participants in the project.
    - Renewal projects that are not evaluated include projects that have been operating for less than one full federal fiscal year and statewide infrastructure projects that cannot be readily compared to other project types e.g., HMIS and SSO-CAN. They are often already serving people and defunding them would cause major disruption, so CT BOS typically ranks them below evaluated renewals, but above new projects.
    - When determining order and final budget for new projects, data on need in each CAN is considered.

**Motion: To approve the Ranking Policy. Vote by non-conflicted members. Motion passes.**

1. **Vote -- CT BOS Code of Conduct Proposed Updates -**[**Link to Code of Conduct Proposed Updates**](https://www.dropbox.com/s/dj09e61ca9xqe2q/CodeConduct%202023%20Updates%20v1.docx?dl=0) **- tabled**
2. **211 Presentation**

* See the meeting power point for details on the presentation: [July Steering Committee Meeting Slides](https://www.ctbos.org/wp-content/uploads/CT-BOS-July-SC-Meeting-Slides-PDF.pdf)

1. **Partner Announcements - tabled**
2. **Other Business - tabled**
3. **Steering Committee Meeting Schedule**

* August 11, 2023; 11-12:30
* September 22, 2023; 11-12:30
* October 20, 2023; 11-12:30
* November 17, 2023; 11-12;30
* December 15, 2023; 11-12:30