



CT BOS Steering Committee Meeting Minutes 6/21/24 - 11:00 am – 12:30pm

1. Welcome and Chairs Introductions

[SC Participants 6.21.24](#)

2. Guidelines for BOS Meetings

- It was noted that CT BOS has received feedback that PLEH sometimes feel that their input is dismissed and asked all to recommit to listening and taking action to address ideas and concerns raised by all stakeholders.

3. Adopt May Semi-annual Meeting Minutes – approved by consensus

4. Announcements

- Post Steering Committee Meeting Q & A
 - Anyone who has questions or concerns is invited to stay on at the end of each meeting.
- Equal Access Training will be held on 7/10/24 from 10-11:30 a.m..
- 2024 HUD CoC Competition – Steps providers can take to prepare & process improvements planned by the CT BOS team in response to feedback:
 - Providers should update applicant profiles in E-snaps: [Applicant Profile Instructions](#)
 - Providers should ensure that there are at least two users in the E-snaps system and that those users are trained in and familiar with the system – HUD Guidance on adding E-Snaps users: [When another staff member has access to org's account](#); [When no one has access to org's account](#); Other E-Snaps resources: [e-snaps 101 Toolkit](#); [e-snaps 201 Toolkit](#)
 - All staff working on CoC Project Applications should receive CT BOS emails: [Sign up for BOS e-mails](#). To ensure timely communication with the CT BOS team, please also verify that Zengine contacts are up to date: [Zengine Instructions](#)
 - Once Grant Inventory Worksheet (GIW) is released, providers should review immediately.
 - CT BOS appreciates feedback and has incorporated provider feedback from last year's competition in the 2024 CoC Competition plan including: giving providers due dates as soon as possible once NOFO is released; providing a NOFO basic fact sheet; holding a renewal evaluation webinar and office hours; holding new project application office hours; providing feedback to new project applicants upon notice that the application has been accepted for inclusion in the final application that will be submitted to HUD and ensuring that communication with new project applicants is streamlined.

5. Hartford Action Plan Presentation

- Sheryl Horowitz, Director, Office of Central Grants Administration, Dept of Management, Budget, Grants & Revenue, City of Hartford, presented on Hartford's Annual Action Plan. The Plan includes funding priorities for these U.S. Department of Housing and Urban Development (HUD) programs: Community Development Block Grant (CDBG), Housing Opportunities for People with AIDS (HOPWA), HOME Investment Partnership (HOME), and

Emergency Solutions Grant (ESG).

- Members of the public are invited to review and comment on the Plan: [Draft Plan and public notice](#)
- Comments are due 7/12/24 to: sybelle.moise@hartford.gov -please copy Noelia.ortiz@hartford.gov.

6. Proposed Street Outreach Renewal Evaluation Measures

- CT CAN End Homelessness Outreach Work Group met to discuss measures. A work group of providers, persons with lived experience of homelessness, and DMHAS representatives met with a HUD Technical Assistance (TA) provider to draft measures. DMHAS also included measures in their recently awarded outreach contracts. CT BOS created this [Street Outreach Measures Crosswalk](#) to show the commonalities and differences across the two sets of measures.
- CT BOS reviewed both sets of measures and developed a proposal for criteria to be used to evaluate CT BOS funded Street Outreach projects. The proposed criteria are below - note that targets indicated by "X" will be determined once baseline performance (from 10/1/23-9/30/24) is assessed.
 - Exits:
 - X% of participants who exit the SO project exit to a permanent housing destination
 - X% of participants exit the SO project to shelter or other positive destination
 - Income:
 - X% of adult participants increase cash income from any source from project entry to exit/assessment
 - Spending on HUD grant:
 - Projects between \$250k and \$2million: Spend 90% and leave < \$50k unspent
 - Projects under \$250k: Spend 85%
 - Utilization: 90% Utilization - based on quarterly household APR PIT count
 - Consumer/Participant Surveys: 35% Survey Response Rate
 - Rate of Return (RoR) to homelessness among BIPOC households is less than or equal to the RoR for White households

For additional details regarding these criteria, see the document linked above.
- The measures will be voted on by non-conflicted Steering Committee members at the next Steering Committee meeting on 7/19.
- It was noted that some providers may be struggling to complete their APRs. Nutmeg reported that their Help Desk staff are able to offer whatever level of support is needed to assist providers to troubleshoot any APR issues and submit APR data to HUD.

7. CT CAN End Homelessness Updates

- Amber Freeman, Director of Training, TA, and Community Impact, CT Coalition to End Homelessness (CCEH) provided an update on CT CAN End Homelessness, which is moving towards a collective impact model with CCEH as the backbone organization.
- Amber explained the committee and leadership structure, reviewed results from a stakeholder survey, and discussed actions being taken in response to stakeholder feedback. The effort will re-launch in September to better incorporate feedback.

- The newly formed CAN Leadership group meets in New Haven monthly and will take over the role of the System Operations work group. The next meeting is 8/2, 10 a.m. to 12 p.m.
- All meetings are open to anyone. There will be legislative listening sessions through September.
- They are working on appointing representatives to serve on the CT BOS Steering Committee.
- For more information or to get added to an email distribution list, contact Amber at: afreeman@cceh.org

8. Proposed 2025 Renewal Evaluation Performance Criteria

- Each year the CT BOS Steering Committee reviews and votes on Renewal Evaluation criteria used to evaluate and rank in the CoC Competition Transitional Housing (TH), Rapid Rehousing (RRH), Permanent Supportive Housing (PSH), and Supportive Services Only (SSO) projects funded by the CoC.
- CT BOS convened a work group with representatives from each CAN to give input into the proposed 2025 criteria. The group proposed adding new criteria and adjusting some performance benchmarks and their input was incorporated into the proposal to the Steering Committee..
- The Steering Committee reviewed the [Draft 2025 BOS Renewal Evaluation Criteria](#), and non-conflicted voters will vote on the criteria at the 7/19/24 Steering Committee meeting.
- Proposed new criteria:
 - Occupancy/Utilization based on quarterly unit utilization using project entry date; performance benchmark: 90%;
 - and APR submission for last operating year – performance benchmark: submitted on time.
- Proposed adjustments to how criteria are measured:
 - “Participants in Permanent Housing (PH) remaining in PH or exiting to PH” to be evaluated only for participants with a move-in date.
- Proposed adjustments to benchmarks:
 - PSH: Percentage of participants who remain or exit to PH – reduced to 90%;
 - RRH & TH: Percentage of leavers who exited to permanent housing- reduced to 90%;
 - Zengine Contacts- 2 points deducted for not confirming- reduced to every 6 months;
 - Adults with NON-CASH benefits excluding health insurance – reduced to 80%;
 - Percentage of adults who increased ANY CASH INCOME from entry to exit/follow-up now scored– PSH/TH: set at 50%; RRH: set at 25% (not scored in 2024)

9. Break-out Rooms

- Steering Committee members discussed the following questions:
 - We have been doing these breakout discussions for a while now. Should we continue doing them? If so, are there suggestions for topics?
 - [Feedback from Break-out Rooms](#)

10. Youth Community Representatives Discussion

- Applicants applied for one vacant Youth seat – one applicant is 16 or 17 years old. There was discussion around a minimum age requirement. It was noted that perhaps youth under

18 could serve as long as they would not miss school. It was decided that BOS should reach out to the applicant to better understand their situation.

f/u: HI to reach out to the applicant and report back at the next Steering Committee.

- The current Youth CR has missed the last 8 Steering Committee meetings. Extensive outreach has been conducted to contact the rep. A proposal was presented to remove the representative so that someone new could fill that spot.
- **Motion: To remove the Youth Representative from the Steering Committee. Motion passes.**
- **F/u: HI to thank the Rep for her service, notify her of the decision, and invite her to reconnect at any time.**
- Steering Committee to consider applications and vote at an upcoming meeting.

11. Partner Announcements

- It was reported that the CCEH Annual Training Institute (ATI) was successful with approximately 600 participants.

12. Other Business - none

13. Steering Committee Meeting Schedule

- July 19, 2024; 11-12:30
- August 16, 2024; 11-12:30
- September 20, 2024; 11-12:30
- October 18, 2024; 11-12:30
- November 15, 2024; 11-12:30
- December 20, 2024; 11-12:30