March 2013 Steering Committee Meeting

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AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes:
   a) November 5, 2012 CoC Steering Committee Work Session
   b) November 8, 2012 CoC Steering Committee Meeting
   c) November 28, 2012 CoC Steering Committee Special Meeting
   d) December 13, 2012 CoC Steering Committee Meeting
   e) January 4, 2013 CoC Steering Committee Teleconference Meeting
   f) January 10, 2013 CoC Steering Committee Meeting
   g) February 14, 2013 CoC Steering Committee Meeting

IV. Lead Agency Report
   a) HUD Mandated Activities
      • 2012 CoC Grants
   b) HUD TA Activities
      • Coordinated Access
      • Program Models
      • Performance Measurements
      • System Mapping
   c) Additional CoC Activities
      • Strategic Planning Guide Tool
      • 100,000 Homes Campaign Update
   d) Informational Updates
      • Federal Funding for FY 2013 McKinney-Vento Homeless Assistance Grants

V. Old Business
   a) Review of final edits to MOU between CoC and Coalition for the Homeless. Approved at February CoC Steering Committee Meeting. For information only. No further action needed.
VI. New Business
   a) Approve Dr. Laura Marsh, Executive Director, Mental Health Care Line, Michael E. DeBakey VA Medical Center to the CoC Steering Committee as a Public Agency Representative.  
      (Resolution No. 1)

   b) Preview of 2013 Work Plan from Coalition for the Homeless.

   c) Approval of Incentive Program for Coordinated Access. Bonus Points to be added to 2013 NOFA Scoring Tool.  (Resolution No. 2)

   d) Review of Program Models Draft and Authorization for Work Groups to complete the necessary work.

VII. Public Comments

VIII. Adjournment

2012-2013 CoC Action Plan
1. Create a new service delivery model that allows services to be provided in-home or in close proximity to housing throughout the Houston, Harris County and Fort Bend County region by December 2013.
2. Create 2500 Permanent Supportive Housing Units targeted to the chronically homeless and frequent users of services by December 2015.
3. Rebalance the homeless response system based on need (as determined by data analysis) primarily through the reallocation and alignment of funding resources by December 2015.
4. Create and implement a coordinated assessment and triage system to connect people experiencing or at-risk of homelessness to the most appropriate housing model based on the agreed upon definitions and target criteria by 2014.
5. Implement a Change Management Process to minimize the change impacts and avoid distractions.

Next Steering Committee Meeting
Thursday, April 11, 2013
3:30 pm
MHMRA Conference Center
7033 Southwest Freeway
Present: Daphne Lemelle (Harris County), Tory Gunsolley (Houston Housing Authority), Tom McCasland (Harris County Housing Authority), Neal Rackleff (COH), Keith Bynam (COH), Stephen Williams (CFTH), Marilyn Brown (Lead Agency Staff), Curtis Wilson, (Lead Agency Staff), and Mandy Chapman Semple (CSH)

A work session was held with the government funders of the Continuum of Care (CoC) Steering Committee November 5, 2012 at the City of Houston Department of Housing and Community Development located at 601 Sawyer.

Review Preliminary Assumptions
- The group reviewed the United States Interagency Council on Homeless (USICH) Federal Strategic Plan Goals. After setting the specific date of December 31, 2015 as the goal, the group agreed to recommend these to the CoC Steering Committee for approval in order to align with the USICH and the federal government.
  - Finish the job of ending chronic homelessness by 2015
  - Prevent and end homelessness among Veterans by 2015
  - Prevent and end homelessness for families, youth and children by 2010
  - Set a path to prevent and end all types of homelessness

- After reviewing the presented Objectives, they renamed them Houston/Harris County CoC Goals and agreed to recommend these as written to the CoC Steering Committee for approval.
  - Create a comprehensive homeless response system that moves persons who are homeless to permanent housing within 30 days.
  - Create a safety net of supportive services and resources to ensure long-term housing stability for the formerly homeless and to effectively prevent future homeless episodes (recidivism).
  - Integrate homelessness prevention and diversion efforts into the broader homeless response system to improve targeting and ensure persons at-risk of homelessness remain stably housed.

- The group reviewed the recommended strategies as developed from the Charrette held in August. They agreed to recommend these as written to the CoC Steering Committee for approval.
  1. **Create a new service delivery model** that allows services to be provided in-home or in close proximity to housing throughout the Houston, Harris County, and Fort Bend County region by December 2013.
  2. **Create 2500 Permanent Supportive Housing Units** (on-line or in pipeline) targeted to the chronically homeless and frequent users of services by December 2015.
  3. **Rebalance the homeless response system** based on need (as determined by data analysis) primarily through the reallocation and alignment of funding resources by December 2015.
  4. **Create and implement a coordinated intake**, assessment, and triage system to connect people experiencing or at-risk of homelessness to the most appropriate housing model based on the agreed upon definitions and target criteria by 2014.
5. **Implement a Change Management Process** to minimize the change impacts and avoid distractions over the next five years.

- The group asked that the HEARTH Act Performance Measures be added to the list as well.
  - Reduce the number of people who become homeless
  - Reduce the average length of time persons are homeless
  - Reduce returns to homelessness
  - Increase the access/coverage to reach persons who are homeless
  - Increase job and income growth

### Next Steps for 2012 -2013 Action Plan

- Discussion was held as to selecting a lead person or organization for each of the five strategy areas in the Action Plan.
  1. **Create a new service delivery model** that allows services to be provided in-home or in close proximity to housing throughout the Houston, Harris County, and Fort Bend County region by December 2013.
     - Subcommittee – Stephen Williams, Daphne Lemelle, Thao Costis, Barbara Dawson along with HUD TA
  2. **Create 2500 Permanent Supportive Housing Units** (on-line or in pipeline) targeted to the chronically homeless and frequent users of services by December 2015.
     - Subcommittee – Neal Rackleff, Daphne Lemelle, Tom McCasland and Tory Gunsolley
  3. **Rebalance the homeless response system** based on need (as determined by data analysis) primarily through the reallocation and alignment of funding resources by December 2015.
     - Subcommittee – Government and Private Funders
  4. **Create and implement a coordinated intake, assessment, and triage system** to connect people experiencing or at-risk of homelessness to the most appropriate housing model based on the agreed upon definitions and target criteria by 2014.
     - Subcommittee – Coalition for the Homeless to take the lead
  5. **Implement a Change Management Process** to minimize the change impacts and avoid distractions over the next five years.
     - Subcommittee – Coalition for the Homeless to take the lead

### What Other Information in needed in Order to Get Started?

- 2011 Point In Time (showing numbers for chronic, veteran and families)
- 2012 Point In Time (showing numbers for chronic, veteran and families)
- HMIS
- Proportionally Speaking – number of homeless to population
- Housing Inventory Chart (HIC) numbers for 2011 and 2012
- HUD Definition of Chronic Homelessness
- List of who is using HMIS
- Profile of Fort Bend numbers
• H.E.A.R.T.H. Act Performance Measures
Continuum of Care
Steering Committee Meeting
November 8, 2012

Minutes

Present: Daphne Lemelle (Harris County), Tory Gunsolley (Houston Housing Authority), Tom McCasland (Harris County Housing Authority), Thao Costis (Provider Rep), Rebecca Landes (Provider Rep), Keith Bynam (representing Neal Rackleff of COH), Barbara Dawson (MHMRA), Stephen Williams (CFTH), Celene Meyer (Funders Together), Marilynn Kindell (Fort Bend County), Donna Herron (Consumer Rep), and Marilyn Brown (Lead Agency Staff)

Absent: Rebekah Kennedy (City of Pasadena HCD)

Guests: Mandy Chapman Semple (CSH)

The meeting of the Continuum of Care (CoC) Steering Committee was held on November 8, 2012 at the MHMRA Conference Center located at 7033 Southwest Freeway pursuant to proper notification of all steering committee members.

Welcome and Introductions

Brown called the meeting to order at 3:30 pm. She asked each member to review the roster of members that was in their packets and make any corrections necessary. Minutes from the September and October Steering Committee meetings were reviewed. Upon motion duly made (Lemelle) and seconded (Williams), and unanimously accepted, the minutes of the September 13, 2012 meeting were approved. Upon motion duty made (Gunsolley) and seconded (Dawson), and unanimously accepted, the minutes of the October 11, 2012 meeting were approved.

Election of Officers

The Nominating Committee presented the following slate of officers for consideration:

Chairman – Tory Gunsolley
Vice Chair – Daphne Lemelle
Secretary – Celene Meyer

Following a vote by paper ballot, the slate was approved as presented and the officers became effective immediately.

Gunsolley asked if others wanted to serve on the Nominating Committee so that the remaining Steering Committee seats still needed to be filled. There we no volunteers at that time.

2012 -2013 Action Plan

Gunsolley presented the 2012 -2013 Action Plan as developed from the outcomes of the Charrette Community process held in August and recommended that the Houston/Harris County CoC adopt the United States Interagency Council on Homelessness (USICH) Federal Strategic Plan Goals with one edit (shown in italics below). They are:

- Finish the job of ending chronic homelessness by 2015
- Prevent and end homelessness among Veterans by 2015
- Prevent and end homelessness for families, youth and children by 2010
- Set a path to prevent and end all types of homelessness

Costis moved that this goals be accepted. Herron seconded. After a brief discussion, the motion was unanimously approved.

Gunsolley reported on the November 2nd work session per the 2012-2013 Action Plan. The work group proposed that 2500 units of permanent supportive housing units targeted to the chronically homeless and frequent users of services could be completed or in the pipeline by December 2015.

Data comparisons from the 2011 and 2012 PIT as well as a comparison of the 2011 and 2012 Housing Inventory Chart (HIC) were made available to the Steering Committee. PIT data included the numbers of sheltered and unsheltered chronically homeless, veterans, and families. The HICs showed the availability of housing and the utilization of beds on the PIT night in 2011 and 2012.

**HMIS Presentation**

Erol Fetahagic, HMIS Administrator at the Coalition for the Homeless, reported that in response to the study done by Abt Associates as part of the HUD TA work which recommended that an HMIS Support Committee be created to review and make recommendations on behalf of HMIS, this Support Committee has been created. Fetahagic presented the functions of the Support Committee, an overview of its structure and bylaws as well as a list of the members. This Support Committee was ratified by a motion made by Dawson and seconded by Herron and approved unanimously by the Steering Committee.

Fetahagic then, on behalf of the HMIS Support Committee, presented an HMIS Data Quality Plan for consideration by the Steering Committee. The Data Quality Plan focuses on three areas:

- Timelessness of data entry
- Completeness of data entered
- Accuracy of data entered

Fetahagic then, on behalf of the HMIS Support Committee, presented an HMIS Privacy Plan. Fetahagic asked the Steering Committee to review both these documents prior to the December Steering Committee meeting so that he could present them at that time for approval.

**CoC Regulations**

Gary Grier, Director of Community Initiatives for the Coalition for the Homeless, and Whitney Fleming, Manager of Systems Management for the Coalition for the Homeless presented recommendations that had been generated from the Coordinating Council to be made on behalf of the CoC to the interim CoC Regulations. Dawson made a motion to approve and submit these recommendations as presented. Williams seconded. The motion passed unanimously.

**Performance Measurement**

Pam Wyatt, CoC Grant Director for the Coalition for the Homeless, presented for information only the draft of the evaluation instrument to be used with all CoC grant recipients. It was stated that this tool would not have any effect
on grant renewals until the 2013 NOFA period. Wyatt requested that the Steering Committee review this tool so that it could be approved at the December Steering Committee meeting.

**Other Related CoC Activities/Other Business?**

- Brown referred the committee members to the written update on the HUD TA activity to date and CoC Work Group Updates.
- Gunsolley reported that conversations have been held with the 100,000 Homes Campaign about Houston’s participation. These conversations will continue.
- Gunsolley reported that the VA has made available up to $1 million for a Veteran CRC which would provide serve as a one stop shop for veterans requiring assistance.

**Public Comment Period**

The public was then invited to make comments.

- In response to the question of what does HMIS stand for, the answer was provided that it stood for the Homeless Information Management System.
- The Steering Committee was asked whether the Mayor’s Homeless Coordinator had yet been appointed. Bynam responded that negotiations were underway with an announcement coming soon.

**Adjournment**

Following the public comment period, Herron made a motion and Dawson seconded that the meeting be adjourned. The motion passed unanimously.

Respectfully Submitted,               Approved,

Celene Meyer, Secretary               Tory Gunsolley, Chairman

____________________

Date
Continuum of Care
Steering Committee Meeting

November 28, 2012

Minutes

Present: Daphne Lemelle (Harris County), Tory Gunsolley (Houston Housing Authority), Thao Costis (Provider Rep), Rebecca Landes (Provider Rep), Keith Bynam (representing Neal Rackleff of COH), Barbara Dawson (MHMRA), Stephen Williams (CFTH), Celene Meyer (Funders Together), and Marilyn Brown (Lead Agency Staff)

Absent: Donna Herron (Consumer Rep), Marilynn Kindell (Fort Bend County), Rebekah Kennedy (City of Pasadena HCD), Tom McCasland (Harris County Housing Authority),

The specially called meeting of the Continuum of Care (CoC) Steering Committee was held on November 28, 2012 at the Harris County Department of Education located at 6300 Irvington Blvd., Room 501 pursuant to proper notification of all steering committee members.

Welcome and Introductions

Gunsolley called the meeting to order at 3:34 pm.

Interim Conflict of Interest Procedure

Bynam reviewed the procedure proposed to be included in the bylaws. The definition of a conflict is if the agency which the member represents will gain, there is a conflict. That member should notify the Steering Committee of the conflict by show of the Conflict of Interest card and abstain from voting.

A measure will pass of a majority of the members eligible to vote approve the action.

2012 CoC Funding Competition

Pam Wyatt, Director of CoC Grant for the Coalition for the Homeless, gave an overview of the 2012 CoC Grant Competition for which the Notice of Funding Availability was announced on November 9, 2012. HUD announced that due to budget reductions, each CoC’s funding was being reduced by 3.5%. Therefore, CoCs were being asked to determine a ranking order for renewals and new project submission using a two Tier ranking system. The amount designated for the Houston/Harris County Tier 1 is $22,556,723. This is 3.5% less than the amount needed to fully fund all renewals. If available, Tier 2 money would include the replacement for the 3.5% reduction ($818,120), the amount set aside for the CoC planning grant ($250,000) and a permanent housing bonus ($2,205,929) which totals $3,274,049.

With the knowledge that there would not be enough money to fully renew all existing grants, a discussion was held on how to proceed including comments from the public. It was stated that in addition to the ranking order chosen by the CoC, HUD has the right to change the ranking of the projects once the grant is submitted to them.

Williams moved to approve a ranking strategy. Bynam seconded. The motion carried.
Wyatt reviewed the timeline for the CoC grant competition with the deadline for submission being Friday, January 18, 2-13.

**Project Scoring and Ranking**

Wyatt reported that a Strategy Committee had met and prepared recommendations per the 2012 CoC NOFA strategies.

Wyatt and Whitney Patterson, Manager of Systems Management for the Coalition for the Homeless, presented the recommendations of the Strategy Committee.

Renewal Projects – A ranking instrument was recommended for use for all renewal projects.

Bynam moved and Meyer seconded that the ranking instrument be adopted. The motion carried.

New Projects – On behalf of the Strategy Committee, it was recommended that there be two new project competitions with separate criteria for those applying for permanent housing bonus money and those applying for any reallocated funds that may be available.

- Permanent Housing Bonus Criteria – must be designated for 100% chronically homeless
- Permanent Housing Reallocated Funding Criteria – must be designated for chronically homeless OR substance abuse diagnosis OR mental health diagnosis OR co-occurring diagnoses.

Finally, it was presented that bonus points would be given to new projects that designated the following audiences for services – domestic violence victims, households with children and recently released persons who had been homeless upon incarceration.

A new project scoring sheet was recommended for use on all new projects.

Costis moved and Bynam seconded that the new project strategy be adopted as presented and that the new project scoring sheet be approved as presented. The motion carried.

**HMIS and CoC Planning Grants**

The Strategy Committee, as presented by Patterson, then recommended that the HMIS grants and the CoC Planning grant be prioritized at the top of Tier 1 since this is the sole CoC funding source for HMIS and CoC Lead Agency functions.

Bynam moved and Costis seconded approval of the recommendation for HMIS and CoC Planning grants as presented. The motion carried with Williams abstaining due to a conflict of interest.

**Funding**

The Strategy Committee, as presented by Patterson, recommended that an across the board 3.5% cut be implemented.

After much discussion including comments from the public, this recommendation was put on hold until the December meeting. The Steering Committee asked the lead agency to research other options for present at that time for consideration.
The Strategy Committee, as presented by Patterson, recommended that each project’s administrative budget be capped at 7%. This is an increase from the current 5% cap but lower than the HUD allowable 10% rate. This recommendation was made based on the incentive offered by HUD giving of more points on the entire application if implemented.

Dawson made a motion which was seconded by Bynam to approve the recommended administrative budget cap of 7% per project. The motion carried.

Adjournment

The meeting was adjourned at 5:05 pm.

Respectfully Submitted,                      Approved,

________________________    __________________ _________
Celene Meyer, Secretary    Tory Gunsolley, Chairman

Date
The meeting of the Continuum of Care (CoC) Steering Committee was held on December 13, 2012 at the MHMRA Conference Center located at 7033 Southwest Freeway pursuant to proper notification of all steering committee members.

Welcome and Introductions

Gunsolley called the meeting to order at 3:33 pm.

2012 CoC Funding Competition

Brown gave an overview of the competition process to date with a timeline for the next steps. She reviewed the decisions made by the Steering Committee at the Special Meeting called on November 28, 2012. She stated that today was the deadline for all renewal projects to submit their applications. New project submission is set for Friday, December 21st. She highlighted the actions needed by the Steering Committee between today and the end of the competition.

Brown reported that as in past years, each project submitting either a renewal or a new project application will pay an application fee of .0065% of the total requested amount. For any project, new or renewal, that is not funding, a refund of -004% is given to the submitting agency.

Brown then presented the grievance process used historically. With the formation of the CoC Steering Committee, adjustments were suggested for this process. Lemelle made a motion to approve the grievance process as amended. Bynam seconded. The motion carried.

Ranking and Deficit Funding Options

Brown then presented ranking options to determine Tier 1 and Tier 2 project submittal including the HUD selection criteria for the two tiers. Option 1 was to prioritize all renewals into Tier 1 along with the HMIS and CoC Planning grant. Option 2 was to intermingle renewal and new projects and rank by score, drawing the line when Tier 1 money was reached. Discussion was held on these options.

The Steering Committee further reiterated their decision to rank the CoC Planning grant first in Tier 1 and the HMIS grants as numbers 2, 3 and 4. Finally, the Steering Committee agreed that if and budget reduction is
required, those projects that had deobligated funds in previous years would be reduced to the extent necessary to meet the Tier 1 and Tier 2 target amounts. If further reduction is needed, then all projects would be reduced equally across the board.

Bynam made a motion to accept Option 2 – Rank Based on Score with No Distinction between Renewals and New Projects and to accept the additional ranking and deficit funding decisions made. Costis seconded. The motion carried.

**Public Comment Period**

The public was then invited to make comments.

**Adjournment**

Dawson made a motion and Bynam seconded that the meeting be adjourned. The motion carried. The meeting was adjourned at 5:24 pm.

Respectfully Submitted,                     Approved,

________________________________________  __________________________
Celene Meyer, Secretary                     Tory Gunsolley, Chairman

________________________________________
Date
Continuum of Care  
Steering Committee  

Special Teleconference Meeting  
January 4, 2013  

Minutes  

Present: Thao Costis (Provider Rep), Barbara Dawson (MHMRA), Tory Gunsolley (Houston Housing Authority), Marilyn Kindell (Fort Bend County), Rebecca Landes (Provider Rep), Daphne Lemelle (Harris County), Tom McCasland (Harris County Housing Authority), Celene Meyer (Funders Together), Keith Bynam (representing Neal Rackleff of COH), Stephen Williams (CFTH), and Marilyn Brown (Lead Agency Staff)  

Absent: Donna Herron (Consumer Rep), Rebekah Kennedy (City of Pasadena HCD),  

A Special Teleconference Meeting of the Continuum of Care (CoC) Steering Committee was held on January 4, 2013 pursuant to proper notification of all Steering Committee members. The purpose of the teleconference was to discuss the 2012 CoC Funding process and governance role of the CoC Steering Committee.  

2012 CoC Funding Competition  

The members had been previously sent the results of the ranking order using the agreed upon option of intermingling renewal and new projects. An unanticipated result was the lack of priority given to permanent housing which supports the federal priorities which had been adopted by the Houston/Harris County CoC at an earlier meeting.  

Much discussion was held on how best to honor the priority of permanent housing within the agreed upon ranking option.  

The following criteria were recommended.  

1. The CoC Planning Grant and the HMIS grants were automatically ranked numbers 1 - 4.  
2. All other projects were scored using the Ranking Tool.  
3. New and renewal projects were intermingled and ranked according to score.  
4. Any projects with scores of 75 or below were automatically ranked in Tier 2.  
5. Of those projects receiving a score of above 75, those that are Permanent Housing were prioritized and ranked in decreasing order by score.  
6. Once all Permanent Housing projects were ranked, the Supportive Services Only and Transitional Housing projects were then ranked according to score.  
7. Because no project can fall partly in Tier 1 and partly in Tier 2, an adjustment would be made so that the full amount of the project ranked as 53 would be funded. Therefore, projects which had deobligated funds during the FY 2009 year that ranked higher than #53 were required to reduce their budgets on a pro rata basis. This assures that the full Tier 1 money is being applied for.  
6. HUD has set the following priorities for how it will fund projects in Tier 2 should money be available:  
   A. Renewal Projects  
   B. New Projects Created through Reallocation  
   C. CoC Planning Costs  
   D. New SSO Projects for Centralized or Coordinated Assessment Systems Created with available Preliminary Pro Rata Need (PPRN)  
   E. New Permanent Housing Bonus Projects
F. New Permanent Housing Projects  
G. New HMIS Projects  
H. New Transitional Housing Projects  
I. New Supportive Services Only Projects

Bynam made a motion to accept the ranking criteria as presented. Meyer seconded. The motion carried.

Adjournment

The teleconference meeting was adjourned.

Respectfully Submitted,  
Approved,

________________________    __________________ _________  
Celene Meyer, Secretary    Tory Gunsolley, Chairman

_____________________
Date
Continuum of Care  
Steering Committee Meeting  
January 10, 2013  

Minutes

Present:  Thao Costis (Provider Rep), Barbara Dawson (MHMRA), Tory Gunsolley (Houston Housing Authority), Donna Herron by phone (Consumer Rep), Marilynn Kindell (Fort Bend County), Rebecca Landes (Provider Rep), Daphne Lemelle (Harris County), Tom McCasland (Harris County Housing Authority), Celene Meyer (Funders Together), Keith Bynam (representing Neal Rackleff of COH), and Marilyn Brown (Lead Agency Staff)

Absent:  Rebekah Kennedy (City of Pasadena HCD), and Stephen Williams (CFTH),

The meeting of the Continuum of Care (CoC) Steering Committee was held on January 10, 2013 at the MHMRA Conference Center located at 7033 Southwest Freeway pursuant to proper notification of all steering committee members.

Welcome and Introductions

Gunsolley called the meeting to order at 3:37 pm.

HMIS Data Quality Standards Approval Process

Erol Fetahagic, HMIS Administrator for the Coalition for the Homeless, reviewed the HMIS Data Quality Standards that had been presented to the Steering Committee in November. After answering questions, he made the recommendation that the Data Quality Standards be approved as presented. Dawson made the motion. Landes seconded it. The motion carried.

2012 CoC Funding Competition

Pam Wyatt, CoC Grant Director for the Coalition for the Homeless and Brown gave an overview of the competition process to date.

Brown stated that the NOFA required a Declaration by the governing body was required authorizing which agency could apply for the Planning grant and who was the authorized person to sign the application.

Brown asked the CoC Steering Committee to approve that the Coalition for the Homeless as the lead agency be the applicant for the CoC Planning grant and that Brown be authorized to sign the application on behalf of the Houston/Harris County CoC. Costis made the motion. Meyer seconded it. The motion carried.

It was agreed that the MOU between the CoC Steering Committee and the Coalition reflect this decision and give detail to how the planning grant would be spent.

Wyatt reviewed the Exhibit 1 portion of the application. It is still being completed with the final draft to be ready by Tuesday, January 15th. An electronic version of the final draft will be sent to the CoC Steering Committee at that time. She asked that any edits or comments be emailed to her asap. The deadline for submission is 7:59:59 (Eastern) Friday, January 18, 2013. Dawson requested that the exhibit be completed earlier next year in order to provide more time for review.
Brown reviewed the final ranking order criteria and announced that it had been sent to all agencies by email on Monday, January 7, 2013. Several agencies had grieved their placement in Tier 2. The grievance process established was directed toward responding to grievances per the scores and not the ranking order. Gunsolley agreed to allow those grieving their ranking order who were in attendance to make a presentation to the committee during the Public Comment Period. He read aloud the grievance form submitted by any agency not present.

Public Comment Period

The following agencies grieved their rank in Tier 2.

- Bay Area Homeless Services
- Santa Maria Hostel
- Covenant House
- Star of Hope
- Career and Recovery Resources
- Harris County Community Services Department

Gunsolley stated that the question before the Steering Committee was “Whether or not based on public comment, this body can determine whether they want to change the ranking order.” At that time, there was no longer a quorum so no decision could be made. Gunsolley stated that the committee had heard the grievances and would continue to talk about them in reference to the stated question.

A call was held on Wednesday, January 16, 2013 by the Steering Committee during which it was agreed that no changes would be made to the ranking order.

Adjournment

Costis made a motion to adjourn. Meyer seconded it. The motion carried and the meeting was adjourned.

Respectfully Submitted,                           Approved,

________________________                           ____________________________
Celene Meyer, Secretary                       Tory Gunsolley, Chairman

_______________________
Date
Continuum of Care
Steering Committee Meeting
February 14, 2013
Minutes

Present: Thao Costis (Provider Rep), Barbara Dawson (MHMRA), Tory Gunsolley (Houston Housing Authority), Donna Herron Consumer Rep), Marilynn Kindell (Fort Bend County), Daphne Lemelle (Harris County), Tom McCasland (Harris County Housing Authority), Neal Rackleff (COH), Stephen Williams (CFTH), and Marilyn Brown (Lead Agency Staff)

Absent: Rebekah Kennedy (City of Pasadena HCD), Rebecca Landes (Provider Rep), and Celene Meyer (Funders Together),

Guest: Keith Bynam (COH)

The meeting of the Continuum of Care (CoC) Steering Committee was held on February 14, 2013 at the MHMRA Conference Center located at 7033 Southwest Freeway pursuant to proper notification of all steering committee members.

Welcome and Introductions

Gunsolley called the meeting to order at 3:34 pm. He opened with comments about the March 1st sequestration strategy of the federal government. Gunsolley reported that he had listened to the most recent hearing on this and that if implemented, the Houston/Harris County CoC would lose an additional $1.25 million in CoC grant money.

Gunsolley posed the question, What is the CoC? and suggested that it should be proactive in what it does. He suggested that, now that the NOFA period has ended, the CoC Steering Committee move forward on establishing the committees and subgroups in order to add value to all that has happened. One area of extreme importance is to have the Nominations Committee recommend members to fill the final open seats on the Steering Committee.

Organizational Items

Brown reviewed the proposed MOU between the CoC and the Coalition for the Homeless as the Lead Agency. Following a discussion with some suggested edits made to the document, Dawson made a motion to approve the MOU. Lemelle seconded the motion. The motion carried.

Ron Jeffers, CFO at the Coalition and Erol Fetahagic, HMIS Administrator at the Coalition, made a request that the CoC Steering Committee approve the HMIS user fees of $500 for agencies with more than two users and $250 for agencies with the minimum required two users.

Discussion was held to this which also included an explanation of the 4% program fee charged to all programs funded by the TDHCA ESG program. Brown explained that unlike the city and county, the state did not allow the Coalition to apply directly for HMIS funding. Therefore, based on the formula used in the CoC grant (approximately 4% of the total CoC funding for the Houston/Harris County area is granted for HMIS), each TDHCA funded ESG program is asked to include 4% in their grant to pay for HMIS services. The Steering Committee asked that a more thorough explanation of HMIS funding be presented at the March meeting.
Dawson moved that the user fee of $500/$250 be approved. Costis seconded. The motion carried.

Gary Grier, Director of Community Initiatives at the Coalition for the Homeless, then joined Jeffers for a presentation on the membership fee charged to members of the Coordinating Council. This fee is based on agency budget. Those agencies with an annual budget of less than $250,000 are charged $150. Agencies with budgets greater than $250,000 are charged $300 annually.

Costis made a motion which was seconded by Lemelle to approve this fee. Following discussion, Costis withdrew her motion.

Rackleff made a motion which was seconded by McCasland to deny this fee. This motion carried.

**TDHCA ESG Certification Process**

Brown and Kelly Opot, Harris County Department of Community Services, then made a presentation on the CoC Certification process required in the current TDHCA ESG grant application. Brown reviewed the program purpose, the amount of ESG funding the state allocated for the Houston/Harris County CoC and the eligible activities established by the state.

Opot then gave an overview of the process used prior to the establishment of the CoC Steering Committee to set the CoC priorities and ESG program standards. She stated that the local entitlement districts – City of Houston, Harris County, City of Pasadena and Fort Bend County – had all met and agreed upon a common set of priorities and program standards for their ESG grants. These have been included in each jurisdiction’s Consolidated Plans and were used as the criteria for ESG funding locally. Therefore, this group made up of ESG funding jurisdictions recommends that these same priorities and program standards be used for certification of state ESG funding. Some of the local program standards are stricter than the state’s allowed standards.

A discussion followed.

Brown asked that the Steering Committee designate the Coalition for the Homeless which serves as lead agency to be the responsible party for completing and signing off on the state required CoC certification.

Costis made this motion. McCasland seconded. The motion carried.

Brown then asked that the checklist which reflects the local priorities and program standards be approved as the requirement for receiving a positive answer to the state’s coordination question that the proposed ESG activities align with the CoC priorities.

Lemelle made this motion. Kindell seconded. The motion carried.

**100,000 Homes Campaign**

Mandy Chapman Semple, Mayor’s Homeless Advocate, made a presentation on the 100,000 Homes Campaign. She reviewed the manifesto for the nationwide campaign, stated reasons for Houston to consider joining this campaign and talked about the expectations once a community enrolls. She gave an overview of the registry week plans which would be held in May 2013 and would focus on homeless individuals in the Houston downtown area. She then asked the CoC Steering Committee to agree to participate in this
campaign.

Williams made the motion that the Houston/Harris County CoC agree to participate in the 100,000 Homes Campaign. Dawson seconded. The motion carried.

**CoC Activity Update**

Brown directed the Steering Committee members to the schedule in their packets for HUD TA activities planned for March 4, 5, and 6th. Due to the lateness of the meeting, the other CoC Activity Update items were not reviewed. Instead, a written report will be sent to each committee member.

**Public Comment Period**

Preston Witt, Harmony House, asked the Steering Committee to contact Congress concerning the upcoming sequestration. Gunsolley stated that he would distribute a letter to this effect that the Houston Housing Authority had prepared so that other agencies could follow suit. This letter will be distributed to CoC Steering Committee members and area service providers by the Coalition.

**Adjournment**

Rackleff made a suggestion that future agendas include the language for all resolutions being presented to the committee for consideration.

Rackleff made a motion to adjourn. Lemelle seconded it. The motion carried and the meeting was adjourned.

Respectfully Submitted, 

Approved,

Marilyn Brown, Lead Agency Staff 
Tory Gunsolley, Chairman

For Celene Meyer, Secretary

_____________________

Date
A. HUD Mandated Activities
   a. 2012 CoC Grants
   HUD released the first round of awards for the 2012 CoC Grants on March 13. All renewals in our submitted Tier 1 recommendations were funded. At this time, no new projects, planning grant or any Tier 2 submissions have been addressed. A list comparing our submittal to what was funded is attached.

B. HUD Technical Assistance Activities
   a. Coordinated Access – Action Plan Item 4
   HUD TA consultant was in Houston February 5-7. Meetings were held with Lead Agency staff, the Coordinated Access Work Group, Funders and Policy Makers, Frontline Agency Staff, Housing Authorities and VA. Using HMIS data, the four components of Coordinated Assessment were studied:
   - Access
   - Assess
   - Assign
   - Accountability
   The Coordinated Access Work Group will meet again on Monday, March 18th from 9 – 11 am at Coalition office located at 600 Jefferson, Suite 2050.

b. Program Models – Action Plan Item 3
   HUD TA consultants were in Houston March 4 – 6. A full day session was held on Monday, March 4th. Preliminary work was done to define:
   - Essential program elements
   - Population served
   - Timeframe for providing housing and services
   - Expected outcomes (% placed into PH, recidivism, etc.)
   Review of the Program Models draft and authorization for work groups to complete the necessary work will be presented in New Business.

c. Performance Measurements – Action Plan Item 1
   HUD TA consultants will return to Houston on March 26 for a full day session to set targets per program model for the HEARTH Act performance measures:
   - Reduce the number of people who become homeless
   - Reduce average length of time persons are homeless
   - Reduce returns to homelessness
• Increase the access/coverage to reach persons who are homeless
• Increase job and income growth

The session will be held at The Beacon located at 1212 Prairie from 9:00 – 4:00 on Tuesday, March 26.

d. System Mapping – Action Plan Item 3
HUD TA consultants are working on a system map of our current homeless services program. They will return to Houston in early May to present their findings to us. This process will identify where we have duplication of services as well as gaps in services and housing resources.

C. Additional CoC Activities
a. Strategic Planning Guide Tool
Houston was selected as a pilot city by HUD to participate in the Dedicating Opportunities to End Homelessness Initiative. As a resource for the pilot communities, the Strategic Planning Guide Tool was developed by HUD and the USICH. Its goal is to help participating communities think strategically about HUD and mainstream resources that are available within the community to end homelessness. A Work Group composed of the city, county and both housing authorities has met and begun using the tool. Mandy Chapman Semple is administering the tool on behalf of this Work Group.

b. 100,000 Homes Campaign
Three people from Houston attended a Boot Camp on March 5-6 in San Antonio to learn more about the 100,000 Homes Campaign. The campaign has been broken into three main areas with committees working in each area. One committee is planning the media component, another is focusing on the logistics and a third is pulling together business and community leaders to support the effort. Registry week is set for the week of May 5th. Training will occur on Sunday, May 5th (time and place to be determined). Registry will happen from 5 – 8 am on Monday, Tuesday and Wednesday, May 6 – 8. A press conference will be held on Friday, May 10 (time and place to be determined) to present the compiled data.

D. Informational Updates
a. Federal Funding for FY 2013 for McKinney-Vento Assistance Grants
Attached please find the latest information concerning funding for the McKinney-Vento Homeless Assistance Grants.
Hello Steering Committee members. I wanted to provide a quick update on the activities related to our workshop in March and provide a roadmap for moving forward. I hope you found the technical assistance (TA) useful and something that will help move your work forward in Houston.

**March 4th Workshop on Program Models**

On March 4, approximately 75 people attended a workshop to learn about the program models and discuss how they could apply in Houston. The program models are a concise document that outlines the housing options in your community including Transitional Housing, Rapid Rehousing, Supportive Housing, and Affordable Housing. The models ask a community to put down on paper the target population, essential program elements, length of stay, and outcome measures that serve as the foundation for program design, operations, and funding. An agreed upon program models chart for the community puts everyone on the same page. It defines what Rapid Rehousing looks like in Houston, and what your system has decided is essential.

The workshop included an overview of the models and their use; breakout sessions on the four categories (TH, RRH, PSH, AH); and a discussion of performance measures. The attached document is the collective work of the people in the room that day.

**Moving Forward**

The PPT provided shows a quick draft in need of continued refinement. We will provide a full chart to the working group assigned to this effort of all the notes and discussion from the workshop. The transitional housing and rapid rehousing discussions still require some careful thinking and discussion around targeting, timeframes, and essential services. This work can be integrated into the coordinated assessment workgroup that has been established. We encouraged the community at our Wednesday debrief, to move quickly and decisively and to provide input now.

This work dovetails not only with coordinated assessment, but with the system mapping that we are also currently undertaking. System mapping is an exercise of looking at the available data, and understanding how people move through the current system, where they get stuck, and the outcomes per intervention. It will also help reimagine how the system can be right-sized or redesigned to meet the needs of the clients that present every day. We’ll be back in May to continue that work and look forward to seeing you all then.

Thank you to all of you for your time, energy, and dedication to this work, and to our TA engagements.
What are Program Models

- For many communities, this is what the homelessness system resembles

What are Housing Models

- Living document
- Agreed upon by the community
- Basic requirements for every type of project

What the models include

- Essential program elements
- Population served
- Timeframe for providing housing and services
- Expected outcomes
  - (% placed into PH, recidivism, etc.)
Helps a Community Prepare for a Coordinated Assessment

- PH
- PSH
- RRH
- TH: Youth
- TH: DV
- TH Singles / Families
- AH: Hap

Helps a Community Prepare for a Coordinated Assessment

- PH
- PSH
- RRH
- TH: Youth
- TH: DV
- TH Singles / Families
- AH: Prevention

Program Models Results

- Greater clarity on program design, measuring success, funding needs
- Consistent client experience
- System wide performance measures
- Clear direction forward

In Recap, Program Models Create

- Standardization across the system
- Create a minimum measure for success
- Provide a clear resource for providers to benchmark their programs against
  - What their program should look like
  - The required services they should offer
  - Expected outcomes
  - Ideal timeframe for their population

Houston’s Housing Models Training

- 75+ people attended
- Representatives of all program types participated
- Most of the work was done in small groups, with 4 TA providers to help facilitate

Houston’s Housing Models Training Results

- General consensus and clarity on how each program type fits into the system
- Essential program elements, that are required for successful outcomes, documented for each program type
- Discussion started around timeframe and what essential elements are required in order to achieve a successful outcome
Work Remaining
- Rapid rehousing and transitional housing target populations and outcomes
- Outcome targets

We focused on...
- Permanent Housing
- Transitional Housing
- Rapid Rehousing

Permanent Supportive Housing
- Essential Elements:
  - Case Management
  - Subsidy
  - Health Care Access
  - Harm Reduction and Housing First
  - Voluntary Services

Program Type: Rapid Rehousing
- Population
  - Any high needs individual or family with multiple barriers to housing
- Timeframe
  - Permanent (house-based program)
- Outcomes
<table>
<thead>
<tr>
<th>Program Type: Rapid Rehousing</th>
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<tbody>
<tr>
<td><strong>Timeframe</strong></td>
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<td>3-6 months of rent subsidy, diminishing over time</td>
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<td><strong>Outcomes</strong></td>
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<tr>
<td>Individual stably housed after intervention</td>
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<td>Increased income</td>
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<tr>
<th>Program Type: Transitional Housing</th>
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<tbody>
<tr>
<td><strong>Program Description</strong></td>
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<tr>
<td>Helping those that are not chronically homeless, and not low barrier individuals needing prevention or rapid rehousing, but suffer from one moderate disorder (substance abuse, mental health) and could benefit from quickly accessing housing and services</td>
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<tr>
<td><strong>Population</strong></td>
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<tr>
<td>Singles, families, Youth, and domestic violence often with substance abuse issues; those who wish to maintain living in a sober environment</td>
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<tr>
<th>Program Type: Transitional Housing</th>
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<tbody>
<tr>
<td><strong>Essential Elements:</strong></td>
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<tr>
<td>Case Management, Employment Assistance, Linkage to mainstream resources and healthcare, Transportation, Financial Management, Housing Locator Service, Trauma Care</td>
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<tr>
<td><strong>Timeframe</strong></td>
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<td>7-9 months</td>
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<td><strong>Outcomes</strong></td>
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<td>Percentage placed into some type of permanent housing (affordable housing, living w/ family, etc.).</td>
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<th>Program Type: Affordable Housing</th>
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<tbody>
<tr>
<td><strong>Program Description</strong></td>
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<tr>
<td>Individuals who are either exiting a program or are the working poor who need affordable rents in order to stay stably housed.</td>
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<tr>
<td><strong>Essential Elements:</strong></td>
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<tr>
<td>Affordable rents (30-50% AMI)</td>
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<td>Located new public transportation</td>
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<td>No program requirements for residents</td>
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<td>Limited to no services offered to residents</td>
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<th>Program Type: Affordable Housing</th>
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<tr>
<td><strong>Population</strong></td>
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<tr>
<td>Anyone meeting income requirements</td>
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<td><strong>Timeframe</strong></td>
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<tr>
<td>No timeframe</td>
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<tr>
<td><strong>Outcomes</strong></td>
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<tr>
<td>Recidivism back into programs or the street</td>
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<tr>
<th>Next Steps</th>
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<tbody>
<tr>
<td>Draft document prepared by HUD TA consultants and provided to Coalition this month</td>
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<tr>
<td>Integrated into coordinated assessment work</td>
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TO: MARILYN BROWN, PRESIDENT AND CEO
FROM: WHITNEY PATTERSON, SYSTEMS PROJECT MANAGER
SUBJECT: APPROVAL OF AWARDING BONUS POINTS TO COC PROJECTS FOR PARTICIPATION IN COORDINATED ACCESS SYSTEM
DATE: MARCH 13, 2013

This Memorandum recommends that the Houston/Harris County Continuum of Care Steering Committee approve the awarding of bonus points for Supportive Housing Projects (SHP and former Shelter+Care) during the 2013 CoC NOFA renewal process for projects who begin using the CoC’s Coordinated Access system and universal waitlists as the sole means of filling project vacancies within 30 days of the process being defined and implemented for each housing model (Permanent Supportive Housing and Transitional Housing), which is being developed through recommendations made by the CoC’s Coordinated Access Planning Workgroup. If a domestic violence-specific solution for the Coordinated Access System has not been developed by the time of the 2013 NOFA process, domestic violence providers will be given a waiver to receive bonus points automatically.

Background
In anticipation of implementation of the HEARTH Act, during the 2011 and 2012 NOFA processes, all new and renewal applicants signed Memorandums of Understanding agreeing that: Upon implementation of the Coordinated Intake program for the Continuum of Care’s homeless residential system, funded programs must comply with business rules developed, and the sole means of accepting clients into the SHP program will be through the Coordinated Intake system.

A rider to the MOU was developed to address safety concerns for domestic violence-specific programs stating: Due to the sensitive and confidential nature of the services provided by domestic violence programs and the fact that such programs are prohibited from participating in the Homeless Management Information System (HMIS) on which the coordinated intake will rely, domestic violence programs will be exempt from participating in the proposed community-wide coordinated intake. However, agrees to support the coordinated intake system as requested by the Coordinated Intake Workgroup including, but not limited to, working to develop common assessment tools among the community’s domestic violence providers and providing client referrals, when deemed safe and appropriate (particularly when domestic violence beds are at capacity), to the general community coordinated intake.

While all McKinney-Vento funded programs are required to eventually participate in the CoC’s Coordinated Access system, the recommendation to award bonus points to the initial group of projects acts as an incentive to encourage cooperative participation.
Request for CoC Steering Committee Agenda Item

1. Brief Description of Proposed Item

Approval of Dr. Laura Marsh, Executive Director, Mental Health Care Line, Michael E. DeBakey VA Medical Center to the CoC Steering Committee as a Public Agency Representative

2. Date of Steering Committee Meeting: March 14, 2013

3. Proposed Committee Resolution:

Resolution: That the CoC Steering Committee hereby approves, in accordance with the CoC Charter, the nomination of Dr. Laura Marsh as the Public Agency Representative – VA, to the CoC Steering Committee for a term of two years – 2013 – 2015.

4. Approval of CoC Steering Committee Chairman

Signature:____________________________________ Date:_______________________
1. Brief Description of Proposed Item

Approval of the creation of an Incentive Program for Coordinated Access by giving Bonus Points in the 2013 NOFA Scoring Tool.

2. Date of Steering Committee Meeting: March 14, 2013

3. Proposed Committee Resolution:

Resolution: That the CoC Steering Committee hereby approves the creation of an Incentive Program for agencies that fully adopt the Coordinated Access System. The Incentive Program will consist of Bonus Points to be awarded in the 2013 NOFA Scoring Tool to agencies that adopt the Coordinated Access System according to guidelines to be recommended by Coordinated Access Work Group.

4. Approval of CoC Steering Committee Chairman

Signature:_________________________________________ Date:________________________