May 2013 Steering Committee Meeting

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AGENDA

I. Call to Order

II. Roll Call

III. Welcome by and Overview of The Beacon

IV. Approval of Minutes:
   a) April 11, 2013 CoC Steering Committee Meeting

V. Lead Agency Report
   a) Work Group Activities
   b) CoC Grant
   c) HMIS
   d) PIT, HIC, Needs Assessment
   e) HUD Regulations
   f) HUD Technical Assistance Activities
   g) Other CoC Requested Activities
   h) Informational Updates

VI. Old Business
   a) HMIS Data Standards Public Comments Revised Timeline Recommendation

VII. New Business

   a) Approve One Voice Texas Homeless Youth Initiative as affinity group to CoC
      (Resolution No. 3)
   b) HUD TA - System Map Presentation (Action Item)
      • May 22 at Neighborhood Resource Center (815 Crosby) from 8:00 – 10:00 am
      • Poll for interest in having a presentation to Steering Committee
   c) Invitation to May 23rd Coalition Breakfast for EDs and Board Members of CoC funded agencies
d) Presentation of Recommended 2013 CoC Grant Priorities for Consideration
   • Recommendations for New Project Criteria
   • Recommendation for Threshold Requirements for Renewals
   • Suggested Timeline

e) Update on 2012-2013 CoC Action Plan

VIII. Public Comments

IX. 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, June 13, 2013
3:30 – 5:00 p.m.
City of Houston, Housing and Community Development Department
601 Sawyer, Ground Floor Conference Room
Steering Committee Meeting

April 11, 2013

Minutes

Present: Thao Costis (Provider Rep), Tory Gunsolley (Houston Housing Authority), Donna Herron (Consumer Rep), Marilynn Kindell (Fort Bend County), Rebecca Landes (Provider Rep), Daphne Lemelle (Harris County), Dr. Laura Marsh (VA), Tom McCasland (Harris County Housing Authority), Neal Rackleff (COH), and Marilyn Brown (Lead Agency Staff)

Absent: Barbara Dawson (MHMRA), Rebekah Kennedy (City of Pasadena HCD), Celene Meyer (Funders Together), and Stephen Williams (CFTH).

The meeting of the Continuum of Care (CoC) Steering Committee was held on April 11, 2013 at the Neighborhood Resource Center located at 815 Crosby Street pursuant to proper notification of all Steering Committee members.

Welcome and Introductions
Chairman Tory Gunsolley called the meeting to order at 3:39 pm. Marilyn Brown conducted roll call.

Approval of Minutes
Minutes from March 14, 2013 were presented. A motion was made (Costis) and seconded (Landes) to approve the minutes as presented. Motion was approved.

Lead Agency Report –Presented by Marilyn Brown

Work Group Activities
- The Charrette generated a community request and proposal for standards and training applied to CoC activities. CoC work groups will make recommendations on standards and training requirements.

CoC Grant
- 2012 Grant – There have been no further announcements other than Tier 1 renewals. New awards are still pending.
- 2013 Notice of Funding Availability – HUD has suggested the 2013 NOFA may be released as early as June 2013.

HMIS
- 77% (48 of 62) of the 2013 Agency Participation Agreements have been signed.
PIT, HIC, Needs Assessment

- 2013 PIT preliminary results were reported demonstrating reduction in homeless persons in shelter or on the streets and increase number of persons in PSH.
- Costis asked how the subpopulation information was calculated. Gary Grier, staff for the lead agency, reported that the PIT included a combination of the observational count of the canvassed region along with 368 surveys collected through specialized outreach during the PIT and collected the following day at public services places (example: drop in shelters).
- Shelter Count was derived 75% from HMIS data and the remaining data was self-reported from DV providers using a similar data base and non HMIS providers. The Shelter Count was able to use HMIS data as the primary source for the first time due to improvements in coverage and data quality.

CoC Program Evaluation

- HUD has approved a phase III of the priority community action plan which will include conversion of housing stock according to right sizing plan. Systems Mapping will commence in May. HUD TA has been meeting expectations which have led to the approval of phase III.

HUD Regulations

- HMIS Data Quality Standards – Proposed standards have been released for community review and are due June 3rd. Comments from the CoC will be compiled by the lead agency through the input of the CoC and the HMIS Support Committee. A proposed timeline was offered in Memo from Erol Fetahagic, HMIS Administrator. Presentation will be made at May 9th meeting to the CoC Steering Committee.

Other CoC Requested Activities

- 100,000 Homes Campaign – Mandy Chapman Semple presented information on 100,000 Homes Registry Week activities. Up to twenty-five teams and 150 volunteers will participate in outreach effort May 5-10, 2013.
- Tampa Boot Camp – Eighteen Community participants will be involved April 15-17 in Rapid Results Boot Camp focused on ending veteran and chronic homelessness. Representation includes all community SSVF providers, both housing authorities, the VA, Mayor’s office, and the Coalition.
- SOAR Training conducted with 26 providers attending.
- City of Houston/Child Care Council announced sub recipients for FY 2011 Second Allocation/FY 2012 ESG funding.

Old Business

- Workgroup and Coordinating Council Attendance lists were presented to the committee as requested.
  - Homeless Prevention and Rapid Rehousing Work Groups List of Agencies
  - Coordinated Access Planning Work Group Members
  - Homeless Services Coordinating Council March Meeting
  - Housing Models Workshop March 4, 2013
  - Performance Measurement Workshop March 26, 2013
New Business by Action Item

- Discussion per Performance Measurements workshop held March 26
  - Memo offered by Brown provided report from ABT Associates on proposed community performance measures.
  - McCasland discussed need to have consistent performance definitions. Suggested that overall homelessness may go up even though decrease in chronic homelessness as seen in Salt Lake City visit.
  - Committee asked when performance measures will need to be voted on. Whitney Patterson, staff for lead agency, suggested the performance measures should be in place for the 2013 NOFA to guide the collaborative application process.

- Discussion per 2013 CoC Grant process
  - Community priorities and thresholds should be set soon to be ready for 2013 NOFA release. Request was made to create proposed priorities at the May 1, Homeless Services Coordinating Council meeting.
  - Gunsolley requested that a proposed Application timeline be prepared by the lead agency for the CoC Steering Committee along with threshold requirements for the May meeting.
  - Mandy Chapman Semple offered that the Steering Committee may set community priorities for the system regardless of the NOFA requirements and does not need to wait for the NOFA release to proceed with community input on priorities.
  - Lemelle requested the proposed priorities from the Coordinating Council be emailed to the Steering Committee in advance of the May meeting.

- Discussion per CoC response to the draft HMIS Data Standards
  - HMIS department will present data standards for input to the HMIS support work group.
  - Proposed comments will be published to the provider community for input.

Public Comments

- Lesley Lindenburg from St. Joseph House commented that 210 persons are housed through Magnificat House’s twelve community Houses. Further, that mental health services at permanent housing facilities are important to help persons with severe mental illness remain housed.
- Tanesha Franks from Harris County CSD commented that community standards and training for case management should continue to be a priority.
- Gail Cote from Houston Housing Corporation questioned what will happen if the 2,500 goal for PSH is set but the housing units’ goals are not met by the timeline.
Adjournment

A motion to adjourn was made (Marsh) and seconded (Costis). Upon approval, the meeting was adjourned at 5:00pm.

Respectfully Submitted,                     Approved,

_________________________________________    ___________________________
Marilyn Brown for                           Tory Gunsolley, Chairman
Celene Meyer, Secretary

__________________________
Date
A. Work Group Activities
   a. Homeless Prevention Planning and Service Coordination
      i. Meeting set for June 6 from 9 am to noon
   b. Rapid Re-housing Planning and Service Coordination
      i. Meeting set for May 30 from 9 am to noon

B. CoC Grant
   a. 2012 CoC funding - Tier 2 renewals were approved.
   b. 2013 CoC funding – to be discussed in New Business

C. HMIS
   a. Agency Participation Agreements
      i. 89% (57 of 64) of the 2013 Agency Participation Agreements have been signed. Five of these are in process. Two agencies have not responded to repeated attempts to contact.
         1. Horizon Outreach
         2. Prevent Blindness Texas

D. Point in Time Count/HIC/Needs Assessment
   a. We have received the draft copy of the Executive Summary so expect the final draft by the end of the month. Copies of the draft version are in your packets.
   b. HIC (Housing Inventory Chart) was submitted to HUD. A copy of that report is attached.

E. HUD Regulations
   a. HMIS Data Standards Public Comment Revised Recommendation to be made in Old Business

F. HUD Technical Assistance Activities
   a. System Mapping – Action Plan Item 3 – Presentation by HUD TA of System Map to be presented on May 22nd from 8:00 to 10:00 am at the Neighborhood Resource Center (NRC) – 815 Crosby.

G. Other CoC Activities
   a. 100,000 Homes Campaign
      i. Successful Registry Week held. Positive media coverage. Initial results include:
         • Total Assessments: 954
         • Unique Clients: 849
         • Veterans: 154 (18%)
         • Either Chronically Homeless or Vulnerable: 468 (55%)
- CH/V Veterans: 87 (19% of all CH/V; 56% of all Vets)
- Clients with photos: 571 (67%)
- New in HMIS: 198 (23%)

**H. Informational Updates**

**a. 2013 National Conference on Ending Homelessness**
   i. July 22 – 24
   ii. Renaissance Washington DC Hotel

**b. Letter from Ann Oliva, Director of Special Needs Assistance Programs, HUD**
   i. Copy Attached
TO: MARILYN BROWN, PRESIDENT AND CEO
FROM: WHITNEY PATTERTON, SYSTEMS PROJECT MANAGER ON BEHALF OF THE COC GRANT STRATEGY COMMITTEE
SUBJECT: RECOMMENDATIONS FOR 2013 COC NOFA NEW PROJECTS AND RENEWAL THRESHOLD
DATE: MAY 8, 2013

This Memorandum presents for consideration recommendations of the CoC Grant Strategy Committee criteria for New Projects and Renewal Threshold for the 2013 CoC grant funding. Final criteria will be amended as necessary based on the 2013 Notice of Funding Availability (NOFA). No action is required on this today.

New Projects
A. Permanent Supportive Housing (services/operations only)
   • Both single site and scattered site proposals will be accepted
     ○ Bonus Points: Single Site
     ○ Bonus Points: Single Site New Construction properties
   • Proposals for capital costs related to construction and rehabilitation will not be accepted

B. Rapid Re-Housing
   • Proposals for Rapid Re-Housing rental projects will be accepted
     ○ Bonus Points: Rapid Re-Housing used as a bridge to Permanent Supportive Housing or subsidized permanent housing

C. Coordinated Access
   • Bonus Points: Voluntary conversion of Supportive Service Only grants to Coordinated Access grants
   • Reallocate Supportive Service Only grants to Coordinated Access if they score as “Poor Performing” on the new SSO renewal scoring tool to be developed

Renewal Project Threshold Requirements
Renewal projects will be reallocated to fund New Projects if they do not meet the following threshold criteria based on HUD and local CoC requirements.

1) The project applicant’s performance against plans and goals established in the initial application as amended;

2) Project applicants must demonstrate all timeliness standards for grants being renewed, including that standards for the expenditure of grant funds have been met;

3) Evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site may result in a rejection of the application from the competition. Applications will be rejected for the following reasons:
   a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
   b) Audit finding(s) for which a response is overdue or unsatisfactory;
   c) History of inadequate financial management accounting practices;
   d) Evidence of untimely expenditures on prior award;
e) History of other major capacity issues that have significantly impacted the operation of the project and its performance;
f) Timeliness in reimbursing sub recipients for eligible costs. HUD will consider a project applicant as meeting this standard if it has drawn down grant funds at least once per month; or
g) History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

4) Projects must utilize the Homeless Management Information System (HMIS) for required data elements, unless prohibited from participating.

5) Project must meet the minimum threshold score required on the renewal scoring tool to be developed. The minimum required score will be set low this year, and will increase incrementally in coming years.

Background
In anticipation of the 2013 CoC Grant NOFA release, the following steps have been taken to develop recommendations for the funding of new projects and the setting of threshold requirements for renewal projects.

CoC Grant Strategy Committee membership confirmed (open invitation to additional providers to be vetted by existing committee members).
- City of Houston Housing and Community Development: Melody Barr
- Fort Bend County Community Development: Carol Borrego
- Harris County Community Services Department: Kelly Sowards Opot
- Private Funder, Episcopal Health Charities: Mary Ford
- Provider Representative: Thao Costis
- Provider Representative: Rebecca Landes

May 1, 2013—Homeless Services Coordinating Council service provider input at session facilitated by Provider Representatives and CFTH staff.

May 6—CoC Grant Strategy Committee met to review service provider input and additional data to develop recommendations. New project and renewal threshold recommendations are based on a combination of HUD requirements and strategies to support local commitments to ending chronic and veteran homelessness.

Next Steps
- CFTH will complete RFP for consultant for 2013 NOFA process.
- June 5 Homeless Services Coordinating Council will provide input on 2013 CoC grant process.
- CoC Grant Strategy Committee will review options for new project and renewal scoring tools, and make recommendation to CoC Steering Committee or its designated subcommittee by end of June.
- Renewal Threshold Tool to be completed mid-July in anticipation of 2013 NOFA release.
TO: MARILYN BROWN, PRESIDENT AND CEO  
FROM: EROL FETAHAGIC, HMIS ADMINISTRATOR  
SUBJECT: REVIEW OF THE TIMELINE FOR NEW HMIS DATA STANDARDS COMMENTS TO HUD (REVISED)  
DATE: MAY 9, 2013

This memo recommends that the CoC Steering Committee agree to the following activities and the revised timeline regarding the CoC’s response to the HMIS draft notice.

Background
HUD released the 2013 Draft HMIS Data Standards Notice on April 2, and is now seeking public comments. The notice and the comment template are available at https://www.onecpd.info/resource/2917/2013-draft-hmis-data-standards/. The comments are due to HUD by June 3, 2013.

Significant Differences between the 2010 Notice and the 2013 Draft Notice include:
- Data Standards Structure and Applicability
- Use of terms “project” and “program”
- Don’t Know and Refused answers
- Universal Data Elements
- Program-Specific Data Elements
- Metadata Elements

Proposed Activities and Timeline
The Coalition proposes that the CoC Steering Committee agree to the following activities and this revised timeline regarding the CoC’s response to the HMIS draft notice:
- April 11 – May 17: Draft HMIS Data Standards Notice review period; reviewers include:
  - Coalition staff
  - HMIS Support Committee
  - CoC service providers
  - Local government agencies
- May 20: The Coalition will compile suggestions
- May 22: The Coalition will draft a joint response and email it to CoC Steering Committee members
- May 29: CoC Steering Committee vote via email to approve the joint response
- May 31: If approved, submit Houston/Harris County CoC comments to HUD
TO: STEERING COMMITTEE  
FROM: MARILYN BROWN, PRESIDENT AND CEO  
SUBJECT: RECOMMENDATION OF AFFINITY WORKGROUP APPROVAL  
DATE: MAY 9, 2013

This Memorandum recommends that the Houston/Harris County Continuum of Care Steering Committee approve the One Voice Texas Homeless Youth initiative as an affinity workgroup of the CoC.

Background

Homeless Youth under the age of 18 and youth aged 18-24 are subpopulations of homeless individuals. The Federal goals which have been adopted by the Houston/Harris County CoC Steering Committee include the goal to:

- Prevent and end homelessness for families, youth and children by 2020.

By building on the work already done in our community by youth advocates and service providers, such as the Homeless Youth Network and the Coalition for the Homeless of Houston/Harris County, the One Voice Texas Homeless Youth Initiative seeks to focus the combined efforts and resources of interested parties into a more strategic and coordinated effort that will work to develop and help implement a comprehensive plan to address and end youth homelessness in Houston, Harris County, and Ft. Bend County by 2020. They have been in communication with homeless youth advocates and providers from Texas and also from other parts of the country as they start to look at these issues.

One Voice Texas (OVT) is a member organization. Their workgroups and other events are open to and focused on their membership. This issue of youth homelessness came up from the membership. However, they also work with other stakeholders (non-members) on all of their issue areas, including youth homelessness, both locally and statewide.

Examples of their activities to date include a day-long workshop on homeless youth and trip to a service provider in Austin currently focused on this subpopulation.