January 7, 2014 Steering Committee Meeting

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AGENDA

I. Call to Order
   a) Roll Call – Tory Gunsolley

II. Approval of Minutes:
   a) December 12, 2013 CoC Steering Committee Meeting – Tory Gunsolley

III. Lead Agency Report – Eva Thibaudeau

IV. Old Business
   a) 2013-14 CoC Grant Update -- Eva Thibaudeau
      • Projects submitted
      • Projects reviewed
      • Collaborative applicant Part 1 progress

V. New Business
   a) CoC FY2013 Project Competition Ranking Policy (Resolution No. 19) – Eva Thibaudeau
   b) TX 700 Threshold Policies (Resolution No. 20) – Eva Thibaudeau

VI. Public Comments

VII. Adjournment

January Steering Committee Meeting
Friday, January 24, 2014 9:00 am
Neighborhood Resource Center
815 Crosby Street
<table>
<thead>
<tr>
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<th>2012-2013 CoC Action Plan</th>
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<tbody>
<tr>
<td>1</td>
<td>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.</td>
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<td>2</td>
<td>Create 2500 Permanent Supportive Housing Units targeted to the chronically homeless and frequent users of services by December 2015.</td>
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<td>3</td>
<td>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.</td>
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<td>4</td>
<td>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.</td>
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<td>5</td>
<td>Implement a Change Management Process to minimize the change impacts and avoid distractions.</td>
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Steering Committee Meeting

December 12, 2013

Minutes

Present: Melissa Carroll (Pasadena) Thao Costis (Provider Rep), Barbara Dawson (MHMRA), Donna Herron (Consumer Rep), Marilynn Kindell (Fort Bend County), Rebecca Landes (Provider Rep), Daphne Lemelle (Harris County), Tom McCasland (Harris County Housing Authority), Dr. Laura Marsh (VA), Neal Rackleff (COH), Eva Thibaudeau (Lead Agency Staff)

Absent: Tory Gunsolley (Houston Housing Authority), Celene Meyer (Funders Together), Stephen Williams (Houston Dept of Health and Human Services)

The meeting of the Continuum of Care (CoC) Steering Committee was held on December 12, 2013 at Neighborhood Resource Center, 815 Crosby St., pursuant to proper notification of all Steering Committee members.

Welcome and Introductions
Vice Chair Daphne Lemelle called the meeting to order at 3:37 pm. Lemelle conducted roll call.

CoC Progress Highlight
Eva Thibaudeau called attention to a national webinar held on December 4, 2103, “Opening Doors to Innovation: Building Strong Connections to Rapidly House Veterans.” The webinar hosted approximately 800 attendees, and Gerald Eckert with SSVF was asked to be a part of the webinar panel. Eckert received excellent feedback from the United States Interagency Council on Homelessness. Thibaudeau thanked Eckert and the Salvation Army for their excellent work and representation of Houston.

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

Lead Agency Report –Presented by Eva Thibaudeau
- Thibaudeau announced that the NOFA dropped on November 22, 2013, and that Howard Burchmann would talk more about the grant process.
- Coalition staff were asked to participate in Youth Count webinar.
- The mandatory NOFA conference was held at the NRC this morning (December 12) and hosted more than 100 provider staff/grant applicants.
- HMIS is working with the City of Houston (COH) and HOPWA, as COH has asked all HOPWA recipients to begin using HMIS.
The annual In Memoriam will be held on the evening of December 20, 2013. Thibaudeau invited all to join in remembering those homeless individuals who have passed away in 2013.

Old Business

- **2013 CoC Grant Update**
  - Grant Calendar:
    - Thibaudeau reviewed the CoC grant schedule/calendar. Lemelle reinforced the importance of making quorum at these meetings in January.
  - NOFA Highlights:
    - Burchmann noted that this year is the year of austerity for the NOFA as there is no new money. Burchmann also stated that HUD doesn't believe that it has funding to cover all renewals.
    - Burchmann noted that the higher the CoC score, the less likely there will be cuts made to funding.
    - The only way new projects will be funded is through reallocation.
    - This year's application will be used again to secure FY2014 funding.
    - Executing the HMIS Governance Agreement is critical to our CoC’s application and scoring.
  - Performance Thresholds:
    - HUD expects all participants in Transitional Housing to move 80% of residents to Permanent Supportive Housing. HUD also expects employment income, and for 56% of participants to have mainstream services.

- **Approval of HMIS Governance Charter (Resolution 14)**
  - Thibaudeau stated that suggested revisions from November were made and the charter has been publicly posted on the CoC website with no feedback from public. The charter has also been vetted by contracted technical assistance. Lemelle called for a motion and vote to approve the HMIS Governance Charter.
    - Racklef moved, Kindell seconded. Resolution 14 passed.

- **Approval of CoC Charter Updates (Resolution 15)**
  - Thibaudeau stated that she added language to reference the HMIS agreement and made suggested changes from November. Thibaudeau called for a motion and vote to approve the CoC Charter Updates
    - Racklef moved, Carroll seconded. Resolution 15 passed.

- **Updated Housing Models/Coordinated Access**
  - Thibaudeau announced that the Coordinated Access workgroup has continued to meet and expects to have a number of learnings during the piloting of this project.
  - Thibaudeau shared the most recent draft version of the Coordinated Access Housing Models.

New Business

- **CoC Steering Committee Consumer Representative Nomination (Resolution 17)**
  - Costis, also a member of the CoC Nominating Committee, noted that a consumer representative position had been open, and the committee would like to nominate Clay Kibler. He comes
recommended from his work with groups at Magnificat House, and is interested in getting involved. Thibaudeau also noted that Kibler is a certified peer specialist through SAMHSA.

- Dawson moved, Kindell seconded. Resolution 17 passes.

- **Harris County SPC Work Plan (Resolution 18)**
  - Mandy Chapman Semple (former HUD technical assistance provider to Harris County CSD) presented the Harris County Shelter Plus Care workout plan submitted by Harris County CSD to HUD in October 2012 and asked the Steering Committee to support the workout plan. Due to oversight, this plan had not been submitted to the CoC Steering Committee previously for approval.
  - Phase 1 of the plan was completed during the FY2012 CoC NOFA at which time under-utilized SPC funds were re-allocated to new projects during the competition.
  - Phase 2 work has been underway to move the funds from Harris County CSD to the Houston Housing Authority and operate as Rapid Re-Housing rental assistance instead of Permanent Supportive Housing-type rental assistance.
  - In order to maintain transparency of process, the Steering Committee is being asked to dovetail the work that Harris County CSD was doing with the FY2013 CoC Project Competition. The Houston Housing Authority did not submit a request during the new competition request period.
  - Chapman Semple requested that the Steering Committee waive the new project procedure and designate these funds solely to Rapid Re-Housing rental assistance, which must be administered by a governmental entity or housing authority.
  - Rackleff agreed with support of plan, but suggested that instead of voting on a waiver, open an additional competition for any government entity or housing authority to apply for this funding. The Lead Agency will handle the opening/deadlines/other details of this competition.
    - Rackleff moved to adopt the resolution, Costis seconded. Resolution passed. Barbara Dawson abstained.

- **Waiver for Houston Housing Authority (Resolution 19)**
  - Not needed since there will be an open competition.

**Public Comments**

- Gay McCurdy, Director of Sally’s House (Salvation Army) asked several questions of the CoC Steering Committee. Rackleff responded that Public Comments is not a forum for questions, but statements are appropriate. McCurdy read a statement from Salvation Army Area Commander Chris Flanagan: “If Sally’s House is not funded this year, it will close, as well as the emergency shelter.”
- Loretta Ray (Salvation Army) asked where the demographic breakdown/comparisons with similar programs was. Lemelle stated that that project had not been completed yet.
- Lemelle also reminded those in attendance of the grievance process that has been established.

**Adjournment**

Upon approval, the meeting was adjourned at 4:39 pm.
Lead Agency Report
January 7, 2014
(CoC FY2013 NOFA Competition-Related Only)

A. CoC Grant
   a. Completed draft of Collaborative Applicant Project Narrative for editing
   b. Provided Technical Assistance December 17th through 20th, 2013 to project applicants
   c. Convened Ranking Sub-committee meeting to finalize the Ranking Policy
   d. Prepared finalized Ranking Policy for the FY2013 CoC Project Competition NOFA
   e. Prepared TX 700 CoC Minimum Threshold document at request of Ranking Sub-committee
FOR INFORMATION ONLY

SUBJECT: Funding FY2013 Project Competition Ranking Policy
DATE: 1/3/14

This Memorandum is to introduce to the CoC Steering Committee the Ranking Policy recommendation of the Ranking Sub-committee as applies to the FY2013 CoC Program Competition.

Background

This year HUD has notified all CoC’s (via the FY2013 CoC Project Competition NOFA) that 95% of their Annual Renewal Demand (ARD) will be placed in Tier 1. The remaining 5% of the ARD will be placed in Tier 2. HUD stated that funding is available for Tier 1 projects and nationally all Tier 1 projects will be funded prior to consideration of any Tier 2 projects. After funding all Tier 1 projects, HUD will begin funding highest ranking CoC’s for Tier 2 Permanent Supportive Housing (PSH), then Tier 2 Rapid Re-Housing (RRH). It is not expected that any funds will remain for funding of Tier 2 Transitional Housing (TH) projects or Supportive Services Only (SSO) projects.

In December 2013, the CoC Steering Committee approved the inclusion of a new permanent housing project/s consisting solely of Rapid Re-Housing (RRH) rental assistance to be administered by a Public Housing Authority (PHA).

After reviewing the impact of various ranking scenarios, the Ranking Sub-committee of the CoC Steering Committee recommends the attached policy, which splits the new RRH project into Tier 1 and Tier 2. The Ranking Sub-committee further recommends adopting CoC policies regarding CoC program alignment with system-wide objectives that will be used to make re-allocation recommendations during the FY2014 CoC Program Competition.
TX-700 Continuum of Care (CoC) FY2013 Project Competition
Ranking Policy

Place into Tier 1, the following projects in the recommended order:

1. Rank all renewals in the order of their score, as determined by the 2013 Renewal Scoring Tool
2. HMIS and Continuum of Care Planning Grant requests
3. Projects renewing for the first time that have not completed an APR, and thus do not have a renewal score
4. New Rapid Re-Housing project

Place into Tier 2:

1. New Rapid Re-Housing project in the amount of $1,169,999
This Memorandum is to inform the Continuum of Care Steering Committee about the recommended Minimum Thresholds for CoC Funding Recommendation and to charge the Lead Agency with communicating these expectations to CoC funded programs.

Background

During the FY2013 CoC Project Ranking Sub-committee considerations, efforts were made to include HUD guidelines and priorities as outlined in the FY2013 Program NOFA. Through the FY2013 NOFA for the CoC Program Competition, HUD clearly signaled their priorities and guidelines for funding. For example:

- HUD strongly encourages re-allocating SSO projects that are not acting as Coordinated Access or placing SSO’s in Tier 2 and has offered bonus points for doing so. Within our CoC there are four (4) SSO’s that are not acting as Coordinated Access. These projects total $681,161 in annual funds.
- HUD states that Transitional Housing should be carefully analyzed for appropriateness due to the rigid program guidelines, high costs and lower effectiveness of TH in comparison to PSH and RRH. Over $7.7 million (nearly 1/3rd) of our CoC dollars are allocated to TH.
- HUD ties performance points to data quality and performance as tracked through HMIS and the program APR. Within our CoC we have multiple projects that are unable to pull meaningful data from HMIS due to data input errors. We also have a small number of projects who consistently have poor performance on HUD-scored outcomes.
- Several projects are not in compliance with HUD interim regulations regarding implementation of the HEARTH Act. Most of these projects are open to technical assistance to help them to move into compliance.

Locally, our CoC participants have received a great deal of technical assistance (TA) since the kick-off of HUD TA on April 20, 2012. Our CoC has received extensive assistance with understanding best practices, including Housing First. However, one-on-one TA has not been provided at the program level with clear CoC-specified expectations regarding necessary changes to program type or structure in order to maintain funding and eligibility for ranking recommendation by the CoC Steering Committee in the CoC Program Competition. Because of this, the Ranking Sub-committee has asked for the “Funding Recommendation and Minimum Thresholds” policy to be adopted by the CoC Steering Committee with the charge to the Lead Agency (Coalition for the Homeless of Houston/Harris County) to inform and offer assistance to affected programs prior to the FY2014 Project Competition NOFA.
TX 700 Continuum of Care (CoC)  
Minimum Thresholds for Funding Recommendation

The following Policies and Guidelines will be utilized by the Continuum of Care (CoC) Steering Committee and Subcommittees

- to determine project threshold eligibility for HUD CoC Project Competition funding, and
- to inform funding and ranking recommendations related to all CoC funds.

Continuum of Care projects are expected to be in alignment with these system-wide requirements. Projects that are not in compliance may not be scored or ranked in upcoming funding cycles. Projects that are not scored or ranked will be recommended for re-allocation to new or renewal projects that are in alignment with system goals.

1. All funded projects maintain alignment with CoC designated goals and priorities, as outlined and adopted in the Continuum of Care Action Plan.
2. Permanent Supportive Housing, Rapid Re-Housing and Transitional Housing projects are in alignment with the CoC Housing Model, as adopted and modified through Coordinated Access planning and phase-in.
3. All Housing Providers funded by CoC Project Competition awards will participate in Coordinated Assessment for housing placement.
4. Permanent Supportive Housing projects will not charge rent in excess of 30% of a household’s income and will maintain income verification and rent calculation worksheets for each resident. Programs are required to accept tenants with zero income.
5. Permanent Supportive Housing projects will not terminate clients from the program for reasons other than non-compliance with the basic lease agreement.
6. All funded projects are expected to submit to HUD, APR’s that are generated directly from HMIS.
7. All Housing projects will participate in CoC trainings and technical assistance related to best practices.
8. Funded projects will participate in APR review committees both as committee members and as participants regarding project performance.
9. All funded housing projects will maintain Fair Housing practices.
10. All funded projects will maintain compliance with HUD regulations, priorities, guidelines and rulings (Interim and Final).