February 13, 2014 Steering Committee Meeting

Table of Contents

Agenda ........................................................................................................................................................................2
CoC Progress Highlight ..................................................................................................................................................4
January Meeting Minutes ............................................................................................................................................5
Lead Agency Report .....................................................................................................................................................9
HMIS Lead Agency Report ........................................................................................................................................10
TX 700 CoC FY2013 Consolidated Application Performance Review .................................................................11
FY2013 NOFA Application by Funding Component ................................................................................................12
Memo: FY2013 Post Application Next Steps ........................................................................................................13
Timeline of Major Resolutions/Motions ................................................................................................................14
Memo: TDHCA and SSVF Priority 1 Endorsements/Certifications ...........................................................................16
CoC Policy on APRs and HMIS ....................................................................................................................................17
CoC Policy on Subsidized Rent Payments ................................................................................................................18
AGENDA

I. Call to Order
   a) Roll Call

II. CoC Progress Highlight: – Eva Thibaudeau

III. Approval of Minutes:
   a) January 7, 2014 CoC Steering Committee Meeting

IV. Lead Agency Report – Eva Thibaudeau
V. HMIS Administrator Report – Eva Thibaudeau

VI. Old Business
   a) FY2013 CoC Grant Update – Howard Burchman
      • Submission
      • Performance Review
      • Next Step Recommendations
   b) Timeline of Major Resolutions/Motions – Eva Thibaudeau

VII. New Business
   a) SSVF CoC Endorsements – Eva Thibaudeau
   b) TDHCA ESG Endorsements – Eva Thibaudeau
   c) CoC Policies for APR’s and Subsidized Rental Payments – Howard Burchman

VIII. Public Comments

IX. Adjournment
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.
100,000 Homes Campaign

Unrecognizable—that’s how Becky Kanis described the transformation of hundreds of thousands of homeless people once they are given a home.

“There is something that’s really dehumanizing about living on the streets in so many ways,” Community Solutions’ Kanis told 60 Minutes correspondent Anderson Cooper. “And then, really, in a matter of days, from having housing, they physical transformation is almost immediate and they’re unrecognizable from their former selves.”

The program is known as the 100,000 Homes Campaign and it has given 80,000 of some of the most at-risk homeless people a home in an attempt to end chronic homelessness.
The meeting of the Continuum of Care (CoC) Steering Committee was held on January 7, 2014 at the Neighborhood Resource Center, 815 Crosby St., pursuant to proper notification of all Steering Committee members.

Welcome and Introductions
Chair Tory Gunsolley called the meeting to order at 3:40 pm. Vice Chair Daphne Lemelle conducted roll call.

Approval of Minutes
Minutes from December 12, 2013 were presented. A motion was made (Costis) and seconded (Dawson) to approve the minutes as presented. Motion was approved.

Lead Agency Report –Presented by Eva Thibaudeau
- Thibaudeau noted that this meeting’s Lead Agency report is solely NOFA competition related, and that the Lead Agency is ahead of schedule.
- Applicants were all very responsive to the technical assistance offered by the Lead Agency.
- The Ranking Sub-Committee put together a policy to be reviewed and approved at today’s meeting, as well as a minimum threshold document to get the system in shape and to better meet HUD’s guidelines and goals.
- The 2014 Houston Homeless Count will be held in January with training on January 16, and the Count on January 23. These dates were picked to coincide with the Texas Balance of State count.

Old Business
- 2013 CoC Grant Update
  - Projects Submitted.
Thibaudeau announced that projects were encouraged to submit early and that any projects submitting by December 20 would be eligible for a drawing for free lunch, provided by the Lead Agency.

19 projects submitted early.

- McCasland drew and the winner of the free lunch is Change Happens! RESCUE in Motion for Him program.

A number of projects struggled with the new process overall and did not make the eSnaps submission deadline set by the Lead Agency. All those who did not submit in time had extenuating circumstances and were in close communication with the lead agency.

Those not submitting included 7 PSH projects and totaled $4 million in funding.

- Thibaudeau asked that the Steering Committee allow the inclusion of all projects that were submitted late.

  - A motion was made (Dawson), second (Williams), the motion passed.

- One project (TH, substance abuse/treatment oriented) did not submit for renewal, even though they had indicated they would. The project was for approximately $78,000, and they declined because of Coordinated Access, Harm Reduction, and Housing First directions of the CoC.

  - Thibaudeau recommended that this project’s money roll into the new Rapid Rehousing project in Tier 1.

    - A motion was made (Williams) second (Kindell), the motion passed.

Projects Reviewed:

- Thibaudeau announced that projects are in the process of being reviewed and corrections/suggestions will begin to be sent out next week. From the project applicant side, our CoC is moving ahead of schedule.

Collaborative applicant Part 1 Progress:

- Lemelle asked how many projects had submitted. Thibaudeau stated that 61 had submitted, 19 of them by the early December 20 deadline. Lemelle asked if projects would be notified of their ranking tomorrow. Thibaudeau answered yes, once the Steering Committee approves the ranking policy at today’s meeting.

New Business

- CoC FY2013 Project Competition Ranking Policy (Resolution No. 19)
  - HUD has looked at how much money they have in the budget based on FY2013 numbers, and each CoC needs to remove 5% of their renewal demand (approximately $1.1 million for TX 700) and place it into Tier 2. Tier 1 will be funded, and based on how well the CoC scores, HUD will fund PSH/RRH in Tier 2 until the money is gone. HUD will not fund SSO's/TH in Tier 2.
  - The Ranking Sub-Committee recommends putting part of the new RRH project into Tier 2.
  - Ranking subcommittee also discussed increasing technical assistance to be led by the Lead Agency to better align with HUD guidelines and recommendations. As a result, for this funding cycle, the Sub-Committee asked that any existing projects not be placed in Tier 2.

    - After this grant submission, the Lead Agency will come up with threshold policies and provide technical assistance with programs before FY2014 Competition.
Thibaudeau reviewed the ranking policy: HMIS/Planning will remain in Tier 1, all renewals without an APR will be in Tier 1, all renewals with APR will be in Tier 1, and one new RRH project in Tier 1.

- Rackleff recommended that all projects without renewal scores be placed below scored applications, but still in Tier 1.
  - A motion was made (Rackleff), second (Williams), motion passed as amended.

**TX-700 Threshold Policies (Resolution No. 20)**

- HUD funding has had to cover so many SSO’s (because of the low taxation of our locale, etc.), but is moving away from this. Now, a number of our projects aren’t in alignment with the system and where it is moving to. As a result, the Lead Agency is requesting time to build existing programs’ capacity to meet HUD guidance.
  - For example: HUD is awarding bonus points to those who place SSO projects/projects not acting as Coordinated Access in Tier 2. If SSO’s amend their grants/projects to meet HUD guidance, they could be in Tier 1.
  - The Lead Agency does not want to do that this funding cycle; it would like to be able to provide them with technical assistance and give them time to review HUD guidance and weigh their options.
    - Gunsolley and Rackleff asked how much those two points could mean.
    - Thibaudeau stated that every point counts, but this year we would be giving up those bonus points so as to not undercut those SSO’s that would be effectively unfunded.

- McCasland commented that some of the Thresholds may make technical assistance very difficult, especially as last minute policies, guidance and changes from HUD will continue to be expected and will most likely not go away anytime soon.

- Dawson noted that we should have caution, as there are some services that are still vital to the homeless population, even if HUD does not prioritize it.

- Williams encouraged the adoption of this document, as it has the potential to get our CoC ahead of the game and acquaint projects with the reality of CoC/HUD funding.
  - McCasland asked for language clarifications, and Lemelle recommended that the title language be looked at, as well as definitions added.
  - Thibaudeau asked for CoC Steering Committee input and guidance with regard to this document before the January 24, 2014 meeting.
    - McCasland moved to table the conversation, to be revisited on January 24, 2014.

**Public Comments**

- No public comments.

**Adjournment**

Upon approval, the meeting was adjourned at 4:40 pm.
Respectfully Submitted,     Approved,

________________________    __________________ _________
Celene Meyer, Secretary    Daphne Lemelle, Vice Chair for
                          Tory Gunsolley, Chairman

_____________________
Date
A. Work/Affinity Group Activities
   a. Networks, Initiatives and Affinity Groups
      i. Provider Input Forum
         1. Meets on February 25, 2014 at 9am at the NRC, 815 Crosby. Topic: CoC Performance
      ii. Housing Houston’s Heroes
           1. Met February 7, 2014
           2. RRH/HP subcommittee (formerly 140 a month Committee) met January 9, 16, and February 6 and 13th. VA summit was held on January 30th.
      iii. Youth/Young Adult Affinity Group
           1. NAEH Conference on Ending Family and Youth Homelessness will be on February 18-19 with representatives from both the Coalition and HYN.
           2. Youth PIT/Needs Assessment Workgroup met on January 8th and additionally, provided interviewers at libraries, UHD campus, HAY Center and mobile outreach with Covenant House during the Homeless Count.
      iv. One Voice Texas Affinity Group
           1. Children/Young Adults Workgroup met on February 7
      v. Coordinated Access Workgroup
         1. Transition Team meeting weekly
         2. Phase 1 of Coordinated Access began January 6, 2014

B. CoC Grant
   a. Submitted completed Consolidated Application and Project Priority listing on January 30, 2014
   b. Preliminary de-briefing completed with Howard Burchman of Housing Innovations and Lead Agency staff

C. Other CoC Activities
   a. Conducted the 2014 Houston Homeless Count on January 30th, 2014 according to the Contingency plan due to weather advisory on January 23rd. Nonetheless, the count was fully executed according to the HUD approved methodology with over 500 volunteers participating and every study area covered. Data from the shelter and unsheltered counts are being processed by the Epidemiologist. A report will be generated in March. Preliminary results demonstrate a continued trend of a decreasing number of unsheltered homeless persons on the night of the Count.
   b. Met with local HUD Field Office regarding status updates and current work

D. Informational Updates

  Provider Input Forum
  9am Tuesday, February 25, 2014
  815 Crosby St., Neighborhood Resource Center
  TOPIC: TX 700 CoC Performance as related to FY2013 NOFA
HMIS Lead Agency Report

A. Work Group Activities
   a. Networks, Initiatives and Affinity Groups
      i. Housing Houston’s Heroes Data Committee
         1. Met January 10, 2014
      ii. Coordinated Access Transition Team Meeting
         1. Meets weekly at The Beacon
         2. Participated in the Coordinated Access Housing Assessor Training on January 2, 2014
         3. Conference call with ClientTrack software developers regarding Housing Eligibility Assessment and Triage Workflow setup on January 2, 2014 and January 22, 2014
      iii. HMIS Support Committee
         1. Met January 22, 2014

B. Reporting
   a. Continued data analysis and support of the U.S. Veteran Affairs Supportive Services of Veteran Families program and the 100,000 Homes Campaign
   b. Completed customizations to HMIS for the integration of the City of Houston HOPWA programs

C. Other CoC Activities
   a. ClientTrack system upgrade on January 7, 2014

D. Support
   a. Site Visits – due to holidays and inclement weather, no site visits were conducted in January 2014
   b. IssueTrak
      | Opened Before January 1, 2014 | 1 |
      | Opened in Period              | 76 |
      | Closed in Period              | 72 |
      | Left Open On January 31, 2014 | 5 |
   c. Training
      | New User                      | 39 |
      | Refresher                     | 3  |
      | Reports                       | 5  |
      | Data Explorer                 | 0  |
   d. Participating Agencies
      | Active                        | 65 |
      | New                           | 0  |
   e. Users
      | Active                        | 573|
      | New                           | 21 |
   f. Clients
      | Enroll at any point           | 22,745 |
      | New Enrollments               | 3,115  |
## TX 700 Continuum of Care (CoC)
### FY2013 Consolidated Application Performance Review

<table>
<thead>
<tr>
<th>Type of Housing</th>
<th>Avg Length of Time in Housing (months)</th>
</tr>
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<tbody>
<tr>
<td>Emergency Shelter</td>
<td>1</td>
</tr>
<tr>
<td>Transitional Housing</td>
<td>6</td>
</tr>
<tr>
<td>Safe Haven</td>
<td>28</td>
</tr>
<tr>
<td>Permanent Supportive Housing</td>
<td>22</td>
</tr>
<tr>
<td>Rapid Re-Housing</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>TX 700 CoC 2013 Actual</th>
<th>HUD Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants in all CoC funded projects that increase income from employment</td>
<td>31%</td>
<td>20%</td>
</tr>
<tr>
<td>Participants in all CoC funded projects that increase income from sources other than employment</td>
<td>48%</td>
<td>54%</td>
</tr>
<tr>
<td>Participants in all CoC funded projects that obtain non-cash mainstream benefits</td>
<td>33%</td>
<td>56%</td>
</tr>
<tr>
<td>Participants in all CoC funded projects who achieve housing stability in an operating year</td>
<td>64%</td>
<td>80%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CoC Accomplishments</th>
<th>Current</th>
<th>2014 proposed</th>
<th>2014 Actual</th>
<th>2015 proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSH beds to be developed through reallocation</td>
<td>0</td>
<td>50</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>PSH beds dedicated to CH</td>
<td>276</td>
<td>470</td>
<td></td>
<td>525</td>
</tr>
<tr>
<td>Families with children assisted through CoC funded RRH</td>
<td>0</td>
<td>450</td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>
Funds by Program Component 2013 CoC Application
Houston/Harris County CoC

- PSH, 12,647,552, 54%
- RRH, 2,517,216, 11%
- TH, 6,503,478, 28%
- SSO, 777,681, 3%
- HMIS, 586,034, 3%
- PLANNING, 250,000, 1%

- HMIS
- PLANNING
- PSH
- RRH
- SSO
- TH
FOR INFORMATION ONLY

SUBJECT: Post FY2013 Consolidated Application Next Steps
DATE: 2/11/14

This Memorandum is to inform the Continuum of Care Steering Committee about the primary focus areas for the Lead Agency regarding system alignment with HUD goals prior to the FY2014 Competition.

Background

Through publication of the FY2013 NOFA for the CoC Program Competition, HUD clearly signaled their priorities and guidelines for funding.

- 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.

In light of this guidance by HUD, the CoC Lead Agency with HUD Technical Assistance will do the following in anticipation of the FY2014 Competition:

- Facilitate APR and HMIS data review committees in order to strengthen performance measures system wide.
- Performance Dashboards related to program outcomes will be generated via HMIS and be made publicly available.
- Identify potential projects for re-allocation in FY2014 Competition.
- Implement Transitional Housing conversion.
- Meetings with HUD SSO-E (employment) recipients will be held to discuss interest in changing scope of services prior to the FY2014 Competition to participate in Coordinated Access.
- HMIS Administrator will provide quarterly HMIS-generated APR’s to all programs and assist with corrections.
- Meetings with specific programs who have expressed the need for programmatic changes in order to comply with HUD guidelines will be on-going.
- Create CoC policies and standards for approval by CoC Steering Committee.
Steering Committee Historical Record of Resolutions, Adoptions, Approved/Rejected Motions

2012
SAMHSA CABHI grant Steering Committee recommended to be recognized as a work group of the CoC (9/13/2012)

Adopted the USICH Federal Strategic Plan Goals to End Homeless with the addition of, “Set a path to prevent all types of homelessness” (11/8/2012)

Adopted Community Action Plan as presented (11/8/2012)

HMIS Support Committee structure and bylaws ratified (11/8/2012)

Motion approved to cap CoC project administrative budgets at 7% in order to comply with HUD incentive structure (11/28/2012)

2013
HMIS Data Quality Standards approved (1/10/2013)

Coalition for the Homeless of Houston/Harris County, as lead agency for the CoC Steering Committee, approved to be sole applicant for CoC Planning grant. Further, the MOU will reflect this decision (1/10/2013)

Memorandum of Understanding between CoC Steering Committee and Lead Agency (Coalition for the Homeless of Houston/Harris County) approved (2/14/2013)

HMIS Agency Fees approved as recommended (2/14/2013)

Homeless Services Coordinating Council Fees rejected (2/14/2013)

Lead Agency designated as responsible party for signing off on CoC Certification for ESG purposes (2/14/2013)

Motion to participate in the 100,000 Homes Campaign approved (2/14/2013)
One Voice Texas housing-related workgroups approved as Affinity Workgroups of the CoC (5/9/2013)

Critical Time Intervention (CTI) endorsed as an appropriate evidence-based practice for Rapid Re-Housing (6/13/2013)

Coordinated Access Housing Referral Guidance Draft approved (8/8/2013)

Coordinated Access Recommended Eligibility and Prioritization Policies Draft approved (8/8/2013)

Motion to support the submission of the application for Texas Healthy Community Collaborative funding under the purview of the CoC approved (9/12/2013)


HMIS Governance Charter approved (12/12/2013)

CoC Charter Updates approved (12/12/2013)

Corporation for Supportive Housing recommendation that CoC Shelter Plus Care funds granted to Harris County CSD be non-renewed and re-allocated as a new Rapid Re-Housing rental assistance project approved (12/12/2013)
SUBJECT: TDHCA and SSVF Priority 1 Endorsements/Certifications  
DATE: 2/12/14

This Memorandum is to inform the Continuum of Care Steering Committee about the need for CoC endorsement of TDHCA ESG and SSVF Priority 1 applicants.

Background

The CoC Steering Committee has not yet adopted a policy or standard to guide the Lead Agency or Committee members in endorsement decisions for non-CoC Competition funding. However, funders who administer such funds as ESG and SSVF, have started to require that applicants provide CoC endorsement of their applications in order to be considered for funding.

In particular, the new Priority 1 SSVF funds are requiring applicant endorsement by the CoC and limiting endorsement to two applicants only. This information was recently received and the applicants have a tight window in which to receive endorsement and submit the application. Priority 2 and 3 applicants do not need CoC endorsement, but it is advisable.

A strong group of current SSVF –funded programs (Career and Recovery Resources, Salvation Army and US Vets) has worked together to present an application requesting Priority 1 funds with one agency serving as the lead applicant and the other two being sub-recipients. This work is reflective of the work done during the last 18 months through the Housing Houston’s Heroes Workgroup. In addition, the collaborative efforts have been recognized and praised nationally.

TDHCA requires that local CoC’s certify compliance with local strategies and action plans for the currently open ESG funds. We have been contacted by one collaborative and expect that the other funded projects will also ask for certification.

Both the SSVF and TDHCA ESG applications are due prior to the next CoC Steering Committee meeting.

It is the recommendation of the Lead Agency that the TDHCA and SSVF endorsements/certifications be made for agencies that:

- Are in good-standing with the CoC (primarily HMIS data and compliance)  
- Have proven capacity to manage and spend funds  
- Have the required experience as dictated by the application (for example, SSVF Priority 1 requires 1 year of prior funding in order to apply)  
- Are willing to participate fully in Coordinated Access

The Lead Agency is willing to prepare the endorsements in order to help strengthen the capacity of our system and attract these important funds to our CoC geographic area.

In anticipation of on-going and increased requests for Endorsement/Certification, the Lead Agency will prepare a CoC Endorsement/Certification Policy for comment and preview at the March 2014 CoC Steering Committee. The Steering Committee can vote on the policy at the April 2014 meeting, after having given time for comments and public posting.
Purpose:
To increase performance measurement and data quality within the CoC system.

Policy:
CoC funded programs must be able to generate accurate APR’s from HMIS. The CoC will use data from HMIS for performance reviews and it will be a source of data for rating and ranking decisions.
Purpose:
To address the amount of rent CoC-funded Permanent Supportive Housing projects can assess to a tenant.

Policy:
All Permanent Supportive Housing projects must have a signed lease or occupancy agreement with all program participants residing in housing. All Permanent Supportive Housing projects will impose occupancy charges that will not exceed 30% of a household’s adjusted gross income or 10% of the family’s total income. No individual or family may be denied a permanent supportive housing unit because of a lack of income.