March 13, 2014 Steering Committee Meeting

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AGENDA

I. Call to Order – Celene Meyer
   a) Roll Call

II. CoC Progress Highlight: – Celene Meyer

III. Approval of Minutes – Tory Gunsolley
   a) January 7, 2014 CoC Steering Committee Meeting
   b) February 13, 2014 CoC Steering Committee Meeting

IV. Lead Agency Report – Takeshia Richardson

V. HMIS Administrator Report – Takeshia Richardson

VI. Old Business
   a) Review of CoC Policies for APR’s and Subsidized Rental Payments – Howard Burchman
   b) HMIS Performance Dashboards update – Takeshia Richardson

VII. New Business
   a) CoC Steering Committee Public Comments Policy – Tory Gunsolley
   b) Preview of CoC Membership Policy – Howard Burchman
   c) Preview of PSH prioritization of turnover to chronically homeless Policy – Howard Burchman
   d) Preview of Voluntary Reallocation Policy – Howard Burchman
   e) Preview of Involuntary Reallocation of CoC Funded Grants Policy – 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.
Steering Committee Meeting

January 7, 2014

Minutes

Present: Melissa Carroll (Pasadena) Thao Costis (Provider Rep), Barbara Dawson (MHMRA), Tory Gunsolley (Houston Housing Authority), Marilynn Kindell (Fort Bend County), Rebecca Landes (Provider Rep), Daphne Lemelle (Harris County), Tom McCasland (Harris County Housing Authority), Neal Rackleff (COH), Stephen Williams (Houston Dept of Health and Human Services), Eva Thibaudeau (Lead Agency Staff)

Absent: Donna Herron (Consumer Rep), Clay Kibler (Consumer Rep), Dr. Laura Marsh (VA), Celene Meyer (Funders Together),

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
Steering Committee Meeting  
February 13, 2014  

Minutes  

Present: Thao Costis (SEARCH Homeless Services- Homeless Services Rep), Barbara Dawson (MHMRA rep), Tory Gunsolley (Houston Housing Authority), Daphne Lemelle (Harris County Community Services Dept), Celene Meyer (Episcopal Health Foundation- Private Funder Rep), Eva Thibaudeau (Lead Agency Staff)  

Absent: Melissa Carroll (Pasadena ESG), Donna Herron (Consumer Rep), Clay Kibler (Consumer Rep), Marilynn Kindell (Fort Bend County ESG), Rebecca Landes (Northwest Assistance Ministries - Provider Rep), Tom McCasland (Harris County Housing Authority), Dr. Laura Marsh (VA), Neal Rackleff (COH), Stephen Williams (CFTH Rep - Houston Dept of Health and Human Services)  

The meeting of the Continuum of Care (CoC) Steering Committee was held on February 13, 2014 at the Harris County Housing Authority, 8933 Interchange Dr., pursuant to proper notification of all Steering Committee members.  

Welcome and Introductions  
Chair Tory Gunsolley called the meeting to order at 3:35 pm. Secretary Celene Meyer conducted roll call. Gunsolley noted that there was not a quorum. Gunsolley thanked Tom McCasland and his staff for hosting the CoC Steering Committee at their offices.  

CoC Progress Highlight – Presented by Eva Thibaudeau  
60 Minutes recently did a piece where they highlighted the 100,000 Homes Campaign. They asked for communities to submit pictures and stories of the impact the campaign was having. A couple who were clients at SEARCH Homeless Services were submitted and their before and after photos were featured on the 60 Minutes website. The couple had lived in an encampment and were located by SEARCH’s mobile outreach. Overall, the piece was powerful, and Thibaudeau recommended that members watch if they hadn't already. An additional interview by Anderson Cooper made great points about the Housing First model.  

Approval of Minutes
Minutes from January 7, 2014 were presented. Gunsolley noted that as there was no quorum, the January minutes would be presented for approval at the March 13, 2014 meeting.

Lead Agency Report – Presented by Eva Thibaudeau

- Monthly meetings have been established with the local HUD field office. The HUD field office wanted to hear about Coordinated Access and what ways the system needed to change (for example, Supportive Services Only grants), and is open to hearing more. This should help keep the line of communications open and will hopefully benefit the Houston/Harris County CoC and providers.
- The Continuum of Care held the annual Houston Homeless Count on January 30, 2014. More than 500 volunteers participated (including most in attendance at this CoC meeting) and all maps were covered, which is tremendous considering the uncertainty of participation after rescheduling the original date due to inclement weather. Early analysis indicates that the unsheltered number is continuing to decline. The sheltered count is still in progress.

HMIS Administrator Report – Presented by Eva Thibaudeau

- The HMIS Administrator report is new. In many CoCs the Lead Agency and HMIS Administrator are not always the same entity. In order to reflect the efforts of the Lead HMIS Administrator, Takeshia Richardson (HMIS Senior Manager, Coalition for the Homeless) will prepare a monthly report so the Steering Committee can get a sense of the work being completed.
- Prior to the NOFA, work began on a policies and procedures manual for the CoC. Now that the NOFA is completed that work will resume.
- HMIS staff has been providing data on Housing Houston’s Heroes and 100,000 Homes to the Mayor’s Leadership Team.
- No HMIS Annual Fees will be collected from agencies going forward. Any checks sent to the Coalition for the Homeless have been returned through the mail. With HUD CoC, ESG and HOPWA funders putting money toward HMIS, the fees have been declared redundant. SSVF recipients will continue to directly pay the Lead HMIS Administrator for services.
- Gunsolley asked if a decrease in the homeless population (via the Homeless Count) would impact the CoC’s funding. Thibaudeau replied that the shelter count has remained steady or possibly increased, and that PSH is exploding. Overall, the numbers will not hurt us, as HUD’s goals are for homeless numbers to decrease. Marilyn Brown (President/CEO, Coalition for the Homeless) also commented that the CoC money is not tied to a number; the money is tied to delivery of services as well as confidence in the work being done in Houston.
- Gary Grier (Project Manager, Coalition for the Homeless) introduced special guests Tamara Wright and Sandra Foley with the SSVF VA team.

Old Business

- 2013 CoC Grant Update – Presented by Howard Burchman
Submission

- The grant was submitted early by the Lead Agency, and the strategy used means that all renewal grants were placed into Tier One. Within 45 days we should be notified that the renewal grant will be accepted.
- Our early submission and meetings with the local HUD field office can help make sure that grants are executed in a timely manner.
- The fact that our CoC took advantage of the opportunity to reallocate Shelter Plus Care to Rapid Rehousing was a great move. In upcoming competitions it would be beneficial to look at other grants and reallocation.

Performance Review

- Data quality is crucial, and Lead Agency believes that our CoC performance is higher than what is being reported to HUD. This is entirely reliant upon what agencies have entered into HMIS. HMIS is not working to our full advantage if it isn’t reflected in the data that we pull from HMIS.
- One HEARTH indicator is length of homelessness; 20 days or less is the target. We need to look across the board at improving this outcome. Burchman feels that the implementation of Coordinated Access should help.
- Our CoC is performing well on the HEARTH indicator regarding earned income. It is the only indicator on which we meet HUD threshold.
- We are underperforming regarding income from sources other than employment, and it will be a challenge to get there. Utilizing the SOAR technique to enroll individuals in SSI/SSDI. Also getting more veterans enrolled in benefits and signed up for pensions.
- We are also underperforming regarding noncash mainstream benefits. If individuals qualify for SSI/SSDI, they should also qualify for Medicaid. Harris County also has the Gold Card Program. Providers need to make sure that individuals are aware of these programs. Lead Agency will prepare CoC guidelines for eligible mainstream benefits.
- Projections show our CoC goal to create 50 beds of PSH through reallocation during the next funding cycle, which means that $700,000 - $800,000 will be reallocated. 10% of Transitional Housing dollars are being reallocated. Another next step is to establish policies and procedures for Rapid Rehousing so they are ready to go when the programs are ready.
  - Barbara Dawson commented that MHMRA has a financial assessment tool to establish whether clients can pay for medicines or not, and asked if that could be counted as a noncash benefit. The process is codified with the state. Burchman commented that as long as MHMRA has documentation that clients qualify/are enrolled in something, then yes. Reports can be revised in HMIS to reflect this.
  - Burchman presented a component breakdown of funding. 2/3 of our funding is focused on permanent housing and that is a good thing. Thibaudeau
commented that Transitional Housing was beginning a shrinking trend, as some TH programs will not renew over time as they are focused on treatment and not aligned with HUD goals.

- **Next steps and recommendations:**
  - Transitional Housing programs can voluntarily reallocate and may retain funding. Other projects that are not achieving outcomes may be reallocated involuntarily.
  - Evaluations will be done to see what projects are best fits for reallocation and convert TH programs to permanent housing programs (PSH and RRH).

- **Timeline of Major Resolutions/Motions – Presented by Eva Thibaudeau**
  - Gunsolley and Daphne Lemelle had asked about a timeline of when certain resolutions were approved by the CoC Steering Committee. Thibaudeau prepared a document showing the evolution of the CoC and the approval of certain actions and resolutions.

**New Business**

- **SSVF CoC and TDHCA Endorsements – Eva Thibaudeau**
  - Thibaudeau commented that Burchman had foreshadowed earlier about the CoC needing to make decisions on who/what to endorse as certain situations arise. Texas State ESG funds have been released and applicants need their CoC to certify applications.
  - The CoC Steering Committee voted to allow the Lead Agency to do this as of last year.
  - The VA released a round of SSVF funds (over the course of the next 3 years) in an effort to address their backlog. They have designated certain communities as “Priority One” and Houston is in that Priority One category.
  - Any Priority One applicants need CoC endorsement, and the CoC can only endorse 2 applications.
  - A note was sent pre-application to encourage collaboration among SSVF service providers. The suggestion was that one organization act as lead and have subrecipients.
  - Existing, eligible SSVF agencies (US Vets, Salvation Army, and Career and Recovery Resources) have collaborated and are submitting a collaborative application.
  - The recommendation is that as long as applicants are in good standing with HMIS, fit with the application, and are willing to participate in Coordinated Access, the Lead Agency will prepare an endorsement as usual.
  - Gunsolley recommended that collaborative applicants be given points for working together, and that they should also require agencies involved in collaborative applications for SSVF funds to either currently be in the Housing Houston’s Heroes workgroup or require that they join the HHH work group.

- **CoC Policies for APRs and Subsidized Rental Payments – Howard Burchman**
  - APRs and HMIS
Burchman emphasized that CoCs need to be able to generate their APRs through HMIS, and from here forward, the CoC will base its performance review on what is in HMIS to determine how projects are ranked. HMIS will be the authoritative data source, and this should lead to improved performance.

- Thibaudeau commented that this policy should help address public comments from last year as it is hard to tell if APRs not generated from HMIS are accurate.

- Subsidized rent payments
  - Burchman commented that there is an unintended loophole for CoC funded projects requesting Operating funds for PSH. All other PSH rental and leasing assistance projects may not charge more than 30% of tenant income toward rent. This issue is under advisement by HUD and will likely correct the oversight.
  - The recommended policy is that occupancy charges should be the greater of the following: 10% of gross income, or 30% of adjusted gross income. This is according to HUD guidelines for rental and leasing funding categories.
  - Income should not be a requirement to access Permanent Supportive Housing, even though achieving income is a goal of PSH. Non-income should not be a barrier to housing.
  - Thibaudeau commented that these two above draft policies are being crafted in an effort to get programs into HUD alignment before the FY2014 NOFA is released later this year. These are two areas that need to be addressed so the Lead Agency can have frank conversations on how it can help programs and make sure that programs are in alignment with HUD’s intended policies.

Public Comments
- Morris Fountain announced that he has created a new project: “Caring For Offender Families” with the aim of trying to prevent families with children from being evicted/facing homelessness because of someone in the household entering prison. He would like to connect with the CoC and different organizations as he builds the project’s foundation. CoC Steering Committee commented that their function is not to recommend individual programs, but rather is a policy and recommendation committee for the CoC regarding systems level work.
- Robin Harrison, a former client of Houston Area Women’s Center (HAWC), presented a consumer grievance with the program she had been in at HAWC. Gunsolley and Lemelle commented that the CoC Steering Committee was the guiding body for CoC funding policy and recommendation, but not for consumer grievances. She was referred to HUD and the Lead Agency (CFTH) for referrals and resolution. Marilyn Brown (President/CEO) issued an invitation to Harrison for a meeting to explore positive resolutions.

Adjournment
Upon approval, the meeting was adjourned at 4:58 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. Met on February 25, 2014 at 9am at the NRC, 815 Crosby. Topic: CoC Performance
            (dashboard offered by HMIS Project Manager today)
      ii. Housing Houston’s Heroes
          1. Met February 7, 2014
          2. RRH/HP subcommittee meeting March 6, 13, 20 and 27
      iii. Youth/Young Adult Affinity Group
           1. NAEH Conference on Ending Family and Youth Homelessness held February 18-19 with
              representatives from both the Coalition and HYN. March 12 Coalition Lunch & Learn
              featured panel of conference participants
           2. LGBTQ Prevention Initiative Community Meeting held March 7, at Coalition offices
      iv. One Voice Texas Affinity Group
          1. Children/Young Adults Workgroup will meet on March 14
      v. Coordinated Access Workgroup
          1. Housing First Partners Conference being held March 12-14 with representatives from
             the Coalition and the Houston Housing Authority among other members of the CoC
          2. Coordinated Access Workgroup met on March 5
      vi. HMIS
          1. HMIS Forum is on March 20 from 2-4pm at Harris County Department of Education

B. CoC Updates
   a. Meetings with SSO agencies regarding HUD priorities for collaborative applicants
   b. Planning process for 2014 on community performance improvement initiated with Howard Burchman of
      Housing Innovations and Lead Agency staff on February 25 & 26
   c. Community Conference Debriefing scheduled for March 24 from 2-4pm at 600 Jefferson Street first floor
      conference room featuring lessons learned and best practices from NAEH and Housing First Conferences

C. Other CoC Activities
   a. Texas Department of Housing and Community Affairs ESG CoC certifications were delivered to agencies
      for 2014 Applications
   b. Shelter Plus Care Transition team met on February 27 regarding the work out plan
   c. Met with local HUD Field Office regarding status updates and current work

D. Informational Updates

  HMIS Forum
  2-4pm March 20, 2014
  6300 Irvington, 5th Floor Conference Center
  Harris County Department of Education
  TOPIC: Performance Dashboards
HMIS Lead Agency Report

A. Work Group Activities
   a. Networks, Initiatives and Affinity Groups
      i. Housing Houston’s Heroes
         1. Met February 7, 2014
      ii. Coordinated Access Transition Team Meeting
          1. Meets weekly at The Beacon
          2. The final conference call with ClientTrack software developers, regarding Housing Eligibility Assessment and Triage Workflow, was on February 26, 2014.
      iii. HMIS Support Committee
          1. Met February 19, 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. Provided ESG Technical Assistance training for the CAPER

C. Other CoC Activities
   a. Developed Client Grievance Policy
   b. Developed Performance Dashboards for HMIS participating agencies

D. Support
   a. Site Visits
      
      | Harmony House - Discover | Pasadena Community Ministries |
      | Catholic Charities       | Northwest Assistance Ministries |
      | AFH – Friendly Haven     | Bay Area Homeless             |
      | Sarah’s House            | Community of the Streets      |

   b. IssueTrak
      
      | Opened Before February 1, 2014 | 5 |
      | Opened in Period               | 80 |
      | Closed in Period               | 81 |
      | Left Open On February 28, 2014 | 4 |

c. Training
   
   | New User | 22 |
   | Refresher | 7 |
   | Reports | 5 |
   | Data Explorer | 0 |

d. Participating Agencies
   
   | Active | 63 |
   | New | 1 |

e. Users
   
   | Active | 617 |
   | New | 22 |

f. Clients
   
   | Enroll at any point | 20,473 |
   | New Enrollments | 2,800 |
TX 700 Continuum of Care (CoC)  
Policy on APR’s and HMIS

**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.

**Effective Date:**
Immediately upon adoption by the Steering Committee.
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.

Effective Date:
Immediately upon adoption by the Steering Committee.
PSH Performance Dashboard

Exits to Permanent Housing

Length of Stay (days)

Income & Benefits

Earned Income Increase
Other Income Increase
Maintained Income
Non-Cash Benefits @ Exit
Transitional Housing Performance Dashboard

Exits to Permanent Housing

Length of Stay (days)

Income & Benefits

- Earned Income Increase
- Other Income Increase
- Maintained Income
- Non-Cash Benefits @ Exit

Target

AvgLOS

MedLOS

NC Target

Ol Target

El Target
TX 700 Continuum of Care (CoC)  
Policy on Public Comment

Purpose:
Monthly Continuum of Care Steering Committee meetings are public. This policy creates guidelines for offering public comment to the Steering Committee.

Policy:

The following guidelines pertain to all speakers who will be addressing the CoC Steering Committee during Public Comment.

- Individuals who wish to address the Committee are requested to place their name, affiliation, and the subject they wish to address on the speakers sign-in list maintained at the entrance to the meeting.
- Speakers are requested to address items on the CoC Steering Committee agenda or topics relevant to the CoC Steering Committee.
- The Chair will generally call speakers in order shown on the sign-up sheet.
- Public comment will generally be limited to 3 minutes per individual. At the discretion of the Chair, comments may be limited to a shorter or expanded to a longer amount of time.
- Please respect the time limit allotted to each speaker. The Secretary will indicate when your time has expired and the next speaker will be invited to begin.
- Efforts will be made to accommodate each individual who has signed up to speak. However, given time constraints, there is no guarantee that all who have signed up will be able to address the Committee.
- Written comments and materials brought for the Committee by speakers will be accepted during public comment and will be made available to the Committee.
- Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the committee may be issued a warning and/or removed from the meeting.
- A disruptive person will be issued a warning from the Chair. If the disruptive person persists in disturbing the meeting, he/she may be asked to leave. Any speaker who, at the direction of the Chair, is escorted from the meeting room will not be readmitted for the remainder of the day.
Purpose:

Membership in the CoC allows for participation in the selection of the Steering Committee and the ability to participate in setting policies for the CoC. Additionally, organizations that are members of the CoC will receive additional points in renewal and new project funding competitions. Previously membership was based on dues payment. The receipt of planning funds from HUD has, for the time being, eliminated the need for membership dues. Therefore this policy will base membership on participation in a minimum threshold of provider input sessions and HMIS work groups.

Each member organization in the CoC will be required to designate two ‘authorized representatives’ in addition to the CEO/ED who are always authorized to represent the organization. An authorized representative must have sufficient authority to speak on behalf of the member organization. Each year the member organizations must designate their authorized representatives to the CoC. Staff members other than authorized representatives are welcome to attend meetings but to ensure continuity of participation, only the participation of authorized representatives will count toward meeting CoC membership requirements.

Members will be required to participate in Provider Input Forums and HMIS workgroup sessions each year; organizational members of the CoC will be expected to have authorized representatives attend at least three-quarters of the four annual Provider Input Forums and four annual HMIS Workgroup sessions.

Policy:

Membership in the Houston/Harris County Continuum of Care is open to all organizations and individuals seeking to prevent and end homelessness in Houston/Harris County and surrounding areas. Members of the CoC are able to vote for Steering Committee members and on key policy issues and receive additional points when competing for new or renewal funding. Organizational members of the CoC must meet minimum participation thresholds by designated authorized representatives in order to maintain their membership. These thresholds are: participation by authorized representatives in a minimum of 75 percent of quarterly Provider Input Forums and quarterly HMIS workgroups. Failure to meet participation thresholds will result in forfeiture of CoC membership.

Effective Date:

Immediate upon adoption by Steering Committee. Participation will be tracked starting as of Jan. 1, 2014. Member organizations that have not met minimum participation thresholds at the completion of the year will lose their CoC membership.
Purpose:

This policy reflects the commitments made in the 2013 CoC application to HUD. The application specified that 100% of beds that become available through turnover of units will be prioritized to the chronically homeless.

This policy is consistent with the implementation of Coordinated Access which will prioritize chronically homeless people for referral to permanent supportive housing based on the vulnerability index and other assessment tools.

Policy:

The chronically homeless will be given priority for permanent supportive housing beds as vacancies become available through turnover. This applies to all PSH projects receiving funding through the Houston/Harris County CoC. Vacant beds/units may only be offered to non-chronically homeless persons if there are no chronically homeless people in the CoC who meet the criteria specified for the project in the grant agreement with HUD. All referrals through Coordinated Access will be prioritized for chronically homeless.

Effective Date:

Immediately upon adoption by the Steering Committee.
Purpose:

HUD allows CoCs to ‘reallocate’ funding from existing grants and activities (supportive services only, transitional housing) to higher priority activities (permanent supportive housing and rapid rehousing for families). Reallocated CoC grants are funded by HUD provided that the proposed activities are eligible and the grantee qualified.

Because of funding limitations, reallocation is one of the few (and sometimes the only) means of developing new PSH or RRH units. In the 2013 HUD application, the CoC committed to developing 50 beds in 2014 and 2015 of PSH through reallocation and committed to housing 450 families in 2014 and 500 in 2015 through rapid rehousing.

These goals are more achievable with the cooperation and support of CoC grantees. To encourage grantees to participate in reallocation, this policy will allow grantees to voluntarily reallocate funding to either permanent supportive housing – which must be dedicated to the chronically homeless – or rapid rehousing serving families exiting literal homelessness. The grantee will able to remain the grantee in the reallocated project.

This policy will not apply to grantees who have failed to meet minimum performance thresholds for project renewal. Please see policy on “Involuntary Reallocation”.

Policy:

Existing CoC grantees with Supportive Services Only [SSO] or Transitional Housing [TH] grants may voluntarily reallocate their grants. Grants may be reallocated either to permanent supportive housing for chronically homeless persons or rapid rehousing for literally homeless families. If needed by the CoC and if permitted by HUD, some SSO grants may reallocate to participate in the Coordinated Assessment and Access process. To qualify for voluntary reallocation, the grantee must have met the minimum performance standards established by the CoC. Grants that are not able to meet minimum standards will be subject to involuntary reallocation process.

Policy Effective Date:

The voluntary reallocation policy will be in effect for the 2014 NOFA competition and subsequent competitions. Grantees not meeting minimum performance standards will receive a warning for the 2014 competition and involuntary reallocations will be instituted for the 2015 competition and subsequent competitions.
Policy on Involuntarily Reallocation of CoC Funded Grants

Purpose:

On an annual basis, HUD sets performance benchmarks for Continuum of Care funded grants. These benchmarks cover permanent housing placement and retention, employment of program participants, access to mainstream benefits, and other factors. The success of grantees in meeting these performance benchmarks is weighted heavily by HUD in assigning a score to the CoC application. The score assigned by HUD to the CoC application determines the amount of additional funding that the CoC may be able to obtain from HUD. As a result provider performance is critically important to the CoC.

Additionally, HUD is emphasizing the use of evidence based practices – uses of HUD homeless assistance that have been demonstrated to be effective in ending homelessness. The current documented effective strategies are permanent supportive housing for long term and chronically homeless and rapid rehousing for families. As a result, HUD is encouraging CoCs to expand their level of investment in these proven strategies.

To assist in directing HUD CoC resources toward effective strategies, each year, the CoC will set minimum performance levels that must be achieved by each CoC funded grantee. The minimum standards will be set at a level that will identify the lowest performing providers. Over time the minimum will be adjusted higher to ultimately reach, if not exceed, the HUD benchmarks.

Policy:

On an annual basis, the CoC will establish minimum performance thresholds for each program component (Transitional Housing, Permanent Supportive Housing, Rapid Rehousing, or Supportive Services Only). These minimum thresholds will be established with the participation of funded providers. These thresholds will represent the minimal acceptable performance level. It is expected that this minimum performance level will be increased over time. Grantees that do not meet the minimum threshold will be given six (6) months in which to improve performance to meet the minimum thresholds. Grantees that have not improved performance sufficient to meet the minimum thresholds will not be permitted to renew funding in the next NOFA competition. Transitional housing and supportive services only grants will be reallocated to permanent supportive housing (PSH) or rapid rehousing (RRH). PSH and RRH grants will remain under that component and a replacement grantee identified. Funds designated for reallocation will be competitively awarded to new grantees; PSH and RRH grants will be competitively awarded to new grantees to continue providing PSH or RRH services.

Policy Effective Date:

For the 2014 competition grantees will receive their performance scores; grantees may voluntarily re-allocate their grants but involuntary reallocation will not be used in this competition. Involuntary reallocation will be in place for the 2015 NOFA competition.