

CT BOS Steering Committee Meeting Minutes

March 15, 2012

Steering Committee Members Present	Agency/Jurisdiction Represented
Steve DiLella	DMHAS
Mike Van	New London
Milena Sangut	Danbury
Michael Santoro	DECD
Ron Krom	Middlesex
Phil Lysiak	Bristol
Jill Benson	Manchester
Louis Tallarita	Department of Education
Terry Nash	CHFA
Carol Walter	CCEH
Pam Giannini	DSS
Ellen Simpson	New Britain
Barbara Geller	DMHAS
Preston Maynard	VA
John Merz	CARC
CUCS Consultants: Suzanne Wagner and Liz Isaacs	
Steering Committee Members Not Present	Agency/Jurisdiction Represented
Sarah Gallagher	CSH

- **Welcome, Introductions, Minutes, Announcements**
 - Minutes accepted, all in favor
 - Announcements
 - May 2 – CCEH Annual Training Institute – looking for sponsors
 - CARC and partners awarded CSH Social Innovation Fund Grant

- **CoC Update from HUD**
 - See attached memo on page 4 from Ann Oliva, Director of Special Needs Programs, HUD
 - News from memo – new projects soon, some \$ for CoC Admin, HUD recapturing unspent funds to fund new projects, 2012 NOFA will be under HEARTH rules, focus on reallocation, UFA or High Performing Communities unlikely for 2012
 - **Follow-up:**
 - **Sub CoCs need to bring this back to their local planning groups/CoC's so that all agencies are aware of the changes.**
 - **CUCS will cover this info in provider training today.**

- **DSS Consolidated Plan/ESG Updates**
 - All housing, shelter, including DV (not DMHAS) are going to DECD as of July 1st
 - DSS presented their plan for their ESG allocation - \$ - 650k – funding HMIS, local system – onsite and remote sessions, based on risk assessment tools, wk with AHAR, remaining for RR financial assistance. \$75K for HMIS for BOS. John Merz and Carol Walter left the room during the discussion to prevent any conflict of interest if their agencies apply for funding.
 - The CoC discussed this plan and was in agreement with it.
 - Need to have a new rep from DSS for the BOS SC – Pam is retiring.

- **Follow-up:**
 - **CUCS to write letter on behalf of chairs to Commissioner that Steering Committee needs a DSS rep.**

- **DECD Consolidated Plan/ESG Update**
 - DECD presented on their Substantial amendment and new action plan for the BOS Consolidated Plan. Both will be open for comment for 30 days on March 22 and 29. DECD needs a support letter from the BOS CoC for the amendment and action plan.
 - **Follow-up:**
 - **CUCS to notify Steering Committee when Substantial Amendment and Action Plan are released for comment.**

- **New Britain**
 - Ellen Simpson reported how New Britain is spending their ESG\$ -- is getting \$146k – 40% to rapid rehousing, balance to ES.
 - **Follow-up:**
 - **New Britain Con Plan reps will need to request a support letter from the BOS CoC.**

- **Opening Doors**
 - Group is working on unified application. **BOS should review process & application so that it is adopted as part of CT BOS CoC P&P**

- **CoC Check Up Update**
 - HUD requires an Action Plan as an outcome of the check-up process. A small work group was constituted to complete the Action Plan.
 - **Follow-up:**
 - **CUCS to convene small group to develop action plan for review and vote by the SC. Members: CCEH, Steve DiLella, Jill Benson, and invite Dave Pasqua**

- **Renewal Evaluations 2012**

Motion: To accept the revisions on pgs. 8 &9 and to collect information on spend down, compliance with HUD monitoring findings and confirming match and leverage but not score these elements. Motion accepted unanimously

- **Update on Mergers**
 - Steve DiLella and John Merz report that there have been two meetings in the last month to gauge interest in CoCs joining BOS. There has been good discussion around interest in creating one CT with regions.
 - CoCs are interested in ensuring that they have their money for new projects and want to control which projects are selected for funding.
 - It was noted that their decisions would need to come back to the BOS SC.
 - **Follow-up:**
 - **In future Merger meetings, invite BOS Sub-CoC's**

- **PIT Count on 1/25/12**
 - CCEH – taking data from HMIS – staff person is working with programs to make sure HIC/PIT and survey are accurate

- **Discussion of Consumer Representation to Steering Committee**
 - Steering Committee members will reach out to the contacts noted in the 1/12/12 minutes and report back at the next meeting.

- **Mainstream Resources Sub-committee report**
 - DOE Info was provided at January Meeting and additional materials were part of the minutes
 - Employment Roundtable – April 2 at the Lyceum
 - Requirements for CoC participation in developing Substantial Amendments to Con Plans were distributed.

- **HMIS Sub-committee**
 - Carol Walter updated the group:
 - DSS has a few hundred thousand dollars to put to HMIS conversion from Bowman to ECM
 - State is committed to finding software \$, hoping to not have to have programs pay at all
 - There will be a phased in conversion of the new software – starting in the summer and to be completed by the Fall – still figuring out if doing by program (TH, PSH, etc) or CoC. It is noted that if done by component, might get a better read. Looking at getting foundations funding to run this process.

- **Other Business – Representation on Steering Committee**
 - It was noted that the work group for the Action Plan will discuss other Steering Committee representation – DOC, philanthropy, etc

- **Next Steps and Next Meeting**
 - Local Con plans are on different schedules and when they are being revised and need CoC consultation and approval, they should be on the CT BOS agenda to present
 - Next Meeting is Thursday, May 24th 10-12 in Rm 212 Page Hall

Ann Marie Oliva
Director, Office of Special Needs Assistance Programs
U.S. Department of Housing and Urban Development

March 5, 2012

Letter to Continuum of Care Leadership, Grantees, and Stakeholders*—

As I did last year around this time, I wanted to take a moment to update you on the status of a few key items: the 2011 competition new project awards, the HEARTH Act regulations, our plans to implement the HEARTH Act programs, and the technical assistance resources we are making available to you.

- While we were fortunate to receive level funding for FY2012, our budget is not large enough to fully fund all of the provisions of the HEARTH Act.
- We have made difficult decisions about how to proceed for FY2012, guided as always by the value that we must ensure the best possible outcome for both the people we serve, and for the programs that serve individuals and families who are homeless and at-risk of homelessness.

2011 CoC Competition New Projects

- In the next few weeks, HUD expects to release announcements for the FY2011 CoC competition new project grant awards.
 - To maximize the number of new units funded this year, we have been **aggressively recapturing funds** from previous grants that have not been fully expended and drawn down by the end of their grant period.
 - Through this process, we are also **identifying grantees that consistently return money**, since in many cases these funds cannot be re-used for other CoC programs and must be returned to the U.S. Treasury.
 - ***We strongly encourage grantees and CoCs to review all renewal project budgets and spending rates to prevent these types of recaptures, thereby demonstrating strong stewardship of federal funds at both the grantee and CoC levels.***

HEARTH Act Implementation and Budget

Update on Regulations:

- The HEARTH Act, enacted into law in 2009, required HUD to write **six sets of regulations**: 1) Definition of Homeless, 2) Consolidated Plan Conforming Amendments, 3) Emergency Solutions Grant (ESG) Program, 4) Homeless Management Information Systems (HMIS) Requirements, 5) Continuum of Care (CoC) Program, and 6) Rural Housing Stability Assistance Program (RHSP).
- The first four of these are currently published as final, proposed, or interim rules. **We anticipate the rules on the CoC and RHSP programs to be published shortly.**
- While we would have preferred to release all six rules at the same time, the complexity of the rules themselves and the rulemaking process made this infeasible. Instead, we released the rules as each was completed, and we prioritized the definition of homelessness as required in the law.

Below is a brief overview of the status of each rule along with relevant budget information for FY2012.

1. The final rule on the Definition of Homeless went into effect on January 4, 2012.

- A webinar, listserv message and some technical assistance materials have been posted on the [Homelessness Resource Exchange](#) (HRE). Additional materials are under development.
- HUD also published a Notice on the limitation on the use of SHP and S+C funds on Category 3 of the definition (also posted on the HRE).

2. On January 4, 2012, the interim rules on the **Emergency Solutions Grant** (ESG) program and corresponding amendments to the *Consolidated Plan* went into effect.
 - The comment period for the ESG rule closed on February 3, 2012, and SNAPS is now working on a final rule based on the public comments received. Until a final rule is published, the **interim rule regulates the use of the second allocation of FY2011 ESG funds and the FY2012 ESG allocation.**
 - The FY2012 budget allocation for the ESG program is \$286 million, an increase from the total FY2011 allocation of \$250 million.
 - This increase will assist communities to transition programs created under HPRP, which expires at the end of this fiscal year. **These funds are expected to particularly impact homeless families with children, a HUD priority population.** Please see [Secretary Donovan's message](#) about priorities for the new ESG program.

3. On December 9, 2011, the proposed rule for **HMIS Requirements** was published in the Federal Register.
 - The comment period for this rule closed on February 7, 2012. This rule is not yet in effect.
 - Homeless Management Information Systems (HMIS) currently in operation must continue to use the standards currently in place (the 2004 Technical Standards and the 2010 Data Standards) until the HMIS rule is published as final.
 - **In the coming months, HUD also intends to publish new required HMIS data elements and HMIS technical standards that will conform to the performance measurement requirements detailed in the HEARTH Act.**
 - **In addition to the new standards, HUD will provide specific guidance to CoCs on how performance measures for the new statutory requirements will be calculated (i.e., how exactly to calculate average length of homelessness or recidivism at the CoC level).**

4. HUD is in the final stages of clearing for release both the *Continuum of Care (CoC)* and *Rural Housing Stability Program (RHSP)* rules.
 - **Congress has directed that these rules be published as interim so they can be implemented in FY2012; therefore, the 2012 NOFA will reflect the HEARTH requirements and all grants awarded through the 2012 competition will be required to comply with the interim rules.**
 - With the FY2012 appropriation being \$1.901 billion, \$477 million less than requested, neither all of the HEARTH Act requirements nor all of the HUD-related goals stated in the *Opening Doors: Federal Strategic Plan* can be fully realized.
 - Therefore, HUD will be deciding which provisions of HEARTH to implement in order to maximize the impact on the people we serve. Given limited resources, communities should be aware of the following, which will be clearly outlined in the FY2012 CoC NOFA:
 - Renewal of existing projects, as provided for in HEARTH, is a priority;
 - While the HEARTH Act authorizes increases in administration, leasing, rental assistance and operating funds for renewals, it is unlikely that projects will receive the maximum increases allowed by law;
 - **Continuum of Care planning funds may be made available, although at levels lower than the 3% allowed by law;**
 - Funding for Unified Funding Agencies is not likely to be available in FY2012; and
 - HUD does not intend to implement the High Performing Communities provisions in FY2012 due to lack of sufficient data and budget constraints.

What Can CoCs and Grantees do to Prepare for HEARTH?

First and foremost, CoCs should be engaged in strategic planning and coordination exercises for homeless services in the community – including both HUD and non-HUD funded resources. Following are some suggestions of actions that you, the CoCs and grantees, can *and should* be doing to prepare.

1. Under HEARTH, performance and compliance will be a significant part of the competitive selection process.
 - **Now is the time to begin looking at your current portfolio of SHP and S+C projects relative to expenditure of funds and performance to determine what, if any, changes should be made.**
2. Conduct an analysis to determine which partnerships within your community work well and which need more attention and focus.
 - For example, can the relationship between the Continuum of Care and the Department of Education’s Homeless Liaisons or the local Public Housing Authority be strengthened? Is their expertise being fully utilized to meet the needs of homeless and at-risk individuals and families?
3. CoCs will have the ability to reallocate grants under HEARTH to improve system performance and alignment with local needs.
 - CoCs should begin considering which projects, in whole or in part, they may want to reallocate to free up resources for new efforts.
 - Under HEARTH, all funds will be counted towards a CoC’s Hold Harmless Need (HHN) amount—including projects that are currently funded under S+C; therefore, for the first time, **CoCs will be permitted to include these grants in any reallocation strategy.**
 - To help start the conversation about reallocation locally, please see the [USICH webinar](#) held on the topic last fall.
4. HPRP will expire September 30, 2012. CoCs will need to consider how they will attempt to fill gaps that are left with the more limited pool of ESG and CoC funds.
 - **Consider what HPRP strategies worked best** and whether any of these strategies are more effective, efficient, and attractive to consumers than the current ESG and CoC-funded approaches.
5. What efficiencies can and should be made to your current homeless assistance and response system? Now is the time to begin creating those efficiencies and putting them into place.
 - This may include considering all of the non-HUD homeless assistance funding coming into the community and strategizing how those resources can be maximized, or could include how to coordinate or **centralize the assessment process for homeless services.** I encourage your participation in the upcoming USICH/HUD webinars on these topics.
6. Under HEARTH, there will be an even greater emphasis on data and the use of HMIS. CoCs should assess their data tools, counting methodologies, and HMIS and determine if changes and/or improvements need to be made.
 - Where shortfalls are identified, **now is the time to ask for assistance.** CoCs can request technical assistance on the HUD HRE.
7. If you have not already done so, READ the rules that have already been published. The comment period for the ESG and HMIS rules has now passed, but it is not too late to get up to speed on these documents. This applies to the CoC and the project grantees.
 - Further, when the CoC and RHSP rules are published as interim, HUD welcomes any and all comments. Please pay particular attention to those areas in the preamble where we specifically ask for comment.
 - For example, when the ESG interim rule was published, HUD specifically requested comments on the definition of chronically homeless. The comment period is the time to provide HUD with feedback—not after these rules have been published as final.

8. In addition to strategic planning, CoCs should be working closely with grantees to prepare for HEARTH. As stated previously, as part of the roll-out there will be a variety of trainings and tools made available.
 - CoCs should consider organizing around these trainings to ensure all of its grantees are participating and receiving the same message.
 - Make sure that each of the CoC grantees are signed up for the Homeless Assistance Programs listserv.

Technical Assistance

Technical assistance resources will be key to the implementation of HEARTH. HUD has already released many tools related to the Homeless Definition and ESG rules, such as guidebooks, webinars, and factsheets. We are working with our TA partners to develop additional materials on these rules and to support the roll-out of the CoC and Rural programs.

- **All technical assistance is publicized and accessible through the Homelessness Resource Exchange (HRE) at www.hudhre.info and through our various listservs.**
- **Sign up for our listservs** to stay informed and visit the HRE regularly to download new resources, ask a question, register for webinars, and request individualized technical assistance.

Our ***Ready, SET (SNAPS e-learning Tuesdays), Go*** webinar series, held most Tuesdays at 3:30pm ET, provides regular information on the regulations and promising practices.

- For instance in the coming weeks, HUD and USICH will be hosting a discussion about Objective 10 of the *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness* to “transform homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing.”
- All webinars are archived and can be accessed at any time from the HRE.

In 2011, HUD also began the Continuum of Care Check-up process, designed to help CoCs determine their current capacity and to identify local action plans to improve and address areas of concern. To date, 379 CoCs have initiated this process. In order to receive TA, CoCs must have conducted the CoC Check-up.

HUD is focused on providing communities with the resources needed to successfully implement HEARTH within the limits of the final appropriations for FY2012 and FY2013 (when budget is passed by Congress). We will do our best to keep you updated on progress related to HEARTH implementation as well as the other items discussed above. Thank you all, as always, for your hard work on behalf of all the homeless persons that we serve.

2012 BOS CoC Renewal Evaluation Criteria and Scoring

Adopted 3/15/12

Criteria	Standard	Points	Scoring/ Scaling	Data Source	Deadline
Occupancy/Average Bed Utilization Rate	90%	6	Scaled to 75%, Below 75%=0	APR	
<u>PSH Programs</u> : Length of stay 7 months or longer (for leavers)	85%	6	Scaled to 77%, Below 77%=0	APR	
<u>TH Programs</u> : Exits to Permanent Housing	80%	6	Scaled to 75%, Below 75%=0	APR	
Health Insurance for Leavers (Includes Medicaid, SAGA, Veterans Health Care, Private Insurance, etc)	30%	6	Proportional/ %age	APR	
Food Stamps for Leavers	50%	6	Proportional/ %age	APR	
Employment for Leavers	25%	6	Proportional/ %age	APR	
Income Amounts Maintained or Increased for Leavers	85%	7	85% or >=7 70-85 = 4 Below 70%=0	APR	
Leavers who exit to shelter, streets or unknown	10% or less	6	10% or <= 6 11-20% = 2 Over 20% = 0	APR	
Leavers with Non Cash Financial Resources	80% or >	7	80% or >= 7 70-79% = 4 Below 70% = 0	APR	
Collect baseline on stayers for all but occupancy and TH exits to PH				APR	
Subtotal Performance		50			
Consumer Satisfaction Response Rate	35% response rate	5	35%=5 20%=2 Below 20%=0	Cons. Survey	
Consumer Satisfaction Results	50 possible points	10	Proportional/ %age	Cons. Survey	
Subtotal Consumer Satisfaction		15			
Charts/Budgets	Accuracy	15	1 point per error to 5 points. More than 5 errors=0	Exhibit II	
Subtotal Charts/Budgets Accuracy		15			

Criteria	Standard	Points	Scoring/ Scaling	Data Source	Deadline
HMIS - % of Universal Data Elements (UDEs) with No or Null Values in HMIS (Name, DOB, Gender, SSN, Race, Ethnicity, Veterans Status, Disabling Condition, Residence prior to program entry, Zip code of last permanent residence)	<10%	10	Minus 10 points for ANY UDE with null values 10% or >	APR or HMIS Report	
Secure location for equipment	Yes	2	All or none	Ex 1 Info	
Locking screen savers	Yes	2	All or none	Ex 1 Info	
Computers have virus protection with auto updates	Yes	2	All or none	Ex 1 Info	
Complies with HMIS P&P Manual	Yes	2	All or none	Ex 1 Info	
Firewall on the network or individual workstations	Yes	2	All or none	Ex 1 Info	
Subtotal HMIS		20			
Total		100			
Penalty for Late/Incomplete Exhibit 2 Submissions		10	Initial penalty applied if required information is not submitted on time or is incomplete by initial deadline		
		10	Additional penalty applied if information is not submitted or is incomplete by final deadline		

NOTE: All criteria are scored based on materials submitted by the initial deadline (e.g., accuracy of charts/budgets will be based on first Exhibit 2 submission not on corrections after review by consultants).

Threshold Criteria and Corrective Action:

Each year a threshold score is established by the CT BOS Steering Committee.

- Projects scoring below the threshold must submit a corrective action plan and are ineligible to apply for new funds through the CoC in the year they are in corrective action.
- Projects with two consecutive years of “Corrective Action” status may be at risk of losing these funds per review and recommendation of the BOS Steering Committee.