**CT BOS Steering Committee Meeting Minutes**

**3/17/2017**

1. **Introductions and Announcements**
2. Welcome and Introductions



1. Review and approve 2/17/17 BOS SC minutes - approved



1. HUD Announcements
2. NEW APR REPORTING STARTING 4/1/2017 – “SAGE HMIS”. No longer in E-snaps.
   * + 2015 grants need to be in SAGE
     + If DMHAS subrecipients need help with SAGE, they can contact call Fred Morton for assistance.
     + HUD SAGE webinar was an introduction, and there will be others that offer more information.
     + CCEH noted that providers will be able to access a file that will be able to then be put into SAGE. Instructions will be sent out from CCEH.
     + Providers should be logging into SAGE to sign up for an account. Steve DILella is approving the accounts.

**f/u: HI to send information out to providers on setting up an account in SAGE.**

* + - It was suggested that any outstanding APRs should be entered or amended in esnaps asap.

1. Policies and Procedures and all BOS materials available at: <http://www.csh.org/csh-in-the-field/connecticut/2578-2/>
2. BOS RFP for New Projects
   * BOS will release the RFP in the spring.
   * It was suggested that BOS should look at localities with the greatest need and focus resources in those areas.

1. **CT Balance of State Consolidated Plan: 2017-2018 Action Plan**

[**http://www.ct.gov/doh/lib/doh/draft\_ap\_17-18.pdf**](http://www.ct.gov/doh/lib/doh/draft_ap_17-18.pdf)

* Mike Santoro of DOH presented the draft Action Plan to be submitted to HUD. This document notes how the state will allocate and use funds under the HOME, HOPWA and ESG programs. Priorities and preferences reported in the document drive how DOH makes decisions and how funding is geographically distributed.
* DOH is requesting a LTR of support and approval of the plan from the CoC.
* CT BOS SC will vote next month to approve the plan.
* DOH welcomes comments and encourages participation.
  + The plan also includes the National Housing Trust Fund with $3 million. This funding serves households at 30% at Area Median Income.
  + This year, the Action Plan will be submitted once the budget amounts are final for each of the federal programs. It is anticipated that these numbers will not be final until June at the earliest.

1. **Letter of Support for VA GPD Applications** 
   1. 12 agencies are applying for GPD projects.
   2. DOH reviewed project summaries and the majority of them met the VA NOFA requirements and aligned with BOS Housing First Principles. BOS/DOH will reach out to projects with issues and let them know that they need to resolve these issues before they get a letter of support.

**Motion: Authorize the BOS SC Co-Chairs to vet the proposals to ensure that all of them meet BOS requirements and to provide LTR of support for projects on behalf of CT BOS CoC. Motion was approved by consensus.**

1. **CT BOS Reallocation for 2017**
   1. Continued discussion of reallocation planning for Coordinated Entry Staff
   * It was noted that the 2 TH programs that are not serving survivors of DV or youth are being reallocated. This decision was made at the August 2016 CT BOS SC meeting and providers were made of aware of the decision.
   * There was discussion around how these reallocated funds could be spent. It was suggested that the money could be used to support the CAN staff. Currently the CAN positions are funded until the end of 2018.
   * It was noted that having CAN staff is critical to keeping the CANs functioning and that the CANs would be in trouble without this support.
   * New Haven Sub-CoC met and made a proposal that from the reallocation of CCA’s TLP: $50k go to BOS for support of CAN infrastructure; $150k stay in the New Haven CoC to support New Haven family housing programs in RRH and PSH.
   * Norwich/New London sub-CoC meets in the next week, and sub-CoC reps will bring back thoughts on spending reallocation.
   * ODFC noted that they are looking at a strategy of reallocating 10% of portfolio. They noted that they should have $ to spend on CAN infrastructure.
   1. PSH projects

* It was noted that HUD continues to look at performance and spending. HUD wants projects to ensure that they are spending all of their money.
  + - There are PSH projects with underspending, and it was suggested that the underspent funds could be used for reallocation. One provider noted that there have been mergers this year and therefore there might be less underspending moving ahead since providers will have a larger pool of funds to work with to add additional units or amend their budgets in another way.

1. **PIT Homeless Count** 
   1. Updates – CCEH noted that pop numbers and unsheltered data will be available by end of next week.
2. **Coordinated Entry Planning** 
   1. CAN Leadership Committee Report

* Update on PSH Prioritization Standards Policy - the group will discuss this at the next meeting on 4/7 and bring back any comments or changes to the next BOS SC meeting.
* It was reported that in some CANs, the CH verified number has gone up.
* It was noted that the Coordinated Entry Dashboard in HMIS has been very helpful.
  1. Equal Access Rule Compliance



* Webinar (from 2012) on this topic:[**https://www.youtube.com/watch?v=3\_NHy1C53LA**](https://www.youtube.com/watch?v=3_NHy1C53LA)**.**
* Slides from January 2017 webinar on 10/2016 Equal Access rule: <https://www.hudexchange.info/course-content/equal-access-and-gender-identity-rules-training/Implementing-HUDs-Equal-Access-and-Gender-Identity-Rules-Slides-2016-11-17.pdf>
* It was noted that if you need a waiver from the Equal Access Rule, you can contact HUD but according to HUD, it would have to be a unique situation for HUD to grant a waiver on this.
* HUD noted that there are no exhibits yet on these standards. However, HUD has received complaints and is following up with agencies. It was reported that there was a compliant about an agency and that agency had 14 days to train staff and come into compliance on Equal Access.
  1. Reminder to review new HUD CES requirements:
* <https://www.hudexchange.info/resources/documents/notice-establishing-additional-requirements-for-a-continuum-of-care-centralized-or-coordinated-assessment-system.pdf>
* HUD Webinars on Coordinated Entry Requirements: 3/20, 22 and 28 from 1-2:30.

Webinar Registration Link:

<https://www.hudexchange.info/trainings/courses/coordinated-entry-requirements-webinar/1871/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=3e019e5bb2-RN%3A+Requ_for_Coord_Entry_Syste_Webinar__2017_03_08&utm_medium=email&utm_term=0_f32b935a5f-3e019e5bb2-18490749>

PowerPoint with Highlights of CES Requirements:



1. **2017 Renewal Evaluation Process** 
   1. Updates – individual reports will be sent out by the end of March.
   2. Selected quotes from the Consumer Evaluations **– see page 5**
2. **Youth Homelessness Demonstration Program Update - Katie Durand (DOH)**

* The project is moving along on schedule.
* Currently the focus is on System Dynamic Project – major planning project, funded by DOH and Melville. Project has public sessions – two March sessions and two more in May. The hope is to get as much public input as possible.
* The plan will be voted on by the CT BOS SC in late fall.

1. **HUD System Performance**

* CCEH noted that these reports do continue to change as providers are still fixing the data.
* Starting in April, there will be a new “timeliness report” that will let providers know how quickly data are being entered for clients. HUD is looking at timeframes and wants data entry as close to real time data entry as possible.
* There was an issue around deciding on which date to choose as the enrollment date. For DMHAS projects, it was noted that the enrollment date is the date someone is housed.

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1. **HMIS Updates** 
   * HMIS SC Report – last meeting cancelled, no report.
   * It was noted that providers should know who their HMIS HDC coordinator is so they can connect with them with any issues.
2. **Reaching Home Updates**

* 2017 advocacy days are coming up – 4/12 and 4/13
* 3/20/17 from 1-2 pm CCEH PSC will host preparation webinar for Advocacy Days
* PSC is still accepting Reaching Home Dinner award nominations
* 4/26/17 – There will be an iforum to discuss homelessness and criminal system.

1. **DOH Updates**

* DOH released transitional housing RFP on 2/28/17. Currently DOH is working with selected agencies to refine their projects.
* CHAMP 11 – development round has been released and submissions are due 6/5/17. There is operating funding available with this funding. <http://www.ct.gov/doh/lib/doh/champ_11_nofa_2-24-17.pdf>

1. **Updates from Opening Doors Fairfield County**

* ODFC continues to work on ending chronic homelessness.
* There is a lot of front end work on diversion for youth and families happening in the region.

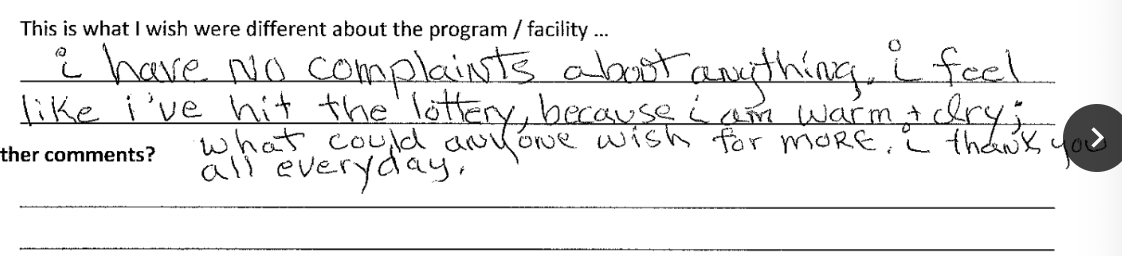
1. **Other Items/Issues - SWAP**

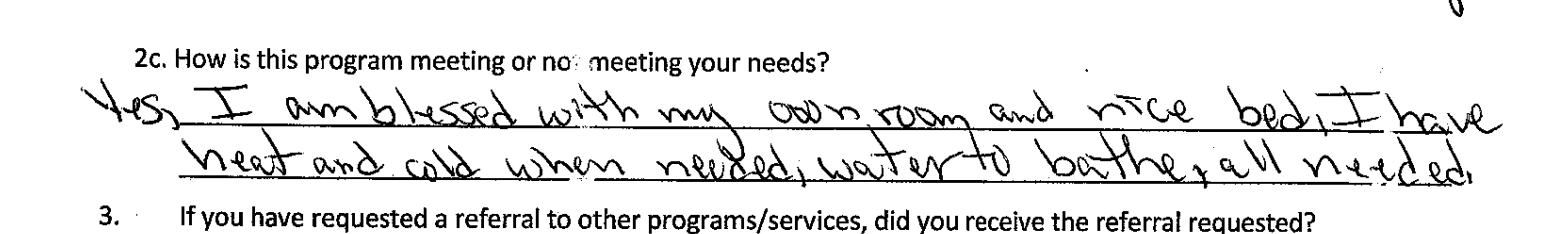
* System-Wide Analytics and Projection (SWAP) was created to enable communities to use local data to understand what their current system is accomplishing and model what happens when system and program changes are made. The SWAP tools can be used to inform system planning and system change efforts to reduce homelessness over a period of up to five years.
* SWAP Webinar 3/29 – 2pm – Steve DiLella and Alice Minervino will lead. Providers can learn how SWAP will be used in CT. Open to all.

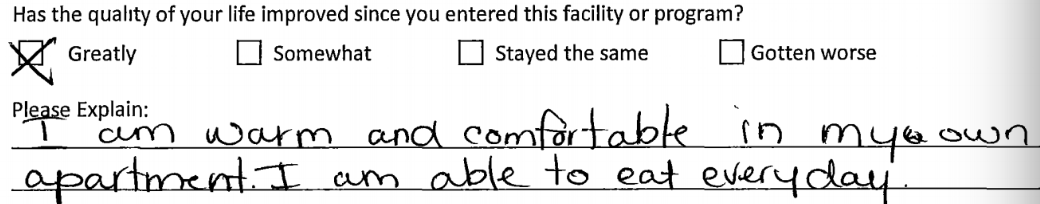
**f/u: HI to send out information on the webinar**

1. **Next Meeting Dates - Portland Library – Mary Flood Room - 20 Freestone Ave, Portland, CT** 
   * + - April 21, 2017 – Portland Library - 11am – 1pm
       - May 19, 2017 - Portland Library - 11am – 1pm
       - June 16, 2017 – Portland Library- 11am – 1pm

**Selected comments from the 2017 Consumer Satisfaction Surveys:**

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