

# Meeting Minutes

## Joint Continuum of Care Steering Committee & Rebuilding Lives Funder Collaborative Meeting

Monday, November 2, 2009

1:00 pm – 4:00 pm

MORPC

### Meeting Purpose:

- CoC Steering Committee/RLFC consideration of recommendations regarding New PSH Project Prioritization for 2009 CoC Bonus Award and RL PSH
- CoC Steering Committee review and approval of Exhibit 1 charts, tables and list of renewal projects for CoC Application

### Attendees:

Continuum of Care Steering Committee: Susan Lewis Kaylor\*, Lori Criss, Kim Stands\*, Dave Simmons, Ronald Baecker, Sheila Prillerman, Gloria Kilgore, Tom Dobies, Don Strasser, Carl Landry, Emily Savors\*, Barbara Poppe\*, Rollin Seward\* (for Jim R. Schimmer), Michelle Morgan, Joe McKinley\*, Douglas Lay\*

\* - also a member/representative for the Rebuilding Lives Funder Collaborative

Rebuilding Lives Funder Collaborative (also see those marked with \* above): Dennis Guest, Esther Adkins (for David Migliore), Antonia Carroll

Community Shelter Board staff: Dave Davis, Lianna Barbu, Tiffany Nobles

Guests: Mike Tynan, Anthony Penn, Betsey Reichley, Dave Kayuha, Matt McClure

### Welcome & Introductions

Barbara welcomed the group and reviewed the agenda. All gave name and affiliation introductions. Due to a lack of quorum with the Rebuilding Lives Funder Collaborative (RLFC), the group agreed to utilize a Committee of the Whole for the RLFC to make recommendations on the capital funding requests to the full RLFC in December.

### Overview of New PSH Project Concepts Submissions

Barbara provided an overview of the process for the 2009 New PSH Project Concepts Prioritization. The process was streamlined as part of the CoC Steering Committee streamlining. A summary of the process was included in the meeting materials. Barbara commented that the streamlined process seemed to have worked well in comparison to previous years. Comments from both providers and the Citizens Advisory Council supported the sentiment.

## **Recommendations from HUD Technical Review Committee (HUD TRC)**

Don Strasser reported on the recommendations from the HUD TRC on the two proposals received for the 2009 New PSH Project Concepts Prioritization process. A summary of the proposals and the HUD TRC recommendations were included in the meeting materials.

The HUD TRC met on October 20 to consider the proposals and developed recommendations for each.

### Community Housing Network (CHN) proposal

#### *HUD TRC recommendation:*

1. CHN project will be endorsed as Rebuilding Lives PSH. With the following conditions:
  - Provide written MOA between CHN and SE that details supportive services provision by 11/30/09. The MOA should cover all elements of the supportive services plan included in the RLFC provider manual.
  - Develop ability to serve pets upon admission when necessary
  - Prioritize population that is not eligible for federal housing subsidy
2. It is recommended that Community Housing Network receive the 2009 CoC HUD Bonus Award in the amount of \$422,317. CHN is required to:
  - a) Submit Exhibit 2 via e-snaps by 5:00 pm Friday, 10/30/09, and
  - b) Submit complete RL project Plan by 11/30/09.
3. It is recommended that Community Housing Network receive the requested amount from local funds to provide furnishings for individuals; \$21,853 year 1 and \$1,714 year 2 and then ongoing as needed. This is contingent upon submission of RL project plan.

#### *Vote:*

RLFC – Esther Adkins moved and Toni Carroll seconded to recommend the resolution to the full RLFC for consideration as stated.

Unanimous approval. No abstentions.

CoC SC – Susan Lewis Kaylor moved and Sheila Prillerman seconded to approve the resolution as stated.

Discussion – Ron commented that the CAC originally voted for the NCR proposal.

Resolution approved with 13 votes to one opposition; no abstentions.

### National Church Residences (NCR) proposal

#### *HUD TRC recommendation:*

1. NCR project will be endorsed as Rebuilding Lives PSH. With the following conditions:
  - Must have at least 25 RL units
  - Consider prioritization of ADAMH referred clients
2. The NCR Commons at Livingston project is recommended to receive ongoing annual support from the RLFC in the amount of \$60,561. It is suggested that NCR:
  - a) Pursue other funding (i.e. State, federal or private) to fill the services funding gap
  - b) Pursue MOA with VOAGO for partnership with HVRP and provide MOA by 1/31/10.
3. It is recommended that NCR Commons at Livingston receive Rebuilding Lives capital funding in the amount of \$1,000,000 (\$250,000 county and \$750,000 city). NCR should:
  - a) Pursue provision of additional capital funding from the VA
  - b) Prioritize re-entry from institutions as a target group.

NCR submitted an appeal on the HUD TRC recommendation for consideration by the group. A copy of the appeal was included in the meeting materials.

Barbara reviewed the Analysis of RL PSH Capital Requests that was included in the meeting materials. She noted that the analysis was completed prior to the HUD TRC meeting and were reviewed and approved by both NCR and CHN prior to distribution to the HUD TRC. The analysis compares NCR Commons at Livingston (CAL) to CHN Inglewood Court (IC) and VOAGO Edgehill Place (EP), projects previously approved by the CoC SC/RLFC for funding and OHFA tax credits. It was noted that the economy NCR faces today is quite different from the one facing CHN and VOAGO a year ago.

Barbara reviewed the Analysis of Available Funding if HUD TRC Recommendations are accepted that was included in the meeting materials. This analysis compares NCR CAL to CHN IC if the HUD TRC Recommendations are accepted as is. NCR has submitted an appeal on the HUD TRC recommendations.

Question asked on how it was determined which funding allocation (Franklin County vs. City of Columbus) is utilized for the capital dollars for a project. Barbara clarified that the decision is based on which entity the developer makes the request to. NCR submitted requests to both the City and County for consideration. It was noted that the City and County only entertain funding requests for RL Capital that have been approved by the RLFC.

Question asked about the pool of tenants being extended beyond Franklin County. Dave Kayuha commented that he was not aware of this issue previously. Barbara commented that during the NCR presentation at the HUD TRC meeting it was noted that tenants could come from any of the Veterans Administration (VA) residential facilities throughout Ohio. Dave Kayuha committed to go back to NCR and the VA to discuss the concern with the extended tenant pool.

Matt McClure presented the NCR appeal on the HUD TRC recommendations regarding RL capital. Matt noted that a request has been submitted to OHFA for an allocation of their stimulus funding as well as one submitted to the Federal Home Loan Bank.

It was clarified that the NCR request to the City and County for capital was originally for 50 units that were not designated as supportive housing units and would be funded through the respective affordable housing allocations. Once NCR decided to make the project a supportive housing project, the City and County clarified that the funding would come out of the supportive housing allocation and would need to be approved by the RLFC.

Matt committed to develop an analysis that outlines the affects if the full funding is not approved. He clarified that NCR is requesting the approval of the full \$1.5 million as opposed to the \$1 million recommended by the HUD TRC.

Don recommended that the group postpone a decision on the NCR project until a decision from OHFA has been received. Barbara recommended that the group approve the current HUD TRC recommendation but consider additional funding request once the OHFA decision is known and the issue with the extended tenant pool is resolved.

It was clarified that the \$12 million allocation is expected to cover the five years as stated in the Rebuilding Lives Plan.

Douglas Lay commented that each VA has a budget for its location and several surrounding counties.

Concern was expressed that we were using residency as the rationale for reducing the award amount from \$1.5 million to \$1 million and also requiring NCR to serve Franklin County residents. It was suggested that we resolve this issue by adding the residency requirement to the request of additional funding.

Dave Kayuha recommended that NCR accept the resolution as is with the approval that they can submit an additional request to the RLFC.

Resolution was amended to add “for Franklin County only residents” to “must have at least 25 RL units” under recommendation 1.

*Vote:* Susan Lewis Kaylor moved and Kim Stands seconded to recommend the amended resolution for consideration by the full RLFC. Unanimously approved. No abstentions.

The group took a short break to allow RLFC members who needed to leave to do so. The second half of the meeting was for the CoC SC to review and approval of Exhibit 1 charts, tables and list of renewal projects for CoC Application.

### **Review & Approve Exhibit 1 Charts & Tables**

The group reviewed specific forms for the CoC application Exhibit 1 using a consensus model of approval.

#### Project review and selection process (Form 1E)

Tiffany noted that the only change in the project review and selection process from last year was the removal of site-visits as a rating performance measure.

*Vote:* Form was approved by consensus without any changes.

#### Housing inventory and unmet need estimate (Forms 1F & 1G)

##### *Form 1F – CoC Housing Inventory – Change in Beds Available*

Lianna walked the group through the changes in available beds from the 2008 application:

- Transitional Housing – narrative states “The number of beds increased by 6 due to the addition of 2 units for households with children to the Maryhaven Women’s Program.”
- Permanent Housing – narrative states “The number of beds for households without children increased from 1163 to 1233 due to new supportive housing developments: 25 units at Southpoint Place, 35 VASH units and 10 units at YMCA Sunshine Terrace. The number of beds for households with children increased from 394 to 424 due to new supportive housing developments 15 units (30 beds) at Southpoint Place.”

*Vote:* Form was approved by consensus with one change – add “because of the Critical Access to Housing initiative” after YMCA Sunshine Terrace in the narrative.

##### *Form 1G – Housing Inventory & Unmet Need Estimate*

The group reviewed the Housing Inventory tables for emergency shelter, transitional housing and permanent housing as well as the unmet need estimates.

There was some concern expressed about the number of beds per program compared to the number of units. It was clarified that the tables are completed per HUD instructions and HUD focuses on the number of beds as opposed to the number of units.

There were no areas of unmet need for emergency shelter or transitional housing but there was an estimated gap of 380 beds for households without children. This estimate was down from the

2008 application estimate but it was consistent with the previous year in that unmet need only occurred in permanent housing.

It was noted that the unmet need totals are calculated based on several worksheets which were included in the meeting materials. It was noted that unmet need is calculated based on HUD required methodology and the Point In Time Count data.

#### *PIT Count Homeless Population & Subpopulations (Forms 2I & 2J)*

The group reviewed the 2009 PIT Count Homeless Population and Subpopulations in comparison to the 2008 numbers.

It was noted that the subpopulations' totals were estimates (whereas the PIT Count totals are actual numbers) and the methodology used was based on recommendations from the RL Plan research around unmet need.

Barbara suggested that the CoC Steering Committee consider a strategic decision around the methodology to calculate chronic homeless persons as the reduction of the number of chronic homeless.

Question asked around physically disabled persons being included as a subpopulation category. It was clarified that these persons are not considered a subpopulation for the PIT count data but the designation does make them eligible for chronic homeless units.

Barbara noted that shelter providers have stated that they are unable to identify chronic homeless persons to move forward to PSH units set aside for chronic homeless.

Barbara suggested that for the 2010 PIT Count we request that emergency shelters complete a supplemental survey for subpopulations.

The Forms were approved by consensus without any changes.

#### *CoC 2008 Achievements (Form 4A)*

The group decided to review Form 4A – CoC 2008 Achievements prior to reviewing the Form 3A – CoC Strategic Planning Objectives to ensure that the goals set for the future were appropriate based on past performance.

For three (3) of the five (5) objectives – create new permanent housing beds for the chronically homeless, increase the percentage of homeless persons staying in permanent housing over 6 months to at least 71.5%, and decrease the number of homeless households with children - the CoC met or exceeded its proposed 12-month goal. However, for the other two objectives – increase the percentage of homeless persons moving from transitional housing to permanent housing to at least 63.5% and increase the percentage of homeless persons employed at exit to at least 19% - the CoC did not meet its proposed 12-month goal.

It was noted that for this year's application, we are able to explain the challenges that prevented us from meeting our goal. The group agreed to add to the narrative around the employment objective the following statement – "Two of the three TH programs do not have a goal and purpose to obtain employment due to the short term of the projects. Employment is an outcome once housing obtained."

It was noted that Southeast New Horizons monitors attainment of employment income but does not make it a project outcome.

The form was approved by consensus with the addition to the narrative.

### *CoC Strategic Planning Objectives (Form 3A)*

The group reviewed the CoC Strategic Planning Objectives. These objectives are the same as for the 2008 application except the percentages for three of the objectives has increased. Recommended changes to each are noted below.

- Objective 1: Create new permanent housing beds for chronically homeless individuals
  - Add the following additional steps under the section *In the next 12-months, what steps will the CoC take to create new permanent housing beds for the chronically homeless?*
    - Continue the development pipeline for additional permanent housing beds.
    - Current CoC application includes a project that if approved would identify additional beds for the chronic homeless.
    - Permanent housing projects that filter through our Unified Supportive Housing System designate beds for the chronically homeless.
  - The last two steps listed above will also be added in the narrative under the section *Describe the CoC plan for creating new permanent housing beds for the chronically homeless over the next ten years.*
  - It was clarified that the 16 beds identified to be created in the next 12-months are from NCR Commons at Buckingham, scheduled to open in Summer 2010.
- Objective 2: Increase percentage of homeless persons staying in permanent housing over 6 months to at least 77 percent.
  - It was noted that the percentage goal increased from 71.5% to 77%.
  - Add the following statement under the section *Describe the CoC's long term plan to increase the percentage of homeless persons staying in permanent housing over 6 months to at least 77 percent* – “Providers have well-developed eviction prevention procedures to keep persons housed.”
- Objective 3: Increase percentage of homeless persons moving from transitional housing to permanent housing to at least 65 percent.
  - It was noted that the percentage goal increased from 63.5% to 65%.
  - No changes were recommended to the response to this objective.
  - It was suggested that Southeast New Horizons work on improving this outcome.
- Objective 4: Increase percentage of persons employed at program exit to at least 20 percent.
  - It was noted that the percentage goal increased from 19% to 20%.
  - No changes were recommended to the response to this objective.
- Objective 5: Decrease the number of homeless households with children.
  - Add in a step around the Job2Housing (J2H) program under the section *In the next 12-months, what steps will the CoC take to decrease the number of homeless households with children.*
  - Change the response to *In 12-months, what will be the total number of homeless households with children* from 115 to 119 since our baseline is 120 so that we do not set the goal too high.

- o CSB will identify the totals to be changed for *In 5-years, what will be the total number of homeless households with children* and *In 10-years, what will be the total number of homeless households with children* from 110 and 105 respectively.

The form was approved by consensus with the recommended changes.

*Vote on all Exhibit 1 Charts & Tables:* Michelle Morgan moved and Tom Dobies seconded to approve all tables as modified. Unanimously approved; no abstentions.

### **Review & Approve Project List of Renewals**

The group reviewed the project list of renewals. Tiffany noted that CHN Southpoint Place was listed but was tentative as the project was mistakenly left off of the Grant Inventory Worksheet. She is working with HUD to get the project added in time for the application submission.

Review & Approve Proposed Changes in Performance Measurements for FY11 (Employment % change)

Lianna presented the proposed change to the FY11 Performance Measurements. The only change recommended was to change the employment percentage from 19% to 20% to comply with the changed HUD objective.

Joe McKinley moved and Rollin Seward seconded to accept the recommended change to the FY11 Performance Measurements which will be effective July 1, 2010. Unanimously approved; no abstentions.

### **Next Steps**

CSB will make the necessary changes to the CoC application and submit to HUD.

### **Next Meeting(s)**

- HUD TRC will meet in mid-November to consider the 2010 Priority Project for OHFA Tax Credits.
- RLFC will have special meeting in December to consider the HUD TRC recommendations for OHFA Tax Credits, the Centralized Point of Access and the recommendations from the Committee of the RLFC from today's meeting.