

Meeting Minutes

Rebuilding Lives Funder Collaborative Meeting

Tuesday, October 21, 2014

12:30 pm – 2:00 pm

Community Shelter Board

Attendees:

Rebuilding Lives Funder Collaborative Members: Michelle Heritage, Jacci Graves, Michael Brooks, Cmdr. Rhonda Grizzell, Veronica Lofton, Steve Gladman, Marissa Michaels, Suzanne Seifert, Jennifer Voit, Kathy Werkmeister, Ron Lebsock, Jeff Cutlip, Carl Landry, Terri Power, Mary Vail, Rollin Seward, Patrick Jarvis, Jeff Pattinson, Antonia Carroll, Nancy Case, Joyce Edelman, Kim Stands, Matt Kosanovich, Carla Williams-Scott

Community Shelter Board Staff: Lianna Barbu, Amy Price, Noel Welsh

Guests: Dave Kayuha, Tiffany Nobles

Welcome & Agenda Review

Michelle Heritage welcomed the group and reviewed the agenda.

Administrative Issues

Approve Minutes from 9/8/2014 RLFC Meeting

The minutes from the September 8, 2014 RLFC meeting were distributed to the group. No revisions were noted. Steve Gladman made a motion to approve the minutes as presented. Patrick Jarvis seconded the motion. The motion was unanimously approved without any abstentions.

Strategic Issues

Review September 2014 Program Occupancy Report

Lianna reviewed the September 2014 Program Occupancy Report with the group. The report looks at all occupancy rates for permanent supportive housing programs. Six CSB-funded programs showed an occupancy rate below 95% in September – Community Housing Network projects North High Street, Parsons Avenue, and Rebuilding Lives PACT Team Initiative (RLPTI), Maryhaven Commons at Chantry, and YMCA 40 West Long Street and the 40 West Long Street expansion. Lianna noted some concern about the RLPTI program, which was showing low occupancy for five straight months. She reminded the group that clients from the older Long Street location were being moved into the Long Street expansion program to ensure timely spend-down of federal funding, adding that both Long Street programs would eventually be brought up to over 95% occupancy.

Four HUD Continuum of Care-funded programs showed an occupancy rate below 95% in September – the Rental Assistance programs and the Family Homes program operated by

Community Housing Network and the Shelter Plus Care program operated by Lutheran Social Services/Faith Mission. Lianna noted that the Community Housing Network Rental Assistance programs' decreased occupancy was a cause for concern. She explained that there was ongoing communication between CMHA and CHN in order to bring occupancy rates up.

Review Project Ranking Option Recommended by RLFC Board

Michelle explained that, as part of the 2014 Continuum of Care application process for federal funding, the RLFC must approve a final ranking option for all 2014 project applications submitted by Continuum of Care subrecipients. Once a ranking option was selected, the rankings would determine which projects would be prioritized for full 2014 HUD Continuum of Care funding awards. For this funding cycle, HUD has asked all Continuum of Care collaborative applicants to designate 2% of the projected funding award as Tier 2 funding, meaning that projects designated as Tier 2 were at a greater risk to receive funding cuts than Tier 1-designated projects. The remaining 98% of the funding award and the projects attached to it are designated as Tier 1.

Lianna introduced a document explaining the 2014 application process and ranking options to the group. Lianna noted the Continuum of Care's Tier 1 funding amount, \$9,222,546, and the Tier 2 funding amount, which would be up to \$352,904. She explained that there was an additional \$1,411,614 available in HUD bonus funding, for which Columbus Area Integrated Health Services would apply, to use with a new navigator leasing program. She noted that the bonus project was not included in the project rankings.

Lianna also explained that certain program types would receive HUD prioritization over other program types. HUD's order of prioritization is as follows: renewal permanent supportive housing projects are prioritized first, followed by new permanent supportive housing projects created through reallocation, followed by renewal transitional housing, followed by Continuum of Care Planning, UFA, and HMIS costs.

Michelle clarified the roles of the RLFC and CSB in the CoC application process. The RLFC is the Continuum of Care for Columbus and Franklin County, serving as the decision-making body for the application and uses of Continuum of Care funding. Community Shelter Board, as the Unified Funding Agency, applies for and administers all Continuum of Care funding.

Lianna gave a high-level review of the scoring criteria and the eight ranking options. She explained that the RLFC Board considered all eight project ranking options before reaching a recommendation.

Lianna explained to the group that the RLFC Board recommended Option 2A. With Option 2A, projects are ranked in the order of their overall score. Prioritization guidelines are not considered. Programs with the lowest scores are designated Tier 2. She provided the following reasons for the RLFC Board's recommendation:

- Option 2A has a minimum amount of gap between the allowed Tier 1 amount and the actual Tier 1 amount (\$22,876 gap). Two options that had gaps above \$100,000 were eliminated.
- Option 2A maximizes the amount of funding requested from HUD. Two options were eliminated as they did not maximize the funding request – one option that showed cuts across all programs and one option that showed cuts across programs that had the lowest scores.
- Option 2A prioritizes the UFA administrative funding in Tier 1, making it more likely to be funded. The RLFC Board members recognize that the additional funding is needed to cover the additional responsibilities that the role of UFA brings to Community Shelter Board. Out of the remaining options this option is the only one that has the UFA funding in Tier 1.

- Option 2A places the 3 lowest scored projects in Tier 2. While the placement has very low risk as it relates to funding implications, given that HUD considers having sufficient funding to cover all renewal projects in the 2014 funding cycle, the RLFC Board wishes to emphasize the importance of high performance, spending of federal funds and timely and accurate submission of federal reporting.

Carl Landry noted that all of the programs designated as Tier 2 were housing programs for women. He asked what the impact would be if HUD did not fund the Tier 2 programs (YWCA Shelter Plus Care SRA, YWCA WINGS 2, Amethyst Shelter Plus Care TRA). Michelle replied that these programs have a history of low performance rankings, and that performance needed to be considered in these ranking decisions moving forward.

Carl asked if the Tier 2 designation for women's programs was prudent, given the recent influx of demand for recently opened women's shelter space. Michelle replied that while the Van Buren women's shelter recent opening did prompt a large influx of women seeking services, an accurate picture of demand for the entire single adult system won't be known until the men's shelter opens at Van Buren.

Jennifer Voit asked why the Tier 2 programs were scored so low. Michelle replied that YWCA has been submitting inaccurate reports about federal spending and Amethyst is a consistently low performer. Jacqui Graves asked if intake data is used to inform the development of new permanent supportive housing projects. Michelle replied that intake data is used, and CSB, along with Maryhaven and ADAMH, has been reviewing additional treatment options for individuals with strong AOD housing barriers.

Jacqui asked why Amethyst is scoring so low. Amy replied that Amethyst has had trouble maintaining high occupancy rates. Amy noted that Amethyst recently hired a new executive director and talks are ongoing about ways to improve performance and introduce new, more effective programs for the population Amethyst serves.

Lianna noted that spend-down and performance numbers used on the ranking template reflect the most recent information available to CSB. She added that the Columbus Area Leasing II bonus project is not included on the ranking template.

Carl asked if low spend-down percentages show a correlation with local program utilization. Michelle replied that there was some correlation and there was some inaccurate reporting. Lianna noted that CSB must use the numbers that were reported to the federal government to determine rankings for federal funding.

Carl asked how many total housing units were included in the Tier 2 ranking. Lianna replied that there were approximately 100 units included. Mary Vail asked if the Unified Funding Agency designation would help reporting accuracy in the future. Lianna replied that each agency would be responsible for preparing annual performance reports, but she added that CSB would review reports and have up-to-date financial information. Amy added that some projects have had spend-down concerns due to fluctuating rent rates.

Jennifer asked if programs will continue to request the full funding amount even if they don't spend the award down in full. Lianna replied that all programs will continue to request maximum funding, as it is important for the community to maximize total federal funding.

Suzanne Seifert asked if it was possible to request partial program renewal funding and eliminate the Tier 1 funding gap. Lianna replied that HUD didn't allow this procedure.

Lianna reviewed the Chronic Homeless Prioritization document with the group, explaining that the document showed the projected turnover rate for non-chronic homeless beds in the system (which would all be prioritized for chronically homeless entrants as requested by HUD). Terri Power asked if chronic homeless prioritization had been discussed with providers. Lianna replied that the prioritization guidelines had been discussed with providers. She referenced the HUD Notice reviewed during the September 2014 RLFC meeting and explained that partner agency standards would be in place to monitor prioritization by January 1, 2015.

Approval of Continuum of Care Application, Project Ranking, and New Projects

Michelle introduced a resolution to approve project ranking option 2A and the inclusion of the Columbus Area Integrated Health Services Leasing I and Leasing II project applications in the 2014 Project Priority Listing. Steve Gladman made a motion to approve the recommendation. Matt Kosanovich seconded the motion. The motion was unanimously approved with Suzanne Seifert abstaining from the vote.

Revision to Continuum of Care Governance Policies and Procedures

Noel introduced a revised copy of the Columbus and Franklin County Continuum of Care Governance and Policy Statements to the group. He noted that the document had been revised to allow voting by proxy in select instances, primarily to allow for timely approval of budget reallocation requests.

Michelle asked the group to approve the addition of voting by proxy guidelines for the RLFC Board in the Columbus and Franklin County Continuum of Care Governance and Policy Procedures. Mary Vail made a motion to approve the recommendation. Rhonda Grizzell seconded the motion. The motion was unanimously approved without any abstentions.

Other

Terri Power noted that the Corporation for Supportive Housing had recently hired a new director for its Ohio office, Catherine Kitchin.

Meeting adjourned.