

# Chittenden County Homeless Alliance (CCHA)

## STEERING COMMITTEE MEETING

July 11, 2019, 9 - 11

Attendees:

- Valerie Russell, **CEDO**
- Lacey Smith, **BPD**
- Dylan Foote, **STEPS**
- Steve Lunna, **SSVF@UVM**
- Margo Batsie, **STEPS**
- Adam Smith, **ICA**
- Meghan Morrow Raftery, **ICA**
- Nicole Kubon, **COTS**
- Travis Poulin, **CVOEO**
- Kim Colville, **VCIL**
- Kevin Pounds, **Anew Place**
- Margaret Bozik, **CHT**
- Laura Wilson, **CSC**
- Jane Helmstetter, **AHS FS**
- Stephen Marshall, **Homeless Community**
- James Richmond, **VT 211**
- Erin Ahearn, **CHCB**
- Sarah Russell, **BHA**
- Chris Brzovic, **CCHA/ CVOEO**
- Will Towne, **SPECTRUM**
- Christina Brown, **SPECTRUM**
- Meg MacAuslan, **CVOEO**
- Jessica Radbord, **VLA**
- Amy Carmola, **United Way**
- Lindsay Morse, **UVMC**
- Erica Da Costa, **CCHA**

**PLEASE NOTE:** Unless quote marks are used, text attributed to a specific person is paraphrased.

## PRELIMINARIES

- We have a visitor in town from major homeless housing and service agency from UK. He will be making the rounds.
- This is Margo Batsie's last meeting. She is moving to UVM MC.

## VOTE

VOTE: To confirm that Jason Brill and Stephen Lunna represent CCHA on the statewide Veterans Committee

- MOVE TO APPROVE
- SECOND
- **DISCUSSION**
  - Stephen: Having a statewide group representing the local group is confusing.
  - Response: Jason's area is Chittenden County. And there are many people in the room who are in the same position.
- ALL IN FAVOR: 12
- OPPOSED: 1
- ABSTENTIONS: 1

## **TWO CONFLICTS OF INTEREST ISSUE ADDRESSED IN TWO PARTS**

- **Part 1:**

VAL RUSSELL: I spoke with our city attorney designated to CEDO. He said that our legal council cannot offer legal advice to CCHA but when asked about if it would represent a COI if a houser (like CHT) voted on a service provider getting funds if one of their properties' tenants might receive those service funds, he thought that was taking the conflict of interest policy too far. You're looking out for a direct, PERSONAL gain.
- **Part 2: Conference call with Douglas Tetrault, Technical Assistance Collaborative, about our Conflicts Policy.**

Douglas Tetrault from TAC, a national technical assistance provider.
- MARGARET: We have tenants at CHT who have shelter plus care through COC grants? Does that represent an C.O.I. for us in voting on COC project funds approval?
  - RESPONSE: First consideration is your involvement in developing the ranking criteria. In this there is no COI. When it comes to the actual ranking of projects, then yes, that would be a conflict of interest. Then you would want to avoid being in that group that make the final decision.
- MARGARET: Just to be clear, we're not applying for funding. Someone else is applying for funding and a tenant who receives funding through the outside project may choose to take that funding and use it in our apartment.
  - RESPONSE: Then NO, it's not a conflict. As long as the tenant has the ability to make a choice.

## **CONFLICT OF INTEREST ISSUE #2**

- STEPHEN: I am a member of the Steering Committee but I'm also intending to apply for the C.E. position coming up. Is this a conflict?
  - RESPONSE: No conflict. Recusal is not necessary. My gut reaction is no, you're fine. From a COC perspective and a HUD perspective, it's fine. This is not an unusual situation.

Many COC's have different types of conflicts. Disclosure is the main thing and you have fully disclosed it here.

One final point. There are a lot of continuums that have these issues. **Respecting boundaries around funding decisions is paramount. Transparency is paramount.** Recusal is not automatically triggered if there's a COI. **An annual disclosure that people sign off on would be great.** With updates during the year when necessary.

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## ***FY2019 Continuum Of Care Program (CoC) Competition Notice Of Funding Application (NOFA) Update***

### ***Discussion LED BY Val Russell, Community & Economic Development Office, City of Burlington***

Val reviews the timeline and preparation for our community's application to the U.S. Department of Housing & Urban Development (HUD) under the federal Continuum of Care grant program, due September 30. This program currently provides \$1.2 million in annual funding to Chittenden County for rental subsidy, coordinated entry support, our Homeless Information Management System, and planning.

- The NOFA was released on July Third.
- Grant Inventory Worksheet – all of our existing grants.
- Proposals are due August 9<sup>th</sup> by 4 PM,
- Collaborative Application is due Sept. 30 so we're going to have to make final decisions at the September Steering committee meeting.
- We're accepting proposals for new projects, renewal projects, expansion projects. There's a bonus for DV projects. Bonus for consolidating projects (up to 4). BONUS project opportunity: around \$54,500, and opportunity to expand: If you want to add more beds or services this would be an expansion project.
- **Annual Renewal Demand (ARD): \$1,090,140** (total of all your existing projects now)
- **Tier 1:**
  - Tier 1, this year, is determined this way: 100 percent of any project that is up for renewal for the first time and then 94 percent of everything else. Coordinated Entry Expansion is the only project up for renewal for the first time. This comes to roughly **\$1,027,000.**
- **Tier 2:**
  - Tier 2 is the difference between the ARD and the Tier 1 plus the bonus (but not the DV bonus which is 50K). This comes to roughly **\$117,000.**
- Every project will have to be entered into **ESNAPS** BEFORE the due date.
- Question: Is it reasonable to guess that we're not going to do as well this year because we had to turn money back last year?
  - Yes, that's possible. It's possible that Tier 2 projects won't do as well.
  - ADAM: FYI, Tier 2 projects are scored against Tier 2 projects in the country.

## **A DISCUSSION OF RANKING POLICY**

Val: Marcy and I read over the NOFA and we'd suggest adjusting the ranking policy and tools slightly to be responsive to this NOFA (this will get us a few more points). One of the changes in HUD priorities is **an emphasis on evidence-based approaches**. We're already doing a lot of this anyway; "project performance" is already in our ranking tool. Our suggestion is to add a question to the letter of intent asking applicants to give two examples of how they use data and an evidence-based approach. Another HUD priority is increasing employment and we already have a section in our ranking tool about "increasing income/employment."

### **Changes made and suggested changes to the RANKING POLICY (linked)**

- All dates have been changed.
- In the procedures paragraph, on page one, let's clarify names: The collaborative applicant (Community Economic Development Office, City of Burlington) and Homeless Management Information System (HMIS) lead agency Institute for Community Alliances (ICA).
- **PAGE 2**
  - All names have been updated. If someone wants to be considered to be added, let's vote on that here. Is anyone else interested in being on the Ranking Committee and also doesn't have a conflict?
    - No replies.
  - Stephen Marshall: The term "homeless" as an adjective is not ideal. Let's use this language instead: "system of care for people experiencing or at risk of homelessness." This issue crops up in various forms throughout.
- **PAGE 3**
  - Instead of "create a systemic response to homeless," replace it with "Create a systemic response to lack of housing or housing instability."
  - Kim Colville: Regarding the phrase "Integration with persons with disabilities," employment is not going to be possible for a certain subset of people with disabilities. Where it's possible great, but we can't pretend that's always possible.
    - **RESPONSE:** Agreed. We are keeping this in mind.
    - Let's revise that bullet point to say: "Integrate persons with disabilities in the least restrictive and most stable housing environment."
- Amy Carmolla: Regarding the "use of evidence based approach" -- do we want to always privilege the "evidence based approach" across the board? Another way of asking this is, how does this relate to human centered responses, room for innovation, etc? Also, "data" is not identical with "evidence-based."
  - Response: The question we crafted is pretty simple. We ask for 2 examples of an evidence-based approach. And this is HUD language. They also allow for not just positive housing outcomes but also outcomes related to overall well-being, connections to friends and family etc.
  - In the RFP, let's explain what "evidence based" means.
  - I.e. has been changed to: "Make the delivery of assistance more open, inclusive and transparent."
- **PAGE 4**
  - **QUESTION:** Why are "unaccompanied youth" not prioritized?
    - This was an accident. Revised.

## RANKING FORMS

- Let's remove the phrase "survivors of Domestic Violence" and replace it with "fleeing Domestic Violence."

### RENEWAL PROJECT FORM (link)

- Project performance is included on this renewal form, whereas it is not on the NEW project form.
- We suggest prioritizing chronic homelessness over domestic violence because of the PIT count results. (Needs to be repeated on the other form.)
- Points have been adjusted throughout (they must reach the same total).
- Re-phrase B3, as "Families with children or unaccompanied youth."
- Stephen: Regarding the phrase "uses housing first model" in D3, some people really need transitional housing before permanent housing.
  - Response: We don't have any existing transitional housing renewal projects at this time.

### NEW PROJECT RANKING FORM

- Changes will be made to be consistent with the to Renewal Form.
- Part C3: Change to: "persons currently experiencing homelessness."

### NEW COORDINATED ENTRY PROJECT FORM

- Changes will be made to be consistent with the other two forms.
- Part B1: Change to "50 percent of Steering committee meetings."
- D1: Regarding the phrase "Capacity to effectively operate coordinated entry system," what does this mean?
  - Response: This is about administrative/ organizational capacity.
  - Explain in RFP.

- **VOTE: To accept the changes to Ranking Polices and Forms.**
  - **SECOND:**
  - **16 YES**
  - **0 NO**
  - **0 Abstentions**
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## ***Meghan Morrow Raftery gave a presentation on the work of ICA.***

- Please see presentation at the end of this set of minutes.
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## ANNOUNCEMENTS

- The community is looking for tents. CHCB can receive them. Possibly Howard as well.
- A study group has formed about homelessness and housing. We're meeting at Muddy Waters, Tuesdays at 4:30. Every other week.

NEXT MONTH: More COC presentation coming up. And planning for our September community meeting (our business meeting).

**Next Meeting: 8/1**

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Presentation by Meghan Morrow Raftery (ICA) below.



# Vermont HMIS

INSTITUTE FOR COMMUNITY ALLIANCES



## Vermont HMIS

VT HMIS Staff are responsible for:

### System Related

- Oversees the Security of the HMIS Systems
- Set up providers in the HMIS

### Report Related

- Runs the Data Quality Report
- Monitors Data Quality
- Runs/Produces LSA
- Runs/Produces SPM
- Compiles data for the HIC
- Generates/Complies/Compares data from HMIS for the PIT
- Create Custom reporting

### User Support

- Sets Up the configuration and user levels of users in the HMIS
- Trains New Users
- Provides On-Going Training for Users
- Trains HMIS Lead Agency Staff
- Provides user support for HMIS Software issues
- Provides user support for Data Entry issues

These are just a few things the staff are responsible for. There are many different aspects of what the HMIS Staff do on any given day.

# Vermont HMIS - Training

The training curriculum consists of 34 core trainings related to:

- Security and Privacy
- Standard operating procedures
- New User
- Basic user training
- Intermediate and advanced user trainings
- Report training
- Grant and project specific reports.

Date Range: July 1, 2018-June 30, 2019

- Quarter 1: 250 Attendees
- Quarter 2: 292 Attendees
- Quarter 3: 300 Attendees
- Quarter 4: 176 Attendees

Trainings are generally grant or project specific and include a data quality check component.

Trainings are provided to users in multiple different ways:

- One on One virtual meeting
- In person
- Live via webinar
- Recorded for later viewing

# Vermont HMIS – Reporting

ICA employs staff that are dedicated creating and analyzing reports

These staff are some of the best in the country and are a very important part of how the HMIS can be used.

In the past year Vermont has had 114 report related requests.

These requests include:

- Custom report building for:
  - Project level data
  - Coordinated Entry
  - Built for Zero
  - Veteran projects
  - Services
  - Data quality and completeness
- Questions about reports



## Vermont HMIS – Projects and Agencies

### AGENCIES ENTERING DATA

Chittenden added:

- The Vermont Housing and Finance Agency
- The City of Burlington Police Department Community Affairs Team

These agencies were added to help enter Coordinated Entry Data.

There has not been a change in agencies entering CoC, HOP, PATH, RHY, or SSVF data in 2019

### PROJECTS ENTERING DATA

Projects that closed:

- Howard Center Branches
- Howard Center New Horizons
- Howard Center 20 South Willard
- Spectrum 141 Maple St

Projects that never started:

- Spectrum CoC RRH

2018: 38 projects

2019: 33 projects



## Vermont HMIS – PIT HIC

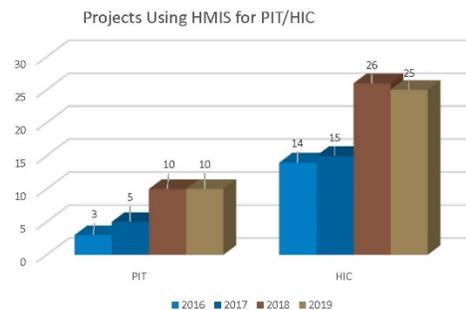
### PROJECTS USING HMIS FOR PIT/HIC DATA 2016-2019

#### ❖ PIT

- 2016 – 3 Projects
- 2017 – 5 Projects
- 2018 – 10 Projects
- 2019 – 10 Projects

#### ❖ HIC

- 2016 – 14 Projects
- 2017 – 15 Projects
- 2018 – 26 Projects
- 2019 – 25 Projects





## Vermont HMIS - LSA

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### LSA – Longitudinal System Analysis

Provides HUD and CoCs with critical information about how people experiencing homelessness use their system of care.

Used to create the Annual Homeless Assessment Report (AHAR)

#### Includes:

- Demographic characteristics like age, race, gender and veteran status
- Length of time homeless and patterns of system use
- Information specific to populations whose needs and/or eligibility for services may differ from the broader homeless population, such as veterans, people and households experiencing chronic homelessness
- Housing outcomes for those who exit the homeless services system

Chittenden submitted on time for the first and second deadlines.

## Vermont HMIS – Coordinated Entry

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ICA Staff have been involved with the Chittenden CE process from the beginning stages.

Staff have attended CE Committee meetings and continue to work closely with the CoC and the agencies that implement CE.

#### We have created:

- CE HMIS Workflows
- CE HMIS Assessments
- CE HMIS Reporting
- CE HMIS Trainings
- CE HMIS Manuals

## For More Information

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Additional Information and Data Can be  
Found on Our Website:

<http://www.icalliances.org/Vermont>