

Trenton/Mercer Continuum of Care (CoC)
Meeting Minutes
January 12, 2016
Lawrence Library

Meeting Called to Order

Meeting called to order by Chairperson Marygrace Billek at 1:33pm.

I. Approval of Minutes

- Approval of Minutes - Motion: to approve CoC meeting minutes from the October 13, 2015 meeting with the corrections. Corrections: Page 1- NOFA instead of AHAR, 60% not 60 points, page 2- AHAR not NOFA. Buckley/Micai. The motion passed.

II. HUD CoC Application Debriefing

This application is the communities; we wanted to show you the volume. Below is some of the information which was presented at this meeting related to the HUD CoC Application Debriefing:

- The 2015 CoC Application Components, locally known as the EXHIBIT ONE.
- The breakdown of what HUD looks at 2015 NOFA:
 - CoC Coordination & Engagement
 - Performance & Strategic Planning
 - System Performance
 - PIT
 - HMIS
 - Project Review & Ranking.
- CoC Application Component: CoC Coordination & Engagement
 - Subcommittee Structure
 - Meeting Attendance Records
 - CoC Executive Board Membership
 - By-Laws,
 - Voting Rights.
- CoC Application Component: Performance & Strategic Planning
 - HUD Strategic Policy Priorities: Ending Chronic Homelessness, Ending Family Homelessness, Ending Youth Homelessness, Ending Veteran Homelessness.
 - Chronic Homelessness
 - Veterans Homelessness
 - Youth Homelessness Committee
 - Victim Service Providers
 - Local Educational Liaisons
 - Coordinated Assessment
 - Discharge Planning

- Health Care
- Street Outreach
- Employment
- Mainstream Benefits
- Public Housing Authority
- Consolidated Plan
- Emergency Solutions Grant (ESG)
- Written Standards & Policies
- CoC Application Component: System Performance
 - Changes in Sheltered and Unsheltered Count (PIT)
 - Number of Unsheltered Homeless
 - First Time Homeless
 - Length of time homeless
 - Successful Permanent Housing Placement & Retention
 - Exits to Permanent Housing Destination
 - Returns to homelessness
 - Job & Income growth
- CoC Application Components: HMIS & Point in Time Count
 - HMIS: Governance-MOU, Policies & Procedures, Timely HIC submission, Bed Coverage 86% +, Data Quality -90%+, Required Report Generation
 - Point in Time: Methodology, Time submission
- Project Ranking, Review & Capacity
 - Objective Criteria & Past Performance: Evidence of Monitoring, Evidence of fiscal review and Priority Population
 - Performance Monitoring: Housing stability, Income growth, Utilization, Eligibility, Data Quality
 - Written Policies & Procedures
 - Accurate GIW & Cert. of Consistency
- Collaborative Applicant Responsibilities

The Collaborative Applicant is the eligible applicant designated by the CoC to:

 1. Collect and submit the CoC Registration
 2. Complete the CoC Consolidated Application
 - CoC Applications (Exhibit 1)
 - Project Applications (Exhibit 2)
 - CoC Priority Listing
 3. Apply for CoC planning funds on behalf of the CoC during the CoC Program Competition.
 4. Performance Monitoring & Annual Progress Report Completion
 5. Submit the entire CoC Consolidated Application by the submission deadline: Comply with fair housing and civil rights, Program regulations, Other Federal requirements, Ensure that proposed activities are consistent with HUD-approved Consolidated Plan
 6. Ensure all required attachments are completed, signed and attached to application

7. Approved GIW
 8. HUD Form 2991- Certification of Consistency with the Consolidated Plan for each unit local government within the local jurisdiction
- Sub-Grantee Responsibilities
 1. Review Project Applications, Performance, Budget and Level of Service
 2. Provide match and leverage letters timely
 3. Provide feedback on program specific processes (Outreach, Employment etc.) for CoC Application.
 - Consultant Responsibilities
 - Create and input CoC Consolidated Application in Esnaps
 - Collect HMIS Data
 - Consult with Collaborative Applicant and System Monitor
 - Review CoC Consolidated Application for accuracy
 - Two Tiered Funding Approach
 - Tier 1 = CoC's 85% ARD
 - Tier 2 = Difference between Tier 1 and the CoC's ARD + the amount available for the CoC's permanent housing
 - Scoring Implications
 - Tier 2 projects will receive a point value: 60 Points for CoC application score, 20 points for CoC's ranking, 10 points for the type of project, 10 Points for Housing First commitment, Tier 2 projects will be selected by point value and in the order of CoC score. Not All Tier 2 Projects Are Guaranteed Funding

2015 Trenton / Mercer Tier 1 & 2

Tier	Rank	Agency	Project
		City of Trenton	Mercer PSH 4 - GTBHC S+C
1	1	City of Trenton	Mercer PSH 1 - CC On My Own
1	2	City of Trenton	Mercer PSH 18 - Mercer County Leasing 2011 Bonus
1	3	City of Trenton	Housing First-Trenton/Mercer 10
1	4	City of Trenton	Housing Now
1	5	City of Trenton	501-507 Perry Street Shelter + Care
1	6	City of Trenton	Mercer PSH 17 - Mercer County Leasing 2011
1	7	City of Trenton	Mercer PSH 8 - Housing First Phase 1 - Housing First Demonstration Initiative
1	8	City of Trenton	Housing First - Mercer/Trenton 09
1	9	New Jersey HMFA	Mercer HMIS FY 2015
1	10	City of Trenton	Mercer PSH 3 - GTBHC & CC Greenwood Ave
1	11	City of Trenton	Housing First - Trenton/Mercer
1, 2	12	City of Trenton	Housing First - Samaritan Trenton/Mercer 09
2	13	City of Trenton	Housing First - Samaritan Trenton/Mercer 10
2	14	City of Trenton	GTBHC Housing First Phase II Bonus
2	15	City of Trenton	Mercer PSH 19 - GTBHC Housing First Phase III
2	16	City of Trenton	Catholic Charities Rapid Re-Housing for Families
2	17	City of Trenton	Permanent Supportive Housing for Chronically Homeless Women
2	18	City of Trenton	Coordinated Assessment Project
2	19	City of Trenton	YMCA Dunham Hall for the Chronically Homeless
2	20	City of Trenton	Helping Arms
2	21	City of Trenton	

- CoC Consolidated Application Scoring
 - CoC Consolidated Application will be assessed on a 200 point scale, plus a possible 3 bonus points.
 - CoC Coordination and Engagement – up to 49 points
 - Project Ranking, Review and Capacity – up to 26 points
 - Homeless Management Information System – up to 18 points
 - Point-in-Time Count –up to 9 points
 - System Performance – up to 38 points
 - Performance and Strategic Planning – up to 60 points
 - Bonus Points – 3 bonus points for submission by 11/19/15
- How did we do in the 2015 Application?
 - Strengths
 - Strategic Resource Allocation (Solid Rank and Review Process, CoC Policies & Procedures)
 - Ending Family Homelessness (Lower PIT #'s, Coordinated Entry System for Families)
 - Ending Youth Homelessness (YHC, Count on Youth, DFD \$2M grant)
 - Ending Veteran Homelessness (Mayors Challenge, Plan to End Veterans Homelessness)
 - Using a Housing First Approach (CEAS System, CoC PSH projects are all HF)
 - Weaknesses
 - Match & Leverage (Missed goal for required 150%, letters)
 - Application Review (More reviewers needed prior to submission)
 - GIW (HUD failed to change RRH Demo project form TH to RRH)
 - HIC (Excluded RRH Family beds)
 - Performance (increase in CH-PIT, missed benchmarks for housing stability)
 - Bonus (missed deadline for early submission)
- Next Steps
 - Coordinate Application Review Team
 - Standardize process for existing CoC Rank and Review Team
 - Modify Internal Process
 - Time lines, efficiency plans; standardize processes for notifications, match/leverage documentation;
 - Performance
 - Incorporated sub-recipient application process scoring into the evaluation process (i.e. bonus points for meeting deadline and responsibilities for NOFA)
- Training
 - Expand Hot Topics in 2015

III. **INew Chronically Homeless Definition AHAR**

The definitions of chronically homeless:

- **Chronically Homeless People in Families:**
They are people experiencing homelessness in families (with at least one adult and one child) in which the head of household has a disability and has either been continuously homeless for a year or more or has experienced at least four episodes of homelessness in the last three years.
- **Chronically Homeless Individuals:**
These individuals are homeless individuals with disabilities who have either been continuously homeless for a year or more or have experience at least four episodes of homelessness in the last three years.

HUD is ending chronic homelessness and HUD wants to show that these numbers are going down. HUD wants to prioritize those people with the most homelessness. Provider beds are for the chronically homeless. A person has to meet the new definition of chronically homeless. CoC funded agencies, please be part of the HUD webinars and submit your questions.

IV. **Point in Time Count (PIT)**

In preparation for Mercer County's 2016 Point in Time Count of the Homeless, we will be holding a volunteer training session, **Street Outreach:** Volunteers conducting this are asked to meet at the Rescue Mission on **Thursday, January 21st, 2016 at 12:00 PM.** We will review the survey, and go over safety and other logistics. Surveys and clipboards will be distributed. Lunch will be provided. **Online PIT Training:** January 25th at 10:00 am:

The 2016 The Point in Time (PIT) will be held January 26th (night of) Through January 27th.

February 3rd all the HMIS information will be pulled and compared with the shelter summary forms, related to the PIT. The PIT data will be entered by the Bonner Students.

V. **Youth Homelessness Update**

The recent COUNT on YOUTH for Mercer County was held on November 4th. At this meeting we discussed this recent count; some of the information shared was as follows:

- We were able to distribute the surveys in the Trenton schools but we were not able to hand out these questionnaires in the Ewing Schools.
- A representative from the Youth Homelessness subcommittee will reach out to Ewing Schools in order to get them on board for the COY next year.

- Related to the COY in the Trenton Schools, one or two schools had an emergency so they could not pass the surveys out on November 4th. However, many other schools in the Trenton School District did participate in this COUNT. We received close to 4,000 surveys (completed for 2015).
- Forty percent of the youth who completed the count (on the street) had unstable housing.

VI. Veteran Homelessness Update

Mayor Jackson, County Executive Brian Hughes, the strategic focus of the Mercer Alliance to End Homelessness and the Mercer County community has achieved the goal of ending veterans' homelessness. This has gotten a lot of attention and veterans are grateful this has happened. We had many partners to make this happen: Government, non-profit homeless service providers and the veteran's community were vital in this effort.

VII. Other Business

RFP

There is a RFP for component 3 of the NJ Youth At-Risk of Homelessness Federal Project: Connect to Home Three pilot program awards in Burlington, Mercer and Union Counties. The grant will fund \$220,000 and up to 20 project based section 8 housing vouchers per Pilot County (total of 60 vouchers and \$660,000 in funding). The Bidders Conference is January 14, 2016 from 1:30pm-3pm in New Brunswick, NJ. The Bids are due on February 26th.

Membership Form

Please fill out the membership form so that we can capture the necessary CoC related information. We also look for participation on our standing CoC subcommittees.

City of Trenton

Mayor Eric Jackson recently received the 2015 Innovation in Governance Award from the League of Municipalities and the Department of Community Affairs for the creation of the Coordinated Entry and Assessment Services (CEAS) Center for single homeless individuals. He received this at the annual League of Municipalities conference in Atlantic City.

Loss of Emergency Assistance Dollars

Motion: That the CoC Committee write a letter to the Acting Commission of NJDHS, Elizabeth Connolly and Natasha Johnson, Director of DFD about the loss of Emergency Assistance (EA) dollars. Mercer/Robbins. Buckley abstained. The motion passed unanimously. The loss of these funds can have

devastating effects on agencies providing shelter/housing. The interruption of EA for families/individuals is shredding the safety net. There has been an increase in the number of clients not eligible for EA.

VIII. Adjournment

- This meeting was adjourned by Chairperson Marygrace Billek at 3:25pm.

Next meeting is April 12, 2016