

Arizona Balance of State Continuum of Care
Annual Sub-Recipient NOFA Meeting Minutes

October 18, 2018

Sub-Recipients Present:

Terry Baughn (*Mohave County*)

Skye Biasseti (*US Vets*)

Tatum Covey (*Catholic Community Services*)

Chanania Covington (*Mohave County*)

Cynthia Furrh (*OCCAC*)

Dianna Guerrero (*CAHRA*)

Marilyn Johnson (*OCCAC*)

Megan Lee (*Community Bridges*)

Brenda McAdams (*Achieve*)

Suzanne Payan (*CAHRA*)

Camie Rasband (*Catholic Charities*)

Terrance Watkins (*CPSA*)

Staff & Guests

Karia Basta (*ADOH*)

David Bridge (*ADOH*)

Joy Johnson (*ADOH*)

Ty Rosensteel (*Crisis Response Network*)

Candee Stanton (*Consultant*)

Melissa Swain (*ADOH*)

Glorianna Vercruyssen (*Crisis Response Network*)

Ryan Vernick (*ADOH*)

Everyone was welcomed, and the meeting started at 9:37 a.m. David gave an overview of what was planned for the meeting. Attendees introduced themselves.

HMIS Update/Training:

Mandatory refresher training for the Homeless Management Information System (HMIS) is currently open, and one of the pieces to be aware of is instead of checking both “alcohol abuse” and “drug abuse,” a third category of “both alcohol and drug abuse” has been added according to Housing and Urban Development (HUD) standards, so only one of the three is to be indicated.

This mandatory refresher training will be tracked as far as who has and has not taken it; the end date is November 15th, and access will be temporarily turned off for those who have not yet completed it.

A couple of new standards have been introduced in the refresher training, such as better tracking of services like rental assistance in Rapid-Rehousing (RRH).

Ty gave an update on the change to the Longitudinal Systems Analysis (LSA), formerly the Annual Homeless Assessment Report (AHAR). The LSA mirrors the PIT count, but the information is collected all year long, and the data is linked to the HMIS; information that is incorrect in the HMIS will incorrectly be reflected in the LSA.

David asked for input on what is everyone's expectation for timeliness of data entry; the consensus was within seven days or less.

Action Item: David will follow up with the Department of Economic Security (DES) to see why they are stipulating five days.

There will be refresher training offered starting next month targeted for certain sub-uses, such as permanent housing programs, so issues such as exit date can be focused on in a specific-need way.

Additional items added/modified in HMIS was the addition of a notes section, and an "automatic" assigning of county based on previous contact, when the current county hasn't yet been identified, so the field isn't left blank.

Performance Measures:

On HUD's Notice of Funding Availability (NOFA), each question has a standard of what was a required accomplishment to earn certain scores out of a total 200 points. About 30% is directly tied to system performance measures, which measures how we as a community are doing in achieving the goals. Another focus was the Point-in-Time (PIT) numbers. David gave a breakdown of the last couple of years' PIT numbers, and even though a lot of quality work has been accomplished, the numbers have not changed significantly in the last four years. Full points will not be awarded if the goals are not met.

Review of NOFA Documents:

David gave an overview of how the Governance Advisory Board (GAB) went through the ranking and review process. All the programs were within a narrow range of points, with maybe one or two key questions affecting where individual programs fell out. Some exceptions to a strict ranking based on points were:

- Moving HMIS to the top of the list to ensure funding, since it's a HUD-required activity;
- Three programs that didn't have a year's worth of data were given an "average score" (i.e. ranked in the middle) to ensure funding for next year so the data can be collected;
- HUD created a new activity called "transition" where an agency can switch to another HUD-eligible project, treat it as "reallocation" but keep the funding within that agency rather than the funds being put back on the market to be competed for. US Vets, which has the last transitional housing program and therefore is sun-setting anyway, agreed to be "transitioned" and therefore were also given an "average score" so Arizona could get the credit for the reallocation without losing the funding.
- There were three programs that were tied with the same raw score, so the GAB agreed to look at geographic coverage as the tie-breaker.

Two bonus projects were submitted, but at a relatively low level so as not to risk current projects; a Domestic Violence (DV), and a standard Permanent Supportive Housing (PSH) program. Only continuums that excel are in the position to receive bonus dollars, so it is something to strive for but without jeopardizing current programs that are performing.

The NOFA documents were reviewed for feedback, including:

- Formatting
- Weighting/ranking of Items
 - Agency performance
 - Housing First compliance
 - Cost effectiveness
 - Ability to serve/how targeting hard-to-serve populations

Candee reiterated the need for Continuum's of Care (CoC's) to submit rosters in the required Excel format to facilitate compiling the NOFA accurately to maximize points.

It was suggested the categories have a minimum threshold that must be met, to ensure every aspect is at least acknowledged.

The Annual Performance Report (APR) is a standardized document that everyone has access to, and the questions can be used to measure year-long performance.

On the 2018 Renewal Project Scoring document, under *Project Performance*: [I'm not sure I summarized the following section very well- it was hard to follow]

- *Section A (PSH/RRH), length of participation in the program, are people staying in the program for more than 180 days (6 months)- THIS PERFORMANCE QUESTION WAS REMOVED.*
- *Section B (Housing Retention PSH), % of clients who retain permanent housing or who remained in PSH or exited to permanent destination- additional clarification from HUD (regarding when a person needs to be needs to be exited/discharged and then re-enrolled) needs to be received before this performance question can be adequately evaluated.*

Action Item: XXX will clarify with HUD.

- *Section C (Housing Retention RRH), % of clients who retain permanent housing or who exit to permanent destination- THE STARTING POINT SHOULD BE 75%, GOING UP FROM THERE.*
- *Section D (Earned Income PH/RRH), % of residents who increased employment/earned income- KEEP AT 20% MINIMUM (the HUD standard).*

- *Section E (Any or Other Income PH/RRH)*- 1) KEEP THE SOURCE OF INCOME AS TWO SEPARATE MEASUREMENTS; 2) COMBINE STAYERS AND LEAVERS INTO ONE PERCENTAGE and KEEP THE % THE SAME AS CURRENTLY CALCULATED.
- *Section F (Health Insurance)*- [I did not hear a consensus or “answer” on this one]
- *Section G, H, I, and J (RRH only)*- start measuring this component? DO NOT INCLUDE FOR NOW, BUT VERY WELL MAY BE A REQUIRED MEASURE IN THE FUTURE.
- *Section K (PSH only)*- start a move-on strategy and measure this? DO NOT INCLUDE FOR NOW, BUT VERY WELL MAY BE A REQUIRED MEASURE IN THE FUTURE.

On the 2018 Renewal Project Scoring document, under *Housing First*:

- *Section N (PSH- % of Project Participants with Chronically Homeless CH persons)*
 - Need to show we are serving hard-to-serve individuals;
 - GAB has approved chronic being a focus of the PSH units;
 - How do we measure this?

HAVE CRM/HMIS RUN A CUSTOM REPORT TO SHOW JUST PLACEMENTS IN PERMANENT PROGRAMS THIS YEAR TIED TO THE APR, WITH SCORING AS CLOSE TO 100% AS POSSIBLE.

- *Section O (RRH- % of Project Participants with at least one condition)*- HAVE CRM/HMIS RUN A CUSTOM REPORT FOR THE VI-SPDAT (Vulnerability Index- Service Prioritization Decision Assistance Tool) IN ORDER TO PULL MORE DISABILITY INFORMATION or BRING BACK RRH QUESTION AROUND LENGTH OF TIME TO PLACEMENT (WITHIN 30 DAYS YOU GET A BONUS, BUT THE MAXIMUM FOR GETTING ANY POINTS IS 60 DAYS).

On the 2018 Renewal Project Scoring document, under *System Participation*:

- *Section T (HMIS Data Quality)*- 7 DAYS OR LESS.
- *Sections U-AA* - KEEP POINTS AS OUTLINED ON THE DOCUMENT.

On the 2018 Renewal Project Scoring document, under *Operational Effectiveness*:

- *Section DD (SOAR)*- THIS IS A REQUIREMENT.
- *Sections EE-HH (Utilization Rates of Beds)*- POINTS WERE NOT ASSIGNED THIS LAST ROUND, BUT WILL DEFINITELY BE USED IN THE FUTURE.

The next step is to take the feedback and incorporate it, and then take it to the GAB for approval. After approval, a draft version will be distributed so the outcomes can start to be tracked well in advance of the NOFA’s release.

Other Issues with the Application:

This year we requested differently all the agencies were asked to do the Request for Information (RFI) document, and then the information was aggregated into one set of Excel documents for use when

filling out the NOFA. In the future, please include special projects, interesting pilot projects, or special relationships so they can be highlighted.

Miscellaneous:

Include other data individual agencies keep that might be useful in writing the narrative (gaps, needs, diversion strategies, etc.).

Consider roommate matching with mediation when things deteriorate, since the studio/1-bedroom rentals are so hard to find but the larger units are available.

The instructions were sent out to everyone with the application, so these need to be reviewed to make sure everything is accurate.

Are certain ethnic groups being under-served or over-served in communities (racial disparity)- census, HMIS, and PIT numbers for each county were compared with the Annual Homeless Assessment Report (AHAR) and the demographics of the number of people served, in transitional housing, and permanent housing, and there is a definite disparity (e.g. the second largest ethnic group in the state is Native American, which makes up about 25-35% of the shelter population, but only 2% of the permanent and 2% of the transitional housing placements). We are seeking Technical Assistance (TA) dollars from HUD to start working on a tribal initiative. Representation by tribal groups in the CoC is lacking.

The Governance Advisory Board has a vacant seat, and it needs to be someone with lived (homeless) experience.

Agencies need to start thinking about the upcoming PIT count (January 22-27, 2019)- if anyone knows of “pocket” shelters that need to be brought to our attention, please let Candee know. Also be thinking about outreach to youth for the dual count.

With no further business, the meeting concluded at 4:10 p.m., October 18, 2018.