

**Minutes**  
**July 19, 2016 Meeting**  
**of the Somerville-Arlington Homeless Providers Group**  
**At Somerville Homeless Coalition (2:00 – 3:30)**

**1. Welcome and Introductions**

- 16 attendees (note 2 new persons: Michael Lara is replacing Mark Evans from Heading Home who has a new job opportunity and Heidi Burbidge from City of Somerville)
- See attached sign in sheet
- See attached attendance sheet for January – June 2016 which also lists the 7 agencies entitled to vote (CASPAR, Catholic Charities, CASLS, City of Somerville, Heading Home, HCA, and SHC). All but CASPAR in attendance today.

**2. Review of highlights of NOFA**

- Agencies urged to sign up for HUD notices via email (see Kelly's June 19<sup>th</sup> email)
- The actual McKinney application is not yet available but per HUD should be by the end of this week
- Application due 9/14/16
- See handout (attached) which contains Heidi Burbidge's comparison of the points for 2015 and 2016
- We lost \$478,654 (and 5 SSO programs) in McKinney funding over last few years in the 2013 and 2015 NOFA competition and are not able to recover these HUD funds
- Our annual renewal demand is \$1,925,107 of which 7% (\$134,757.50) is at risk (tier 2)

**3. Reallocation**

- Long discussion about reallocation in order to minimize the risk of losing more HUD money for Somerville programs. HUD is encouraging agencies to reallocate and unfortunately does not see supportive services only or transitional programs (except possibly for youth and DV victims) as being a high priority now. Pg. 31 of the 2016 NOFA under section 2(b) Reallocating Projects provides "demonstrate the CoC has cumulatively reallocated at least 20% of the CoC's ARD in the FY2013, FY2014 and FY2015 CoC Program Competition." HUD is looking for a history of reallocation, which this CoC to date does not have. CoC decided to prioritize reallocation for this

NOFA and will look closely at remaining SSO projects and TH projects to determine if those projects are still meeting demand and the priorities of the CoC.

- **Status of Reallocation**
  1. SHC is willing to reallocate most (but not all) of the **\$14,341** currently awarded for Cross Street supportive service (which is classified as permanent housing by HUD). For the most part, the 6 families and 2 individuals are not accepting services and SHC cannot bill enough time. HUD looks closely at a recipient's ability to spend down the grant, which Cross Street can't. SHC wants to retain a small amount (not specified) to continue to provide the supportive services to those who accept them at Cross Street.
  2. Catholic Charities is willing to reallocate its approximately **\$51,943** for St. Catherine's transitional program and to try to find other funding to make up the difference in order to continue the program
  3. Housing Corporation of Arlington is willing to reallocate its approximately **\$10,185** as it does not cover the costs (but HCA will continue to attend these meetings and to comply with the requirements for the homeless set aside for its permanent housing)
  4. Bay Cove: The City of Somerville and staff from the Somerville Homeless Coalition met with Bay Cove representative and the City of Cambridge on 7-19-16 to discuss how they reallocated First Step last year as a component of a new Coordinated Entry Program. It was reported by the City of Somerville that at that meeting, Bay Cove (who was not at the CoC meeting) has not agreed to have the \$153,666 for First Step (street outreach program) reallocated but the decision makers at Bay Cove are meeting this afternoon to discuss this further
- **Motion** (made by Lisa Davidson, seconded by Mark Evans) to use the approximately \$76,469 from SHC, CC, and HCA's reallocation for a coordinated entry system (which may also include development of a centralized wait list and vulnerability assessment as well as provision of some housing search for homeless residents of Somerville and Arlington). Motion passed unanimously (6-0).
- As SHC was the only agency present who indicated an interest in applying for funds to operate the coordinated entry system, Laura made a **motion** (seconded) that SHC be encouraged to apply for (the reallocated) funds for the operation of the coordinated entry system. Motion passed, with SHC abstaining (5-0-1)
- There was a consensus that some of the reallocated funds also be used for HMIS

- There was a later discussion about obtaining more in depth data about First Step's street outreach program (e.g. the demand, the number of people served in Somerville, and the type of services provided by First Step program, program outcomes, and how much program time is spent in Somerville, with a review of HMIS and PIT data) with Lisa and Kelly (with Bay Cove's help) obtaining and sharing this information by 8/8/16.
- There was then a consensus (no vote) that all of the renewal money for this competition is open to reallocation based on HUD's stated priorities. All proposals for renewal applications, permanent supportive housing bonus applications, and any reallocation applications for Permanent Supportive Housing or Rapid Rehousing (as well as reallocation proposals for HMIS and Coordinated Entry) should be submitted to Kelly, Heidi, and Kathryn by the 8/9/16 deadline along with all other renewals. The voting agencies will then vote to prioritize and rank all of the applications at the meeting on 8/23/16.

#### 4. Permanent Supportive Housing Bonus (\$96,000)

- HCA is the only agency present who is interested in submitting a proposal for the housing bonus money. It would submit the same proposal as last year.
- Motion made and seconded to have HCA apply for the permanent supportive housing bonus. HCA abstained. Motion passed (5-0-1)

#### 5. Deadlines

There was consensus for the following deadlines suggested by Kelly and Kathryn:

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| By 8/9/16: | all agencies (seeking to reapply for funds) to email Kathryn, Kelly, and Heidi a copy of their application. Do NOT hit "submit" in eSNAPS, just hit export into PDF   |
| By 8/9/16: | SHC to submit its coordinated entry/HMIS applications and HCA to submit its application for the permanent supportive housing to the Providers Group   |
| 8/23/16    | Our next Homeless Providers Meeting (note that we are NOT meeting on 8/16/16). At this meeting we will vote on ranking and then whether or not to accept each agency's application. This will be at 2:00 at SHC |
| 8/29/16    | deadline for the City of Somerville (as lead of CoC) to supply each agency with a letter as to whether it is accepting the agency's application (two weeks before the 9/14 deadline)                            |

- Kelly is preparing a calendar with the dates. See attached.
- Note that Kathryn is on vacation for 3 weeks (with no wifi) during the NOFA period and Lisa is out on vacation during the last week of August.

#### 6. Discussion of changes to ranking system

- We ran out of time to have a discussion so the attached state form was distributed and we should all review.

#### 7. Discussion on whether we should apply for the CoC Planning Grant this year

- After brief discussion, there was consensus NOT to apply for the Grant this year

#### 8. Misc assignments on NOFA

- We had thought that the Collaborative Application would be available on eSNAPS prior to the meeting, but as of the time of the meeting, it still was not. Kathryn and/or Kelly and Heidi will review the application questions (once it is on eSNAPS) and distribute assignments to help prepare the COC Collaborative application

#### 9. Renewal of HMIS Lead Agreement

- Lisa circulated the HMIS Lead Agreement (no changes) and those present signed. We have to upload the actual agreement as part of this year's application.

#### 10. Revisions to HMIS policies and procedures

- No time for discussion, so Lisa to email out a draft for review. The only change will be that the ESG recipients must comply with the HMIS requirements as outlined in a manual