

The Iowa Council on Homelessness

DRAFT MINUTES EXECUTIVE COMMITTEE MEETING

Date/Time: Friday, July 15, 2016

Meeting Location: The Iowa Finance Authority; Presentation Room

Address: 2015 Grand Avenue, Des Moines, Iowa 50312

A special meeting of the Executive Committee, rescheduled from August 19, 2016, for the Iowa Council on Homelessness was held on Friday, July 15, 2016, at 12:00 p.m.

I. and II. – INTRODUCTIONS and MEMBERSHIP ON EXECUTIVE COUNCIL

Acting Chair Karin Ford opened the meeting at approximately 12:15 p.m. Due to the CoC renewal projects being the main topic of conversation at today's meeting, to avoid any possible conflict of interest issues, Vice-Chair Karin Ford took the chairman role since Chair Ben Brustkern's agency, Cedar Valley Friends of the Family, is funded under the CoC program. The following voting members were present: Ben Brustkern, Karin Ford, Tim Wilson, Donna Phillips, Al Axen, Roberta Wahl, David Hagen, Tony Timm, and Dennis Lauterbach. A quorum was established.

III. APPROVAL OF AGENDA – ACTION ITEM

On a motion by Tim Wilson and seconded by Tony Timm, the agenda was unanimously approved for the July 15, 2016 meeting.

IV. APPROVAL OF JUNE 17, 2016 EXECUTIVE COMMITTEE MEETING

On a motion by Tim Wilson and seconded by Tony Timm, the minutes of the June 17, 2016 Executive Committee meeting were unanimously approved.

V. COMMITTEE UPDATES

- a.) **Coordinated Entry Committee – (David Hagen):** Informal workgroup meeting on 7.07.2016. Coordinated Entry was discussed at the ICH Meeting earlier in the day and no further updates provided.
- b.) **Research and Analysis Committee – (David Hagen):** No report
- c.) **Public Awareness Committee –** No report
- d.) **Policy Planning Committee (Tony Timm):** No report
- e.) **Nominating Committee (Ben Brustkern):** Discussed at the ICH Meeting earlier in the day and no further updates provided.
- f.) **Continuum of Care Committee – (Tim Wilson):**
 - (i) Meeting Schedule: Mr. Wilson confirmed that the committee met on July 12, 2016
 - (ii) Regular schedule: The committee meets every 2nd Tuesday of the month at 10:30 a.m.

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- (iii) Motion to approve recommended Renewal Project scoring and ranking: It was noted that the 2016 Iowa CoC Committee Renewal Project Ranking plan was approved at the ICH Meeting earlier that morning.
- (iv) Draft CoC competition timeline: Mr. Wilson noted the timeline is largely based on HUD requirements. The latest version, drafted as of 7.14.2016 has been posted on IFA's website and copies were provided to attendees of the ICH meeting earlier in the day.
- (v) Plan for upcoming CoC New Project Competition: Discussion about threshold and whether bonus points should be given for past performance/history. Ms. Lewis stressed that we have strengthened our established ranking system and emphasized that this is a competition. Mr. Timm indicated he did not feel the process was competitive for new applications. Discussion on possibly setting a cap, for example 10%, for new applications in the future. This may make things worse for existing applications but be more positive for new applicants. Discussion about emphasizing to the State the need for more available resources, and what actions can be taken to increase Iowa's share of HUD allocated funds. It was pointed out that there are a lot of Transitional Housing (T.H.) applicants (we had 9 T.H.) and that it appears that HUD is not looking favorably at T.H. right now, unless focused on youth. Goal may be to align more with HUD's expectations. Mr. Hagen brought up some potential ways to approach in future years, if we truly want a competitive application process we need to give up "grandfathering in" projects. Discussion about a possible move to a 3-year cycle, as long as a project is performing, then back into the competition. However, HUD is saying that we must prioritize what's important for our state. It was mentioned that better data collection efforts in the future should help. It was discussed that it would be hard to sell HUD on the idea of a 3-year cycle as being part of the competitive process. Every year it causes a lot of upset not knowing if you'll be funded. It's a constantly moving environment and you can't get stable enough to know if you're even doing a good job. Comment that for CDBG, if they get defunded they lose their right for 3 years to get funded again. Noted that the NOFA allows new projects to be multi-year projects as long as it still fits into the pool of available funds, but the problem is there is not enough money available.

The "DRAFT 2016 Iowa Balance of State CoC Ranking & Reallocation Plan - for Stakeholder Comment" document dated June 17, 2016 was reviewed and discussed at the meeting. Amber Lewis summarized the points discussed in the "REVISED Iowa CoC 2016 Ranking Reallocation Plan" which was approved by the Executive Committee and posted to IFA's website on July 21, 2016. A copy of that document is attached to the end of these minutes.

Acting Chair Karin Ford asked for a motion summarized by Amber Lewis as follows:

- Up to \$400,000 for Coordinated Entry (C.E.)
- C.E. project must meet 85% minimum scoring threshold
- One C.E. project will be selected, and if it meets the over 85% threshold it will be placed at the top of the ranking
- Voluntary reallocation will be allowed and the project will keep the same funds and ranking
- There will also be involuntary reduction for projects with unspent funds according to what they put in their renewal application.
- One new project up to \$200,000 will also be ranked at the top of Tier I after C.E. for the Permanent Housing bonus. There will be a 90% threshold for that project.

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It was noted that involuntary reduction could change which project ultimately falls into Tier I. The motion was made by Tony Timm and seconded by Tim Wilson. It passed with 5 aye's. David Hagen and Ben Brustkern abstained.

- (vi) CoC Project Visits: Not addressed
- (vii) Reallocation Planning: Not addressed
- (viii) Co-Chair: Not addressed

VI. HMIS (Institute for Community Alliances)

See Julie Eberbach's comments in the coordinated entry discussion under the next section, VII. – IFA STAFF UPDATES, paragraph a.) 2015 – 16 Legislative Appropriation.

VII. IFA STAFF UPDATES

a.) 2015 – 16 Legislative Appropriation-

David Hagen presented a plan for the \$50,000 given the emphasis on the need to establish a coordinated entry system:

- Set aside the \$5K for IFA administration if identified as essential
- Apply the remainder for Coordinated Entry (CE) to be awarded to the selected CE grantee selected from the ranking of applications for the next NOFA for CoC funds (given that the next funding round will not provide dollars until mid-to-late 2017) and dollars will be needed to get it going, or some portion of it if other critical issues develop, for example, supports to sustain engaged consumer members of the board (which is to say, if we have 4 open consumer spots and they have difficult engaging they still may have barriers to attend: transportation, TEL, child care, etc.)
- Once we get CE on everyone's radar as a priority, the CE committee can finish its work on the Prioritization List – currently working in conjunction with the ICA – and its recommended components for a statewide CE Process, hand it off to the CE grantee elect, and potentially retire the committee.

Question posed if there are costs for getting people signed up, “costs with closed with exceptions”. Julie Eberbach responded that yes, there were costs, but technically no “new costs”. HUD has added a lot of additional components with no additional funds, so they basically have the same funding as they got 16 years ago. HMIS is okay right now, but from a long term planning perspective they are starting to tap out on a 15 year old budget. Amber Lewis discussed that the \$50,000 is not needed for normal coordinated entry (CE), but for utilizing the new software and training. There will need to be new CE training for prioritization list usage. HMIS will be a big part of CE so will need funds for infrastructure.

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Julie Eberbach told the committee that the Institute for Community Alliances does not intend to apply for the CE grant. Amber Lewis indicated that this is a big issue and that the Institute is an integral part of the Coordinated Entry. Ms. Eberbach discussed that they may have some interest in how to support the planning dollars. They feel that they don't have the service provider background for the CE. There is so much intrinsic in the application and the Institute does not have the experience to administer, nor the staff to do so. If the \$50,000 is for infrastructure than that is more where they feel the Institute fits in. Amber Lewis pointed out that the time-frame is a challenge. The CoC needs to select the CE entry by the end of August. There was discussion on whether to move to grant the \$45,000 to the CE applicant awardee or straight to the Institute for infrastructure. Ms. Eberbach indicated if it did go straight to the Institute they could get started and a region could potentially get started now if they knew what they were doing, i.e. how to add clients to the list. They would need standard field staff. A potential question for the CE Application could be, "How would you utilize the \$45K to build infrastructure?"

Acting Chair Karin Ford asked for a motion for the State allocation of \$50,000. Ben Brustkern moved that \$5,000 go to IFA to support ICH council member's travel and ICN expenses, and the other \$45,000 to the Coordinated Application grant awardee with a question added to describe how the applicant plans to build infrastructure and utilize these funds. Second by Tony Timm. David Hagen abstained from the vote; the remaining votes were aye's and the motion carried.

- b.) 2016 ESG competition update – Not addressed
- c.) 2016 Housing Iowa Conference – Not addressed

VIII. OLD BUSINESS

Not addressed

IX. NEW BUSINESS

Not addressed

PUBLIC COMMENT

None

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DATE & TIME OF NEXT MEETINGS

Friday, August 26, 2016 and Friday, October 21, 2016 from 10:00 to 12:00

XIII. ADJOURN

On motion by Ms. Karin Ford and seconded by Ms. Roberta Wahl, the July 15, 2016, Executive Committee meeting was adjourned at approximately 2:15 p.m.

VOTING MEMBERS PRESENT

1. Ben Brustkern (Chair), Cedar Valley Friends of the Family – **abstained from CoC votes**
2. Karin Ford (Vice-Chair), IA Department of Public Health
3. Tim Wilson (Secretary), Home Forward Iowa
4. Donna Phillips (Immediate Past Chair), Iowa Attorney General's Office
5. Al Axeen, Coralville, Iowa
6. Roberta Wahl, Des Moines Area Community College
7. David Hagen, Hawkeye Area Community Action Program – **abstained from CoC votes**
8. Anthony (Tony) Timm, AmeriHealth Caritas
9. Dennis Lauterbach, Lutheran Services in Iowa

OTHERS PRESENT

1. Julie Eberbach, Institute for Community Alliances
2. Amber Lewis, Iowa Finance Authority
3. Carole Vipond, Iowa Finance Authority

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2016 Iowa Balance of State CoC Ranking & Reallocation Plan

*Revised and Approved by the Executive Committee of the Iowa Council on
Homelessness on
Friday, July 15, 2016*

Most of the information in this document was initially sent out by email on Tuesday, July 19, 2016.

On behalf of the Iowa Council on Homelessness, the Iowa Balance of State Continuum of Care (CoC) is inviting applications for the 2016 CoC Competition. Details are below.

- **New Project applicants for Permanent Supportive Housing or Rapid Rehousing:**
 - A Permanent Housing Bonus of up to \$218,849 is available to fund one highest-scoring project, as long as it meets at least 90% scoring threshold; such project will be placed high (second) in the Tier 1 rankings.
 - Application instructions are attached.
 - **A Letter of Intent form is due this Friday, July 22nd.**
 - **Full applications due Friday, August 12, 2016.**
 - If a project is selected and meets minimum threshold, it will change the original ranking of renewal projects.

- **New Project applicants for Coordinated Entry:**
 - Up to \$400,000 is reserved for one highest-scoring Coordinated Entry project, as long as it meets at least 85% scoring threshold; such project will be placed first in the Tier 1 rankings.
 - An application will be available very soon.
 - **A Letter of Intent form is due this Friday, July 22nd.**
 - **Full applications due Friday, August 12, 2016.**
 - **In addition, \$45,000 will be awarded to the winning Coordinated Entry project, from a state legislative appropriation available to the Iowa Council on Homelessness for the state 2017 fiscal year (July 2016 – June 2017). The applicant should have a plan for how it would use these funds this year to support Coordinated Entry, in advance of any HUD CoC award.**

- **Voluntary Reallocation of Renewal Projects:**
 - A very similar process will be followed as last year; renewal projects wishing to voluntarily reallocate may submit a New Project application for the same funds; the renewal funds from their reallocation project will be “reserved” for them, as long as certain requirements are met. The ranking of such projects will remain the same as the original Renewal Project ranking.
 - All or a portion of funds may be voluntarily reallocated.

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- The new project is subject to CoC review. If approved, it may be submitted to HUD for consideration. If not approved, the applicant may choose instead to submit the original renewal application.
 - Application instructions are attached.
 - **A Letter of Intent form is due this Friday, July 22nd.**
 - **Full applications due Friday, August 12, 2016.**

 - **Renewal Project applicants:**
 - Preliminary Renewal Project scores and rankings were approved by the Council. These rankings are subject to change based on New Project scores, reallocations, and appeals. But they provide an idea of where things stand so far. These are attached.
 - Full scoring worksheets from the CoC Committee are posted on this page, under the section for the 2016 CoC Competition:
<http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107>.
 - Any appeals must follow the approved appeals policy, attached. **Any appeals are due this Friday, July 22nd.**
 - Some Renewal Projects that are currently ranked low may find their projects subject to involuntary reallocation. Such projects may wish to wait on submitting anything further, pending more information on reallocations.
 - Renewal Projects that wish to continue in the competition may submit their project application in HUD's Esnaps system, as soon as the system is open.
 - Renewal Projects that plan to continue should also be working on some standard aspects of the competition, such as the required attachments—Certification of Consistency with the Consolidated Plan, Leveraging Letters, etc. We'll be in touch when we have more specific guidance.
 - **Esnaps applications and attachments due Friday, August 12, 2016.**

 - **Involuntary Reallocations and Other Ranking Information:**
 - Involuntary Reallocations will be made as needed to support the items above. Such reallocations will be made from the lowest-scoring renewal projects in the ranking document attached (pending any changes due to appeals).
 - Involuntary Reallocations will also be made for unspent funds. Unspent funds will be determined according to projects' 2016 Renewal Project Narrative Applications.
 - The full Ranking and Reallocation Plan, as revised by the Executive Committee, will be available very soon and posted online.
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