



## Core Committee Minutes

Thursday, May 2, 2024, 1:00 pm – 2:30 pm

**Meeting Facilitator:** Kristina Dux (Co-Chair)

### **1. Attendance Recording (Kim Sutter)**

Attendees: 24 individuals (organizations represented)

Karen Andro (Housing Initiatives), Nicole Christen (The Road Home), Patrick Duffie (ICA), Kristina Dux (Dane County), Holland Dvorak (End Domestic Abuse Wisconsin), Tami Fleming (Housing Initiatives), Angela Jones (United Way of Dane County), Takisha Jordan (Lived Experience Council), Brenda Konkel (Madison Street Medicine), Torrie Kopp Mueller (City of Madison), Aurelius Leslie (Lived Experience Council), Sarah Lim (City of Madison), Melissa Mennig (Dane County), Rosendo Ortiz (The Salvation Army), Johnisha Prescott (Dane County), Maureen Quinlan (New Bridge), Hannah Renfro (Tenant Resource Center), Sherri Simms (Tellurian), Alicia Spry (Lived Experience Council), Diana Walker (The Salvation Army), Zach Stephen (ICA), Kim Sutter (Porchlight), Chara Taylor (Lived Experience Council), Skyler Van De Weerd (YWCA).

### **2. Note-taker (Karen Andro)**

Karen has been Co-chair and is moving into a new role which will change her availability to serve as Co-chair. If anyone is interested in serving as Co-chair please contact Kristina Dux.

### **3. Update to CoC Rating, Ranking & Review Policy and Procedure (Torrie Kopp-Mueller)**

Agencies currently receiving Continuum of Care (CoC) funds include Community Action Coalition, The Road Home, The Salvation Army, Porchlight, Institute of Community Alliances, City of Madison, Housing Initiatives, Inc., Dane County, Urban Triage, Tellurian. Subrecipients are Outreach, Tenant Resource Center and Briarpatch (not direct recipients of grants so are not direct recipients of funds so not necessarily having an active role in the competition but are affected by it).

**Renewal:** Existing projects that want to renew their funds for the next year and have operated for a full 12-month period so that we have 12 months data that we can use.





**Special Renewal:** Renewing the projects but are newer so may not have even started operating yet because of the way HUD funding works or they are operating but have not had a full year of data yet, so it's difficult to measure their performance against other projects.

**New Projects:** Bonus Projects created with bonus funds in the CoC process created through reallocation (i.e. Lutheran Social Services had been operating a Rapid Rehousing program and they decided they didn't want to do that anymore, so those funds became available for a new project).

### **Project Performance Scorecard**

We look at 12 months of data from the most recent completed fiscal year which for HUD is October 1 thru September 30. We look at data and points are given for each different performance measure. Then we look at the total score for renewal projects and rank them according to score. HUD requires any project that we want to fund to rank in order by score highest to lowest.

## Renewal Projects

-  HSC Board will review objective Project Performance Scorecard that measures 12 months of data
-  Renewals with a Project Performance Score that meets or exceeds 60% will be prioritized in project ranking before special renewal and new projects
-  Those that score below 60% may have special renewal and new projects prioritized above them
-  The HSC Board can rank a project lower than a new project if there are other justifications

## Non-Housing Projects

- The CoC recognizes the need to ensure a functioning Coordinated Entry System and Homeless Management Information System as required by HUD.
- These renewal projects will be ranked Tier 1 below housing projects.
- Not scored unless the HSC Board requests new applicants

## CoC Project Performance Scorecard

- Approved by HSC Board
- Objective scoring criteria – HMIS, Annual Performance Reports, Written Standards Checklist, Project Policy Review, HSC Committee Attendance Records
- HMIS Lead and CoC Coordinator complete it
- Renewals that score at least 60% will not need to complete the local project application
- Those that score below 60% will be required to participate in a Performance Improvement Plan and need to complete the local project application

## Local Project Application

- Approved by the HSC Board
- Renewals scoring below 60%
- Narrative application with questions related to performance improvement
  - 35% of the Local Project Application Score will be used in the total score
- Special Renewal
- Narrative application with questions related to project design and status
  - Total project score is based on 100% of Local Project Application
- New Projects
- Narrative application with question related to agency experience, capacity and project design
  - Total project score is based on 100% of Local Project Application

## E-snaps application

- All renewal projects must complete applicant and submit by the CoC determined deadline
- New projects may submit an application in E-snaps by the CoC determined deadline
- New projects recommended by the Review Committee must submit an application in E-snaps prior to the HSC Board of Directors meeting where funding is determined

Tier 1 and Tier 2 typically guaranteed funding. Tier 2 there is a caveat that the HSC Board could rank a project lower than a new project if there is justification basically related to scoring. New and special renewal projects which will be ranked lower than those renewals that score 60% or higher.

Most of the projects are Permanent Supportive Housing and Rapid Rehousing. However, now with Youth Homelessness Demonstration Project (YHDP) there are other project types. Some non-housing projects would be Coordinated Entry and our Homeless Management Information System (HMIS) both funded through the CoC process. Our CoC states we need to have these projects and HUD requires that we have them, so we rank them in Tier 1

below the housing projects. This is our policy to ensure as much as we can funding of those projects because Tier 1 is usually funded, but we don't have those projects submit an application for scoring unless the HSC Board decided that we want a new Coordinated Entry provider then we would develop some sort of funding process.

The Performance Scorecard is approved by the HSC Board, and they've approved the scorecard for this upcoming funding competition. The scorecard looks at objective scoring criteria, so we look at data from the HMIS Annual Performance Reports which is what agencies submit to HUD for their funded projects. The Written Standards Checklist provides a review of project policies and look at Core Committee attendance.

Torrie and Patrick Duffy (ICA) complete the data for the scorecard. Renewal projects that score at least 60% will not need to complete local project applications. Typically, there is a narrative application which is the local project application as well as the application in eSnaps. If your data is 60% or better funding is recommended so it seems to be a lot of extra work for both agency staff and the review committee. The recommendation was approved that HSC remove the local project application for renewals that score at least 60%. An application will still need to be completed in eSnaps.

Torrie described eSnaps as a very outdated web-based system for submitting applications to HUD and offered to assist applicants by scheduling a Zoom call. It can be helpful for applicants to share their screen during a Zoom call and Torrie observe and guide through the steps. If a renewal project scores below that 60% threshold, they will be required to participate in a Performance Improvement Plan. The application will contain some questions related to project performance. For a renewal scoring below 60%, the narrative application will have questions related to performance improvement for the total project score, and 35% of the score on the narrative application towards that special renewal they have a narrative application with questions related to project design and status such as status of operating the project (i.e. have not started, seven people enrolled, etc.). We use 100% of the score on the local project application because they don't have the data yet to use, then determine new projects and utilize 100% of narrative application. Those questions are typically related to agency experience capacity and the project design, what they're going to do, and then as always all of the folks of the participating projects will need to submit that application.

The eSnaps renewals will need to complete and submit by the deadline. New projects submit an application and eSnaps by CoC deadline if they choose four we have a paper a word application that they can complete they will still need to submit an E snaps application if they're recommended for funding by the review committee. As stated earlier the eSnaps is a little clunky so we've tried to make it easier for newer projects to come into the process and so the real big change is renewals whose performance is doing OK won't have to complete extra paperwork.

Announcement made about approval for Dane County supplemental questions for EHR application. Torrie encouraged all to take a look at the HSC Board meeting minutes posted on the HSC website.

#### **4. Committee Roles & Description (Kristina Dux & Johneisha Prescott)**

There has been a lot of talk about committee descriptions and roles. We found out that the Funders Committee actually has been working on items the Core Committee may have been originally assigned to complete. Kristina and Johneisha met with the Funders Committee and discussed overlapping of committee descriptions and activities such as the Funding Analysis, Gaps Analysis, and providing training for providers. Funders Committee membership and Core Committee membership have in common 75% of their members, so it was decided it makes the most sense that activities for us in the Funders Committee prevents an additional step such as contact with the rest of the funders who are not part of this group. The Funders Committee tends to have discussions around budgets and reallocating funds. and makes more sense for them to continue doing the Funding Analysis and training Board member agencies was a direct result of Gaps Analysis.

We will start to address the language to get our committee description updated to recognize the work completed on an annual basis. For example, The Community Plan just completed Gaps Analysis work so this is not necessary to be completed by the Core Committee right now. However we are tasked with a Funding Analysis and we also have training opportunities that will be spread out throughout the year. We may need to complete a different kind of Gaps Analysis that might be driven by input from clients and service providers.

The Core Committee can complete separate types of Gaps Analysis that focus in different areas. We can be mindful of not duplicating work. We can use one of the current schedule spaces for either Core Committee or eventually HSC Membership to start brainstorming and receive feedback from lots of people with ideas of what it should look like and what's missing. The Funders Committee is going to come up with a different description of their committee which will have to be passed by the HSC membership for the bylaws which means that our committee description will also probably take out those couple of items to the membership to have the bylaws changed.

We can join together in partnership and take a look at these topics and decide what makes more sense for this committee. This discussion is intended to make sure that everybody is on the same page before moving forward. For example, when the Gaps Analysis is worked on it would be in conjunction with the Core Committee. Questions were brought to this committee and asked if there was anything missing or any questions to be added. Putting it in front of a larger audience such as the HSC membership which provides different ideas. Having a joint meeting whether that just be the Funders Committee with Core Committee or whoever wherever that discussion lies to better understand other people felt was not included so that we can make sure that it is in the next go around. Brenda Konkel shared that they can do their own community health needs assessment every three years of Madison Street Medicine who surveyed 250 people experiencing homelessness. Brenda shared that the results were a little different or gaps were a little different and it might be in the way questions were asked. Another aspect was only surveying people in shelters and not people that were unsheltered. The Lived Experience Committee was going to do some in person surveying at the encampments but with COVID flaring up changed process. So this could be related to bad timing and was surprising nobody said we need storage you for example.

Perhaps if a contract manager sent out the survey directly to an agency and requested completion it may be a more effective strategy. It also did not look like there were any DMV agencies or victim services that responded to the survey. A new Gaps Analysis that comes out or Funding Analysis including some of those category 4 folks might also change what the gaps look like. If we look at the Community Plan a lot of the gaps are different or they're prioritized differently. These are all great ideas. When we didn't get people to respond we kept targeting outreach specifically to them so maybe with the next one if we see that there are providers who are not responding to do a little bit more focus outreach with them to keep asking them to respond.

**5. Committee Tasks - Breakout Rooms Create plans and tasks for accomplishing.**

Community Plan Goals:

- a. Create at least one cross-sector partnership with healthcare, education, or criminal legal that will include at least one of the following: data sharing, discharge planning, cross-sector training or cross-sector provider meetings.
- b. Create at least one new cross-sector partnership to provide housing and services.
- c. Create at least 1 new partnership with the business sector.

NOFO questions

1. 1C-4c:

Develop MOU/MOA or other formal agreement with the following: Birth to 3 years, Childcare and Development Fund, Early Childhood Providers, Federal Home Visiting Program (including Maternal, Infant and Early Childhood Home and Visiting), Healthy Start, Tribal Home Visiting Program, Public Pre-K (currently say that we have this due to HEN MOU), Early Head Start/Head Start - we have an old MOU with them, need to revisit

Other formal agreement

- agreements to attend each other’s planning meetings or conduct formal cross training
  - Coordinating housing in a joint rapid rehousing pilot/program that includes early childhood services and supports for families
  - Support and document referral processes between Coordinated Entry providers and early childhood services and supportive services providers
2. 1C-5: start collaborating with state domestic violence coalitions and state sexual assault coalitions
3. 1C-5a: Collaborate with DV service providers on updating CoC-wide policies and ensuring all housing and services provided in the CoC’s geographic area are trauma-informed and can meet the needs of survivors

<b>Date</b>	<b>Time</b>
<i>Thursdays</i>	
June 6	1:00 pm to 2:30 pm
July 11	1:00 pm to 2:30 pm
August 1	1:00 pm to 2:30 pm
Sept. 5	1:00 pm to 2:30 pm
Oct. 3	1:00 pm to 2:30 pm
Nov. 7	1:00 pm to 2:30 pm
Dec. 5	1:00 pm to 2:30 pm