



**Program Monitoring Committee Meeting Minutes**  
**July 18, 2017 @ 9:00am**  
**Hampton Department of Human Services**  
**FY2017 CoC Application Peer Review Process**

**Attendees:**

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|---------------------------------------|--|
| Gina Kelly, ForKids                   | Ann Ruffin, LINK of HR                   |
| Mary Holup, Hampton DHS               | Lynne Finding, LINK of HR                |
| Joy Cipriano, HNNCSB                  | Rachael Gibson, LINK of HR               |
| Dee Schwartz, HNNCSB                  | Yilla Smith, The Planning Council        |
| Jennifer Small, HNNCSB                | Maddi Zingraff, The Planning Council     |
| Marshal Jackson, HRCAP                | Thelma Satchell, The Salvation Army      |
| Stacie Walls-Beegle, LGBT Life Center | Sanu Dieng, Transitions                  |
| Vanessa Larkin, LGBT Life Center      | Darryle Brown, Transitions               |
| Denise Kirschbaum, JCC DSS            | Charvalla West, United Way               |
| Barb Watson, JCC DSS                  | Shannon Wolosnowski, Wmbg House of Mercy |
| Mike Taylor, Newport News DHS         |  |

| <b>Discussion / Issue</b> |  |
|---------------------------|--|
| <b>1</b>                  | <p><b>FY2017 HUD Continuum of Care Supplemental Application Peer Review</b></p> <p>HUD released the FY2017 Continuum of Care Notice of Available Funding (NOFA) which is due September 28<sup>th</sup>, 2017. All E-snaps applications will be due August 21<sup>st</sup> to ensure all are submitted electronically by the HUD deadline of 30 days before the NOFA is due. Permanent Housing Bonus Funds are available, which is equal to 6% of Continuum’s Pro Rata Need (PRN). Tier 1 is 94% of the CoC’s PRN, and Tier 2 represents 6% of the PRN, plus bonus project funding. HUD has also announced the availability of a new project type: Transitional Housing – Permanent Housing – Rapid Re-Housing (TH-PH-RRH), which allows TH to identify as bridge housing for RRH. Agencies must have both components in order to apply for the program type, and funding may come from multiple sources. Clients may choose to participate in one or both portions of the program. The program type is available for reallocation or bonus projects.</p> <p>Ten renewal applications for funding were received for the FY2017 HUD Continuum of Care (CoC) program competition. Members conducted the peer review for all eligible programs seeking renewal funding. The review was conducted using project supplemental applications and the 2017 GVPHC CoC Scorecard, a tool used to evaluate program outcomes. Project applications were reviewed for each program.</p> <p>The committee first reviewed programs which do not have a completed scorecard including The Planning Council’s HMIS grant and the Hampton Department of Human Services Coordinated Assessment grant, as the Scorecard cannot be used to assess HMIS or Support Services Only (SSO) grants.</p> <ul style="list-style-type: none"> <li>The Planning Council requested \$55,172 in HMIS funding. Barriers for the program include lack of participation from the region’s Veterans Affairs Medical Center and the Peninsula Rescue</li> </ul> |

Mission, which result in submitting unusable data in the CoC's Annual Homeless Assessment Report (AHAR). The Planning Council is working to incorporate Upper SCAAN into HMIS and provide web-based trainings for all users. The 2017 funding request reflects an additional 7% in administrative funds.

- Hampton Department of Human Services (HDHS) requested \$65,682 in Coordinated Assessment funds for the Housing Crisis Hotline operated by ForKids. HDHS will remain the fiscal agent for the grant. The Hotline completed the first year of operation in June 2017. Barriers include the data collection process, as HUD has not provided guidance on a program Annual Performance Review (APR).

Members reviewed the following renewal projects:

- LINK of Hampton Roads, Inc. requested \$731,607 in Permanent Supportive Housing funding for CANLINK I, which serves individuals and families experiencing homelessness with a co-occurring disability in 57 scattered site units. The program accepts only chronic singles, but does make exceptions for non-chronic families. Barriers include sustained employment and affordable housing. The agency passed an audit in July 2016. One person exited before six months; the program requested consideration as the program is participating fully in Housing First and only accepts referrals from the community, and the HUD requirement existed prior to the incorporation of Service Coordination. Eight members voted to approve the consideration; one abstained. The program received five points for the data point; the CoC will address the data point before the next use of the Scorecard. The program received 80 points on the CoC Scorecard. All agencies approved the program proceed without conditions.
- LINK of Hampton Roads, Inc. requested \$63,705 in Permanent Supportive Housing funding was requested for CANLINK IV, a seven-unit scattered site PSH program which serves ex-offenders and veterans experiencing homelessness with a co-occurring disability. CANLINK 1 received 80 points on the COC Scorecard. All agencies approved the program proceed without conditions.
- The LGBT Life Center requested \$298,809 in Permanent Supportive Housing for 22 units with a target population of persons with HIV/AIDS. All clients are accepted through SCAAN. Barriers include employment, households with adult children, and payment of program fees. The program deobligated \$34,643 due to inconsistent recommendations from HUD regarding recoupment of leasing funds. The program requested consideration for percentage of participants obtaining or retaining mainstream benefits as eleven clients do not qualify. Members voted to approve the consideration; the program received five points. The program also requested consideration for the percentage of exits to family and friends permanent destination due to the size of one household. Members voted to approve the consideration. Due to deobligating over 10% of funds, members recommended the program move forward with the condition of including the CoC Lead on all future conversations with HUD regarding funding. Seven members voted to approve the condition; 2 abstained. The program received 77 points on the CoC Scorecard.
- Hampton-Newport News Community Services Board requested \$293,280 in Permanent Supportive Housing funds for Safe Harbor, which serves 22 persons in scattered site units. The program served 28 persons in the last year. Barriers include data entry. The program asked for consideration for reducing returns to homelessness due to repeated attempts with one client, and for percentage of persons exiting to PH, as one client left without notice. Nine agencies approved the considerations, but recommended the program receive a condition for HMIS entry. The program received a final score of 75 points.



- Hampton/Newport News Community Services Board requested \$117,550 for Shelter Plus Care, which is contracted to serve sixteen persons in scattered site units. Members recommended the program receive a condition to decrease deobligated funds to under 10%. The program scored 95 points on the CoC Scorecard.
- Hampton/Newport News Community Services Board requested \$191,183 in PSH funding for Onward, which serves fourteen chronically homeless individuals in scattered site apartments. The program scored a 60 on the CoC Scorecard. Members recommended the program proceed with the condition to improve HMIS data entry.
- Transitions Family Violence Services requested \$66,490 for Transitional Housing funding for the NEXT STEP program to serve single females and households with children. Barriers include trauma, employment, and affordable child care. Program data cannot be used in the CoC Scorecard due to inconsistencies in the APR; data was calculated on households while HUD collects data on number of persons. Members reviewed the Scorecard to determine where points could be awarded. The program received 20 points with a condition to utilize an HMIS-comparable system and address occupancy.
- Transitions Family Violence Services requested \$74,984 in Rapid Re-Housing funding. The program received 99 points on the CoC Scorecard. Program data cannot be used in the CoC Scorecard due to inconsistencies in the APR; data was calculated on households while HUD collects data on number of persons. Members reviewed the Scorecard to determine where points could be awarded. The program received 20 points with a condition to utilize an HMIS-comparable system and address occupancy.

Members agreed the Leadership Team will address programs that fall below the funding threshold. The Leadership Team will also review new project Letters of Interest.

**Next meeting: Thursday, July 28, 2017**