**CT BOS Steering Committee Meeting Minutes**

**8/16/24 - 11:00 am – 12:30pm**

1. **Welcome and Chairs Introductions**

[**SC Participants 8.16.24**](https://www.dropbox.com/scl/fi/btefwxpvnrek2sb0v2kh4/SC-Participants-8.16.24.xlsx?rlkey=j798l5tik452v61mhfwwq3dkw&dl=0)

1. **Guidelines for BOS Meetings**
2. **Adopt** [**July Steering Committee Meeting Minutes**](https://www.dropbox.com/scl/fi/d6418fzymhegwn5w2jx71/CT-BOS-July-SC-Meeting-Minutes.docx?rlkey=kwms53u059etpkrijtinz8tc6&dl=0) **-** Minutes approved by consensus

1. **Announcements**

* Welcome new Youth Representatives
  + Jayse Frost and Cami Hawkins will be serving as our Steering Committee Youth Representatives.
* Point-in-Time (PIT) Count of Persons Experiencing Homelessness
  + The 2025 PIT Count will take place on 1/28/25
  + 2024 [PIT Report](https://oda8v68ab.cc.rs6.net/tn.jsp?f=001VReL89E-924u3JJ-3gz7umdcV6MY7PFm7aibK5fD8EYl52iDkaNlGmGmstmhq2EoLT3FQEhl6_KZ5nnsF6sXkCDJA2W0T04bYPISqWpZHJ0vsWfj7VLCIrC9gR83V473Q3kGkrIflkhZYqTLBLeNsE7STvDMKy2kSiqN7tKw6mzd-H7AM9Hd09NrAWXufRkz6InORDNoj5dazg_uMXxart2eQ4YomAjWX8DzWyrG3es=&c=MEkJOQlFn7ft1REYPx8jYQs9NuXQ1xJLSDZaU2TbbnmAO1AYAuqQEA==&ch=bJB36IVflsajlbOH373dM31vA6zd8fFyMTbatSe_2TYSJIM25o65TQ==) Release
    - The 2024 PIT report is available. Use the link above to access the document.
* Post Steering Committee Meeting Q & A – Anyone who has questions or concerns is invited to stay on at the end of each meeting.
* CT Interagency Council on Homelessness Workgroup Information
  + Following are the committees associated with the council: Homeless System Operations Workgroup; Prevention/Crisis Interventions Workgroup; Workforce Development and Homeless System Funding Workgroup; Diversified Housing Blueprints; Homeless System Hubs Workgroup; PWLE Housing Advocate and HMIS Reboot Workgroup
  + Committee are open to all. Contact Sonya Jelks to join a committee: Sonya.Jelks@ct.gov
* Civic Roundtable Update by Amber Freeman, CCEH
  + Civic Roundtable is the on-line collaboration platform used by CT CAN End Homelessness.
  + CCEH is using the platform to make information accessible and increase collaboration across the sector and is working with partners to also post content (e.g., trainings) there.
  + It features a robust AI-powered search feature and transcription of audio and video content.
  + Once content is built out, CCEH will work to increase the number of users from across the sector.
  + Contact Amber Freeman at: [afreeman@cceh.org](mailto:afreeman@cceh.org)
* Follow up from July Break Outs - CoC Eligible Expenses: Transportation and Household Set Up
  + Steering Committee meeting participants reported that there is a need to assist program participants with travel. Eligible costs on the **Supportive Services budget line item (BLI)** include the following:
    - Participants’ travel on public transportation or in a provider’s vehicle for case management and other eligible supportive services activities.
    - Purchasing or leasing a vehicle in which staff transports participants and/or staff serving participants (Includes gas, insurance, taxes, and maintenance for the vehicle).
    - If public transportation in area is not sufficient, one-time payment for car repairs or maintenance required to operate a participant’s personal vehicle (limits apply).
    - Mileage allowance for staff to visit participants and inspect units.
    - Costs for staff to accompany/assist participants to use public transportation.
  + It was also reported that there is a need for furniture and household supplies.
    - Furniture for participant units is eligible under the **Operating Budget Line Item (BLI).**
  + Supplies used to maintain/repair housing units are **Operating** costs.
  + If necessary to assist participant to obtain/maintain housing and function independently in the community, costs of teaching life skills are **Supportive Services** expenses (life skills training). For example, you may purchase kitchen wares, linens & cleaning supplies necessary to teach household management and nutrition skills.
  + Costs of activities to engage participants for the purpose of providing immediate support and identifying potential participants are eligible **Supportive Service** expenses (outreach) which includes addressing “urgent physical needs” such as providing blankets, clothes and toiletries.
  + In this NOFO, can shift up to 10% of a BLI item to another BLI (For example, support services to operating). Rental Assistance Projects cannot have an Operating BLI.
* Timeline for roll-out of Renewal Evaluation Criteria Changes
* CoC adopted revised performance standards for renewing PSH, RRH, TH and Joint TH-RRH for 2025 evaluation.
* The rollout will require extensive database (RED) testing to ensure accuracy.
* HUD has released two NOFOs at the same time with increased risk for renewal funding in 2024. Focusing on the Competitions is critical to increase chances of all renewals continuing to receive funding and of securing funding for new projects.
* Rollout of changes is tabled until next year when the CoC competition will require fewer resources.

1. **CoC Notice of Funding Opportunity (NOFO)** 
   * NOFO Highlights - What’s the same and what’s new
     + CT BOS must submit an application to HUD for existing projects to renew and for new funds. CT BOS competes with other CoCs around the country.
     + The Estimated Maximum funding available for CT BOS, $64.8 million includes:
       - Tier 1: $48,355,371 (90% of Annual Renewal Demand)
       - Tier 2: $15,008,998
       - $5,372,819 (10% of Annual Renewal Demand)
       - CoC Bonus (new funds): $6,876,029
       - Domestic Violence Bonus (new funds): $2,760,150
       - YHDP Renewals: $3,572,048
       - Planning Grant: $1,500,000 – not Ranked in any Tier
     + Project applications are very similar to 2023. Scoring and CoC Application questions are very similar to 2023.
     + There are a few changes this year, these include:
     + Supportive Services and HMIS Cost-of-Living Adjustments (COLA). These will be applied by HUD post application to Supportive Services and HMIS budget line items and is estimated at 4.8% of the current budget lines. When these are added, they will require additional match funds.
     + All YHDP grants will be renewed non-competitively.
     + CoC Bonus amount is 12% of final pro rata need (7% last year). This is enough to fund all new projects that passed threshold review with money to spare.
     + DV Bonus Project amount is 15% of preliminary pro rata need (was 10% last year)
     + Tier 1 decreased from 93% to 90%, which puts renewal funds at greater risk.
     + This is a two-year NOFO. Grant terms will still be one year. Grants renewed in 2024 will automatically renew without a project application in 2025. SNOFO projects and new projects awarded in 2024 will likely need to submit project applications in 2025. HUD will apply FMR adjustments.
     + Since there is no CoC Application in 2025, the 2024 score is even more important. If Congress allocates sufficient funding for new projects, there may be a new project competition, and they will use 2024 CoC application score.
   * Due dates for renewal and new projects in esnaps
     + **Renewal Applications are due in Zengine by 8/21/24.**
     + There was a Renewal Application Webinar on 8/15: [Renewal Application Webinar Slides](https://www.ctbos.org/wp-content/uploads/Renewal-App-Webinar-2024v3.pptx)

& [Renewal Application Webinar Recording](https://youtu.be/avdMSXlOD_8)

* + - We will hold Renewal Application Office Hours on 8/20 – 11am-12pm: [Zoom Link](https://us02web.zoom.us/j/86233303697?pwd=MNnVTuFjgv0U9F7CM91J0E3ycadbpT.1); Meeting ID: 862 3330 3697; Passcode: 071634
    - Providers should export the application , including attachments, to PDF in esnaps and submit in Zengine - [Zengine Document Submission Instructions](https://www.ctbos.org/wp-content/uploads/2020/10/Provider-Instr-Doc-Submission-LPSQ-v5.pdf). Do not submit the application in esnaps. Housing Innovations will provide feedback and instructions on when to submit in esnaps.
    - For new projects, providers will be notified by the end of August if an application has been accepted to submit to HUD.
    - Providers will have 2 weeks to complete initial drafts of new project applications in esnaps.
    - Housing Innovations will hold office hours & provide technical assistance for new project applicants – date TBA.
    - Providers will export the application with attachments to PDF in esnaps and submit in Zengine. Housing Innovations will provide feedback and instructions on when to submit in esnaps.
  + Proposed 2024 HUD CoC Ranking & COLA Policy: [Link to Proposed Policy](https://www.dropbox.com/scl/fi/85k85p4ljcm62vyduunhh/Ranking-Policy-2024-v3.docx?rlkey=62pfu9rxg74nurm3xic60t44x&e=1&dl=0)
* HUD requires CoCs to rank projects based on project performance on system performance measures and local priorities. HUD sets the amount of funding that CoCs can put in each of two “Tiers”. Projects in **Tier 1** ($ 48,355,371) are ensured funding assuming HUD requirements are met. 90% of the money needed to fund existing renewal projects is in Tier 1. Projects in **Tier 2** ($ 15,008,998) are scored on 100-point basis and compete nationally. They are funded in order of project scores until all CoC funds are exhausted. Projects ranked higher in Tier 2 are more likely to get funded than projects ranked lower in Tier 2.
* The proposed ranking order and process for determining final budgets for new project applications, as detailed in the policy linked above, was reviewed and participants were given the opportunity to ask questions and provide feedback.
* HUD will apply a Cost-of-Living Adjustment (COLA) estimated at 4.8% for renewal project budgets on the HMIS and Supportive Services Budget Line Items (BLI’s).

***Proposal: CT BOS will apply a COLA adjustment to new project budgets and raise the Supportive Services budget cap from $9000 per household to $9500.***

* + Non-conflicted Steering Committee members will vote on the Ranking and COLA Policy via Survey Monkey. Please submit votes by no later than 8/23/24.

1. **CoC Builds Notice of Funding Opportunity (NOFO)** 
   * NOFO Highlights & Next Steps
     + HUD released a Notice of Funding Opportunity (NOFO) for Permanent Supportive Housing. Projects must include new construction, acquisition, or rehabilitation budget line items. No more than 20% of awards can be spent on non-capital budget lines, which may be eligible for renewal (project-based rental assistance, supportive services, operating, project admin)
     + This will be very competitive.Total funding available is $175 million nationally. HUD expects to make 25 awards ($65M reserved for small states, 3 awards reserved for Tribes).
     + BOS can request one project up to $10M (minimum application amount: $1M)
     + Interested applicants must submit a Letter of Interest to ctboscoc@gmail.com to apply - [LOI Instructions](https://www.dropbox.com/scl/fi/3pwalc5he7reb0q08sk6o/Request-Letters-of-Interest-CoC-Builds-NOFO.docx?rlkey=0jw30fzhyf6l825cienpognmt&dl=0). Project selected is responsible for completing all application materials in October 2024. CT BOS will review and provide feedback prior to submission to HUD.
2. **Partner Announcements & Other Business**

* CSSD reported that starting in September, there will be 5 additional RRH beds at Mercy and they are continuing to work with DOH expanding RRH for people on probation and pre-trial to New Britain, Bristol, Waterbury for people on probation.
* DOH received $8 million in Section 811 funding for 156 housing units.
* The Partnership for Strong Communities is hosting the CT Affordable Housing Conference on 11/18-11/19: [Link with Conference info](https://pschousing.org/what-we-do/connecticut-affordable-housing-conference/). If anyone is interested in participating in Partnerships’ advocacy campaigns, contact Danielle: [danielle@pschousing.org](mailto:danielle@pschousing.org)
* The Partnership is also hosting a webinar on the Intersections of Affordable Housing and Social Health on September 4th at 10am – [registration information](•%09https:/us06web.zoom.us/meeting/register/tZIoduGsqjMrEtG6GuOD55Djsl3paGQuhm3m)
* Theresa Nicholson introduced herself as the new Executive Director of South Park Inn (SPI). SPI has case management slots available for older adults.
* Michael Vaz introduced herself as the new Executive Director of Thames River Community Services.

1. **Steering Committee Meeting Schedule**

* September 20, 2024; 11-12:30
* October 18, 2024; 11-12:30
* November 15, 2024; 11-12:30
* December 20, 2024; 11-12:30
* January 17, 2025; 11-12:30
* February 21, 2025; 11-12:30
* March 21, 2025; 11-12:30
* April 11, 2025; 11-12:30
* May 16, 2025; 11-12:30
* June 20, 2025; 11-12:30