NE Oklahoma Continuum of Care Full COC Membership Meeting August 23, 2018 Meeting Minutes

The NE Oklahoma Continuum of Care full membership met at 12:00 noon, Thursday, August 23, 2018 at 707 W. Lowry Road, Suite 103, Claremore, Oklahoma.

Attendance: List of attendees is attached.

- 1. **Introduction of Guests:** Guests in attendance were Luanna Peck of Community Crisis Center and Terry Schroeder, consultant for NEOCAA.
- 2. **Updates and Events:** Sarada McGaha shared about the upcoming Rural Supportive Housing Institute Oklahoma Workshops presented by Collaborative Solutions on September 5-6, 2018 at the Rose State College Professional Training Center in Midwest City—as requested, this information will be re-emailed to the full membership.
- 3. Consideration and action regarding July 26, 2018 COC Full Partnership meeting minutes: Copies of the July 26, 2018 COC Full Partnership minutes were emailed in advance to COC partners with the meeting notice and agenda, and copies of minutes were available at the meeting. Motion by Melisa Brumley, Seconded by Donna Grabow to approve the minutes as presented. Motion carried unanimously.
- 4. Discussion and action regarding Funding Application Rating and Review Procedures for CoC and ESG:
 - a. Sarada McGaha shared about the rating tool approved at last month's meeting, but the Funding Application Rating and Review Procedures needed to be updated as well. Terry Schroeder shared about the minor changes in wording in the Procedures to include the newly approved rating tool. Motion by Katie Wilson, Seconded by Donna Grabow to approve the updated Funding Application Rating and Review Procedures for CoC and ESG as presented. Motion carried unanimously.

5. Discussion and action regarding FY2018 CoC NOFA update:

- a. Sarada McGaha shared scores and recommended ranking of the CoC Renewal Applications. Terry Schroeder explained there were no applications submitted for the DV Bonus and Aletha Redden withdrew her application for a New Project. Motion by Sam Westfall, Seconded by Melisa Brumley to approve the CoC Renewal Application scores and ranking as presented. Motion carried unanimously.
- b. Sarada McGaha explained that the approved scores and ranking need to be submitted with the CoC Collaborative Application. Motion by John Ann Thompson, Seconded by Katie Wilson to approve submission of the approved CoC Renewal Application scores and ranking with the Collaborative Application. Motion carried unanimously.

6. Discussion and action regarding 2018 ESG update:

- a. Terry Schroeder and Sarada McGaha explained the \$477 overall reduction in the Total Allocation, which is a \$119.25 reduction in funds available per each of the four applications submitted.
- b. Sarada McGaha shared the scores and recommended ranking of the four 2018 ESG Applications. Each applicant was provided a score sheet with individual scores by question. Terry Schroeder offered to pass along the comments by the raters to each applicant if requested. Motion by Debra Young-Allen, Seconded by Donna Grabow to approve the 2018 ESG Application scores and ranking as presented. Motion carried unanimously.

7. Committee Reports:

a. **Planning committee:** Sarada McGaha is working to update the CoC Resource Guide. She currently has a handful of corrections to make, but requested any additional resources, corrections and/or deletions to be submitted via email: smcgaha@cardcaa.org.

b. Monitoring and Evaluation Committee:

- i. Sam Westfall had nothing further to report from information already discussed regarding the CoC and ESG applications.
- c. HMIS: Melisa Brumley presented and distributed HMIS reports. Agencies need to run reports for projects and clean up data, specifically 6 b, c, and d with emphasis on 6c. She encouraged data being entered within 3 days—this number is being monitored by HUD and our number of days is continuing to increase. Motion by Katie Wilson, Seconded by Donna Grabow to approve the HMIS report as presented. Motion carried unanimously.
- 8. Other meeting business: None

9. Next meeting date and location:

• September 27, 2018 at The Landing in Fairland (full partnership meeting)

Meeting adjourned at 12:35 p.m.

NORTHEAST OKLAHOMA CONTINUUM OF CARE Full Partnership Meeting SIGN-IN SHEET

DATE: August 23, 2018

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HOUSING WORKSHOPS

Engaged and Informed:

Keys to Successful Landlord Engagement and Eviction Prevention in Rural Communities

Coordinated Entry:

Best Practices to Plan and Implement a Rural Coordinated Entry System

Housing-based Case Management:

Prioritizing Affordable Housing Provision for Clients

Through the **Rural Supportive Housing Initiative**, Collaborative Solutions is pleased to provide three training opportunities designed to address landlord engagement and eviction prevention strategies that help vulnerable clients find and keep safe, stable, and affordable homes in your rural area.

Engaged and Informed: Keys to Successful Landlord Engagement and Eviction Prevention in Rural Communities

Market rate units are getting harder to secure for vulnerable clients. This workshop will be tailored to service providers, advocates, and housing locators who are interacting with landlords, both making the sell and sustaining units when relationships are challenged. Participants will practice interactions with landlords, including presentations to landlord groups, to ensure messaging is strong, engrained in the pitch, and framed effectively to get landlords to say yes and house your clients.

Coordinated Entry: Best Practices to Plan and Implement a Rural Coordinated Entry System

The experience of homelessness for urban and rural areas is similar, however there are some stark differences that should be considered when designing and implementing a CES in rural communities. Understanding the barriers facing rural areas, this workshop will highlight rural CES best practices and equip attendees to enhance the continued design and implementation of their CES.

Housing-based Case Management: Prioritizing Affordable Housing Provision for Clients

Many service providers have been trained to provide clinical, medically-focused supportive services for clients. It is our belief that housing is the foundation for stability and providers must be trained to understand and prioritize the affordable housing needs of clients to better help them achieve housing stability. This workshop provides essential tools and training to teach providers how to prioritize housing and includes key concepts such as barrier-free program design, landlord engagement, and eviction prevention.

These two day sessions will be offered free of charge.

We want to work with communities that are interested in hosting these Housing Workshops. If your community is interested in one or more of these workshops, please let us know. We look forward to collaborating with your community to increase housing stability and reduce homelessness for vulnerable people!

For more information, please contact Mackenzie Harkins at mackenzie@collaborative-solutions.net.

Northeast Oklahoma Continuum of Care (OK-505) COC Funding Application Rating and Review Procedures for HUD COC and Emergency Solutions Grant Programs

Northeast Oklahoma Continuum of Care adopts the following procedures for the evaluation, scoring and ranking of funding applications submitted to the COC for consideration under the HUD COC Program and the Emergency Solutions Grants. These procedures are adopted as part of the COC Governance Charter and the COC's Written Procedures and Standards for the COC and Emergency Solutions Grant Programs. Procedures to be used for the evaluation, scoring and ranking of project funding applications are as follows:

1. HUD COC Program Funding Applications:

- A. Notice of Funding Availability: When the Notice of Funding Availability (NOFA) is published, Collaborative Applicant staff will send a notice to all COC partners and stakeholders, notifying them of the availability of funding and the publication of the NOFA. This notice will be sent via e-mail notice and will be publicly announced at full COC partnership meetings. Notice may also be posted on the Collaborative Applicant's website. This announcement will contain information regarding the availability of funding for both renewal projects and new projects. Partners and stakeholders will be provided with links to training materials and information regarding funding application processes provided by HUD. New project applicants will submit a summary funding application for consideration so the COC can evaluate all potential new funding applications to ensure they are appropriate and that the total of the funding requests will fit within funding amounts and parameters. If more funding requests for new projects are submitted than can be supported by available funding, contact will be made with interested applicants to negotiate funding amount requests in an attempt to fund the broadest spectrum of projects possible within the funding amounts available. All renewal and new project funding applications must be prepared and submitted via e-snaps in accordance with HUD instructions and guidelines.
- B. Project Funding Application Evaluation, Scoring and Ranking: The COC has adopted the HUD COC Program Rating and Ranking Tool version 3.1 to be used for all project funding application evaluation and scoring based on HUD priorities, goals and scoring criteria contained in the NOFA (copy attached as attachment A). This Rating and Ranking tool will be evaluated annually and revised to reflect the current priorities, goals and scoring criteria as set forth in the NOFA and this document will be amended annually with the most current Rating and Ranking tool. These COC funding Application Rating and Review Procedures, along with the COC Program Rating and Ranking tool will be published annually on the Collaborative Applicant's website in accordance with HUD requirements so that they are available for review by the full COC partnership and stakeholders. Notification of the publication on the website will be sent to all partners and stakeholders via e-mail and an announcement regarding the publication will be made at a full COC partnership meeting. The Collaborative Applicant's e-snaps Authorized Representative, charged with preparation of the Collaborative Application for the COC will retrieve all project funding applications from e-snaps and will obtain copies of the most recent Annual Performance Reports (APR) for all renewal projects. The representative will evaluate all projects utilizing project applications and APR data (for renewal projects) and record scores on the COC Rating and Ranking tool as appropriate.

The representative will then distribute copies of the COC Program Rating and Ranking tool, pertinent sections of the funding application and pertinent sections of APRs to the COC Monitoring and Evaluation Committee, which will review the applications, APRs, the Rating and Ranking tool and prepare a recommendation to the full COC partnership regarding the scoring and ranking of all funding applications. The Monitoring and Evaluation Committee may decide to recommend the ranking and prioritization as presented or modify the ranking based on COC need, populations served or other factors based on HUD or COC priorities, goals or criteria. The Monitoring and Evaluation Committee will present its recommendations for a vote of the full COC Partnership which may adopt the recommended scoring and ranking or modify the committee's recommendation based on COC need, populations served or other factors based on HUD or COC priorities, goals or criteria. Following adoption of the project ranking and completion of the Collaborative Application, the full Collaborative Application and the project ranking listing will be published on the Collaborative Applicant's website, along with a copy of the meeting minutes approving the project ranking in accordance with HUD guidelines. All project applicants will receive written communication regarding the acceptance or rejection of their project applications in accordance with HUD requirements in place at the time.

- 2. Emergency Solutions Grant Program Funding Applications:
- A. Notice of Funding Availability: When the Oklahoma Department of Commerce (ODOC) releases the Request for Funding Applications (RFA) and the COC allocation amount for the Emergency Solutions Grant Program (ESG), Collaborative Applicant staff will send a notice to all COC partners and stakeholders, notifying them of the availability of funding and the publication of the RFA. This notice will be sent via e-mail notice and will be publicly announced at full COC partnership meetings. Partners and stakeholders will be provided with links to training materials and information regarding funding application processes provided by ODOC. The COC will review the COC's ESG allocation amount and will establish appropriate funding limits for project applications based on COC need and to provide the broadest possible funding distribution while still providing adequate funding levels to allow project operation. Project funding applications must be prepared and submitted in OK Grants in accordance with instructions and guidelines established by ODOC in the RFA.
- B. Project Funding Application Evaluation, Scoring and Ranking: If the COC has the option to decide review and scoring processes for the funding applications, it will decide annually whether it desires to review and score ESG funding applications submitted by applicants from within the COC or if it desires to have another COC review and score those applications, unless ODOC establishes other review and scoring processes. In the event the COC has the choice and desires to score applications from applicants within the COC, the members appointed to the Monitoring and Evaluation Committee to review and score the applications will be representatives of agencies not submitting funding applications to avoid any potential conflict of interest. Scoring of applications will be completed in OK Grants by assigned reviewers in accordance with RFA criteria using score sheets developed by ODOC. Collaborative Applicant staff authorized by ODOC will retrieve completed funding applications and scoresheets and distribute them to Monitoring and Evaluation Committee members, along with a summary spreadsheet containing the results of the scoring and a project ranking based on those scores. The committee will review the funding applications and the scoresheets and prepare a recommendation to the full COC partnership. The

committee may decide to approve or to modify the project ranking based on COC need. The full COC partnership will consider the committee's recommendation and may approve or modify the recommendation based on COC need. Recommendation regarding project ranking and funding will be sent to ODOC according to that agency's instructions. Notification regarding funding of projects will be announced to all COC partners and stakeholders via e-mail and through announcement at a full COC partnership meeting and all applicants will be given written notification regarding the selection or rejection of their funding application.

Adopted this 23rd day of August, 2018 at a regular meeting of the full NE OK COC Partnership.

Signature of Board Chair

Amended 8/23/2018 with new HUD COC Rating and Ranking tool and references to HUD COC Rating and Ranking tool instead of scorecards.

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NE OK COC FY 2018 ESG Application Ranking

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4 - 6 days	vante e service i cardinar es e securio da la companio de la companio de la companio de la companio de la comp	Services Service in Service and Service and Service and	e and an in the analysis of the second and the seco	Commercial		92	309 80
7 - 10 days				The state of the s		67	55
11+ days		Mart Rich - County Original (1997) or or before a fine transfer or 1997 (1997)	terre terre terre i coloni e timolosidi. Situates irili istoria iliniai	elemente. De presió alle supresión la laborate sino de frances para a que elemente de la companyone de la comp	kan din mendangan kanan pendangan dan dapat dan pendan	345	407
of - Data Quality: Inactive Records: Street மே	ttréach and Emergency St	selfer	1			98.4	A.
					**************************************	# of Inactive	% of Inactive
Contact (Adults and Heads of Household in Street	Outreach or ES - NBN)				# of Records	Records	Records
Bed Night (All clients in ES - NBN)					5 0	5	100%
7a Number of Persons Served						0	0%
				Without	wat out	A see Ar	
			Total	Children	With Children and Adults	With Only Children	Unknown Household Typ
Adults	entre ti di neci i esti con estano a transcata dell'appropria di giuntica di considerata della considerata della	ette min kalandala i manak kamangan samananga ya	1031	971	60		0
Children	manus e festassi en pragram i municipal de seguina para estassi	o en a por encourse esta constitución de constitución de constitución de constitución de constitución de const	142		112	30	0
Client Doesn't Know/Client Refused Data not collected	and the first section of the same of the s		0	0	0	0	0
Total			0 1173	0	0	0	0
7b - Point-in-Time Count of Persons on the ta			11/3	971	172	30	0
				Without	With Children	With Only	Unknown
			Total	Children	and Adults	Children	Household Typ
January	the first of the second section of the second second second second section is the second section of the second section		171	139	25	7	0
April San Control of the Control of	The state of the s		159	143	15	1	0
October			176	142	33	1	0
8a - Number of Households Served			233	158	73	2	0
				Without	With Children	wish on t	
	ana dalah salah dan samalah di salah s		Total	Children	and Adults	With Only Children	Unknown Household Typ
Total Households			1037	958	49	30	0 .
8b - Point-in-Trive(Count of Households/omth	e Bast Wednesday		100				
			Total	Without Children	With Children and Adults	With Only Children	Unknown Household Typ
January			155	139	9	7	0
April		The Control of the Co	148	141	6	1	0
July			153	141	11	1	0
October	- the transfer and the contract of the contrac		177	154	21	2	0
9a - Number of Persons Contacted				e de la companya de			E WARE
				All Persons	First Contact - NOT staying on the Streets, ES,	First contact - WAS staying on Streets, ES, or	First contact - Worker unable
Once				Contacted	or SH	SH	to determine
Once 2-5 Times				17	3	8	0
6-9 Times	And the second s	Martin Committee (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990)		2	0	0	0
10+ Times	The second of the second secon			0	0	0	0
reference i proprieta i proprieta de la completa d					Administration of the contract	0	0
Total Persons Contacted				19	3	8	0