

**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](mailto: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.





# 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](mailto: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.

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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.

FUNDING ANALYSIS + RANKING

Bonds Funding		5/7/19 LSA		5/7/19 LSA		Tier 2 (Rest of ARD + Bonus + DV Bonus)						
Ranking	Weighted Rating Score	Renewal, New, Expansion, Reallocation	Grant Number	Project Type	Organization Name	Project Name	CoC Funding Requested	Allocated	Allocated	% of Ceiling	Met All HUD Threshold Requirements	Met All CoC Threshold Requirements
1	92	Renewal	OK004816051709	PSH	Northeast Oklahoma Community Action Agency, Inc.	NEOCAA PSH Renewal of Project OK004816051709	\$ 38,416	\$399,921	\$103,009	31.3%	Yes	Yes
2	90	Renewal	OK003616051710	PSH	Community Crisis Center, Inc.	Partnership for Peace	\$ 40,938	\$	\$		Yes	Yes
3	85	Renewal	OK007116051708	PSH	Freedom From Addiction Through Christ	Ark Annex Renewal 2019-2020	\$ 36,012	\$	\$		Yes	Yes
4	84	Renewal	OK008216051705	PSH	The Landing, Inc.	The Landing SHP	\$ 142,377	\$	\$		Yes	Yes
5	83	Renewal	OK006416051708	PSH	Community Action Resource & Development, Inc.	Safe Life Permanent Supportive Housing	\$ 16,800	\$	\$		Yes	Yes
6	82	Renewal	OK003716051710	PSH	Freedom From Addiction Through Christ	Ark Renewal 2019-2020	\$ 48,284	\$	\$		Yes	Yes
7	NOT RATED	Renewal	OK004716051709	HMIS	Northeast Oklahoma Community Action Agency, Inc.	NEOCAA Dedicated HMIS Renewal of Project OK004716051709	\$ 6,094	\$	\$		YES	YES
7	NOT RATED	Renewal	OK004716051709	HMIS	Northeast Oklahoma Community Action Agency, Inc.	NEOCAA Dedicated HMIS Renewal of Project OK004716051709	\$ 21,123	\$	\$		YES	YES
							Sub total 94% ARD Tier 1 cutoff	\$ 330,921	\$	\$		
							ARD=\$352,044	\$	\$	\$		
							Tier 1 Cutoff =330,921	\$	\$	\$		
							Total	\$ 352,044	\$	\$		



NE OK COC  
FY 2018 ESG Application Ranking

Funded Amount	Application ID	Max Score Possible	Rev	Total Score	Average	Ranking
\$58,178.75	ESG-2018-Safenet Services-00016	Safenet Services Inc	25	150	148.5	1
\$58,178.75	ESG-2018-NEOCOA-00004	Hope House of Cherokee County, Inc	27	145	147.5	2
			1	150		
\$58,178.75	ESG-2018-CARD-CAA-00006	Community Action Resource and Development	2	147		3
			3	148		
\$58,178.75	ESG-2018-NEOCOA-00001	Community Crisis Center, Inc.	3	148	147.0	4
				146		
\$232,715.00	<<< Total Allocated					
\$232,715.00	<<< Total Requested					
\$0.00	<<< Total Remaining					
Old Allocation	\$233,192	New Allocation				
\$58,298.00	per grant with 4 grants	Amount per grant with 4 grants				
\$233,192.00	requested					
\$2,186.00	admin per grant	Admin per grant (maximum)				
\$23,319.38	RRH per grant	RRH per grant (minimum)				
\$32,792.62	Shelter per grant	Shelter per grant				
new allocation	\$232,715.00					
\$58,178.75	per grant					
\$233,192.00	requested					
-\$477.00	Over Allocation					
-\$119.25	Reduction in funds available per grant with 4 grants					
\$5.00	Reduction in Admin per grant					
\$47.18	RRH Reduction per grant					
\$67.07	Reduction in Shelter per grant					
		\$2,181.00				
		\$23,272.20				
		\$32,725.55				
		\$2,181.70				
		\$23,271.50				
		\$32,725.55				

**Report Options**

Provider Type  Provider  Reporting Group

Reporting Group \* NEOCO ALL

Q4a Provider \* CARD\_Community Action Resource & Development (11008)

Program Date Range \* 10/01/2017 to 08/22/2018

Entry/Exit Types \*  Basic  Basic Center Program Entry/Exit  HUD  PATH  Quick Call  RHY  Standard  Transitional Living Program Entry/Exit  VA  HPRP (Retired)

**CoC-APR Report Results**

64 - Project Information - HMIS	
Organization Name	CARD_Community Action Resource & Development
Organization ID	11008
Project Name	CARD_Community Action Resource & Development
Project ID	11008
HMIS Project Type	Services Only (HUD)
Method of Tracking ES	
<b>If HMIS Project ID = 6 (S Only)</b>	
Is the Services Only (HMIS Project Type 6) affiliated with a residential project?	No
<b>If 2.4, Dependent A = 1</b>	
Identify the Project ID's of the housing projects this project is affiliated with	

65 - Report Validation Table	
<b>Report Validations Table</b>	
1. Total Number of Persons Served	1173
2. Number of Adults (age 18 or over)	1031
3. Number of Children (under age 18)	142
4. Number of Persons with Unknown Age	0
5. Number of Leavers	1007
6. Number of Adult Leavers	881
7. Number of Adult and Head of Household Leavers	910
8. Number of Stayers	166
9. Number of Adult Stayers	150
10. Number of Veterans	64
11. Number of Chronically Homeless Persons	63
12. Number of Youth Under Age 25	106
13. Number of Parenting Youth Under Age 25 with Children	1
14. Number of Adult Heads of Household	1007
15. Number of Child and Unknown-Age Heads of Household	30
16. Heads of Households and Adult Stayers in the Project 365 Days or More	25

66 - Data Quality - Personally Identifiable Information				
Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	% of Error Rate
Name (3.1)	0	81	0	7%
SSN (3.2)	31	81	0	10%
Date of Birth (3.3)	0	0	0	0%
Race (3.4)	0	0		0%
Ethnicity (3.5)	0	0		0%
Gender (3.6)	0	0		0%
<b>Overall Score</b>				<b>10%</b>

66 - Data Quality - Universal Data Elements			
Data Element	Error Count	% of Error Rate	
Veteran Status (3.7)	0	0%	
Project Start Date (3.10)	0	0%	
Relationship to Head of Household (3.15)	0	0%	
Client Location (3.16)	0	0%	

Disabling Condition (3.8)	0	0%
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**6c - Data Quality: Income and Housing Data Quality**

Data Element	Error Count	% of Error Rate
Destination (3.12)	1	0%
Income and Sources (4.2) at Start	48	5%
Income and Sources (4.2) at Annual Assessment	2	8%
Income and Sources (4.2) at Exit	32	4%

**6d - Data Quality: Chronic Homelessness**

Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	419			0	0	0	0%
TH	142	0	0	0	0	0	0%
PH(all)	61	0	0	2	1	1	3%
<b>Total</b>	<b>622</b>						<b>0%</b>

**6e - Data Quality: Timeliness**

Time For Record Entry	Number of Project Start Records	Number of Project Exit Records
0 days	139	152
1 - 3 days	329	309
4 - 6 days	92	80
7 - 10 days	67	55
11+ days	345	407

**6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter**

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	5	5	100%
Bed Night (All clients in ES - NBN)	0	0	0%

**7a - Number of Persons Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	1031	971	60		0
Children	142		112	30	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data not collected	0	0	0	0	0
<b>Total</b>	<b>1173</b>	<b>971</b>	<b>172</b>	<b>30</b>	<b>0</b>

**7b - Point-in-Time Count of Persons on the Last Wednesday**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	171	139	25	7	0
April	159	143	15	1	0
July	176	142	33	1	0
October	233	158	73	2	0

**8a - Number of Households Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	1037	958	49	30	0

**8b - Point-in-Time Count of Households on the Last Wednesday**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	155	139	9	7	0
April	148	141	6	1	0
July	153	141	11	1	0
October	177	154	21	2	0

**9a - Number of Persons Contacted**

	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	17	3	8	0
2-5 Times	2	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
<b>Total Persons Contacted</b>	<b>19</b>	<b>3</b>	<b>8</b>	<b>0</b>

**9b - Number of Persons Engaged**