Southeastern Virginia Homeless Coalition (SVHC)
Program Monitoring Committee Meeting Minutes
June 28, 2017
The Planning Council

Attendees	
Sam O'Neil, Commonwealth Catholic Charities Juanita Dowdy, ForKids, Inc. Bill Young, ForKids, Inc. Delia Johnson, ForKids, Inc. Stacie Walls-Beegle, LGBT Life Center Vanessa Larkin, LGBT Life Center Meg Honan, NCSB Caolsue McGehee, NCSB Kim Lombart, Norfolk DHS – HART Mike Wasserberg, OTEH John Boylan, OTEH	Alicia Mathews, St. Columba Charnitta Waters, STOP, Inc. Tashaunna Hilton, The Genieve Shelter Angela Kellam, The Planning Council Yilla Smith, the Planning Council Julie Dixon, The Planning Council Maddi Zingraff, The Planning Council Hugo Elfinstone, Virginia Supportive Housing Felecia Motteler, Virginia Supportive Housing Sequoia Owen, YWCA

AGENDA ITEM	DISCUSSION POINTS
MINUTES	Minutes from the meeting held on May 24, 2017 were reviewed by members and approved by majority vote as written.
COMMITTEE UPDATES	• SCC Singles – The SRO process is underway with Norfolk Redevelopment and Housing Authority. • SCC Families – The three-month pilot process for collecting data on all households has not yet begun. Due to some households entered into HMIS not showing up on the agenda, The Planning Council will release guidance on how to enter data to ensure all entries are visible on the report. All State and HUD-funded programs must participate in Coordinated Assessment; draft guidelines for Coordinated Assessment guidelines will be released for review and comment at a later date. • Executive Committee- The Committee discussed the Scorecard process and the Executive Committee's role in developing the tool. The Program Monitoring Committee will present the proposed process to the Executive Committee for approval. • System Redesign Committee – Meeting next Monday at ForKids.
FY2017 CoC APPLICATION PROCESS	**Ranking Process** The Committee discussed ranking new projects and renewal projects together, however the Committee would need to determine how to incorporate new projects into the current Scorecard process. Ideally, new projects would be considered after the SVHC Priority Setting Session to determine where new funding should be targeted. Members discussed regularly evaluating funding priorities each year and determining if it's appropriate to put forth a percentage of funding for new projects; however, the CoC cannot solicit money from renewal projects and expect them to perform at the same level. Members agreed the CoC cannot solely rely on HUD funding to create new projects and needs to look at data to assess gaps and needs. The PMC will discuss new projects and identifying priorities outside of the current CoC Application process. The Executive Committee determined that the PMC will discuss the Ranking Process and put forward a recommendation for approval to the Executive Committee. Members agreed the Committee needs to determine how to assess programs within the first year of operation. Historically, programs within the first year were recommended for automatic renewal; however, members agreed that if an agency is assigned a condition in the first year and does not meet the requirement in the second year of operation, then the PMC may move forward with addressing funding status. It was recommended that the CoC automatically convene a Ranking Committee, as the proposed Ranking Order should not go before the General Membership until new project applications are reviewed. Rankers will be instructed to rank new projects using an evaluation tool; the highest ranked project will be submitted with the CoC Consolidated

Application, as CoCs are only permitted to submit one application for bonus funding. If HUD requires bonus projects be ranked, it was moved that PMC rank bonus projects above projects that score below the funding threshold. All members voted to approve the motion; the motion passed. Projects that score below 57.5 will also be reviewed under the Ranking Process. It was moved and seconded that all new projects created through reallocation will be ranked at the bottom of Tier 1. All members voted to approve the motion; the motion passed. The Committee will discuss where to rank HMIS once the NOFA is released. It was moved and seconded that PMC develop a tool for ongoing evaluation of HMIS and Coordinated Assessment. All members approved the motion, the motion passed.

The Ranking Principles outline the Ranking Order. Members agreed to the following Ranking Principles:
A. Projects within first year of operation determined to be Eligible Without Conditions.
B. Renewal projects determined to be Eligible Without Conditions, ranked from highest to lowest score.
C. Renewal projects and projects within the first year of operation determined to be Eligible With Conditions, ranked from highest to lowest score.

It was moved and seconded that the PMC put forth a Ranking Order recommendation to the Ranking Committee, which will incorporate new projects and put forth the final slate to General Membership for approval. All members voted to approve the process; the motion passed.

Reallocation Request
ForKids submitted a request to reallocate the Chesapeake Transitional Housing program to a Regional Rapid Re-Housing program, with the goal of aligning and merging all RRH programs. The agency has completed this process previously with the LEAP grant. The current grant amount is $94,088, which was inherited from Our House Families, and if reallocated will serve the same number of units currently funded (6 units). Members discussed the high cost per household; HUD per unit cost is higher than state per unit because of the length of time HUD allows clients to be in the program; however, the program will aim to reduce per household costs after the first year. It was motioned and seconded to approve the reallocation from the Chesapeake Transitional Housing program to a Regional RRH program under the CoC FY2017 application. 10 agencies voted to approve the motion; 1 abstained. The motion passed.

New Project Applications
Members discussed releasing a general email to the community that despite not knowing if bonus funding will be available, will allow agencies interested in CoC funding to submit a Letter of Interest. Agencies interested in bonus project funding will be invited to the July PMC meeting to discuss how to build an application. Once new project funding is released, agencies submitting a request will complete an e-snaps application to present to the Ranking Committee. Members requested agencies include a proposed budget in the letter. The deadline for Letters of Interest will be July 20th.

VHSP PROCESS REVIEW	Executive and Program Monitoring Committee members met on June 4 and agreed to the following stipulations regarding VHSP funding: • Parameters regarding budgets can't be placed until cuts are known • Review spending/drawdowns • Address if any agencies want to reallocate funding • Determine if any agencies no longer want to receive VHSP funding Members also drafted the following process for review and approval for VHSP funds: 1. Grantees will make the first funding recommendation to the Program Monitoring Committee.

	2. The Program Monitoring Committee will review and make additional recommendations if needed. 3. An Evaluation/Ranking Committee will convene to review the slate and make a final recommendation to the SVHC General Membership. 4. The General Membership will vote on the recommendation for the final decision. To remove the occurrence of conflicts of interest, funding level amounts will not be addressed in steps one and two; only a ranking order will be recommended. It was moved and seconded that the Program Monitoring Committee accept the proposed VHSP review and approval process. All members approved the motion; the motion passed. Members agreed to develop a process for consistent monitoring of VHSP funds that incorporates performance and consideration of projects meeting targets. The Planning Council reached out to DHCD to see if they could provide financial and spending rates, as they are not included in CAMS reports; however, they do not have any documentation to show levels of expenditure. DHCD recommend that agencies complete an admin level review to view the percentage that each agency has expended. Members agreed to address aligning CoC Ranking Principles, including the incorporation of new projects, with the VHSP process at an upcoming meeting.
UPDATES AND ANNOUNCEMENTS	Upcoming Dates to Remember: The Regional Hotline Committee will meet Friday, July 14th at 1:30 p.m. at Forkids. The Program Monitoring CoC Peer Review will be held Wednesday, July 19th at 1:00 p.m. The Location is TBD. A mandatory regional HUD grantee meeting is scheduled for Thursday, July 20th from 9 a.m.-3 p.m. at Slover Library. A SVHC Priorities Setting Session will be held Friday, July 21st from 9:30 a.m. – 12 noon at Union Mission. The Virginia Housing Alliance and CSH will host a greater Hampton Roads Permanent Supportive Housing collaborative on Thursday, July 27th from 10 a.m.-2 p.m. The location is TBD. Next meeting – July 26, 2017