

**Philadelphia Continuum of Care
Board Meeting Minutes**

Date: Thursday, November 5, 2015
 Time: 4:00 – 6:00 P.M.
 Location: Office of Housing and Community Development (OHCD)
 1234 Market Street, 17th Floor
 Philadelphia, PA 19107

Voting Members in Attendance:

Community Stakeholders:

Susan Sherman Independence Foundation

Nonprofit Homeless Housing Providers:

Beth Hagan ActionAIDS
 John Ducoff Covenant House PA
 Steve Culbertson Impact Services Corporation and CoC Board Co-Chair

Government Agencies:

Marcella Maguire Department of Behavioral Health and Intellectual disAbilities
 Sharee Heaven and Gary Tumolo Office of Housing and Community Development
 Stephanie Pastula Philadelphia Housing Authority
 Casey McCollum Philadelphia VA Medical Center

Consumer Advocates:

Emmalee Smith

Voting Members Absent:

Consumer Advocates:

Nyfiece Carter
 Stephanie Dingle
 Jerry Tucker

Community Stakeholders:

Bon Ku Thomas Jefferson University and Hospital

Government Agencies:

Mitch Little Mayor's Office of Community Empowerment & Opportunity

Nonprofit Homeless Housing Providers:

Rob Harrison Stenton Family Manor

Non-Voting Members in Attendance:

Marie Nahikian Office of Supportive Housing and CoC Board Co-Chair
 Joe Willard People's Emergency Center and CoC Advisory Committee Chair

Office of Supportive Housing Staff in Attendance:

Michelle Butler
 Roberta Cancellier
 Sara Pagni
 Tara Gaudin
 Bruce K. Johnson

William McIntyre

Lauren Whitleigh

Background Materials: The following materials were sent to the Board via email on Wednesday, October 28, 2015: May 2015 Board Meeting Minutes; FY 2015 CoC Program Funding Competition Overview; 2015 Project Proposal Review, Evaluation, and Selection Process; FY 2015 CoC Renewal Project Application - Local Evaluation Tool; FY 2015 CoC New Project Application – Local Evaluation Tool; Policy for Underperforming HUD CoC Renewal Projects; Summary of Changes to HMIS Governance Charter and Security Plan; Philadelphia CoC HMIS Governance Charter ; Philadelphia CoC HMIS Security Plan; Philadelphia CoC Code of Conduct / Conflict of Interest; Policy Acknowledgement and Disclosure Statement

Materials Distributed at Meeting: Meeting Presentation Slides; 2015-2016 CoC Board Roster; 2015 CoC Competition Proposed Project Ranking spreadsheet; Projected competition score for projects ranked in Tier 2 spreadsheet; Background Materials sent on October 28, 2015; 2009-2014 Philadelphia Homeless Death Summary; Daily News article about Philadelphia’s Homeless Death Review Team

Welcome, Introductions, and Community Meeting

The meeting began at 4:10pm with introductions and a community meeting. Marie Nahikian introduced newly present OSH leadership to the CoC Board:

Tara Gaudin, Deputy Director of Emergency Housing;

William McIntyre, Director of the Permanent Supportive Housing Clearinghouse; and

Bruce Johnson, Director of Homeless Prevention and Rapid Re-housing

Approval of May 2015 Meeting Minutes

Marie Nahikian presented minutes from the May 19, 2015 Board meeting for discussion and questions.

John Ducoff noted an inaccuracy in the minutes and provided the correct language for the following statement: “Also, about 30% of the youth Covenant House ~~serve~~ turns away are young moms or moms-to-be.” John Ducoff presented that 5 of the 51 beds at Covenant House are for young moms with babies, but with the high demand, pregnant and parenting youth are sent to the adult emergency housing/ shelter system for services.

VOTE:

Steve Culbertson motioned to approve the corrected May 2015 meeting minutes. Gary Tumolo seconded the motion. The motion passed unanimously.

2015 CoC Program Funding Competition

Roberta Cancellier presented information about the 2015 CoC Program Competition, the November 19th due date, and the types of projects CoC Program funding can be used for: PSH, RRH, TH, HMIS, and Planning. Roberta reported that the amounts being requested for renewals are the maximum eligible renewal amounts.

Roberta presented quick highlights about HUD’s priorities for the 2015 CoC Program Competition: strategies outlined in Opening Doors, performance: supporting practices that best reduce homelessness, strategic resource allocation: reallocation from low priority or low performing projects to new permanent housing projects, and implementing housing first approaches.

CoCs may reallocate funds from existing projects to create the following types of new projects:

- PSH projects that serve chronically homeless individuals, including unaccompanied youth and families
- RRH projects for individuals (including unaccompanied youth) and families coming directly from the streets, emergency shelter, or fleeing domestic violence or human trafficking
- Projects for dedicated HMIS
- Supportive Services Only (SSO) projects for coordinated assessment systems

Roberta Cancellier presented information about how HUD will score the CoC Application, which OSH prepares annually. There are a total of 203 possible points, with ~100 points for performance.

Philadelphia's Annual Renewal Demand (ARD) is \$31,091,428. Roberta Cancellier presented that HUD is making the 2015 competition more competitive by moving 15% of a CoC's ARD into Tier 2. Sara Pagni reported that in the 2014 competition, only 2% of the ARD was in Tier 2.

TIER 1 (85% of ARD)	Annual Renewal Demand (ARD)	\$31,091,428
	15% reduction	(\$4,663,714)
	Total Tier 1 Eligible Request	\$26,427,714
TIER 2	Amount between Tier 1 and ARD (15% of ARD)	\$4,663,714
	Amount available for PH bonus (15% of ARD)	\$4,663,714
	Total Tier 2 Eligible Request	\$9,327,428
Total Tier 1 and Tier 2 Eligible Request		\$35,755,142
CoC Planning	Maximum CoC Planning Project Request (3% of ARD)	\$932,742
2015 MAXIMUM ELIGIBLE REQUEST		\$36,687,885

Roberta Cancellier presented information about the order in which projects in Tier 2 will be funded. Projects in Tier 2 will compete nationally against other CoCs and will be funded based on a 100-point score. Roberta Cancellier presented the scoring matrix for Tier 2 projects (found below) and explained that HUD is assigning higher scores to projects that are permanent housing and adopt a housing first approach. Roberta explained that transitional housing projects not dedicated to youth 18-24 in Tier 2 are at great risk of not being funded.

Tier 2 Scoring Criteria		Possible Points
CoC Application Score (directly proportional)		60 points
CoC ranking of the project applications (local ranking)		20 points
Type of Project	Renewal and new Permanent Housing, renewal Safe Haven, HMIS, SSO for Coordinated Entry System, or Transitional Housing that exclusively serves homeless youth	10 points
	Renewal Transitional Housing	3 points
	Renewal Supportive Services Only	1 point
Commitment to Housing First Approach		10 points
Total Possible Points		100 points

Roberta Cancellier presented information about Philadelphia's local competition process. In early spring 2015, the Quality Improvement and Evaluation Subcommittee of the CoC Advisory Committee created and issued a renewal application for the 2015 CoC Competition. Renewal projects submitted their renewal applications in May 2015. All applications were reviewed by 5 reviewers who review and score independently, and there were face to face review discussions. Roberta presented Philadelphia's local evaluation tool: it incorporated HUD's performance priorities, included bonus points for projects serving 50%+ of HUD's priority populations, and included a Case Study for projects to demonstrate how they resolved the housing and services needs of a participant.

Roberta presented that Philadelphia issued an RFP for new PSH and RRH projects in summer 2015. All proposals, received by OSH in October 2015, were reviewed by 5 reviewers who review and score independently, using an evaluation tool created out of the RFP requirements.

Sara Pagni presented that HUD is encouraging communities to review their TH projects for cost-effectiveness. Sara presented that HUD recognizes transitional housing may be an effective tool for the following populations: youth 18-24, people in recovery, and people fleeing domestic violence or human trafficking. Sara Pagni presented that OSH evaluated CoC-funded TH projects on the following criteria: cost effectiveness, populations served, and exits to permanent housing. From this analysis, OSH identified 1 TH project that is not serving 75%+ of HUD's priority populations and that has an average cost per bed that is significantly higher than similar projects. For these reasons, OSH proposed reducing the project's CoC Program funding by 50%; project's CoC Program funding is for supportive services only.

Annual Renewal Demand (ARD)	\$31,091,428
Proposed Reductions from Underspending (9 Projects)	-\$279,774
Proposed Reductions due to Cost Effectiveness (1 Project)	-\$248,181
Proposed PH Project Elimination (1 Project)	-\$91,800
Proposed TH Project Elimination (1 Project)	-\$225,959
Proposed Project Reallocation (TH to PSH)	-\$351,475
Supportive Service Cost Shifting	-\$400,000
TOTAL Proposed Reductions	-\$1,597,189

Roberta Cancellier presented information about Philadelphia's proposed reductions, eliminations, and reallocations. 9 projects were reduced based on 3 consecutive years of underspending their award. 1 TH project was recommended for a 50% reduction based on cost, performance, and not serving HUD's priority populations. 1 PH project was recommended for elimination to reallocate those dollars to a new permanent housing project for Philadelphia's priority populations. 1 TH project was recommended for elimination because it scored in the 50s two years consecutively in the local competition, and despite site visits and action plans, has not improved performance. 1 TH project is voluntarily converting/ reallocating to permanent supportive housing dedicated to chronic homelessness. Finally, OSH has worked to shift supportive services costs (estimated \$400,000) to its partner, the Department of Behavioral Health and Intellectual disAbilities.

Summary of Philadelphia CoC New Projects

From Reallocations	# of Units	One Year Amount	# of Years	Total Amount
Horizon House	20 (chronic)	\$461,224	1	\$461,224
Friends Rehabilitation Program	25 (families and youth)	\$511,594	2	\$1,023,188
Total from Reallocations	45	\$972,817	\$1,484,411	
Bonus				
Pathways to Housing, PA	50 (chronic)	\$785,407	3	\$2,356,220
OSH (sub-recipients TBD)	25 (families)	\$493,618	3	\$1,480,853
OSH (sub-recipients TBD)	10 (youth 18-24)	\$163,405	4	\$653,620
Total Bonus	85	\$1,442,430	\$4,490,694	

Roberta Cancellier presented information about new projects being recommended for funding from reallocations:

- 1 new Horizon House Supports to Achieve Self Sufficiency (SASS) PSH project
- 1 new Friends Rehabilitation Program (FRP) Rapid Re-housing project. FRP was the only applicant in the local competition to submit for a new rapid re-housing project application for Philadelphia's target populations.

Roberta Cancellier presented information about new projects being recommended for funding from Bonus funding:

- 1 new Pathways to Housing PA PSH Project: the project application was the highest scoring in the local competition.
- 1 City of Philadelphia Rapid Re-housing project for families; if awarded, OSH will issue RFP for the administration of the project.
- 1 City of Philadelphia Rapid Re-housing project for youth; if awarded, OSH will issue RFP for the administration of the project.

Roberta Cancellier presented information about new project applications not being recommended for funding:

- 2 new PSH projects were not recommended for funding because their development/ construction timeline did not comply with HUD's timeline for when the funding must be spent, and there were insufficient development dollars committed to the projects.
- 2 new PSH projects were not recommended for funding because they scored low in the local competition.
- 1 new RRH project application was not recommended because it did not respond to the RFP's priority populations.

Discussion

Marie Nahikian and Steve Culbertson discussed the need for the CoC to have additional stakeholders at the table to coordinate and plan development projects that respond to the needs of persons experiencing homelessness.

Sara presented OSH's proposed ranking order criteria and walked through ranking spreadsheet, described below:

Tier 1

1. Renewal PH projects scoring 100-80
2. First time renewal PH projects without a full year of data
3. New PSH project voluntarily converted from TH
4. Renewal SH projects
5. TH renewal projects except lowest scoring TH project dedicated to youth 18-24
6. Renewal HMIS project (partial amount)

Tier 2

7. Remaining HMIS project amount
8. Lowest scoring TH renewal project dedicated to youth 18-24
9. Renewal PH projects scoring 79 and below
10. New RRH project from reallocations
11. New PSH Bonus project
12. New RRH Bonus project – families
13. New RRH Bonus project – Youth 18-24

Tier 1 includes:

- 67 Renewal PH Projects
- 1 New PSH project voluntarily converted from TH (from reallocations)
- 2 Renewal SH Projects
- 15 Renewal TH Projects
- 1 Renewal HMIS Project (partial)

TOTAL TIER 1 AMOUNT: \$26,427,714

Tier 2 includes:

- Remaining HMIS amount

- 1 Renewal TH Project
- 12 Renewal PH Projects
- 1 New RRH project from reallocations
- 1 New PSH Bonus project
- 2 New RRH Bonus projects

TOTAL TIER 2 AMOUNT: \$9,041,630

CoC Planning:

- 1 project: maximum request is **\$932,743**

Roberta Cancellier presented that Philadelphia is able to apply for a maximum of \$932,743 in CoC Planning dollars, to be used for resources/ staff to support CoC monitoring, evaluation, and improved collaboration efforts.

VOTE: Gary Tumolo motioned to approve the proposed ranking order and funding amounts for all projects, except ActionAIDS, Impact Services Corporation, and Project HOME. Steve Culbertson seconded the motion. The motion passed with 7 ayes: Steve Culbertson, Emmalee Smith, Gary Tumolo, Beth Hagan, Casey McCollum, Susan Sherman, and Stephanie Pastula; and 1 nay: John Ducoff.

Debate:

John Ducoff questioned how this funding strategy advances the recognition that TH is effective for youth 18-24. Roberta Cancellier responded that the proposed funding strategy recognizes that TH is an important part of Philadelphia's response to homelessness by preserving these projects. Roberta Cancellier reported that through reductions, eliminations, and reallocations, this funding strategy allows Philadelphia to create a new RRH project for youth. Sara Pagni added that Philadelphia can request some of its existing TH projects to serve youth.

Joe Willard reported that because there are too many potential scenarios and unknowns, the Advisory Committee had difficulty in comfortably supporting a single proposed ranking and funding strategy.

VOTE: Gary Tumolo motioned to approve the proposed ranking and funding amount for ActionAIDS. Steve Culbertson seconded the motion. The motion passed with 6 ayes: Steve Culbertson, Emmalee Smith, Gary Tumolo, Casey McCollum, Susan Sherman, and Stephanie Pastula; 1 nay: John Ducoff; and 1 abstention: Beth Hagan.

VOTE: Gary Tumolo motioned to approve the proposed ranking and funding amount for Impact Services Corporation. Emmalee Smith seconded the motion. The motion passed with 6 ayes: Beth Hagan, Emmalee Smith, Gary Tumolo, Casey McCollum, Susan Sherman, and Stephanie Pastula; 1 nay: John Ducoff; and 1 abstention: Steve Culbertson.

VOTE:

Steve Culbertson motioned to approve the proposed ranking and funding amount for Project HOME. Gary Tumolo seconded the motion. The motion passed with 6 ayes: Steve Culbertson, Beth Hagan, Emmalee Smith, Gary Tumolo, Casey McCollum, and Stephanie Pastula; 1 nay: John Ducoff; and 1 abstention: Susan Sherman.

VOTE: Susan Sherman motioned to approve the updates to the HMIS Governance Charter and HMIS Security Plan. Steve Culbertson seconded the motion. The motion passed unanimously.

HMIS Update:

Marie Nahikian reported that OSH will kick off meetings with ClientTrack, Inc. on November 16th.

VOTE: Steve Culbertson motioned to approve that the CoC Board commit to and engage in a full planning process for ending homelessness in the city of Philadelphia. John Ducoff seconded the motion. Marie Nahikian

amended the motion, adding that the CoC Board commit to and engage in working rapidly to update the 2005 10-year plan to end homelessness. The motion passed unanimously.

Marie Nahikian and Steve Culbertson proposed reconvening the CoC Board in January 2016 to act on the above motion and bring together additional stakeholders for the planning process.

Coordinated Entry

Sara Pagni announced that she is working with HUD technical assistance and will be re-launching the Coordinated Entry planning and implementation process once the 2015 CoC Program Competition is finished.

Kensington Collective Impact Recommendation

Marie Nahikian presented an update that the idea of having a bootcamp in Kensington, similar to the veterans initiative, has not moved forward. Marie shared that discussions in Kensington are currently focused on drug use and trafficking. Steve Culbertson reported that there are a number of community providers in Kensington working together to create a collective impact plan for Kensington. Marie Nahikian reported that there is a community planning event in Kensington on Friday, November 6th, sponsored by City of Philadelphia Department of Commerce, PhillyRising, and HACE.

Meeting adjourned at 6:00PM.

November 17, 2015 Email Vote

Updated 2015 CoC Competition Project Ranking and Funding Strategy

Per the Philadelphia CoC Governance Charter, when time-sensitive issues arise requiring a vote before the next scheduled CoC Board meeting, the CoC Board co-chairs may call for votes to be conducted via email.

On November 16, 2015, Lauren Whitleigh sent an email to all voting CoC Board members, on behalf of Philadelphia CoC Board Co-Chairs Marie Nahikian and Steve Culbertson. The email detailed a motion for the approval of an updated 2015 CoC Competition Project Ranking and Funding Strategy. The deadline to cast a vote via email was November 17, 2015, 9:00AM. The motion passed with 14 ayes: Nyfiece Carter, Stephanie Dingle, Emmalee Smith, Jerry Tucker, Susan Sherman, Bon Ku, Beth Hagan, Steve Culbertson, Rob Harrison, Marcella Maguire, Mitchell Little, Sharee Heaven, Stephanie Pastula, and Casey McCollum; and 1 nay: John Ducoff.

Details of the updated 2015 CoC Competition Project Ranking and Funding Strategy:

DBH is able to absorb \$768,194 in supportive service activities, which they believe can be converted to Medicaid billable activities in 5 projects when the 2016 CoC grants renew:

- (1) 1260/Mission First Housing Reed Preston
- (2) Horizon House Permanent Housing
- (3) Horizon House SASS
- (4) Horizon House Welcome Home
- (5) COMHAR SHP 2

Because the value of supportive services to be shifted was higher than the anticipated \$400,000, this necessitated a change to the ranking that was originally approved by the CoC Board on November 5, 2015.

This newly proposed ranking and funding strategy allowed Philadelphia to move 1 additional PSH project from Tier 2 to Tier 1 and request the highest ranking new project through reallocated funds as opposed to bonus funds.

Newly Approved Ranking Order, as of November 17, 2015 (noted changes are bold and red):

Tier 1:

1. Renewal permanent housing (PH) projects that scored between 100-80 points
2. First Time Renewal PH projects not operating long enough to have a full year of performance data
3. New permanent supportive housing (PSH) project voluntarily reallocated from a TH project
4. Renewal safe haven (SH) projects
5. Renewal transitional housing (TH) projects except for the lowest scoring TH project exclusively serving youth
- 6. Highest scoring renewal PH project (of those scoring 79 or below) without CoC program funded supportive service costs**
7. Renewal HMIS project (partial amount)

Tier 2:

8. Remaining HMIS project amount
9. Lowest scoring renewal TH project exclusively serving youth
10. Renewal PH projects that scored 79 or below
- 11. New PSH project created through reallocation funds**
12. New rapid re-housing (RRH) project created through reallocation funds
13. New RRH projects created through bonus funds

Original Board Approved Ranking Order (November 5, 2015):

Tier 1:

1. Renewal permanent housing (PH) projects that scored between 100-80 points
2. First Time Renewal PH projects not operating long enough to have a year of performance data
3. New permanent supportive housing (PSH) project voluntarily reallocating from a TH project
4. Renewal safe haven (SH) projects
5. Renewal transitional housing (TH) projects except for the lowest scoring TH project serving youth
6. Renewal HMIS project (partial amount)

Tier 2:

7. Remaining HMIS project amount
8. Lowest scoring renewal TH project exclusively serving youth
9. Renewal PH projects that scored 79 or below
10. New rapid re-housing (RRH) project created through reallocation funds
11. New PSH project created through bonus funds
12. New RRH projects created through bonus funds