

# TX BoS CoC General Meeting

## Minutes

April 11, 2018, 2:00 p.m.

Meeting held via webinar.

### **Attendance:**

#### THN Staff and VISTA Members

Caitlin Bayer- Balance of State Programs Coordinator

Kraig Blaize-Fiero- CoC Program Assistant

Sophia Checa- CoC Assistant Director

Jesús DeLeón-Serratos- HMIS Program Manager

Kameron Fowler- CoC Director

Benjamin Mahoney- HMIS Support Desk Specialist

Meagan Moore- VISTA Program Manager

Mary Rychlik- CoC Manager

#### CoC General Membership Attendees:

See attached attendance list.

### **Minutes:**

Meeting began at 2:06 PM

#### **I. Welcome, Introductions, and Map**

- a. Kraig welcomed attendees to the meeting and encouraged them to draw on the map to indicate where they are from.
- b. Kameron welcomed attendees and introduced Meagan Moore for today's spotlight.

#### **II. Spotlight: Meagan Moore, THN VISTA Program Manager**

- a. THN's VISTA Program works throughout the state to assist communities with SSI/SSDI Outreach, Access, and Recovery (SOAR), Coordinated Entry (CE), Local Homeless Coalition (LHC) development, resource development, program development, and volunteer development.
- b. Currently, THN VISTAs are housed at 20 different sites and work on a variety of projects. You can get a VISTA member in your community from 1-3 years to support your projects and community.
- c. VISTAs cannot perform direct services (i.e. have client interactions), but rather must be focused on capacity building.



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- d. VISTA members are different than typical employees in that they get a stipend instead of a salary and they are time-limited. Agencies desiring a VISTA must

contribute \$5,000 toward the placement. At this time there is no payment assistance, but agencies may request a payment plan.

- e. THN is currently recruiting VISTAs for Lubbock and Bell County.
- f. Applications for new sites will open in the fall or early winter, so start thinking now about which activities and projects a VISTA member could do for your community. Meagan is happy to work with you on forming a project if you need assistance.
- g. THN will assist communities to recruit and manage VISTA members.
- h. Contact Meagan Moore at [Meagan@thn.org](mailto:Meagan@thn.org) or 512-861-2124 for more information.

### III. CoC Current Priority Projects

- a. Point-In-Time (PIT) Count and Housing Inventory Count (HIC)
  - i. 2018 PIT community reports have been developed, and PIT Leads should have received them. Reports will be posted on THN's website soon.
  - ii. Housing Inventory Count (HIC) data will be posted to the THN website soon.
  - iii. PIT and HIC data are due to HUD at the end of April. Please keep in mind that counties that do not participate in the count have data that is based on extrapolations, which are not exact counts but rather approximations created using HUD-guided methodologies.
  - iv. The BoS CoC-wide report is not yet complete because compiling data for the entire CoC's coverage area requires time. Preliminary findings: sheltered homelessness is up by 10%, and unsheltered homelessness is up by 14%, but the BoS has seen significant decreases in subpopulation homelessness: 27% reduction in chronic homelessness, 30% reduction in Veteran homelessness. PIT and HIC data will be presented at the May CoC General Meeting.
  - v. Kristin is compiling results from the PIT Count debrief survey to make changes for next year's PIT count. The Simtech app, which was used to electronically collect data, received largely positive reviews.



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- vi. The 2018 PIT Count is the CoC's most accurate count to-date, so our future comparisons will be much more reliable.
  - vii. A big thank you to our LHCs, PIT leads, and volunteers for their hard work on the PIT Count this year!
- b. Coordinated Entry (CE)
- i. Reminders:
    - 1. April 20-Deadline for communities without approval of final governance documentation to submit their documentation
    - 2. April 27- All assessors must be trained by this date to get access to the live HMIS workflow by May 1.
    - 3. May 1- THN expects that the CE process is up and running on May 1 (i.e. assessments are being completed and entered into HMIS, and federally funded projects are filling availability with referrals made through CE.)
    - 4. THN will make CE-related reports available by the end of the month so CE leadership can better determine the health of their system.
  - ii. Save CE Planning Entities' (CEPEs') meeting minutes on your community's CE Google Drive account after every meeting.
  - iii. THN staff will continue to work with communities on improvement to the CE framework to be in closer alignment with HUD requirements.
- c. HMIS
- i. No HMIS webinars in April! The next HMIS webinar will be held at the end of May.
  - ii. Expect slower replies from the HMIS team this month, as they will be traveling to a nationwide HMIS conference.
  - iii. While the community-level System Performance Measure (SPM) report can be overwhelming to digest, Jesús is working to simplify it and make it more accessible.
- d. [System Performance Measures \(SPMs\)](#)
- i. SPMs are specific performance metrics that HUD, the CoC, communities, and agencies will use to regularly measure their progress in meeting the needs of people experiencing homelessness.
  - ii. Jesús did a walkthrough of the SPM report, showing the seven measures and translating the data points.



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- iii. Last week, the HMIS team started sending data sets for agency corrections. They have received many responses, thank you!
  - iv. If you have questions about how your data affects the System Performance Measures, please reach out to Jesús at [jesus@thn.org](mailto:jesus@thn.org)
  - v. Communities will receive another data set next week, so keep an eye on your e-mail!
  - vi. The HMIS team will be working on video tutorials to run the SPM reports on an agency level and a community level so projects and communities can self-monitor.
- e. CoC Program
- i. SPMs will be more and more heavily weighted in the scoring of the "CoC Application" portion of the HUD CoC Program's Consolidated Application for funding. The CoC's score affects the likelihood of community housing projects being funded.
  - ii. THN held a Grantee Clinic last month in Austin in partnership with CSH. 51 people working in CoC Program-funded projects attended and learned more about administering CoC Program funding and operating CoC Program-funded projects. It was so nice to have face time with project staff. The clinic provided strong opportunities for peer networking. Attendees have also provided good suggestions for future clinics. If you attended the Grantee Clinic, please complete the Clinic Debrief survey that Jim sent by April 13!
  - iii. THN will hold a Housing First webinar on April 18. It will be open to all TX BoS CoC members, not only projects that receive CoC Program funding. Registration information will be sent via the CoC's email list.
  - iv. CoC Program competition- The NOFA is expected to be released sometime in May. Start preparing to complete renewal project applications. The CoC encourages new projects to apply! Review [materials from the FY 2017 competition](#) on THN's website for ideas about how to best prepare for the FY 2018 competition.
  - v. The CoC Board will vote this month on CoC funding reallocations. THN will be in communication with those projects affected by the Board's decisions.
- f. Violence Against Women Act (VAWA) Compliance



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- i. THN is working on documentation for the CoC to come into compliance with the VAWA 2013 reauthorization. THN will bring the proposed documentation to the CoC Board for a vote during their meeting on April 25.
- ii. HUD incorporated the reauthorization of VAWA into the CoC Interim Rule, making it all the more important that CoCs come into compliance swiftly.
- iii. Mary summarized VAWA protections:
  1. A person may not be denied assistance, terminated from assistance, or evicted because of a reason that is the direct result of being a victim of domestic violence, dating violence, sexual assault, or stalking.
  2. CoCs must have an Emergency Transfer Plan in place to allow a victim to move to another safe and available unit if they fear for their life or safety.
  3. CoCs must give a Notice of Occupancy Rights (which describe people's rights under VAWA) and a certification of domestic violence, dating violence, sexual assault, or stalking, at four times: when a person applies for housing/services; when a person is denied housing/services; when a person receives housing/services; and when a person is terminated from housing/services.
  4. Public housing agencies, housing owners, and housing managers may require that survivors document their situation. THN will provide a certification form for this purpose.
  5. Projects must track the number of emergency transfer requests they receive and the outcomes of those transfer requests.
  6. THN will implement Emergency Transfer protocols into CE prioritization and CE written standards to ensure that people fleeing DV are prioritized for services.
  7. CoCs must also implement a lease addendum protecting victims' rights.
  8. The VAWA protections include details about lease bifurcation, so that victims do not suffer negative rental history consequences resulting from breaking a lease.

g. LHC Toolkit



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- i. Mary reviewed the LHC toolkit in Google Drive and explained how to navigate the toolkit. (see meeting handout)
- ii. The LHC Toolkit document is on Google Drive at: <https://drive.google.com/drive/folders/0B9DryKm6hgTtNFkxazU5SHozbUk?usp=sharing>
- iii. If you know about tools that you think would be helpful for other LHCs, send them our way to add to the LHC toolkit and keep it current with best practices.
- iv. Contact Mary at [mary@thn.org](mailto:mary@thn.org) or 512-861-2180 for help with navigating the toolkit.

## IV. Announcements

- a. CoC Board Seat Changes
  - i. Seat 8 Health/Medical – new member to replace Board member that resigned: please welcome Santos Navarrette!
  - ii. A member has resigned from Seat 7 Mental/Behavioral Health. Three nominations were received. The current Board will review the nominations and consider appointing a new member at its April 25 meeting.
- b. Housing First Partners Conference in Denver- Jim is currently at this conference and will share his learnings after he returns.
- c. LMHA/LBHA webinars, TNOYS webinar
  - i. THN staff will hold informational webinars for Local Mental Health Authorities/Local Behavioral Health Authorities (LMHAs/LBHAs) to connect them with the CoC and with local homeless coalitions (LHCs)
  - ii. THN staff will hold a webinar with the Texas Network of Youth Services (TNOYS) and their member agencies, to connect youth services providers with the CoC and LHCs.
  - iii. Both groups play an important role in preventing and ending homelessness, and the CoC encourages them to apply for CoC Program funding.

## V. Resources

- a. Equal Access Rule
  - i. Shelters are reminded that they are required to comply with the Equal Access Rule, which protects people who are transgender. A toolkit and checklist tool are available (attached to these minutes) to help shelters come into compliance and provide



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culturally sensitive, safe, affirming, and inclusive housing and services in a confidential manner and safe facilities.

- b. National Alliance to End Homelessness (NAEH) Ending Family and Youth Homelessness Conference
  - i. Seven THN staff attended the Family and Youth conference this year. They have compiled the best of all the resources they learned about (attached to these minutes) on addressing youth homelessness, partnering with the child welfare and juvenile justice arenas, assisting immigrants, and ensuring educational rights for homeless students.
  - ii. [Content from conference sessions](#) is available on NAEH's website.
- c. [Changing Punitive Shelter Rules to Simple Community Expectations](#)
  - i. THN has been talking for a while now about shelters lowering barriers and adopting a Housing First orientation. Still wondering how to do that in a way that protects clients and staff? NAEH has a wonderful [series](#) about how shelters can simplify their rules and be more housing oriented. Check it out by clicking the link above!

**VI. Next Meeting** – Wednesday, May 9, 2:00 p.m., via webinar

Meeting adjourned at 3:46 PM

Link to webinar recording: <https://thn.adobeconnect.com/pu3td9hn6ubm/>



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Ellis County Local Homeless Coalition  
TTBH

Texarkana	Bowie
Texas City	Galveston
Texas City	Galveston
Victoria	Victoria
Victoria	Victoria
Victoria	Victoria
Waxahachie	Ellis
Weslaco	Hidalgo

# Texas Balance of State Continuum of Care

## Compliance with the Violence Against Women Act (VAWA)

[The Violence Against Women Reauthorization Act of 2013 \(VAWA 2013\)](#) extended VAWA protections to more HUD programs, including the Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program.

HUD's "[Final Rule: Violence Against Women Act 2013 \(VAWA 2013\)](#)" implements the HUD housing provisions in VAWA 2013.

HUD's CoC Program Interim Rule (updated) incorporates VAWA 2013 [[24 CFR 578.99\(i\)](#)]

Victims may not be denied assistance, terminated from assistance, or evicted because of a reason that is directly a result of being a victim of domestic violence, dating violence, sexual assault, or stalking.

VAWA 2013 "applies for all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation, and which must be applied consistent with all nondiscrimination and fair housing requirements." (81 FR 80724)

### Components:

- Emergency Transfer Plan (Form HUD-5381) – the CoC's plan for how victims of domestic violence, dating violence, sexual assault, and stalking may move to another safe and available unit if they fear for their life and safety.
  - Victims determine whether or not a unit is safe.
- Notice of Occupancy Rights for Victims (Form HUD-5380) – document that lists people's rights under VAWA and HUD's Final Rule; given to victims at these times:
  - when they apply for housing/services;
  - when they are denied housing/services;
  - when they receive housing/services; and
  - when they are terminated from housing/services.
- Emergency Transfer Request (Form HUD-5383)
  - Victim must submit a written transfer request
  - Housing providers may ask an individual requesting an emergency transfer to document the occurrence; may use the certification form
- Domestic Violence Certification Form (Form HUD-5382)
  - Fleeing domestic violence or victimized on the project's property within the past 90 days

### Requirements:

- Track the number of Emergency Transfer Requests and their outcomes
- Modify Coordinated Entry Written Standards and projects' policies and procedures to prioritize people using Emergency Transfers over everyone else
- Add a lease addendum incorporating VAWA protections
- Follow guidance around bifurcation (dividing) a lease

# Texas Balance of State Continuum of Care

## Local Homeless Coalition (LHC) Toolkit April 11, 2018

### What is it?

- Resources for LHCs to get started, to continue developing, and to enhance their organizational capacity
- Best of the information and tools we use to assist LHCs
- Set of materials created with input from LHC Chairs across the CoC
- Living document
  - Will be updated regularly
  - Available on Google Drive
  - Documents can be viewed or printed, as needed
  - Provide comments and suggestions to TX BoS CoC staff (Mary@thn.org)

### How is it organized?

- Three sections:
  - Part 1: LHC Toolkit Guide – how to navigate the Toolkit on Google Drive and one-paragraph summaries of approximately 30 topics
  - Part 2: Topics – One-page briefs on every topic; most briefs include links to additional resources
  - Part 3: Appendix and Additional Resources – acronyms, definitions, websites and similar resources

### Where Can I Find It?

- Link to Google Drive:  
<https://docs.google.com/document/d/1IzxaRhsu4Ot3hZiOlvLJSry9MmLwGtQyBar3Dj74jvQ/edit?usp=sharing>



**2017-18 Texas Balance of State Continuum of Care (TX BoS CoC) Board  
February 27, 2018**

Seat #	Seat Designation	Term	Member	Counties Represented	Affiliation
1	Person with lived experience	2017-19	April Carl	Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River and Titus	Chair of the Lamar County Homelessness Coalition
2	Homeless veterans	2017-18 (one year)	Melissa Escamilla	Bee, Brooks, Cameron, Duval, Goliad, Hidalgo, Starr, Jim Hogg, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, Refugio, San Patricio, Victoria, Willacy, Zapata, Bexar, Webb, La Salle, Zavala, Dimmit, Maverick, Frio, Kinney, Uvalde, Val Verde	Program Director of the SSVF Program for the South Texas Region at Family Endeavors in McAllen
3	Chronically homeless persons	2017-19	Chad Wheeler*	Lubbock	Executive Director and Minister, Open Door in Lubbock
4	Homeless families	2016-18	Jesse Elizondo*	Nueces	President, Homeless Issues Partnership (HIP) in Corpus Christi
5	Homeless youth	2017-19	Norma Mercado	Bastrop	Homeless and Foster Care Liaison for Bastrop Independent School District in Bastrop
6	Victim services	2016-18	Holly Bates	Camp, Delta, Franklin, Hopkins, Lamar, Morris, Red River, Titus	Housing Director, Shelter Agencies for Families in East Texas (SAFE-T) in Mt. Pleasant
7	Mental/behavioral health	2017-19	<i>Vacant</i>		



(continued on next page)

Seat #	Seat Designation	Term	Member	Counties Represented	Affiliation
8	Health/medical	2016-18	Santos Navarrette	Brown, Callahan, Coleman, Comanche, Eastland, Fisher, Haskell, Jones, Kent, Knox, Mitchell, Nolan Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, Throckmorton	Health Services Director, Abilene-Taylor County Public Health District
9	Local government	2017-19	Danielle Shaw	Denton	Human Services Coordinator, City of Denton
10	Emergency Solutions Grant (ESG) Recipient	2016-18	William Reagan	Cameron, Willacy	Executive Director, Loaves and Fishes of the Rio Grande Valley in Harlingen
11	Public Housing Agency	2017-19	Nikki Brennan*	Williamson	Executive Director, Georgetown Housing Authority in Georgetown
12	Law enforcement/criminal justice	2016-18	Karen Chung	all 254 counties in Texas	Senior Policy Analyst, The Council of State Governments Justice Center in Seattle
13	Business	2017-19	Michelle Huff	Collin, Dallas, Denton, and Ellis	Executive Director, Journey to Wholeness in Dallas
14	Faith community or faith-based organization	2016-18	Kim Ogilvie	all 254 counties in Texas	Director of Social Services, The Salvation Army Headquarters in Dallas
15	TICH or State government agency	2017-19	Molly Voyles*	all 254 counties in Texas	Public Policy Manager, Texas Council on Family Violence in Austin

\* serving a second term

# Family and Youth Resources

## 2018 NAEH Family and Youth Conference

### Youth Homelessness

- Keep up with the progress communities across the nation are making toward ending Youth homelessness by viewing A Way Home America's community dashboards: <http://www.awayhomeamerica.org/community-dashboard/>
- The True Colors Fund produced a Youth Collaboration Toolkit to provide guidance on collaborating with youth in the design of project models and spaces: <https://network.truecolorsfund.org/wp-content/uploads/sites/2/2016/08/Youth-Collaboration-Toolkit.pdf>
- Chapin Hall's Voices of Youth Count report briefs, *Missed Opportunities*: <http://voicesofyouthcount.org/brief/national-estimates-of-youth-homelessness/>

### Protecting Immigrant Families

- The National Immigration Law Center (NILC) created a toolkit to help advocates for immigrant families defend against anti-sanctuary city/community-trust proposals. It includes resources developed in both federal and state legislative battles: <https://www.nilc.org/issues/immigration-enforcement/sanctuary-city-toolkit/>
- The Immigrant Legal Resource Center (ILRC) developed "red cards" help people assert their rights and defend themselves: <https://www.ilrc.org/red-cards>
- The Special Immigrant Juvenile (SIJ) classification provides certain children who have been subject to state juvenile court proceedings related to abuse, neglect, abandonment, or a similar basis under state law the ability to seek lawful permanent residence in the United States. Learn more here: <https://www.uscis.gov/green-card/sij>



# Family and Youth Resources

## 2018 NAEH Family and Youth Conference

### Partnering with Mental Health Authorities

- The US Department of Housing and Urban Development (HUD) released a Policy Brief to provide clear guidance regarding the expected and effective operation of the subset of HUD-funded *Recovery Housing* programs in order to strengthen performance and improve the achievement of outcomes by these programs. <https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/>
- The Family and Youth Services Bureau (FYSB) developed an assessment and screening tool to help youth-service professionals choose appropriate interventions and tools for their agencies and clients. [https://ncfy.acf.hhs.gov/publications/assessment-and-screening-tools-measuring-mental-health-substance-abuse-and-independent/intro?utm\\_source=page&utm\\_medium=hyperlink&utm\\_campaign=news\\_publication](https://ncfy.acf.hhs.gov/publications/assessment-and-screening-tools-measuring-mental-health-substance-abuse-and-independent/intro?utm_source=page&utm_medium=hyperlink&utm_campaign=news_publication)
- The United States Interagency Council on Homelessness (USICH) shares strategies to address the intersection of the opioid epidemic and homelessness: <https://www.usich.gov/tools-for-action/strategies-to-address-intersection-of-opioid-crisis-and-homelessness>

### Partnering with School and Education Liaisons

- The National Council on Homeless Education (NCHE) produced a number of briefs and fact sheets to help Homeless Education Liaisons engage with their CoCs:
  - Fact Sheet on including Youth in the Point in Time Count <https://nche.ed.gov/downloads/pit-count-2017.pdf>
  - Coordinated Entry Processes: Building Mutual Engagement between Schools and Continuums of Care brief <https://nche.ed.gov/downloads/briefs/coord-entry.pdf>
  - Aligning Education and Housing: Data Sharing Agreement Template <https://nche.ed.gov/downloads/forum/clpha-data-template.pdf>





# Family and Youth Resources

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- The United State Interagency Council on Homelessness (USICH) and the US Department of Education provide tips on interagency data sharing to help information flow between schools and homeless services providers.  
<https://www2.ed.gov/programs/homeless/ehcy-interagency-data-disclosure.pdf>

### Partnering with Child Welfare Agencies and Juvenile Justice

- Use the Child Welfare Information Gateway to learn more about the programs and practices Child Welfare Agencies employ.  
<https://www.childwelfare.gov/catalog/serieslist/?CWIGFunctionsaction=publicationCatalog:main.dspSeriesDetail&publicationSeriesID=8>
- Read a summary on the Families First Prevention Services Act of 2016  
<http://waysandmeans.house.gov/wp-content/uploads/2016/06/Family-First-Prevention-Services-Act-Summary-061016.pdf>
- Plug into the Coalition for Juvenile Justice's (CJJ) Collaborating for Change project: <http://www.juvjustice.org/homelessness>

Get even more takeaways and resources by searching #NAEH2018 on Twitter to view highlights from the conference sessions.



[www.thn.org](http://www.thn.org)