Food Bank of San Antonio
5200 W. Old US Hwy 90
San Antonio, TX 78227
June 21, 2016
3:00-5:00 p.m.

The following agenda items may not necessarily be considered in the order they appear

1. Call to Order
   Membership Council Vice Chair Mr. Robert Galan called to order the June 21, 2016 Membership Council Meeting of the South Alamo Regional Alliance for the Homeless at 3:02 p.m.

2. Welcome & Introductions
   All attendees identified themselves along with their represented agency.
   Executive Committee: Robert Galan, Gay Lynn Schwenk, Tammi Woodard
   SARAH Staff: Bill Hubbard, Katie Vela, Luke Leppla, Audrey Rendon
   Attendees: Cruz H. Vallarta, Sarah Vasquez, Mario Cuevas, Robert Galan, Scott Peters, Stephanie Smith, Valerie Sullivan, Monica Martinez, Iris Mata, Angela Carrizales, Tyler Shoesmith, Alexandra Chirico, Marc Wonder, Delma Ochoa, Robert Blanton, Navarra Williams, Trenton Clark, Jesse Trevino, April Biasiolli, Celia Garcia, Sam Samani, Maria Weseloh, Sergio Dickerson, Jimmy Jones, Katie Herrera, Sandra Whitey, Laura Mata-Delgado, Chris Plauche.

3. Agency Roll Call
   American G.I. Forum – National Veterans Outreach Program (AGIF-NVOP)
   Bexar County
   Catholic Worker House
   Center for Health Care Services (CHCS)
   Center for Juvenile Management (REACH)
   Centro Med
   City of San Antonio (COSA)
   Family Endeavors
   Family Service Association
   Family Violence Prevention Services (FVPS)
   Food Bank of San Antonio
   Haven for Hope (H4H)
   Northeast Independent School District (NEISD)
   S.A.M.M. Ministries (SAMM)
   San Antonio Police Department (SAPD)
   St. Peter-Joseph’s Children’s Home (St. PJ’s)
   Texas A&M University of San Antonio (TAMU)
   Texas Rio Grande Legal Aid (TRLA)
   The Salvation Army (TSA)
4. **Public Comments**
   Stephanie Smith offered all members the opportunity to tour the San Antonio Food Bank at the completion of the Membership Council meeting.

5. **Approve Prior Meeting Minutes**
   *Membership Council Action:* Moved by Gay Lynn Schwenk, seconded by Tammy Woodard to approve prior Membership Council Meeting minutes. Motion carried – unanimous decision.

6. **Executive Director Report – Bill Hubbard**
   - **NOFA Consultant Update**
     SARAH previously distributed a solicitation for a NOFA RFP on May 1st, 2016 with the deadline of May 17, 2016. Among the applications received, **Woollard Nichols and Associates, LL** was recommended by SARAH staff and approved by the SARAH Board.
   - **Membership Dues**
     All agencies and organizations currently delinquent on their membership dues were notified of their removal from the SARAH Membership Council. An official letter was mailed to all applicable agencies stating reason and options to reapply for membership.

7. **CoC Operations Report – Katie Vela**
   - **New Project RFP**
     SARAH distributed an RFP for all new project housing applications. After the distribution, HUD announced a reduction of bonus points from 15% to now 5%.

   Mrs. Vela announced SARAH is hosting the **FY 16 HUD Continuum of Care New Project Application Bidder’s Conference at the American G.I. Forum (611 N. Flores St., 78207)** from 1:00-2:30 p.m. For those interested in attending, please send RSVP’s to Audrey Rendon.

   - **NOFA Independent Review Team**
     The NOFA Independent Review Team responsibilities are to review all submitted new and renewal project applications. SARAH has currently enlisted a representative from the City of San Antonio, Bexar County, a nonprofit, and a hospital system. SARAH is looking for one more person to serve on the review team.

   - **Feedback on Consolidated Plan**
     A reminder to forward any feedback from the previously distributed Bexar County Consolidated Plan was announced to the Membership Council. All feedback will be placed into a single file on behalf of the Membership Council and forwarded to Bexar County. Please submit your feedback by July 1st, 2016.

   - **Postpone CoC Survey until after NOFA**
     This agenda item will be revisited upon completion of the NOFA.

   - **Grievance Appeals Process & Reallocation Policy Statement**
The Performance Review Committee and newly hired NOFA Consultant reviewed both the Grievance Appeals Process and Reallocation Policy Statement. SARAH requested feedback for these documents prior to Board action. Please, forward all feedback to Audrey Rendon.

The Coordinated Entry Committee meets every other Monday, 1:30 to 3:30 p.m. at American G.I. Forum (206 San Pedro, 78205). The next meeting will be July 18th, 2016. All members are welcome to attend.

- Implementation and Timeline Update
The deadline for CoC and ESG funded agencies to begin exclusively accepting referrals from the Coordinated Entry list is August 1st, 2016. This deadline was approved by the Coordinated Entry Committee which consists of the Membership Council and participating agencies.

9. HMIS Report – Maria Weseloh
- Define System Performance Measures
- System Performance Measures Report due to HUD August 1st, 2016

Mrs. Maria Weseloh passed out a packet with definitions of System Performance Measures.

- System performance creates **accountability** for how well the entire CoC serves people experiencing homelessness.
- Focus on measuring the **cumulative impact** of programs, not just their individual impact.
- Ensure common understanding of **system intent and goals**, along with the projects that make up the CoC’s system.
- Helps the **CoC gauge their progress** toward preventing and ending homelessness.
- Helps **HUD gauge progress** of Federal goals.
- Identifies areas of **improvement**.

10. Sustainability of Veteran Housing – Marc Wonder
Mr. Wonder is the Chair for the Veteran Working Group. The meeting meets every other Wednesday at 1:30 to 3:30 p.m. at Head Start (1227 Brady Blvd, 78207). All agency participation is welcome. The Veteran Working Group is currently focused on addressing their clients who are high to moderate risk of returning to homelessness. The clients are assigned a program manager and case manager who is tasked with creating a client specific plan of housing sustainability.

Q. Is there a metric or measure of a chronically homeless – demarcation line – of categorizing a client as high risk?

A. Yes, typically a high risk client contains factors such as age (55 and up), extended unemployment due to age, disabilities, mental status and requiring rehabilitation services prior to successful employment.

Mr. Hubbard mentioned the responsibilities as San Antonio and Bexar County’s CoC, SARAH is tasked with ensuring veteran housing sustainability. In January 2016, USAA donated $2.1 million to end veteran homelessness in San Antonio and USAA has requested CoC plans for ensuring successful housing sustainability among the previous housed veterans. SARAH is working closely
with veterans and non-veteran providers to determine the best avenues to ensure veteran housing sustainability.

11. HUD Monitoring Experiences

Both the Family Violence Prevention Services and The Salvation Army volunteered to discuss their recent HUD Monitoring experience. They also shared their HUD findings and offered helpful tips to agencies for avoiding the same findings.

- **Family Violence Prevention Services – Gay Lynn Schwenk**
  Mrs. Schwenk stated HUD clearly emphasized a focus on Programs versus an emphasis on Financials as they had previously focused on.

  **HUD Findings/Tips – FVPS**
  - **Finding:** HUD requires all agency shelters and transitional housing to have a City unit inspection conducted and on file.
  - **Tip:** Unfortunately, the City does not conduct housing inspections but in lieu of a formal city inspection, HUD recommended agencies conduct and maintain their own checklist inspection.

  **Tip:** A HUD Consultant stated you are able to move funds around in any line item, there are no restrictions on fund budget line items.

  **Tip:** HUD stated their direction is away from Transitional Housing (TH) and suggested all agencies with TH programs began operating them more like Rapid Re-housing (RRH) programs. HUD stated in the next few years they do not want to fund TH programs.

- **The Salvation Army – Mario Cuevas**
  **HUD Findings/Tips – TSA**
  - **Finding:** Having lead based paint in housing units
  - **Tip:** Do not use a TAA apartment move-in checklist instead use the HQS. Also, utilize the CoC Wellness Checklist prior to HUD Monitoring.

12. Upcoming Committee Meetings and Events

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<thead>
<tr>
<th>Title</th>
<th>Point of Contact</th>
<th>Event Details</th>
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<tr>
<td>Veteran Working Group</td>
<td>Marc Wonder, COSA</td>
<td>June 22nd, 1:00-3:00 pm</td>
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<td>Head Start</td>
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<td>1227 Brady Blvd, 78207</td>
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<td>FY16 HUD Continuum of Care</td>
<td>Audrey Rendon, SARAH</td>
<td>June 23rd, 1:00-2:30 p.m.</td>
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<td><em>NEW</em> Project Application Bidders Conference</td>
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<td>American G.I. Forum – NVOP</td>
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<td>611 N. Flores St, 78207</td>
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<td>Performance Review Committee</td>
<td>Katie Vela, SARAH</td>
<td>July 12th, 9:00-10:00 am</td>
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<td>The Salvation Army</td>
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<td>Coordinated Entry Committee</td>
<td>Luke Leppla, SARAH</td>
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<td>American G.I. Forum – NVOP</td>
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<td>206 San Pedro, 78207</td>
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<td><strong>SARAH Membership Council Meeting</strong></td>
<td>Audrey Rendon, SARAH</td>
<td>July 19, 3:00-5:00 pm</td>
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<td>Cohen Military Family Clinic</td>
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<td>6363 DeZavala Rd, 78249</td>
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<td>Point-in-Time Count Committee</td>
<td>Luke Leppla, SARAH</td>
<td>July 20th, 3:00-4:00 pm</td>
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<tr>
<td>HMIS Committee</td>
<td>Haven for Hope–Volunteer Center</td>
<td>July 21st, 3:00-4:00 pm</td>
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<td>1 Haven for Hope Way, 78207</td>
<td>SAMMinistries TLCC</td>
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<td>5922 Blanco Rd, 78228</td>
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<td>SARAH Membership Council Meeting</td>
<td>Audrey Rendon, SARAH</td>
<td>August 16th, 3:00-5:00 pm</td>
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<td>Lift Fund – Community Lift</td>
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<td>SARAH Board of Director Meeting</td>
<td>Audrey Rendon, SARAH</td>
<td>August 25th, 3:00-5:00 p.m.</td>
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<td>Chamber of Commerce NBC</td>
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<td>1100 NW Loop 410 Ste. 109</td>
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<td>San Antonio, TX 78205</td>
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<tr>
<td>Homelessness</td>
<td>Leplla</td>
<td>July 26–July 28, Washington,</td>
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<td>Coordinated Entry Diversion Training</td>
<td>Luke Leplla, SARAH</td>
<td>DC</td>
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<td>Venue: Citywide</td>
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13. **Agency Presentation for August Board Meeting**

All members are given the opportunity to present their Agency Presentation before the SARAH Board. These meetings will be focused on the agencies mission, programs, clientele, success stories, etc. Presentations will be limited to 10 minutes. Forward your requests to be placed on the board presentation list to **Audrey Rendon**.

- August Board Meeting – SAMMinistries
- September Board Meeting – The Salvation Army

14. **Announcements**

*Family Endeavors and American G.I. Forum were recognized during a banquet hosted by the National Coalition for Homeless Veterans for their efforts in ending veteran homelessness in San Antonio and Bexar County.*

15. **Membership Council Action Items**

*The SARAH Board has requested the Membership Council Representatives, Mr. Scott Ackerson and Mrs. Tammi Woodard, forward questions, recommendations or requests for motions. No items were presented from the Membership Council at today’s meeting but an opportunity to forward any items is extended till COB Wednesday, June 29, 2016 to **Audrey Rendon**.*

16. **Adjournment**

*The SARAH Membership Council Meeting was adjourned at **4:00 p.m.***
**Voluntary Reallocation Policy**

Existing CoC grantees with Supportive Services Only (SSO), Safe Haven (SH), or Transitional Housing (TH) grants may, in part or in whole, voluntarily reallocate their grants. Grants may be reallocated either to permanent supportive housing for chronically homeless persons or rapid rehousing for literally homeless families or other funded priorities. SARAH staff offer technical support and approval letters for grantees reallocating to meet HUD and community priorities.

**Involuntary Reallocation Policy**

Each year, SARAH staff and the NOFA Independent Review Team will review each renewal applicant’s performance and rate of expenditure, and review the project applicant against the priorities of the CoC and HUD. If significant deficiencies are found with an application during the review process, the project will be placed on a CoC Performance Improvement Plan.

**Significant Deficiencies are defined as:** Unresolved HUD findings, Poor Performance on Renewal Performance Report (Less than 50% of points earned), Not meeting HUD Priorities or Thresholds, Not Following Housing First Requirements, Not Participating in Coordinated Entry, Not Following other HUD Requirements, or Having Significant Deobligated Funds (see definition below).

The CoC Performance Improvement Plan will be customized based on the particular issues of the project with deficiencies. The plan will be drafted by SARAH Staff with recommendations from the Independent Review Team, and approved by the SARAH Board of Directors.

The SARAH Board of Directors will review the project’s progress 6 months after the close of the Notice of Funding Availability (NOFA). If the project has not shown progress toward the targets outlined in their CoC Performance Improvement Plan at a level satisfactory to the Board of Directors, the project will be involuntarily reallocated in the next funding cycle.

**Significant Deobligated Funds:** All projects are expected to expend 100 percent of their project funds. Any project that deobligates more than 10% of its funds or $25,000 in any HUD contract year is considered to have incurred a deobligation deficiency. Grantees with an unexpended balance that meets or exceeds the threshold specified above will be subjected to a reduction in renewal grant amount with the unspent funds being added to the pool of funds available for reallocation. Projects with a deobligation deficiency will be required to submit a spending plan to the COC collaborative applicant. The SARAH Board of Directors will require a quarterly update on the progress of meeting the spending plan. If at the end of the grant, a project incurs a second deobligation deficiency, the project will be reduced to the amount expended at the end of the 12-month review. An exception to this policy may be made for new projects that could not expend funds due to implementation barriers.
Coordinated Entry in San Antonio and Bexar County

Status Report 7/8/2016

HUD Requirement:

In 2009 the Department of Housing and Urban Development (HUD) gave communities notice that they would soon be required to establish a system by which homeless service agencies coordinated care and prioritized people for services using a standard assessment. In 2014 HUD released guidance for Coordinated Entry systems and then took it a step further in 2015 by making the city’s annual funding competition partly based on the effectiveness of their Coordinated Entry System.

The common assessment selected by San Antonio is the Vulnerability Index – Service Prioritization and Decision Tool (VI-SPDAT). This assessment measures each person’s vulnerability using separate domains (Health, Socialization, and Housing Barriers) and is used to determine which programs are the best fit for a particular client based on their needs. This is done to reserve the more intensive (and expensive) housing interventions for those with the most needs.

In addition to the VI-SPDAT, a person’s prioritization within Coordinated Entry takes into consideration:

- Veteran status
- Chronic Homeless Status
- Length of Homelessness
- Age of the client

Summary of Local Implementation:

July 2015  Every newly homeless individual seeking services from a Continuum of Care program had a universal assessment of vulnerability completed. To date, over 4,700 assessments have been conducted.

Feb. 2016  South Alamo Regional Alliance for the Homeless (SARAH) hired a Coordinated Entry Program Manager to assist service providers with implementation.

May 2016  HMIS development of the Coordinated Entry workflow completed.

June/July 2016  Service Providers trained on software and Coordinated Entry workflow.

 Agencies serving as a Hub: Haven for Hope, SAMMinistries, American GI Forum

August 2016  By August 1st all Rapid Rehousing and Permanent Supportive Housing programs within the Continuum of Care and Emergency Solution Grants recipients are required to fill their programs exclusively out of Coordinated Entry.

Within San Antonio, 8 programs that account for 758 units of Permanent Supportive Housing and Rapid Rehousing will participate in Coordinated Entry and prioritize their housing resources for people living on the streets, in the Courtyard, and in Emergency Shelters across San Antonio/Bexar County.