



SARAH

South Alamo Regional Alliance for the Homeless

1 Haven for Hope Way – San Antonio – Texas – 78207

SARAH Board of Directors NOFA Special Call Meeting Minutes

Craig Hopkins, Board President

TRLA – 1111 N. Main Ave.,
San Antonio, Texas 78212

August 11, 2016
3:00-5:00 p.m.

1. Call to Order

*Board President Craig Hopkins called to order the **August 11, 2016, NOFA Special Call Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **3:10 p.m.***

Roll Call

Present: Craig Hopkins (USAA), Dave Petersen (SA Chamber of Commerce), Louis Rubiola (Rubiola Realty), Edward Gonzales (City of San Antonio), Scott Ackerson (Haven for Hope/CHCS), Robert Blanton proxy for William McManus (SAPD), Eddie Ortega (Bexar County), Estella Garza (SAISD), Greg Matula (NuStar Energy), Tammi Woodard (Family Endeavors), Bill Hubbard (SARAH), Katie Vela (SARAH), and Audrey Rendon (SARAH).

Guests: Kate Moore (Woollard Nichols), Nena Murphy (The Salvation Army), Robert Galan (The Salvation Army), Trenton Clark (Family Endeavors), Sam Samani (HMIS-Haven for Hope), Maria Weseloh (HMIS-Haven for Hope).

Absent: David Birdy (Birdy Properties), Leslie Komet Ausburn (Komet Communications), and Rebecca Brune (Methodist Healthcare Ministries).

2. Vote on Consumer Board Seat - David Jordan, Leon Valley Councilman

Board Action: No motion made, tabled until upcoming board meeting.

3. Presentation of NOFA Ranking – Kate Moore

The SARAH NOFA Consultant, Mrs. Kate Moore with Woollard Nichols & Associates, presented on the NOFA Ranking, Ranking Policy and the IRT Recommendations. HUD has communicated with all CoC's they will only fund priority projects and Mrs. Moore informed the board of the program priorities.

- *Permanent Housing (PH)*
 - *Permanent Supportive Housing (PSH) with supportive services.*
 - *Rapid Re-housing (RRH) programs with supportive services.*
- *Transitional Housing (TH) is no longer a preferred category except **unaccompanied youth** programs.*
- *Supportive Services only if they are focused on Coordinated Assessment.*
- *Homeless Management Information System (HMIS).*
- *Prevention services (for high performing communities only).*

❖ Final Ranking/Priority Listing



In 2015, the San Antonio & Bexar County CoC received a total score of 152 and received \$8,054,854 in funding not including a CoC Planning Grant.

The San Antonio/Bexar County CoC received maximum points for reporting low-barrier housing, housing first, using HMIS to track unaccompanied youth and providing priority according to severity of participants needs and vulnerabilities (use of VI-SPDAT). The lowest points were given due to not using objective criteria and past performance to review and rank projects, not adopting funding priorities and not funding PSH beds for people experiencing chronic homelessness.

The annual renewal demand for 2016 San Antonio/Bexar County's CoC Funding is \$8,054,854 with a bonus of \$497,898 for new PH. Additionally, the CoC is eligible for a CoC Planning grant up to \$298,739.

CoC Renewal Grants

- **Haven for Hope**
 - HMIS
- **American GI Forum**
 - Rapid Rehousing – 2 projects for Chronically Homeless Veterans
 - Permanent Supportive Housing – SRO for Disabled Veterans
- **Center for Health Care Services**
 - Permanent Supportive Housing – 2 projects for Chronically Homeless residents of the Courtyard
- **Family Endeavors**
 - Permanent Supportive Housing – Campus Style housing for families
- **Family Violence Protective Services**
 - Rapid Rehousing – 2 projects (1 new allocation) Domestic Violence Victim
 - Transitional Housing – Domestic Violence Victims
- **Housing Authority of Bexar County**
 - Permanent Supportive Housing
- **The Salvation Army**
 - New Permanent Supportive Housing
 - Transitional Housing – Homeless Youths and Families
- **SAMMinistries**
 - New Permanent Supportive Housing – Chronically Homeless Families
 - Permanent Supportive Housing (Woodhill) – Housing First in partnership with SAHA & HABC
 - Permanent Supportive Housing – Housing first in Scattered site apartments
 - Transitional Housing – Homeless Families
 - Rapid Re-housing – Housing First
- **San Antonio Housing Authority**
 - Permanent Supportive Housing – 2 projects Rental Assistance to Chronic Homeless referred by CHCS

❖ Ranking Policy (see attachment)



❖ IRT Recommendations

- *The IRT recommended looking into placing HMIS under SARA in the future. Most HMIS leads are under the CoC.*
- *Create a scoring process for HMIS performance.*
- *Gather more information on renewals, a presentation, or more robust applications, in order to become more familiar with all projects.*
- *Recommend placing Housing Authority of Bexar County on a performance probationary plan.*
- *Conduct the IRT process earlier for more time to conduct a thorough review.*

4. Approve 2016 Ranking Policy (Attachment)

The IRT (Independent Review Team), was instrumental in creating the Ranking Policy alongside SARA to create strategic ranking of projects in the community to ensure the highest award possible.

- **Tier 1 Project Placement**
 - *All first time renewals will be ranked in Tier 1.*
 - *Tier 1 will contain HMIS and Coordinated Entry to ensure funding for those projects.*
 - *Tier 1 will contain all Transitional Housing due to the vulnerability of placement in Tier 2.*
 - *Tier 2 projects are competing against all Tier 2 projects. Currently, transitional housing projects are working to convert their facility to Permanent Housing.*
- **Renewal Projects**
 - *All renewal projects are evaluated and scored, and any additional points are given based on cost per client, project overview statement, 150% leverage, and responses to questions from the IRT, totaling 150 points.*
 - *Consolidated grants will be scored based on past individual project performance proportional to the total budget awarded for the previous grants, consolidated into one overall score.*
- **New Projects**
 - *New projects are given a 100-point scoring scale.*
 - *Reallocated projects are given an additional 50 points with the 100 points totaling a 150-point scoring scale to compete with renewal projects.*
 - *Additionally, the policy of ranking new projects (not through allocation) last after renewal and reallocation projects is requested to be removed from the policy prior to board approval.*
- **Additional Ranking Policies**
 - *Projects with equal scores are ranked by project component type.*
 - *Projects with equal scores and the same competent type will be ranked based on cost per client.*



Board Action: Motion made by Louis Rubiola and seconded by Dave Petersen to approve the 2016 Ranking Policy and strike the sentence, “New projects (not through reallocation) will be ranked last after Renewal and reallocation projects.” Motion carried – unanimous decision.

5. Approve 2016 CoC Priority Listing (see attachment for ranking details)

Board Action: Motion made by Dave Petersen and seconded by Estella Garza to approve the 2016 CoC Priority Listing reflecting adjustments to the 2016 Ranking Policy. Motion carried – unanimous decision.

6. Review NOFA Timeline – Kate Moore

Mrs. Moore mentioned the NOFA’s submission deadline, and when all applications submitted in E-snap. All applications will be reviewed and revised by the consultant and SARAH staff. A deadline will be given for all agencies to make the IRT changes and edits for HUD resubmission. All narratives will be written and posted on the SARAH website by September 12. The deadline for posting is September 14.

7. Approve Voluntary & Involuntary Reallocation Policy – Katie Vela

The Performance Committee reviewed the documents and was also presented to the Membership Council and SARAH Board for edits and revision.

Overview of changes:

1. Establishing parameters for involuntary reallocation based on a significant deficiency: “Unresolved HUD findings, poor performance on renewal performance report, less than 50 percent 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.”
2. Establishing definition of “deobligated funds”: “10 percent of your budget or \$25,000 and if someone closes a contract year and has left that much money on the table they are required to submit quarterly report to the board to show improvement. If they do not show improvement after a 12-month review that amount de-obligated will be reallocated to create new programs.”
3. Adjusting the performance probationary length of time. “A reduction in time from 12 months to 6 months when the NOFA closes to improve with recommendations and performance plan.”
4. All language is changed to reflect CoC language, e.g., staff, board of directors, IRT.
5. Addition of sentence, “The SARAH Board of Directors reserves the right to place a project on a pending plan at any time if funds are not being drawn down during routine financial monitoring.”

Board Action: Motion made by Craig Hopkins and seconded by Greg Matula to approve the Voluntary & Involuntary Reallocation Policy with the above mentioned adjustments. Motion carried – unanimous decision.

8. Approve HMIS Policies & Procedures – Maria Weseloh



The HMIS team requested clarification from HUD on background checks and received minimal clarification. The team also questioned various HMIS communities. The HMIS Policies & Procedures is presented to the board with “recommended” security backgrounds for all HMIS users, instead of “required”.

Board Action: Motion made by Louis Rubiola and seconded by Dave Petersen to approve the 2016 HMIS Policies & Procedures and suggested a second review of the background check policy after the closing of HUD’s public comment. Additionally, it was requested HMIS present security measures that can further protect client data. Also, the definitions of each security level with accessible information at each level, the number of users with PII access, and an overview of agency impact for “required” security background checks for HMIS access. Motion carried – unanimous decision.

9. Announcements

No announcements made.

10. Adjournment

*The SARAH Board of Directors NOFA Special Call Meeting was adjourned at **5:02 p.m.***

