

Coordinated Entry (Access) Work Group Minutes

Date: July 15, 2015

Time: 1:30-3:00 p.m.

Attendance: Michael Butler (CHIP), Jeremy Turner (Damien Center), Karin Thornburg (Midtown Mental Health), Phil Smith (Partners in Housing), Leslie Kelly (Horizon House), Cal Nelson (Wheeler Mission), Kay Wiles (HIP); Courtney Purnell (City of Indianapolis); Eric Wilka (CHIP); Erica Aquila, phone (City of Indianapolis)

Michael called the meeting to order and gave a recap of the last meeting during which the group expressed a desire to meet with the ESG staff from the City to discuss ways to incorporate ESG into the larger CoC. We also want to look at how we further integrate the two groups.

Courtney: Wanted input from CoC on Application. Wanted group from CoC to review, approve and allocate ESG funds. Is this committee the appropriate one to perform these tasks?

Jeremy: Wants to get all of ESG applicants using the same application and process as CoC PSH group. "How do we get short term providers to collaborate in the same way as PSH?" We also would like to coordinate funding requests, how people apply, how to move clients to funding.

All of this gets to Coordinated Entry in figuring out where to send people for short term housing. To accomplish this we "need to get everyone around the table."

Michael: We need to be mindful that a limited number of ESG-Prevention providers are currently around the table at CoC Planning. We do need to get more of the prevention providers involved to get more input. After an invitation was sent to all the ESG providers to get involved, a couple more community centers are getting involved.

Erica: With the ESG Allocation at least 50% goes to Rapid Re-Housing (RRH) or Prevention expenditures (anything less than 40% jeopardizes the entire grant and failure to expend 40% would mean we would need to pay whole amount back). At this time Erica does not know the expenditure breakdown of P/RRH. Erica said she was notified that they might have to shift from Prevention to more RRH because HUD stresses RRH over prevention, but nothing definite. We can do it if the community wants it.

Kay: What's the process for ESG applications now? Allocation? Award? Courtney responded that the city receives applications; forms a review committee; develops recommendations to the Mayor. New process this year: how to incorporate ESG recipients into the CoC? Wants CoC to score and approve ESG applications.

Kay: Appreciated the CoC ranking process. Can we do something similar for ESG? Erica responded that with the time line this year she did not feel it would be possible to adopt a similar process. Also this is a significantly lower amount of funding than to CoC grant, and it is an entitlement that City would never give up ownership of. But perhaps ESG could be reviewed with the CoC applications if the community desired that. Kay suggested that maybe ESG could be folded into the CRP day for next year? Leslie asked do we have enough info to begin ESG application process that early. Erica said it's the same goals and objectives until 2019 with the 5 year consolidated plan. Review Committee formation: Kay and Leslie suggested we design the review committee around current participants.

Jeremy: Even though different recipients have different guidelines for their own participants, we need to harmonize access to that funding.

Erica: We can't harmonize this year, and won't do anything next year with a new administration coming in. Jeremy suggested that maybe we could have applicant intent meetings to know what's going to be up for grabs. Kay suggested getting notification out for voluntary participation with harmonization in mind. Next year, it might be mandatory process. Erica said that due to an arrangement under Mayor Peterson, Community Centers get CDBG. Not used to support homeless efforts. Used for Youth or Senior programs.

Jeremy asked since ESG is shallow part of money how can we consolidate through collaborative process?

Phil suggested adding to the application the question: how do you ensure that clients are going from place to place to receive services?

Leslie suggested a change to: how would you be willing to participate in larger perspective to give funds to most in need? What can you do to move that forward?

Karin: Just ESG recipients getting together like housing committee to get broader participation. Single application. Single waitlist.

Jeremy: How can ESG impact continuum's performance as a whole? Prevention providers.

Erica: Proposed integration of ESG grant into the existing CoC process. To get prevention providers involved: get them involved separately from the other ESG Providers.

Cal : Will the CoC commit to creating a CoC committee to oversee ESG in order to get more points on CoC NOFA? Erica agrees; Kay: We agree that there should be a committee for that. For next year, how can we change the process for next year? Cal : different conversation for next year.

Suggested Application Edits:

Remove Project Map

Remove Crime and Incident Map

Modify Project Zoning need for shelters (PS: maybe just make question for shelter); Modify Gaps Analysis How is project addressing a gap? Refer people to gaps analysis that you want people to use (CoC Gaps Analysis) with embedded link;

Modify Letters of Support/Letters of Partnership. Kay: What does this help with? Courtney: With CDBG we use to show collaborative effort. It demonstrates how the project support the community efforts. Leslie: Are LOS and LOP really necessary? Erica: Put it on the list and I'll have to think about it. Phil: Needs for robust scoring for that section (ikert scales versus block funding); Kay: Scores based on community network; Jeremy: Need letters that show relationships between agencies in order to disperse funds; Phil: Need MOU that demonstrates and commits to referrals. Kay: RECOMMENDATION: Scratch LOS and make LOP more robust. Erica: Need letter or something from Board other than President that they are getting ESG funding. Leslie: ALTERNATIVE RECOMMENDATION: Need one letter of support from Board recommending project.

Remove Resumes Need to attest the staff working on job have certifications, license, and qualification to work with grant. Generally: Just need the agency to assert that everyone working for the ESG project is certified/qualified to do that job. Michael: Certification and training should be part of project evaluations. General agreement from room.

Board section: Michael: how can we measure/write out how to make sure that board is updated on situations...KW: recommend to keep.

Leslie: Add "Are you externally audited?"

Michael and Eric will follow up with Courtney and Erica on changing the HMIS outcomes measures.

Rest of the group needs to send any recommended changes by July 24th to Courtney and Erica. Needs to identify COC committee that will take a look at these applications. Jeremy: this would probably fall under PATA, Karin agrees; Kay: call for voluntary workgroup? Michael: What number of people do we need? Take Kay's suggestion for workgroup. Erica: no more than 5 on the committee. Kay: Asking PATA to review ESG applications. Michael agrees. May be over conference call. Courtney: Sept 11 through Oct 9 for review, approval and recommendation to Mayor. Release to community to Oct 13. Michael: will send out email and timeline and get volunteers to firmly commit. Jeremy: only non-ESG funded entities/organizations; Erica: usually receive 10-15 apps Courtney: usually every committee member reviews all apps.

Michael will have a volunteer committee by August 3rd.