Disclaimer: These notes are not intended to represent direct quotes, things may not be in chronological order, and ideas may not always be accurately attributed. If you have corrections or comments, please let Paula know and she will edit accordingly.

**Augusta:** Scott Tibbitts (MaineHousing), Betty Palmer (MMHS), Chet Barnes (DHHS), RJ Pinkham (Bread of Life)

**Portland:** Veronica Ross (OA), Wendi DuBois (OA), Vickey Rand (CHOM), Ginny Dill (Shalom House), Steve Ellis (Frannie Peabody), Cullen Ryan (CHOM), Amy Grommes Pulaski (G/P)

**Lewiston:** Mike Mooney (New Beginnings)

**Bangor:** Awa Conteh (City of Bangor)

**Phone:** Donna Kelley (KBH), Craig Phillips (Tedford Housing), Janice Lara Hewey (Catholic Charities/ PATH), Melanie LaMore Gagnon (Safe Voices)

**Maine**

**Continuum of Care**

**Meeting: Maine CoC**

**Date: July 21, 2016 Time: 1pm to 3pm**

**Location: Tandberg Teleconferencing Sites**

1. **Member Introductions**

The attending members and guests introduced themselves.

1. **Review of Minutes** from June 16, 2016 Motion to approve, seconded. No Discussion. Motion carries and passes. –**Approved as submitted**.
2. **Bread of Life Ministries (BOLM)** - BOLM is requesting a change of use for their Orchard Street and Boothby Street projects (a similar request was granted by the MCOC for its Crosby Street project in May). Both are currently transitional housing projects, and BOLM are requesting to change the use to permanent housing. The project’s targeted population will not change, only the permanency of the housing. Although they do not receive renewal funding, because they did receive bricks and mortar funding in the past, both HUD and MaineHousing requires any change of use requests to go through the CoC. RJ is here to answer any questions. He explains there has been challenges meeting clients’ needs under transitional housing. Once the time frame is up, there is no pace for them to go. To change it to permanent affordable housing, would allow clients to remain living there.

**There is a motion to support Bread of Life Ministries’ change of use request, seconded. There is no further discussion or questions. All vote in favor with no abstentions. The motion passes.**

1. **Big Thinking Topic: Match vs Leverage.** There is a handout summarizing Match and Leverage that was posted to the Maine Homeless Planning site. There is also Frequently Asked Questions posted as well. Steve explains that this is a quick training, but if there are any additional questions, please email him.

Why is there match and leverage? HUD wants to encourage collaborations, efficiencies, and create one homeless system by combining resources. Match and leverage forces applicants to collaborate.

There are two kinds of resources to report: cash and in-kind. Cash match or leverage is when another source of actual funds (cash)are invested in your CoC project. In Kind match or leverage is when non-cash (non-monetary) resources are invested in the project. Steve provides examples of each. Match and leveraging increases your CoC score, as well as the overall CoC score and increases your populations access to services. All match and leverage should be proven by letters between the two organizations and submitted with the application. The more match and leverage COC wide, the better the application. It increases the overall score.

You cannot use match against several projects. You have to have a sepreate match for each project.

All match and leveraging is by a total project budget basis. Each project must have 25% match for eligible activities. Match can count toward leverage, but leverage cannot count toward match. Anything above 25% should be categorized as leverage instead of match because each project is encouraged to have 150% leverage.

Match and leveraging funds must be used within the same contact year.

How to document this- google it! There are many examples.

Questions: What is the difference between match and leverage. Match has to be budget approved, but leverage can be additional services or other items.

Question: Can subsidies from local housing authorities be part of the match or leverage?

If operational funds are funded by the CoC and not service dollars.

Question: when submitted, limit match to 25% but for leverage go as much as you can- 150% you can go above and beyond. Yes.

For documentation you do need to have something formal at time of application.

Please be sure to actually attach match and leverage to the application. If it is not attached, then we cannot count the match and leverage. When the scoring group sits down to score it, they need to have all the parts. If you have questions, contact Steve.

1. **NOFA Informational Session**

Scott explains that the NOFA is out, but esnaps is not available. Information and links have been posted to the Maine Homeless Planning Site. HUD will be providing guidance for the NOFA. You will need to read all of this in order to respond to the NOFA. You need to follow all of the guidance and information in order to submit the application. More information will be available once ensaps is open.

The project applications deadline and information was posted and are due August 15, 2016. This is now less than 30 days. It is possible HUD will change their deadline, and then the project due date will also change. But unless this happens, the deadline of August 15 stands. Once the project applications come in they will be reviewed for basic thresholds. Applicants will have an opportunity to make corrections, but scoring will be based on the initial submission. Please be sure it is as complete as possible.

Scott explains the scoring process. The selection committee will use the scoring templates and come up with a numeric score, based on priorities and ranking. This will be complete based on initial submissions.

Scott reviews the MCOC overall application at the bottom of the work plan. The application used to be four sections, there are now six sections. Section 1 is many of the policies and procedures that are likely already in place. Anything that doesn’t exist will need to be created quickly. Section 2 is ranking and review. We will be using the ones from last year. Section 3, 4 & 5 are data driven. Section 3 is HMIS information. Section 4 is Point in Time. We may need some information regarding the methodology for Point in Time. Section 5 is system performance. They are generated through HMIS. Cindy and Scott entered this data already, but have not submitted until final guidance has been provided. Section 6 is the narrative that explains sections 3, 4 and 5. Anne Gass will help writing this section. The last section is Bonus Points, and there are none. HUD will review and score for a total of 200 points. We have a few tools for reviewing this information and scoring it. It will help us understand how well we are doing.

93% of each COC is going to Tier 1 projects. Tier 2 projects may or may not get funded. A project could straddle between Tier 1 and Tier 2.

What’s new?

* Program income can be counted as match and leverage.
* MCOC has $397,000 for bonus projects which can be: new permanently supportive housing for chronically homeless families & Individuals and rapid rehousing for families.

They need an updated statement regarding Coordinated Entry- who will do this? Amy and Anne can work on this together.

Amy reviews the schedule. The full MCOC in September is scheduled after the NOFA submission deadline. So prior to submission does the MCOC want to meet just prior to the deadline, or do they want to give approval to steering to make final adjustments.

Motion to have the meeting on September 8 from 1-3. No Second.

**Cullen makes a motion that the steering committee has the power to make decisions should there be a quorum issue with the full MCOC group. And that the full COC meetings in September 7 from 10-12. Seconded. Any discussion? All in favor. Anyone opposed or abstaining? Seeing none. Motion passes.**

Scott encourages folks to get familiar with the MaineHomeless Planning site. This is where things are posted and the best way to share information. If you are not subscribed, please do so. There are instructions “How to use this site.” If you subscribe you get notices, if you subscribe you can post. You can also contact the help line.

1. **Statewide Homeless Council Update.**
* The SWH Council met on Tuesday July 12. Wes Phinney has resigned as chair, and as a member of the COC.
* MaineHousing discussed the NOFA. Mainehousing is not providing a bricks and mortar match as they have in the past.
* NHTF there is a public hearing on July 28. Comments are due in writing by Aug 5. NHTF is suppose to go to extremely low income persons. MaineHousing is planning to use it for 18 project based vouchers left up to the innovation of the developers. The SHC recommended putting this funding into permanently supportive housing. That is not what MH is planning to do. Cullen recommends that people and organizations advocate for these funds to go to PSH for homeless populations. There is a link on the MH website for the National Housing trust fund. Add a sentence- put this toward PSH for homeless persons.
* They reviewed past NOFA and project changes.
* They discussed changing Homeless statistics, many of which are improved.
* Past NOFA and project changes. 2016 Homeless statistics.
* Shelter directors are having a shelter leadership meeting on August 3.
* There was a discussion about Long Term Stayers.
* The group discussed PNNI and access to it for homeless populations. Thanks to Chet Barnes.
* The COCs discussed the NOFA and esnaps is still not ready as of this meeting.
* There was a Homeless Youth Count in Kennebec County, which was a success.
* The group Discussed Family Homelessness- which they plan to discuss in more depth.
* The Veterans Association signed a data sharing agreement in HMIS. This is a big deal.
* DHHS discussed an emergency rule making for Section 17. Creating a blue print. PATH program is under review. PNNI is using the ACT team for access.
* The SWC discussed updating the rules for BRAP- Bridging Rental Assistance Program. BRAP program is a bridge to Section 8 (transition to section 8 bc under BRAP they are rent overburdened). BRAP has become a permanent subsidy, with folks are rent overburden. We discussed shelter plus care and changing the subsidy from 51% to 40% of their income to pay toward rent. The also discussed a narrowed top target population for BRAP.
1. **COC BOARD UPDATE.** The group reviewed revised draft standards for the Written Standards and drafted a schedule for approval, but that may change. The group comes to consensus fairly quickly, despite their varied backgrounds. The group came to language fairly quickly.
2. **Any other Business**
	1. **Federal**
* The House and Senate have approved a revised Section 8 and HOPWA rules. It is now on the President’s desk.
* House & Senate are looking to come together on the THUD bill. 49 organizations in Maine signed on to approve the higher amount of funds for the homeless funding. Thank you! This is a great message of support that we sent to Senator Collins.
	1. **State**
* There was a General Assistance Training with a combo from the PCOC and MCOC. It was a really great attendance and many want to continue to sign up for future training.
* There is a training in Machias from 9-1. It’s open invitation. David McClusky and Josh from Bangor and Tom have the info.
	1. **Permanent Housing Bonus.**
		+ The group discusses possible permanent housing bonus applications, including Shelter Plus Care.
		+ **Motion to MCOC make a formal request of DHHS to apply for Shelter Plus Care in this upcoming NOFA for the Bonus funding. Seconded**. Discussion: This is a one-year renewal. If it gets funded and does well it could push other projects down. The state needs more bricks and mortar projects. In some parts of the state, even with a voucher you cannot house them because the housing is in such poor condition. They continue the discussion.
		+ Vickey explains the timeline. All applications new and renewal projects must be completed and submitted by August 15.
		+ The bricks and mortar project cannot get funded in the NOFA. Instead let’s advocate the National Housing Trust Fund be focused toward PSH.
		+ **Anyone opposed, any abstaining- Chet is abstaining. The motion passes.**
		+ This has to be approved by the governor.