

## **Minutes of Meeting of the Collaborative Applicant Committee**

Friday, December 5, 2014, 9:00 – 11:00 a.m.

Thresholds, 120 S. LaSalle, Suite 1410

**Members Present:** Lisa Cohen – IDHS-DASA, Robert Cunningham – Lived Experience Commission, Jackie Edens – The Inner Voice, David Esposito – Thresholds, Mark Ishaug – Thresholds, Felix Matlock – Mercy Housing Lakefront, Heather Parish – Pierce Family Foundation, John Pfeiffer – DFSS, Larry Smith – Lived Experience Commission

**Members Not Present:** Fred Friedman – Lived Experience Commission

John Pfeiffer welcomed the group and led Introductions.

John reviewed the proposed agenda for the meeting. There being no questions or requested changes to the agenda, the committee reviewed the functions of the Collaborative Applicant and the Collaborative Applicant Committee, as described in the Continuum of Care Charter (pp. 18 and 23-24)

The Committee's first responsibilities include the following:

- 1) Define the Collaborative Applicant's Scope of Work
- 2) Establish Performance Metrics and Reporting Requirements
- 3) Draft a Memorandum of Understanding

The Committee reviewed the following documents provided by All Chicago:

- 1) Alliance Planning Grant Overview
- 2) Collaborative Applicant (CA) HEARTH Act Planning Grant Eligible Costs and Current Related Activities

John Pfeiffer circulated a preliminary draft MOU for the Committee's consideration. Mark Ishaug offered the services of Thresholds' general counsel to review and comment on the MOU once the Committee has incorporated the scope of work, performance metrics and reporting requirements.

John Pfeiffer called for nominations for two Committee co-chairs. Following a motion by Jackie Edens, seconded by Larry Smith, the Committee nominated John Pfeiffer and Mark Ishaug to serve as the Committee's co-chairs by unanimous vote.

The Committee developed a list of additional information to request from All Chicago, including:

- 1) Current organizational chart for All Chicago, including a staffing list for the Chicago Alliance to End Homelessness
- 2) Current funding by source for the Chicago Alliance to End Homelessness

- 3) Annotation of the attached "activities chart" including (1) estimated hours per month devoted to each activity and (2) a prioritization of the most critical activities and deliverables in each category
- 4) A 12-month calendar showing the key activities and deliverables by month (recognizing that HUD timelines are not certain)

John Pfeiffer will ask All Chicago to provide this information for the Committee's review prior to its next meeting.

The next meeting of the Committee will be held on January 7, 2015 at Thresholds, 120 S. LaSalle, Suite 1410.

Minutes recorded by: John Pfeiffer

Collaborative Applicant Committee

Initial

Seat	Officer Status	Member Name	Email	Alternate Name	Notes
Person of Lived Experience		Robert Cunningham	r.cunningham4543@gmail.com	Y	SA contacted to solicit from commissions.
Person of Lived Experience		Fred Friedman	Fred@nextstepsnfp.org	X	SA contacted to solicit from commissions.
Person of Lived Experience		Larry Smith	larrysmith55@yahoo.com	Y	SA contacted to solicit from commissions.
Service Provider		Jackie Edens	jedens@innervoiceschicago.org	Y	
Service Provider		David Esposito	David.Esposito@thresholds.org	Y	
Service Provider		Felix Mastlock	fmastlock@mercyhousing.org	Y	
Key Stakeholder					<b>Ex-officio - non-voting</b>
ESG Recipient		John Pfeiffer	John.Pfeiffer@cityofchicago.org	Y	
Public Agency					
State Agency or Other Major System		Lisa Cohen	Lisa.cohen@illinois.gov	X	
Private Funder		Heather Parish	heather@piercefamillyfoundation.org	Y	
At Large		Mark Isahug	mark.isahug@thresholds.org	X	
GSSC Advisor	Advisor	Fred Friedman	fred@nextstepsnfp.org		

## **Chicago Alliance to End Homelessness FY2012 Planning Grant Overview**

The following information was provided in the Project Description section of the FY2012 Planning Grant application by the Chicago Alliance to End Homelessness:

**1. Provide a description that addresses the entire scope of the proposed project.**

Many of Chicago's planning needs were illuminated during last year's CoC Check-up Process, and reiterated throughout the year as we revised our Ten Year Plan to End Homelessness and submitted the Consolidated Plan to HUD. Therefore, in the coming year, the CoC plans to focus planning efforts on expanding the evaluation of CoC funded projects in our system, submitting the consolidated application to HUD on behalf of Chicago, and establishing a CoC that meets HEARTH requirements. HUD Planning funds will allow us to expand on the work we are already doing in this area.

The evaluation of CoC-funded projects in our system will involve the CoC Lead Agency, the agency that manages ESG funds (Chicago's DFSS) as well as one of the HMV committee of our CoC Governing Body. The HMV Committee is comprised of providers and government representatives with expertise in program operations and evaluation.

Planning for the consolidated application submission involves carrying out a local evaluation of all CoC-funded programs to establish the basis for renewal. Several parties will be involved in this work which will be led by the CoC Lead Agency. These groups include the HMV Committee, the CoC Governing Body, DFSS, the HEARTH Funding Opportunities Task Group and the Appeals Committee (both are task groups of the CoC Governing Body). All of these entities work together to ensure that the local evaluation process is fair and transparent, and that the policies set by the CoC Governing Body are in line with local and federal plans to end homelessness.

Throughout all of these planning activities, provider and consumer representation is critical, and the CoC Lead Agency will draw from its service providers and consumers commissions to facilitate these processes and implement systems change.

**2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.**

Planning for the activities described above has already begun and we anticipate that CAEH staff will do as much work as possible before the project formally begins so we are ready to start as soon as funds are available. The project will be managed by the Program Team which currently includes 8 staff. The CAEH uses Chicago's recently developed Plan to End Homelessness (Plan 2.0) and a Strategic Plan to guide our work. The Strategic Plan is currently in development and will soon be finished. Once it is complete a work plan, including time frames for completion of tasks, for the Program Team will be developed.

**3. How will the requested funds improve the CoC's ability to evaluate the outcome of CoC and ESG projects?**

Chicago has been evaluating its CoC-funded projects for over 6 years, and in 2012, underwent a process to ensure the evaluation was in line with HEARTH and Plan 2.0 goals. As outlined in #1 above, working with a broad constituent base ensures the process is fair, accurate, includes

consumer feedback, reflects both community and HUD priorities, and is able to help the community improve outcomes.

Currently, 2 staff are primarily responsible for evaluating 180+ CoC-funded projects, and therefore the current evaluation process is more passive than the CoC would like, though we have added a more in-depth financial analysis to the updated evaluation process. The CoC anticipates being able to add at least 1 additional staff member to assist with the project evaluation of CoC-funded projects which would allow a more in-depth evaluation and monitoring process.

This additional staff person would also allow us to expand the technical assistance offered to lower-performing projects in the CoC. Chicago's CoC believes that technical assistance, in addition to reallocation, can help improve our system outcomes.

Finally, an additional staff person would also assist with better coordination and integration of the evaluation of CoC- and ESG-funded projects together. Though the program models and outcomes for both CoC and ESG programs are established by the CoC, the funding streams are operated by separate entities. Therefore, many organizations in Chicago receive both CoC and ESG funding, but must apply and report on these funding streams separately. We hope to better integrate these processes moving forward.

#### **HUD HEARTH Act Interim Rule Guidance on Eligible Planning Grant Costs**

##### **§578.39 Continuum of Care planning activities.**

**(a) In general.** Collaborative applicants may use up to 3percent of their FPRN, or a maximum amount to be established by the NOFA, for costs of:

- (1) Designing and carrying out a collaborative process for the development of an application to HUD;
- (2) Evaluating the outcomes of projects for which funds are awarded in the geographic area under the Continuum of Care and the Emergency Solutions Grants programs; and
- (3) Participating in the consolidated plan(s) for the geographic area(s).

**(b) Continuum of Care planning activities.** Eligible planning costs include the costs of:

- (1) Developing a communitywide or regionwide process involving the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals;
- (2) Determining the geographic area that the Continuum of Care will serve;
- (3) Developing a Continuum of Care system;
- (4) Evaluating the outcomes of projects for which funds are awarded in the geographic area, including the Emergency Solutions Grants program;
- (5) Participating in the consolidated plan(s) of the jurisdiction(s) in the geographic area; and
- (6) Preparing and submitting an application to HUD on behalf of the entire Continuum of Care membership, including conducting a sheltered and unsheltered point-in-time count and other data collection as required by HUD.

**(c) Monitoring costs.** The costs of monitoring recipients and subrecipients and enforcing compliance with program requirements are eligible.

## Collaborative Applicant Planning Grant Eligible Costs

Current Related Collaborative Applicant Activities			
	Committee Staffing	System Representation (CA Participation)	Deliverables
<p><b>HEARTH Act Eligible Costs (\$578.39, Section B &amp; C)</b></p> <p>(1) Developing a communitywide or regionwide process involving the coordination of nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless and formerly homeless individuals</p>	<ul style="list-style-type: none"> <li>• Advocacy Committee</li> <li>• All CoC Meeting Committee</li> <li>• Employment Task Force</li> <li>• Lived Experience Commission</li> <li>• Service Providers Commission and Executive Committee</li> <li>• Veterans Service Provider Collaborative</li> </ul>	<ul style="list-style-type: none"> <li>• 25 Cities Initiative</li> <li>• Chicago Taskforce on Homeless Youth</li> <li>• Chronic Homelessness Constituency Group</li> <li>• CRS Advisory Committee</li> <li>• Dedicating Opportunities to End Homelessness Committee</li> <li>• Harm Reduction Housing Roundtable</li> <li>• Illinois Joining Forces Working Group</li> <li>• SAMHSA Outreach Implementation Workgroup</li> </ul>	<ul style="list-style-type: none"> <li>• All CoC Meeting (2 Annually)</li> <li>• Reporting and Data Analysis</li> <li>• Committee Minutes, Materials, and Coordination, as required</li> <li>• Operational Advocacy</li> <li>• Technical Assistance &amp; Consultation for Providers</li> </ul>
<p>(2) Determining the geographic area that the Continuum of Care will serve</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>(3) Developing a Continuum of Care system</p>	<ul style="list-style-type: none"> <li>• Chicago Planning Council on Homelessness</li> <li>• Planning Council Executive Committee</li> <li>• Coordinated Access Steering Committee</li> <li>• Plan Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Charter Implementation (TBD)</li> <li>• CoC Peer Sharing Roundtable</li> <li>• HUD Peer-to-Peer Meeting</li> <li>• Regional CoC Roundtable</li> </ul>	<ul style="list-style-type: none"> <li>• Plan 2.0 Semi-Annual Reports</li> </ul>
<p>(4) Evaluating the outcomes of projects for which funds are awarded in the geographic area, including the Emergency Solutions Grants program</p>	<ul style="list-style-type: none"> <li>• Appeals Committee</li> <li>• Consumer Engagement Session Committee</li> <li>• HIMV Committee</li> <li>• System Performance Goals Task Group</li> </ul>	<ul style="list-style-type: none"> <li>• Chicago Systems Analysis Work Group</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Evaluation Instrument and Appeals Committee Report</li> <li>• Consumer Engagement Sessions Completion &amp; Report</li> <li>• Local Evaluation Instrument Review &amp; Scoring</li> <li>• Evaluation Instrument Tool</li> <li>• Site Visit Completion and Reports (TBD)</li> </ul>

<p>(5) Participating in the consolidated plan(s) of the jurisdiction(s) in the geographic area</p>	<p>Overlaps with other eligible cost categories.</p>	<ul style="list-style-type: none"> <li>• DFSS &amp; CAEH Plan 2.0 Leadership</li> <li>• HUD/DFSS/CAEH State of the System Meetings</li> <li>• State Interagency Council on Homelessness</li> <li>• CAEH/DFSS HIC/PIT Work Group</li> <li>• HMIS Committee</li> <li>• YOUTH Count Committee</li> </ul>	<ul style="list-style-type: none"> <li>• HUD CoC Application &amp; Project Ranking List Completion</li> <li>• HUD CoC Project Application Review and Approval</li> <li>• CoC Project Competition Annual Report</li> <li>• Grants Inventory Worksheet</li> <li>• HEARTH FOTG Ranking Report</li> <li>• Housing Inventory Chart &amp; Point In Time Count</li> <li>• Planning Grant Project Application</li> </ul>
<p>(6) Preparing and submitting an application to HUD on behalf of the entire Continuum of Care membership, including conducting a sheltered and unsheltered point-in-time count and other data collection as required by HUD.</p>	<ul style="list-style-type: none"> <li>• HEARTH Funding Opportunities Task Group</li> <li>• New Projects Process Committee</li> <li>• New Projects Selection Committee</li> </ul>	<ul style="list-style-type: none"> <li>• HEARTH Funding Opportunities Task Group</li> <li>• New Projects Process Committee</li> <li>• New Projects Selection Committee</li> </ul>	<ul style="list-style-type: none"> <li>• HUD CoC Application &amp; Project Ranking List Completion</li> <li>• HUD CoC Project Application Review and Approval</li> <li>• CoC Project Competition Annual Report</li> <li>• Grants Inventory Worksheet</li> <li>• HEARTH FOTG Ranking Report</li> <li>• Housing Inventory Chart &amp; Point In Time Count</li> <li>• Planning Grant Project Application</li> </ul>
<p>(7) The costs of monitoring recipients and subrecipients and enforcing compliance with program requirements are eligible</p>	<p>None currently</p> <p><i>The HMV Committee has proposed that 10 site visits per year be completed and coordinated by the Collaborative Applicant</i></p>	<p>None currently</p>	<p>None currently</p>
<p>Other:</p> <ul style="list-style-type: none"> <li>- Technical Assistance</li> </ul>	<p><i>Due to increased requests by providers, the Alliance proposes that 10 technical assistance trainings be offered each year by the Collaborative Applicant</i></p>		