



# Minutes

**Committee:** HUD COC and ESG Committee

**Date:** 5/27/2020

**Duration:** 9:00 – 11:00

**Meeting Place:** ECHO  
300 E. Highland Mall Blvd

**Attendance:**

P = Present

TC = Attended via Dial in

A = Absent

CoC and ESG Members							
A	Kali Holyfield	A	Erin Whelan	A	Sylvia Garrett	P	Rick Rivera
A	Christa Noland	P	Caitlin Bond	P	Dylan Shubitz	A	Christina Montes
A	Erin Goodison	A	Greg McCormack	A	Kate Bennett	A	Naomi Tejero
P	Hosie Washington	A	Kathy Ridings	A	Mamadou Balde	A	Melinda Cantu
A	Natasha Shoemaker	A	Delia DeLeon	A	Robyn Schoer	P	Jason Phillips
P	Neil Hackett	A	Chris Meigs	A	Rachel Connors	A	Netanya Jamieson
A	Miranda Spiro	A	Allison Jackson	A	Jim Currier	A	Michelle Myles
A	Sam Verde	A	Darcy Rendon	A	Quen Jones	A	Rachel Pound
P	Rachel Maxwell	P	Victoria Perez	P	Rhie Azzam Morris	A	Lorena Martinez
ECHO Staff							
A	Kate Moore	P	Laura Evanoff	A	Mason Turpin		Sarah Duzinski
A	Norman Harris	P	Axton Nichols	P	Whitney Bright	P	Claire Burrus
P	Andrew Willard						

AGENDA		DISCUSSION	ACTION ITEMS
<b>I. Welcome</b>	E Whelan	<ul style="list-style-type: none"> <li>No meeting minutes to approve (Meetings canceled: March and April 2020 due to COVID-19)</li> </ul>	N/A
<b>II. CoC Business</b>	A Willard	<b>CoC Governance Structure Consultant</b> <ul style="list-style-type: none"> <li>Governance Consultant – Homebase POSTPONED due to COVID-19</li> </ul>	N/A
<b>III. CoC Lead Agency Updates</b>	A Willard, L Evanoff	<b>ECHO Staff Updates (org chart)</b> ECHO Provided updates on new staff hired and provided copy of ECHO organizational chart <ul style="list-style-type: none"> <li>New staff added to <i>Community Planning &amp; Partnerships</i> department               <ul style="list-style-type: none"> <li>Andrew Willard: Procurement &amp; Performance Coordinator</li> <li>Chris Murray: Contract &amp; Compliance Specialist</li> <li>Axton Nichols (title change): Special Projects &amp; Planning Coordinator</li> <li>Paloma Lefebre: MSW intern</li> </ul> </li> <li>HMIS Department               <ul style="list-style-type: none"> <li>Whitney Bright moved to the HMIS Program Director position</li> <li>Norman Harris moved to HMIS Administrator position</li> </ul> </li> </ul>	N/A

AGENDA	DISCUSSION	ACTION
	<p data-bbox="428 261 527 285">C Burrus</p> <ul style="list-style-type: none"> <li data-bbox="730 199 1262 224">○ Brandi Davis moved to HMIS Trainer position</li> <li data-bbox="730 232 1262 256">○ New HMIS Specialist hired and will start soon</li> <li data-bbox="632 264 1178 289">● Chris Davis hired as Communications Manager</li> </ul> <p data-bbox="583 329 1003 354"><b>COC Performance Scorecard Summary</b></p> <ul style="list-style-type: none"> <li data-bbox="632 362 1066 386">● Scorecard pilot has been postponed <ul style="list-style-type: none"> <li data-bbox="680 394 1423 451">○ Had planned to use 2020 Q1 to test out updates to performance scorecards, but this pilot has been postponed due to COVID-19</li> <li data-bbox="680 459 1234 483">○ Scorecards will remain unchanged for 2020 Q1</li> <li data-bbox="680 492 1549 548">○ Pilot will resume at a later date (TBD) once ECHO and partner agencies have more time available to devote to the pilot</li> </ul> </li> <li data-bbox="632 557 1535 613">● <i>Question about whether COVID-19 may be disproportionately impacting certain program types (RRH) over others (PSH) and if HUD has offered specific guidance</i> <ul style="list-style-type: none"> <li data-bbox="680 621 1499 678">○ Current environment may make it more difficult for RRH participants to gain income/employment needed to successfully exit programs</li> <li data-bbox="680 686 1514 808">○ No specific guidance from HUD around RRH programs <ul style="list-style-type: none"> <li data-bbox="772 719 1514 808">▪ HUD has acknowledged that program performance metrics are likely to look different due to the pandemic and has encouraged CoCs to focus on meeting the needs of their community</li> </ul> </li> </ul> </li> </ul> <p data-bbox="583 849 936 873"><b>NOFA Collaborative Application</b></p> <ul style="list-style-type: none"> <li data-bbox="632 881 1528 938">● HUD released 2020 NOFA funding details and Collaborative Application scoring summaries</li> <li data-bbox="632 946 1507 1044">● Austin/Travis County CoC scored 162.5 points out of a possible 200 points on our Collaborative Application <ul style="list-style-type: none"> <li data-bbox="680 1011 1079 1036">○ Last year our score was 187/200</li> </ul> </li> <li data-bbox="583 1052 1346 1076">● Nationwide, Collaborative Application scores were lower this year <ul style="list-style-type: none"> <li data-bbox="680 1084 1121 1109">○ 2019 max score = 186.5, mean = 157</li> <li data-bbox="680 1117 1121 1141">○ 2018 max score = 190, mean 166.75</li> </ul> </li> <li data-bbox="583 1149 1507 1206">● Our CoC still scored above average, and our score was high enough to qualify our community for DV bonus funds</li> <li data-bbox="583 1214 1535 1271">● HUDs scoring summary is fairly opaque, so some analysis and inference is necessary to determine where exactly we lost points.</li> <li data-bbox="583 1279 1451 1336">● Likely lost 18.5 points due to quantitative changes, mainly related to System Performance measures <ul style="list-style-type: none"> <li data-bbox="680 1344 1052 1369">○ Our community lost points for <ul style="list-style-type: none"> <li data-bbox="772 1377 1157 1401">▪ Increase in first time homeless</li> <li data-bbox="772 1409 1507 1433">▪ Decrease in length of time homeless did not meet 5% threshold</li> <li data-bbox="772 1442 1486 1498">▪ Increase in successful permanent housing placements did not reach 5% threshold</li> </ul> </li> </ul> </li> </ul> <p data-bbox="428 792 533 816">A Nichols</p>	

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	<ul style="list-style-type: none"> <li>▪ Increase in returns to homelessness</li> <li>▪ Increase in chronic homelessness</li> <li>▪ Increase in family homelessness</li> <li>• Likely lost 19 points for qualitative issues               <ul style="list-style-type: none"> <li>○ In addition to the quantitative metrics, HUD awards points for how well communities describe their planning and strategies around the various components (e.g. “Describe how your community is working to decrease chronic homelessness.”)</li> <li>○ We appeared to lose points this year on items we previously received full points for.                   <ul style="list-style-type: none"> <li>▪ Difficult to tell based on HUD’s score rubric why some elements were scored differently                       <ul style="list-style-type: none"> <li>• E.g. HUD awards points for the structure/process communities use for their local CoC NOFA competition to solicit applications from community providers. The process we described on our 2018 Collaborative Application received full points, but the nearly identical process we described for our 2019 Collaborative app lost points.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	
<b>IV. City of Austin ESG</b>	<p>N Hackett</p> <p><b>City of Austin ESG</b></p> <ul style="list-style-type: none"> <li>• CoA is working with ECHO and the hired consultants (Matthew Daugherty and Barbara Poppy) to develop application process to access ESG funding.</li> <li>• \$2.35m in new ESG COVID-19 funding available           <ul style="list-style-type: none"> <li>○ CoA expects to release RFP soon</li> </ul> </li> </ul> <p>L Evanoff</p> <p><b>ESG Coordinator Application</b></p> <ul style="list-style-type: none"> <li>• ECHO applied for and was awarded the ESG Coordinator role to administer the ESG funds made available through the CARES Act.           <ul style="list-style-type: none"> <li>○ ECHO received funding to support administrative processes and to build out our HMIS to accommodate new projects.               <ul style="list-style-type: none"> <li>▪ Includes funding for ECHO to increase reporting and HMIS Help Desk capacity to better support providers</li> </ul> </li> <li>○ As ESG Coordinator, ECHO will recommend an additional \$1m for RRH programs               <ul style="list-style-type: none"> <li>▪ ECHO is working with CoA to develop a joint process to apply for this funding</li> </ul> </li> </ul> </li> </ul> <p>L Evanoff</p> <p><b>Termination Policy</b></p>	

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	<ul style="list-style-type: none"> <li>• In order to be in compliance with ESG funding regulations, ECHO is working to update some of our community’s written standards, including our Termination Policy</li> <li>• Proposed Termination Policy is fairly “bare bones” with the plan to quickly pass this policy to come into compliance and potentially modify the policy later if needed</li> <li>• <i>Committee Discussion</i> <ul style="list-style-type: none"> <li>○ Proposed Termination Policy allows for “at least 90 days” for a program participant to appeal their termination <ul style="list-style-type: none"> <li>▪ Request for clarification around when the “90 days” begins. Before or after a termination decision?</li> <li>▪ Clarification that “90 days” would begin on the date of initial client notification of intention to terminate. Notification to terminate may indicate that termination is set to take place in “30 days,” but with this proposed policy, client would have an additional 60 days (after the termination date) to appeal termination decision. If program agrees to overturn a termination that has already taken place, the program would allow the client back in, and program would likely back-pay rental assistance for those interim 60 days (after the original termination)</li> <li>▪ Concerns that re-instating a client after termination due to a successful termination appeal could negatively impact program performance metrics.</li> </ul> </li> <li>○ Question about whether proposed Termination Policy would apply to ESG programs <ul style="list-style-type: none"> <li>▪ CoA would determine if this Austin/Travis County CoC Termination Policy would apply to specific CoA ESG contracts</li> </ul> </li> <li>○ Suggestion that “90 days” may be too long a window to accommodate termination appeals <ul style="list-style-type: none"> <li>▪ Many programs already have processes in place to appeal the program violations that might eventually lead to a termination notice. Adding 90 days to the end of an existing process that may have started weeks/months before may create too long a timeframe</li> </ul> </li> </ul> </li> <li>• Termination Policy approved with changes by CoC &amp; ESG Committee and will be submitted to Membership Council for final approval <ul style="list-style-type: none"> <li>○ “A review of the [termination] decision must be made available for at least <b>30 days</b>...” <ul style="list-style-type: none"> <li>▪ “at least 90 days” changed to “at least 30 days”</li> </ul> </li> </ul> </li> </ul>	<p>Termination Policy approved by committee with changes. Policy will be presented to Membership Council for final approval</p>

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<p><b>V. Interim Rule Wellness Check-up</b></p>	<p>E Whelan</p> <p><b>HUD Monitoring Visits – sharing</b></p> <ul style="list-style-type: none"> <li>• Lifeworks’ scheduled HUD monitoring visits were canceled and postponed indefinitely</li> <li>• HACA is being monitored for their HOME TBRA project <ul style="list-style-type: none"> <li>○ Local HUD field office requested copies of files be submitted electronically</li> <li>○ Monitoring was delayed, but still occurred</li> </ul> </li> <li>• Caritas was monitored by local HUD field office at the end of March/beginning of April <ul style="list-style-type: none"> <li>○ Monitoring conducted remotely including interviews via phone</li> <li>○ Monitoring completed within a week (expedited timeline)</li> </ul> </li> </ul> <p>A Willard</p> <p><b>COVID-19 HUD Waivers and Recordkeeping</b></p> <ul style="list-style-type: none"> <li>• “HUD Waiver Policies and Procedures Guidance” document is posted on <a href="#">ECHO’s website</a></li> <li>• <a href="#">Waiver update memo from HUD (pdf)</a>, extending the time frame of some previously instituted waivers:</li> <li>•</li> </ul>	<p>N/A</p>
<p><b>VI. Workgroup Updates</b></p>	<p>Q Fisher</p> <p><b>Equity Task Group</b></p> <ul style="list-style-type: none"> <li>• Proposal to address racial disparities in current Coordinated Entry (assessment) process was brought to Membership Council.</li> <li>• MC expressed concerns that language in current proposal could violate the Fair Housing Act.</li> <li>• Proposal was also sent to HUD for vetting, and HUD stated current language would not comply with existing regulations</li> <li>• Task Group will work to update proposal to address concerns brought up by MC and HUD</li> <li>• Following up on potential training opportunities for the community</li> </ul> <p>W Bright</p> <p><b>HMIS Workgroup</b></p> <ul style="list-style-type: none"> <li>• ECHO HMIS department sent out a survey to programs with questions regarding Housing Inventory Counts (HIC) <ul style="list-style-type: none"> <li>○ Responses due by June 30</li> </ul> </li> <li>• Our HMIS vendor, Wellsky, recently moved our content to a new server that caused some issues with ART. Transfer is complete and issues should be resolved. <ul style="list-style-type: none"> <li>○ If there are ongoing issues, submit an HMIS Help Desk ticket</li> </ul> </li> </ul>	<p>N/A</p>

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	<p>A Nichols</p> <ul style="list-style-type: none"> <li>• HMIS training continues via Zoom <ul style="list-style-type: none"> <li>○ Brandi Davis is the new HMIS trainer</li> </ul> </li> <li>• New HMIS Specialist will start next week</li> <li>• HMIS user survey was sent out a few months ago. HMIS department is working to review and compile responses and will report out soon. <ul style="list-style-type: none"> <li>○ Programs have been requesting more specific HMIS training options</li> <li>○ HMIS department is working on developing new trainings</li> </ul> </li> <li>• HMIS department is looking into utilizing some new software to facilitate the creation of multiple, program-specific training options available.</li> </ul> <p><b>PIT Count Workgroup</b></p> <ul style="list-style-type: none"> <li>• PIT WG has not met recently due to COVID-19</li> <li>• Next PIT WG meeting scheduled for June 18<sup>th</sup>, 1 – 2:30pm. <ul style="list-style-type: none"> <li>○ Invite to virtual meeting is forthcoming</li> </ul> </li> <li>• Results for 2020 PIT Count have been released publicly and can be viewed on <a href="#">ECHO's website</a>.</li> </ul> <p><b>VAWA Housing Protections</b></p> <ul style="list-style-type: none"> <li>• Previous scheduled meeting was canceled, and a training was held in its place</li> <li>• Contact <a href="#">L Evanoff</a> for access to a recording of the training.</li> </ul>	
<b>VII. Other Business</b>	<ul style="list-style-type: none"> <li>• Question about how Coordinated Entry assessments are being conducted during the pandemic. <ul style="list-style-type: none"> <li>○ ECHO CE Staff have been contacting individuals staying at city ProLodge and IsoFac sites to complete assessments</li> <li>○ Phone assessments can be requested online by <a href="#">filling out this form</a></li> </ul> </li> </ul>	
<b>VIII. Wrap Up/Next Steps</b>	E Whelan	NA

**Next Meeting:** Wednesday, June 24 9:00AM – 11:00AM; virtual meeting, details TBD