
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Continuum of Services Committee

August 26, 2009 Minutes

Co-chairs: Val Quadros, Jennifer Andersen

Next Meeting: September 23, 2009, 10:30 a.m.-12:00 p.m. Pantano Rm., Sentinel Bldg., 320 N. Commerce Park Loop

Report to TPCH General Meeting September 10th

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| <ul style="list-style-type: none">■ Motion to approve the Exhibit 1 preparation timeline.■ Circulate list for recording new homeless beds. |
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TOPICS DISCUSSED

1. **Minutes.** Nick Jones moved and Susanna Rodriguez seconded to approve the minutes of the previous meeting with the correction that Nancy Panico volunteered to assist with the Strategic Plan. **Motion passed.**
2. **Description of CoS Committee's Duties.** Already completed.
3. **Update on Bonus Project.** Jennifer Andersen reported that the Bonus Project workgroup met and drafted a notice of funding availability (NOFA) for the project, which she distributed. Steve Nelson noted that this project description is broad and allows for collaborations by housing and services agencies, thus enabling our continuum to make maximum use of housing funds. Participants discussed whether it was appropriate to create a timeline; identify a target homeless population; or set collaboration requirements at this time. Mary Pat Sullivan moved to accept the draft as proposed to go out to the TPCH list serve and the community at large. **Motion passed.** Subsequent discussion was to move the final paragraph, noting that this is advance notice of newly available funds rather than the final NOFA, was accepted by consensus.
 - **Next step.** The NOFA will be released to the TPCH list serve and website, the list of grantees, plus the City of Tucson and Pima County websites.
4. **Update on Strategic Plan.** Participants discussed what should be done to update the strategic plan and when. Leslie Carlson noted that the Plan to End Homelessness (PTEH) Task Force and TPCH PTEH Committee will be updating the PTEH and hope to complete the process by December 31st. Steve Nelson noted that the combination of the new Neighborhood Stabilization Program I (NRP), Homeless Prevention and Rapid Re-housing Program (HPRP) plus upcoming HEARTH Act implementation is changing the overall climate and emphasis of homelessness services. Changes need to be planned for in the strategic plan, and the planning process reported in Exhibit I. This requires ongoing discussion and goal development. All continua will be required to describe to HUD how their continuum is involved in local HPRP planning and implementation.
 - **Next step.** CoS Committee members will participate in the PTEH update discussion.
5. **Exhibit 1 Registration.**
 - **Registration.** Steven Wind reported. TPCH has received email notification that the continuum is registered, but has not yet received notice that it is authorized to apply. It appears that HUD in Washington, D.C. does not have Tucson's SPC4 project in their records, and thus has a bed capacity discrepancy. Susanna reported that the Arizona HUD representative has forwarded the appropriate information to correct this issue to Washington.
 - **Next step.** TPCH co-chairs will complete registration when the email authorization to apply is received.

- **Timeline for Submission.** Steven reported that he continues to update the timeline as HUD's anticipated NOFA date changes by using benchmarks such as 45 days post NOFA release for completion of Exhibit I and 90 days for application completion. Current anticipated release is September 1st. He asked that the committee consider the rating and ranking (R&R) process for renewals in relation to these benchmarks. Participants discussed how to proceed and reached consensus to approach last year's R&R Committee members about their willingness to serve again.
 - **Next step. a.)** Steven will circulate last year's R&R committee member names and committee members will respond with contact data.
 - **b.)** Steven will prepare the timeline with the benchmarks for presentation for approval at TPCH General Council vote on September 10th.
- **User Registration for E-Snaps for Exhibit II.** Steven reported that he contacted all grantees to learn whether they have new representatives who need to complete training. It appears that all new representatives have the more experienced representative on hand. These new representatives must register when the NOFA comes out. He added that there are several APRs to update. He is entering all updated APRs into an existing spreadsheet that should provide the progress data needed for Exhibit I.
 - **Next steps. a.)** Steven will provide a technical assistance meeting on the registration process.
 - **b.)** Steven will meet with Beth Carey to review and verify the APR database.
- **Update on E-Snaps projected data entry date.** Deferred until HUD NOFA is released.

6. Old Business

- **New Homeless Projects.** Jennifer reported that a list for recording new projects and/or units designated for homeless persons was circulated at the August General Council meeting.
 - **Next step.** The "new beds" list will be circulated again at the September General Council meeting.
- **HMIS.** Participants discussed how/if they might assist with HMIS compliance. Linda Kot noted that she has agreed to join with HMIS system administrators and committee co-chairs in meetings to encourage agencies that are not yet participating. Barbara Montrose noted that there is still some difficulty with ServicePoint[®] software appropriately recording and tracking families.
 - **Next step.** Linda and Beth will check with the HMIS co-chairs to ensure that system administrators understand and prepare to supply all data needed for HUD Exhibit I.
- **RAPP.** Barbara noted that RAPP is the first PATH team in Arizona to use HMIS.

7. **Next Meeting:** Wednesday, September 23rd, Pantano Room, City Sentinel Building, 320 N. Commerce Park Loop.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Jennifer Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Lori Block	Interfaith Coalition for the Homeless	lori.block@ichtucson.org
Beth Carey	Southern Arizona AIDS Foundation	bcarey@saaf.org
Leslie Carlson	PTEH Implementation Coordinator	lacarlson@cox.net
Pat Carnes	Compass Health Care	pcarnes@compasshc.org
Kelly Evans	<i>Emerge!</i> Center against Domestic Violence	kellye@emergecenter.org
Nick Jones	Old Pueblo Community Services	nickjones@helptucson.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Barbara Montrose	Community Partnership of Southern Arizona	barbara.montrose@cpsa-rbha.org
Steven Nelson	Pima County, Jackson Employment	snelson@csd.pima.gov
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov