

Pasadena Partnership to End Homelessness

Housing Committee Meeting Minutes

July 28, 2016

In Attendance: Anne Lansing, Pasadena Dept. of Housing; Anna Jacobsen, Pasadena Dept. of Housing; Cheryl Castillo, Alliance for Housing and Healing; Michelle White, Affordable Housing Services; Ryan Izell, Union Station Homeless Services; Ashley Marshall, Pacific Clinics

- I. Welcome & Introductions
- II. Continuum of Care Application
 - a. NOFA out and available in E-Snaps
 - b. 2 handouts passed out and reviewed
 - c. Anne will issue a very brief RFP for the bonus project by 5pm today and direct interested parties to E-snaps to complete new application
 - d. New applications must be submitted by Friday, August 12th. Decisions will be made by August 18th by the CoC Board.
 - e. If agency is interested, let Anne know by Monday, August 1st. If no one ends up applying, the City will apply for the bonus, and it will be placed in Tier 2 below the renewal projects.
 - f. There is one project that will be placed in Tier 2 for being slightly lower performing than the other projects. Agencies will be made aware of the Project Prioritization List by Monday, August 1st.
 - g. HUD will be judging CoC's largely on system performance.
 - h. Bonus project is only for PSH for chronically homeless individuals.
 - i. No more than 30% allocated to supportive services.
 - i. 25% match requirement for new and renewal projects; program income is now an eligible match.
 - j. Leverage is not required this year from HUD.
 - k. Baseline admin percentage is 7%, but it does not go up as your yearly contract amount goes up.
 - l. The recommendation was made that if the City were to apply for the Bonus project that they also apply for service dollars to not lose out on service positions.
 - m. Renewal applications – same as last year and pre-populated
 - i. Items to be aware of:
 1. Application Part 5C. – where people are coming from? For transitional housing, you should answer it with a 0%.
 2. Application uses future tense.
 3. Need to get to a “Yes” answer for your project being a “Housing First” project; if you do not, you should contact Anne, because your project will need to be restructured.
 - n. Had a discussion about HUD expectations regarding all turnover units being filled by chronically homeless and also using the CES system.
 - o. Budget line items – don't change anything; if you absolutely need to change something, contact Anne for discussion and consultation
 - p. Renewal Deadline is August 12, 2016.
- III. Approval of the Minutes
 - a. The minutes were reviewed. Minutes were approved.
- IV. Next meeting
 - a. Thursday, August 25, 2016