

**Commission on Homelessness for Volusia & Flagler Counties**  
**Application Subcommittee Meeting Minutes**  
Tuesday, April 19, 2016  
Salvation Army, 1555 LPGA Blvd., Daytona Beach

**Attendees:** Jay Bond, Pam Woods, Diana Phillips, Angelia Briggs, Carl Falconer, Jim Cameron, Dr. Maria Barbosa, Ray Salazar, Jeff White, Victoria Brown-Searle

**I. Call to Order**

The meeting was called to order at 1:09 pm and introductions were made.

**II. Application Policy and Procedures Review**

The committee reviewed the policy and procedures. It was suggested that “will conduct two private meeting” should be changed to open to the public per the governance charter.

**III. Changes in the ESG and TANF Grants**

The committee discussed the changes to the ESG and TANF grants. In the past DCF administered these grants directly to the agencies, however some changes were made to the grants and now they will go through the lead agency to the service providers. These grants are geared towards homeless prevention and rapid re-housing. The Committee agreed to the following changes to the ESG application:

- Data points for emergency shelter
  - Number of days the client is in shelter
  - Discharge date
  - Performance in HMIS/ Data Quality
- Data points for rapid re-housing
  - Cost per individual
  - Number of days in service

- Data quality
- Maintain housing after 3 months
- Data Points for street outreach
  - Data from bridges program
  - Number of days in housing
  - Number of contacts with people in outreach
  - HMIS/ Data quality

Jeff white is going to request last year's Capers submitted and HMIS reports from each agency applying. The Committees goal is to drive quality in applications. If the applicants do not meet the minimum threshold, then they will not be funded.

The committee agreed to the following points for each item in the application:

1. (25 points) Please provide a narrative summary of your program to include
2. (5 points) - Please provide a complete program budget that includes the sources of all income to be contributed. Indicate the source of matching funds as required by Florida Statutes 24 C.F.R. § 576. (100% Match Required)
3. (10 points) - Continuum of Care Participation. Please describe the participation of agency staff in the CoC. (include leadership roles for the Commission on Homeless and committee participation).
4. (5 points) - Has your agency returned federal or state funds for homeless housing or services during the last 5 years? If so, please report the year, the amount returned and the reason funds were not fully expended.
5. (15 points) - Describe the applicant's experience (in detail) in providing housing or services to the homeless or those at-risk of homelessness. Include the following data points
6. (5 points) - Describe the agency's experience in administering public funds. Please provide the most recent audit or financial review, a copy of the roster of the Board of Directors, and a copy of the most recent annual budget.

7. (25 points) - Please describe the agency's experience in collecting and using data on services provided to meet outcome and/or performance measures. Does your agency currently participate in the Homeless Management Information System (HMIS) or other database? If your agency does not currently participate in a database, please describe your data collection methods and indicate if you are willing and able to implement use of HMIS for the activities funded under the Emergency Solutions Grant. If your agency has received a corrective action plan related to use of the HMIS, please provide a copy of the plan, and detail the agency's efforts to correct the noted issues. Also indicate whether the agency's corrective efforts have been reviewed and approved by the HMIS coordinator.
8. (10 points) Please provide the 2014-15 CAPER submission for ESG component executed along with copies of timely drawdown submission and year- end report submitted to DCF.

Jeff White will make revisions to the application and send it to the Committee for review.

**IV. Challenge Grant**

No Discussion

**V. Projected Timeline**

TBD based on RFP

**VI. Next Meeting**

TBD based on RFP

**VII. Adjourn**

The meeting was adjourned at 2:17 p.m.