



Kentucky Balance of State CoC Webinar Summary Notes – September 2, 2015

KHC Staff Presenting:

Lynn Chrisman, *Training and Development Specialist*

Jennifer Oberlin, *Manager, Training and Development*

Jill House, *ESG Program Specialist*

Anne Colly Rose, *Training and Development Specialist*

Webinar attendees were welcomed by Kentucky Housing Corporation (KHC) Training and Development team member, Lynn Chrisman.

Jill House presented the following information related to the Program Funding Draw System:

- As of Tuesday, September 1, 2015, KHC has introduced the new Program Funding Draw Management System. Program draws will no longer be accepted through the Universal Draw Request.
- All funding recipients must register to use the new Program Funding Draw Management System.
- During the registration process, agencies will be able to determine the projects to be set up in the system.
- At least one person within an agency must be designated with signatory authority.
- Once the registration process is entered into the system with a person(s) designated with signatory authority, KHC staff will go in and confirm this designation. Be sure that the person(s) with signatory authority in the system is the same one that is on file at KHC with your specific programs. If they do not match, you may need to send in an updated paper form to make sure the paper form and the online system match for the person(s) with signatory authority.
- If you have submitted signatory authority online and have not been approved yet, please give us a call to check on the status.
- The person(s) that are designated with signatory authority **MUST** be the person that actually submits the draw request. Others within the agency can prepare the draws but the person with signatory authority must be the person to actually push the submit button.

Jill encouraged participants to ~~the~~ view the instructional videos online. Lynn Chrisman showed participants where to find the videos on the KHC website. Jill added that anyone having any

difficulty may contact her for assistance. A Frequently Asked Question link is also listed in the eGram notice that went out to partners on August 27.

One of the participants asked if the new system had an option to print the draw information. Jill followed-up to say that the printer icon is located at the top of the draw request screen when the draw is first created as well as on the screen that lists all of the draws.

Jennifer Oberlin presented the following information:

- The CoC Advisory Board met on August 27. The Board minutes from July and August will be posted on the CoC webpage on the KHC website very soon.
- At the directive of the CoC Advisory Board, KHC staff submitted a request to HUD for technical assistance (TA) and training related to Coordinated Entry and Assessment. The request was approved and KHC is awaiting additional information on when the assistance will be provided and how trainings may be structured.
- The CoC Advisory Board has directed KHC staff to send out official notices asking service providers, non-profits and other interested parties to join the Kentucky Balance of State Continuum of Care. The intent of the invitation is to broaden the participation to include other entities that come in contact with person experiencing homelessness. The Board is encouraging everyone to share the invitation with partners in local areas that serve the homeless but may not get funding from KHC or other federal programs.
- The Region Six Coordinated Assessment pilot project is now in second month and has made several successful housing referrals and placements. We are having weekly meetings and are continually having new partners to join the meetings.
- Several non-KHC funded service agencies are looking at including the VI-SPAT as a tool within their agencies at intake which would be an asset in trying to coordinate services within the region.
- KHC is encouraging Advisory Board members, Emergency Solutions Grant (ESG) recipients and CoC partners to start local meetings within their own areas to establish the infrastructure of players so it is already in place prior to the formal implementation of the Coordinated Entry/Assessment process into those communities.
- KHC staff, with the assistance of the Homeless and Housing Coalition of Kentucky, has formed a relationship with Helen Jones, the McKinney-Vento Homeless Coordinator for the Kentucky Department of Education. Through this newly development relationship, KHC staff was invited to attend a recent meeting of the regional McKinney-Vento coordinators from across the state. KHC staff presented information about the VI-SPDAT and Coordinated Entry/Assessment and discussed working together to address the needs of homeless families with children.

Lynn Chrisman presented the following information:

- The 2015 CoC NOFA and application have not been released yet by HUD but they are anticipated to be released at any time. Once the NOFA is released, KHC staff will be forwarding information out to partners.

- All agencies receiving CoC funding should read the NOFA once it is released, in its entirety to be aware of any program changes that could potentially affect projects previously funded.
- Scoring for renewal projects has been completed with the exception of adding match and leverage scores.
- The new and renewal project scoring criteria is listed on the CoC webpage on the KHC website.
- Agencies should be communicating with agencies that provide match and leverage for their grants and lining up the amounts that will be committed but DO NOT prepare and date letters at this time. Match and leverage letters must be dated within the open window of the CoC application otherwise, they are not valid.
- All match and leverage letters must be on the letterhead of the agency or business that is making the commitment of match or leverage.

Anne Colly Rose presented the following information related to KYHMIS.

- KYHMIS new user and ART trainings are scheduled in September and October. The August 27 eGram had a full list of training dates.
- Those interested in attending need to complete a training request form on the HMIS webpage.
- Training dates are listed on the HCA calendar at the following link: https://wapps.kyhousing.org/KHC_Webforms/Calendar/
- KYHMIS users are encouraged to sign up for continuing education credits. Continuing education information has been shared in past eGrams and is also posted in Agency News in Service Point.

An attendee asked if current KYHMIS users can attend new user training as a refresher. Anne Colly Rose responded by encouraging current users to attend new user training and added that if the attendee's homework is completed, continuing education credit will be awarded.

Jennifer Oberlin thanked everyone involved in the new KYHMIS online invoicing and payment process this year. She said it had been very successful and has reduced the workload for KHC staff. She reminded agencies that have not made payments yet to do so by the end of September; otherwise, they will no longer have access to KYHMIS.

Jill House presented the following information on the Emergency Solutions Grant (ESG):

- Congratulations to the 2015 ESG recipients. A total of 30 applicants will receive funding in the amount of \$2,362,692.
- The 2015 ESG award recipients are in the process of completing their technical submissions. The deadline for those submissions is 5 pm Friday, September 4.
- The Release of Funds Notice will be sent out following grant agreement execution and will allow agencies to proceed with spending 2015 ESG funds. These can be ESG-eligible expenses from July 1, 2015 forward. So if an agency incurred expenses since July 1, 2015, that are eligible with the awarded budget, then those expenses can be reimbursed.

- If you have 2014 ESG funds, those funds must be fully obligated and spent with draw disbursements by March 31, 2016.

During Jill's presentation, Lynn brought up the July 1, 2015 eGram with the 2015 ESG recipients.

Jennifer Oberlin presented the following information related to the Veterans Emerging Towards Transition (VETT) Program:

- KHC, in an effort to support the national Mayors Challenge to End Veteran Homelessness, still has 81 VETT program vouchers available in the 87 counties across the state where KHC serves as the PHA. A total of 100 vouchers were set aside for the VETT program.
- 19 homeless veterans have been housed since the program started in late spring.
- The VETT vouchers are for permanent housing.
- The veteran doesn't have to be honorably discharged to receive this housing assistance.
- The VETT program is much more flexible than VASH or SSVF.
- The VETT program only pays up to fair market rent (FMR). So, if a veteran receives temporary housing assistance through other programs such as SSFV where the rental assistance may be paying more than FMR and upon exit the veteran goes into the VETT program, the veteran would have to move to another unit that accepts FMR. Agencies are encouraged to keep this in mind when partnering all the resources to help homeless veterans.
- Information about the VETT program and application forms are available on the KHC website at <http://www.kyhousing.org/Specialized-Housing/Pages/VETT-Vouchers.aspx>
- KHC partners are asked to share information about the VETT program with other service providers within their local communities that may serve homeless veterans.
- Referrals can be made directly to the program using the forms on the KHC website. Referrals are not required to go through local elected officials. If your local official is on the list of participating mayors or county judge executive, KHC encourages agencies to make them aware of your referral but you are not required to send the referral through their offices.

Final reminders presented by Lynn Chrisman include:

- Presented information on how to find the HCA Help Desk and what is available on the webpage.
- Agencies are encouraged to notify KHC of any staff changes.
- Agency staff is encouraged to sign up for eGram notices. Attendees are given guided tour on how to sign up for eGram notices.

With no further business, the CoC webinar ended.