

Chittenden County Homeless Alliance Coordinated Entry Committee Meeting

Wednesday, April 9th, 2025
8:30AM – 10:00AM

Coordinated Entry Committee

This committee is charged with identifying systemic approaches for the Chittenden County Homeless Alliance (CCHA) to meet HUD's requirements related to Coordinated Entry (CE). The committee will make recommendations to the Steering Committee on improvements to coordinated entry through changes to the CE Policies and Procedures and other governing documents. It will offer the Steering Committee recommendations for the implementation of these changes.

The committee will also monitor coordinated entry and assist with the yearly CE evaluation, incorporating feedback from frontline staff and supervisors to better improve the CE process. The committee will review data on a yearly basis to ensure equity and fairness in the CE process, with an emphasis on examining racial inequities.

MINUTES

1. Announcements & Introductions

(5 minutes)

a. Coordinated Entry Annual Evaluation – Will Vilardo

Elaine motioned to approve the March meeting minutes, Ari seconded. The motion carried.

Travis Poulin announced that VITA services are ongoing. If you are working with anyone who makes \$67,000 or less and needs to file their income taxes, have them call 211 for an appointment at the UMass VITA site. They will be running the VITA site through April 15th. They can still help late filers, but those appointments will be made by Jacqueline LaCross, our VITA Program Manager, out of the 255 S. Champlain office. Travis also announced the Champlain Valley Office Economic Opportunity (CVOEO) Fuel & Utilities program will close at the end of April, so no utility disconnection or fuel assistance through the seasonal program will be available after April.

2. CE Updates – Stephanie Smith

(10 minutes)

Emergency Rental Assistance Program (ERAP) grant funds for David Bogdan will expire July 1st. CE will have to reduce administrative programming if the current funding levels do not continue. They will apply for HOP funds to help backfill the lost ERAP funding.

Marcella mentioned this is a great time to reevaluate the roles of the assessment hubs and partners.

Taylor agreed it is a good time to connect with those on the partnership agreement to leverage their resources if CVOEO is losing funding. The majority of the CE administration's time is filled by administrative duties, rather than assessments.

Crystal mentioned the Burlington Housing Authority (BHA) may be able to start adding capacity for assessments.

Linda Amante mentioned those who are assessing would need to be trained in the Homeless Management Information System (HMIS).

Marcella said it is not overly complex or expensive to gain more licenses and training for the HMIS, and that we should expand the pool of people who can utilize the system.

Meghan Morrow Raftery mentioned the Institute for Community Alliances (ICA) can provide a list of HMIS users in Chittenden County.

Sarah asked Ari if this is something we can note on the CCHA Housing Opportunity Program (HOP) sign-off form that says organizations who are identified as hubs need to take on assessments. Ari mentioned the only Alliance member agency receiving HOP funds for CE assessments is currently Steps.

Will Vilardo proposed continuing this discussion at the next partnership meeting, which is usually held quarterly.

Sarah asked how funding can be prioritized to address the potential assessment backlog due to loss of funding for CE.

Ari said the conversation needs to happen with partners before they apply so that they can potentially shift some of their activities to include that. She didn't believe any agency applied for that activity that we then chose not to fund.

Sarah agreed it would be helpful to have a partners meeting prior to the HOP app deadline.

The CE assessment can be completed as part of many HOP activities (like housing navigation, essential services), but the CE administration team does have a dedicated activity.

Will asked if this process could bleed over onto the NOFO Committees responsibilities. Marcella said they would not.

Sophia said they do not receive funding for assessments, but they do receive funding for navigation. She asked if it has already been established that supporting assessments is the top priority, or if housing navigation could also be up for prioritization by the CE partners.

Stephanie spoke to the difference between an employee being dedicated to assessments only and those that assess as an addition to their daily professional roles.

3. HUD Updates

(15 minutes)

Tabled

4. [Partnership Agreement](#) Annual Review Timing

(10 minutes)

Will mentioned Bryce could send a Doodle poll in the next week to decide on the best meeting time. This meeting will be held to discuss how to maintain capacity in CE while CVOEO is losing funding for David.

Stephanie thought it would be best to annually review the partnership agreement in the fall.

Will said the meeting to discuss the CE system capacity with the assessment partners and hubs should be the priority.

Stephanie said a representative from each partner agency should attend the meeting; if the representative is different than the ones listed on the partnership agreement please contact Stephanie.

Crystal said the partners meeting should be open to more than just the partners. Taylor agreed.

Stephanie thought it would be best to announce a call for additional assessment partners at the Steering Committee meeting.

Marcella said it would be helpful to list the responsibilities of the assessment hubs and partners included with the list at the end of each agenda. This would help the members understand the system better.

The group discussed AgeWell as a potential assessment partner.

Stephanie mentioned it seems it would be unrealistic to ask partners to attend committee meetings when they are only sending a limited number of referrals.

Will said Bryce will distribute the Partnership Agreement within the minutes of the meeting.

Stephanie said she could create an abbreviated version of the agreement that could highlight the organizations and their specific responsibilities.

Marcella mentioned the Spring Community Meeting would be a good time to talk about CE as a system and who is working within it. Taylor agreed. Travis agreed the highlight of the loss of funding sources will be important for the membership to understand.

Crystal mentioned there are other existing funding sources that could help fill the foreseen gaps.

5. CE Housing Referrals – Stephanie Smith

(40 minutes)

a. Champlain Housing Trust (CHT) Unit Queue

There has been a significant delay in the referral process, which has resulted in the loss of housing unit opportunities. This happens when a tenant falls through at the last moment and there are no backups in place, among other reasons. Mike Ohler approached Stephanie to identify a solution to prevent additional vacancy loss.

Stephanie shared the Coordinated Entry Mainstream Resources Prioritization report. Sophia Senning mentioned the previous system would result in stale information from applications and wants to make sure we are building protection against that result. Sophia would like this solution to be more about the full system of CE, without specific concentration on the CHT issue.

Marcella said she understands CHT is the largest provider of housing now, but the rest of the system of providers should be included in the solution as well.

Crystal proposed discussing any local models that are working well.

Stephanie mentioned alternative referrals could be alternates at multiple housing unit opportunities, which makes it difficult to count on alternates being in place when the time comes.

Marcella asked Stephanie what she believes to be the root of the issue, and said it would be helpful to see where the holdups in the system are. Stephanie said the root of the issue is multipronged. The application time is taking too long, about 14 days now. Then another 14 days for the referral. The hold up seems to be after the applications have been processed.

Marcella asked if there is a master list that shows all the available units and the potential applicants.

Stephanie mentioned her list is not shareable, since it has name from the domestic violence on it.

Sara Maddocks said the CHT housing applications don't expire any more. This helps to have pre-approved candidates. Mike Ohler mentioned this is key to the ongoing success of the referral system.

Sophia reiterated the solutions seem to be CHT focused and miss some details that are key to how other partners engage the system.

Taylor asked if it makes sense to add the changes to the MOU with CHT instead of within the CE Mainstream Resources Prioritization. It seems to be CHT focused. Stephanie mentioned it would be more difficult to enforce those priorities.

Stephanie said it has helped to require applications earlier in the process; this will help to build the applicant pool.

Mike summarized that a full application at the forefront will help the administrators move quicker on the latter end of the process.

Stephanie is open to ideas to solve the issues with efficient referral processes.

- b. ***VOTE to approve the changes to the [Coordinated Entry Mainstream Resources Prioritization](#).

Tabled.

- 6. [CE Policies & Procedures](#) Review (10 min)
 - a. Working Group Formation – Ciara Kilburn & Will Vilaro

Tabled

- 7. Other Business (5 min)

Coordinated Entry Assessment Hubs & Partners

Hubs:

1. Champlain Valley Office of Economic Opportunity (CVOEO)
2. Committee on Temporary Shelter (COTS)
3. Spectrum Youth & Family Services
4. Steps to End Domestic Violence

Partners:

1. ANEW Place
2. Community Health Centers/Safe Harbor
3. Howard Center
4. Pathways Vermont
5. Supportive Services for Veteran Families at UVM (SSVF at UVM)
6. Veterans Inc.
7. US Department of Veteran Affairs White River Junction Medical Center
8. Champlain Housing Trust
9. City of Burlington Police
10. City of Burlington Community & Economic Development Office (CEDO)
11. Champlain Valley School District (CVSD)