



North Carolina Balance of State Continuum of Care

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NC BoS CoC Steering Committee Meeting

July 9, 2019 Minutes

Regional Leads Present: Kristen Martin, Teena Willis, Melissa McKeown, Marie Watson, James Mercer, LaTasha McNair, Melissa Eastwood, Jim Cox

At-Large Members Present: Todd Rosendahl, Angela Harper King, Deena Fulton, Dora Carter, Ellen Blackman, Lisa Phillips, Eric Edwards

SC Members Absent: Destri Leger, Mollie Thompkins, Natasha Elliott, Emily Locklear, Kara Desmarais, Ryan Carver, Parker Smith, Jessa Johnson

Interested Parties Present: Amy Steele, Charlotte Stewart, Danielle Locklear, Donna Smith, Emily Lowery, Grace Whitney, Lynne James, Jane Wrenn, Janice Sauls, Joshua Edwards, Lori Watts, Monica Frizzell, Manuel Hyman, Mary Erwin, Matthew Grubmeyer, Paulett Wall, Peggy Owens, Renee Urban, Teresa Robinson

NCCEH Staff Present: Brian Alexander, Ehren Dohler, Jenn Von Egidy

Approval of Consent Agenda

- The consent agenda will be voted on as a whole at the beginning of each meeting. Steering Committee members may request to move an item from the consent agenda to the regular agenda, if they feel it requires additional discussion.
- The consent agenda was sent out prior to the meeting and is posted at:
<https://www.ncceh.org/files/10230/>
- There being no changes needed, the consent agenda was approved by common consent.

Staff Changes

Bagé Shade has resigned effective July 19. If you have correspondence with Bagé, you can finish it through the July 19 or direct it to bos@ncceh.org. It has been a privilege to work with Bagé, and we know many of you have shared that sentiment as well. We wish her all the best in her future endeavors.

HMIS Advisory Board

Initially, staff sent out a recommendation for Brian Alexander to serve on the HMIS Advisory Board and the second NC BoS CoC seat would be determined once a new staff person was hired.

- This item has been removed from the consent agenda as staff wish to recommend Ehren Dohler to serve alongside Brian Alexander on the HMIS Advisory Board.
- Staff solicited questions or comments. None expressed
- A motion was made to approve Brian Alexander and Ehren Dohler as CoC designated members for the HMIS Advisory Board [Carter, Watson]. All in favor, none opposed.

2019 CoC Competition

- HUD announced the initial steps of the 2019 CoC competition.
 - Registration has been submitted and verified by HUD.
 - The GIW was submitted prior to April 17 deadline and has now been verified with HUD.
 - The NOFA was released on July 3

- 2019 CoC Funding Priorities and Scorecards were approved at the May 6, 2019 Steering Committee Meeting. These materials and the FY19 CoC NOFA can be found on the website: <https://www.ncceh.org/bos/currentcocapplication/>.
- The Intent to Apply form has been released. If agencies are interested in applying for a new CoC project in the FY2019 competition, they will need to fill out this form. NCCEH staff will be in touch to discuss proposed projects. It is mandatory that all agencies wanting to apply for new CoC funding complete an Intent to Apply form. The deadline to apply is July 17 at 6:00 PM. The 2019 Intent to Apply Form can be found at: <http://bit.ly/2t8YKQa>.
 - Intent to Apply forms are accepted on a rolling basis and are non-binding.
 - Staff will set up a phone call with agencies to talk about thresholds, program design, and any questions the agency has.
- The CoC needs agencies to apply for funds that can run effective programs. Regional Committee leadership and at-large members can help with recruitment.
 - Agencies interested in applying should:
 - Have capacity to operate CoC programs
 - Have knowledge of best practices
 - Have a willingness to serve the most vulnerable people
- [New CoC Project webinar](#)
 - CoC eligible activities
 - Overview of NC BoS CoC Application Process
 - Thresholds and standards for applying
 - Helpful hints to get started
- [Renewal CoC Project webinar](#)
 - Overview of NC BoS CoC Application Process
 - Common errors and mistakes
 - New resources to help with the application
 - Helpful hints
- The CoC needs an active Project Review Committee to score and rank CoC project applications.
 - Regions without a representative should submit the name of a volunteer and their contact information immediately to: <https://forms.gle/CySH1f5Fsg5hwCkeA>
 - Project Review Committee members play an important role in the CoC process by reviewing and scoring applications. The committee then meets to provide a recommendation for funding to the Steering Committee. The Steering Committee will have an opportunity to vote whether to approve the recommendation set forth by the Project Review Committee.

Regional Committee	PRC Member Elected
Region 1: Southwest	None



Region 2: Southern Mountains	Alyce Knaflich
Region 3: Uni5	Jane Earnest
Region 4: DISSY	Cindy Haithcock
Region 5: Piedmont	Andrea Merriman
Region 6: PRACC	Carl Thompson
Region 7	Kay Johnson
Region 8: Southeast	None
Region 9: Tar Heel	James Mercer
Region 10: Neuse	Deniece Cole
Region 11: Northeastern	None
Region 12	Gabriele Gonzalez
Region 13: HACC	None
At-Large	Dora Carter

- Staff solicited questions or comments. None expressed.

ESG Application

The Emergency Solutions Grant is expected to be released mid-July 2019. The NC BoS CoC is beginning preparations for the funding competition now.

- Tentative ESG competition timeline
 - The RFA will likely be released the week of July 15.
 - Applications will be due to the ESG office in October.
- Regional Committees are responsible for running a local competitive process, soliciting, reviewing, and selecting project applications. The process should be:
 - Competitive
 - Transparent and avoid conflict of interest
 - Promote funding to the highest quality projects
 - Reflect community need



- ESG funding priorities should assist communities to design their process and make good decisions.
- ESG Funding Process Lead role:
 - Serve as primary contact for Regional Committee and NC BoS CoC staff for the ESG competition
 - Organize annual ESG competition activities for the Regional Committee
 - Facilitate the formation of a funding committee to oversee and provide recommendations to the Regional Committee for approval
- Every Regional Committee needs to elect their ESG Funding Process Lead (FPL) by Monday, July 1st. ESG Funding Process Leads should not be from an agency receiving or applying for ESG Funds due to conflict of interest.
 - Regions missing an FPL: 1,4, 5, 6, 7, 8
 - Submit your ESG FPL here: <https://forms.gle/j6f7NEFK7rpsBpZX9>
- ESG Funding Process Orientation Webinar
 - Thursday, July 11th 11:00 AM - Noon
 - Register: <https://www.ncceh.org/events/edit/email/1346/>
- Form a Funding Process Committee
 - The Funding Process Committee should have at least 3 people
 - Funding Process Committee members should be conflict-free, have the ability to make difficult decisions, and understand CoC and regional priorities.
 - ESG Funding Lead and Funding Committee members should be familiar with the tenets of Housing First and NC BoS CoC Written Standards.
 - A robust funding process should establish regional funding priorities, choose a scorecard (whether it's the NCCEH scorecard or one created by the region), and review applications using these tools to make tough decisions.
- ESG Funding Process Lead Status Calls
 - Staff will host two conference calls with Funding Process Leads. The purpose of the calls are to support regions in creating a dynamic ESG application review process. Regions will be asked to report out on any updates and progress in their funding process. This helps staff to make sure regions are on track to meet deadlines.
 - The first call will be held August Many regions are still looking for volunteers to serve on the FPC.
- August 1 Benchmarks
 - Designate an ESG Lead Agency: The ESG Lead Agency is the agency and designated person at that agency who serves as the contact for the Regional Committee. This is the person who the state ESG office will communicate with throughout the year and will provide information about ESG issues to the Regional Committee. Ideally, this would be the ESG Funding Process Lead but another person/agency can take on this role when necessary. The person/agency designated as the ESG Lead Agency should be knowledgeable of the full application submitted to the ESG office, be aware of the programs awarded ESG funds, and willing to be the liaison between the ESG office and the Regional Committee.
 - Create a timeline of activities: Funding Process Committees should meet quickly to lay out a timeline of activities and communicate this timeline to the Regional Committee and to interested organizations. Ideally, the timeline should include Regional



Committee approval of funding priorities, project application due dates to the Funding Process Committee, reviewing project applications, writing the regional application, review and editing the full application, Regional Committee approval of project applicants, and submitting the full application to NCCEH and the state ESG office.

- Determine who will write the Regional Application: One of the most important tasks that has caused a lot of anxiety for Regional Committees in the past is who will write the Regional Application. Funding Process Committees need to wrestle with this early and determine how the Regional Application will be completed. This can happen numerous ways from one person being assigned the task to a group of folks taking parts of the application to complete. The important thing is that the Regional Committees identify who will write the application and ensure that they have the skills and knowledge to complete the task on time and effectively.
 - Determine how the applications will be scored: Funding Process Committees must have a method for scoring their ESG applications. This can be done using the NC BoS CoC scorecard or with a scorecard that your committee develops. If you are using a scorecard that your committee develops, you must turn it in with the Funding Priorities Worksheet for approval. If you are using your own scorecard, it should have a way to prioritize projects based on your region's funding priorities, identify and prioritize best practice projects, and look at past performance.
 - Develop a plan for outreach and engagement of potential applicants and advertise the availability of ESG funds: By this date, your Regional Committee should be advertising the availability of ESG funds and have a plan to engage and outreach agencies that might be effective ESG grantees. Your Regional Committee does not need to wait until the application is released to advertise. Regions could advertise and begin this engagement much earlier. Regions could run an intent to apply process. Be creative! However, the Funding Process Committee needs a comprehensive plan to make sure any agency interested in applying for funding knows the timeline, what will be required to apply, and how their project would need to fit into the region's funding priorities.
 - Set grantee expectations: The region can decide local expectations for grantees approved for ESG funding. Common expectations set in the past include attendance at Regional Committee meetings, serving as a lead on the Regional Committee or on a subcommittee, requiring agencies to notify the region of any significant change requests for budget amendments or changes in component types before contacting the ESG office.
- All resources will be posted on our website: <http://www.ncceh.org/bos/esg/>

ESG Funding Priorities

In the board packet, Steering Committee members received a draft copy of the ESG Funding Priorities for 2019. This draft has been reviewed, revised, and approved by the Funding and Performance Subcommittee. The ESG Funding Priorities will help regions guide their decision-making process for this year's ESG funding competition. We will point out a few highlighted areas that have been revised, we'll have an opportunity for discussion and questions, and we'll have an opportunity for a Steering Committee member to make a motion to approve these priorities.

- A significant change in the ESG Funding Priorities is a shift from agency-focused to client-centered language in the following sections.



- Priority for accessible emergency shelters
- Priority for accessible rapid re-housing programs
- Priority for effective street outreach programs (Principle 3 only)
- Priority for homelessness prevention programs that reduce returns to homelessness and prevent first time experiences with homelessness
- Note that these are priorities and not mandates. Meaning the region should prioritize agencies that adhere to these, but it's not mandated that an agency that doesn't cannot be funded.
- This shift allows for more focus on ensuring the expectations of what experience clients should have when they access ESG programs/projects.
- A shift from ESG-focused priorities to NC BoS CoC-focused priorities
 - Removed mention of ESG Tiering considerations when making decisions on who to put forth in the Regional Application. While ESG-specific considerations will be communicated, it was not necessary or appropriate to include in the priorities. It also provided a great deal of anxiety and confusion for applicants and sometimes created more barriers for those interested in the funding for the first time. Instead, any ESG requirements and ESG-related considerations can be found in the funding announcement information and/or application instructions.
- Removed "low-barrier" where possible and provided clarifying language
 - ex. Under "Purpose" section, changing *"full Housing First implementation"* to *"expanding access to homeless services."*
 - Lowering barriers should be seen as a spectrum versus the idea that an agency either is or isn't low barrier.
- Staff solicited questions and comments
 - Jim Cox clarified that the priorities now look at accessibility to shelter and that lowering barriers is on a continuum.
 - Staff agreed
 - Teena Willis commented that these are positive changes and thanked the Funding and Performance Subcommittee for their good work.
 - Ehren further commented that the committee tried to use "prioritize" rather than mandate when looking at coverage and the needs of the community. It's about using the resources you have but prioritizing the agencies that offer the most accessibility.
- A motion was made to approve the 2019 ESG Funding Priorities [Edwards, Martin]. All in favor, none opposed.

CE Written Standards Update

At the last Steering Committee meeting, Ehren presented changes to the annual CE evaluation procedure. The Coordinated Entry Written Standards have been updated to reflect these changes.

- Language has also been updated from "Coordinated Assessment" to "Coordinated Entry" throughout this document.
- Evaluation Procedure
 - The evaluation will be conducted annually in the spring. Exact dates determined by the Coordinated Entry Council.
 - Surveys will be distributed to providers and people experiencing homelessness/formerly homeless



- Surveys to people experiencing homelessness distributed during two-week period after VI-SPDAT.
- Surveys to people in RRH programs within 30 days of when they are housed. These will be done on a rolling basis rather than just once a year.
- Surveys to people in PSH programs during a two-month period, end the same day the VI-SPDAT survey distribution ends.
- Staff solicited questions or comments. None expressed.
- A motion was made to approve changes to the Coordinated Entry Written Standards [Edwards, Mercer]. All in favor, none opposed.

SSO-CE RFP

2018 was the first year NC BoS CoC received SSO-CE funding, and NCCEH distributed the funds across 5 regions.

- NCCEH plans to release the 2019 SSO-CE RFP this month.
 - Plans to expand into more regions. Agencies may apply for new grants to cover any region without a renewal grant
 - Current regions (2,5,10,11, 12) will be able to apply for renewal
 - It is open to current or former CE Leads
- Funds implementation of coordinated entry
 - Maintaining by-name list in HMIS
 - Facilitating case conferencing
 - Conducting outreach, VI-SPDATs, prevention & diversion screens
 - CE navigation support
- Applicants must have a letter of support from Regional Committees to be CE Lead, if they are selected for a grant.
- Staff solicited questions and comments.
 - LaTasha McNair asked when the RFP would be released.
 - Ehren responded that release was imminent and likely in the next few days. Current grantees will be invited to apply for renewal which is a much shorter application than the new application.

HUD Mainstream Voucher NOFA

This opportunity is eligible for any agency that provides Section 8 or Housing Choice Vouchers, commonly the public housing authorities. This is a big opportunity to bring additional vouchers to your community.

- Vouchers must be used for persons with a disability
- Prioritizes populations, including persons experiencing homelessness
- Application provides points for providing services through a partnership with an agency such as an MCO.
- Preference for persons experiencing homelessness will be made for their regular voucher programs as well.
- Due date is September 5
- Staff solicited questions and comments.
 - Angela Harper King added that the NOFA prioritizes persons transitioning out of institutions such as adult care homes.



- Grace Whitney chatted in a question asking if families with children were eligible.
- Ellen Blackman added that this can be used for non-elderly persons with disabilities, which includes families.

Meetings and Reminders

- **CoC New Applicant Webinar** February 28, 10:00-11:30 AM
Recording: <http://bit.ly/2tNCcEU>
- **CoC Renewal Applicant Webinar** March 7, 11:00 AM- 12:00 PM
Recording here: <http://bit.ly/2UwecD>
- **Anti-Discrimination Webinar** June 27, 2:00-3:00 PM
Recording here: <http://bit.ly/2XhIb79>
- **ESG Funding Process Orientation Webinar** July 11, 11:00 AM
Register here: <https://www.ncceh.org/events/1346/>
- **ESG Status Call, August 1, 11:00 AM**
View the presentation: <https://global.gotomeeting.com/join/791696621>
Phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 791-696-621

Next Steering Committee Meeting: Tuesday, August 6, 2019 at 10:30 AM

