



North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting 10.6.15

Regional Leads Present:

Donna McCormick (for Wanda Feldt and Debbie Cole), Kim Crawford, Marc Recko, Teena Willis, Alvin Foster, Casey McCall, Clintess Barrett (for Asia Elzein), LaTasha McNair, Sharon Poarch, Brian Alexander, Roxanne Curry (for Melissa Payne), Joel Rice, Susan Pridgen, Nicole Dewitt, Marlene Harrison, Sarah Lancaster, Jennifer Molliere, Linda Brinson (for Chris Battle), Mary Mallory

Regional Leads Absent:

Mollie Tompkins, Marie Watson, Juliet Rogers, Gus Smith, Emily Locklear

Interested Parties Present:

Bob Bourke, Faye Pierce, Janice Sauls, Lori Watts, Mark Owen, Pat Byrd, Sarah West, Suzanne Storch, Talaika Williams, Amy Modlin, Tamara Veit, Amy Upham, Monica Frizzell, Amy Steele, Patricia Bryant, Jim Cox, Lynne James, Robin Shue, Ursula Ingram, Mary Pat Buie, Tammy Gray

NCCEH Staff Present:

Beth Bordeaux, Emily Carmody, Nancy Holochwost, Denise Neunaber, Corey Root, Tia Sanders-Rice

Approval of September Minutes

There being no changes needed, the minutes were approved by common consent.

Coordinated Assessment

- The BoS is expecting 26 coordinated assessment plans, one from each Regional Committee. At this time:
 - fourteen plans have been approved by the Steering Committee and are being implemented
 - one plan has received recommendation from the Coordinated Assessment Council (CAC) and is in the revisions process (Twin County)
 - two plans will be presented for Steering Committee approval today (Beaufort and Johnston)
 - nine plans are ready for further CAC action
- For Regional Committees still working on their plans, NCCEH has created a new resource that compiles good examples from other approved plans. This document is posted on the BoS coordinated assessment webpage at www.ncceh.org/bos/coordinatedassessment/.
- The plans from Beaufort and Johnston Regional Committees were presented for Steering Committee review.
 - The CAC noted the strong points of the Beaufort plan:

- good job discussing continuing engagement for programs
 - has weekly referral meetings
 - has clear grievance policy
 - The CAC noted the strong points of the Johnston plan:
 - did good job of incorporating feedback they received from CAC
 - identified known “side doors” of entering homeless system
 - Regional Committee is planning forum to educate community about CA
 - The Steering Committee was asked for any discussion about these two plans; none was raised. A motion was made and approved to approve the Beaufort and Johnston coordinated assessment plans [Alexander, Harrison]. All in favor; none opposed.
- The first outcome report for communities implementing coordinated assessment is due October 15. The report must include aggregate data from July through September. The reporting tool and a training on how to use the tool is posted on the BoS coordinated assessment webpage at www.ncceh.org/bos/coordinatedassessment.
- The Coordinated Assessment Council has recommended changing from version 1 to version 2 of the VI-SPDAT. Version 2 incorporates feedback that Orgcode, the creator of the VI-SPDAT, received from the field. Version 2 is shorter and has fewer questions, and the subjective questions were removed.
 - There is an explainer on NCCEH’s website at www.ncceh.org/files/6130 that provides background information about this change.
 - The CAC recommends making the change to Version 2 on, and not before, January 1, 2016. NCCEH will provide more tools to help Regional Committees make the transition.
 - The Steering Committee was asked for discussion about this change; none was raised. A motion was made and approved to change from Version 1 to Version 2 of the VI-SPDAT as of January 1, 2016 [Molliere, Dewitt]. All in favor; none opposed.
- There is a standing Coordinated Assessment Dialogue Call on the second Tuesday of each month from 3:00 to 4:00. The October 13 call will feature a live training on how to make changes to NC211 information to meet requirements for coordinated assessment. Participants can register at www.ncceh.org/events/918.

CoC Grant Competition

- HUD released the Continuum of Care NOFA on September 17 and the grant competition is now underway. The consolidated application consists of three parts:
 1. The CoC application, which consists of CoC-wide information. NCCEH completes this with input from agencies, Steering Committee members, and other stakeholders. Regional Committee leads will be asked to complete a survey form to provide some of this needed information. The form is due October 13.
 2. Project applications from agencies applying for new projects, renewal projects, and CoC planning funds.
 3. The project priority listing, which is a ranked list of all project applications. The ranking is recommended by the Project Review Committee and approved by the Steering Committee.
- The application process is managed at the CoC level by NCCEH (the CoC collaborative applicant). Project applications come from local agencies to NCCEH for review, scoring,



- and ranking, and then NCCEH submits the entire consolidated application to HUD.
- There is funding available for new projects under the Permanent Housing Bonus. There are two types of eligible projects:
 - Permanent supportive housing projects serving 100% chronically homeless people
 - Rapid re-housing projects serving homeless individuals, families, or unaccompanied youth coming directly from the streets, emergency shelters, or who are fleeing domestic violence or other people meeting the criteria of paragraph 4 of the definition of homeless
 - HUD will release CoCs' Final Pro Rata Needs (FPRN) on October 9. The FPRN is the "fair share" that CoCs are eligible to apply for, but due to national funding limits, the full amount will not be available for the 2015 competition. The BoS' FPRN is expected to be \$9,803,304. FPRN determines the amount that the CoC can apply for in two categories:
 - Permanent Housing Bonus is 15% of FPRN (\$1,470,496).
 - CoC planning is 3% of FPRN (\$294,099). The CoC planning grant is a non-ranked project that the CoC Collaborative Applicant (NCCEH) is eligible to apply for. Because this project is not ranked, including it in the CoC application will not affect any of the other project applications that will be submitted.
 - The Annual Renewal Demand (ARD) is the amount of funding needed to renew all eligible renewal applications. The ARD is \$6,815,972.
 - HUD is again requiring CoCs to place projects into tiers this year. Tier 1 is the relatively "safe" tier because HUD expects to be able to provide this amount of funding. Projects in Tier 2 are at risk of not being funded.
 - Tier 1 is 85% of ARD (\$5,793,576)
 - Tier 2 is 15% of ARD plus the PH Bonus amount (\$2,492,891)
 - Project applications and all other required application materials are due to NCCEH by 5:00 p.m. on Friday, October 16. Resources and detailed project application instructions are posted on the NCCEH website at www.ncceh.org/bos/currentcocapplication. NCCEH will notify applicants on November 5 if their projects will not be included in the final application.
 - The Project Review Committee reviews and scores project applications using the scorecards posted at www.ncceh.org/bos/currentcocapplication and recommends a ranked list of projects to the Steering Committee for final approval.
 - The first meeting of the Project Review Committee is October 15 from 1:30 to 3:00 via conference call and webinar. This is a mandatory orientation meeting. Any representative who cannot attend this meeting cannot serve on the Project Review Committee. Representatives must register at www.ncceh.org/events/937.
 - The Project Review Committee will score applications from October 19 to 23. Each representative will be assigned 2 to 5 applications.
 - Project Review Committee reps will have phone calls with NCCEH staff October 26 to 28 to review scores.
 - The final Project Review Committee meeting is November 3 from 10:30 to 12:30. During this meeting the Project Review Committee will review scores of all projects and created the ranked list of projects for Steering Committee approval. Representatives must register at www.ncceh.org/events/938.



- Regional Committees are required to review and approve new project applications from their areas. Regional Committees must complete the New Project Review Form posted at www.ncceh.org/bos/currentcocapplication/. This form is due to NCCEH by Friday, October 23.
 - Renewal projects are expected to present their applications to Regional Committees for review, but approval is not required.
 - Because there is a very short turnaround on applications, the review process can be done in whichever manner fits the Regional Committee’s needs and schedule (at an in-person meeting, via email, on a conference call, etc.).
- The November Steering Committee meeting has been moved from Tuesday, November 3, to Thursday, November 5, from 10:30 to noon. The Steering Committee will be asked to approve the final ranked list of projects. Any Regional Lead who is a project applicant must ensure the alternate can attend and vote in order to avoid a conflict of interest.

ESG Update

- The ESG application is managed at the Regional Committee level. Agencies submit their applications to their Regional Committees, which make funding recommendations and complete the regional ESG application. The Regional Committees then submit all materials to the State ESG Office. The CoC lead (NCCEH) has approval rights; NCCEH staff review the applications after they have been submitted to the ESG office.
- Regional Committees are expected to run an open, transparent, and competitive process for the ESG application. Regional Committees must avoid conflict of interest by ensuring that:
 - Agencies receiving funding do not make decisions about funding
 - There is a process used for those with a conflict of interest to recuse themselves from voting
 - The Regional Committee minutes clearly record the review and decision-making process for ESG funding decisions
- Regional Committees can use different criteria to make ESG funding recommendations:
 - Project outcomes and performance
 - Number of clients served
 - Community need (what programs already exist and what gaps are unfilled)
 - Whether applicants are good community partners
- NCCEH has an ESG Intent to Apply form posted at <http://bit.ly/1NRH7Xx>. This is an optional form that Regional Committees can use if they wish. NCCEH staff will forward all responses to Regional Leads once a week. NCCEH will not contact people who complete the form; this is the responsibility of the Regional Committee.
- All projects that are applying for ESG funds, even if they are not recommended for funding, must submit contract certifications to the State ESG Office by Friday, October 16. This is what the State ESG Office has been calling its “intent to apply” process. This is separate from the optional Intent to Apply form on NCCEH’s website.
- The ESG application materials have been posted on the NCCEH website at www.ncceh.org/esgapplication. NCCEH will post BoS-specific information for the ESG application at www.ncceh.org/bos/esg/. The ESG application is due to the State ESG Office by 4:00 p.m. on Friday, November 6.



- NCCEH is creating a document containing BoS ESG application recommendations for funding. It will also explain the minimum/maximum levels for emergency response and housing stabilization activities: <http://www.ncceh.org/files/6273/>
- NCCEH will also provide information for some parts of the regional application (posted here: <http://www.ncceh.org/bos/esg/>):
 - CoC policies and procedures (Section 5)
 - HMIS bed coverage
- Section 5 of the Regional ESG application asks for the CoC's written standards. These are also required by HEARTH legislation. The BoS formed a written standards workgroup in March 2015, but its work was postponed because the CoC NOFA was expected to be released over the summer. Since ESG written standards are needed in time to meet the November 6 ESG application deadline, these must be completed now. The written standards workgroup will work to complete written standards for CoC and update ESG projects written standards in the coming months.
 - NCCEH staff have drafted a document for the ESG application. The document is posted on the BoS minutes and agendas page at www.ncceh.org/files/6202/.
 - Corey read through the document and reviewed major points for each of the three activities covered (emergency shelter, rapid re-housing, and prevention). After each section, Steering Committee members were asked for questions or comments.
 - Nicole asked how agencies' compliance with coordinated assessment standards can be tracked. Emily noted that this is expected to be monitored at the Regional Committee level with any issues can be reported to the CAC, and agencies applying for ESG funds should be made aware of them. Denise also noted that one reason NCCEH is applying for CoC planning funds is to expand capacity to help monitor as well.
 - Nicole asked if HUD still recommends that people spend no more than 30% of income for rent. Denise noted that this is the standard for affordable housing, but this level is not a requirement for rapid re-housing program. Most participants will pay more than 30%.
 - Marlene asked if regions that are not applying for prevention funds still need to include the prevention portion of the written standards document in their application. Corey replied that they do need to include the entire document.
 - Corey asked Steering Committee members if they felt ready to approve the draft of the written standards. Steering Committee members agreed that they were.
 - A motion was made to approve the written standards [Alexander, Harrison]. All in favor; none opposed.
 - NCCEH will post the final version at www.ncceh.org/bos/esg/ for Regional Committees to use in their regional applications.

NCCEH Data Center & HMIS Update

- The BoS HMIS migration process, which involves the set-up of agencies' provider pages, is in process.
- At this time, 53 of 60 BoS agencies have submitted all their agency agreements.
 - Six agencies have not submitted any agreements: Caldwell County Yokefellow, Greenville Community Shelter, Harbour House, Partners



Behavioral Health Management, Surry Homeless and Affordable Housing Coalition, The Haven of Transylvania County

- For agencies that have submitted their agreements, NCCEH has forwarded them to MCAH for signatures.
- The participation agreement with MCAH is one of the required attachments for the ESG application. The NCCEH Data Center will send out a communication next week when they are ready to send out these agreements after getting them back from MCAH.
- 43 of 52 non-EAN agencies attended a BoS migration training.
 - Agencies that did not attend training and have not started page set-up should contact hmis@ncceh.org immediately: Caldwell County Yokefellow, Infinite Possibilities, Salvation Army of New Bern, Surry Homeless and Affordable Housing Coalition, Sandhills Community Action Program, Harbour House
- The migration of user licenses was finished over Labor Day weekend. The BoS now has 162 user licenses (150 active and 12 inactive). Data center staff has also completed an audit of available licenses. During the migration and audit, there was a hold on license transfers; that hold has been lifted, so agencies that have had staff turnover can now move licenses from old staff to new staff. There is still a hold on new licenses.
- All active users must log in to ServicePoint right away. Agency administrators received an email with a list of all users in their agency. Agency administrators can reset passwords for users. The NCCEH help desk can reset passwords for agency administrators. All users must update their contact info in their user profile (including email address and phone number).
- HUD made a change to the HMIS data standards that went into effect October 1. Resources regarding these changes include:
 - MCAH 16-minute training video on collecting chronic homeless status: [available here](#)
 - Presentation from NCCEH's 9/25/15 agency administrator call-in meeting: www.ncceh.org/files/6111
- The Annual Homeless Assessment Report (AHAR) is a comprehensive report on homelessness submitted by HUD to Congress. The AHAR includes HMIS and Point-in-Time Count data from all CoCs nationally and presents a picture of year-to-year trends in homeless populations. NCCEH submits AHAR data on behalf of the BoS CoC.
 - HUD will reject poor quality data. CoCs must report in the CoC application whether their data was accepted or not.
 - There are seven data categories, called "shells". In 2013, 4 of the BoS' shells were accepted; in 2014, 5 were accepted. The shell for transitional housing for individuals was not accepted either year because of low HMIS coverage among these types of programs.
 - NCCEH data staff will be contacting HMIS users soon to begin working on data quality in preparation for the AHAR.
- The NC HMIS Governance Committee passed new bylaws for our NC HMIS system. The revisions incorporated advice from HUD and requests from the HMIS lead agency (MCAH) and include significant restructuring of committees.
 - The new bylaws must be approved by CoCs. They are posted at www.ncceh.org/files/6133 and will be presented for approval at November Steering Committee meeting.



- No October BoS Subcommittee meetings
- CoC Project Review Committee meetings
 - Oct. 15, 1:30-3:00 pm – Orientation (REQUIRED): ncceh.org/events/937
 - Nov. 3, 10:30 am-12:30 pm – Score review and ranking: ncceh.org/events/938
- CoC Project Applications
 - All materials due to NCCEH by 5:00 p.m. on Fri., Oct. 16
 - NCCEH will notify applicants if project not included in final application on Nov. 5
- CoC Review/approval forms for new projects
 - Regional Committees submit these to NCCEH by Fri., Oct. 23
 - New CoC projects only, not required for renewal projects
- CoC Application Regional Committee Survey
 - Regional Committee leads please complete and submit by Tuesday, Oct. 13
- ESG Application process takes place at the Regional Committee level
 - Consult 2015 ESG application recommendations from BoS
 - Begin completing project and regional ESG applications
 - Distribute BoS ESG Intent to Apply form or implement local intent to apply process
 - Make sure local application and funding process avoids conflict of interest
 - Submit all ESG application materials to the State ESG Office by 4 pm on Fri., Nov. 6
- BoS Coordinated Assessment Dialogue Group
 - Tues. 10/13, 3:00-4:00 p.m.: ncceh.org/events/918/
- Coordinated Assessment Outcome Report
 - All Regional Committees implementing coordinated assessment
 - Due October 15 for July-September 2015
 - Training and forms: ncceh.org/bos/coordinatedassessment
- Regional Committees working on Coordinated Assessment Plans
 - Use these good examples of elements to help complete plan: ncceh.org/files/6081
- November BoS Steering Committee
 - Moved to Thurs., November 5, 10:30-12:00

Next Meeting: CHANGE FROM REGULAR MEETING DAY - Thursday, November 5, 2015, 10:30 a.m.

