



NC Balance of State Continuum of Care

Steering Committee Meeting

July 5, 2016

10:30 AM

Welcome

- Roll Call
- Reminders
 - *6 to mute/unmute line
 - Please do not put us on hold
 - Hold music is disruptive



Agenda and Minutes

Today's agenda

- Regional Committee Restructuring
- ESG Update
- CoC Competition Update
- Coordinated Assessment
- Written Standards
- HMIS Update
- Upcoming Meetings & Reminders



Review & Approve Minutes

- June minutes
 - <http://www.ncceh.org/files/7157/>



Regional Committee Restructuring

Resources for Transition Committees

- BoS staff have completed a Frequently Asked Questions documents that has been posted to the NCCEH website.
 - The FAQs are posted at:
<http://www.ncceh.org/files/7137/>
- BoS staff are available for telephone calls with Transition Committees during planning in July and August.
 - Email bos@ncceh.org to schedule a call.



Recommended timeline with benchmarks for Regional Committee restructuring

The workgroup developed a framework with recommended timelines to assist RCs to meet the January 1, 2017 goal.

Date	Task
June 30	Formation of Transition Committees
July 31	Complete draft plan for RC transition
August 31	Presentation of Transition Plan to current RCs for approval
September 30	Initial meeting of consolidated RC and election of leaders
October 1-14	1-day regional meetings with BoS staff to create 100-day plans
October 31	Creation of PIT and CA subcommittees
January 1	New RCs formed and meeting



BoS staff support during the transition period

Date	Support
June 2016	Creation of Frequently Asked Questions document
June/July 2016	One-on-one phone calls with current RCs to answer questions and provider guidance – at RC request
August 2016	One-on-one phone calls with Transition Committees
October 2016	Regional 1-day workshops to prepare 100-day plans
Oct-Dec 2016	On-site visits to new RCs by BoS staff



ESG Funding Update

The ESG funding process is expected to start this summer.

- Projected application release in August
- Application process:
 - Regional Committees are responsible for running the ESG application process in the local community
 - BoS CoC will provide answers to questions that apply to the CoC as a whole



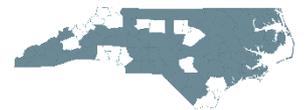
Regional Committees need to identify and submit ESG Leads.

- Regional Committees were asked to submit contact info by June 30 for person who will lead the local ESG application process
- Regional Committees who have submitted: Chatham, Onslow, Down East, Rockingham, Piedmont
- All other Regional Committees need to submit ESG Leads to BoS CoC ASAP: <http://bit.ly/1spUpWr>



BoS Staff will offer support to communities during the ESG process.

- August phone calls with communities
 - ESG Leads and Regional Committee leadership will be able to schedule call with BoS staff in August to discuss local process
 - BoS staff will email instructions on how to schedule calls
- BoS staff have posted general funding competition resources that communities can review when designing their local process:
<http://www.ncceh.org/bos/esg/>



ESG application can be done in old or new Regional Committees.

- Regional Committees can choose to complete this year's ESG application as a new Region or as the old Regional Committee
- Needs to be a community-wide decision



CoC Competition Update

The CoC application is now open.

- HUD released the CoC NOFA on June 29
- The CoC consolidated application is due September 14
- CoC consolidated application has 3 parts
 1. CoC application: CoC-wide info, completed by BoS staff with input from agencies, Steering Committee, other stakeholders
 2. Project applications: individual applications from agencies for new and renewal projects
 3. Project priority listing: ranked list of project applications, recommended by Project Review Committee and approved by Steering Committee



CoC application also includes CoC-wide system performance measures

- This is the first time CoCs are asked to report on them
- Questions about key indicators of success in ending homelessness
 - length of homeless episodes
 - returns to homelessness
 - number of homeless people & first time homeless
 - placement in/retention of permanent housing
 - employment/income growth
- BoS staff will submit this info through HDX
 - Opened June 16, due August 1
 - NCCEH data center emailing agencies if data fixes needed



Funding for new projects is available through the PH Bonus

- Eligible projects
 - Permanent supportive housing
 - Serving 100% chronically homeless individuals and families
 - Rapid re-housing
 - Serving homeless individuals and families coming directly from the streets or emergency shelters, and include persons fleeing domestic violence situations and other persons meeting the criteria of paragraph 4 of the definition of homelessness
- The Project Review committee may also decide to fund new projects by reallocating dollars from renewal projects



The 2016 NOFA includes some changes from the 2015 NOFA.

- CoCs will still need to place projects in 2 tiers
- Change: Tier 1 now 93% of ARD instead of 85%
 - Allows CoCs to place more projects in relatively safe Tier 1
- PH Bonus is now 5% of FPRN instead of 15%
 - Less funds available for each CoC
 - Allows HUD to give bonus projects to more CoCs nationally



HUD uses percentages of ARD and FPRN to determine available funding by category

- Estimated Amounts (Final numbers to be published by HUD no earlier than Aug. 5)
 - Annual Renewal Demand (ARD): all renewal projects
 - \$7,888,001
 - Final Pro Rata Need (FPRN):
 - \$10,511,445
 - PH Bonus: 5% of FPRN
 - \$525,572
 - CoC Planning: 3% of FPRN
 - \$315,343
 - Tier 1: 93% of ARD
 - \$7,335,840
 - Tier 2: 7% of ARD plus PH Bonus
 - \$1,077,732



Next steps for CoC applicants

- Read the NOFA: www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/
- Expect to hear from BoS staff in the coming days
 - We'll send out instructions to applicants
 - All application info will be posted to NCCEH website: www.ncceh.org/bos/currentcocapplication/
- 2 deadlines for application materials
 - July 29: HMIS reports, threshold materials for new projects
 - August 12: project application, all other forms/attachments
- EsnapS not open yet, expected around July 6



CoC application timeline

- **July 12:** Staff interviews with renewal grantees
- **July 21:** Regional Committees submit form with info needed for CoC application (will be sent to RC leads)
- **July 29:** due date for HMIS reports, threshold materials for new projects

- **August 2:** Steering Committee meeting
- **August 12:** due date for project applications and forms
- **August 26:** Project Review Committee meets to create ranked list of projects
- **August 30:** special Steering Committee meeting to approve ranked list of projects
- **August 30:** project applicants notified if project included in final application

- **September 6:** Steering Committee meeting
- **September 7:** project applicants hit submit in esnaps
- **September 14:** CoC application due to HUD



Project Review Committee will meet in August

- The Project Review Committee is responsible for reviewing and scoring project applications using the scorecard
- Committee creates ranked list of projects for Steering Committee approval
- Meetings:
 - August 11: introductory call
 - August 18, 19, 22: one-on-one calls with BoS staff to review scores
 - August 26: final call to created ranked list of projects
- Each Regional Committee has 1 representative
 - Submit contact info by July 22: <http://bit.ly/2933fmi>
 - Rep may not be from agency that is applying for funding (new or renewal)



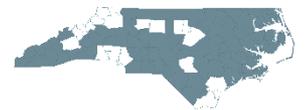
The Scorecard Committee met throughout June to revise scorecards.

- Representatives from Regional Committees and BoS staff reviewed and revised the 2015 New and Renewal Scorecards for the 2016 competition
- Draft scorecards are posted on NCCEH website:
 - Renewal: <http://www.ncceh.org/files/7179/>
 - New: <http://www.ncceh.org/files/7178/>



New and Renewal scorecards have 4 goals.

- Fund organizations that have the capacity to run effective programs (can manage and administer the program, can operate on reimbursement basis, have experience serving this population or a similar one)
- Fund projects that reflect the Balance of State Continuum of Care & HUD's priorities: permanent supportive housing and serving the chronically homeless and veterans
- Incentivize agencies to be good partners (participating in community efforts to end homelessness, on HMIS, helping create infrastructure for their community's homeless service system to operate effectively throughout the year)
- Ensure that funded projects are being good stewards of BoS CoC funding and performing to BoS CoC standards



Both new and renewal scorecards have two parts.

- Part 1: Combined Scoring
 - Scored by NCCEH staff + 1 member of Project Review Committee
 - Project Review Committee member from a distant Regional Committee
 - Scores averaged
- Part 2: Staff Scoring
 - Scored by NCCEH staff only
 - Focused on HUD technical questions and performance



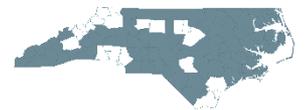
Scorecards are used by the Project Review Committee.

- Project Review Committee works with BoS staff to score all applications
- PRC creates a ranking recommendation to the Steering Committee based on:
 - Scores
 - Meeting standards/minimums
 - Late applications
 - Eligibility per HUD funding rules



Questions were added to the Renewal Scorecard.

- A Housing First question for 10 points
- RRH Performance Benchmarks and Program Standards for 4 points
- Coordinated Assessment and Prioritization questions were added as standard questions
- “Unmet- Documentation not provided” option



Where information comes from was changed on the Renewal Scorecard.

- Performance scores:
 - Based on HMIS Annual Performance Reports (APRs) for January 1, 2015 to December 31, 2015
- Populations served:
 - Based on APR Detail and Counts and Demographics
- Spending:
 - APR, LOCCS, and narrative (if needed)
- RRH standards:
 - New form for RRH agencies to complete



Sentence added to the intro on the Renewal Scorecard.

- Explains that the CoC prioritizes projects that serve households with severe needs and vulnerabilities
- Language taken from NOFA – to maximize points when we're scored by HUD



Threshold requirements were added to the New Scorecard.

- Thresholds
 - Requirements for new grantees
 - Ensure that grantees meet basic qualifications
- Applies to:
 - Managing RRH programs for RRH applications
 - Housing First
 - Agency stability
 - HMIS/Coordinated assessment participation
 - Presenting applications to Regional Committee
 - Turning applications in by deadline



Questions were added to New Scorecard.

- Community Need Statement based on data
- RRH Performance Benchmarks and Program Standards as standard questions
- “Unmet- Documentation not provided” option
- Performance questions for agencies who have other PSH/RRH programs were broken-out into separate based on Renewal Scorecard



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- Spending:
 - APR, LOCCS, and narrative (if needed)
- RRH standards:
 - New form for RRH agencies to complete
- Participation in Regional Committee:
 - New form for Regional Committees to complete



Regional Committees will play a role in new grant applications.

- Community Need Statement:
 - Review gaps in system
 - Provide data for agency statement (PIT, CA outcomes, etc.)
- Regional Committee Approval form:
 - Verify agency participation in committee
 - Verify presentation and approval of application by RC
 - Verify agency participation in ESG process



Draft New and Renewal scorecards are recommended for approval.

- Questions at this time?
- Scorecards are recommended for approval for use by the Project Review Committee, with understanding that changes may need to be made once HUD publishes the CoC application (if it contains unexpected questions)
- Motion?



BoS staff are holding a meeting for all PSH CoC grantees in July.

- Aimed at helping all PSH grantees follow best practice standards
 - Assistance on the key elements that were commonly missed (not requiring services, not having restrictive program rules)
 - Clarifying eligibility and other key program compliance issues
 - Discussing benchmarks for program performance
- Required for all CoC PSH grantees
- Also inviting CoC RRH grantees

- July 12, 10:00 – 3:00 at HUD office in Greensboro
 - Register: www.ncceh.org/events/987/
 - Not registered yet: Burlington Dev. Corp., SHAHC, United Community Ministries



Coordinated Assessment

Coordinated Assessment Exchange, Tuesday, July 12th, 3:00-4:00 pm

- Monthly on the second Tuesday, 3:00-4:00 p.m.
 - Register on the NCCEH website:
<http://www.ncceh.org/events/962/>
 - This month's call: Reviewing the new Coordinated Assessment Outcome Reports
- CA Exchange meeting materials posted on NCCEH website
 - www.ncceh.org/bos/subcommittees/caexchange/



2nd Quarter Coordinated Assessment Outcomes will be due on July 15, 2016

- All Regional Committees are required to submit CA outcomes for April-June 2016 by July 15, 2016
- Please submit one form per Regional Committee with totaled information for the 2nd quarter
- Reporting form (required)
 - <http://goo.gl/forms/QESzakx4xH>



All Regional Committees who submit outcomes will receive new report.

- BoS staff have created a Coordinated Assessment Outcome Report in order to:
 - Improve understanding of data and data quality by reflecting data back to communities
 - Provide a visual tool to see how your CA system is operating and where there are gaps
 - Provide a way for the CAC to oversee implementation and provide feedback to your Regional Committee



The CA Outcome Report will be a part of CAC oversight.

- Report process:
 1. Regional Committees will complete Google form to submit CA outcomes
 2. BoS staff will generate a report and email it to the person who submitted outcomes
 3. Regional Committees will have an opportunity to address issues and resubmit data
 4. Corrected reports will be reviewed by the CAC for questions and feedback



Written Standards

Background on written standards

- The BoS CoC adopted preliminary Written Standards in October 2015
 - Necessary for the 2015 Emergency Solutions Grant application for grantees to be in compliance
 - Understood that these were preliminary and needed to be revised as soon as possible
 - Received initial feedback from ESG office about changes needed



The benefits of strong written standards

- Give grantees specific guidelines for how to best operate their programs to have the best chance of ending homelessness
- Creates consistency across the Balance of State
- Protects our clients, putting their needs first
- Provides a baseline for holding all of programs in the BoS to a specific standard of care



BoS staff along with a workgroup have developed written standards drafts

- Written Standards workgroup formed at the March 2015 Regional Lead in-person meeting
- Workgroup met last week to vet the initial drafts and provide feedback
- Written standards have been drafted for:
 - Emergency Shelter
 - Transitional Housing
 - Homelessness Prevention and Rapid Rehousing
 - Permanent Supportive Housing
 - Coordinated Assessment



The programmatic written standards have a standard format

- Overview: Why are we writing written standards?
 - Expectations: Who do these apply to?
 - Definitions: What terms do grantees need to know?
 - Component Type: What is the history of this component and what can it theoretically do to end homelessness?



The programmatic written standards have a standard format

- Program Standards: What must programs do to meet the standards of the BoS Continuum of Care?
 - *Personnel*: What kind of staff do programs need?
 - *Client Intake Process*: How do programs conduct intake?
 - *Component Type*: How do programs need to operate to meet BoS CoC standards?
 - *Case Management*: What services are required and optional for the component type?
 - *Termination*: When can programs terminate services?
 - *Client Files*: What are the minimum items to be in the client file?
 - *Evaluation and Planning*: What process must the program undergo to continually improve their services?



Coordinated Assessment written standards take a system approach

- The overview section is similar to the programmatic written standards
- CA written standards take a systemic approach to:
 - Order of priorities
 - Client intake process
 - Assessment, including tools used
 - Barriers and client choice
 - Community accountability
- Update of the Coordinated Assessment Toolkit for BoS



The process for revising our written standards

- June 2016
 - BoS staff have drafted Written Standards for:
 - Emergency Shelter
 - Transitional Housing
 - Rapid Rehousing and Homelessness Prevention
 - Permanent Supportive Housing
 - Coordinated Assessment
 - The HUD Field Office and state ESG office are reviewing drafts of each component and providing feedback on compliance issues



The process for revising our written standards

- June 2016
 - BoS staff is reviewing the Written Standards for each program component type with the Written Standards workgroup
- July 2016
 - Introduction of Draft Written Standards at the July 5th Steering Committee Meeting
- July/August 2015
 - Regional Committees, CoC, ESG, and SSVF grantees provide feedback



The process for revising our written standards

- August 2016
 - BoS staff and Written Standards Workgroup revise drafts
 - Final Written Standards drafts posted on NCCEH website
- September 2016
 - Written Standards drafts brought to the September 6th Steering Committee meeting for approval



Next steps for written standards

- BoS staff will link the drafts to the NCCEH website and email a form to Regional Leads and current CoC, ESG, and SSVF grantees for feedback
 - Each grantee should provide feedback
 - Each Regional Committee should work with their members to provide one form per RC to be returned to BoS staff
 - The form and link to submit the form will be sent out by the end of this week
 - All forms should be submitted by August 12th



HMIS Update

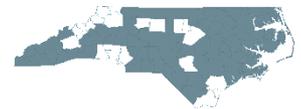
Function of HMIS Governance Committee

- Oversight of the statewide Homeless Management Information System
- Collaboratively manage the implementation, administration, and maintenance of the statewide system
 - Chooses the HMIS Lead Agency
 - Negotiates the master contract with the HMIS Lead Agency
 - Sets cost sharing among the 12 CoCs in NC



HMIS GC Representation

- Each of the 12 CoCs have representatives and alternates on the HMIS GC
- 11 CoCs have one representative and one alternate
- Because of its size (covering 79 counties in the state), the HMIS GC bylaws allow the Balance of State CoC to have four representatives and four alternates
 - BoS CoC updates its representatives at the beginning of the contract year with MCAH: July 1 – June 30



HMIS GC Representatives

- BoS CoC needs to approve its new slate of representatives and alternates for 2016-2017
- Recommended BoS Representatives and Alternates

Seat	Rep	Alternate
BoS	Brian Alexander	Denise Neunaber
Region 1	David Jacklin	TBD
Region 2	Amy Steele	Kim Crawford
Region 3	Nicole Dewitt	Branden Lewis



BoS CoC representatives and alternates background

- BoS CoC breaks these into staff representation and 3 Regions that cover the state
 - Region 1: David Jacklin from Homeward Bound of WNC from Henderson County, NC, alternate TBD
 - Region 2: Amy Steele from Rockingham County Help for Homeless from Rockingham County and Kim Crawford from Allied Churches from Alamance County
 - Region 3: Nicole Dewitt and Branden Lewis from Community Link in the Piedmont Region
- Request a motion for approval of HMIS GC representation slate for 2016-2017



Meetings & Reminders

- Regional Committee Leads: Regional Committee Project Review Committee Member Nominations
 - Complete the Regional Committee Project Review Committee Member Form: <http://bit.ly/2933fmi>
 - Forms are due from each Regional Committee by July 22, 2016
- Regional Committees: Submit contact info for ESG lead via the form at <http://bit.ly/1spUpWr>



- Coordinated Assessment Leads: BoS Coordinated Assessment Exchange
 - Tuesday, July 12, 3:00-4:00 p.m.
 - <http://www.ncceh.org/events/962/>
- Coordinated Assessment Leads: BoS Coordinated Assessment Outcome Forms
 - Outcome forms for the second quarter (March-June) are due July 15
 - Submit outcomes at <http://goo.gl/forms/QESzakx4xH>
- CoC PSH Grantees: Register for PSH Grantees Meeting on July 12
 - <http://www.ncceh.org/events/987/>



Wrap Up

- Next meeting: Tuesday, August 2, 10:30 – 12:00
- Keep in touch
 - bos@ncceh.org
 - (919) 755-4393

