



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting 8.2.16

Regional Leads Present:

Teena Willis, Austin Pearce, Mollie Tompkins, LaTasha McNair, Trina Hill, Joel Rice, Marie Watson, Juliet Rogers, Nicole Dewitt, Jim Cox, Robert Lawler, Marlene Harrison, Emily Locklear, Monica Frizzell, Jennifer Molliere, Linda Brinson (for Ginny Mohrbutter)

Regional Leads Absent:

Sharon Covington, Kim Crawford, Sally Love, Alvin Foster, Jamal Troublefield, Sarah Lancaster, Tyrone Lindsey, Roxanne Curry, Susan Pridgen, Debbie Briscoe Smith, Mary Mallory

Interested Parties Present:

Ursula Ingram, Amy Modlin, Talaika Williams, Patricia Bryant, Janice Sauls, Mark Owen, Faye Pierce, Melissa McKeown, Amy Steele, Curtis Pierce, Tamara Veit, Teesie Townsend, LaCount Anderson, Lori Watts, Bob Bourke, Thadeous Carr, Candice Rountree

NCCEH Staff Present:

Brian Alexander, Nancy Holochwost

Approval of July Minutes

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

Regional Committee Restructuring

- The Regional Committee restructuring plan, which consolidates the current 26 Regional Committees into 13, was approved by the Steering Committee in June.
- BoS staff completed an FAQ document that is posted at www.ncceh.org/bos/restructuring/. BoS staff are also available for calls in August if current Regional Committees have questions. Email bos@ncceh.org to schedule a call.
- The Restructuring Workgroup created a recommended timeline to help Regional Committees meet the January 1 restructuring deadline:
 - June 30: form a Transition Committee
 - July 31: complete draft plan for Regional Committee transition
 - August 31: present transition plan to current Regional Committees for approval
 - September 30: hold initial meeting of new Regional Committee and elect leaders
 - October: 1-day regional meetings with BoS staff to create 100-day plans
 - October 31: create Point-in-Time Count and coordinated assessment subcommittees
 - January 1: new Regional Committees are formed and meeting
- BoS staff are providing support during the transition process:

- June: create FAQ document
- June/July: one-on-one phone calls with current Regional Committees (at their request)
- August/September: one-on-one phone calls with transition committees
- October: 1-day regional meetings to create 100-day plans
- October – December: on-site visits to new Regional Committees
- BoS staff will hold mandatory calls with transition committees to discuss current work and timelines, provide feedback on transition plans, and answer questions. BoS staff will send an email to Regional Leads this week to schedule the calls. These calls were originally intended to be completed in August, but because the CoC application is underway during August, the calls will be held the week of August 8 and the week of September 12.

ESG Update

- The ESG application is expected to be released in August. Regional Committees are responsible for running the local application process in their communities. BoS staff will provide answers to questions that apply to the CoC as a whole.
- Regional Committees were asked to submit contact information by June 30 for the person who will lead the local ESG application process. At this time, ten Regional Committees have not submitted this information. These Regional Committees are asked to submit their ESG lead by the end of the day August 3 via the online form at <http://bit.ly/1spUpWr>.
- BoS staff are offering phone calls in August with ESG leads to discuss their application processes. BoS staff will email instructions for scheduling the calls to ESG leads this week.
- BoS staff have posted general funding competition resources at www.ncceh.org/bos/esg/.
- The ESG application can be done under the current Regional Committee structure or under the new Regional Committee structure. This must be a community-wide decision. Any community choosing to apply under the new Regional Committee structure is asked to email bos@ncceh.org to let BoS staff know.
 - Steering Committee members asked how much funding would be available. Brian noted that the ESG office will provide this information when they release the application. It is expected that the funding amounts will be similar to what they were last year.
 - Steering Committee members asked if applications could be submitted under a partial new Regional Committee if only some of the counties have agreed. Brian noted that this is not recommended.
 - Steering Committee members asked about requirements for fiscal agents and lead agencies. Brian noted that the ESG office recommends having a fiscal agent, but this is not required. Each region must have someone who writes the regional application for the entire region.

CoC Competition Update

- The application for HUD CoC funds is currently underway. The NOFA was released on June 29 and the consolidated application is due September 14.
- The consolidated application consists of three parts:
 - the CoC application, which contains information about the BoS as a whole and is completed by BoS staff
 - project applications for new and renewal funding, which are completed by agencies



- the project priority listing, which is the ranked list of project applications created by the Project Review Committee and approved by the Steering Committee
- There are 2 deadlines for project application materials to be submitted to NCEH: July 29 and August 12. Esnaps opened on July 25. HUD has confirmed they are not reviewing or scoring leverage, so applicants are no longer asked to submit leverage letters. Match is still required. Information for project applicants is posted on NCEH's website at www.ncceh.org/bos/currentcocapplication/.
- The CoC application asks some questions about activities being conducted across all communities in the BoS. NCEH is creating a form to gather this information from Regional Committees, which will be sent out to Regional Leads in the next few days. There will be a short deadline for this form.
- The CoC application also includes system performance measures, which are key indicators of our CoC's progress on ending homelessness. BoS staff will submit these to HUD. The deadline has been extended from August 1 to August 15. NCEH data staff are continuing to work with agencies on making corrections to HMIS data.
- The Project Review Committee is responsible for reviewing and scoring project applications and for creating the ranked list of projects for Steering Committee approval. The committee will meet on the following dates:
 - August 11: introductory call to review scorecard
 - August 18, 19, 22: one-on-one calls with BoS staff to review application scores
 - August 26: final call to create ranked list of projects
- Each Regional Committee has one representative on the Project Review Committee. At this time, fourteen Regional Committees have not submitted representatives. These Regional Committees are asked to submit their representative by August 5 via the online form at <http://bit.ly/2933fmi>. Representatives may not be from agencies that are applying for funding in the 2016 competition.
- The timeline for the CoC competition is as follows:
 - August 2: Steering Committee meeting
 - August 11: Project Review Committee orientation meeting
 - August 12: due date for project applications and forms
 - August 12: due date for RC Approval Forms for new projects
 - August 15: System Performance Measures due to HUD
 - August 26: Project Review Committee meets to create ranked list of projects
 - August 30: special Steering Committee meeting to approve ranked list of projects (the alternate should attend if the Regional Lead is a project applicant)
 - 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 consolidated application due to HUD
- As part of NCEH's responsibilities as the CoC lead, BoS staff review APRs with grantees prior to submission to HUD. Staff have set up a new system for this review process, which was emailed to grantees on July 22. NCEH will send email reminders to grantees regarding the APR due date and will review both HMIS reports and the HUD APR. Because the APR form for FY2014 grants is



not available in esnaps, the due dates will be adjusted as needed until HUD makes the form available.

Coordinated Assessment

- The Coordinated Assessment Exchange meets every month on the second Tuesday from 3:00 to 4:00. Participants can register for the August 9 call at www.ncceh.org/events/963/. Materials from the meetings are posted at www.ncceh.org/bos/subcommittees/caexchange/.
- Coordinated assessment outcomes for the second quarter were due on July 15. Twelve Regional Committees have not submitted their outcomes yet. These Regional Committees are asked to submit the outcomes form at <http://goo.gl/forms/QESzakx4xH>, even if the Regional Committee is having difficulty implementing their coordinated assessment system.
- For every Regional Committee that submits quarterly outcomes, BoS staff create a report that is a visual representation of the outcomes. These reports are sent to Regional Leads. Regional Committees have an opportunity to make any needed corrections, and then the reports are shared with the Coordinated Assessment Council (CAC). Regional Committees can also use the reports to show local members and stakeholders how the coordinated assessment is performing.

Written Standards

- BoS staff have been working on revising the preliminary written standards that were approved in October 2015. The Written Standards Workgroup has provided feedback on the standards for emergency shelter, transitional housing, homelessness prevention/rapid re-housing, and permanent supportive housing. The written standards are posted at www.ncceh.org/bos/subcommittees/writtenstandards. Staff have emailed a feedback form to Regional Leads and CoC, ESG, and SSVF grantees, which is due August 12.
- BoS staff are currently working on draft written standards for coordinated assessment. The Coordinated Assessment Council (CAC) met recently to provide feedback on this draft. The CA written standards take a systemic, CoC-wide approach to client intake, assessment, barriers and client choice, and community accountability.
- The written standards currently use HUD Notice CPD-14-12 to set priorities for providing housing and services. HUD has released a new notice, CPD-16-11, that supersedes the previous one. All draft written standards will be updated to reference this new notice.
- The coordinated assessment written standards will be posted on the website this week. BoS staff will email a feedback form to Regional Leads and to regular participants in the Coordinated Assessment Exchange to provide feedback on the CA standards. The email will go out this week and be due August 12.
- Timeline for revising written standards:
 - Regional Committees and CoC, ESG, and SSVF grantees provide feedback by August 12
 - BoS staff meet with the Written Standards Workgroup for final review on August 23
 - All written standards posted to the NCCHEH website by August 31
 - Written standards presented for approval at the Steering Committee meeting on September 6



Veterans Homelessness

- BoS staff have held two in-person meetings with SSVF providers. This initiative was intended to build on the momentum around ending veterans homelessness that was created by the Rapid Results Institute boot camp held in February. These meetings have helped BoS staff and SSVF providers better understand each other's roles and have given SSVF providers a clearer picture of the scope of veteran homelessness in the BoS.
- During these meetings, a plan emerged to develop regional veteran systems in which Regional Committees and SSVF providers will coordinate to quickly identify and refer veterans to services. The SSVF provider will act as a navigator for homeless veterans, including those not eligible for VA services.
- BoS staff are drafting an outline of this process and will present a plan for Steering Committee approval.
- BoS staff are also exploring ways to increase capacity, including possible CoC management of the regional plans and expanding SSVF coverage to all 79 counties in the BoS.
- BoS staff proposed forming a subcommittee on veterans homelessness to continue the work of designing and implementing a veterans system in the CoC. Committee membership would include SSVF grantees, VA Medical Center staff, HUD-VASH staff, VISN 6 (the regional VA health care organization), and Regional Committee representatives.
- Steering Committee members were asked for questions; none were raised.
- A motion to create the subcommittee on veteran homelessness was made and approved [Watson, Dewitt]. All in favor; none opposed.

Upcoming Meetings & Reminders

- Regional Committee Leads: Submit Project Review Committee Member representatives by August 5: <http://bit.ly/2933fmi>
- Regional Committees: Submit contact info for ESG lead via the form at <http://bit.ly/1spUpWr>
- Regional Committee Leads and Grantees: Submit feedback on Written Standards via the provided forms by August 12
- PSH Grantees: PSH Subcommittee Meeting
 - Monday, August 15, 10:30-11:30: www.ncceh.org/events/956/
- Coordinated Assessment Leads: BoS Coordinated Assessment Exchange
 - Tuesday, August 9, 3:00-4:00: www.ncceh.org/events/963/
- Coordinated Assessment Leads: BoS Coordinated Assessment Outcome Forms
 - Outcome forms for the second quarter (March-June) were due July 15
 - Submit outcomes at <http://goo.gl/forms/QESzakx4xH>

Special Meeting: Tuesday, August 30, at 10:30, to approve ranked list of project applications. Regional Leads who are applying for funds may not vote at this meeting due to conflict of interest and must have the alternate attend instead.

Next Regular Meeting: Tuesday, September 6, at 10:30.

