



North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Balance of State Steering Committee Meeting

9.6.16

Regional Leads Present: Kim Crawford, Teena Willis, Austin Pearce, Mollie Tompkins, LaTasha McNair, Sarah Lancaster, Trina Hill, Roxanne Curry, Marie Watson, Juliet Rogers, Susan Pridgen, Nicole Dewitt, Jim Cox, Robert Lawler, Marlene Harrison, Monica Frizzell, Mary Mallory

Regional Leads Absent:

Sharon Covington, Sally Love, Alvin Foster, Jamal Troublefield, Tyrone Lindsey, Joel Rice, Debbie Briscoe Smith, Emily Locklear, Jennifer Molliere, Ginny Mohrbutter

Interested Parties Present:

Tammy Gray, Brian Fike, Melissa McKeown, Leila McMichaels, Patricia Bryant, Linda Brinson, Tiana Terry, Janice Sauls, Pat Byrd, Amy Steele, Glori Keating, Lori Watts, Linda Golden, Tamara Veit, Tasleem Albaari, Nina Walker, Brian Smith, Thadeous Carr, Nikki Ratliff, Mary Boyd, Faye Pierce

NCCEH Staff Present:

Brian Alexander, Emily Carmody, Nancy Holochwost

CoC Environmental Review Requirements

- HUD has released updated guidance on environmental review requirements for CoC-funded programs. Linda Golden and Tasleem Albaari from the HUD Field Office presented an overview of the new requirements.
- In the past, the HUD CPD representative completed the environmental review for the grantee. However, the forms that were used in this process are no longer applicable. Grantees are now responsible for ensuring that the new versions of the forms are completed.
- Most grantees will need to complete a new form. For grantees who have sponsor-based or project-based grants that require the “limited scope” form, this form may not need to be updated.
- Different project types require different levels of review:
 - Most commonly used:
 - Exempt/CENST (for tenant-based leasing or rental assistance, operating, supportive services only, or HMIS)
 - CEST “limited scope” (for project-based or sponsor-based leasing or rental assistance)
 - Less commonly used:
 - Environmental assessment (for major rehabilitation, conversion, or demolition, or new construction of more than four units)
 - CEST (for projects not covered by the other review types)

- Exempt/CENST forms should list all places participants have stayed in the past as well as any new units the grantee anticipates using. Once the review is complete, it must be updated when new units are brought into the project. Reviews are good for five years.
- Environmental reviews must be completed by the “responsible entity.” This will usually be the city/town or county jurisdiction where the project is located. If this entity declines to complete the review, the grantee should have them declare so in writing and then contact their HUD CPD representative.
- Forms and guidance from HUD are posted on HUD Exchange and on the NCCEH website at www.ncceh.org/bosminutes/.
- Any detailed questions about the environmental review requirements should be sent to the grantee’s HUD CPD representative.

Written Standards

- The BoS adopted preliminary standards in October of 2015 to meet requirements for the ESG application. BoS staff began revising the written standards in May of 2016. The original single document was split into separate documents for different program types:
 - Emergency shelter
 - Transitional housing
 - Homelessness prevention and rapid re-housing
 - Permanent supportive housing
 - Coordinated assessment
- Revised drafts of the written standards were presented to the Steering Committee for review in June and July of 2016. They were also vetted by the Written Standards Workgroup and the Coordinated Assessment Council.
- The drafts were sent out to grantees, Regional Committee leads, coordinated assessment leads, and the HUD Field Office for feedback in July and August. BoS staff and the Written Standards Workgroup analyzed this feedback to identify trends and incorporate it into the final drafts of the written standards.
 - Overall feedback was positive: standards are well-defined, simple, and clear, and include a helpful breakdown into sections
 - Some common concerns were noted: lack of affordable housing where participants can be placed, client compliance with rules, questions about what training would be provided to meet standards, difficulty of documenting client eligibility
 - One community noted a concern about housing first being an impediment to implementing programs. Brian noted that workgroup discussed this concern and decided that because housing first is a HUD and CoC priority, it should remain in the written standards.
- The final drafts included some changes:
 - Citations added for definitions, policies, and research
 - Language changed for clarity
 - Typos and inconsistencies corrected
 - Updated HUD Notice CPD-16-11 added to PSH and coordinated assessment written standards



- In October 2012, the Steering Committee adopted HUD’s Notice CPD-14-012 regarding prioritization of PSH beds for chronically homeless people. HUD updated this notice in July 2016 in response to the updated definition of chronic homelessness.
- The final drafts of the written standards were posted to NCCEH’s website on September 2 for the Steering Committee’s review prior to today’s meeting.
- SC members were asked for any discussion or questions about the final drafts.
 - Bob Lawler noted his community was the one that had concerns about housing first and asked about what types of training resources will be available. Brian noted that communities will not be expected to come into immediate compliance with the written standards and that NCCEH staff will provide training and assistance.
- A motion was made and approved to approve the final drafts of the written standards [Harrison, Crawford]. Bob Lawler opposed; all others in favor.

ESG Update

- The ESG office is expected to release the 2016 ESG application within the next two weeks. NCCEH will notify stakeholders as soon as it is released.
- Regional Committees are responsible for running the ESG application process in their community. BoS staff will provide answers to questions in the regional application that apply to the CoC as a whole.
- Regional Committees were asked to submit contact information for their local ESG leads. NCCEH staff have been holding phone calls with the ESG leads to discuss:
 - the type of application review process the Regional Committee plans to use
 - questions that need to be answered by funding committees
 - applicants’ capacity to operate ESG programs
- Several Regional Committees have not identified their ESG lead or scheduled a phone call:
 - Caswell, Foothills, Lee-Harnett, Neuse Trent, Rutherford Polk.
 - These Regional Committees are asked to submit their ESG lead by the end of the day September 7 at <http://bit.ly/1spUpWr>.

CoC Competition Update

- The consolidated application is due to HUD by September 14. The consolidated application consists of three parts:
 - CoC application, completed by NCCEH staff
 - Project applications for new and renewal funding
 - Project priority listing, recommended by the Project Review Committee and approved by the Steering Committee
- All three of these parts are in the process of being completed.
 - NCCEH staff is completing the CoC application.
 - The Project Review Committee has completed the scoring of project applications, and the Steering Committee approved their recommended project ranking at the August 30 meeting.
 - NCCEH is working with agencies to finalize their project applications and submit them in esnaps by September 7.



- Once all applications are submitted, NCCEH staff will complete the project priority listing in esnaps.
- HUD requires CoCs to publicly post the CoC application and the project priority listing prior to submitting them in esnaps. BoS staff plan to post them on or around September 8 and will email BoS stakeholders to let them know.
- NCCEH will submit the consolidated application to HUD at least 24-48 hours before the September 14 deadline.
- The 2016 application included CoC-wide system performance measures. NCCEH submitted these to HUD in mid-August. The performance measures are based on data from the HMIS.
- This is the first year that HUD has asked CoCs to report on the system performance measures. BoS staff focused on data cleaning with agencies and testing the reports to ensure the most accurate reporting possible. HUD has stated that the 2016 data will establish a baseline against which CoCs' performance will be assessed in future competitions.
- The system performance measures are part of the shift towards looking at the performance and effectiveness of systems, not of individual programs. They give CoCs a way to assess the collective impact of all their programs and give HUD a way to measure national progress on ending homelessness. The BoS will look at the system performance measures at the Regional Committee level as well as at the CoC level.
- There are seven system performance measures:
 - Length of time people remain homeless
 - Extent to which people who exit homelessness to permanent housing destinations return to homelessness
 - Number of homeless people
 - Employment and income growth for homeless people in CoC-funded projects
 - Number of people who become homeless for the first time
 - Homeless prevention and housing placement of people defined by category 3 of HUD's homeless definition in CoC-funded projects (not applicable this year)
 - Successful placement from street outreach and successful placement in or retention of permanent housing
- BoS staff reviewed highlights of the system performance measures data. The full report is posted on the NCCEH website at www.ncceh.org/files/7448/.
- In the coming year, BoS staff will work to establish system performance measures by Regional Committee to assist in targeting specific performance areas.

Coordinated Assessment Update

- The monthly Coordinated Assessment Exchange conference call is Tuesday, September 13, 3:00 – 4:00. Participants should register at www.ncceh.org/events/964/. Materials from the meetings are posted on the NCCEH website at www.ncceh.org/bos/subcommittees/caexchange/.
- Coordinated assessment outcomes for the third quarter (July through September) are due October 15. Regional Committees are each asked to submit one form: <http://goo.gl/forms/QESzakx4xH>. All Regional Committees are expected to submit outcomes.
- NCCEH staff will provide a visual outcome report to each Regional Committee that submits their outcomes. This report will be sent to the coordinated assessment lead for review, and the lead



can submit any needed data corrections. The final report will be sent to the Coordinated Assessment Council (CAC) for review.

Regional Committee Restructuring

- The Regional Committee restructuring plan consolidates 27 Regional Committees into 13. A Frequently Asked Questions document is posted on the NCCEH website at www.ncceh.org/files/7137/. BoS staff are available for calls with current Regional Committees if they have questions. Email bos@ncceh.org to schedule a call.
- BoS staff are holding required conference calls with the full transition committee from each new Regional Committee during the week of September 12. Six transition committees have scheduled their calls:
 - Southwest/Madison
 - Onslow/Neuse-Trent
 - Kerr-Tar/Twin County
 - Alamance/Chatham/Person/Caswell/Rockingham
 - Burke/Foothills/Catawba
 - Henderson/Transylvania/Rutherford-Polk
- The three Regional Committees that are not consolidating do not have to schedule a call. The remaining Regional Committees are asked to schedule a call at brian39.youcanbook.me.
- BoS staff are holding in-person 1-day planning meetings in October. There will be three meetings, and each new Regional Committee has been assigned to attend one of them.
 - Burlington: Wednesday, October 19th
 - Alamance, Person, Chatham, Caswell, Rockingham
 - Randolph, AHRMM, Lee-Harnett, Johnston
 - Kerr-Tar, Twin County, Northampton
 - Southeast
 - Register: www.ncceh.org/events/1002/
 - Greenville: Thursday, October 20th
 - Pitt, Beaufort, Martin, Washington, and Bertie
 - Onslow, Neuse-Trent
 - Down East, Wilson-Greene
 - Hertford, Northeast
 - Register: www.ncceh.org/events/1003/
 - Morganton: Tuesday, October 25th
 - Southwest, Madison
 - Transylvania, Henderson, Rutherford-Polk
 - Foothills, Burke and Catawba
 - DISSY
 - Piedmont
 - Register: www.ncceh.org/events/1004/
- The full transition team from each new Regional Committee should attend (6-8 people per new Regional Committee). If Regional Committees have questions about who should attend, email bos@ncceh.org.
- The meetings will cover big-picture tasks and planning, including:



- Regional Committee logistics and leadership
- Point-in-Time Count planning and coverage
- Coordinated assessment
- Combined funding process
- Goal: create a 100-day plan with timeline and benchmarks

HMIS Update

- The BoS has four seats and four alternates on the HMIS Governance Committee. Due to staff turnover, there was a vacancy in the seat for Region 1. BoS staff reached out to Talaika Williams, a housing specialist at Trillium and a long-time HMIS user. Talaika has agreed to fill the Region 1 seat if the Steering Committee approves it.
- A motion was made and approved to approve Talaika Williams for the Region 1 representative seat [Dewitt, Willis]. All in favor; none opposed.
- There is currently a vacancy for the Region 1 alternate as well. BoS staff will continue to look into a representative for this position.

Upcoming Meetings & Reminders

- Coordinated Assessment Exchange
 - Tuesday, September 13, 3:00-4:00 p.m.
 - Register: www.ncceh.org/events/964/
- Regional Committees: submit coordinated assessment outcomes for July through September by October 15: <http://goo.gl/forms/QESzakx4xH>
- Regional Committees: Submit contact info for ESG lead by end of day tomorrow, September 7: <http://bit.ly/1spUpWr>
- Regional Committees: Have Transition Committee members schedule a call with BoS staff for the week of September 12: brian39.youcanbook.me
- Regional Committee: Have Transition Committee members register for regional 1-day meetings during October
 - Burlington: www.ncceh.org/events/1002/
 - Greenville: www.ncceh.org/events/1003/
 - Morganton: www.ncceh.org/events/1004/

Next Meeting: Tuesday, October 4, at 10:30.

