



North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting 3.06.18

Regional Leads Present:

Marilyn Chamberlin, Suzanne Porter (for Trina Hill), Teena Willis, Nicole Dewitt, Ellery Blackstock, Marie Watson, Emily Locklear, Kanika Turrentine, LaTasha McNair, Nicole Boone, Jim Cox, and Donna Bradshaw (for Juliet Rogers)

At-Large Members Present:

Dana Mangum, Parker Smith, Thea Craft, Angela Harper King, and Lisa Phillips

Members Absent:

Trina Hill, Kevin Hege, Juliet Rogers, Barry Shipp, Derrick Burnell, Donna Fayko, Christina Miller, and Jessa Johnson

Interested Parties Present:

Destri Leger, Melissa McKeown, Richard Gary, DJ Coles, Lynne Alligood, Lynne James, Molly Tompkins, Talaika Williams, Amy Modlin, Melissa Eastwood, Mary Boyles, Donna McCormick, Teresa Robinson, Jackie Lucas, Kristen Martin, Roxie Johnson, Monica Frizzell, Tameka Shaw, Patricia Bryant, Jessica Maples, Leonard Tillery, Tabitha Preddy, Brooke Hudson, Joel Rice, and Janice Sauls, Amy Steele, Alison Azbell

NCCHE Staff Present:

Brian Alexander, Jenn Von Egidy, and Ben Bradley

Approval of Consent Agenda

- The Steering Committee restructuring proposal included changes to the topics that are covered during Steering Committee meetings. The proposal recommended that standard updates and voting items that do not require in-depth discussion be put in a “board packet” that is sent to Steering Committee members for review prior to the meeting. The voting items are included in this packet as a “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: <http://www.ncceh.org/files/9034/>
- There being no changes needed, the consent agenda was approved by common consent.

Violence Against Women Act Emergency (VAWA) Transfer Policy

- HUD requires CoCs to have an emergency transfer policy to allow people fleeing domestic violence to move quickly into other permanent housing while receiving housing assistance.

- Feedback from the North Carolina Coalition Against Domestic Violence was incorporated into the draft. This includes:
 - Clarification of the documentation requirements to establish eligibility for an emergency transfer
 - Clarification of when information about emergency transfer can be disclosed without a Release of Information
 - Addition of resources for victims of rape, sexual assault, and stalking
- The approved Emergency Transfer Policy and updated written standards have been posted at: <http://www.ncceh.org/bos/>
- HUD-funded housing providers must have a plan for emergency transfers. Emergency transfers are required by VAWA to allow victims of domestic violence, dating violence, sexual assault, and stalking to quickly move to another housing unit for their safety.
 - HUD requires the CoC to have an approved plan in place by the time 2018 contracts are signed. All grantees should read the plan thoroughly.
- NC BoS CoC's proposed emergency transfer plan outlines requirements of every permanent housing provider and includes:
 - A model emergency transfer plan for providers in Appendix V of the NC BoS CoC's Emergency Transfer Plan.
 - All grantees MUST put this model plan into their policies and procedures. HUD will expect to see this policy in program policies and procedures during monitoring. NCCEH staff will also check to ensure this policy exists in program policies and procedures during oversight in the CoC competition this year.
- CoCs must also update TH, RRH, and PSH written standards to include emergency transfer policy requirements:
 - VAWA regulations require that people who need emergency transfers to other programs or organizations will have priority over other applicants for open appropriate housing slots.
 - This only applies if they cannot move with their current assistance for some reason.
 - Targeting or program eligibility still applies (i.e. Chronically Homeless-dedicated programs don't have to take non-chronically homeless people, or family programs don't have to take singles). Other barriers do not apply.
- A motion was made to approve the Violence Against Women Act Emergency Transfer Policy and TH, RRH, PSH written standards posted by NCCEH staff [Watson, Mangum]. All in favor, none opposed.
- Next Steps
 - NCCEH staff will hold a webinar to explain emergency transfers on May 17th from 11:00-12:00. All CoC and ESG housing grantees are required to attend. Register at <http://www.ncceh.org/events/1266/>
 - Agencies should read the NC BoS CoC's VAWA Emergency Transfer Policy and complete the model emergency transfer plan and add it to their policies and procedures ASAP.

Supportive Services Only-Coordinated Entry Grant

- NCCEH received a SSO-CE grant as part of the FY2017 CoC competition awards.
- The grant will support implementing coordinated entry for 3 to 8 agencies, limited to 1 agency per region.



- SSO-CE grants are for implementing coordinated entry. They cannot be used to design or plan a CE system.
- NCCEH's SSO-CE Grant will support basic CE infrastructure in Regional Committees
 - By-name lists, case conferencing, collecting and reporting outcomes, etc.
 - The grants are not intended to fund all the work of CE but to enhance and support the work already happening.
 - This grant will especially help with all the pieces that CA leads are currently doing pretty much in their free time.
- NCCEH will release an application in April
 - Application materials will include a detailed RFP and application instructions.
 - Applicants may apply for grants between \$15,000 and \$40,000.
 - Applicants must demonstrate knowledge of CE, community buy-in, currently functioning CE system
 - Applications will be due in May.
 - NCCEH intends to announce awards in June, for grants to start in July (all subject to change).
- Eligible Applicants
 - Must be current federal grantee
 - Understanding of and experience with coordinated entry
 - HMIS user w/ high quality data
 - Regional CE system is currently functioning (funding cannot be used for planning)
 - Region needs additional funding (SSO-CE should not supplant current funding dedicated to CE)
 - Must have support from the Regional Committee to become the CA Lead, if not already
- SSO grantees will become CA Leads for their region.
 - The SSO-CE grant is intended to fund the tasks of the Coordinated Assessment Lead position. Grantees would need to become the CA Lead, if they are not already.
 - CA Leads are elected by the Regional Committee.
 - All SSO-CE applicants will be required to gain a letter of support from the Regional Committee, stating that the RC will elect them CA Lead, if they are awarded the grant.
 - Governance Charter should reflect the change in SSO-CE grantees becoming the CA Lead. The proposed change reads: "Any SSO-CE grantees must be coordinated assessment leads of their Regional Committee. SSO-CE applicants must gain a commitment from their Regional Committee to elect them as coordinated assessment lead if they receive SSO-CE funds."
 - The proposed Governance Charter change can be found at: <http://www.ncceh.org/files/9034/>
- NCCEH staff hosted a webinar to discuss the SSO-CE Available Funds. The SSO-CE Available Funds Webinar Recording can be found at: https://recordings.join.me/cOt25_OG2ECW-Klg9nJrqA
- A motion was made to approve the Governance Charter changes posted by NCCEH staff [Willis, Cox]. All in favor, none opposed.

Coordinate Assessment Council Membership Change



- The role of the CAC has shifted now that basic structure of coordinated assessment is in place and all 13 Regional Committees have regional coordinated assessment plans. The CAC will now focus on overseeing implementation and improving the system.
- The CAC proposes adding CA Leads
 - CA Leads would become automatic members of the CAC.
 - State-wide experts would continue to serve on the CAC.
 - CA Leads would no longer be expected to attend CA Exchange calls.
- Proposed Governance Charter changes
 - Proposed Governance Charter changes available here: www.ncceh.org/files/9033/
 - Changes expand the purpose of the CAC to include on-going oversight, policies and procedures, and evaluation
 - Adds CA Leads to CAC.
 - Members are expected to attend 75% of meetings.
 - Regional Committees are now allowed to elect co-leads to ensure CAC attendance.
- A motion was made to approve the Governance Charter changes posted by NCCEH staff [Phillips, McNair]. All in favor, none opposed.

CoC Application Updates

- HUD announced initial stages of CoC competition should begin soon, and NCCEH has begun to prepare for this year's competition.
 - The first part of the competition each year is for the CoC Collaborative Applicant to register for the competition, giving the CoC the ability to apply for funds in this year's competition. The North Carolina Coalition to End Homelessness serves as the Collaborative Applicant for the NC BoS CoC.
 - Usually at the same time as registration, HUD releases the Grant Inventory Worksheet (GIW) to complete. The GIW lists all current NC BoS CoC projects up for renewal in the competition year and confirms to HUD how much funding it will take to renew all of the current CoC projects. Once released, NCCEH staff will review the GIW and email each grantee to confirm that the amount of funding and the number of units listed is correct.
 - HUD states that they are targeting a May release of the Notice of Funding Availability or NOFA, which officially opens the competition to begin the application process. While HUD has announced this as the target date for NOFA release, based on what staff know about where the current status of the federal budget, staff does not believe that HUD will be able to meet this target date. We expect that the release of the NOFA will be similar to the last couple of years, sometime in July. However, NCCEH staff are preparing for the 2018 CoC competition awaiting the official release of the NOFA.
- The Funding and Performance Subcommittee (FPS) met on Feb. 20th to set the following goals:
 - Set CoC and ESG funding priorities, including guidelines for potential reallocation
 - Develop goals for Regional Committee and CoC performance (SPMs, possible goals like ending chronic homelessness)
 - Develop performance measures and guidelines for grantee performance
- In preparation for this year's competition, the FPS discussed updating funding priorities for this year's CoC competition as its first task.
 - The NC BoS CoC set funding priorities for the CoC competition for the first time last year, using an ad-hoc workgroup. Prior to last year, the Project Review Committee and



Steering Committee used general HUD priorities to prioritize projects on the annual ranking list in the CoC competition.

- With restructuring of the Steering Committee last year, the CoC formed a standing subcommittee called the Funding and Performance Subcommittee to expand the scope of that workgroup to help the CoC consistently think about how to improve performance and effectiveness of services, including setting funding priorities for the two major funding competitions, CoC and ESG, and to begin thinking about performance measures and goals that the CoC should work towards.
- Members of the FPS include: Talaika Williams – Trillium; Joel Rice – Cardinal; Tiana Terry – Volunteers of America; Destri Leger – REACH of Haywood County; Melissa McKeown – Union County Community Shelter; Richard Gary – Allied Churches
- The FPS will recommend CoC funding priorities at the May Steering Committee meeting for approval. The FPS believes the 2017 CoC Funding Priorities are still relevant, needing only small updates. The committee is working on:
 - Clarification in the document
 - Updated regional chart for prioritized projects with 2018 PIT numbers.
- 2017 Funding Priorities for CoC Competition
 - Ensure essential infrastructure elements are in place, including HMIS and coordinated assessment
 - Ensure adequate coverage of PSH across the CoC
 - Increase the availability of RRH
 - Ensure CoC funding is being used well, including potentially re-allocating some funding from projects that have patterns of low spending or poor performance
 - See the 2017 CoC Funding Priorities document at: <http://www.ncceh.org/files/8471/>
- New CoC Applicant Webinar to be held on March 8 at 11:30 AM. The webinar will discuss:
 - CoC eligible activities
 - Thresholds for applying
 - Standards applicants should meet
 - Overview of NC BoS CoC application process
 - Next steps
 - Register at: <http://www.ncceh.org/events/1250/>
- The Intent to Apply form will be mandatory for all agencies applying for new CoC funds.
 - After the webinar, the Intent to Apply form will be posted at <http://www.ncceh.org/bos/currentcocapplication/>. The Intent to Apply form asks for preliminary information about the proposed project.
 - Staff will review the completed form and follow up with the agency to discuss.
 - The deadline will be 1 week after the NOFA release.
- The NC BoS CoC needs agencies to apply for funds that can run effective programs. Agencies should have:
 - Capacity to operate CoC programs
 - Best practice knowledge
 - Willingness to serve the most vulnerable homeless people
- Regional Committee leadership can help recruit agencies such as city and county planning departments, mental health providers, health centers, and Public Housing Authorities.
 - Potential CoC agencies should meet the thresholds on the scorecard.
 - Operated as 501(c)3 for 3 years



- Following best practices such as the Key Elements of PSH and RRH Benchmarks and Program Standards
 - Willing to enter data into HMIS
 - Participate in Coordinated Assessment
 - Have staff and administrative capacity to run a CoC program
- Staff asked for the Steering Committee to give feedback about potential grantees.
 - Destri Leger presented a concern that she has a potential applicant in Region 1 that has previously applied but did not receive funding because new projects were not funded. She wants to know how to remedy this.
 - Brian clarified that last year we did not receive bonus funding for new projects, but we have been able to fund new projects in previous years. He also stated that a majority of our new project applicants last year did not meet threshold or program standards. He emphasized the importance of strong applications for CoC funding.

HMIS Update

- Beginning June 2018, there will be 2 regional HMIS implementations in NC: HMIS@NCCEH and the current NC HMIS with MCAH
 - The NC BoS CoC will be served by HMIS@NCCEH
 - Currently, Wake County is the only remaining county that has not chosen which HMIS implementation they will join. They have until March 9th to decide. This deadline gives HMIS@NCCEH sufficient time to transfer their data before June, if they choose to join this regional HMIS implementation.
- 2018 Transition Timeline
 - **December 2017:** Contract with Institute for Community Alliances began
 - **February:** Executed contract with Mediuware/Bowman
 - **March 9th:** Final deadline for Wake to join HMIS@NCCEH for launch
 - **May:** Launch of test site with copy of relevant data
 - **Late May/Early June:** HMIS@NCCEH site goes live
 - **June 30th:** Final day of BoS, Durham, & Orange as members of NC HMIS
- What to expect
 - Agencies can expect new agency and user agreements.
 - Trainings will be provided by NCCEH staff. Trainings will initially roll out online, but staff will be incorporating in-person trainings.
 - Software will remain the same (Mediuware/Bowman ServicePoint).
 - NCCEH will implement some configuration corrections to the system before going live. Other improvements will be made over time.
 - There will be a short period of time where users are instructed to stop entering information while new system goes live.
 - There will be a new url for the new implementation to access ServicePoint.
- Staff asked for questions and feedback:
 - Brian asked Ben to describe the changes the end user would see. Ben stated the end user would have a new log-in and url to access the site, but that the site would be almost identical to what they use now. He stated that that changes would be minor but that the service that the Data Center can provide to individual agencies would be much more robust than what they receive now.
 - Nicole Dewitt asked if agencies could have modifications to their pages such as adding a space for a landlord's contact information. Ben stated that the Data



Center is actively working with their TA provider, ICA, to see what modifications can be made to an agency without it interacting with the entire region. Ben and Brian confirmed that individualized reporting would be much easier in the near future because HMIS@NCCEH would be switching from ART to Qlik for reporting in 2018.

Meetings and Reminders

- All Steering Committee members must sign the Conflict of Interest Form and return it to NCCEH ASAP.
- ESG webinar recording can be found at:
https://recordings.join.me/JCxd_TM5TEy0ANhbEVvivQ.
- SSO-CE Available Funds Webinar Recording can be found at:
https://recordings.join.me/cOt25_OG2ECW-Klg9nJrqA
- Point-in-Time and Housing Inventory Count Forms have updated deadlines: PIT/HIC deadlines are changing based on project types. Remember, there should be separate submissions through the online form for each HMIS project since each project has a different inventory or capacity.
 - Regional Committee Unsheltered Count Deadline – February 28th
Regional PIT Leads should submit their Regional Committee’s unsheltered count. They should submit a separate unsheltered count form for each county in their region.
 - Emergency Shelter and Transitional Housing Deadline -- February 28th
The required reports for ES and TH projects are all available and your CoC need your data submitted to deduplicate clients with the unsheltered PIT counts.
 - Rapid Re-Housing and Permanent Supportive Housing Deadline -- TBA
RRH and PSH projects are waiting on the corrected and updated 0628 report. The Data Center will let providers know when the report is ready and the new deadline.
- New CoC Grantee Webinar March 8th 11:30-12:30. Register at:
<http://www.ncceh.org/events/1250/>.
- County of Service Webinar March 29th 10:00-11:00. Register at:
<http://www.ncceh.org/events/1241/>.

Next Steering Committee Meeting: Tuesday, April 3, 2018, 10:30 a.m. – 12:00 p.m.

