



North Carolina Balance of State Continuum of Care

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NC BoS CoC Steering Committee Meeting

September 11, 2018 Minutes

Regional Leads Present: Marilyn Chamberlin, Trina Hill, Gail Henson, Nicole Dewitt, Joel Rice, LaTasha McNair, Nicole Boone, Jim Cox

At-Large Members Present: Parker Smith, Thea Craft, Eric Edwards

SC Members Absent: Lisa Phillips, Angela Harper King, Jessa Johnson, Christina Miller, Dana Mangum, Juliet Rogers, Emily Locklear, Marie Watson, Ellery Blackstock, Kevin Hege, Teena Willis

Interested Parties Present: Lucas Vrbsky, Kristen Martin, Tujuanda Sanders, Lori Watts, Lynne James, Linda Brinson, Amy Modlin, Ginny Rainwater, Juleah Berliner, Melissa Eastwood, Gail Henson, Monica Frizzell, Deena Fulton, Brooke Hudson, Joshua Edwards, Donna Smith, Alison Azbell, Fredrika, Amy Steele, Melissa McKeown, Teresa Robinson, Kathleen Anderson, Jane Wrenn

NCCEH Staff Present: Brian Alexander, Ehren Dohler, Bagé Shade, Denise Neunaber, Jenn Von Egidy

2018 CoC Competition

Summary of 2018 CoC Funding

<i>Annual Renewal Demand (ARD)</i>	<i>\$8,388,382</i>
<i>Amount Reallocated</i>	<i>(\$522,952)</i>
<i>DV Bonus + PH Bonus</i>	<i>\$1,600,079</i>
<i>CoC Planning (not ranked)</i>	<i>\$349, 781</i>
<i>TOTAL</i>	<i>\$10,338,242</i>

2018 applications

- 32 Renewal Applications
 - 27 PSH Renewals
 - 3 RRH Renewals
 - 1 SSO-CE Renewal
- 6 New Project Application
 - 2 RRH New
 - 1 DV-RRH Bonus Funding
 - 1 SSO-CE Expansion
 - 2 PSH Expansions

Renewal Projects

Renewed at full funding	29
Renewed at reduced funding	3
Not funded	2
Did not apply	1

New Projects

Funded with reallocated dollars	2
Funded with bonus or DV bonus dollars	1
Funded with a combination of reallocated and bonus dollars	1
Not funded	3

Renewal Grantees that received a funding cut

Community Link and Eastpointe were extended an invitation to create new expansion project to be ranked lowest on project priority list for a maximum of what was cut from their renewals	2
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Two agencies appealed Steering Committee decisions

- The Project Review Committee met on September 7 to consider appeals.
 - Allied Churches
 - 1 RRH renewal
 - 1RRH new
 - Diakonos
 - PSH new
- The Appeals Process states: “Appeal letters must present additional information or explain extenuating circumstances that address the deficiencies of the project application.”
- The Project Review Committee did not feel that either agency had extenuating circumstances and declined to overturn the decision to not include them in the final application.

2018 Project Priority Listing



- The final Project Priority Listing was approved by the Steering Committee and is posted here: <http://www.ncceh.org/files/9499/>

Projects ranked as follows:

- HMIS & SSO-Coordinated Entry Renewals ranked first
 - Community-wide projects that are required by HUD
 - Applied for by NCCEH
 - Scorecard not designed to measure
- Renewal Projects
 - Sorted by number of unmet standards
 - Then performance minimums
 - Then score
 - Then funding priorities
- New Projects
 - New RRH projects scored better than some renewal projects, and because of funding priorities, were pulled into tier 1.
 - Pitt County RRH project's full budget was ranked in tier 1.
 - Union County Community Shelter RRH project's budget straddles tier 1 and 2.
 - Tier 1: \$75,842
 - Tier 2: \$89,014
 - Renewal Projects placed in Tier 2 New projects are a funding priority this year, putting some renewal projects in tier 2.
 - Burlington Development Corporation: STEPS RRH project
 - Region 6
 - \$59,704
 - Surry Homeless and Affordable Housing Coalition: SHAHC PSH
 - Region 4
 - \$112,845
 - NC Coalition Against Domestic Violence: DV-RRH Project
 - Could be funded by DV bonus funding or partially by CoC Bonus
 - Ranked towards the bottom because ranking will not affect its chances for DV Bonus.
 - New Expansion Applications: for reduced grants in case of bonus funding
 - Community Link ranked at the top as a new expansion applicant for bonus funding because the project was newly inherited from Cardinal.
 - Eastpointe ranked at the bottom because it has 2 grants not started.
- Final Steps and Submissions
 - Current: Final review and edits of the CoC application and project priority listing.
 - TBA: Posting of the final application to the NCCEH website has been postponed due to Hurricane Florence affecting the consolidated plan signature from the state.
 - September 26: CoC submission to HUD deadline extended due to Hurricane Florence
- Staff solicited questions or comments. None expressed.

ESG Application

ESG Application Deadline

- ESG Regional Application due by 5:00 PM on October 26. Must be received (not postmarked) by the NC ESG Office
- Please note that each Regional Committee should submit the following in a 3-ring binder(s) no larger than 2 inches each, tabbed according to the checklist in the RFA:
 - One Regional Application



- One Project Application for each of the agencies recommended for funding
- One soft (electronic) copy on a flash drive of the complete application.

ESG Timeline

September 17, 2018	Fiscal Sponsor Application Due
September 24, 2018	Fiscal Sponsor Notified of Decision
September 28, 2018	Submit Regional and Project applications to NCCEH for review & feedback
October 1-12, 2018	NC BoS CoC Staff Review of Applications and Calls to Funding Process Leads
October 26, 2018	Regional Application Due
October 29- November 9, 2018	Application Review
November 26, 2018	Funding Decisions Announced
December 7, 2018	Agency's intent to appeal Due
December 14, 2018	Appeals & Special Consideration Materials Due
December 21, 2018	Fiscal Sponsor Contracts
January 4, 2019	Appeals Answered
January 4, 2019	Contracts Sent Out

ESG RFA Tip #1

This tip was emailed out last week by the NC ESG office:

Well over 75% of last year's ESG RFA applicants missed fully completing the required certification documents. The primary forms that were submitted incorrectly (not signed, boxes checked, etc) were the Federal Certifications and the State Certifications.

- Although the applications are due in October, the Federal and State Certification forms need to be dated for January 2, 2019. These forms need to be dated in the grant year for which you are applying. This will aid in contracts being executed in a timely manner.
- The ESG RFA Tip # 1 is posted on the NCCEH website: <http://www.ncceh.org/files/9509/>



- A copy of the Federal and State Certification forms with the mandatory questions that need to be completed highlighted are posted on the NCCEH website: <http://www.ncceh.org/files/9510/>

ESG RFA Tips

- There is no match required for the ESG FY 2018-19 year. The state has been able to obtain a match again this year.
- You may submit multiple 3-ring binders, however no one binder can be larger than 2 inches.
- Projects should submit Quarter 1 and 2 QPRs to Funding Process Committee. Quarter 3 will need to be submitted in October, prior to the submission of the regional and project application submission to the ESG office.
- All resources are posted on our website: <http://www.ncceh.org/bos/esg/>
- Staff solicited questions or comments. None expressed.

Benchmarks by Region

The following regions do not have local funding priorities: 6,7,8,13

- NCCEH is the Funding Process Lead in Region 6.
- Region 7 is working on their Funding Priorities Worksheet.
- Region 8 and 13 have new Funding Process Leads that just filled the role in their regions.

Resources

- NC BoS CoC ESG Funding documents are posted at: www.ncceh.org/bos/esg/
- ESG RFA and Application: <https://www.ncdhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>
- Staff solicited questions or comments. None expressed.

Coordinated Assessment Annual Review

The NC BoS CoC must conduct an evaluation of the coordinated entry system before 2019. This will consist of surveys for both participating agencies and consumers.

Service Providers

- Benchmark: 100% of CE participating providers receive the survey and 60% of providers respond.
- The Coordinated Assessment Council will create the survey and ensure it is disseminated.

Consumers/ participants will be administered the survey by case managers

- At time of VI-SPDAT over specific time period
- To all PSH/RRH active participants housed in last year
- Benchmark: 100% of active PSH/RRH participants housed in the last year receive survey and 50% of VI-SPDAT recipients receive survey.
 - 50% of people who receive survey complete it

Survey Tasks and Timeline

Task	Responsible Party	Timeline
Develop Surveys	Ehren with CAC input	August-September



Approval of Surveys & Methodology	CAC	September 11 th CAC Meeting
Administer Surveys	BoS Staff, CAC, BoS Agencies	October (dates TBD)
Analyze Survey Data	BoS Staff, CAC	November 13 th CAC Meeting
Develop Plan to Implement Changes to CE based on data	BoS Staff, CAC	December 11 th CAC Meeting

- Staff solicited questions or comments. None expressed.

Steering Committee Workgroup

- This workgroup was formed to develop the Steering Committee expansion and improvement proposal.
 - Created At-Large Member seats
 - Added the Funding and Performance Subcommittee and a Policy and Advocacy Workgroup
 - Enhanced Steering Committee meeting content and the process for information sharing
 - Developed additional training for Regional Leads and Steering Committee members
- The NC BoS CoC is reconvening the Steering Committee Workgroup on September 26. If you are interested in serving on the workgroup, please email bos@ncceh.org
 - The Steering Committee Workgroup will develop a procedure for renewing current At-Large members to serve in 2019.
 - The Steering Committee Workgroup will also assist in recruitment of new At-Large members
- Regional elections should begin in October 2018
 - The Point-in-Time Lead needs to be elected ASAP because this role will begin in October to prepare for the 2019 PIT count.
 - Other positions include: Regional Lead, Regional Alternate, Coordinated Assessment Lead, Funding Process Lead, Webmaster
 - To promote coverage, no one agency should fill more than 2 leadership positions.
- Staff solicited questions or comments. None expressed.

HMIS Transition

The HMIS Transition has been delayed

- The transition to the new HMIS site has taken longer than anticipated due to unforeseen delays.
- MCAH has concerns that global visibility was incorrectly applied to clients, making their information viewable if they had been searched.
 - This is an internal issue, meaning only licensed HMIS users could have seen these clients. Not outside persons or hackers.
- Mediware has now provided a demo site. NCCEH staff is currently reviewing the demo site for quality assurance.
- NCCEH is working with a HUD technical assistance provider, Abt Associates, to receive expert privacy guidance prior to the HMIS going live.
- Staff solicited questions or comments. None expressed.



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/9507/>
- There being no changes needed, the consent agenda was approved by common consent.

Trillium Significant Change Request

- Trillium has requested a budget change for it’s CoC funded project, PSH #3, in Region 9.
- Trillium would like to move the following funds from the listed budget line items to the rental assistance budget line:
 - Leasing: \$51,580.00
 - Supportive Services: \$31,392.00
 - Operating Cost: \$5,297.00
 - Administrative: \$5,838.00
- The grant was inherited from United Community Ministries. The current grant is written as a leasing grant, and Trillium would like to change it to a rental assistance grant to pair with the rest of their CoC portfolio.
- This request adheres to CoC’s priorities to provide rental assistance over leasing.
- A motion was made to approve Trillium’s significant change request to move their leasing and services budget to rental assistance [Henson, Dewitt]. All in favor; none opposed.

Meeting and Reminders

- In-person Steering Committee Meeting for Regional Lead, Regional Alternates, and At-Large members: Thursday, November 29 10:00-4:00, Winston-Salem
 - Register here: <http://www.ncceh.org/events/1304/>
- BoS HMIS User Meeting: Thursday, September 20 1:00-2:30
 - Register here: <http://www.ncceh.org/events/1261/>
- ESG Funding Process Lead Status Calls: Weekly on Fridays 10:00-11:00am
- ESG Scorecard Webinar Recording: <https://recordings.join.me/M975jNZ40EyviBVkGKsf6g>
- Collaborating with Local Homeless Liaisons Webinar: Tuesday, September 25th 11:00-12:00
 - Register here: <http://www.ncceh.org/events/1306/>
- Steering Committee Workgroup: Wednesday, September 26, 10:30 am
- Best Practice in Tenancy Supports:
 - 2-Day Case Manager Training offered in Western & Eastern NC: November 12-13 or November 15-16. Locations will be announced once space is reserved
- Next Steering Committee Meeting: Tuesday, October 9, 2018, 10:30 am – 12:00 pm

