

North Carolina Balance of State Continuum of Care

<http://ncbos.wordpress.com>

www.ncceh.org/BoS

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Roles and Responsibilities

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Purpose

The North Carolina Balance of State Continuum of Care (NC BOS CoC) is established and maintained to provide a full continuum of housing and services to homeless individuals and families in compliance with the McKinney-Vento Homeless Assistance Act, and to be able to receive U.S. Department of Housing and Urban Development (HUD) funding to provide housing and services through appropriations under that act. The NC BOS CoC was developed in recognition that many of North Carolina's rural areas did not have the capacity to submit local-only applications, and that by combining resources all of our communities had a better chance at receiving significant funding.

Participation

Some regions had developed local CoCs prior to the development of the BoS CoC. These regional CoCs (now called regional committees) participate as committees of the NC Balance of State CoC. Any regional committee agency, or any agency(s) in an area where there is not an established regional committee, may participate as a member. A community is able to participate in the BoS every year and is encouraged to apply for its pro rata share of funding (pro-rata is a HUD established "fair share" of funding that could be awarded to each county). If a participating BoS community does not submit an application during any given year, that community's pro rata funding share is used to fund other North Carolina projects.

The North Carolina Department of Health and Human Services provides facilitation and technical support to the Balance of State CoC. DHHS submits the HUD application for the BoS. However, if a community project is awarded funding, the grant contract will be directly from HUD to the local community project and does not pass through DHHS.

The Carolina Homeless Information Network (CHIN) is the provider of information services and technical support related to Homeless Management Information System (HMIS) data.

Process

Each year HUD announces a Notification of Funding Award (NOFA) for McKinney-Vento Homeless Assistance funds. The pro-rata share for that year is announced at the same time as the NOFA. Interested agencies within the geographic boundaries of the BoS are encouraged to apply for the McKinney-Vento funds through the BoS. DHHS assists member agencies with the application process and submits the application on behalf of the BoS.

Specific roles and responsibilities are defined below:

Committee Structure

The NC Balance of State CoC will have the following committees:

- Regional CoC Committees
 - previously local CoC committees
- Steering Committee
 - composed of volunteer representatives of the regional committees
- Permanent Housing Committee
 - Representatives from any agency that does, or wants to, receive CoC funding for permanent housing program(s)
- Transitional Housing Committee
 - Representatives from any agency that does, or wants to, receive CoC funding for transitional housing program(s)
- Families Committee
 - Representatives from any agency that does, or wants to, receive CoC funding for programs that serve homeless families
- CoC Scoring Criteria Committee
 - Volunteers from regional committees
- CoC Project Review Committee
 - Volunteers from regional committees

NC BOS CoC and Committee Responsibilities

Regional Committees (each committee is responsible for the following):

- Appoint a member to the Steering Committee annually who will serve as liaison between the NC BOS CoC and the Regional Committee and who will represent the Regional Committee in all matters pertaining to the NC BOS CoC
- Appoint a member to the CoC Scoring Criteria Committee annually
- Appoint a member to the COC Project Review Committee annually (members of this committee may not represent an agency that is seeking funding (or a sub-grantee) in the year that they serve on the committee)
- Provide the NC BOS CoC an accurate and complete Point in Time population count and bed inventory from each member agency of the Regional Committee annually
- Provide the NC BOS CoC an accurate Point in Time HMIS bed count from each member agency of the Regional Committee annually

- Provide the NC BOS CoC an accurate listing of member agencies and services provided annually
- Encourage broad-based participation in the Regional Committee meetings to enhance the efforts of the NC BOS CoC
- Encourage high Annual Performance Reports (APR) and HMIS performance by member agencies.

Steering Committee:

- Represent their Regional Committee in all matters pertaining to the NC BOS CoC
- Regularly attend monthly and other NC BOS CoC meetings (almost all meetings are conducted via conference call)
- Approve or disapprove project review criteria recommendations and final project ranking and funding recommendations for the annual application to HUD.

Permanent Housing Committee

- Meet at least quarterly to review performance of agencies receiving HUD CoC Permanent Housing funding
- Encourage high APR and HMIS performance by agencies receiving HUD CoC Permanent Housing funding.

Transitional Housing Committee

- Meet at least quarterly to review performance of agencies receiving HUD CoC Transitional Housing funding
- Encourage high APR and HMIS performance by agencies receiving HUD CoC Transitional Housing funding
- Discuss why transitional housing is a better fit in certain communities rather than permanent housing with transitional services and how the CoC can move towards permanent housing practices.

Families Committee

- Meet at least quarterly to review HUD's priorities as it relates to family initiatives
- Encourage all grantees to target outreach to homeless families

CoC Scoring Criteria Committee

- Meet as necessary to review and update NC BOS CoC scoring criteria for new and renewal HUD CoC Grant Project Applications

- Make a final recommendation to the Steering Committee annually on criteria to use for project review.

CoC Project Review Committee

- Meet as necessary to review and rank project applications for HUD CoC Grant funding
- Make a final recommendation to the Steering Committee of project rankings and recommended funding application levels for the HUD CoC Grant Application.

Member Agencies

- Participate in local CoC (Regional Committee) meetings
- Submit quarterly reports and APR to DHHS (if HUD funded)
- Participate fully in HMIS
- Partner with CHIN for all HMIS issues
- Participate in PIT count every January
- Respond to data requests from DHHS, CHIN, and other partners.

Member Agencies Who Already Receive CoC funding, or Wish to Apply

- Obtain a DUNS number
- Review HUD application submission training modules at HUD HRE Web site
- Provide the BOS CoC with an audit management letter for review
- Provide the BOS CoC with copies of leverage letters for review
- Provide BOS CoC with proof of match for review
- Provide BOS CoC with organizational chart showing agency capacity for review
- Provide BOS CoC with documentation of site readiness for review (when applicable)
- If applying for transitional housing, provide BOS CoC with description of why transitional housing is a better fit in your community than permanent housing with transitional services
- Complete Exhibit 2 (agency project application) in a timely manner for BOS CoC review.

NC DHHS

- Provide technical support to the committees and project applicants
- Convene and facilitate committee meetings as necessary
- Collect and analyze quarterly reports and APRs
- Collect information required for the HUD CoC Application Exhibit 1
- Ensure the completion and submission of the annual HUD CoC Grant application.

CHIN

- Serve as the designated HMIS for the BOS CoC

- Maintain BOS CoC compliance with HUD guidelines for HMIS
- Provide comprehensive HMIS training, network support, and technical assistance to the BOS CoC agencies
- Monitor HMIS usage and assist BOS CoC agencies, when necessary, to address operational and data integrity issues.
- Provide eHIC, APR and other required HMIS reports to the BOS CoC.

For additional information contact Jennifer Olson, N.C. Department of Health & Human Services, at #919-733-4534 or Jennifer.l.olson@dhhs.nc.gov.