

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

NC Balance of State CoC Steering Committee Consent Agenda and Updates

November 2018

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Section I. NC BoS Steering Committee Consent Agenda

The following will be voted on at the November 6, 2018 NC BoS Steering Committee meeting:

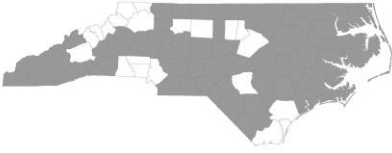
Approval of October 9, 2018 Minutes

Available here: <https://www.ncceh.org/files/9555/>

*Any Steering Committee member may request to move an item off the consent agenda to be more thoroughly considered. Any such items will be discussed as a regular agenda item at the next Steering Committee meeting.

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Section II. Updates

Governance Charter Updates

The NC BoS CoC Governance Charter is updated and approved by the Steering Committee annually. The Governance Charter updates will be presented for Steering Committee approval at the November meeting. The Governance Charter with comments explaining the updates has been posted to the NCCEH website: <https://www.ncceh.org/files/9554/>

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HMIS Transition

The HMIS@NCCEH launch date has been pushed back until Fall 2018. Agencies and users can expect the following:

- All HMIS training, workflows, forms, etc. will be hosted by NCCEH at ncceh.org and users will no longer go to nchmis.org, the website run by MCAH, for forms or training.
- Users will have a new ServicePoint website URL to log into.
- All agreements (agency participation, user, and sharing agreements) will need to be signed again with NCCEH as the HMIS Lead Agency. This will be done electronically with DocuSign.

What to do now:

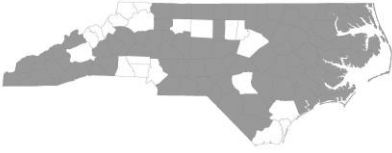
- **Keep entering data into nchmis.servicept.com until notified to stop and switch to the new HMIS@NCCEH site.**
- Check our launch webpage for updates: ncceh.org/hmis/launch/
- Keep an eye out for Agency Agreements that will have to be signed and returned.
- Make sure you're receiving communications from the NCCEH Data Center. Sign up for our HMIS@NCCEH Communications List [here](#).

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Regional Committee Elections

- Regional Committees should hold elections for 2019 leadership positions in the fourth quarter of 2018. The elected leadership positions are:
 - Regional Lead
 - Regional Lead Alternate
 - Point-in-Time Count Lead
 - Coordinated Entry Lead





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- Funding Process Lead
- CoC Project Review Committee Representative
- Secretary/Webmaster
- Others at the Regional Committee's discretion (county leads, Veteran leads, etc.)
- People who are currently serving in a leadership position may be re-elected. However, Regional Committees are encouraged to provide mentoring and guidance that will help bring in new leadership as well.
- No agency may serve in more than 2 leadership positions per region.
- Point-in-Time Leads need to be elected by October 31st. Please note that until a Point-in-Time Lead is selected, the Regional Lead will automatically be designated as the PIT Count Lead to share information with NC Balance of State CoC staff regarding Point-in-Time planning and data. PIT Leads should register [here](#).
- All Regional Committees are asked to submit names and contact info for their leadership positions to NCCEH staff [here](#).

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ESG Regional and Project Applications

This year, NCCEH offered additional technical assistance to the ESG Funding Process Leads (FPL). FPLs met weekly for status calls to review benchmarks and share the status of their region's progress on the benchmark(s) for that week. NCCEH has offered to review the Regional Application and the selected Project Applications for regional priorities, grammar, completion, consistency, and program standards. The ESG office at NC DHHS set a deadline for application submission for October 26, 2018 at 5:00pm.

- Regions 8, 10, and 13 have been granted extensions from the ESG office at NC DHHS to extend their deadline until November 9, 2018.

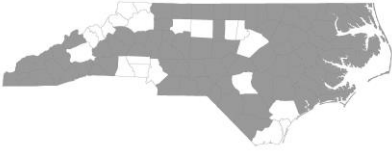
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In-person Steering Committee Meeting Thursday, November 29th 10:00-4:00

This meeting will be in Winston-Salem, NC. Registration link: <http://www.ncceh.org/events/1304/>

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BoS User Meeting

Wednesday, November 14th 1:00-2:30

At this monthly meeting, NC Balance of State CoC HMIS users will have the opportunity to ask questions about HMIS, homelessness data, and federal reporting from NCCEH's Data Center staff. Each meeting NCCEH will also include training to help you continue to develop your HMIS expertise. AAs are expected to come; all other HMIS users are highly encouraged.

Register here: <https://www.ncceh.org/events/1263/>

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Best Practice in Tenancy Support

NC BoS CoC is pleased to announce that we have an upcoming training on best practices in tenancy supports. This 2-day training will be held two times for your convenience:

November 12-13 in Morganton, NC: <https://www.ncceh.org/events/1285/>

November 15-16 in Kinston, NC: <https://www.ncceh.org/events/1286/>

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October HMIS User Meeting Recording

Recording Link: https://recordings.join.me/5_yH93BMvE-WQAYehfhKJg

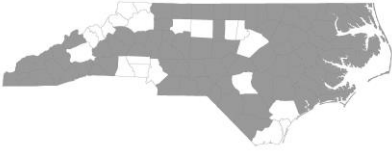
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North Carolina Child Care Resource and Referral Webinar Recording

Recording Link: <https://attendee.gotowebinar.com/register/472470435894016259>

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Section III. Meeting Minutes and Supporting Materials

ESG Funding Process Lead Status Calls

October 5, 2018

ESG Funding Process Leads attending:

- Region 1 – Destri Leger
- Region 2 – Trina Hill
- Region 3 – absent
- Region 4 – Kevin Hege
- Region 5 – Nicole Dewitt
- Region 6 – absent
- Region 7 – absent
- Region 8– absent
- Region 9 – absent
- Region 10 –absent
- Region 11 –absent
- Region 12 – Jim Cox
- Region 13 – absent

NCCEH staff attending: Jenn Von Egidy, Bagé Shade, Brian Alexander

Hurricane Florence Extensions

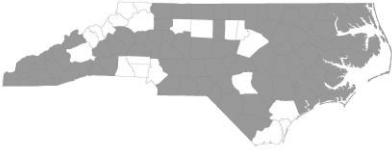
Region	NCCEH Extension October 12	ESG Office Extension November 9
8	X	X
10	X	X
13	X	X

The NCCEH deadline for submitting application materials for review has been extended to regions impacted by Hurricane Florence. Those same Regions have been offered an extension by the ESG office at NCDHHS for November 9.

FPC Previous Benchmarks

September 28th





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- The Regional Application and Project Applications are due to NCEH by 5:00pm
 - Submit here:
<https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9>
 - We need budgets: Regional and Project budgets should be submitted with applications.

FPC Current Benchmarks

October 1-12th

- Staff calls with Funding Process Leads with feedback and recommendations

Flash Drive Order

Main Folders on Flash Drive

Name	Date modified	Type
1-LPA Regional Application	7/12/2018 7:25 PM	File folder
2- Fiscal Sponsor Application	7/12/2018 7:24 PM	File folder
3- Project Application 1	7/13/2018 11:13 AM	File folder
4- Project Application 2	7/12/2018 7:25 PM	File folder





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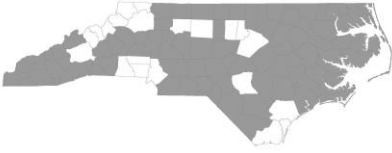
Project Application's Sub-Folders

Name	Date modified	Type
Attachments	7/9/2018 11:22 AM	File folder
State Certifications	7/9/2018 11:22 AM	File folder
Project 1 Application	7/9/2018 11:20 AM	Microsoft Wor
Project 1 Budget	7/9/2018 11:21 AM	Microsoft Exce

Name	Date modified	Type
1-Federal Certifications	7/12/2018 6:58 PM	Micro
2-State Certification	7/12/2018 6:58 PM	Micro
3-No Overdue Taxes Certification	7/12/2018 6:58 PM	Micro
4-Annual IRS Tax Exemption Verification	7/12/2018 6:59 PM	Micro
5-Annual Conflict of Interest Verification	7/12/2018 7:01 PM	Micro
6-Conflict of Interest Policy	7/13/2018 11:45 AM	Micro
7-Current Certificate of Insurance	7/12/2018 7:01 PM	Micro
8-IRS Exemption Letter	7/12/2018 7:01 PM	Micro
9-W9	7/12/2018 7:01 PM	Micro

- [Application Instructions: https://www.ncceh.org/files/9237/](https://www.ncceh.org/files/9237/)
- Please note that each Local Planning Area should submit the following in a 3-ring binder(s) no larger than 2 inches each tabbed according to the checklist:
 - 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.
 - Please be sure to write your LPA name on the flash drive





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Regional Report Outs

- Give a brief status update of where your region is with finalizing the regional application.
 - Is the Regional Application finalized?
 - Is the application completed with project application information and the budget?
 - Do you have all the required attachments?
- **Region 1:** Destri: Project applications have all but one submitted QPR. Plans to send Oct. 22nd.
- **Region 2:** Trina: Collecting documents and compiling materials. Needs hard copies that are signed.
- **Region 3:** absent:
- **Region 4:** Kevin: Regional app is complete. Tuesday he will collect project apps and will begin building flash drive. He will take the binder and go through the checklist together.
- **Region 5:** Nicole: Google drive organized and correct formats.
- **Region 6:** NCCEH extension October 5th
- **Region 7:** absent
- **Region 8:** absent--
- **Region 9:** absent-
- **Region 10:** absent
- **Region 11:** absent
- **Region 12:** Jim- waiting on feedback. Pitt Regional meeting on Wednesday in Beaufort Co.
- **Region 13:** absent--

FPC Next Steps

October 1-12th

- Staff calls with Funding Process Leads with feedback and recommendations

Resources

- Regional and project application submission link:
<https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9>
- BoS resources are posted on our website: <http://www.ncceh.org/bos/esg/>
- ESG Funding Tip on our website: <http://www.ncceh.org/esgapplication/>
- ESG RFA and Application are posted on their website:
<https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>

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October 19, 2018

ESG Funding Process Leads attending:

- Region 1 – Destri Leger
- Region 2 – Trina Hill
- Region 3 – absent
- Region 4 – Kevin Hege
- Region 5 – Nicole
- Region 6 – absent
- Region 7 – absent
- Region 8 -absent
- Region 9 – absent
- Region 10 –absent
- Region 11 –absent
- Region 12 – Jim Cox
- Region 13 – absent

NCCEH staff attending: Jenn Von Egidy, Bagé Shade

Recap

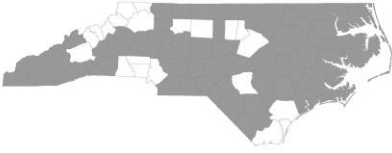
NCCEH ESG Application Review

- Staff is reviewing both Regional application and Project Applications for all Regions.
 - Staff will send reviewed applications with our comments to the Funding Process Lead.
 - Staff has been conducting phone calls with Funding Process Leads to go through comments.

Hurricane Florence Extensions

Region	NCCEH Extension October 12	ESG Office Extension November 9
8	X	X
10	X	X
13	X	X





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The NCCEH deadline for submitting application materials for review has been extended to regions impacted by Hurricane Florence. Those same Regions have been offered an extension by the ESG office at NC-DHHS for November 9.

Electronic vs. Hard Copy Submission

Applications must be received by the ESG office by 5pm EST on October 26, 2018. NOT postmarked.

If using US Postal Services	Kim Crawford DHHS-DAAS 2101 Mail Service Center Raleigh, NC 27699-2101
If using Courier Services (UPS, FedEx, etc.)	Kim Crawford DHHS-DAAS 918 Tate Dr Raleigh, NC 27603

****APPLICATIONS SHOULD NOT COME TO NCCEH! We are NOT the ESG office.**

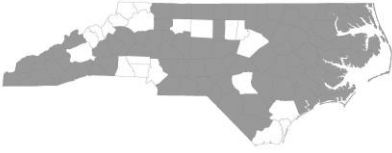
- Please note that each Local Planning Area should submit the following in a 3-ring binder(s) no larger than 2 inches each tabbed according to the checklist:
 - One Regional Application
 - One Project Application for each of the agencies recommended for funding
 - One soft (electronic) copy on a flash drive of the complete application.
 - Please be sure to write your LPA name on the flash drive

Regional and Project Application Checklists

Refer to slides posted on the website for table with submission specifications:

<https://www.ncceh.org/files/9517/>





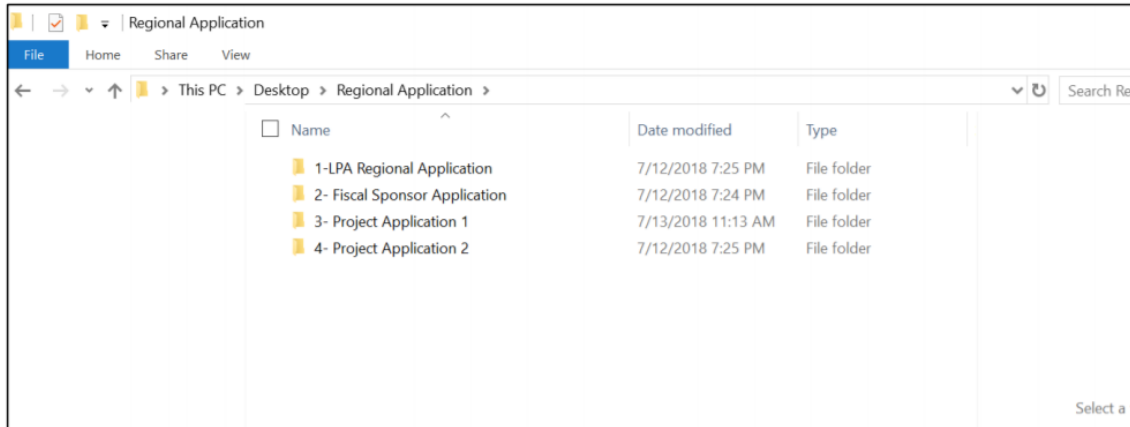
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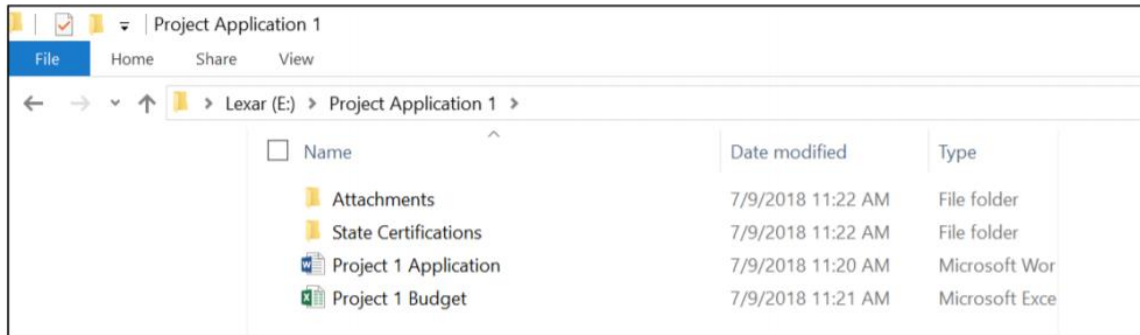
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Main Folders on Flash Drive



Project Application's Sub-Folders





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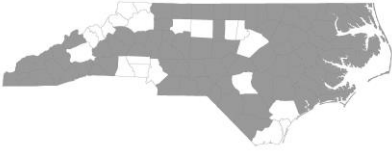
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9-W9	7/12/2018 7:01 PM	Micro

- [Application Instructions: https://www.ncceh.org/files/9237/](https://www.ncceh.org/files/9237/)

Regional Report Outs

- Give a brief status update of where your region is with submitting the regional application.
 - Is the Regional Application finalized?
 - Do you have all components of the checklist together?
 - What date are you mailing your package?
- **Region 1:** Destri: Project applications have all but one submitted QPR. Plans to send Oct. 22nd.
- **Region 2:** Trina: Collecting documents and compiling materials. Needs hard copies that are signed.
- **Region 3:** absent:
- **Region 4:** Kevin: Regional app is complete. Tuesday he will collect project apps and will begin building flash drive. He will take the binder and go through the checklist together.
- **Region 5:** Nicole: Google drive organized and correct formats.
- **Region 6:** absent-NCCEH extension October 5th
- **Region 7:** absent
- **Region 8:** absent
- **Region 9:** absent
- **Region 10:** absent





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- **Region 11:** absent
- **Region 12:** Jim- Waiting on feedback. Pitt Regional meeting on Wednesday in Beaufort Co. to approve final package.
- **Region 13:** absent--

FPC Next Steps

Deadline for submission to ESG office: October 26th (Nov. 9th for Region 8,10, 13)

- *Submit copy of Final Completed Regional Application to NCCEH staff:*

<https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9>

- *Your submission should include the following:*
 - *One completed regional application (in PDF/Word format)*
 - *One completed regional budget (in Excel format)*
 - *All completed project applications (in PDF/Word format)*
 - *All completed project budgets (in Excel format)*

Resources

- Regional and project application submission link:
<https://app.smartsheet.com/b/form/5ee7f81f1e85420ab54e0e914ba392c9>
- BoS resources are posted on our website: <http://www.ncceh.org/bos/esg/>
- ESG Funding Tip on our website: <http://www.ncceh.org/esgapplication/>
- ESG RFA and Application are posted on their website:
<https://www.ncdhhs.gov/about/grant-opportunities/aging-and-adult-services-grant-opportunities>

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