

North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting

9.7.10

Regional Leads Present:

Chris Battle, Kristi Case, Debbie Cole, Jim Curtin, Wanda Feldt, Sharon Foust, Sandra Whitemore (for Beverly Hall), Melissa Ledbetter, Talaika Williams (for Amy Modlin), Vanessa Neustrom, Jackie Sheffield, Michele Steele, Paulette White, Jennie Connor (for Teena Willis)

Regional Leads Absent:

Albert Barron, Ramona Gilbert, Laura Hartman, Jane Motsinger, Joel Rice

Interested Parties Present:

Kim Braxton, Emily Carmody, Nicole Dewitt, Sonia Ensenat, Gayle Fernandez, Nancy Holochwost, Nancy Hunter, Lynn Inman, Denise Neunaber, Nikki Ratliff, Don Rogers, Tamara Veit

Approval of August Minutes

A motion to accept the minutes was made and approved [Veit, Feldt].

CoC Application Update

- NCCHE sent an email on August 26th that included next steps for the application process. Several items are due to NCCHE by September 13th so that they can be finished and staff can begin scoring before the Exhibit 2 work begins.
 - One item on the list is to obtain a DUNS number if the agency does not already have one.
- The NOFA has not yet been released and no news has come from HUD or other national partners regarding its expected release date. We anticipate it will be towards the end of the month, but can't be sure.
- A list of all new and renewal BoS applications was reviewed.
 - Renewal projects: \$1,898,284 inside pro rata and \$1,077,793 outside pro rata
 - New projects: \$2,985,786 inside pro rata
 - Balance of State pro rata: \$5,157,842
 - Balance of State Permanent Housing Bonus: \$773,676
 - We plan to ask one of the biggest S+C projects to be the Permanent Housing Bonus project (as we did last year). This will leave about \$750,000 within the pro rata to distribute amongst new permanent housing projects.

- On the last Steering Committee call, the committee recommended that no project applications would be accepted after the June 4th pre-application deadline. Since then, NCCEH has received confirmation from HUD and other CoCs that this recommendation is allowable. The floor was opened for committee members to discuss passing this recommendation.
 - It was discussed whether the deadline would apply to all projects or only to new ones. Because renewal projects are not always included on HUD's list of eligible projects, and because some renewals get extensions that unexpectedly make them eligible, it was decided that this cut-off deadline would only apply to new projects.
 - The process of publicizing the pre-application was also discussed. Next year, the pre-app will be publicized both at the state and regional level after HUD releases the CoC registration and pro rata information.
 - A motion was made and approved to not accept new project applications after the June 4th deadline [Inman, Neustrom]. The approval was unanimous.

CHIN HMIS

- HMIS data quality reports are posted on the CHIN self-service center every month. The August 25th report is posted and available now.
- Data quality will be scored in the application process this year. Applicants have this month to clean up their data, including null/missing values; NCCEH will use the September 25th report to score applications.
 - NCCEH will send out an email with more specific information. Applicants can also call CHIN's help desk to find out what data needs to be revised.
- The whole CoC gets scored on this data in the Exhibit 1, so all HMIS users should be cleaning up their data. In 2009, the BoS received 18.25 points out of 26 for HMIS quality and participation. 2009 was the first year the BoS was able to contribute to the AHAR, and we know part of this loss of points was due to only being able to contribute AHAR data to one shell (transitional housing for families).
- CHIN is having a presentation about the AHAR at their next Advisory Committee meeting. Anyone who is not on the Advisory Committee list can email support@nchomeless.org for information.

Committee Members

- HMIS Committee
 - Paulette White has agreed to chair this committee.
 - Each region should appoint a representative.
 - The committee will look at data quality for BoS agencies, check on any agencies that have poor data, and reach out to agencies that are not yet on HMIS but who would benefit from using it. NCCEH will write up a description of the committee for RC leads to share.

- Project Review Committee
 - Each region should appoint a representative to the committee (cannot be someone from an agency applying for funding).
 - This committee reviews and scores CoC project applications. NCCEH will have an orientation call for committee members. The overall time commitment for members will be about 5-6 hours.
- Please send the name and email address for each committee representative to bos@ncceh.org by September 13th. If the HMIS Committee meets prior to a representative being chosen, the RC Lead can sit in on the meeting.

Regional Approval of Applications

- This form documents the approval and ranking of each region's project applications.
- The form was due today. Regional Committee leads that have not handed theirs in yet should call or email NCCEH.

Questions?

- A clarification was needed on the Application Instructions.
 - The requirement for agency budgets is new this year. Units of local government (LMEs and PHAs) are exempt from this requirement. The Scorecard Committee asked for budgets to look at the agency's security, the size of the agency, and its capability to operate on a reimbursement basis.
- A concern was raised that the estimated \$750,000 that is left within the BoS pro rata would not be used.
 - This money will be used; the BoS never leaves money on the table. The extra money will be divided by the Steering Committee among new projects that submitted a timely pre-application, with the focus on permanent housing, since PSH and S+C will renew outside pro rata beginning in 2011.

Regional Committee Updates

- NCCEH is hiring for a new position that will become the main contact in our office for the Balance of State. We anticipate working more with RCs and looking at community needs throughout the year so that next year's applications will be based on need as well as pro rata.

Next Meeting: Tuesday, October 5 at 10:30.