

# Balance of State Continuum of Care

Steering Committee Conference Call

Tuesday, January 11, 2011

10:30 AM

# Welcome

- Roll Call
- Reminders:
- \*6 to mute/unmute line
- \*4 will increase/decrease volume
- If your phone plays music while on hold please do not put us on hold during the conference call.

# Access to BoS Materials on Web

- BoS Blog: [ncbos.wordpress.com](http://ncbos.wordpress.com)
- BoS Overview:  
<http://www.ncceh.org/bos/>
- BoS Minutes and Agendas:  
<http://www.ncceh.org/BoSminutes/>
- Web page for prospective grantees:  
<http://www.ncceh.org/BoSgrantees/>
- Web page where PIT info is listed:  
<http://www.ncceh.org/BoS2009PIT/>

# Review & Approve December Minutes

- <http://www.ncceh.org/BoSminutes/>

# Agenda

- Regional Committee Leadership
- 2011 Updated BoS Forms
- Point-in-Time Count
- Subcommittee Meetings
- APRs/QPRs
- Regional Committee Updates
- Next meeting Tuesday, 2 / 1 @ 10:30am

# Regional Committee Leadership

- Each Regional Committee should elect (or if already elected, re-approve) Regional Lead during January or February meeting. Be sure to send us an email with your minutes noting that you're serving as the Regional Lead.
  - NCCEH will send out an updated Regional Lead job description next week.
- Reminder: Add [bos@ncceh.org](mailto:bos@ncceh.org) to your Regional Committee mailing list. We need your Regional Committee Agendas & Minutes from each meeting.

# 2011 Updated BoS Forms

- BoS Participant Form
  - Each organization in the BoS must complete this form
  - New questions were added during 2010 CoC application
  - Regional Leads are responsible for ensuring organizations fill out or update forms
    - NCCEH will email list of completed forms to Regional Leads on a quarterly basis.
  - Fill it out online: [www.ncceh.org/forms/25/BoSParticipants/](http://www.ncceh.org/forms/25/BoSParticipants/)
- BoS Participation Checklist and Due Dates
  - Lists requirements for all BoS participants, including grantees and prospective applicants, with due dates
  - Download form at [www.ncceh.org/bos/](http://www.ncceh.org/bos/)

# Participant Checklist

Responsible Party	Action Items	Due Date
All Participants	Attend Regional Committee Meetings (attendance at Steering Committee Meeting conference calls is optional)	Monthly
	Communicate BoS information to local partners	Ongoing
	Recruit Partners to attend CoC meetings	Ongoing
	Complete <a href="#">2011 BoS Participant Form</a>	Ongoing/before NOFA
	Participate in CHIN HMIS (Existing programs and other community agencies serving the homeless except DV)	ongoing
	<a href="#">Participate in Point in Time Count</a>	January 26th
	Submit PIT Count and Housing Inventory Data	February 4th



# Participant Checklist

Responsible Party	Action Items	Due Date
Regional Leads	Attend BoS Steering Committee meetings	Monthly (First Tuesday at 10:30am)
	Communicate BoS Steering Committee info to local partners	Ongoing
	Recruit partners to attend CoC meetings	Ongoing
	Assign community volunteers to BoS committees	Ongoing
	Assist NCCEH in collecting information from RC participants and grantees	Ongoing
	Coordinate local Point in Time Count	January 2011
	Collect and turn in 2011 BoS Participant Forms	Ongoing
	Attend applicable BoS Subcommittee meetings	Quarterly

# Participant Checklist

Responsible Party	Action Items	Due Date
Bos Current Grantees	Submit Quarterly Progress Reports (QPRs) to NCCEH	30 days after the end of each quarter of your operating year
	Submit HUD APRs to NCCEH	90 days after the end of your operating year
BoS Prospective Grantees (for renewal or new projects)	Letter of Intent to apply for HUD funding	Prior to submitting pre-application
	Self Evaluation Form	Prior to submitting pre-application
	Complete Pre-application & Budget Worksheet	TBD
	Items for HUD Project Application (Subject to Change)	

# 2011 Point-in-Time Count

- PIT Count is the night of Wednesday, January 26<sup>th</sup>
  - New categories: Chronically Homeless Families, Households of Only Children
- Regional Committee leads: email name of your region's local PIT coordinator to NCCEH by Friday, January 21<sup>st</sup>
- NCCEH PIT training call tomorrow (1/12) at 3:00 pm  
– register at [www.ncceh.org](http://www.ncceh.org)
- Interest in BoS-only call to discuss community strategies?

# BoS Subcommittee Meetings

- Transitional Housing, Permanent Housing, and Families Committees will meet quarterly
- Mark your calendars!
  - Transitional Housing = 2<sup>nd</sup> Tuesday of the month @10:30 am
    - (Feb 8, May 10, Aug 9, Nov 8)
  - Permanent Housing = 3<sup>rd</sup> Tuesday of the month @10:30 am
    - (Feb 15, May 17, Aug 16, Nov 15)
  - Families = 4<sup>th</sup> Tuesday of the month @10:30 am
    - (Feb 2, May 24, Aug 23, Nov 22)

# APRs

- All grantees must turn in APRs to NCCEH
- 2010 APRs missing from:
  - Christians United Outreach Center – Project Independence 2004 & 2005
  - Greenville Community Shelter – Solid Ground PH
  - Mountain Youth Resources – Far West Housing
  - Rockingham Co. Help for the Homeless – TH 2007
  - Sandhills Community Action Program – Transitional Housing
  - Surry Homeless and Affordable Housing Coalition – PH
  - United Community Ministries – Bassett Center TH and PH Voucher Program
- Email to [bos@ncceh.org](mailto:bos@ncceh.org) or fax to 888-742-3465

# QPRs

- All grantees must turn in QPRs to NCCEH
- Due 30 days after the end of each quarter of your operating year
- Download form at [www.ncceh.org/BoSgrantees/](http://www.ncceh.org/BoSgrantees/)
- Email to [bos@ncceh.org](mailto:bos@ncceh.org) or fax to 888-742-3465

# QPRs cont'd.

- QPRs due in January/February:
  - Alamance-Caswell LME S+C #1
  - Burlington Dev. Corp. STEPS
  - ECBH S+C 1 and 3
  - Elizabeth City Housing Authority S+C
  - Five Co. Mental Health – 4 S+C grants
  - Graham Housing Authority S+C
  - Mental Health Partners S+C
  - New Reidsville Housing Authority – 2 S+C grants
  - Piedmont Behavioral Healthcare – 4 S+C grants
  - Smoky Mountain Center-Central Region – 2 S+C grants
  - Smoky Mountain Center-Southern Region S+C
- If we don't have your 2010 APR, we don't know when your QPR is due!

# Regional Committee Updates

- Top two highlights from your region



# Mark your 2011 calendars!

NC Balance of State Steering Committee meets on  
the first Tuesday of every month at 10:30 am.  
Same conference call number, same link.

## Stay in touch!

- Email [bos@ncceh.org](mailto:bos@ncceh.org) or call 919.755.4393 with any questions or concerns.
- See you on the next call at 10:30 am on February 1!