

# North Carolina Balance of State Continuum of Care

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## Balance of State Steering Committee Meeting

7.5.11

### Regional Leads Present:

Albert Barron, Mary Brown, Kristi Case, Wanda Feldt, Sharon Foust, Melissa Ledbetter, Amy Modlin, Jane Motsinger, Vanessa Neustrom, Joel Rice, Paulette White

### Regional Leads Absent:

Debbie Cole, David Collins, Jim Curtin, Amanda Hopkins, Jackie Sheffield, Michele Steele, Teena Willis

### Interested Parties Present:

Vickie Basinger, Martha Beatty, Bonnie Bettini, Mike Bloomer, Nicole Dewitt, Gayle Fernandez, Beverly Hall, Lynn Inman, Laura McDuffee, Mike McMillan (RCS), Faye Pierce, Kathy Pullicino, Nikki Ratliff, Hunter Thompson, Kannika Turrentine

### NCCEH Staff Present:

Nancy Holochwost, Denise Neunaber, Emila Sutton

### Approval of June Minutes

There being no changes needed, a motion was made and approved to accept the minutes [Inman, Rice].

### Update on FY2011 Pre-Application

- The pre-application for FY2011 funding was emailed out last Friday, July 1. All pre-application documents are posted on NCCEH website at <http://www.ncceh.org/bos/CoCAApplication/>. Pre-apps are due to NCCEH by 11:59 pm on Monday, August 1<sup>st</sup>. NCCEH will review pre-apps and provide feedback to applicants.
- There are different pre-application forms for new and renewal projects this year.
  - For renewals that were already in esnaps, NCCEH staff sent the 2010 Exhibit 2 to the applicant as a Word document to edit and update. Any grantee with a renewal grant who did not receive such a document should contact NCCEH as soon as possible.
  - For new projects, NCCEH staff turned the Exhibit 2 into a Word form so that the pre-application questions are the same as last year's actual application. This way all the information will be edited and ready to be entered into esnaps when the NOFA is released.
  - The NOFA is expected to be released in late August or early September.

- The pre-application instructions state that pre-applications are required for new projects no later than August 1 at 11:59PM.
- The pre-application instructions include a list of several additional documents that are required to be submitted with pre-application. They also include a list of tasks applicants can begin to work on now, but that aren't due until the final application.
- Applicants should look at last year's scorecard to be sure they can meet threshold requirements and gauge where they may gain and lose points.
- NCCEH reported that the American Indian Mothers Inc.'s SHP-PH project from the 2009 application will not receive funding. Grant awards from HUD are provisional until the grantee submits an acceptable technical submission; only after that point does the grantee actually receive funds. HUD determined that AIMI was unable to submit an acceptable technical submission and thus will not be able to receive funding. The scorecard and pre-application are important pieces preventing a similar unfortunate situation in the future. NCCEH staff want to work with the Steering Committee to create a system that will ensure everything is in place before projects are submitted to HUD.
- NCCEH staff created a flowchart to outline the steps in the pre-application process. The flowchart is posted on the NCCEH website at <http://www.ncceh.org/bos/CoCAApplication/>.
- Emila has compiled a list of each active Regional Committee's available pro rata and 2011 renewal projects. All SHP projects have their renewal amount listed because they renew within pro rata. Shelter+Care renewals do not have an amount because they renew outside of pro rata. This list is posted on the NCCEH website at <http://www.ncceh.org/bos/CoCAApplication/>.
  - All new SHP project requests must fit within the RC's available pro rata. New Shelter+Care project requests can be for more than the RC's available pro rata.
  - Renewals do not have to be renewed, but because this is a complex decision, any RC that is considering not renewing a project should contact NCCEH to discuss it.
  - Paulette requested that NCCEH staff send RC leads a list of all the Intent to Apply forms that have been received so far.

#### **Grantee Presentations to Regional Committees**

- On the last Steering Committee call, NCCEH asked all grantees to present to their Regional Committees by the end of August. RC leads should ask their grantees to do so at next month's meetings. Presentations should include eligibility requirements, project components, referral processes, and any other questions the RC members have for the grantee. These presentations should continue on a quarterly basis.
- Committee members discussed what they plan to ask grantees. Topics included ensuring that grantees open their programs beyond their current service definitions and analyzing program outcomes and how RCs can help make programs be more successful.

#### **Scorecard Committee Update**

- NCCEH has received Scorecard Committee representatives from six Regional Committees (Person-Chatham, ARMM, Foothills, Piedmont, Twin County, Randolph).

- In order to have full representation, each Regional Committee must have a representative. Please email the name and contact information for your representative to [bos@ncceh.org](mailto:bos@ncceh.org) no later than Monday, July 18.
- The Scorecard Committee will meet Thursday, July 21 at 2:00 pm. This call is required for all participants.

### QPRs

- All grantees must submit Quarterly Progress Reports (QPRs) to NCCEH 30 days after the end of each quarter of their operating year.
- QPR forms are available to download on the NCCEH website at [www.ncceh.org/BoSgrantees](http://www.ncceh.org/BoSgrantees)
- Emila sent email reminders to grantees who must turn in QPRs in the upcoming months as well as to those who have overdue QPRs and APRs. A list of those grantees was reviewed.

### Regional Committee Updates

- Alamance: The S+C program was not able to spend all its funds, so HUD approved increasing the number of vouchers. They are now poised to issue about 30 additional vouchers to spend all the money they have been allotted.
- Pitt: Denise and Emila spoke to the Pitt County Regional Committee last month, after which Paulette received comments from participants who were excited to learn more about what the RC is doing, HEARTH, and creating strategies that will enhance outcomes.
- Southwest: At the last RC meeting, participants discussed their disappointment that HEARTH is not going into effect this year, since they were expecting to be able to go forward with new innovative ideas and now have to put them on hold.
  - Denise encouraged Steering Committee members to join in advocacy efforts to ask for the money needed to fully implement HEARTH. Email [bos@ncceh.org](mailto:bos@ncceh.org) with stories about what communities planned to do with HEARTH so staff can share that information with legislators during Capitol Hill Day next week during the NAEH conference. NCCEH staff is also looking at alternate sources of funding for HPRP-like activities (rapid re-housing and prevention) that communities can use now to begin programs. Committee members were encouraged to start looking at local and foundation sources, and staff will share information that is gathered on federal sources.
- Foothills: The RC has formed a fundraising subcommittee to provide basic necessities to people who are moving into housing, since agencies that used to provide those items have fewer resources than they have in the past.
- Five County: The RC is meeting with the local ESC and veterans agency to plan a one-day stand down in November.
- Rockingham: The RC is continuing to plan for Project Community Connect on November 9 and partnering with the local Veterans Administration to do stand down on the same day.
- NCCEH: Staff is working with the 100,000 Homes Campaign to host an in-state training this fall. The Campaign involves completing a Vulnerability Index that identifies the most medically vulnerable homeless people in a community and creating a prioritized list of the people who

need to be housed first. The Index will be part of the 2012 Point-in-Time Count. The training will discuss how to conduct the Index and how to line up housing for the people who are identified. Communities can choose to opt in to the Campaign. NCCEH staff will share a summary of what will be required of participating communities in the upcoming weeks.

**Next Meeting:** Tuesday, August 2 at 10:30.