

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Balance of State Steering Committee Meeting

12.4.12

Regional Leads Present:

Brian Alexander, Albert Barron, Chris Battle, Ellen Blackman, Michael Bloomer, Kristi Case, Debbie Cole, Spencer Cook, Nicole Dewitt, Jennifer Kerr Flood, Joe Marks, Amy Modlin, Faye Pierce, Kristi Pitchford, Joel Rice, Nickie Siler, Gus Smith, Marty Stebbins, Michele Steele, Paulette White, Teena Willis

Regional Leads Absent:

Susan Bellew, Jane Motsinger, Jackie Sheffield, Shari Wright

Interested Parties Present:

Vickie Basinger, Martha Beatty, Kathy Bragg, Mary Pat Buie, Maseta Dorley, Sarah McBrayer, Donna McCormick, Libby Stanly, Kannika Turrentine, Nina Walker, Lori Watts, Talaika Williams

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Denise Neunaber

Approval of November Minutes

There being no changes needed, the minutes were approved by common consent.

CoC NOFA Update and Overview

- HUD released the NOFA for the CoC funding competition on November 9th. The Steering Committee reviewed a timeline of important dates in the application process. This timeline was sent out to all applicants via email several weeks ago.
 - November 19: Scorecard Committee meeting; esnaps training for applicants
 - November 30: New project applicants turn in first draft of project application to NCCEH
 - December 4: Steering Committee meeting at which final scorecard is approved
 - December 7: Renewal project applications due to NCCEH
 - December 13: Project Review Committee orientation call to review scorecard and application assignments
 - December 14: New project applications due to NCCEH
 - December 17-20: Project Review Committee members hold individual calls with NCCEH staff to review scores
 - January 2: Project Review Committee call to review final recommendations

- January 3: Steering Committee meets to approve final prioritized list of applications
- January 11: All project applications must be complete and submitted in esnaps after NCCEH instruction
- January 15: Application is submitted to HUD
- January 18: Competition closes
- All Steering Committee members are encouraged to read the NOFA. The NOFA includes several changes this year:
 - Project applications (formerly called Exhibit 2s) must be submitted to the CoC no later than 30 days before the application deadline (January 18). This means NCCEH cannot accept late applications this year.
 - The CoC must notify project applicants if their projects will not be included in the final application no later than 15 days before the application deadline.
 - Reallocation allows CoCs to shift funds from existing renewal projects to new project applications without decreasing the CoC's annual renewal demand amount. The BoS does not intend to do this in 2012, but this will be an option that will be considered in advance of the 2013 application.
 - HUD will give priority to the creation of new permanent supportive housing projects that serve chronically homeless individuals and families, with the highest priority on serving those with the longest histories of homelessness. This priority is more specific than it has been in the past and reflects HUD's goal of decreasing the length of time people spend homeless.
- The Steering Committee reviewed the categories of available funding:
 - The BoS' Annual Renewal Demand (ARD) is the amount of money needed to renew all projects that are eligible for renewal this year (\$4,595,203). This amount includes admin increases for all renewals.
 - The ARD minus 3.5% = \$4,434,371. Nationally, the ARD minus 3.5% is the amount that Congress appropriated to HUD for the CoC program. This means Congress did not give HUD enough money to renew all renewals at their ARD amount. For the BoS, this amount is about \$107,000 short of funding all renewals at ARD.
 - BoS pro rata = \$7,409,258; Permanent Housing Bonus Project = \$740,926. These amounts are similar to what the BoS has received since NCCEH began coordinating it. This year, because HUD does not have enough money, it is highly unlikely for the BoS to receive this amount.
- The NOFA requires the CoC to rank both renewals as well as new projects, which is a new requirement this year. The Project Review Committee will use a combination of the scorecard and BoS priorities (which the Steering Committee will discuss during this meeting) to rank projects.
- Projects must be placed in one of two tiers and then must then be ranked within the tiers.
 - Tier One will be funded first. HUD will fund projects in the following order (within the ranking created by the CoC):
 - Renewal projects

- New projects created through reallocation
 - CoC planning costs
 - Permanent Housing Bonus projects located in designated “Extreme High Needs” communities
 - New Permanent Housing Bonus projects
 - New permanent housing projects
 - New SSO projects for centralized or coordinated assessment systems created with available PPRN
 - New HMIS projects
 - New transitional housing projects
 - New supportive services only projects
 - We expect that all Tier One projects will be funded provided that the project meets HUD’s threshold. In order for new projects in Tier One to be funded, the CoC will have to score 97 out of 130 points.
 - Tier Two will be funded second. HUD will again fund projects in a specific order within the ranking created by the CoC:
 - Renewal projects
 - New projects created through reallocation
 - CoC planning costs
 - Permanent Housing Bonus projects located in designated “Extreme High Needs” communities
 - New SSO projects for centralized or coordinated assessment systems created with available PPRN
 - New permanent housing projects
 - New HMIS projects
 - New transitional housing projects
 - New supportive services only projects
 - At some point in Tier Two, HUD will run out of money. Because new projects are sixth on HUD’s order of priorities in Tier Two, it is almost certain that new projects placed into Tier Two will NOT be funded because HUD will run out of money before they reach the new projects.
- The Steering Committee was shown a list of considerations for deciding how to prioritize projects.
 - There is not enough money available to put all the BoS projects in Tier One.
 - Tier One is equal to all renewals minus \$107,469.
 - Tier One can include new or renewal projects; it does not need to be only renewals.
 - Tier Two renewals may get funded depending on how much money HUD recaptures (which increases the overall amount of money available) and on our CoC’s application score. If a renewal is placed in Tier Two, the CoC must be prepared for it to possibly not be funded.

- If renewals are placed in Tier Two and get funded, we will get all renewals and any new projects that were placed in Tier One.
 - It is extremely unlikely that any new projects will get funded in they are placed in Tier Two.
 - If the BoS plays it safe and places all renewals in Tier One, renewals still need to be cut \$107,469 to reach the ARD minus 3.5% level.
- The Steering Committee was shown a list of possibilities for ranking projects:
 - Place all renewals in Tier One and cut all projects by the same percentage (flat cut)
 - The cut could come from admin because admin was increased this year (up to 2% increase for SHP and 7% increase for S+C). This would mean some projects would not get an increase and some would receive a partial increase.
 - The cut could be a percentage of the overall budget and the applicant would decide which line item to take it from.
 - Place all renewals in Tier One and cut projects according to their scores or their previous spending rates (weighted cut)
 - Review renewals in-depth and place low-performing renewals in Tier Two, making room for new projects in Tier One
 - If this option is chosen, the Steering Committee would need to decide on a scoring threshold for renewals and a prioritization process for new projects
 - Steering Committee members were asked for feedback on these options and ideas for other ranking processes. The Steering Committee discussed the possibility of placing low-performing renewals in Tier Two, but concerns were raised about not having an existing tool for determining which renewals are low-performing and about risking renewals' funding without giving grantees any advance notice. The Steering Committee discussed assessing renewals next year in advance of the 2013 application instead. Another concern was raised that some new projects aim to serve areas of the BoS that have no existing grants; if new projects can be put forward, these projects should be prioritized. Several members advocated for keeping all renewals in Tier One and taking a flat cut from whichever line item the grantee chooses. This would keep all renewal projects whole, but would almost certainly prevent the BoS from receiving any new projects this year.
 - A motion was made and approved to place all renewals into Tier One, taking a flat cut from the line item the grantee chooses, and to notify grantees that they may be subject to reallocation in the 2013 application [Cole, Marks].
 - NCCEH staff will calculate the needed percentage for the cut and will email applicants once it's been determined.
 - New projects may continue to apply if they wish. NCCEH will be focused on working on renewals and the Exhibit 1, but new project applicants can contact staff for help. In the event a renewal drops out at the last minute, the Project Review Committee will reconsider including new projects in Tier One and will take under advisement the comment about prioritizing areas with no current grants.

Scorecard

- The Scorecard Committee has created draft new and renewal scorecards. The drafts are posted at www.ncceh.org/bos/CurrentCoCApplication and were sent out to the Steering Committee prior to the meeting.
- The scorecards include several changes:
 - Some questions were moved to the staff-only section of the scorecard, which is scored only by NCCEH staff and not by the Project Review Committee members. This section includes non-subjective questions about information that Committee members do not have (such as attendance records).
 - Increased points for serving chronically homeless people and veterans (HUD priorities)
 - Increased points for requesting housing over services (this ratio is scored by HUD)
 - New threshold questions for non-permanent supportive housing projects
 - New threshold questions for projects requesting services funding
 - New threshold questions about spending rates on existing projects
- It was noted that programs applying to add services to permanent supportive housing projects should fill out a Permanent Housing application, not a Supportive Services Only application.
- A motion was made and approved to approve the new and renewal scorecards [Bloomer, Pierce].

Applicant Reminders

- Renewal project applications are due this Friday, December 7. New project applications are due next Friday, December 14. All accompanying documents must be submitted by the deadlines. Applicants should refer to the 2012 Application Instructions for a list of required documents (http://www.ncceh.org/attachments/contentmanagers/3157/2012_Project_Application_Instructions.pdf).
- The materials that are turned in on these deadlines are what will be scored by the Project Review Committee. Because of HUD's requirement that applications be received by the CoC 30 days before the application deadline, late applications cannot be accepted.
- CHIN is creating a report to help applicants answer the questions about HMIS in the project application. The report from Bowman Systems (CHIN's HMIS software vendor) is still under development; if it comes out before the application deadline, grantees may be asked to edit their applications according to this report.

Regional Approval of Applications

- As in past application cycles, the Regional Committee must approve its local project applications. NCCEH staff will create a form for each Regional Committee that lists all the projects from their area. There is a sample form posted on the NCCEH website at www.ncceh.org/bos/currentCoCApplication. Final forms will be posted by the end of the day Wednesday, December 5; NCCEH will email Regional Leads to notify them.

- Regional Committees are responsible for marking whether projects were approved, the meeting date, and the numerical rank for each project, and then submitting the form to NCCEH by December 31.
- Project applicants are responsible for presenting their applications to their Regional Committees for review. This is a threshold question on the scorecard.

Regional Committee Updates

- Regional Leads should check their Regional Committee webpages to make sure all information is accurate and up-to-date (www.ncceh.org/bos/regionalcommittee). Please email bos@ncceh.org to let staff know if it's correct or if corrections are needed.
- Chatham: Nickie Siler has been voted in as the new Regional Lead for the Chatham Regional Committee.
- Beaufort: East Carolina Behavioral Health has received an award from the NC Council of Excellence for its HPRP program.

Reminders

- All grantees must turn in their QPRs to NCCEH.
- CHIN is holding a Data Quality Training on December 13 at 2:00. Contact the CHIN Help Desk to register (support@nchomeless.org or 1-877-703-3176).
- Deadlines for the application are strict and applicants are asked to return emails and calls as promptly as possible.
- NCCEH's office will be closed December 24-28.
- APRs are needed from some grantees to complete the Exhibit 1:
 - Cardinal Innovations-Piedmont Behavioral Healthcare
 - Coastal Care
 - Eastpointe
 - Elizabeth City
 - Greenville Housing Authority
 - Rockingham County Help for the Homeless
 - Sandhills Community Action Program
 - Sandhills LME/MCO
- Regional Leads must submit Regional Committee agendas, minutes, and other materials to bos@ncceh.org.

To-Do List

- Steering Committee members: read the CoC NOFA.
- Project Applicants: submit applications and all supporting materials by the established deadlines.
- Regional Committee Leads: Download the Regional Committee Project Approval Form on December 5 and establish a process for regional review and approval of projects. Review your

Regional Committee webpage and email bos@ncceh.org when you've done so. Continue to submit meeting agendas and minutes to bos@ncceh.org.

- Grantees: submit QPRs and APRs

Next Meeting: Because the next regularly scheduled meeting falls on New Year's Day, it has been moved to Thursday, January 3 at 10:30.