

North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting

1.3.13

Regional Leads Present:

Brian Alexander, Chris Battle, Susan Bellew, Ellen Blackman, Michael Bloomer, Kristi Case, Spencer Cook, Nicole Dewitt, Jennifer Flood, Karen Holliday, Joe Marks, Talaika Williams (for Amy Modlin), Faye Pierce, Kristi Pitchford, Joel Rice, Kim Braxton (for Jackie Sheffield), Nickie Siler, Michele Steele (also sitting in for Jane Motsinger), Paulette White, Teena Willis

Regional Leads Absent:

Debbie Cole, Gus Smith, Marty Stebbins, Shari Wright

Interested Parties Present:

Natalie Allen, Martha Beatty, Keri Christensen, Kenosha Davenport, Maseta Dorley, Anne Friesen, Angela Keith, Theo McClammy, Whitney Morton, Sharon Poarch, Janice Sauls, Seana Skees, Salem Taylor, Lori Watts, Cheryl Wilkins

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Denise Neunaber

Approval of December Minutes

Spencer and Maseta noted that they were present at the December meeting and should be added to the attendance list. Staff reminded members that if they miss roll call, they should stay on the line at the end of the call to be counted. There being no other changes needed, the minutes were approved by common consent.

CoC Collaborative Application Questions

- There are several questions in the collaborative portion of the CoC application that require feedback from communities. Steering Committee members were asked for their input on the following questions:
 - What methods does the CoC use to determine chronic homeless eligibility and how is data collected for this population?
 - Based on the sheltered PIT Count, what gaps/needs were identified in the following: housing, services, mainstream resources?

- Prison/Jail Discharges: Local MOAs with jails? Participation in Regional Committees by jail staff?
- Foster Care Discharges: Local MOAs with DSS? Participation/coordination at Regional Committees to coordinate discharges from foster care?
- Healthcare Discharges:
 - Is the discharge policy in place "State" mandated policy, "CoC" adopted policy or "Other"? (The BoS is "other" and must explain)
 - Describe the efforts that the CoC has taken to ensure that persons are not routinely discharged into homelessness.
 - If the CoC does not have an implemented discharge plan for the healthcare system, specifically describe the gap(s) in completing a comprehensive discharge plan.
 - Specifically, identify the stakeholders and/or collaborating agencies that are responsible for ensuring that person being discharged from a system of care are not routinely discharged into homelessness.
 - Specifically indicate where persons routinely go upon discharge other than HUD McKinney-Vento funded programs.
- Steering Committee members discussed each question and provided input from their communities. Additional information can be sent to bos@ncceh.org after the meeting.

Project Review Committee Recommendations

- The Project Review Committee has reviewed and scored all new and renewal project applications using the 2012 scorecards approved by the Steering Committee. The Project Review Committee met yesterday to place the projects into Tier 1 and Tier 2 and to assign them rank based on the Steering Committee's recommendations.
 - The scorecards have two sections: one section scored by both a community representative and an NCCEH staff member (their scores are averaged), and one section scored only by staff. The final score is the sum of the scores from the two sections.
 - Scorecards will be shared with applicants after the application is complete and applicants will be offered a consultation with NCCEH staff.
 - Any applicant that would like to appeal the Project Review Committee's decision should contact Denise no later than Monday, January 7th.
- At the December meeting, the Steering Committee decided on the following ranking guidelines:
 - Put all renewals into Tier 1, cutting their admin to ensure all with fit within the amount.
 - Because 3 projects are not renewing this year, this admin cut is not needed.
 - Put new projects in Tier 2.
 - If there is room in Tier 1 to include a new project, prioritize project(s) from a region that does not have any existing permanent supportive housing.
- The Steering Committee reviewed the Project Review Committee's recommendations for tiers and ranking.

- One new project did not meet threshold in the scoring process. Residential Treatment Services of Alamance submitted an application for services funding for a weekend case manager and a van for transportation for an existing permanent supportive housing project. The Project Review Committee found that the supportive services justification statement and the project model did not pass threshold. Extra supervision seemed inappropriate for a PSH project based on SAMHSA's permanent supportive housing guidance. There were also concerns about the high number of participants that were discharged (6 of 11 discharged within 60 days of entry). The Project Review Committee recommended that the project not move forward in the application and that technical assistance be offered to RTSA.
 - Kim Braxton noted that this application was submitted based on a recommendation from RTSA's HUD representative. Denise noted that the Project Review Committee did discuss this point and that there are often differences between what is eligible for HUD funding and the more narrowly defined types of projects that have been prioritized by the BoS.
 - After discussion, a motion was made and approved to not include this project application in the final BoS application [White, Rice].
- One renewal project (Christians United Outreach Center's transitional housing renewal) was submitted late. The deadline for submission was December 7; the application was received December 17. The applicant was aware that a late submission may mean the project would lose funding. The Project Review Committee recommended that the project be placed in Tier 2, meaning it may receive funding depending on the amount of money HUD has available and on the CoC's overall score. The committee felt it would be unfair to place the renewal in Tier 1 with applicants who had submitted applications on time.
- Some renewal projects did not meet threshold on several requirements on the scorecard: supportive services justification statement, match documentation, leverage ratio, previous project spending rates, participation in BoS subcommittee meetings, and having an existing Regional Committee.
 - Applicants that did not meet the threshold for participation in subcommittee meetings are Burlington Development Corporation, Partners Behavioral Health Management-Northern, Rockingham County Help for the Homeless, Sanford Housing Authority, and United Community Ministries.
 - The Project Review Committee addressed this issue by creating sub-tiers within Tier 1 and Tier 2:
 - Tier 1A: Renewal projects that met all threshold requirements
 - Rank CoC-wide HMIS project first, rank other projects in order of scores
 - Tier 1B: Renewal projects that did not meet participation threshold requirements
 - Rank project without a Regional Committee last, rank other projects in order of scores

- Tier 1A and 1B only signal a warning; they do not affect renewals' chances of being funded.
- Tier 1C: Top-ranked new project from unserved area
- Tier 2A: New projects that met all threshold requirements in order of scores
- Tier 2B: Late renewal project
- The Steering Committee reviewed and discussed the list of project applications in order of rank according to the sub-tiers described above. A motion was made and approved to approve the final list of projects in this order [Bloomer, Marks].

CHIN Grant and Subsidy

- The BoS has an HMIS grant that funds a large portion of CHIN's costs. For years, the BoS grant has been used to subsidize the cost of CHIN for other CoCs. CHIN has recently changed its cost structure and can now assess the actual cost of its services for each CoC. Based on this assessment, and because the BoS has reached the point that it is unlikely to get HUD funding for new projects, we are now re-evaluating the subsidy we're providing to other CoCs.
- The Steering Committee reviewed the CHIN fees for each CoC based on the new cost structure. The BoS agreed to pay a lowered amount of subsidy for each CoC during their transition to using other funding to pay for CHIN. CHIN has recently lowered the CoC fees, meaning the BoS can lower the amount of subsidy it provides and other CoCs would still pay the same amount they expected to pay. This would increase the amount of the HMIS grant that the BoS could re-allocate and the amount it could retain for HMIS-related work like data analysis. NCCEH staff's recommendation is to lower the amount of the renewal grant enough to fit the new project application from Homeward Bound into Tier 1 and to lower the CoC subsidy amounts to free up funding for other HMIS-related activities.
 - Steering Committee members were asked for feedback. Members agreed that this recommendation is reasonable and fair.
 - A motion was made and approved to lower the BoS HMIS subsidy to the level that CoCs will pay the same amount in fees as they expected [Marks, Pierce].

Strategic Performance Goals

- Each year in the collaborative portion of the CoC application, the BoS must set goals for its performance on specific measures and must report on its progress over the past year. NCCEH staff needed APRs from grantees to calculate performance goals, but had a difficult time getting them. Grantees should be submitting copies of their APRs to bos@ncceh.org every time they turn one in to HUD. Grantees must also make sure that they submit their APRs to HUD on time. APRs can be sent to bos@ncceh.org to be reviewed for errors before being turned in to HUD.
- The Steering Committee reviewed a list of the performance measures and the BoS' progress on each one.
 - Create new permanent beds for chronically homeless individuals: goal=149, actual=157

- Percentage of persons staying in permanent housing over 6 months: goal=87%, actual=83%
- Percentage of people moving from transitional to permanent housing: goal=82%, actual=79%
- Percentage of persons employed at program exit: goal=28%, actual=22%
- Decrease number of homeless households with children: goal=340, actual=410
- NCCEH staff's recommendation is to use the same goals in this year's application. In the narrative, staff will explain that the CoC feels they were good goals and wants to try again to meet them. Steering Committee members were asked for feedback. Members agreed that the CoC can bring performance up over the next year, especially considering the new ESG resources that are available.
 - A motion was made and approved to use the same performance goals in this year's application [Alexander, Dewitt].
- HUD has added two new performance measures to the application:
 - Increase the percentage of participants in all CoC-funded projects that obtained mainstream benefits at program exit to 20% or more.
 - 2012 actual= 74%
 - Recommended goal for application=75%
 - Intent of the CoC to reallocate SSO and TH projects to create new PH projects.
 - NCCEH staff's recommendation is to say the CoC will reallocate all transition-in-place TH projects to become rapid re-housing PH projects, since the models are essentially the same, and to say the CoC plans to create a reallocation scorecard to do in-depth assessments of projects for purposes of reallocation.
 - The Steering Committee agreed to these recommendations.

Point-in-Time Count

- The Point-in-Time Count will be held the night of Wednesday, January 30. BoS communities must collect information on homeless people in shelters, transitional housing, and unsheltered situations for the PIT, as well as information on formerly homeless people in rapid re-housing and permanent supportive housing for the Housing Inventory Chart (HIC).
- Available guidance from HUD and the National Alliance to End Homelessness is posted on the NCCEH website at <http://www.ncceh.org/pointintimehowto/>. HUD has said that it will release additional guidance soon. NCCEH will post the 2013 reporting forms as soon as possible after final guidance is released and will hold a conference call training within the next couple of weeks. Information will be sent out to the BoS email list.
- Each Regional Committee must designate a PIT Count lead contact who will be responsible for ensuring all local agencies participate in the count and submit their data to NCCEH on time. The lead's contact information must be sent to bos@ncceh.org no later than January 25.

Reminders

- CoC Applicants: PDFs of final application drafts are due January 4 for renewals and January 7 for new projects. Applicants will be asked to submit in esnaps by January 11.

- Regional Leads: Regional Committees must elect Regional Leads during their January or February meeting. Regional Leads must then submit the minutes from that meeting documenting the election. Regional Committees that want to elect a Regional Lead at another time must contact bos@ncceh.org to apply for a waiver.
- CoC grantees: APRs and QPRs must be submitted to bos@ncceh.org in a timely manner.

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