Balance of State Steering Committee Meeting
7.5.16

Regional Leads Present:
Kim Crawford, Teena Willis, Jamal Troublefield, Mollie Tompkins, LaTasha McNair, Tammy Gray (for Sarah Lancaster), David Jacklin, Tyrone Lindsey, Roxanne Curry, Joel Rice, Marie Watson, Susan Pridgen, Nicole Dewitt, Jim Cox, Robert Lawler, Marlene Harrison, Jennifer Molliere, Linda Brinson (for Ginny Mohrbutter), Mary Mallory

Regional Leads Absent:
Sharon Covington, Sally Love, Alvin Foster, Austin Pearce, Juliet Rogers, Debbie Briscoe Smith, Emily Locklear, Monica Frizzell

Interested Parties Present:
Amy Modlin, Lynne James, Brian Fike, Ursulla Ingram, Lori Watts, Leila McMichaels, Angelina Hernandez, Patricia Bryant, Brian Smith, Mark Mangum, Twyla Coleman, Amy Steele, Ellery Blackstock, Virginia Locklear

NCCEH Staff Present:
Brian Alexander, Nancy Holochwost, Denise Neunaber

Approval of June Minutes
There being no changes needed, the minutes were approved by common consent.

Regional Committee Restructuring
- The Steering Committee approved the Regional Committee restructuring plan at its June 7 meeting.
- BoS staff have completed an FAQ document regarding restructuring, which is posted at www.ncceh.org/bos/restructuring/. This will be updated as questions continue to be received. BoS staff are also available to have calls with transitional committees and Regional Committees during July and August. Email bos@ncceh.org to schedule a call.
- The Restructuring Workgroup created a recommended timeline of benchmarks for Regional Committees to stay on track during the restructuring process.
  - June 30: Formation of transition committees
  - July 31: Complete a draft plan for the transition
  - August 31: Present the transition plan to current Regional Committees for approval
  - September 30: Initial meeting of new Regional Committees and election of leaders
  - October 1 – 14: One-day regional meetings with BoS staff to create 100-day plans

- o October 31: Creation of Point-in-Time Count and coordinated assessment subcommittees
- o January 1: New Regional Committees formed and meeting
- BoS staff are offering support to Regional Committees during the transition period.
  - o June: Creation of FAQs
  - o June and July: Phone calls with current Regional Committees, at their request, to answer questions and provide guidance
  - o August: Phone calls with transition committees
  - o October: Regional 1-day workshops to prepare 100-day plans (expected to be in Greenville, Burlington, and Morganton)
  - o October – December: On-site visits to new Regional Committees by BoS staff

ESG Update

- BoS staff have heard from the ESG office that the projected release date for the ESG application is August, with a due date in September or October.
- Each Regional Committee is responsible for running its local ESG application process. BoS staff will provide answers for the regional application that pertain to the BoS CoC as a whole.
- Regional Committees were asked to select a local lead for their ESG funding process and submit contact info to BoS staff by June 30. At this time, five Regional Committees have done so (Chatham, Onslow, Down East, Rockingham, and Piedmont). All other Regional Committees are asked to submit their ESG leads via the online form at http://bit.ly/1spUpWr as soon as possible.
- BoS staff will host phone calls in August with ESG leads and Regional Committee leadership to discuss their local application process. Staff will email instructions to ESG leads about how to schedule the calls.
- BoS staff have posted some general resources about running funding competitions at www.ncceh.org/bos/esg. Regional Committees are encouraged to review these while designing their local application processes.
- Regional Committees can choose to complete this year's ESG application either under the current RC structure or under the new RC structure from the restructuring proposal. This must be a community-wide decision so that all counties involved are in agreement as to how to apply.

CoC Competition Update

- The 2016 CoC competition is now open. HUD released the NOFA on June 29, and the application is due on September 14.
- The consolidated application has three parts:
  - o The CoC application, which includes questions about the CoC's activities and performance as a whole. This is completed by BoS staff with input from agencies, Regional Committees, and the Steering Committee.
  - o Project applications, which are the individual funding applications from agencies
  - o The project priority listing, which is the ranked list of project applications. The Project Review Committee is responsible for creating the ranked list, which is given final approval by the Steering Committee.
- CoCs must also report on system performance measures, which are key indicators in our success in ending homelessness. The measures are CoC-wide and come from HMIS

data. BoS staff will submit these to HUD. They are due August 1. Agencies will be contacted by NCCEH Data Center staff regarding any needed data clean-up.

- Funding for new projects is available through the permanent housing bonus for two types of projects: permanent supportive housing for 100% chronically homeless people or rapid re-housing. The Project Review Committee may also choose to fund new projects by reallocating funds from renewal projects.
- CoCs are again required to place all projects into two tiers. Tier 1 is now 93% of the Annual Renewal Demand (ARD) instead of 85% as it has been in the past.
- The available amount for the Permanent Housing Bonus is now 5% of the Final Pro Rata Need (FPRN) instead of 15% as it has been in the past.
- HUD calculates the amounts the funds that CoCs can apply for every year. HUD will publish the final amounts no earlier than August 5. BoS staff expect the amounts to be as follows:
  - o Annual Renewal Demand (ARD): all renewal projects
    - $7,888,001
  - o Final Pro Rata Need (FPRN):
    - $10,511,445
  - o PH Bonus: 5% of FPRN
    - $525,572
  - o CoC Planning: 3% of FPRN
    - $315,343
  - o Tier 1: 93% of ARD
    - $7,335,840
  - o Tier 2: 7% of ARD plus PH Bonus
    - $1,077,732
- Agencies applying for CoC funds are asked to read the NOFA: www.hudexchange.info/resource/5068/fy-2016-coc-program-nofa/. BoS staff will send out instructions to applicants in the coming days. All application information will be posted to the NCCEH website at www.ncceh.org/bos/currentcocapplication/. There will be two deadlines for materials:
  - o July 29: HMIS reports for all new and renewal projects and threshold materials for new projects
  - o August 12: project applications and all other forms/attachments for new and renewal projects
- Important dates for the CoC application process include:
  - o July 12: Staff interviews with renewal grantees during the PSH grantee meeting
  - o July 21: Regional Committees submit form with info needed for the CoC application (this will be sent to Regional Leads)
  - o July 29: due date for HMIS reports, threshold materials for new projects
  - o August 2: Steering Committee meeting
  - o August 12: due date for project applications and forms
  - o August 26: Project Review Committee meets to created ranked list of projects
  - o August 30: special Steering Committee meeting to approve ranked list of projects
  - o August 30: project applicants notified if project included in final application
  - o September 6: Steering Committee meeting

- o September 7: project applicants hit submit in esnaps
  - o September 14: CoC application due to HUD
- The Project Review Committee is responsible for scoring project applications using the scorecard and creating a ranked list of projects for Steering Committee approval. The committee will meet in August:
  - o August 11: introductory call to review scorecard and responsibilities of the committee
  - o August 18, 19, 22: one-on-one calls between committee members and BoS staff to review scores
  - o August 26: final call to create ranked list of projects
- Each Regional Committees is asked to have one representative serve on the committee. Submit contact information by July 22 through the online form at http://bit.ly/2933fmi. Representatives may not be from agencies applying for funding in the 2016 competition, and they must be able to attend all committee meetings.
- The Scorecard Committee met in June to revise the new and renewal scorecards for the 2016 competition. These drafts are posted on the NCCEH website:
  - o Renewal: http://www.ncceh.org/files/7179/
  - o New: http://www.ncceh.org/files/7178/
- The scorecards have four goals:
  - o to fund organizations that have the capacity to run effective programs
  - o to fund projects that reflect the BoS and HUD's priorities
  - o to incentivize agencies to be good partners
  - o to ensure that funded projects are being good stewards of CoC funds and performing to BoS standards
- The scorecards have one section that is scored by both NCCEH staff and the Project Review Committee and one section that is only scored by staff. The combined scoring section is averaged. The staff scoring questions are more objective questions based on data or materials submitted by applicants.
- The Project Review Committee uses the scorecards to score projects. They then create a ranked list of projects by taking into account these scores, whether projects met minimums and standards on the scorecard, lateness of application materials, and eligibility for funding per HUD's requirements.
- The Scorecard Committee made some changes to the renewal scorecard.
  - o Some questions were added:
    - A question asking if the project is housing first (10 points)
    - Performance benchmarks and program standards for rapid re-housing programs (4 points)
    - Questions about coordinated assessment and prioritization (standard)
    - For questions that are scored on the basis of standards as opposed to points, an option was added to note that the standard was not met because the required documentation was not turned in
  - o Some of the sources of the information scored were changed:
    - Performance scores now based on HMIS APR reports for January 1 – December 31, 2015, instead of being based on the APRs submitted to HUD

- - Populations served now based on HMIS APR Detail and Counts and Demographics reports
    - Spending rates now based on APRs, eLOCCS, and an optional narrative if needed to explain any unusual circumstances
    - New questions about rapid re-housing program standards based on a form that agencies will be asked to complete
  - A sentence was added to the introduction explaining that the CoC prioritizes projects that serve households with severe needs and vulnerabilities. This was added to match language in the NOFA indicating that CoCs' scoring processes should include this prioritization.
- The Scorecard Committee made some changes to the new scorecard.
  - Threshold requirements were added. These are requirements for new applicants that ensure grantees meet basic qualifications. Applicants not meeting thresholds cannot proceed in the application process. Threshold requirements include:
    - Agency must be operating an existing rapid re-housing project (from any funding source) in order to apply for a new rapid re-housing project
    - Project must be housing first
    - Agency must meet stability/capacity questions
    - Agency must commit to participate in HMIS and coordinated assessment
    - Agency must present application to Regional Committee
    - Application materials must be submitted by the deadline
  - Some new questions were added:
    - Community need statement (based on data demonstrating the local need for this project)
    - Performance benchmarks and program standards for rapid re-housing programs (standard)
    - For questions that are scored on the basis of standards as opposed to points, an option was added to note that the standard was not met because the required documentation was not turned in
    - Questions about performance for agencies that have existing programs have been broken out to match the renewal scorecard
  - Some of the sources of the information scored were changed:
    - Performance scores now based on HMIS APR reports for January 1 – December 31, 2015, instead of being based on the APRs submitted to HUD
    - Populations served now based on HMIS APR Detail and Counts and Demographics reports
    - Spending rates now based on APRs, eLOCCS, and an optional narrative if needed to explain any unusual circumstances
    - New questions about rapid re-housing program standards based on a form that agencies will be asked to complete
- Regional Committees will need to be involved in applications for new funding. The community need statement must include information about gaps in the local system and local data from the Point-in-Time Count and/or coordinated assessment. Regional Committees will also be asked to

submit a form verifying that the agency participates in the Regional Committee and in the ESG process and that the agency presented its application for approval.

- A motion was made to approve the new and renewal scorecards [Dewitt, Watson]. All in favor; none opposed. The final versions of the scorecards will be posted on the BoS application webpage. Agencies applying for funding are asked to read the scorecards.

Coordinated Assessment

- The Coordinated Assessment Exchange meets monthly on the second Tuesday from 3:00 to 4:00. Participants can register for the July 12 call at http://www.ncceh.org/events/962/. Materials from the meetings are posted at www.ncceh.org/bos/subcommittees/caexchange/.
- Coordinated assessment outcomes for April through June are due by July 15. Each Regional Committee should submit one form with totaled information through the online form at http://goo.gl/forms/QESzakx4xH.
- BoS staff have created a new report that presents a visualization of coordinated assessment outcomes. This report is intended to help Regional Committees better understand their data and identify any gaps in the system. The report will also be used by the Coordinated Assessment Council (CAC) to provide oversight and feedback to Regional Committees. The reports for the first quarter outcomes were sent to Regional Committees last week.
- The process for outcomes reporting will now include the following steps:
    - Regional Committees complete the Google form to submit their outcomes on a quarterly basis
    - BoS staff will generate the report and email it to the person who submitted the outcomes
    - Regional Committees can address any issues and resubmit data if needed
    - Corrected reports will be reviewed by the CAC for questions and feedback

Written Standards

- The BoS adopted preliminary written standards in October 2015, which are currently being revised. Written standards have been drafted for emergency shelter, transitional housing, homelessness prevention and rapid re-housing, permanent supportive housing, and coordinated assessment.
- The Written Standards Workgroup, which was formed in March 2015, met last week to review initial drafts and provide feedback. The workgroup will meet again July 7 to complete their review.
- The programmatic written standards include an overview section and standards regarding program implementation and management. The coordinated assessment written standards take a systemic approach.
- Timeline for revisions
    - June: BoS staff draft written standards, the HUD Field Office and ESG office provide feedback

- o June/July: BoS staff review the written standards with the Written Standards Workgroup
  - o July/August: Regional Committees and CoC, ESG, and SSVF grantees provide feedback
  - o August: BoS staff and Written Standards Workgroup revise drafts, which are posted on NCCEH website
  - o September: Written standards brought to the September 6 Steering Committee meeting for approval
- BoS staff will post the draft written standards to the NCCEH website in the coming week. BoS staff will then email a form for feedback to Regional Leads and CoC, ESG, and SSVF grantees. Each Regional Committee is asked to submit one form with feedback from the group. Each grantee agency is asked to submit one form for the agency. All forms are due August 12.

HMIS Update
- The HMIS Governance Committee is responsible for oversight of the statewide Homeless Management Information System (HMIS). The committee chooses the HMIS lead agency (MCAH), negotiates the contract between the lead agency and CoCs, and sets the cost sharing amongst the CoCs.
- Eleven of the twelve CoCs in North Carolina have one representative and one alternate on the Governance Committee. Because the BoS is so large, it has four representatives and four alternates. These representatives are updated at the beginning of each contract year with MCAH, which runs from July 1 to June 30.
- The BoS representation is broken into one set of staff and three sets of community representatives. The Steering Committee reviewed the recommended slate of representatives:
  - o Staff: Brian Alexander, alternate Denise Neunaber
  - o Region 1: David Jacklin, alternate TBD
  - o Region 2: Amy Steele, alternate Kim Crawford
  - o Region 3: Nicole Dewitt, alternate Branden Lewis
- A motion was made and approved to approve the recommended slate of Governance Committee representatives [Crawford, Rice]. All in favor; none opposed.

Upcoming Meetings & Reminders
- Regional Committees: Submit contact information for Project Review Committee representative by July 22 via the form at http://bit.ly/2933fmi
- Regional Committees: Submit contact info for ESG lead via the form at http://bit.ly/1spUpWr
- Coordinated Assessment Leads: BoS Coordinated Assessment Exchange
  - o Tuesday, July 12, 3:00-4:00 p.m.
  - o http://www.ncceh.org/events/962/
- Coordinated Assessment Leads: BoS Coordinated Assessment Outcome Forms
  - o Outcome forms for the second quarter (March-June) are due July 15
  - o Submit outcomes at http://goo.gl/forms/QESzakx4xH
- CoC PSH Grantees: Register for PSH Grantees Meeting on July 12
  - o http://www.ncceh.org/events/987/

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