Balance of State Steering Committee Meeting
10.4.16

Regional Leads Present:
Kim Crawford, Teena Willis, Jamal Troublefield, Mollie Tompkins, LaTasha McNair, Tammy Gray for Sarah Lancaster, Trina Hill, Roxanne Curry, Marie Watson, Juliet Rogers, Susan Pridgen, Nicole Dewitt, Jim Cox, Robert Lawler, Marlene Harrison, Emily Locklear, Monica Frizzell, Mary Mallory, Mark Mangum for Ginny Mohrbutter

Regional Leads Absent:
Sharon Covington, Sally Love, Alvin Foster, Austin Pearce, Joel Rice, Debbie Briscoe Smith, Jennifer Molliere

Interested Parties Present:
Pat Byrd, Tina Rogers, Talaika Williams, Melissa Eastwood, Lynne James, Michelle Creed, Brian Fike, Tom Miller, Linda Brinson, Janice Sauls, Mark Owen, Brenda Chorzolewski, Melissa McKeown, Patricia Bryant, Faye Pierce, Curtis Pierce, Lori Watts, Angela Battle, Leila McMichael, Ursulla Gauthier, Bob Bourke, Kristi Case, Mary Boyles

NCCEH Staff Present:
Brian Alexander, Andrea Carey, Emily Carmody, Nancy Holochwost

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

Targeting Program/Key Rental Assistance
- The Steering Committee watched a short video providing an overview of the Targeting Program and Key Rental Assistance: https://www.youtube.com/watch?v=7fDfpj8Mhac
- The Targeting Program is a statewide program that reserves some low-income tax credit units for people who have disabilities. Participating referral agencies refer clients with disabilities to apply for these units. Key Rental Assistance provides some financial assistance to people in the Targeting Program who have very low incomes to make the units affordable. These programs provide opportunities for communities to expand their permanent supportive housing stock.
- Ellen Blackman from the NC Housing Finance Agency spoke about the Targeting and Key Rental Assistance programs. Referral agencies for these programs are usually community-based agencies that provide services to people with disabilities of any type. These agencies help clients by assisting with the application process and providing ongoing and voluntary services to help them maintain housing.

- NC DHHS has nine regional housing coordinators who manage the referral process for the Targeting Program. Agencies interested in becoming referral agencies should contact the housing coordinator for their region.
- Questions about the program can be sent to Ellen Blackman at epblackman@nchfa.com.

Collaboration with Public Housing Authorities
- HUD sponsored a meeting with Public Housing Authorities (PHAs) on September 21. The meeting was an opportunity to connect PHAs to CoC leadership and to engage with a panel of experts who have implemented strategies to use public housing and Housing Choice Vouchers to serve homeless households.
- PHAs offer the largest stock of affordable housing in most BoS communities. Regional Committees are encouraged to reach out to their local PHAs to create a system of mutual support.
  - Many housing service providers can help PHA residents with deposits and follow-up supportive services to help keep them in housing.
  - PHAs can reduce barriers to housing for people who may have poor credit, criminal records, poor rental history, and low income
- Regional Committees can work with their local PHAs to develop various strategies, including:
  - PHAs develop a homeless preference
  - PHAs set aside public housing units or Housing Choice Vouchers for providers
  - Providers offer case management for homeless households entering public housing
  - Offer project-based rental and supportive service assistance
- The Brevard Housing Authority worked with their Regional Committee to develop a preference for homeless households. Provider agencies that partner with the PHA sign a form certifying the household is homeless and pledging to provide six months of case management services after the household moves into public housing.
- During next month's Steering Committee meeting, the Wilson Housing Authority will present on their efforts to move homeless households into public housing.

BoS Governance Charter Updates
- In 2013, the BoS adopted a governance charter that outlines how the CoC is structured and operated. Under the HEARTH Act, all CoCs are asked to have a governance charter and to update it at least annually. The BoS governance charter was last updated in November 2015.
- BoS staff have made updates to the existing governance charter to reflect current activities. The draft of the updated charter and a summary of the updates were sent to BoS stakeholders last week for review prior to today's meeting.
- The proposed updates make the governance charter current and clearer:
  - Replaced old written standards with the new written standards that were approved by the Steering Committee in September 2016
  - Added a description of the Regional Committee restructuring process as well as a map and a list of the new committees
  - Added new Regional Committee leadership roles (coordinated assessment lead, PIT Count lead, funding committee lead, webmaster)

- o Added new subcommittees (Coordinated Assessment Exchange and veterans subcommittee)
  - o Changed collaborative applicant from NC DHHS to NCCEH
  - o Changed the date of approval for written standards
  - o Updated the language for consistency and clarity
- The Steering Committee is asked to vote to approve the updates to the governance charter. Steering Committee members were asked for any discussion or questions about the proposed changes; none were raised.
  - o A motion was made to approve the proposed changes to the governance charter [Harrison, Curry]. All in favor; none opposed.
- The updated governance charter will be posted on the main BoS webpage at www.ncceh.org/bos/.

2017 Point-in-Time Count and HIC
- The 2017 Point-in-Time Count and Housing Inventory Count will be held on the night of Wednesday, January 25.
  - o The Point-in-Time Count is the count of homeless people. It is based on HUD's definition of literal homelessness, which means people will be counted in three places:
    - ▪ emergency shelters (including domestic violence shelters and cold weather shelters)
    - ▪ transitional housing designated for homeless people
    - ▪ unsheltered locations (people sleeping on the streets, in parks, in cars, in abandoned buildings, in bus/train stations, in encampments)
  - o The Housing Inventory Count (HIC) is an inventory of programs that provide shelter or housing to homeless people. This includes emergency shelter, transitional housing, rapid re-housing, and permanent supportive housing.
- In the BoS, Regional Committees plan and conduct local counts covering the Regional Committee's geographic area. This includes preparation before the count and follow-up after the count.
  - o getting local agencies involved and educating them about the count
  - o planning locations for the unsheltered count
  - o training any volunteers who will be working on the count
  - o distributing the PIT/HIC forms to agencies and volunteers
  - o advertising the count ahead of time so that homeless people know to expect it
  - o collecting the PIT/HIC forms from agencies, de-duplicating them to make sure people aren't being counted more than once, and reviewing the forms for correctness
  - o submitting the forms to NCCEH
- The 2017 PIT Count and HIC will be done within the new, restructured Regional Committees. Communities should start their planning processes as soon as possible. This should be a collaborative process that includes representatives and agencies from all areas within the new Regional Committee.
- Each Regional Committee should create a PIT/HIC committee to spearhead the planning and select a PIT/HIC lead contact. This person will be the main point of contact for BoS staff to send

PIT/HIC information and ask questions about local data. Please email the contact info for the PIT/HIC lead to bos@ncceh.org by Friday, October 28.

- BoS staff will create the forms used to collect PIT/HIC information using the 2017 HUD guidance to capture all necessary data. These forms will be posted on the NCCEH website at www.ncceh.org/pitforms/.
- BoS staff have created a short, pre-recorded training that provides an overview of the PIT/HIC and lays out the steps for local planning. Regional Committees are asked to watch the training during their October meetings. The training is posted at http://bit.ly/2dDRJm2.
- BoS staff plan to provide additional training in the coming months. All information regarding the PIT/HIC will be emailed out to local PIT lead contacts and posted at www.ncceh.org/pointintimehowto/.

ESG Application Update

- The ESG application and instructions were released on September 23. These materials are posted on NCCEH's website at www.ncceh.org/esgapplication/.
- The application consists of two parts:
  - Regional application that asks for information from the Regional Committee and BoS CoC
  - Project applications from each agency applying for funding
- Regional Committees should start their application processes as soon as possible. Agencies that are intending to apply for funding must submit contract certifications to the State ESG Office by October 7. The full application, including the regional application and all project applications, must be postmarked or hand-delivered to the State ESG Office by October 21.
- The regional application includes some questions that apply to the full BoS CoC. BoS staff will provide answers to these questions for Regional Committees to use. The answers will be posted to NCCEH's website at www.ncceh.org/bos/esg/ and a notification will be emailed to Regional Committees.
  - The following answers will be posted by October 4:
    - Section 3: Questions 8b, 8c, 8d, 8e
    - Section 5: Questions 15a, 15b, 15c, 16a, 16b, 16c, 16f, 16g, 16i
  - The following answers will be posted no later than October 14:
    - Section 4: Question 10 (program exits to permanent housing)
    - Section 6: Question 17 (HMIS bed coverage)
- Steering Committee members were asked for any questions about the ESG application process.
  - Jim asked if BoS staff are still holding the in-person Regional Committee transition meetings. Brian noted that these were scheduled prior to the release of the ESG application and will be held as planned.
  - Lynne noted that Regional Committees have been encouraged to hold an open application process that invites new agencies, but the quick application turnaround makes this difficult. Brian noted that Lynne can send this feedback to ESG office.
  - Marie asked if the question regarding grantee spending rates is new. Brian noted that the ESG office is placing emphasis on grantees spending the funds they are allocated and is encouraging Regional Committees to consider spending rates when evaluating project applications.

Coordinated Assessment

- The monthly Coordinated Assessment Exchange call will be Tuesday, October 11, from 3:00 to 4:00. Participants are asked to register at www.ncceh.org/events/965/. Materials from these calls are posted at www.ncceh.org/bos/subcommittees/caexchange/. Coordinated assessment leads are strongly encouraged to participate in these calls, which provide a learning collaborative to share strategies and ideas.
- Coordinated assessment outcomes from the third quarter (July through September) are due from all Regional Committees by October 15. Each Regional Committee must submit one form containing all their information.
- BoS staff have updated the outcome form to make it more streamlined and match the outcome report given to Regional Committees. The new form is posted to the NCCEH website at http://bit.ly/2dcoQeK. There is also a new tally sheet posted at www.ncceh.org/files/7575/ and a new training posted at http://bit.ly/2cE3HJl.
- After Regional Committees submit their outcomes, BoS staff will generate an outcome report and email it back to the Regional Committee, who will have the opportunity to correct data if needed. The final report will be reviewed by the Coordinated Assessment Council (CAC).

Regional Committee Restructuring

- BoS staff have been holding calls with Regional Committee transition committees to discuss their work and plans. Two committees have not yet scheduled calls are asked to do so before the in-person meetings in October:
  - Kerr-Tar/Twin County/Northampton
  - Randolph/AHRMM/Lee-Harnett/Johnston
  - Please go to brian39.youcanbook.me to schedule a call.
- A frequently asked questions document is posted on the NCCEH website at www.ncceh.org/files/7137/.
- The in-person planning meetings for transition committees will be held in October. Each Regional Committee has been assigned to one of these 1-day meetings. The full transition team, including representatives from all areas, should attend these meetings (about 6 to 8 people per Regional Committee).
  - Burlington: Wednesday, October 19
    - Alamance, Person, Chatham, Caswell, Rockingham
    - Randolph, AHRMM, Lee-Harnett, Johnston
    - Kerr-Tar, Twin County, Northampton
    - Southeast
    - Register: http://www.ncceh.org/events/1002/
  - Greenville: Thursday, October 20
    - Pitt, Beaufort, Martin, Washington, and Bertie
    - Onslow, Neuse-Trent
    - Down East, Wilson-Greene
    - Hertford, Northeast
    - Register: http://www.ncceh.org/events/1003/

- o Morganton: Tuesday, October 25
  - Southwest, Madison
  - Transylvania, Henderson, Rutherford-Polk
  - Foothills, Burke and Catawba
  - DISSY
  - Piedmont
  - Register: http://www.ncceh.org/events/1004/
- The agenda for the transition committee meetings has been adjusted. It will focus in on leadership, logistics, community mapping of local resources, and the PIT Count/HIC. After the meetings, there will be more follow-up activities to cover other items:
  - o December 2016: coordinated assessment planning template released
  - o January/February 2017: webinar and calls about coordinated assessment planning
  - o February/March 2017: in-person meeting about funding processes
- As Regional Committees elect new leadership positions, they are asked to send the contact information for these positions to BoS staff via this online form: https://goo.gl/forms/Fj9ZYYsP4jZ8iIWz1

HMIS & AHAR Update
- Andrea Carey from the NCCEH Data Center presented on the Annual Homeless Assessment Report (AHAR).
- The AHAR is a report to Congress on the extent and nature of homelessness in the United States. The AHAR estimates the number of homeless people in the country, their characteristics, and their service use. It also estimates the capacity of programs to serve and house homeless people.
- AHAR data helps us understand the needs of homeless people in our communities and informs local homeless assistance planning.
- The AHAR is based on three sources: HMIS data, Point-in-Time Count data, and Housing Inventory Chart data.
- The completeness and quality of agencies' HMIS data is important to ensure the AHAR is complete and accurate. HMIS data from October 1, 2015 to September 30, 2016 is included in the AHAR. Any person who entered emergency shelter, transitional housing, or permanent supportive housing during this time is included in the report. Data is reported for individuals and families, and is also collected for veterans.
- CoCs' HMIS data must meet certain quality thresholds to be used by HUD in the AHAR:
  - o Coverage: at least 50% of the beds in a category (shelter, transitional housing, or PSH) must be participating in HMIS
  - o Utilization: bed utilization rates must be between 65% and 105%
  - o Data quality: less than 10% missing data
- Over the past three years, the BoS has been improving data quality and has had more data accepted by HUD. However, the CoC has not been able to submit the data for transitional housing serving individuals because the coverage rate is too low. Continued outreach to non-participating agencies is needed to increase HMIS coverage.
- Agencies can help improve data quality by doing the following:
  - o Complete the HUD verification for disability data

- o Exit clients who are no longer enrolled in program
- o Contact the Data Center to update the bed inventory
- The Data Center will be sending emails to agencies with timelines and instructions to ensure data is cleaned prior to AHAR submission. Draft data must be submitted by October 31 and final data submitted by December 1.
- Agencies can contact the Data Center at hmis@ncceh.org or 919-410-6997 with any questions.

Upcoming Meetings & Reminders
- Coordinated Assessment Exchange: Tuesday, October 11, 3:00-4:00 p.m.
  - o Register: www.ncceh.org/events/965/
- Regional Committees: submit coordinated assessment outcomes for July - September by October 15 using NEW outcome form: http://bit.ly/2dcoQeK
- Regional Committees: Submit PIT lead contact info to bos@ncceh.org by Friday, October 28
- Regional Committees: Watch PIT/HIC training at October meeting: http://bit.ly/2dDRJm2
- Regional Committees: Have Transition Committee members register for regional 1-day meetings during October
  - o Burlington: www.ncceh.org/events/1002/
  - o Greenville: www.ncceh.org/events/1003/
  - o Morganton: www.ncceh.org/events/1004/
- Regional Committees: Submit contact info for new leadership as elected: https://goo.gl/forms/Fj9ZYYsP4jZ8iIWz1

Next Meeting: Tuesday, November 1, at 10:30.