Balance of State Steering Committee Meeting
7.11.17

Regional Leads Present:
Jennifer Molliere, Sabra Rock (for Teena Willis), Nicole Dewitt, Ellery Blackstock, Emily Locklear, Roberta Sessoms, LaTasha McNair, Nicole Boone, Jim Cox, Susan Pridgen

Regional Leads Absent:
Marilyn Chamberlin, Kevin Hege, Donna McCormick

Interested Parties Present:
Tina Rodgers, Mollie Tompkins, Brian Fike, Melissa Eastwood, Patricia Bryant, Marlene Harrison, Faye Pierce, Jennifer Palmer, Jamie Brown, Cecelia Crawford, Leila McMichaels, Kristen Martin, Latasha Surratt, Leonard Tillery, Travis Patterson, Lynne James, Joel Rice, Bob Lawler, Emily Stevens, Melissa McKeown, Lori Watts, Monica Frizzell

NCCEH Staff Present:
Brian Alexander, Ehren Dohler, Nancy Holochwost

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

CoC Spending
- It is important for CoC grantees to spend grant funds in order to serve and house the maximum number of people. All funds that are not spent are returned to HUD instead of assisting homeless people to move into housing.
- The BoS CoC has adopted HUD's spending threshold, which is that 90% of CoC grant funds are spent.
- NCCEH staff held a webinar for CoC grantees on June 14 that covered grant spending. NCCEH staff looked at grant spending over the last two years based on APRs for completed grants. Over the 2 year period:
  - NC BoS CoC grantees had almost $2 million in unspent funds
  - Only 79% of allocated funds were spent
  - 39% of grants met 90% spending threshold
  - 31% of grantees spent less than 75% of funds
- NCCEH staff created a per-household cost estimate using a calculation of $9900 per household per year. Based on this estimate, if the unspent funds had been used, at least 196 households could have been housed.

Funding Priorities Proposal

- The Funding Priorities Workgroup was formed to develop funding priorities for the 2017 CoC competition. The workgroup has met several times over the past few months and have developed a proposal, which was posted at www.ncceh.org/bosminutes/ in June for stakeholder review. The proposal includes two sets of priorities: overall CoC priorities and regional priorities for new funds.
- The workgroup set general goals at its first meeting:
  - Base priorities on needs of CoC as a whole
  - Help the Steering Committee and Project Review Committee think broadly about the CoC
  - Remain open-minded about what needs to change to end homelessness
  - Better understand the CoC's needs by using data
  - Provide tools and support to the Steering Committee and Project Review Committee
  - Establish a framework to help implement the priorities
- The overall CoC priorities are intended for the Steering Committee and Project Review Committee to consider as they are funding new and renewal projects. These priorities focus on four goals:
  - Ensure essential infrastructure elements are in place (including HMIS and coordinated assessment) that are necessary for a well-functioning CoC
  - Ensure adequate coverage of PSH programs across the CoC (particularly because CoC funds are the only major public source of funding for PSH)
  - Increase the availability of RRH to ensure communities have the necessary programs in place to create flow through their systems
  - Ensure CoC funding is being used well, including potentially reallocating some funding from projects that have patterns of low spending or poor performance (to ensure limited CoC funds are going to programs that have the best outcomes for the people served)
- The regional priorities focus on new projects.
  - State-wide coordinated assessment projects should be a high priority for new, reallocated funding (to create necessary infrastructure in the CoC)
  - The workgroup created numerical priorities for different project types in each region. The intention was to create a structure that will help the CoC end homelessness and ensure people do not become homeless in areas that completely lack assistance.
    - Priority 1: PSH in regions that need a significant increase in PSH to meet need.
    - Priority 2: RRH in all regions that do not already have a CoC RRH project. RRH is also a priority in Region 7 because the CoC is significantly underinvested in the region compared to the rest of the CoC.
    - Priority 3: RRH in regions that already have CoC-funded RRH and PSH and that have some unmet need.
    - No priority: All other projects.
- The Steering Committee reviewed a chart showing the numerical priorities for each Regional Committee. The need for each region was calculated using existing grant investment and annualized homeless data based on PIT Count data and a projection tool from the US Interagency Council on Homelessness.

- Steering Committee members were asked for any questions or discussion about the funding priorities proposal.
  - Nicole asked if grants spending less than 90% would definitely be reallocated. Brian clarified that these projects may be reallocated, but this is not automatic. The Funding Priorities Workgroup has recommended that the Project Review Committee look at grantees' history of spending and have the option to use this as a basis for reallocation.
- A motion was made to approve the proposal recommended by the Funding Priorities Workgroup [Molliere, Sessoms]. All in favor; none opposed.

CoC Competition Scorecard
- The Scorecard Committee met to review and revise the new and renewal scorecards for the 2017 competition. The draft scorecards were posted to the NCCEH website (www.ncceh.org/bos/currentcocapplication/) in June for stakeholders to review.
- The scorecards have four goals, which were slightly revised to reflect the funding priorities proposal:
  - Fund organizations that have the capacity to run effective programs
  - Fund projects that reflect the NC BoS CoC's and HUD's priorities: projects that meet community need, as outlined by the funding priorities document approved by the Steering Committee
  - Incentivize agencies to be good partners (participate in community efforts to end homelessness, on HMIS, help to create infrastructure for their community's homeless services system to operate effectively throughout the year)
  - Ensure funded projects are being good stewards of NC BoS CoC funding and performing to NC BoS CoC standards, including descriptions in written standards and the NC BoS CoC grantee agreement
- Each scorecard has two sections. The combined scoring section is scored by both a Project Review Committee member and an NCCEH staff member, whose scores are averaged. The Project Review Committee member is from a different Regional Committee than the applicant. The staff scoring section is scored by NCCEH staff and mainly is based on HMIS and APR data.
- After scoring, the Project Review Committee creates a ranked list of project applications for Steering Committee approval. This is based on:
  - Scores
  - Meeting standards and minimums on the scorecard
  - Funding priorities
  - Late applications
  - Eligibility per HUD funding rules
- The scorecards have been updated to reflect the funding priorities developed by the Funding Priorities Workgroup.
- NCCEH staff reviewed the changes made to the renewal scorecard.
  - Goals section:
    - Added references to funding priorities document, written standards, and the CoC grantee agreement
  - Project Quality Requirements section:

- - Added note that standards and funding priorities will be used in the ranking process
    - Added note that thresholds must be met for renewals to be eligible for funding
  - General Application section:
    - Removed question about performance standards (this question was removed from HUD application last year)
    - Re-worded question to ask if application questions were answered thoroughly and consistently
  - Program Design section:
    - Changed question about housing funds to include both PSH and RRH
    - Added checkboxes for specific elements of Housing First to match HUD application
    - Added 3 more PSH Key Elements (worth 1 point each)
    - Changed RRH Program Standards from points to standards
    - Added a question asking if PSH programs have formal move-on programs for points
  - NC BoS CoC Priorities section:
    - Removed admin funds from the housing over services calculations
    - Chronically homeless prioritization question changed from points to standard
  - Project Performance section:
    - Changed HMIS reports for chronic homelessness and data completeness
    - Changed wording on participation in HMIS
    - Adjusted questions about APR submission and review
    - Added note that grantees falling below spending threshold will receive extra review for potential reallocation
    - Added that CA Leads will verify CA participation
    - Clarified wording on HUD's prioritization policy
  - Application Deadlines and Documentation section:
    - Moved match question to this section
    - Removed question about leverage
    - Added threshold question asking if grantee has signed the CoC grantee agreement
- Steering Committee members were asked for any questions about the renewal scorecard; none were raised.
- NCCEH staff reviewed the changes made to the new scorecard.
  - All changes made to the renewal scorecard were made on the corresponding areas of the new scorecard.
  - Goals and Opening section:
    - Added a project type for RRH-TH (a new project type in the 2017 competition). The scorecard is currently designed to score this project type the same way as a RRH project, but the scorecard may need to be revised once the NOFA is released and more is known about the RRH-TH project type.
- General Application section:
  - Changed maximum points for questions about application accuracy to match renewal scorecard

- o Changed question about prior experience serving homeless people from points to standard
- Program Design section:
  - o Added clarification about the types of data applicants can use in their community need statement
  - o Removed questions about subpopulations served. Replaced with questions asking agency's plan to serve subpopulations, prioritizing households with the longest histories of homelessness, and ensure quick access to housing
  - o Added priority designation of project from Funding Priorities document
  - o Added threshold question asking if PSH projects are dedicated to serving chronically homeless persons
  - o Added question for SSO coordinated assessment projects
  - o Changed PSH Key Elements and RRH Program Standards from standards to thresholds
- Organizational Capacity section:
  - o Added an option for agencies with history of operating a CoC-funded project of a different type
- Performance section:
  - o Re-worded question about entering beds into HMIS
- Agency's Relationship to Community section:
  - o Removed requirement for RCs to approve new projects. RCs will be asked to write letters of support.
  - o Clarified participation in ESG question
  - o Clarified participation in CA question
  - o Added question if all agency's projects participate in CA
- Steering Committee members were asked for questions about the scorecard.
  - o Nicole asked where participation in coordinated assessment is defined. Brian noted it's defined in the scorecard as the agency only accepting referrals from CA.
  - o LaTasha asked if the new threshold question regarding the grantee agreement means that project cannot be considered for funding if the agreement is not signed. Brian noted that this is correct.
- A motion was made to approve the 2017 renewal and new scorecards [Blackstock, Pridgen]. All in favor; none opposed.

HMIS Update
- Each year, the NC BoS CoC approves a slate of representatives for the HMIS Governance Committee, which provides oversight for the statewide HMIS system. The BoS has four representatives and four alternates on the committee.
- The proposed slate of representatives and alternates for the 2017-2018 year is:
  - o BoS staff: Brian Alexander; Denise Neunaber
  - o Region 1: Casey McCall; TBD (will be voted on at future Steering Committee meeting)
  - o Region 2: Amy Steele; Susan Pridgen
  - o Region 3: Branden Lewis; Melissa McKeown
- A motion was made to approve the slate of representatives and alternates for the 2017-2018 year [Dewitt; Molliere]. All in favor; none opposed.

- The NC BoS CoC's policy regarding HMIS license allocation is updated annually. NCCEH staff added revisions to the policy, including updating the date range for free license allocation and adding specific measurements for maintaining high data quality. The revised policy was sent to Steering Committee members for review prior to the meeting (www.ncceh.org/files/8372/).
  - Steering Committee members were asked for any discussion or questions about the revised policy; none were raised.
  - A motion was made to approve the revised HMIS licensure policy [Dewitt, McNair]. All in favor; none opposed.

Coordinated Assessment
- The Coordinated Assessment Council has reviewed and recommended for approval the coordinated assessment plans from Regions 2, 3, 6, 9, 10. The plans were posted to the NCCEH website at www.ncceh.org/bosminutes/ for review.
- Region 2: Southern Mountains
  - Three agencies provide 24/7 prevention and diversion screenings, and a number of agencies provide diversion financial assistance. The region uses Charity Tracker to facilitate referrals in Transylvania County. The region will put MOUs in place with all participating agencies.
  - A motion was made to approve the coordinated assessment plan from Region 2 [Blackstock, Cox]. All in favor; none opposed.
- Region 3: Uni5
  - The region holds monthly case conferencing meetings. There is strong involvement from DV agencies. All counties have good coverage except Alexander, which has few partners. Vaya Health is working with the region to provide better coverage.
  - A motion was made to approve the coordinated assessment plan from Region 3 [Cox, Blackstock]. All in favor; none opposed.
- Region 6: PRACC
  - A large number of agencies do the prevention and diversion screen, and there is a hotline number as well. Many agencies provide diversion financial assistance. The region is developing MOUs among all agencies.
  - A motion was made to approve the coordinated assessment plan from Region 6 [McNair, Molliere]. All in favor; none opposed.
- Region 9: Tar Heel
  - The region is discussing having 211 conduct the prevention and diversion screen during off-hours. The region has developed homeless assistance cards that people looking for assistance can drop off at various agencies to be contacted later.
  - A motion was made to approve the coordinated assessment plan from Region 9 [Cox, Pridgen]. All in favor; none opposed.
- Region 10: Neuse
  - The region is combining two processes into one more centralized system. The region had good RRH coverage and some diversion and transportation assistance. MOAs are in place between shelters to facilitate referrals.

- o A motion was made to approve the coordinated assessment plan from Region 10 [Blackstock, Cox]. All in favor; none opposed.
- The next Coordinated Assessment Exchange call is today, July 11, at 3:00. Representatives from Region 1 and Region 5 will discuss how they have implemented coordinated assessment over large regions.
- Coordinated assessment outcomes are due July 15 at https://goo.gl/forms/a5tCMilvA2X2V92l2. These are the first outcomes under the new Regional Committee structure.
- The Coordinated Assessment Council (CAC) needs new members from the regions. The CAC is made up of both statewide and regional representatives. Anyone interested in serving on the CAC should email bos@ncceh.org.

Veterans Plans
- The Veterans Subcommittee has reviewed and recommended for approval the Veteran plans from Regions 6, 11, and 13. The plans were posted to the NCCEH website at www.ncceh.org/bosminutes/ for review.
- Steering Committee members were asked for any questions about the plans; none were raised.
- A motion was made to approve the Veteran plans for Regions 6, 11, and 13 [Pridgen, McNair]. All in favor; none opposed.

ESG Competition Update
- The State ESG Office has invited CoC leads to review and update the 2017 application. Regional Leads and Funding Process Leads are also invited to provide feedback by reviewing the 2016 application and emailing suggestions to Kim Crawford at kim.crawford@dhhs.nc.gov.
- The ESG application is expected to open in August. NCCEH staff will develop an optional scorecard that regions may use during this year's competition.
- NCCEH staff will hold calls with Funding Process Leads in late July and early August. Regions 11 and 12 need to identify funding process leads and send their contact info to bos@ncceh.org.
- The State ESG Office has been updating its reimbursement process. They are holding mandatory webinars for ESG grantees in July:
  - o Friday, July 14 at 10:00 a.m.
    - ▪ https://attendee.gotowebinar.com/rt/4566567942421020930
  - o Friday, July 21 at 10:00 a.m.
    - ▪ http://attendee.gotwebinar.com/register/7744916309091694851
  - o Friday, July 21 at 2:00 p.m.
    - ▪ http://attendee.gotowebinar.com/register/46848375076187138

CoC Competition Update
- The CoC NOFA is expected to be released shortly after HUD publishes the final, approved GIWs. NCCEH staff will contact stakeholders after the NOFA release regarding instructions and deadlines for funding applications. The Project Review Committee will also be convened.
- All agencies interested in applying for new projects in this year's CoC competition are asked to complete an Intent to Apply Form. This form asks for some preliminary information about the proposed project and gives NCCEH staff an idea of the types of new projects that may be submitted. The form is non-binding and currently open on a rolling basis, but

will be closed soon after the NOFA release. NCCEH staff will hold phone calls with agencies that submit Intent to Apply Forms to discuss the projects and answer questions. The form is posted on the NC BoS CoC application webpage at www.ncceh.org/bos/currentcocapplication.

Upcoming Meetings & Reminders

- Register for the Coordinated Assessment Exchange call
  - June 11th at 3:00 p.m. Register here: www.ncceh.org/events/1065/
- People interested in serving on the Coordinated Assessment Council, please email bos@ncceh.org
- Submit 2nd Quarter coordinated assessment outcomes: https://goo.gl/forms/a5tCMilvA2X2V92l2
- PSH grantees: register for the BoS PSH grantee training on July 25: www.ncceh.org/events/1176/

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