



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting

8.1.17

Regional Leads Present:

Lauren Russotti (for Marilyn Chamberlin), Teena Willis, Melissa McKeown (for Nicole Dewitt), Ellery Blackstock, Donna McCormick, Latricia Freeman (for Emily Locklear), Roberta Sessoms, LaTasha McNair, Jim Cox, Susan Pridgen

Regional Leads Absent:

Jennifer Kerr, Nicole Boone

Interested Parties Present:

Deniece Cole, Resheema Walker, Joel Rice, Janice Sauls, Jacqueline Carin, Melissa Eastwood, Faye Pierce, Mary Pat Buie, Jennifer Palmer, Patricia Bryant, Emily Stevens, Sabra Rock, Lori Watts, Tammy Gray, Kristen Martin, Monica Frizzell, Trina Hill, Jamie Brown, Chris Pierce, Linda Golden, Marie Watson, Leila McMichael, Brian Fike, Jessica Maples, Latina James, Leonard Tillery, Linda Brinson, Jai Baker, Richard Gary, Thadeous Carr, Marlene Harrison

NCCEH Staff Present:

Brian Alexander, Ehren Dohler, Nancy Holochwost, Denise Neunaber

Approval of July Minutes

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

HMIS Update

- North Carolina has a statewide HMIS system that covers all 12 Continuums of Care. The Governance Committee, which includes representatives from all CoCs, provides oversight and makes decisions about the implementation of this statewide HMIS system.
- The HMIS system used to be administered by the NC Housing Coalition. In the spring of 2014, the Governance Committee issued an RFP for a new administrator. The Michigan Coalition Against Homelessness (MCAH) was selected and began in their role in May 2015.
- While there have been some positive changes under MCAH, including improvements in reports and a switch to local staff housed within each CoC, there have also been problems with training, software, and a lack of staff support that NCCEH has asked to be improved. Because these issues have not been resolved, NCCEH's board has decided to request that the Governance Committee release an RFP to request a new administrator. NCCEH is committed to being part of the statewide system, but this is sometimes at odds with our responsibilities as the BoS collaborative applicant because the CoC and its agencies do not receive necessary support and reporting capabilities.

- NCCEH has requested technical assistance from HUD to help determine what the new administrator would need to do to be effective.
- The Governance Committee meets August 14, at which point this request will be discussed by all committee members. The NCCEH board will decide how to move forward at their November 17 meeting. NCCEH staff will keep BoS stakeholders updated on the results of these discussions.
- Steering Committee members were asked for any questions or feedback. Stakeholders may also share feedback individually with Denise (denise@ncceh.org) or BoS staff (bos@ncceh.org).
 - Thadeous asked how Sage will interact with any changes to the HMIS system. Denise noted that HUD instructs all HMIS vendors on how to create required reports, including the HMIS APR report that is uploaded into Sage.
 - Teena asked if all NC CoCs have requested this change in administrator or if only the BoS has. Denise noted that there are differences of opinion amongst the CoCs as to whether MCAH is fulfilling their needs or not. In addition to the BoS, Durham has requested an RFP for a new administrator.
 - Teena asked if the Governance Committee would need consensus to move forward. Denise noted that the representatives will vote on the decision about whether to release an RFP. If all 12 CoCs do not agree, the BoS would need to decide whether to continue to use the existing statewide system or to seek another option.

CoC Grant Significant Changes Policy

- NCCEH staff have drafted a policy to address significant changes to CoC grants. Agencies that wish to make a significant change to a CoC grant must receive approval from the HUD Field Office. HUD also asks that the CoC be involved in these decisions. Because the grant was approved by the Steering Committee as it was originally written and a significant change represents a departure from that original application, the policy requires grantees to receive Steering Committee approval for significant changes.
- Significant changes are changes that substantially affect grant implementation:
 - Change of recipient (grant transfer) or subrecipient
 - Change of project site (location)
 - Addition/elimination of budget line items
 - Shift of more than 10% from one budget line item to another
 - Permanent change in subpopulation served
 - Permanent reduction in number of units
 - Closure of project or voluntary relinquishment of funding
- The draft policy was posted at www.ncceh.org/bosminutes/ for review. Steering Committee members were asked for any questions or discussion about the policy.
- A motion was made to approve the CoC grant significant change policy [Pridgen, Cox]. All in favor; none opposed.
- The approved policy and the procedure for requesting significant changes will be posted to the BoS CoC grantee webpage at www.ncceh.org/bos/cocgrantees/ and sent to grantees.

2017 CoC Competition

- The 2017 CoC competition is now open. HUD released the NOFA on July 14, and the consolidated application is due September 28.



- The consolidated application consists of three parts:
 - The CoC application, which contains information about the entire Balance of State, and which is completed by NCEH staff with input from the Steering Committee, Regional Committees, and other stakeholders
 - Project applications submitted by agencies for new and renewal funding
 - The project priority listing, which is the ranked list of project applications recommended by the Project Review Committee and approved by the Steering Committee
- The BoS is eligible to apply for up to \$9,249,857.
 - Annual Renewal Demand (ARD): all renewal projects
 - \$8,267,704
 - Permanent Housing Bonus for new projects: 5% of pro rata
 - \$654,769
 - CoC Planning: 3% of pro rata
 - \$327,384
- New projects may be created through the Permanent Housing Bonus or through reallocation. The Project Review Committee may choose to reallocate partial or full funds from low-performing or low-spending renewal grants to create additional new projects.
- All new and renewal project applications (except the CoC planning grant) must be placed in one of two tiers. Tier 1 is the relatively “safe” tier. Projects placed in Tier 2 may not receive funding if HUD does not have sufficient funds for all projects.
 - Tier 1: 94% of ARD
 - \$7,771,642
 - Tier 2: 6% of ARD plus PH Bonus
 - \$1,150,831
- The CoC application timeline is:
 - August 4: First due date for project application materials
 - August 18: Second due date for project application materials
 - August 22: Project Review Committee holds first meeting
 - August 24-31: Project Review Committee reviews & scores applications
 - September 5: Steering Committee meeting
 - September 8: Project Review Committee meets to create ranked list of projects
 - September 12: Special Steering Committee meeting to approve ranked list of projects
 - September 13: Project applicants notified if project included in final application
 - September 21: Project applicants hit submit in esnaps
 - September 28: CoC application due to HUD
- NCEH staff have posted materials for project applicants at www.nceh.org/bos/currentcocapplication/, including application instructions, blank forms to complete, and an esnaps explainer. There are two due dates for project application materials: August 4 and August 18. Application materials must be submitted through links on the NCEH website.
- HUD has made some changes to esnaps. The applicant profile now includes fewer attachments. Renewal applicants have the option to submit parts of their application without making changes to the answers imported from the previous year. Most PSH renewal applicants will need to make some changes to their applications. RRH renewal applicants may be able



- to use this feature. Applicants should contact NCCEH staff at bos@ncceh.org with questions.
- The NOFA includes some new options that the BoS will not utilize this year.
 - New project component: TH-RRH
 - This is a joint project type that includes both transitional housing and rapid re-housing services as part of the program.
 - HUD has indicated TH-RRH is meant for communities that have already lowered shelter barriers and have short lengths of stay in shelter, but still run out of shelter beds or have high unsheltered counts. The project type is intended to be used as bridge housing while people are waiting to be placed in permanent housing.
 - Because the BoS does not meet these criteria, this project type will not be applied for the 2017 competition, but it may be applied for in future competitions if communities begin to meet the criteria.
 - New “DedicatedPLUS” designation for permanent supportive housing beds
 - This designation opens PSH beds to people other than chronically homeless people.
 - HUD has indicated that DedicatedPLUS is for communities that have housed most of their chronically homeless populations and now need to use PSH for other populations. The BoS is not in this position yet, so PSH projects will not be designated as DedicatedPLUS.
 - Two current CoC grantees have decided to relinquish their projects at the end of the current operating year. NCCEH staff have reached out to other agencies to take on these grants so that funding is not lost.
 - United Community Ministries in Rocky Mount has a PSH grant that will end 8/31/17. Trillium Health Resources has agreed to take over this grant starting 9/1/17.
 - Asheboro Housing Authority in Randolph County has a rapid re-housing grant that will end 9/30/17. Volunteers of America Carolinas has agreed to take over this grant starting 10/1/17.
 - Steering Committee members were asked for any questions or discussion about the transfers; none were raised.
 - A motion was made to approve the transfers of both grants [Pridgen, Blackstock]. All in favor; none opposed.

ESG Competition Update

- NCCEH staff have reached out to regional Funding Process Leads to schedule phone calls to discuss this year’s ESG application process. Most Funding Process Leads have not yet scheduled a call with staff (Regions 1, 2, 3, 4, 5, 6, 7, and 12). Funding Process Leads are asked to do so as soon as possible.
- The state ESG office has indicated the ESG application timeline will be as follows:
 - Application release: week of August 21
 - Deadline: October 15
 - Announcement and contracts: December 1
 - Contracts due: December 31
 - Projects start: January 1, 2018



- The state ESG office is currently working on updating the regional and project applications. NCCEH staff expect the applications will include some significant changes.
- NCCEH staff are creating an optional scorecard that Regional Committees may use in their local application review process.
- Steering Committee members were asked for any questions about the ESG competition.
 - A stakeholder asked if the ESG office will focus on funding projects that are spending current funds. Brian noted that the ESG office will be looking at current grant performance and will seriously consider spending rates. The ESG office has said they will release the scorecard they use to assess projects so that stakeholders know the scoring criteria.

Coordinated Assessment Updates

- HUD released a notice in January 2017 that set some requirements for coordinated assessment systems. Because most Regional Committees have now passed through the coordinated assessment planning process, NCCEH staff, the Coordinated Assessment Council (CAC), and coordinated assessment leads will be working over next 7 months to ensure regional systems are in compliance. The BoS must be in compliance with the notice by January 2018.
- Coordinated assessment leads and other stakeholders are asked to read the notice and the accompanying guidebook from HUD:
 - HUD Coordinated Entry Notice: <http://bit.ly/2tU5vTL>
 - HUD Coordinated Entry Guidebook: <http://bit.ly/2vTpK5H>
- The notice includes the following key issues:
 - non-discrimination (system does not screen out or discriminate against certain groups, including people with disabilities)
 - lowering barriers
 - access and accessibility (system can be accessed by anyone who needs it, including people with disabilities)
 - emergency services and domestic violence
 - waitlist management
 - consent/privacy
 - evaluation
- The next Coordinated Assessment Exchange call is Tuesday, August 8, at 3:00. The call will focus on accessibility. Participants are asked to register at www.ncceh.org/events/1066/.
- Coordinated assessment outcomes for the second quarter were due July 15. Outcomes are missing from Regions 3, 4, 6, 7, 8, and 13. Regional Committees are asked to submit outcomes as soon as possible at <https://goo.gl/forms/a5tCMilvA2X2V92I2>.

Veterans Update

- NCCEH staff have identified a new candidate for the Veterans Subcommittee. Charlotte Stewart is a Policy and Program Analyst at the NC Housing Finance Agency and has worked to organize pro bono activities for Veterans.
 - Steering Committee members were asked for any questions or discussion; none were raised.



- A motion was made to approve Charlotte Stewart to sit on the Veterans Subcommittee [Pridgen, Cox]. All in favor; none opposed.
- In order to meet the USICH criteria to end Veterans homelessness, the BoS must have by-name lists of all homeless Veterans in the CoC. These lists will be kept in HMIS. SSVF providers are taking the lead on this process, but it will require the participation of all agencies that come into contact with Veterans. The following actions are needed to create the by-name lists:
 - Help identify Veterans and track them in HMIS
 - Help SSVF identify Veterans and have them sign new ROIs (so that their information can be shared regionally)
 - Sign the QSOBAA (sharing agreement) for HMIS by-name list tracking
 - Participate in local meetings
- NCCFH staff is holding a webinar about by-name lists on Friday, August 18, at 10:00. The webinar is open to anyone highly involved in the Veteran homelessness process, including SSVF providers and coordinated assessment leads. The webinar will cover how to pull and use the by-name list report in HMIS and how to use the new Veterans assessment in HMIS. Participants are asked to register at www.nccfh.org/events/1180/.

Upcoming Meetings & Reminders

- Read the CoC grant significant change policy: www.nccfh.org/files/8483/
- Read the 2017 CoC Competition NOFA: www.hudexchange.info/resource/5419/fy-2017-coc-program-nofa/
- All materials for the 2017 CoC competition are posted here: www.nccfh.org/bos/currentcocapplication/
- Register for the August 8 Coordinated Assessment Exchange call here: www.nccfh.org/events/1066/
- Submit 2nd Quarter coordinated assessment outcomes: <https://goo.gl/forms/a5tCMilvA2X2V92I2>
- Register for the Veterans by-name list webinar: www.nccfh.org/events/1180/

Next meeting: Tuesday, September 5, at 10:30.

Special meeting to approve CoC project priority listing: Tuesday, September 12, at 10:30.

