



# North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

## NC BoS CoC Steering Committee Meeting

June 5, 2018 Minutes

### Regional Leads Present

Marilyn Chamberlin, Trina Hill, Teena Willis, Nicole DeWitt, Ellery Blackstock, Marie Watson, LaTasha McNair, Jim Cox, Juliet Rogers

### At-Large Members Present

Thea Craft, Jessa Johnson, Lisa Phillips

### SC Members Absent

Emily Locklear, Jennifer Manley, Nicole Boone, Barry Shipp, Dana Mangum, Christine Miller, Parker Smith, Angela Harper King

### Interested Parties Present

Teresa Robinson, Lynne James, Richard Gary, Brian Fike, Mary Boyles, Mitch Fahrer, Linda Golden, Donna McCormick, Karisa McDaniel, Lori Watts, Joel Rice, Tujuanda Sanders, Roxxy Eppinger, Linda Brinson, Quiotti Ratliff, Jaclyn Smothers, Jessica Maples, Thadeous Carr, Monica Frizzell, Alison Azbell, Natasha Elliott, Jennifer Clark, Kanika Turrentine, Destri Leger, Melissa Eastwood, Ashley Gray, Faye Pierce, Tammy Gray

### NCCEH Staff Present

Brian Alexander, Ehren Dohler, Nicole Purdy, and Jenn Von Egidy

### Approval of Consent Agenda

- The Steering Committee restructuring proposal included changes to the topics that are covered during Steering Committee meetings. The proposal recommended that standard updates and voting items that do not require in-depth discussion be put in a “board packet” that is sent to Steering Committee members for review prior to the meeting. The voting items are included in this packet as a “consent agenda.” The consent agenda will be voted on as a whole at the beginning of each meeting. Steering Committee members may request to move an item from the consent agenda to the regular agenda, if they feel it requires additional discussion.

- The consent agenda was sent out prior to the meeting and is posted at:  
<http://www.ncceh.org/files/9319/>
- There being no changes needed, the consent agenda was approved by common consent.

### Supportive Services Only-Coordinated Entry Grant

- NCCEH received an SSO-CE CoC grant to support coordinated entry. NCCEH will re-grant most of the funding to support the Coordinated Assessment Lead in five communities. The 2018-2019 SSO-CE Awards went to the following grantees:

- Region 2: Thrive
- Region 5: Community Link
- Region 10: Hope Station
- Region 11: Trillium
- Region 12: Pitt County Planning
- Grantees will use funding to improve coordinated entry, and they will need the support and partnership of their whole Regional Committee.
- Ehren solicited questions or comments. A participant asked how many applications were received. Ehren responded that 7 applications had been received, which means not every Regional Committee applied this year. Hopefully more regions will be ready to apply next year.

## **2018 CoC Competition**

- The CoC competition opened with the release of the CoC NOFA on June 20.
- The CoC consolidated application is due September 18 and has 3 parts:
  - CoC application completed by NCCEH staff with input from agencies, Steering Committee, and other stakeholders
  - Project Applications: individual applications from agencies for new and renewal projects
  - Project Priority Listing: ranked list of project applications recommended by Project Review Committee and approved by the Steering Committee
- Final NC BoS CoC funding amounts have not been released by HUD
  - Annual Renewal Demand
  - Bonus Funding: 6% of Final Pro Rata Need
  - DV Bonus: 10% of Preliminary Pro Rata Need
  - Planning
- Funding will be tiered again in this competition:
  - Tier 1: 94% of ARD
  - Tier 2: 6% of ARD plus Bonus and DV Bonus
- Brian solicited questions and comments about the general CoC competition. None expressed.
- NC BoS CoC can apply for new projects using bonus funding or reallocated funding
  - PH-PSH projects dedicated to CH households
  - PH-RRH projects that will serve homeless individuals and families, including unaccompanied youth
  - TH-RRH projects (not allowed by NC BoS CoC in FY18)
  - SSO-CE projects (only allowable as CoC-wide)
- The PRC may choose to reallocate funds from low-performing/low-spending renewal projects to create new projects.
- HUD has new information in the 2018 NOFA
  - Transition grants: Project applicants can transition their project(s) from one component to another
  - Consolidated projects: Agencies can consolidate 2-4 eligible project renewals into 1 during the process
  - Domestic violence bonus: CoC can create up to one each of the following project types specifically targeting survivors of DV:
    - PH-RRH
    - TH-RRH



- SSO-CE
- Brian solicited questions and comments about the new things in the 2018 NOFA. None expressed.
- *2018 CoC Competition timeline*
  - **July 26:** First due date for project application materials
  - **August 8:** PRC holds first meeting
  - **August 9:** Second due date for project application materials
  - **August 12-22:** PRC reviews and scores application. Phone calls with staff.
  - **August 29:** PRC meets to create ranked list of projects
  - **August 30:** Special Steering Committee meeting to approved ranked list of projects
  - **August 30-31:** Project applicants notified if project included in the final application
  - **August 31:** Project applicants submit final edited application in esnaps
  - **September 6:** Appeal deadline (as needed)
  - **September 7:** PRC meets to consider appeals (as needed)
  - **September 11:** Steering Committee meeting
  - **September 18:** CoC application due to HUD
- *Next steps for project applicants*
  - Read the NOFA: <http://bit.ly/2yLHMgi>
  - Review materials from NCCEH at <http://www.ncceh.org/bos/currentcocapplication/>
  - Application instructions (new and renewal)
  - Forms to complete
  - Esnaps explainer (not yet available from HUD)
  - 2 deadlines for application materials
    - July 26: HMIS reports, Con Plan forms, threshold materials
    - August 9: project applications, all other forms/docs

### **2018 CoC Competition Scorecard**

- The Scorecard Committee reviewed and made changes to the NC BoS CoC's CoC competition scorecards
- New project scorecard changes
  - Targeting to prioritized subpopulations: Clarified Q2.4: can the project quickly move households into housing?
  - Service needs: Clarified Q3.1: meeting the service needs of households and ensuring they will find and maintain permanent housing.
  - Split access to mainstream benefits into two questions, Q3.3 & Q3.4
  - Project performance: All applicants, regardless of funding source that can run an APR on their project will be scored with it, Q5.1-Q5.8.
  - HMIS/Comparable Database:
    - Q5.9: Added option for DV service providers (who cannot enter into HMIS) to receive points for reporting all beds to the HIC.
    - Q5.10: Added threshold requirement for DV service providers to use a comparable database.
  - Changed ESG participation from standard to points
  - Added clarification to coordinated entry questions:



- Q6.4: Threshold requirement for applicant to take all referrals directly from CE wait list
    - Q6.6: Clarified how agencies should participate in CE
  - Added coordinated entry question: applicants describe how they take referrals from CE
- Ehren solicited questions or comments on the new project scorecard. None expressed.
- Changes to Key Elements of PSH/RRH Benchmarks (both new and renewal)
  - Changed from thresholds to standards
  - Added place for reviewer notes in Key Elements of PSH/RRH Benchmarks from thresholds to standards
  - Added additional explanation: Q2.14i, Q2.15b2, Q2.15c2
- Changes to renewal scorecard
  - Increased points and added more requirements to Move-On Program question
  - Clarified CE requirement to fill all open slots directly from CE wait list
- DV-RRH bonus funding
  - Each CoC may apply for up to 10% of its pro-rata need for projects that exclusively serve survivors of domestic violence.
    - CoCs may put forward only one application per component type: PH-RRH, TH-RRH, SSO-CE for the bonus funding.
  - CoCs are required to rank DV-RRH projects, but successful DV-RRH bonus projects will be funded outside the regular CoC funding.
  - DV-RRH projects are entered into a national competition. If they are not successful in the national competition, they will be put back into the CoC's ranked list and funded accordingly.
  - Multiple DV service providers, the Housing Finance Agency, and NCCADV have all put in intents to apply.
    - Of these, only 1 agency has operated RRH before, which is currently a threshold on the new project scorecard.
  - NCCEH staff suggests the NC BoS CoC waive this threshold requirement only for DV bonus.
    - To increase the CoC's chances of receiving DV bonus funding, the Steering Committee may want to waive the threshold requirement to be currently operating RRH. This would allow the most agencies to apply.
    - But if the applicant we put forward is not successful, that disadvantages the remaining projects that did have to meet this threshold.
    - Suggestion: to waive the requirement just for the one project we put forward for DV bonus funding. All other applicants, if they are not chosen for DV bonus funding, they will be entered into the general competition, where the threshold will apply again.
- Ehren solicited questions and comments on the DV-RRH threshold waiver suggestion.
  - Nicole asked how much funding this would provide. Ehren responded that it depends on the final Pro Rata Need for which the NC BoS CoC is eligible. The DV bonus funding can be up to 10% of the PRN, which puts it somewhere between \$800,000-1,000,000.
  - Destri asked how the funding would be sub-granted across the state. Ehren replied that it is unknown at this time how sub-granting would work. At this time



several agencies have expressed interest via an intent to apply. We have no further information on if any of those agencies will actually submit an application. If multiple agencies apply, the PRC will need to choose the highest scored project based on the scorecard.

- Monica stated that this waiver for DV-RRH is similar to the waiver we already have in place for Housing Authorities to not have to have a pre-existing RRH project to continue in the CoC competition. She stated that the waiver for this bonus funding makes sense to her.
  - Another participant asked if it's always been a waived threshold for Housing Authorities to not be currently operating a RRH project. Staff explained that has been on the scorecard for several years because Housing Authorities are not eligible for ESG funds to run a RRH project.
- Joel stated that this bonus funding would allow for DV agencies with low capacity to operate a RRH project because a larger agency would be handling the finances. Many DV agencies have difficulty operating a reimbursement-based grant.
- Ehren stated that it is unknown if this bonus funding will be made available in future years. This may be a one-time opportunity and the amount of funding we could receive may justify the exception.
- Lynne James questioned whether this threshold would be applied to the sub-grantees. Brian explained that this would not waive the requirements to adhere to the NC BoS CoC Written standards. It allows for the DV-RRH application to move forward in the competition but does not mean it will be chosen. The PRC will still have to review the application for project quality.
- Ehren solicited questions on the scorecards as a whole. None given.
- A motion was made to approve the new and renewal scorecards as posted. [DeWitt, Johnson] All in favor, none opposed.
- A motion was made to waive the threshold requirement for RRH applicants using the DV Bonus to be currently operating a RRH project. [Watson, DeWitt] All in favor, none opposed.

### **2018 CoC Competition Appeals Policy**

- Draft posted at [www.ncceh.org/files/9330/](http://www.ncceh.org/files/9330/)
- Allows new projects that were not included in project priority listing and renewal projects that were partially or fully reallocated to appeal the Project Review Committee's decision.
- Applicant must submit an appeals letter to the Project Review Committee by designated deadline.
- Appeals must present additional information or explain extenuating circumstances that directly address the deficiencies in the project application.
- PRC will meet to consider any appeals.
- Steering Committee will re-consider the project priority listing IF any appeals are successful.
- A motion was made to approve the 2018 CoC Competition Appeals Process. [Hill, Willis] All in favor, none opposed.

### **ESG Application**

- *Tentative ESG competition timeline*
  - RFA will be likely be released by mid-July.
  - Applications due to ESG office on October 26.



- Regional Committee ESG Funding Process
  - Regional Committees are responsible for running local competitive processes, soliciting, reviewing, and selecting project applicants.
  - The process should be:
    - Competitive
    - Transparent and avoid conflict of interest
    - Promote funding to the highest quality projects
    - Reflect community need
  - Funding priorities should assist communities to design their process and make good decisions.
- Form a Funding Process Committee composed of at least 3 people that are conflict-free (not ESG applicants), know the region well, and can make difficult decisions
  - Should be familiar with the tenets of Housing First and NC BoS CoC Written Standards
- Next ESG Status Call on July 13 and FPL will report on these benchmarks:
  - Designate an ESG Lead Agency
  - Create a timeline for activities
  - Determine who will write the regional application
- On August 3<sup>rd</sup>, the ESG Status Call will report on these benchmarks:
  - [ESG Funding Priorities worksheet](#) due to NCCEH Aug. 1
  - Determine how the applications will be scored (if creating your own scorecard-due to NCCEH Aug. 1)
  - Develop a plan to outreach and engage potential applicants and advertise the availability of ESG funds
  - Set grantee expectations
- All Resources for the Funding Process Committee can be found on our website:
  - <http://www.ncceh.org/bos/esg/>
  - ESG Funding Process Tips Document
  - ESG Funding Priorities Document
  - ESG Funding Priorities Worksheet
  - ESG Scorecard (2017 currently – 2018 being drafted)
- ESG Funding Priorities and Worksheet
  - The Funding and Performance Subcommittee created ESG Funding Priorities.
    - CoC-wide priorities set goals for the full ESG portfolio.
    - The FPS also created a worksheet to help each LPA set local priorities.
  - Both documents were posted for review at [www.ncceh.org/bos/esg/](http://www.ncceh.org/bos/esg/) and no feedback was submitted.
- Ehren solicited questions or comments. None expressed.
- A motion was made to approve the ESG Funding Priorities document and Worksheet. [Hill, Chamberlin] All in favor, none opposed.

### ESG Appeals

- Update on Infinite Possibilities' appeal:
  - Steering Committee members reviewed information submitted by Infinite Possibilities to appeal the state ESG office's decision to pay back funding and rescind FY18 grant.



- A majority of members voted to waive the Steering Committee's right of involvement, believing this to be a contract issue.
- Staff sent decision to Infinite Possibilities and the state ESG office on June 21.
- ESG appeal for Central Piedmont Community Action
  - CPCA was required by the NC ESG Office to submit a corrective action plan due to low spending during FY18 Q1.
    - CPCA submitted two corrective action plans to the state ESG office.
    - ESG office terminated CPCA's grant effective June 21 because the "response did not provide an indication of a plan that provides assurances that [the] organization will be able to fulfill [its] contractual obligations."
  - CPCA would like to appeal the decision and has asked the NC BoS CoC to consider its support.
  - Steering Committee members were sent:
    - Copies of the corrective action plans submitted
    - CPCA's ESG appeal letter
    - The state ESG office official notification letter
  - Members need to choose an option:
    - Evidence exists to support the appeal
    - No evidence exists to support the appeal
    - The NC BoS CoC believes this is a contractual issue and waives its right of involvement
- Brian requested that Natasha Elliott, Executive Director of CPCA, add anything else about her request for a support letter for her appeal.
  - Natasha added that her agency had a grant in FY15-16 that was rescinded due to zero spending. Although this was prior to her becoming Executive Director, she believes this has unfairly played a part in the ESG office's decision. She states she has the community partnerships, staff and clients in place to spend this grant in its entirety prior to December 31.
- Brian solicited questions or comments for Natasha.
  - Nicole asked how much money the agency rescinded in FY15-16. Natasha responded it was around \$20,000 and clarified they did not apply for a grant in FY16-17.
  - Nicole asked if they already had staff dedicated to the ESG RRH project. Natasha responded that the agency already had staff and 3 current clients. She also has the community partnerships to support continuing referrals. She has no doubt they will spend the funds.
  - Brian mentioned that the letter to the NC BoS CoC has an expense list for the entire year, that was not included in the corrective action plans to the ESG office.
    - Natasha responded that the ESG office gave no guidance on what they were looking for in the corrective action plan, and therefore, Natasha did what she has done for other funders when asked to do a corrective action plan.
  - Marie added that she sympathizes that it is very hard for an agency to spend in the first quarter due to the late contracts and that this is a common problem for many agencies.
- NCEEH staff conducted a roll-call vote for the three options:
  - Regions present: 1,3,4,5,6,7,10,12,13
  - At-large members present: Jessa Johnson, Thea Craft, Lisa Phillips
  - Unanimous vote for option 1: Evidence exists to support the appeal



## HMIS Transition

- The HMIS@NCCEH launch date has been pushed back until August 2018.
- Agencies and users can expect the following:
  - All HMIS training, workflows, forms, etc. will be hosted by NCCEH at [ncceh.org](http://ncceh.org) and users will no longer go to [nchmis.org](http://nchmis.org), the website run by MCAH, for forms or training.
  - Users will have a new ServicePoint website URL to log into.
  - All agreements (agency participation, user, and sharing agreements) will need to be signed again with NCCEH as the HMIS Lead Agency. This will be done electronically with DocuSign.
- What to do now:
  - **Keep entering data into [nchmis.servicept.com](http://nchmis.servicept.com) until notified to stop and switch to the new HMIS@NCCEH site (expect notice in late July).**
  - Check our launch webpage for updates: [ncceh.org/hmis/launch/](http://ncceh.org/hmis/launch/)
  - Keep an eye out for Agency Agreements that will have to be signed and returned.
  - Make sure you're receiving communications from the NCCEH Data Center. If you did not receive our update on 6/14, sign up for our HMIS@NCCEH Communications List [here](#).

## Meeting and Reminders

- Navigating Services for Homeless Children Webinar Recording:  
[https://docs.google.com/forms/d/e/1FAIpQLSefoOL1Ug7BMIDtj7jujh2tnHpXmwvoTtqycO-NMmD65hJnIA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSefoOL1Ug7BMIDtj7jujh2tnHpXmwvoTtqycO-NMmD65hJnIA/viewform?usp=sf_link)
- ESG Funding Process Lead Orientation Webinar Recording:  
<https://recordings.join.me/iqw9RdguE0OfHnuuj9m4ww>
- Rapid Re-housing for Homeless Youth Webinar: Wednesday, July 18, 2018 1:00-2:00pm  
Registration link: <http://www.ncceh.org/events/1302/>
- ESG Funding Process Lead Status Call: Friday, July 13, 2018 10:00-11:00am
- BoS End User Meeting: Thursday, July 19, 2018 1:00-2:30pm  
Register here: <http://www.ncceh.org/events/1259/>

## Meeting Changes

- CAC call on July 10, 2018 has been cancelled.
- In-person meeting moving to a new date (TBD)

## Next Meetings

- Steering Committee Meeting  
Tuesday, August 7, 2018 10:30-12:00
- Special Steering Committee meeting to approved ranked list of projects  
Thursday, August 30, 2018 10:30-11:30

