North Carolina Balance of State Continuum of Care

Steering Committee Meeting
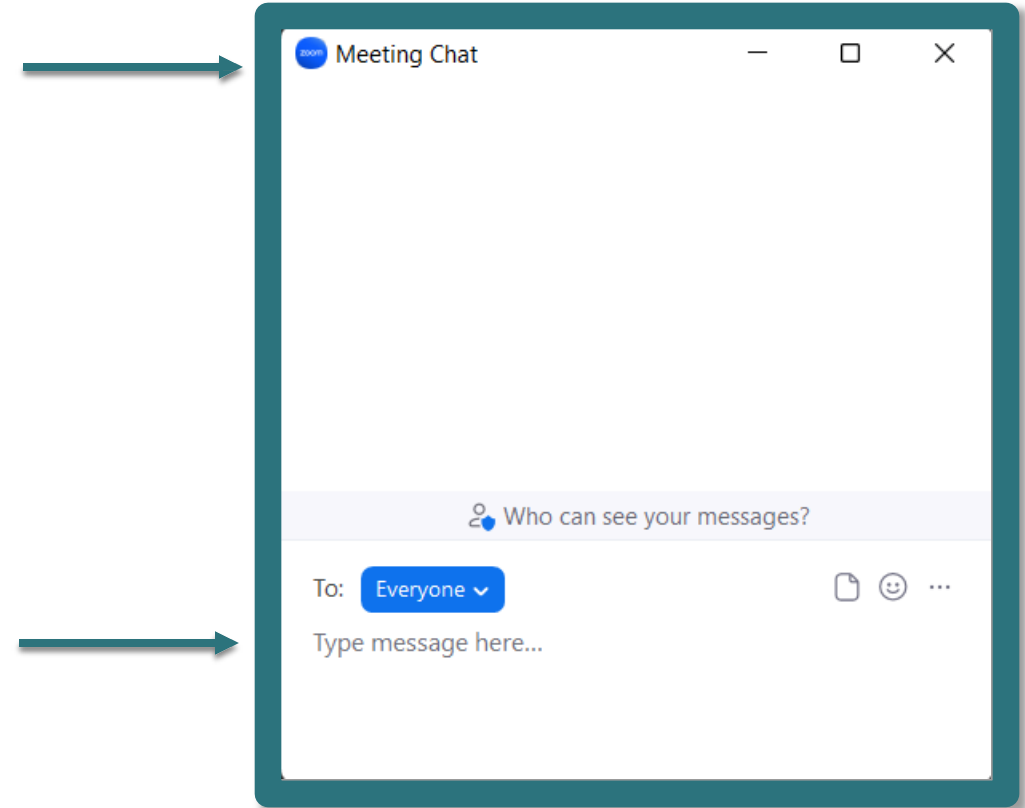## December 2, 2025
10:30 AM

NCCEH

Welcome

Reminders:

Your line is muted.

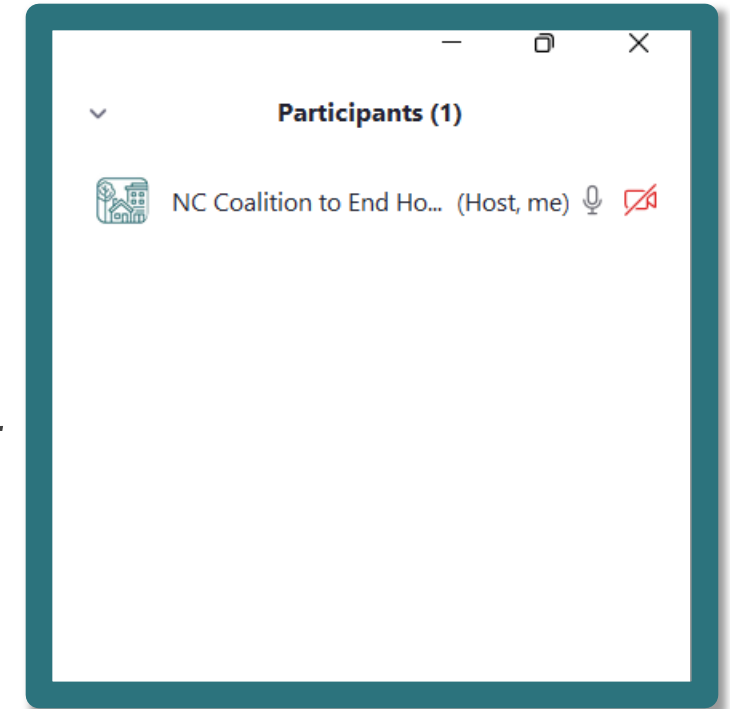We will unmute the line during Q&A pauses.

The chat box is available to use anytime.
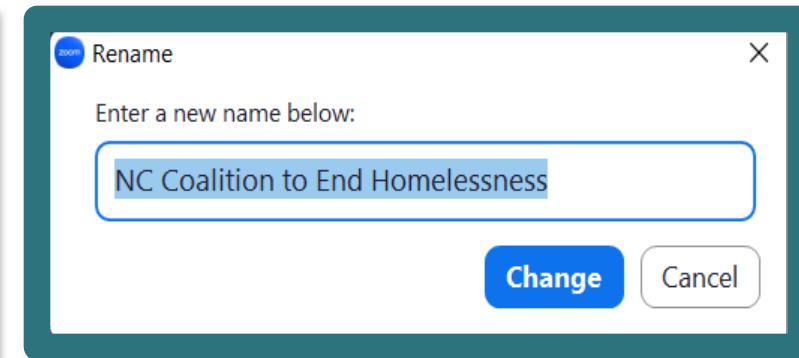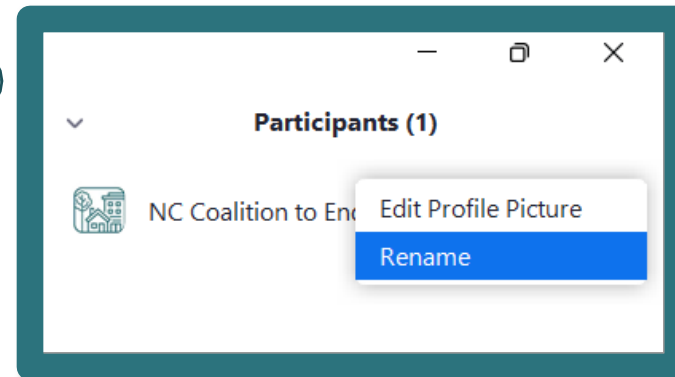
Roll Call

- We will conduct Roll Call for Regional Leads and at-large members to confirm quorum for voting.

- All participants should enter their full names, so we can document their participation in the minutes.

How to change your screen name:

Agenda

Agenda

- Consent Agenda

- HUD TA and NCCEH Updates

- CoC Competition Update

- HMIS@NCCEH Policies and Procedures

- FY24 SSO-CE Grantees

- Regional Leadership Voting

- Upcoming Meetings & Reminders

Review & approve consent agenda

Consent agenda:

https://www.ncceh.org/bos/steeringcommittee/

- The consent agenda was sent to the Steering Committee prior to the meeting as a part of the Board Packet.

- The consent agenda will be voted on as a whole at the beginning of each meeting.

- Steering Committee members may request to remove an item from the consent agenda for additional discussion.

Changes or discussion?

HUD TA and NCCEH Updates

NCCEH Updates!

- Please welcome our new Project Coordinator, Raven Hallow!
- Please welcome our new contractors, Michelle Kennedy and Elizabeth (Liz) Danley.

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CoC Competition

FY2025 CoC Program Competition

On November 13, the Notice of Funding Opportunity (NOFO) was released for the FY2025 CoC Program Competition. On November 17, the NC BoS CoC released its local competition webpage, including a timeline for local applicants.

https://ncceh.org/funding-opportunities/

The timeline was created to be adherent to HUD's requirements and to work with the time needed for each step in the process.

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November 20: Kickoff Webinar and ZoomGrants Training

November 25: Intents to Apply/Renew Due

November 26-December 15: Local Competition Window in ZoomGrants

(NOFO requires that all Project Applications, exported from e-snaps, be submitted to their Collaborative Applicant no later than 30 days before the final competition deadline, January 14th. This submission is for NCCEH to review applications for major errors or missing content before submission to HUD through e-snaps.)

December 16-23: Scoring and Threshold Review

December 29: Project Review Committee drafts Priority Listing, sent to Steering Committee for approval

January 2-6: Appeals window (if applicable)

January 12: Final Priority Listing and CoC Application posted to NCCEH's website

January 14: Final Consolidation Application submitted to HUD

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Webpage Materials

In addition to the local competition timeline, our webpage also includes materials and resources that will be important for our applicants to reference as they create a successful project application.

- Recordings of Kickoff and ZoomGrants Training
- E-snaps Explainer
- New/Renewal Project Instructions and Checklist
- New/Renewal Project Scorecards
- FY2025 NC BoS CoC Funding Priorities

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Adherence to FY2025 NOFO

Many of these competition documents and tools were already produced by their respective committee and approved by the Steering Committee earlier in the calendar year. However, the release of a new NOFO with vastly different priorities required the NC BoS CoC to react quickly and update these documents and tools to be adherent to the NOFO.

Documents subject to major changes include:

- FY2025 Funding Priorities

- Scorecards

- Written Standards

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Funding Priorities

The Funding & Performance Subcommittee met on Thursday, November 20th to revise the FY2025 Funding Priorities.

Kept:

- Ensure CoC –wide infrastructure is in place (HMIS and CE)
- Ensure funding is being used well (performance and spending)

Revised:

- Put PSH and RRH on equal priority level
- Priority for increasing the availability of Transitional Housing
- Consider the goals and objectives of the 2025 NOFO

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2025 NOFO Goals and Objectives

1. Prioritize projects that provide housing and healthcare

2. Prioritize projects that end the crisis of homelessness and advance public safety on our streets through outreach and partnership with local law enforcement

3. Prioritize projects that provide treatment and recovery

4. Prioritize projects that promote self-sufficiency

5. Minimize trauma associated with homelessness

The FY2025 Funding Priorities were approved by the Steering Committee on November 25.

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Scorecards

The Scorecard Committee met on Friday, November 21st to revise the New Project and Renewal Project Scorecards.

Major changes include:

- Creating standards for new eligible project types (Transitional Housing, Supportive Services Only-Standalone, and Supportive Services Only-Street Outreach)

- Adhering to HUD's point allocation requirements

- Incorporating HUD's Project Eligibility Thresholds

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Scorecards

- Incorporating HUD's Project Quality Thresholds for New Projects

- Adding standards that award points to projects that require participation in supportive services to adhere to the NOFO

- Reworking standards focused on Housing First, which is no longer supported by HUD

- Changing the "Equity" Section to the "Client Advocacy" section and reworking standards to adhere to the NOFO

The FY2025 Scorecards were approved by the Steering Committee on November 25.

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Written Standards

Our Written Standards for each project type, Anti-Discrimination Policy, and NC BoS CoC Client Bill of Rights are under review by NCCEH staff and our consultants. We are looking for prohibited language and updating for adherence.

Separate versions of our Written Standards will be produced for the FY2025 Competition to keep distinctions in place for the FY2024 CoC awards operating year and ESG-funded projects.

These documents will go to the Steering Committee for approval once the initial review is complete.

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Local Competition Window

As of November 25th, agencies who submitted an Intent to Apply/Renew and were determined to be eligible applicants have moved into the local competition window.

New and renewal applicants are using ZoomGrants to complete their local application and submit their required documents to NCCEH for scoring. ZoomGrants **does not** replace the Official Project Application in e-snaps– rather, it replaces the use of Smartsheet in previous competitions.

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Local Competition Window

NCCEH will be hosting Office Hours to support applicants as they move through ZoomGrants:

- Thursday, December 4 from 10-11am

- Thursday, December 11 from 2:30-3:30pm

All ZoomGrants questions and documents must be answered and complete before **December 15, 2025 by 5pm.**

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FY2025 Competition Next Steps

After all applications are submitted through ZoomGrants, our NCCEH staff and Project Review Committee will begin scoring applications using our FY2025 Scorecards. On December 29th, our Project Review Committee will meet to draft our Priority Listing.

Our Project Review Committee will consider score, adherence to funding priorities, geography served, funding spent, subpopulations served, and other factors from our Funding Priorities when drafting our Priority Listing. Special attention will need to be given this year to adhere to new NOFO requirements.

Only 30% of Total Award Can be for PH (RRH/PSH)

The Project Review Committee will "fill the 30% group", starting with high-priority projects to low-priority projects.

Only 30% of Annual Renewal Demand can be Tier 1

More projects will be placed in Tier 2 and will be at risk of not receiving funding. The Project Review Committee will be tasked with difficult decisions and will create an informed Priority Listing.

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FY2025 Competition Next Steps

Once drafted by the Project Review Committee, the Priority Listing will go to the Steering Committee for final approval. We will open the window for Appeals, and by January 6, the Priority Listing will be finalized.

NCCEH and consultants will begin working on the CoC Application as soon as it's available in e-snaps. More information about the final Priority Listing and CoC Application will be shared at the January 6th Steering Committee.

NCCEH

Draft HMIS@NCCEH Policies and Procedures

October 2025

NC COALITION to end HOMELESSNESS

What is an HMIS Implementation?

HMIS

Homeless Management Information System (HMIS) is a database used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness

Each Continuum of Care is responsible for selecting an HMIS software solution and HMIS Lead Agency that complies with HUD's data collection, management, and reporting standards

Agencies must participate in the HMIS selected by their CoC

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HMIS@NCCEH has three CoCs & 81 Counties

Durham Continuum of Care

NC Balance of State Continuum of Care

Orange Continuum of Care
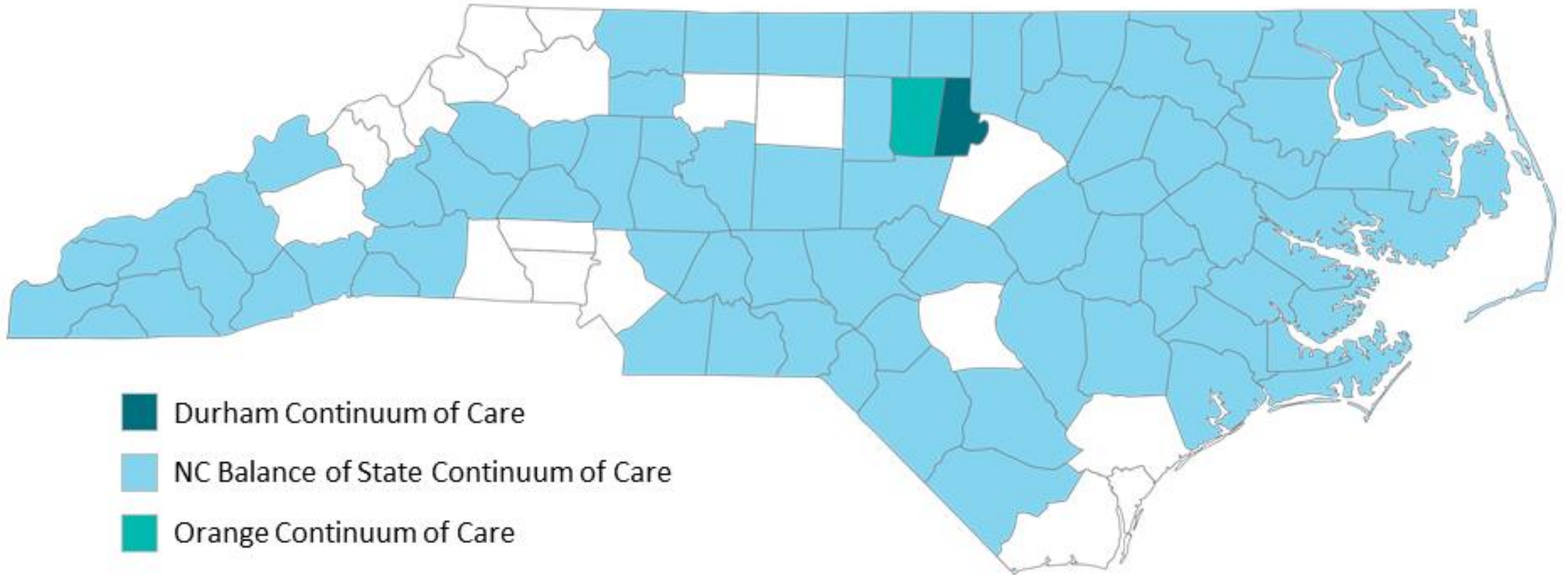
HMIS@NCCEH governance is shared by all CoCs

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│  HMIS Lead Agency   │      │   Advisory Board    │      │                     │
│                     │  →   │                     │  →   │   Continuums of     │
│ • NCCEH Data Center │      │ • Continuum of Care │      │       Care          │
│                     │      │ Reps and Stakeholders│     │                     │
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Participating Agencies

Decisions that need Approval by All 3 CoCs

1. HMIS Operating Policies and Procedures
   - Including Privacy and Security Plan
2. Data Quality Plan
   - Including collection requirements and data quality benchmarks

NCCEH

Your HMIS@NCCEH Advisory Board

Executive Committee
- Colin Davis (Chair) and Anthony Henderson representing Durham
- Erin Gaskin and Jenny Simmons (Vice Chair) representing NC Balance of State
- Jessica Aldavé (Secretary) and Danielle DeCaprio representing Orange
- Andrea Carey representing HMIS Lead Agency

At Large Members
- Kateline Christiana (Orange County Housing Department)
- Dr Mike Fliss (UNC/DHHS Injury and Violence Prevention)
- Kielana Ham (The REACH Center)
- Lola Johnson (Urban Ministries of Durham)
- Bettie Teasley (NC Housing Finance Agency)
- Nicole Wilson (Durham VAMC)

HMIS@NCCEH Policies and Procedures

View a copy of the Advisory Board Charter later at
ncceh.org/hmisncceh/#4

- Or navigate there: ncceh.org
  > Data Center HMIS@NCCEH
  > Advisory Board
  > Documents

Documents

Governance Charter
HMIS Operating Policies and Procedures
HMIS Advisory Board Members

NCCEH

Updates Proposed for 2025

HMIS User Agreement:

- New section for Community Sharing Norms

User Commitments to Community Sharing Norms

- I will only enter, update, or correct data in HMIS for the Agency and Projects I am responsible for. I will alert the Data Center and other agencies to identify any other information I believe is inaccurate.

- I agree not to create, edit, or delete entries or data for other agencies even if I can see it in the HMIS. I will follow the correct procedure as outlined in the operating policies and procedures for any data conflicts.

- I will work with my regional partners by assuming their best intentions

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Updates Proposed for 2025

Privacy Notice

- Consolidate and clarify components in HMIS Privacy Notice for participating agencies, including when to contact the Data Center when facing requests to disclose HMIS data
  - Red text below highlights some of the updated clarifying language

HMIS: We participate in a regional system that allows shelters and other homeless service providers to share information about the people at risk of or experiencing homelessness. HMIS keeps information about clients that get help from each participating agency to better assist you and other people at risk of or experiencing homelessness. Information you provide this agency will be entered into the HMIS.

Other Uses and Disclosures: We may use or disclose your Personally Identifying Information for other reasons, even without your permission. Subject to applicable federal or state law, additional uses and disclosures may be approved by the HMIS Lead Agency upon request. We are permitted to disclose your Personally Identifying Information without your permission for the following purposes:

- *Law enforcement:* Subject to certain restrictions, we may disclose your Personally Identifying Information under certain circumstances. If law enforcement agencies request your information, we will immediately forward such requests to our HMIS Lead Agency (NCCEH Data Center) before taking any action. This includes requests from immigration authorities, police departments, or any law enforcement entities. Only information required by a valid legal order (such as a signed court order) will be released by the HMIS Lead Agency.

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Updates Proposed for 2025

Operating Policies and Procedures

- Define Personally Identifying Information, Privacy, and Security more explicitly
- Update links to new NCCEH website
- Confirm updates to Privacy Notice
- Updates to the Privacy and Security Plan
  - Update notification requirement for suspected breaches to 1 business day (down from 5)
  - Specify steps for when data conflicts between agencies (contact other agency, escalate to Data Center as needed)
  - Allow Street Outreach to use a Verbal Release of Information before date of engagement
- Clarification for Disaster Recovery Plan (agencies must identify timeline to contact CoC and HMIS Leads)

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Additional Resources

HMIS@NCCEH Privacy Documents

    https://www.ncceh.org/hmis/

HMIS@NCCEH Client Consent and Information Page

    https://ncceh.org/client-information/

HUD's HMIS Requirements Proposed Rule

    https://www.federalregister.gov/documents/2011/12/09/2011-31634/homeless-management-information-systems-requirements#h-26

FTC Consumer Advice: Online Privacy and Security

    https://consumer.ftc.gov/identity-theft-and-online-security/online-privacy-and-security

Contact NCCEH

hello@ncceh.org

919.755.4393

Contact NCCEH Data Center Help Desk

hmis@ncceh.org

919.410.6997

NCEndHomelessness

@NCHomelessness

nc_end_homelessness

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FY2024 Supportive Services Only – Coordinated Entry

Background

- Supportive Services Only-Coordinated Entry grants are funded by HUD as part of the Continuum of Care Program

- NCCEH received its first SSO-CE grant in 2018, expanded for 2019.

- Annual renewal, pending funding availability and CoC decision-making

- NCCEH is the recipient (holds contract with HUD) and subgrants the majority of funding to support regional coordinated entry

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Subrecipient Responsibilities

Subrecipients are responsible for, at a minimum:

- Maintaining an up-to-date and comprehensive prioritization list in HMIS
- Holding a regular case conferencing meeting, not less often than twice a month
- Helping NCCEH staff to evaluate the region's coordinated entry system
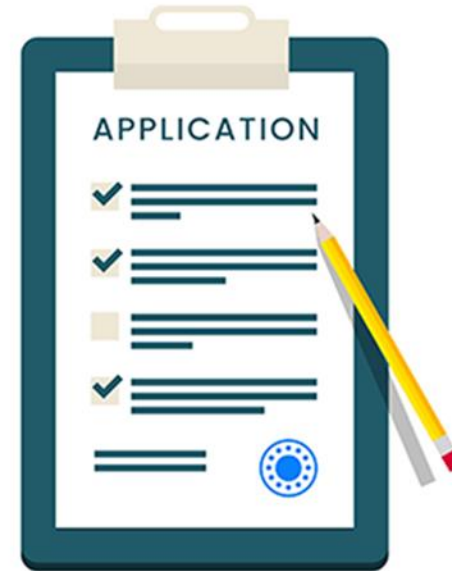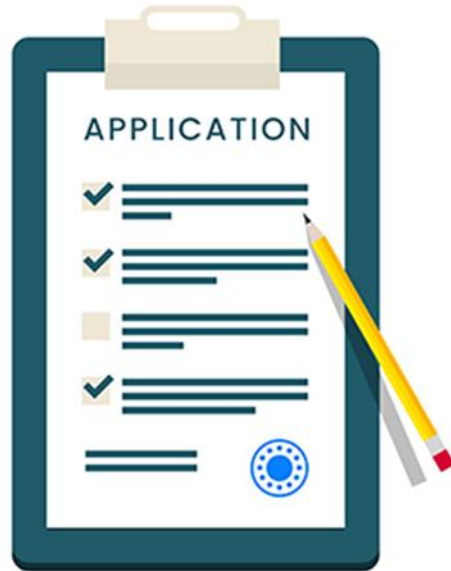
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# Subrecipient Responsibilities

- Ensuring all agencies participating in the coordinated entry process follow the Regional Committee's coordinated entry plan and the CoC's CE Written Standards;

- Overseeing a local process for clients to file grievances and non-discrimination complaints;

- Helping the region to administer the Prevention and Diversion Screen and/or the HART, as applicable, to all people experiencing homelessness

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Subrecipient Responsibilities

- Evaluating the regional CE system to make sure it meets all applicable HUD, CoC, and local requirements, including the requirements outlined in HUD CPD Notice 2017-1.

- Subrecipients should also conduct other activities that are directly related to coordinated entry that help clients access the CE system or permanent housing. Examples of eligible activities under this grant are outlined below.

SSO-CE Competition

NCCEH held an SSO-CE competitive application for the FY24 grant period (December 1, 2025 through November 30, 2026)
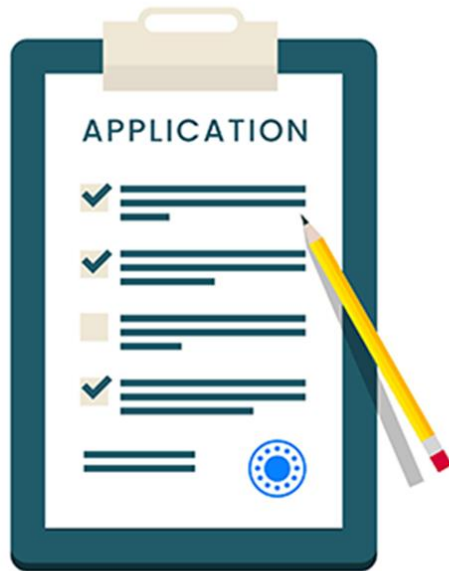
FY24 SSO-CE Timeline

- September
  - Release of Application
  - Application Release
- October
  - Applications Due
  - Review & Scoring
- November
  - Review & Scoring
  - NCCEH leadership approval of agencies and funding amounts
  - Award/denial letters sent to agencies
  - Grant agreements
- December
  - FY24 grant start
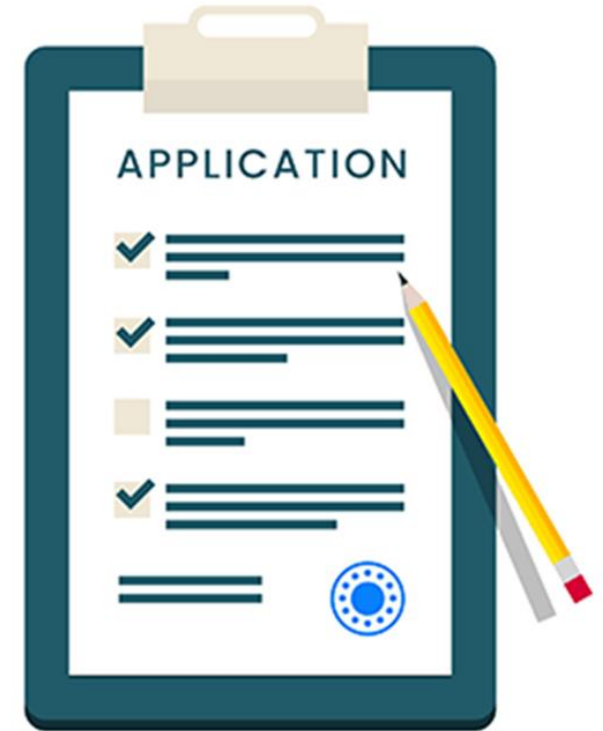
FY24 SSO-CE Grantees

BoS CoC SSO-CE grantees for December 1, 2025, through November 30, 2026

Region	SSO-CE Grantee
1	HERE
2	Thrive
3	WPCoG
4	Diakonos
5	Partners
6	United Way
7, 8	Brick
9, 10, 11, 12, 13	Trillium

Regional Committee Leadership

Regional Committee Leadership

- Elected on an annual basis.

- All roles except Unsheltered Access Coordinators (UAC) are elected in December to serve the next year.
  - UACs are elected in April to serve May through April.

- Regional Committee Leadership Roles and Responsibility document can be found on https://ncceh.org/regional-committees/
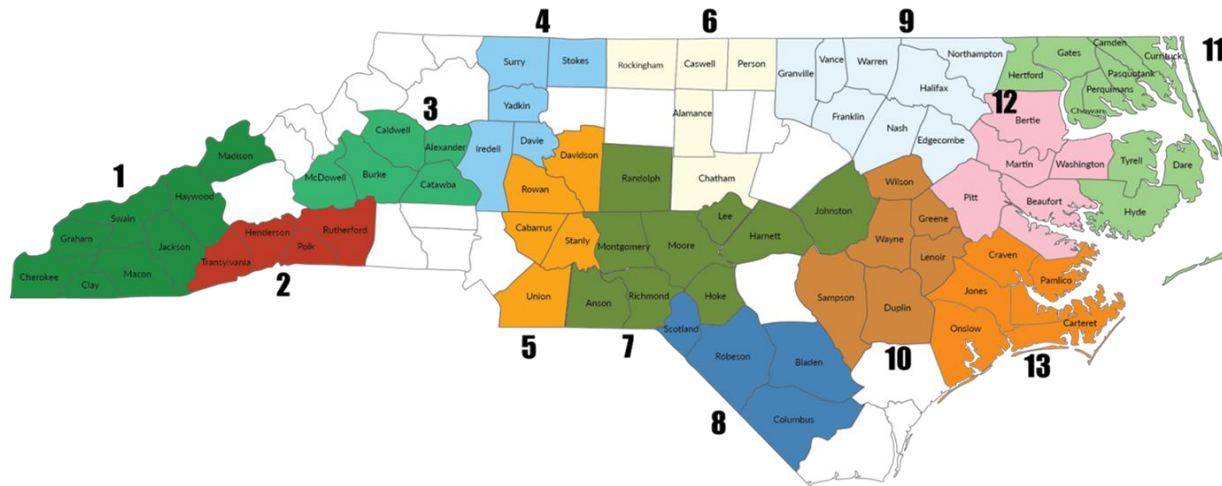
Regional Lead

- Serves as primary contact for NC Balance of State Continuum of Care (NC BoS CoC) staff for their Regional Committee

- Communicates information from the NC BoS CoC to the Regional Committee

- Attends monthly NC BoS CoC Steering Committee meetings & votes on behalf of the Regional Committee

- Participates in Steering Committee subcommittees & workgroups, as needed

- Facilitates the formation of the Regional Committee meeting agenda with the regional leadership team

- Facilitates discussion & approval of written annual outcomes & goals for the Regional Committee

- Facilitates planning activities as required by the NC BoS CoC

NCCEH

Regional Lead Alternate

- Serves as backup contact for NC BoS CoC staff for the Regional Committee

- Serves as backup to the Regional Lead during an absence, taking on the Regional Lead's role until their return

- Attends & votes at the monthly NC BoS CoC Steering Committee upon the absence or conflict of interest of the Regional Lead (ex. CoC/ESG project applicant)

- Participates in Steering Committee subcommittees & workgroups, as needed

- Works with the region's NCCEH staff to develop & implement the Regional Committee's plan to recruit agencies to use HMIS

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Webmaster

- Serves as primary contact for NC BoS CoC staff regarding Regional Committee agendas & minutes

- Submits all Regional Committee meeting agendas, minutes, & supporting materials to NCCEH within 30 days of the meeting date

- Takes minutes at Regional Committee meetings [proposed task for Webmaster, but can be done by another committee member]

- Maintains & updates contact information for members of the Regional Committee & distributes materials via email as necessary (meeting reminders, agendas, minutes, NC BoS CoC notifications) [proposed task for Webmaster, but can be done by another committee member]

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Coordinated Entry Lead*

*This is an appointed role, NOT AN ELECTED ROLE

- Serves as primary CE system contact for NC BoS CoC staff for the Regional Committee

- Attends monthly Coordinated Entry Council (CEC) meetings as a representative of the Regional Committee

- Communicates information from CEC & other sources (training, HUD resources) to Regional Committee

- Facilitates regular case conferencing meetings where the community selects households experiencing homelessness for permanent housing resources

- Maintains the Regional Committee's by-name list in HMIS & provides information to regional partners during case conferencing

- Maintains regular contact with participating agencies to troubleshoot ongoing challenges

- Facilitates outreach & engagement efforts to agencies not participating in the Regional Committee's CE system

- Attends or participates in trainings/webinars as necessary

- Contracts with NCCEH for some funding to implement this role

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Project Review Committee Representative

- Participates in evaluation & scoring of Emergency Solutions Grant applications & recommends final slate of applicants to the Steering Committee for approval

  Representatives cannot be staff from agencies with ESG Program funding or applying for ESG Program funding to participate.

- Participates in evaluation & scoring of CoC Program applications & recommend final ranked list of applicants to the CoC Steering Committee for approval

  * Representatives cannot be staff from agency with CoC Program funding or applying for CoC Program funding to participate.

- Evaluates agency capacity & expertise to operate CoC projects during CoC Program grant transfers & recommends options to the CoC Steering Committee for approval

NCCEH

*Scorecard Committee Representative

*This is an appointed role, NOT AN ELECTED ROLE

- Participates in the review of New & Renewal Scorecards for the CoC Program to recommend to the CoC Steering Committee for approval

    * Representatives from currently funded CoC Program agencies & those planning to apply for CoC Program funding are invited to participate.

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Unsheltered Access Coordinator

- May through April term
- Serves as primary contact for Regional Committee around unsheltered access
- Coordinates with regional CE Leads to ensure people experiencing unsheltered homelessness access the local coordinated entry system
- Ensures data collection happens on all people experiencing unsheltered homelessness
- Engages providers/organizations/stakeholders to understand the local plan to engage people experiencing unsheltered homelessness & how to connect them to the CE system
- Provides additional training to providers/organizations/stakeholders as needed

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2026 Regional Leadership Elections

- Make plans now to begin engaging folks regarding these roles & interest in filling them

- Hold elections during December meetings

- Submit information regarding those elected & appointed to roles via a Smartsheet Form (to be sent out closer to election time)

  o Conflict of Interest forms will be sent out and need to be collected by the next Steering Committee meeting in 2026.

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Upcoming meetings & reminders

(Log-in, registration & recording information can be found on agenda)

- **Lived Expertise Advisory Council**, *Friday, December 12, 12 – 1 P.M.*

- **Coordinated Entry Council,** *Monday, December 15, 10 – 11:30 A.M.*

- **Client Advocacy Collaborative**, *Wednesday, December 17, 11:30 A.M. – 12:30 P.M.*

- **Veterans Subcommittee,** *Monday, January 5, 11 A.M. – 12 P.M.*

Next Meeting(s)

Tuesday, January 6, at 10:30 AM

Reach out to us:

(919) 755-4393

bos@ncceh.org