



North Carolina Balance of State Continuum of Care

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Project Review Committee Minutes

9.9.19

Committee Members Present:

James Mercer, Kay Johnson, Alyce Knaflich, Janet Carlton

NCCEH Staff Present:

Ehren Dohler, Emily Carmody, Jenn Von Egidy, Stan Holt

2019 CoC Competition Project Ranking Appeals Process

The NC Balance of State Continuum of Care (NC BoS CoC) strives to create a fair and transparent process for reviewing and ranking CoC competition project applications. The Project Review Committee may recommend that some new applications should not be included in the project priority listing or that some renewal projects should be partially or fully reallocated. To ensure fairness, these projects will have the opportunity to appeal the Project Review Committee's decision.

- Who may appeal:
 - New applicants whose projects were not included in the NC BoS CoC's project priority listing
 - Renewal applicants whose projects were partially or fully reallocated
- Appeals must present information that shows the CoC or Project Review Committee:
 - made a clear error
 - did not follow the advertised process
 - engaged in discriminatory activity
 - had a conflict of interest or
 - the grantee experienced extenuating circumstances
- Appeals letters must also address any deficiencies in the project application. Letters requesting an appeal without additional information will not be considered.
- Situations that may result in the Project Review Committee overturning a reallocation:
 - The Project Review Committee mistakenly used false or significantly incomplete information to make decisions.
 - The deficiencies in the project application were due to extenuating circumstances that will not affect the long-term viability or performance of the project.
 - The CoC/PRC did not follow the competition process as advertised to the CoC or took steps that are not allowed by HUD policy.
 - PRC member had a conflict of interest
- 2019 Appeals Timeline:

- Applicants must have submitted the NC BoS CoC Competition Appeals Form, signed by a director-level position, by 6:00 PM on September 6, 2019.
 - NOTE: Eastpointe was given an extension until 12 PM on September 9, 2019, due to hurricane response efforts in their region.
- The Project Review Committee will consider each appeal and decide whether to amend the project priority listing by September 9, 2019.
- If the Project Review Committee decides to amend the project priority listing after reviewing appeals, the updated project priority listing must be approved by the NC BoS CoC Steering Committee on September 10, 2019.
- Revised project applications need to be submitted in esnaps by September 12, 2019 at 6:00 PM.

Eastpointe Appeal

Renewals Reallocated

- Eastpointe Shelter Plus Care Beacon Renewal
 - Projected to spend 38% of current grant
 Application: \$54,411
 Funded: \$0
 Reallocated: \$54,411 (100%)
- Eastpointe: Shelter Plus Care 3 Renewal
 - Projected to spend 56% of current grant
 Application: \$260,835
 Funded: \$207,784
 Reallocated: \$53,051 (20%)

Staff reviewed the appeals information submitted by Eastpointe. Eastpointe submitted 3 different spreadsheets for their spending. Staff emailed most recent spreadsheet to Project Review Committee members and then went through each line item.

Applicant Name	Project Name	Rental Assistance: (Amount Need to Serve Current Caseload)	Rental Assistance (Actual Expenditures)	2018 Awarded Funds (Operating Year: 2019-2020)	2019 Proposed Budget W/Reallocations (Operating Year: 2020-2021)
Eastpointe	SPC Combined	\$194,220	\$139,466	\$179,915	\$179,915
Eastpointe	SPC 3	\$212,244	\$168,363	\$260,835	\$207,787
Eastpointe	SPC Southeast	\$26,160	\$26,964	\$75,307	\$75,307
Eastpointe	SPC Beacon	\$40,872	\$21,124	\$54,411	\$0
Eastpointe	SPC Beacon II	\$17,076	\$13,172	\$0	\$0

Total Budget with proposed reallocations:		\$490,572	\$369,088	\$570,468	\$463,009
Recently Approved/In Housing Search					
Eastpointe	Eastpointe 3	\$49,968			
Eastpointe	SPC Beacon	\$38,280			
Total Budget with Recently Approved Members:		\$88,248			
Total Budget to House All members:		\$578,820	\$457,336	\$570,468	\$463,009
Difference				-\$8,352	-\$107,459

- Staff noted that Eastpointe’s actual rent is less than fair market rent (FMR). According to their expenditures for actual rent, their budget is still below the amount Eastpointe would be awarded, even with the reallocations.
- Staff solicited questions and comments. None were given.
- A motion was made to uphold the original project priority listing and not to overturn the decision to reallocate Eastpointe’s projects [Mercer, Knaflich]. All in favor, none opposed.

Staff thanked the Project Review Committee for all their time and thoughtful review during the 2019 CoC Competition.