

North Carolina Balance of State Continuum of Care

bos@ncceh.org

919.755.4393

www.ncceh.org/BoS

Balance of State Steering Committee Meeting

9.6.11

Regional Leads Present:

Mary Brown, Jim Curtin, Wanda Feldt, Amy Modlin, Larry McMullen (for David Collins), Jane Motsinger, Vanessa Neustrom, Katherine Pullicino, Joel Rice, Jackie Sheffield, Michele Steele, Paulette White

Regional Leads Absent:

Albert Barron, Kristi Case, Debbie Cole, David Collins, Sharon Foust, Amanda Hopkins, Melissa Ledbetter, Teena Willis

Interested Parties Present:

Lynn Inman, Kim Braxton, Faye Pierce, Mike Bloomer, Nicole Dewitt, Heather Hooper, Chris Battle, Gertie Crute

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Denise Neunaber, Emila Sutton

Approval of August Minutes

There being no changes needed, a motion was made and approved to accept the minutes [Inman, McMullen].

Update of FY2011 NOFA (Notice of Funding Availability)

- HUD released the NOFA for the FY 2011 Continuum of Care competition on August 30. The NOFA is posted on the HUD HRE website at <http://www.hudhre.info/>.
- The CoC application (Exhibits 1 and 2) are now open in esnaps, HUD's online application system. The final application is due to HUD October 28 by 7:59:59 pm.

Pre-Application Threshold Reviews: New and Renewal Projects

- NCCEH staff has completed reviews of BoS pre-applications. The pre-apps were reviewed against the threshold requirements on the 2011 Scorecard. Any needed edits were recorded on Pre-Application Review Forms. Applicants with renewal pre-applications received their Review Forms last week. Applicants with new pre-applications will receive their Review Forms today.
- A list of renewal and new pre-applications were reviewed. NCCEH received 23 renewal pre-apps, all of which met threshold requirements and are recommended by staff to advance in the

application process. NCCEH also received 11 new project pre-applications. Eight met threshold requirements and are recommended to advance. Three did not meet threshold requirements. Voting members of the Steering Committee were sent the Review Forms for these pre-apps last week. These three pre-apps were discussed:

- Greenville Community Shelter (new SHP-TH project): The application is ineligible because it requests funding for an existing project, which HUD will not fund. The application met all other threshold requirements. NCCEH staff suggested that GCS be allowed to re-write the application as a different program if the agency determined had the capacity to create a transition-in-place program and submit it by the September 28 deadline for new project application drafts.
- New Directions Ministries (new SHP-TH project) and Streets to Homes (new SHP-PH project): These project applications did not meet the threshold requirements for organizational capacity. Because these issues cannot be rectified before the deadline for the CoC application, NCCEH staff recommended that the agencies work on improving capacity and submit pre-applications again next year if their capacity is improved. NCCEH staff can also connect them to general grant writing and capacity-building resources.
 - RC leads expressed concern about keeping smaller nonprofits interested in participating in the RC even if they don't have the capacity to receive CoC funding. NCCEH can set up a mentoring program or conference call to introduce these agencies to grantees who receive BoS funding to help work on capacity and general knowledge about running such grants.
- Steering Committee voting members were asked for official approval on these three pre-applications. A motion was made and approved to allow Greenville Community Shelter to re-write their application by September 28 and to thank New Directions Ministries and Streets to Homes for submitting pre-applications, but not to include them in the final application. [Motsinger, Rice].

CoC Application Next Steps

- The 2011 NOFA Application Flowchart was reviewed (<http://www.ncceh.org/bos/CoCApplication/>).
 - Exhibit 2 drafts are due to NCCEH by 9 am on September 19 for renewal projects and 5 pm on September 28 for new projects.
 - NCCEH staff will review the draft applications and work with applicants on needed edits.
 - Staff will also send draft applications to RC leads. RCs must review and prioritize the applications from their regions on the RC Approval Form and submit it to NCCEH by October 10.
 - The Project Review Committee will have its orientation meeting October 5 and the meeting to review project scores October 13.
 - There will be a special Steering Committee meeting at 10:30 on October 18 to approve which project applications will be included in final application to HUD.

- Approved applicants will hit the Submit button in esnaps on October 24 when told to do so by NCCEH.
- The final BoS application is due by October 28, but we plan to submit at least 1-2 days earlier as is recommended by HUD.

Next Steps for Applicants

- Applicants must make all edits from their pre-applications in the Exhibit 2 in esnaps.
- Applicants should review all HUD training modules prior to beginning work in esnaps. NCCEH is also holding an esnaps training call tomorrow, September 7, at 11 am. All applicants are strongly encouraged to attend. Because of time constraints, NCCEH cannot provide one-on-one TA to applicants who miss the call. An email with instructions for the call will be sent to applicants today.
- Applicants must submit a pdf of their Exhibit 2 to NCCEH by:
 - Monday, September 19 at 9 am for renewal projects
 - Wednesday, September 28 at 5 pm for new projects

Regional Committee Approval of Projects

- NCCEH staff will email an RC Approval Form to the lead of each RC in which agencies are applying for funding. The forms will be prepopulated with application names, project types, and budgets. The RC s are responsible for meeting to review and prioritize all projects on the form except for Shelter+Care renewals, which do not need to be prioritized.
- The forms and minutes from the RC meetings at which the review took place are due to NCCEH by October 10. If an RC absolutely cannot meet the October 10 deadline, it may submit by October 13th if it notifies NCCEH staff ahead of time. All Approval Forms must be received prior to the Project Review Committee meeting on October 13 because the forms determine how many points projects can receive in certain parts of the scorecard.

Upcoming Meetings

- The Project Review Committee, which is responsible for scoring project applications according to the 2011 Scorecard, will have two meetings in October:
 - Orientation call: October 5 at 2 pm
 - Call to review projects: October 13 at 2 pm
- RC leads must send contact info for ONE representative from their region to NCCEH by September 19. The representatives cannot be from an agency that is applying for funding this year. Representatives must be familiar with reviewing grants and available for the two required committee calls.
- There will be a special BoS Steering Committee Meeting on Tuesday, October 18 at 10:30. This meeting will be to review project application scores and to approve the inclusion of project applications in the final BoS application.

Subcommittee Update

- The Families, Transitional Housing, and Permanent Housing subcommittees each met this month and discussed rapid re-housing and housing first models. Each group viewed a webinar on these topics and discussed the information presented. Experience has shown that rapid re-housing and housing first models have better outcomes and is more cost-efficient than traditional Transitional Housing. The subcommittee members discussed how to adopt these models.
 - Nicole Dewitt spoke about Community Link's rapid re-housing program, which includes back rent and utilities, rental assistance, and security deposits. The agency is currently considering how to shift its existing transitional housing program to rapid re-housing.
 - The Alamance RC is thinking about how to connect all housing resources, not just homeless resources, together in their RC.

QPRs

- All grantees must submit Quarterly Progress Reports (QPRs) to NCCEH 30 days after the end of each quarter of their operating year.
- QPR forms are available to download on the NCCEH website at www.ncceh.org/BoSgrantees
- Emila sent email reminders to grantees who should turn in QPRs in the upcoming months as well as to those who have overdue QPRs and APRs. A list of those grantees was reviewed.

Regional Committee Updates

- Onslow: Katherine Pullicino had her first training with HUD field staff before the OCBHS Shelter+Care grant is officially approved. The grant agreement is expected to be completed by October 1.

Next Meeting: Tuesday, October 4 at 10:30.