

North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting

11.6.12

Regional Leads Present:

Brian Alexander, Albert Barron, Chris Battle, Susan Bellew, Ellen Blackman, Michael Bloomer, Faythe Canson, Kristi Case, Debbie Cole, Nicole Dewitt, Jennifer Kerr Flood, Joe Marks, Amy Modlin, Jane Motsinger, Faye Pierce, Kristi Pitchford, Joel Rice, Jackie Sheffield, Marty Stebbins, Paulette White, Teena Willis

Regional Leads Absent:

Spencer Cook, Gus Smith, Michele Steele, Shari Wright

Interested Parties Present:

Natalie Allen, Martha Beatty, Mary Pat Buie, Kenosha Davenport, Maseta Dorley, Ann Friesen, Terrence Gerald, Karen Holliday, Angela Keith, Sarah McBrayer, Donna McCormick, Marlene Pruitt, Janice Sauls, Lori Watts, Talaika Williams

NCCEH Staff Present:

Nancy Holochwost, Denise Neunaber

Approval of October Minutes

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

NCCEH Announcements

- NCCEH is now under contract with NC DHHS to coordinate the Balance of State CoC. In the past, BoS coordination was funded by ICCHP funding, which was not included in the state budget this year. Advocacy will be needed to reinstate ICCHP funding for BoS coordination and other projects (past projects included SOAR, CHIN, technical assistance trainings, and research evaluation).
- Project Specialist Emila Sutton has moved to a new position with the NC Housing Finance Agency. Regional Committees were reminded to add bos@ncceh.org to their email lists to ensure NCCEH receives RC minutes and updates. NCCEH will be advertising in the next couple of weeks to fill the Project Specialist position.
- NCCEH staff have created a new agenda for Steering Committee meetings. Staff walked participants through the agenda format. The agenda includes links to background materials and

resources. Each section includes a place for participants to record action items. Staff plan to send out the agenda prior to each Steering Committee so that participants will know the topics ahead of time. Regional Committee leads can email bos@ncceh.org if they'd like a blank version to use for their own meetings.

BoS CoC Pre-Application

- Since the last Steering Committee meeting, NCCEH released a short pre-application for new projects. In the past, the pre-application was longer and was made available earlier, but because it was unclear this year what activities would be eligible until HUD released the CoC regulations and registration, this year's pre-application was delayed.
- Staff have reviewed all submitted pre-applications. Three did not meet threshold requirements because they were requests for ineligible activities. Staff have held follow-up calls with some applicants to ask clarifying questions and provide guidance. The remaining applicants will have their consultations in the next couple of weeks; the calls may need to wait until after the NOFA is released so that staff can calculate the amount of money available.
- Twelve pre-applications will be moving forward to the next step of the application process. A list of these applicants was reviewed. All requests are for permanent supportive housing (rental assistance, supportive services, and/or rehabilitation).
- When the pre-application was released, public housing authorities (PHAs) were not eligible applicants; HUD changed that rule after the pre-application was closed. If any RC knows of a housing authority that wanted to do a pre-app but did not because they were not an eligible applicant, they must contact NCCEH as soon as possible (in the next couple of days). The pre-application will only be re-opened for these specific cases.
- NCCEH staff have identified two potential problems with threshold scoring:
 - Regional Committees were told that they had to elect their RC Lead in January, February, or March to be eligible to apply for funding. However, several RCs did not elect leads until May or June, and these RCs have new projects applications. Also, one RC (Henderson) was formed because, during the ESG application, NCCEH asked high-capacity communities to help build up low-capacity BoS areas, but staff didn't make this request until April.
 - Last year the Scorecard Committee set a minimum Steering Committee attendance threshold for RC Leads, but because of fluctuation in RC Leads this year, there are some RCs that would not meet the threshold.
 - Staff will bring both of these issues to the attention of the Scorecard Committee. Either the scorecard will be adjusted or the projects from those regions won't be able to go through.

CoC Application Update

- HUD has changed the way it determines pro rata. In the past, Shelter+Care renewed outside of pro rata, meaning pro rata was the amount available for all non-Shelter+Care renewals and all new projects. This is not the case this year.

- Last year, staff provided pro rata sheets to each Regional Committee that outlined the total pro rata for the region, the amount that had to be used for renewals, and the remaining amount available for new projects. RCs were able to ask above their pro rata amount for Shelter+Care projects (if there was enough money in the BoS overall) since these projects would renew outside pro rata in the future.
- This year, pro rata includes all renewals (both Shelter+Care and SHP projects) as well as new projects. This makes it difficult to calculate how to distribute the pro rata across Regional Committees.
- NCCEH is asking questions of HUD and other national colleagues to figure out how exactly HUD is calculating pro rata and what it means. Staff will work on determining how this will influence the scoring of projects.
- Paulette asked if the BoS will ever reach a point where there is only enough money for renewals. Denise responded that yes, this can eventually happen, especially if Congress does not increase the amount of funding going to HUD's programs.
- In the past, because there was always enough money for both renewals and new projects, the BoS approved all renewal projects. Renewals were scored, but none ever scored in a way that prevented them from renewing. However, there are some existing projects that are returning money to HUD or asking for extensions due to underspending. There has been no formal process for dealing with these problems at a time other than application time. Under HEARTH, there is a new reallocation process.
 - It was proposed that this year, renewal projects would not be scored during the application; instead, they would be scored in the spring using a re-allocation scorecard to address issues regarding program performance and spending. This process would help staff work with grantees to fix problems by creating an improvement plan. If improvements are not made, the Project Review Committee would determine if the project should be renewed or if the all or a partial amount of the money should be re-allocated during the 2013 competition.

CoC Application Subcommittees

- Two subcommittees are needed to work on the BoS CoC application:
 - Review Criteria (Scorecard) Subcommittee: reviews and adjusts scorecard criteria for new project applications.
 - Project Review and Ranking Subcommittee: scores new projects according to the scorecard and ranks projects.
- Each Regional Committee must have one representative on each subcommittee (it can be the same person or two different people). Anyone who is applying for a new project in the 2012 application cannot serve on the Project Review Subcommittee. Regional Committee Leads must send the names and contact information for their representatives to bos@ncceh.org by November 9.

2013 Point-in-Time Count

- The 2013 PIT Count will be held the night of Wednesday, January 30.
- HUD has instituted several changes to the 2013 count. HUD guidance explaining these changes is posted on the NCCEH website at <http://www.ncceh.org/pointintimehowto/>.
- NCCEH will create and post the 2013 reporting forms in December or January. The 2012 forms are available for reference at www.ncceh.org/2012PIT.
- Regional Committees can begin planning their count now. Resources from HUD and the National Alliance to End Homelessness are posted at www.ncceh.org/pointintimehowto. NCCEH staff have also created a 2013 PIT Count Resource Sheet that summarizes these resources. Regional Committees can use this sheet as a handout in their communities.
- NCCEH is hosting a “PIT Count 101” webinar on Tuesday, November 27. Participants can register online at www.ncceh.org/en/cev/665.
- Each Regional Committee must select a PIT Count lead contact who is responsible for making sure all reporting forms are turned into NCCEH on time. Regional Committees will be asked to email the lead’s name and contact information to bos@ncceh.org by early January.

Regional Committee Updates

- NCCEH staff have created webpages for all the Regional Committees. The pages include Regional Lead contact information, regional CoC grantees, and meeting minutes from September 2012 on. Staff reviewed a sample page with participants.
 - Regional Leads were asked to review their webpages and email bos@ncceh.org with any corrections or additions. Regional Leads can also request to administer their own pages.
- Chatham: Nickie Siler is the new rapid re-housing coordinator for the community’s ESG-funded program.
- Onslow: There is a job posting on the Onslow United Way website for a solutions-focused coordinator to work with homeless families in the community.
- Hoke: The group is holding its fourth annual Homeless and Hunger Awareness lunch in November.
- Catawba and Burke: Next week is their Hunger and Homeless Awareness week; many events are scheduled including tours of homeless service agencies. Information is posted on www.housingvisionscatawba.org and on Facebook.

Reminders

- BoS Subcommittees have their quarterly meetings in November. Participants can register on the NCCEH website calendar at www.ncceh.org/en/cev/mon/. CoC and ESG grantees are required to participate in at least half of one subcommittee’s meetings.
 - Rapid Re-Housing: November 13 at 10:30
 - Permanent Supportive Housing: November 20 at 10:30
 - CHIN Data Quality: November 27 at 10:30
- CoC grantees were reminded that they must turn in their Quarterly Progress Reports (QPRs) 30 days after the end of each quarter of their operating year.

- The NOFA for the CoC application is expected to be released by HUD any day. Applicants should be prepared to respond quickly to NCCEH requests once the application is released.

To-Do List

- Regional Leads must send the names and contact information for their Scorecard Subcommittee and Project Review Subcommittee representatives to bos@ncceh.org by November 9.
- Any housing authority that wanted to do a pre-application but did not because they were not an eligible applicant at the time must contact NCCEH within the next few days.
- Regional Leads should review their Regional Committee webpages (<http://www.ncceh.org/bos/regionalcommittee/>) and email bos@ncceh.org with any corrections or additions.
- Regional Leads must make sure they have bos@ncceh.org on their email lists and must to send agendas, minutes, and meeting information to that address.
- Grantees should continue to turn in QPRs to bos@ncceh.org.

Next Meeting: The next regularly scheduled meeting is Tuesday, December 4 at 10:30. There may be another meeting called before then to discuss the application.