Steering Committee Meeting
12.3.13

Regional Leads Present: Brian Alexander, Chris Battle, Susan Bellew, Ellen Blackman, Kim Braxton, Debbie Cole, Spencer Cook, Nicole Dewitt, Tammy Sampson (for Rhoda Emanuel), Jennifer Flood, Kelly Lacy, Joe Marks, Amy Modlin, Jane Motsinger, Whitney Morton, Bart O'Sullivan, Melissa Payne, Faye Pierce, Susan Pridgen, Nickie Siler, Michele Steele, Joel Rice (for Kannika Turrentine), Bob Williams, Teena Willis, Shari Wright

Regional Leads Absent: Shanna Poole, Candice Rountree

Interested Parties Present: Natalie Allen, David Burnette, Kristi Case, Lynne Deluca, Sonia Ensenat, Candy Hall, Michele Knapp, Donna McCormick, Dottie McDuffee, Marlene Pruitt, Andrew Romines, Janice Sauls, Robert Silber, Jenny Simmons, Marisol Tomas, Nina Walker, Lori Watts, Talaika Williams

NCCEH Staff Present:
Nancy Holochwost, Corey Root, Tia Sanders-Rice

Approval of November Minutes
There being no changes needed, the minutes were approved by common consent.

CoC Funding Application Update
- HUD released the Notice of Funding Availability (NOFA) for the CoC funding application on November 22. The NOFA is posted on HUD's OneCPD website at https://www.onecpd.info/resource/3309/fy2013-fy2014coc-program-nofa/.
- The NOFA indicates that the national level of funding will not be sufficient to fund all projects that are up for renewal this year. It is likely that each CoC will see a 5% cut in funding.
- There are some changes to this year's NOFA:
    - The collaborative application (formerly called the Exhibit 1) will be used for this year's competition and next year's competition. Agencies will still be required to submit project applications next year and grants will continue to renew on a one-year cycle.
    - There are new strategic planning objectives, including one about targeting permanent supportive housing units to chronically homeless people when there is turnover.
    - There is an emphasis on using the housing first model.

- NCCEH emailed out the CoC application timeline to renewal applicants last week:
  - December 13: All grantees must submit the most recent APRs for all their CoC-funded projects to bos@ncceh.org (if they have not already been submitted)
  - December 27: Renewal project applications and all required additional application materials due to NCCEH
  - January 6: Project Review Committee orientation meeting
  - January 7: Steering Committee meeting – will determine CoC goals for Collaborative Application
  - January 7: Services Survey due for all Regional Committee participant agencies (http://www.ncceh.org/forms/2013-balance-state-services-survey/)
  - January 8-10: Individual calls with Project Review Committee members to review application scores
  - January 14: Project Review Committee has final meeting to create ranked list of projects
  - January 16: Special Steering Committee meeting to approve final ranked list of projects
  - January 24: All project applications must be complete and submitted in esnaps (after NCCEH instructs applicant to hit submit)
  - January 30: NCCEH submits complete CoC application to HUD
- Several Steering Committee members noted that HUD is holding a grantee training on January 7-8 that may conflict with the January 7 Steering Committee meeting. Corey will contact HUD to check on this and will email the BoS if the meeting date needs to be changed.

CoC Application Scorecard
- The Scorecard Committee met in November and created a proposed scorecard for this year's application. The scorecard is posted at http://www.ncceh.org/files/3833/.
- The scorecard will be used to score all renewal project applications, and these scores will be used to create the ranked list of projects for the final CoC application that is submitted to HUD. Some questions on the scorecard are scored by both a Project Review Committee member and an NCCEH staff member (these scores are averaged). Other questions that are less subjective (such as participation, meeting deadlines, and APR data) are scored by NCCEH staff only.
- HUD is requiring CoCs to rank all renewal projects and place them into two funding tiers. Tier 1 is the CoC's annual renewal demand minus a 5% cut. This is the relatively "safe" tier that is likely to be fully funded. Tier 2 is the remainder of the CoC's annual renewal demand. This tier will be funded if HUD is able to find extra money through recapturing unspent grant funds.
- The goals of the scorecard are:
  - Fund agencies that have the capacity to run effective programs
  - Fund projects that reflect BoS and HUD priorities (permanent supportive housing, targeting chronically homeless people and veterans)
  - Incentivize agencies to be good partners
  - Bolster Regional Committee performance and capacity

- o Ensure funded projects are good stewards of BoS funding and are performing to BoS standards
- Many of the scorecard questions are informed by the goals set forward in the HEARTH Act:
  - o Decreasing new episodes of homelessness
  - o Decreasing length of time homeless
  - o Decreasing returns to homelessness
  - o Increasing income and exits to permanent housing
- There are a few changes to this year's scorecard:
  - o There is a new question for permanent housing renewals that asks if projects meet the SAMHSA key elements for permanent supportive housing.
  - o The question about APR data has been broken out into several questions that include more detail about exactly what is being scored.
  - o There is a new question asking if the data in the APR submitted to HUD matches the data that is in CHIN.
- Steering Committee members were given time to ask questions and discuss the scorecard. A motion was made and approved to approve the scorecard [Lacy, Pierce]. None opposed.

2014 Point-in-Time Count
- The 2014 Point-in-Time Count will be held the night of Wednesday, January 29.
- HUD released guidance on the PIT Count data collection requirements on December 2. NCCEH will post updated guidance and the revised 2014 data collection forms as soon as possible at http://www.ncceh.org/pointintimehowto/. NCCEH will also hold a PIT Count training via conference call/webinar in January.
- Each Regional Committee must assign a point of contact who is responsible for ensuring all of the region's agencies turn in PIT Count forms to NCCEH. This person will also be the point person for any questions NCCEH has about the region's data. Regional Leads should send the person's name, email, and phone number to bos@ncceh.org by January 6.

CHIN MOU and Advisory Committee
- During last month's call, the Steering Committee discussed the CHIN MOU, which is a document that codifies the relationship between CoCs and the HMIS lead (CHIN) and establishes the CHIN Governance Committee in place of the current Advisory Committee.
  - o All CoCs were asked to sign the MOU. The BoS asked for some language in the MOU to be changed before signing it. The current language requires CoCs to give a 12 month notice starting in July to change the HMIS lead agency. If BoS signs this MOU now, in December 2013, it would be 18 months before a lead agency change could be possible. Because there has been an ongoing discussion of where CHIN should be housed, including the possibility of moving it under NCCEH or establishing it as its own nonprofit, the BoS does not feel comfortable signing the MOU if it includes this long timeframe before a change can be made. Another CoC suggested including an end date of June 30. If this end date is included, the BoS will sign the MOU.

- o The CHIN Advisory Committee is meeting on December 9 to discuss where CHIN should be housed. To allow for free discussion, NCCEH staff and NC Housing Coalition staff who sit on the Advisory Committee will not attend.
    - Sonia noted that each CoC has the option to choose its own HMIS lead agency, which means that all CoCs could change to the same one or each CoC can choose a different one. Because CHIN is a project of the NC Housing Coalition, moving it intact would require the approval of the Housing Coalition's board. Another option is for all CoCs to leave CHIN and then re-create another statewide HMIS under another agency.
- The BoS has four representatives on the CHIN Advisory Committee: one for BoS staff (from NCCEH) and 3 for community representatives (from Regional Committees). The Steering Committee reviewed a proposed slate of representatives and their alternates:
    - o BoS staff: Corey Root, alternate Brian Alexander
    - o Region 1: Paulette White, alternate Ellen Blackman
    - o Region 2: Joe Marks, alternate Tia Sanders-Rice
    - o Region 3: Nicole Dewitt, alternate Nina Walker
        - A motion was made and approved to approve the slate [Motsinger, Pierce]. None opposed.

AHAR
- HUD released the 2013 Annual Homeless Assessment Report (AHAR), which describes national data on homelessness for the October 2011-September 2012 reporting year. The data comes from the Point-in-Time Count and from HMIS.
- NCCEH is currently working on submitting data for the 2012-2013 reporting year. Draft data was submitted in November and final data is due December 13. Data must be of good quality in order to be accepted by HUD. All HMIS users should check their data for correctness and completeness by running the AHAR Check Report. Tia will be contacting agencies directly if they have significant data problems. Agencies can contact Tia or CHIN with questions about fixing data.
- About 15 APRs are missing from CoC grantees. Tia has contacted those grantees. These APRs must be submitted to bos@ncceh.org as soon as possible.

Regional Leads and Alternates
- In accordance with the BoS governance charter, all Regional Committees are required to have an elected Regional Lead, an elected alternate, and conflict of interest forms for both people. Corey will contact Regional Leads that are missing any of this information.
- 2014 Regional Leads and alternates should be elected in the December or January meetings and the elections must be recorded in the meeting minutes. It is not necessary to change the lead or alternate, but an election must be held each year. There will be an in-person meeting for Regional Leads and alternates on Tuesday, March 4 in Raleigh.

- Regional Leads are strongly encouraged to contact Amy Cole at DHHS for individual feedback and technical assistance on their regions' 2013 ESG applications. DHHS is holding a series of ESG trainings over the next several months. Upcoming trainings are posted at www.ncceh.org/files/3812 and on the NCCEH website calendar. Archives of previous trainings are posted at http://ncdhhs.gov/aging/esbg/esg_training.htm.

Subcommittee Meetings
- There is a BoS Rapid Re-Housing Subcommittee meeting on Tuesday, December 10 at 10:30. All ESG grantees running rapid re-housing programs are expected to participate. Participants can register for the meeting at http://www.ncceh.org/events/674/.

Regional Committee Updates
- Rockingham: The region recently held a Veterans Stand Down that was very successful and reached consumers who hadn't been seen by service providers before. The Shelter Plus Care program has graduated eight clients into Section 8 units.
- Burke: The region had a very successful hunger and homeless awareness week, which included a presentation on homelessness and a tour of the Meeting Place Mission.
- Transylvania: A building has been purchased to open family shelter, which will hold five families. The shelter is expected to open in March.
- Twin County: There was a homeless sleep out on November 21 in Rocky Mount and a 2-ton food challenge to combat hunger is currently underway.
- Randolph: The region held its first hunger and housing summit last month and distributed rental information for affordable housing units.

Reminders
- All grantees: Send APRs to bos@ncceh.org by Friday, December 13 (if not already submitted).
- Renewal applicants: Send project applications and all other required application materials to bos@ncceh.org by Friday, December 27. Final applications must be submitted in esnaps by January 24 (after NCCEH has notified applicant to submit).
- Project Review Committee representatives: Attend mandatory committee meetings on January 6 and January 14. Score assigned applications once notified by NCCEH staff. Schedule one-on-one call with NCCEH staff between January 8-January 10.
- Regional Leads/Alternates: Attend Steering Committee meetings on January 7 and January 16. Regional Leads that are applying for funding this year cannot vote during the January 16 meeting due to conflict of interest. Please arrange for the alternate to attend and vote.
- Regional Leads: Distribute Participant Services Survey (http://www.ncceh.org/forms/2013-balance-state-services-survey/) to all participating service agencies in your Regional Committee. Surveys must be completed by January 7.
- Regional Leads: Email contact information for PIT Count point person to bos@ncceh.org by January 6.
- Regional Leads: Hold election for Regional Leads and alternates during January and document

election in meeting minutes.

- Regional Leads: Contact Amy Cole at DHHS to schedule a call about the 2013 ESG application.
- 2014 Regional Leads and Alternates: Plan to attend day-long, in-person Regional Lead meeting March 4 in Raleigh.
- All ESG grantees doing rapid re-housing: Register for Rapid Re-Housing Subcommittee meeting on December 10 (http://www.ncceh.org/events/674/).

Next Regular Meeting: Tuesday, January 7 at 10:30. NCCEH will contact BoS members if this date needs to change because of a conflict with the HUD grantee training.

Special CoC Application Meeting: Thursday, January 16 at 10:30.