



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

Balance of State Steering Committee Meeting 3.3.15

Regional Leads Present:

Kim Crawford, Teena Willis (for Joe Marks), Alvin Foster, Casey McCall, Mollie Tompkins, Sharon Poarch, Katie Martin (for Tonya Gray), Brian Alexander, Melissa Payne, Joel Rice, Marie Watson, Gus Smith, Susan Pridgen, Nicole Dewitt, Gregg Gauss, Debbie Cole, Marlene Harrison, Emily Locklear, Andrew Romines, Jennifer Flood, Chris Battle

Regional Leads Absent:

Wanda Feldt, Mark Recko, Asia Elzein, Juliet Rogers, Benton Mitchell

Interested Parties Present:

Amy Modlin, Amy Steele, Ashley Freeman, Cheryl Manuel, Eve Richardson, Faye Pierce, Janice Sauls, Kristi Case, LaTasha McNair, Lori Watts, Marc Owen, Monica Seifert, Robin Shue, Sarah Lancaster, Talaika Williams, Valerie Brooks, Bob Williams, Tammy Gray, Detra Purcell, Lynn Deluca, Carol Long, Janine Lee, Michelle Blanding, Susanna Rodriguez, John Curtis

NCCEH Staff Present:

Thurston Alexander-Smith, Beth Bordeaux, Nancy Holochwost, Denise Neunaber, Corey Root, Tia Sanders-Rice

Approval of February Minutes

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

Point-in-Time Count

- Local PIT coordinators are responsible for ensuring all agencies have reported for the PIT and HIC (ES, TH, RRH, and PSH programs); reviewing and verifying data for accuracy; de-duplicating and compiling the unsheltered count for each county; and submitting the PIT forms to NCCEH. NCCEH then compiles the CoC-wide count and submits the PIT and HIC data to HUD.
- Originally, all PIT and HIC forms were due to NCCEH on Friday, February 20. Due to a delay in the release of the HMIS PIT report, the due date for agencies that use HMIS was postponed. The HMIS PIT report was released two days ago, so agencies that are on HMIS can now run it to get their count.
 - NCCEH staff emailed BoS end users, local PIT coordinators, and Regional Leads to let them know the report is available.
 - The new due date for agencies that use HMIS is Wednesday, March 11. These agencies must submit both the HMIS PIT report and the appropriate NC PIT form posted at www.ncceh.org/2015pit.

- For non-HMIS agencies and for unsheltered counts, the due date was February 20. Any Regional Committee that has not submitted this information should do so immediately.

Coordinated Assessment

- The Coordinated Assessment Council (CAC) held a meeting in February and reviewed five CA plans.
- Two CAC meetings are scheduled for March. Nine plans are currently ready for CAC review.
- NCCEH staff is continuing threshold reviews of plans and is posting materials on the NCCEH website.
- Two plans have passed CAC review and are ready for Steering Committee approval.
 - Burke:
 - Regional Committee did a good job of incorporating recommendations that CAC provided after initial review
 - Strong plan elements included having agencies travel to perform assessments and getting commitments from agencies to ensure transportation is available for first appointments
 - Catawba:
 - Strong plan elements included a large number of staff involved in the CA process, agencies provide walk-in assessments when needed, transportation available, and services are linked to CA
 - Steering Committee members were asked for any questions or comments on the Burke and Catawba plans; none were raised.
 - A motion was made and approved to approve the Burke and Catawba coordinated assessment plans [Alexander, Watson]. All in favor; none opposed.
- After plans are approved, Regional Committees move immediately into implementation. Training videos are now available for all three parts of the assessment tool (prevention and diversion screen, VI-SPDAT, and case management tool). Links to these videos will be emailed to Regional Committees after their plans are approved.
- For Regional Committees that are still in the review process, after CAC review, the Regional Committee will have a phone call with CAC members and NCCEH staff to discuss questions and recommendations.
- For Regional Committees that are still working on creating their plans, other regions' plans are posted on the NCCEH website at www.ncceh.org/bos/coordinatedassessment and can be used as examples.

CoC Grant Competition Update

- HUD sent the Grant Inventory Worksheet (GIW) to CoCs on February 2. The GIW is a spreadsheet that must include all grants eligible for renewal in FY2015. NCCEH worked with grantees to complete the GIW and submitted it to HUD on February 16.
 - The GIW included 51 grants for a total Annual Renewal Amount (ARA) of \$6,794,653.
 - The HUD Field Office and Desk Office will review the GIW and make any needed changes. The final version will be sent to NCCEH by March 16.
- The CoC NOFA is expected to be released mid-May. Once the NOFA is released, the consolidated application and project application process will begin.



- Regional Committees are each asked to select one representative to serve on the Scorecard Committee. This committee is responsible for creating the scorecard that will be used to score project applications from Balance of State agencies. The first meeting of the committee will provide background about the scorecard and application process and is mandatory for all committee members.
 - Each Regional Committee must fill out a form with contact information for their chosen representative: <http://goo.gl/forms/eS09oN0vDz>.
- Each year, NCCEH creates an Intent to Apply form for agencies that intend to apply for new projects. All agencies that are interested in applying for new funds should fill out the FY2015 CoC Intent to Apply form at <http://bit.ly/1LEJDzO>. Renewal projects do not need to complete this form.
 - It is unclear if there will be funds available for new projects in the FY2015 competition. In 2013, new projects could only be created through reallocation. In 2014, new funds were available for a limited number of bonus projects. The NOFA will indicate what, if any, new funds are available in 2015.

2015 BoS Regional Committees

- In 2014, there were 30 Regional Committees in the Balance of State. Several changes have taken place over the last year:
 - Two Regional Committees have de-activated: Carteret and Person. They have not been holding regular meetings and have not begun work on coordinated assessment plans.
 - Three Regional Committees are semi-active: Harnett, Rutherford, and Southeast. They are currently holding sporadic meetings and have not submitted coordinated assessment plans.
 - Two Regional Committees merged: Davie/Surry/Stokes and Iredell/Yadkin have combined to form DISSY.
- For 2015, twenty-five Regional Committees are in good standing (holding regular meetings, submitting minutes to NCCEH, and working on coordinated assessment planning/implementation). Three Regional Committees are pending because they are semi-active (Harnett, Rutherford, and Southeast).
 - Steering Committee members were asked for feedback on whether to include the three pending groups in the list of Regional Committees. Members discussed the activities of the pending groups, their communications with NCCEH staff, and the implications of not including them on the list. It was suggested that these groups could be given additional time to meet the requirements.
 - A motion was made and approved to extend the deadline for the three pending Regional Committees for three months until June 2015 [Watson, Alexander]. All in favor; none opposed.
 - Denise noted that in the past, agencies in areas without active Regional Committees have been prohibited from applying for CoC funding. Because the CoC application is expected to be in progress prior to the final decision about whether to include the three pending groups, the Steering Committee will need to revisit this precedent at that time.
- The Regional Lead in-person meeting that was scheduled for February 25 was postponed due to a winter storm. The new March date and registration link will be emailed to



Regional Leads and alternates. The location will remain the same. Each Regional Committee is asked to bring two attendants.

- Anyone who registered for the February meeting and can attend in March does not need to do anything. The registration will be transferred to the March meeting.
- Anyone who registered for February and cannot attend in March should email bos@ncceh.org. NCCEH staff will work to coordinate a replacement participant and transfer payment.
- Anyone who did not register for February and plans to attend in March must register.

HMIS Update

- The Michigan Coalition Against Homelessness (MCAH) will become the administrative agency for North Carolina's HMIS on May 1.
- NCCEH has open positions for HMIS system administrators. The positions are posted at www.ncceh.org/jobs/hmis-system-administrators-ncceh/.
- MCAH is holding a webinar for HMIS end users on Thursday, March 5. Participants can register at <https://attendee.gotowebinar.com/register/354987589445124609>. For those who cannot attend, the webinar will be recorded and posted.
- MCAH is also holding five regional trainings in April. BoS participants should attend the meeting closest to them. More information will be sent out once meetings are scheduled.
- Every agency will have an agency administrator to lead and support HMIS. This will be discussed in detail during the March 5 MCAH webinar. Each agency should fill out the contact form posted at www.ncceh.org/hmis/transition with the contact information of their chosen Agency Administrator.

Letters of Support/Consistency

- Agencies applying for SSVF or NC Housing Finance Agency funds must submit a letter of support/consistency from the BoS as part of their application. In the past, the Steering Committee provided approval for these letters on a case-by-case basis. Because of the timing of the SSVF application due date this year, this is not possible for SSVF applications.
- All SSVF applications are for renewal grants. Corey proposed that NCCEH write letters for these renewals as long as they are within the mission of the BoS and they agree to participate in Regional Committee activities and coordinated assessment.
- Steering Committee members were asked for discussion about this proposal; none was raised.
- A motion was made and approved to provide letters of support/consistency for renewal projects that meet the noted criteria [Alexander, Harrison]. All in favor; none opposed.
- Any applicant that needs a letter of support/consistency should fill out the form at <http://bit.ly/1DEJypG>.

Upcoming Meetings

- Rapid Re-Housing Subcommittee
 - Friday, March 20, 10:30-11:30
 - Register at www.ncceh.org/events/811
- Data Quality Subcommittee
 - Monday, March 23, 10:30-11:30



- Register at www.ncceh.org/events/807

Reminders

- **PIT Leads:** Email any outstanding PIT data to data@ncceh.org
- **Regional Committees:** Submit coordinated assessment plan revisions as requested
- **Regional Committees:** Appoint one member to the Scorecard Committee, fill out form with contact info by March 31: <http://goo.gl/forms/eS09oN0vDz>
- **Agencies Interested in Applying for NEW CoC Projects:** Complete FY2015 CoC Intent to Apply form: <http://bit.ly/1LEJDzO>
- **Regional Leads & Alternates:** Determine attendance for In-Person Meeting, information will be emailed soon
- **Agencies using CHIN:** Attend informational webinar and fill Agency Administrator form if you have not already done so: ncceh.org/hmis/transition
- **RRH Grantees:** Attend RRH Subcommittee
 - ncceh.org/events/811
- **CHIN Users:** Attend Data Quality Subcommittee
 - ncceh.org/events/807

Next Meeting: Tuesday, April 7 at 10:30.

