



North Carolina Balance of State Continuum of Care

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NC BoS CoC Grant Transfer Workgroup Minutes

11.15.2017

Workgroup attendance: Talaika Goss-Williams, Destri Leger, Mike Bridges, Kristen Martin

NCCEH staff attendance: Nancy Holochwost, Ehren Dohler, Brian Alexander

- The purpose of the meeting today is to review the documents for the grant transfer process that staff have drafted.
- Documents to review:
 - Summary of process (does not need to be formally approved)
 - Official transfer process template documents for approval:
 - Announcement of available grant transfers
 - Letter of intent
 - All agencies will fill this out, due on first deadline
 - Written proposal
 - Only completed by agencies that do not currently have CoC grant of same type
 - Broader questions
 - Grant transfer scorecard
 - Project Review Committee will use scorecard to review interested agencies
 - All templates were drafted with PSH in mind. If a RRH program is being transferred then the documents will be edited to reflect that.
- The workgroup reviewed the Announcement of Available CoC Grant Transfers
 - This is a template – would be filled in for each specific transfer.
 - Top has basic information about grant – agency, grant name, number, budget items, units, operating year, counties served.
 - The “description of grants” section explains who the grant serves, the number of households, relevant spending and performance information, and how the transferring agency will assist with the transfer.
 - The “eligibility and requirements” section explains which agencies are eligible to apply and the match requirement and directs potential applicants to the scorecard.
 - Last page explains the process to apply
 - Deadlines and materials for each deadline
 - Project Review Committee will review each application
 - Kristen Martin: maybe include program budget and agency budget to make sure we’re getting in-depth information about the agency’s financial capacity.
 - Nancy – question below asks for audits and financial statements. Maybe we should ask for financial statements for all non-profits.
 - Kristen – that should cover it.
- The workgroup reviewed the Letter of Intent:

- If there are multiple grants, agency can check which they would like to receive.
- Questions that apply to all grantees:
 - How would they expand their current capacity to cover this grant? How would they potentially expand to a new geographic area, increase staffing, and meet match and reimbursement requirements?
 - Will they commit to following the housing first model and PSH key elements (would change to RRH benchmarks if RRH)?
 - Will they commit to participate in coordinated assessment in the region the grant(s) covers?
- Questions for non-grantees about eligibility and threshold requirements (same as on CoC scorecard):
 - Eligibility of organization type
 - Has agency been in operation for at least 3 years?
 - Commitment to enter data into HMIS
 - Grantee certification form
 - Non-profit documentation
- Brian asked whether this form is a reasonable length that won't prevent agencies from submitting a letter of intent.
 - Mike: Yes, I think it's a good balance. All this information is necessary in the process, but it's not too much.
 - Talaika: Agreed – all this information is necessary and any seriously interested agency would put in the work.
- The workgroup reviewed the Written Proposal for CoC Grant Transfers
 - This form is only for agencies that do not have a CoC grant of same type as transfer grant.
 - Mostly narrative – tried to capture information about agency's ability to run grants effectively.
 - Financial capacity, experience running federal grants, experiencing serving homeless people, plans to adhere to housing first and PSH key elements/RRH standards, serving target population, and how they will provide appropriate housing and support services.
 - Narrative questions ask for more detail about how they would implement the program.
 - Kristen: Do we need a word limit?
 - NCEH staff: We generally get too little, not too much.
 - Ehren suggested adding a line about coordinated assessment to the question about identifying eligible program participants. The workgroup agreed to make this change.
- The workgroup reviewed the scorecard for grant transfers
 - Staff adjusted the 2017 CoC competition scorecard to be applicable for transfers.
 - Certain thresholds and standards were left in:
 - Housing First, PSH key elements/RRH standards, coordinated assessment participation
 - Questions that relate to the letter of intent/application materials were added.
 - Questions that aren't relevant to transfer process were removed.
 - Scorecard has three sections:
 - Applicant capacity and experience
 - Program design
 - Financial capacity



- Each question identifies which piece of documentation is used to score the question.
- There are thresholds, standards, and points on the scorecard.
 - Agencies have to meet thresholds, standards, and minimum points per section.
 - Thresholds must be met for the agency to move forward. Standards and minimum points are expected to be met, and if agencies don't meet them, it triggers further review by the Project Review Committee.
- There is one change to scoring: There is no staff scoring section (like there is on the regular CoC competition scorecard).
- Feedback on scorecard from workgroup:
 - Kristen: This scorecard covers what is necessary – if Thrive had to do everything in this process in the beginning it would have been better than doing it along the way.
 - Taliaka: I think the minimums are good – don't want to go too low.
 - Ehren: maybe we should set minimums at 11 to prevent people from being able to get 0 points and still meet minimum.
 - Brian: or maybe it doesn't matter as much because the Project Review Committee can always review as necessary.
 - Destri agreed with Brian.
 - The workgroup agreed to keep minimums at 10.
- Brian: what happens if the Project Review Committee finds no agencies that could operate the grant effectively? Maybe we should add an option to the process that allows the PRC to re-open the process if no quality agencies submit applications.
 - Kristen: Yes. I agree that would be helpful.
 - Workgroup agreed, this will be incorporated into process.
- A motion was made to approve the proposal and documents with changes made during call [Leger, Martin].
 - All in favor, none opposed.
- Next steps:
 - Will bring proposal and process documents to the Steering Committee for approval at the next meeting, on Tuesday December 12.
 - Destri agreed to represent the workgroup on the Steering Committee call.

