NC BoS CoC Steering Committee Meeting

June 5, 2018 Minutes

Regional Leads Present

Trina Hill, Teena Willis, Nicole Dewitt, Ellery Blackstock, Marie Watson, Emily Locklear, Kanika Turrentine, LaTasha McNair, Jim Cox, Donna Bradshaw (for Juliet Rogers)

At-Large Members Present

Dana Mangum, Angela Harper King

SC Members Absent

Marilyn Chamberlin, Kevin Hege, Nicole Boone, Juliet Rogers, Barry Shipp, Christine Miller, Parker Smith, Jessa Johnson, Thea Craft, Lisa Phillips

Interested Parties Present

Michelle Blanding, Brian Fike, Joel Rice, Jessica Maples, Sarah Lancaster, Janice Sauls, Ginny Rainwater, Tiana Joyner, Roxxy Eppinger, Patricia Bryant, Samantha Guinyard, Sonia Gibbs, Lynne James, Leonard Tillery, Joshua Edwards, Alison Azbell, Lori Watts, Faye Pierce, Kimberly Fowler, Roxanna Johnson, Melissa Eastwood, Monica Frizzell, Talaika Williams, Melissa McKeown, Lynn Alligood

NCCEH Staff Present

Jenn Von Egidy, Ehren Dohler, Ben Bradley, Brian Alexander, and Denise Neunaber

Approval of Consent Agenda
- The Steering Committee restructuring proposal included changes to the topics that are covered during Steering Committee meetings. The proposal recommended that standard updates and voting items that do not require in-depth discussion be put in a "board packet" that is sent to Steering Committee members for review prior to the meeting. The voting items are included in this packet as a "consent agenda." The consent agenda will be voted on as a whole at the beginning of each meeting. Steering Committee members may request to move an item from the consent agenda to the regular agenda, if they feel it requires additional discussion.
- The consent agenda was sent out prior to the meeting and is posted at: http://www.ncceh.org/files/9251/

- There being no changes needed, the consent agenda was approved by common consent.

HMIS Transition
- NC BoS CoC Governance Charter updates are required to reflect new HMIS Implementation
  - The Steering Committee approved the change of HMIS Lead Agency from MCAH to NCCEH in December 2017.
  - There are Governance Charter changes in Section V:
    - Changed NC HMIS to the HMIS

- - Replaced NC HMIS Governance Committee to HMIS Advisory Board
  - Changed statewide HMIS implementation to regional HMIS implementation
  - o There are changes in the Written Standards:
    - Replaced NC HMIS for the HMIS
  - o Denise and Brian solicited feedback and questions. Dana Mangum inquired if the transition timeline would be changing and staff stated we would talk about the timeline in future slides. No further comments were made.
  - o A motion was made to approve the changes to the NC BoS CoC Governance Charter [Hill, Mangum]. All in favor, none opposed.
  - o The NC BoS CoC Governance Charter draft is posted at: http://www.ncceh.org/files/9249/
- New HMIS Governance: HMIS Advisory Board
  - o The new HMIS Advisory Board will provide oversight to the new regional HMIS implementation and is governed by the HMIS Advisory Board Governance Charter.
  - o The HMIS Advisory Board Governance Charter will set responsibilities for the CoCs, Advisory Board members, HMIS Lead Agency (NCCEH), and software vendor (Mediware). It will also lay out the structure and duties of the Advisory Board.
  - o The HMIS Advisory Board will meet quarterly.
  - o There will be between 11-17 HMIS Advisory Board members composed of:
    - 2 reps from each participating CoC (Durham, Orange, NC BoS)
    - 1 rep from HMIS Lead Agency (NCCEH)
    - 4-10 reps from other stakeholder groups
  - o The HMIS Advisory Board will create committees to oversee work and allow for the involvement of HMIS end users. This will include an Executive Committee and Subcommittees. Subcommittees may include:
    - Data Engagement & Reports
    - System Configuration
    - Training and Support
  - o Denise and Brian asked for questions or comments. Nicole Dewitt asked if the 2 representatives from each CoC would be 2 separate people. Denise confirmed it would be two separate people and they would likely be staff members.
  - o A motion was made to approve the changes to the HMIS Advisory Board Governance Charter [Watson, Blackstock]. All in favor, none opposed.
  - o HMIS Advisory Board Governance Charter has been posted at: http://www.ncceh.org/media/files/files/7f3399b4/Draft_HMIS_Governance_Charter_for_CoC_Review.pdf
- The NC BoS CoC Steering Committee also needs to designate its two CoC representatives for the HMIS Advisory Board.
  - o NCCEH staff members, Brian Alexander and Ehren Dohler are submitted for nomination.
  - o Staff asked for comments or questions. Teena Willis asked how the NCCEH staff would be representing the CoC as a whole and how members could provide feedback to the HMIS Advisory Board. Brian stated staff would be requesting feedback. Also, the subcommittees will be another venue for feedback to be solicited. Denise added that staff know that there are many stakeholders across the state that may want to work with the data and be a part of the process. Our staff is excited about creating avenues to address any issues and concerns of our users and also to get more

involvement in work groups. Denise gave her email, denise@ncceh.org for those who have any additional feedback.
- o A motion was made to approve the changes to designate NCCEH staff Brian Alexander and Ehren Dohler to represent the NC NoS CoC on the HMIS Advisory Board. [Willis, Cox]. All in favor, none opposed.
- HMIS@NCCEH will launch June 2018. Agencies and users can expect the following:
  - o All HMIS training, workflows, forms, etc. will be hosted by NCCEH at ncceh.org and users will no longer go to nchmis.org, the website run by MCAH, for forms or training.
  - o Users will have a new ServicePoint website URL to log in to.
- What to do now:
  - o Keep entering data into nchmis.servicept.com until notified to stop and switch to the new HMIS@NCCEH site (Expect notice in late June).
  - o Check our launch webpage for updates: [ncceh.org/hmis/launch/.](http://ncceh.org/hmis/launch/)
  - o Keep an eye out for Agency Agreements that will have to be signed and returned (Next two weeks).
  - o Make sure you're receiving communications from the NCCEH Data Center. If you did not receive our update on 4/26, sign up for our HMIS@NCCEH Communications List [here.](#)
  - o Ben asked for questions or comments. None were expressed.
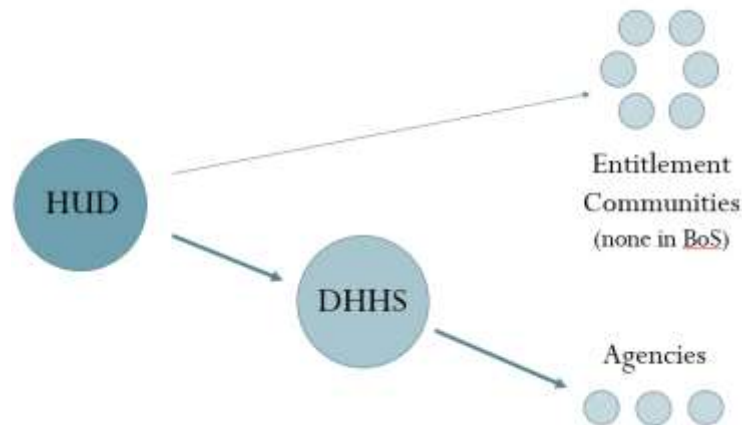

CoC Grant Significant Change
- Under the CoC's significant change policy, grantees must ask for approval for a "shift of more than 10% of funds from one approved eligible cost category to another."
- Community Link submitted a Significant Change Request for a budget amendment to one of its existing PSH programs, not the transfer grants they are expecting from Cardinal.
  - o Community Link wants to shift $44,893 in rental assistance dollars to supportive services in its CoC-funded PSH project.
  - o Nicole Dewitt from Community Link was on the Steering Committee call to answer questions. Nicole commented that Community Link has also been discussing this budget amendment with HUD as well. She stated all parties are aware of this change.
  - o Staff solicited comments or questions. None expressed.
  - o A motion was made to approve the changes to the Community Link CoC-funded PSH project budget. [Willis, Watson]. All in favor, none opposed.
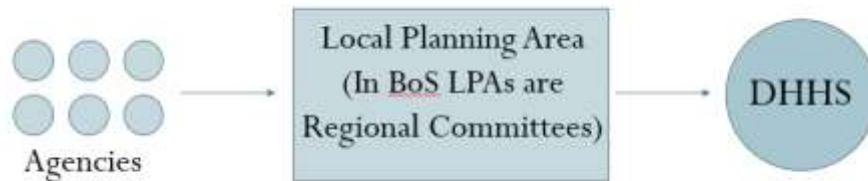
ESG Funding Priorities
- Emergency Solutions Grants (ESG) Purpose:
  - o To provide assistance to rapidly re-house persons who are currently homeless
  - o To assist in meeting the costs of operating emergency shelters
  - o To restrict the increase of homelessness through the provision of preventive programs and activities
- Eligible activity types under ESG:
  - o Emergency Response
    - ▪ Emergency shelter
    - ▪ Street outreach
  - o Housing Stability
    - ▪ Rapid re-housing

- ▪ Targeted prevention
- ESG Flow of Funds

- DHHS ESG Application process

- Local Planning Area (LPA) ESG Competition
  - o The LPAs in NC BoS CoC are the Regional Committees. Regional Committees are responsible for running local competitive processes of soliciting, reviewing, and selecting project applications.
  - o The process should be:
    - ▪ Competitive
    - ▪ Transparent and avoid conflict of interest
    - ▪ Promote funding to the highest quality projects
    - ▪ Reflect community need
  - o ESG Funding priorities should assist communities to design their process and make good decisions.
- ESG Funding Priorities were created by the Funding and Performance Subcommittee and aim to:
  - o Set priorities to improve local ESG funding processes
  - o Set priorities to strengthen the NC BoS CoC ESG portfolio
  - o Set priorities flexible enough to apply in each region
- The Funding and Performance Subcommittee also created a worksheet to help the LPAs set local priorities that support the NC BoS CoC priorities.
- The proposed ESG Funding Priorities were briefly summarized by Ehren, but they should be read in full.

- o Access to low-barrier shelter and rapid re-housing financial assistance and services.
  - ▪ Homelessness prevention should be funded only in limited circumstances.
  - o LPAs should apply for all available funding, with applicants most likely to receive funding.
  - o Only applicants with high rates of spending should be funded.
  - o Priority for programs that have integrated best practices, including low-barriers to entry, Housing First, and the NC BoS CoC's Written Standards.
- How to use the ESG Funding Priorities in your region:
  - o Convene an ESG Funding Committee
  - o Use the LPA ESG Funding Priorities Worksheet to set local priorities
  - o Use a scorecard (NCCEH's or local scorecard) that incentivizes priorities
- Staff need the Steering Committee to review the ESG Funding Priorities Worksheet and the ESG Funding Priorities and provide feedback to bos@ncceh.org by Friday, June 15.
  - o ESG Funding Priorities draft: http://www.ncceh.org/files/9265/
  - o ESG Funding Priorities LPA Worksheet: http://www.ncceh.org/files/9266/
- Staff solicited comments and questions. None expressed.
- ESG Funding Process technical assistance will be provided to the ESG Funding process Lead for each region. This technical assistance will include the following:
  - o An ESG Funding Process Leads Orientation Webinar
  - o Regular ESG Funding Process Leads Status Calls
  - o An ESG Funding Process Tips document
  - o An ESG Funding Priorities Worksheet
  - o An ESG Scorecard
  - o NCCEH staff will conduct an application review of regional applications
  - o NCCEH staff will conduct application review calls with Regional Funding Process Committees
- ESG Funding Process Lead Orientation Call Thursday, June 14, 2018 10:00am-12:00pm
  - o For elected Funding Process Leads and Regional Leads only
  - o Register here: http://www.ncceh.org/events/1284/
- ESG Status Calls with Regional Funding Process Leads
  - o Wednesday, 6.27.18 at 10:00am
  - o Friday, 7.13.18 at 10:00am
  - o Friday, 8.3.18 at 10:00am
  - o Starting in August: weekly calls every Friday at 10am
  - o Committees
- Staff solicited comments and questions. None expressed.

CoC Application
- Timeline
  - o Final registration to HUD is due on June 5.
  - o HUD approved the 2018 NC BoS CoC GIW.
  - o System Performance Measures were submitted to HUD on May 31.
  - o Renewal grantees have turned in their 2017 calendar year APR.
  - o The Scorecard Committee had their first call on May 30 and will meet again to finalize the draft of the new and renewal scorecards on June 6.

- o The Steering Committee will approve new and renewal scorecards in the July 10 meeting.
  - o Agencies have been submitting Intent to Apply forms and conducting follow up calls with staff.
- The Intent to Apply form is mandatory for all agencies applying for new CoC funds.
  - o Intent to Apply form has been posted at: http://www.ncceh.org/bos/currentcocapplication/
  - o Asks for preliminary info about proposed project
  - o NCCEH staff review and follow-up with agency to discuss
  - o Rolling basis, non-binding – can make changes after the intent to apply is submitted.
  - o Deadline: 1 week after NOFA release
  - o Intent to apply is important to allow staff to talk to potential applicants and help them design their programs.
- This year's NOFA will have RRH funding opportunities for DV survivors.
  - o Earlier this year, Congress allocated specific funding for housing DV survivors through the CoC.
    - ▪ This funding will be allocated through this year's CoC competition NOFA.
  - o We do not know the specifics of how to or who can apply for this funding yet.
    - ▪ If agencies in NC BoS CoC have interest in housing projects targeting DV survivors, please submit an Intent to Apply.
- The NOFA release will trigger the following activities:
  - o Instructions and timeline will be posted to our website and emailed to the NC BoS CoC.
  - o The Project Review Committee will be convened.
    - ▪ We still need a representative from Region 13.
    - ▪ Meeting dates will be determined once the NOFA hits.
  - o Renewal and new grantees will write applications and submit materials.
  - o NCCEH staff will write the CoC-wide application.
    - ▪ We will reach out to you for information that's happening locally in your Regional Committee.

Infinite Possibilities Appeal
- Infinite Possibilities had a desk monitoring by the ESG office that resulted in termination of their RRH grant and a request for repayment of funds received through requisitioned reimbursements.
- Infinite Possibilities will complete an appeal letter that will need to be approved by the Steering Committee for recommendation to the ESG office. Due to the deadline for the appeal letter to be submitted to the ESG office, Steering Committee members need to vote electronically. A quorum will be needed for approval to pass. Staff will email out more details in the near future.

Meetings and Reminders
- Coordinated Assessment Council Meeting Tuesday, June 12, 2018 2:00-3:30pm
  Register here: http://www.ncceh.org/events/1292/
- Navigating Services for Homeless Children Webinar Wednesday, June 13, 2018 11:00am-12:30pm
  Register here: http://www.ncceh.org/events/1291/
- ESG Funding Process Lead Orientation Call Thursday, June 14, 2018 10:00am-12:00pm (For elected Funding Process Leads and Regional Leads only)

Register here: http://www.ncceh.org/events/1284/
- Veterans Subcommittee Meeting Friday, June 15, 2018 12:00-2:00pm
  Register here: http://www.ncceh.org/events/1245/
- Funding and Performance Subcommittee Meeting Monday, June 18, 2018 11:00am
- HMIS End User Webinar Thursday, June 21, 2018 1:00-2:30pm
  Register here: http://www.ncceh.org/events/1258/

Next Steering Committee Meeting

Tuesday, July 10th, 10:30 am – 12:00 pm

*Moved to the 2nd Tuesday of the month due to Independence Day.