

Meeting was called to order at 1:03 p.m. by Katie Jo Armbrust.

Roll call was taken in the chat box.

**A. Review and Approval of Agenda**

1. Motion to approve by Ellen McKinnon, second by Beth Larson-Steckler. Motion carried.

**B. Approval of Minutes – February 2, 2022**

1. Motion to approve by Beth Larson-Steckler, second by Sarah Hasbargen. Motion carried.

**C. CoC Coordinator Update**

1. Membership and Board
  - a. Currently there are 157 members representing 77 agencies.
  - b. All board positions are filled.
2. Prioritization List/Referrals
  - a. Total households on the list: 459, up 81 from February 2022.
    - Family Type
      - Adults Only/Single: 367
      - HH w/ Minors: 48
      - Youth HH: 39
      - Unknown: 5
    - Age
      - 0-24: 63
      - 25-39: 174
      - 40-54: 134
      - 55 and over: 88
    - Gender
      - Male: 311
      - Female: 141
      - Gender other than singularly female or male: 2
      - Transgender: 2
      - Unknown: 3
    - Race
      - American Indian/Alaska Native: 135
      - Black/African American: 50
      - White: 234
      - Two or More Races: 34
      - Other: 3
      - Client Refused: 3
  - b. Exits
    - There were 58 that were exited from the prioritization list in February, 47 in March, and 27 in April.
      - The majority of the unknowns are from shelters where individuals tend to come and go.

- It is expected that the number for April exits will change within the next couple of weeks after the clean-up reports are sent to agencies.
  - The average number of days on the list for exited clients is 152.
  - There were 653 exits in 2021 and 177 exits in 2022 to date. The numbers listed below reflect exits for 2022.
    - Sheltered: 7
    - Unsheltered: 4
    - Facility: 12
    - Rental/owned: 75
    - Family/friend: 5
    - Deceased: 1
    - Other: 28
    - Unknown: 45
- c. Referrals
- 779 total referrals have been made, 573 in 2021 and 200 to date in 2022
    - Successful: 142 in 2021, 33 in 2022
    - Unsuccessful, Unable to Locate Client: 163 in 2021, 39 in 2022
    - Unsuccessful, Client Selected Another Provider: 47 in 2021, 12 in 2022
    - Unsuccessful, Client Other: 93 in 2021, 17 in 2022
    - Unsuccessful, Provider Rejected: 84 in 2021, 21 in 2022
    - Pending: 44 in 2021, 78 in 2022
  - Funding Source
    - CoC: 167
    - Emergency Housing Vouchers: 237
    - Emergency Solutions Grant-COVID: 264
    - Other: 111
3. CoC Spending Report (through September 30, 2021)
- a. 2016: No changes from last report.
  - b. 2017: No changes from last report.
  - c. 2018: All grants have expired and \$42,257 will be returned to HUD. The Capacity Building Grant was added back into this report by HUD and that is the remaining \$67,312 balance. HUD is giving CoCs another extension to June 2023 for this funding. HUD granted us the extension.
  - d. 2019: All grants have expired with a total balance of \$423,603. Shawnel checked with the agencies that have remaining balances. Over \$350,000 will be sent back to HUD.
  - e. 2020: All grants from 2019 were renewed.

4. FY 2021 CoC Awards

Tier	Program	Project	Rank	HUD Award
1	Institute for Community Alliances	ND HMIS Project 2021	1	\$220,944
1	YWCA Cass Clay	YWCA Cass Clay DV	2	\$147,590
1	Mountain Plains Youth Services Coalition, Inc.	Youthworks Joint PH-RRH & TH 2021	3	\$97,284
1	Abused Adult Resource Center	PSH Bonnie's Apartments FY2021	4	\$4,845
1	YWCA Cass Clay	YWCA Cass Clay Transitional Housing (TH)	5	\$215,500
1	Abused Adult Resource Center	SHP Transitional Housing Renewal FY2021	6	\$77,500
1	Fraser, Ltd.	Butler PSH	7	\$124,258
1	Fargo Housing & Redevelopment Authority	Cooper House SHP 2021	8	\$57,700
1	YWCA Cass Clay	YWCA Cass Clay SHP Consolidated	9	\$134,094
1	Women's Alliance, Inc.	SW North Dakota Housing Project	10	\$36,500
1	Fargo Housing & Redevelopment Authority	RASHP SHP 2021 Renewal	11	\$275,328
1	Abused Adult Resource Center	Hope Stability Project	12	\$57,725
1	Abused Adult Resource Center	Rapid Rehousing AARC FY2021	13	\$149,599

- a. Planning grant was also awarded at \$61,499. That piece does not need to be listed on the priority listing submitted to HUD.
- b. Total awards are \$2,109,247. This is an increase of \$159,892 from FY2020.
- c. None of the Tier 2 projects were awarded, and this was nationwide trend. We are still waiting to see our scores from HUD.
- d.

5. CoC Registration

- a. Registration was completed and submitted to HUD on April 4.
- b. Tribal Resolutions: ND will not be registering the tribes this year as we want time to build relationships with them before asking to include them in the CoC. We will work

over the next year to build those relationships and have quality resolutions to include them in next year's registration.

6. Annual Homeless Assessment Report

- a. The AHAR is a HUD report to U.S. Congress that provides nationwide estimates of homelessness. The following information is what was submitted to HUD for ND. This is one of the reasons it is so important for us to improve data quality in HMIS, as that is where information is pulled for this report.
- b. Estimates of sheltered people experiencing homelessness: 474
- c. Sheltered homeless individuals: 290
- d. Sheltered homeless families with children: 184
- e. Sheltered unaccompanied homeless youth: 45
- f. Sheltered homeless veterans: 29
- g. Chronically homeless individuals: 95, ND was among the largest increases this past year with an 11.4 percent increase. We do believe that this is due to better data collection and not necessarily an actual increase.

7. Other

- a. The new Housing Prioritization Tool has been rolled out replacing the VI-SPDAT.
- b. Point in Time and Housing Inventory Counts and System Performance Measures will be presented during the ICA update. The PIT and HIC were submitted to HUD on May 3 and the SPMs were submitted to HUD on time.
- c. Youth Homelessness Demonstration Program
  - The Coordinated Community Plan was submitted to HUD on Friday, April 29.
  - A Letter of Intent was sent to the membership. Nine agencies submitted an Intent to Apply.
  - HUD TA is in town this week. We are meeting in person with the YAB in Bismarck and Fargo. The primary focus of the work will be the Request for Proposals (RFP).
  - RFP will be sent out by May 9. All applications must be submitted to HUD by July 1, 2022.

**D. Policy Review and Approval**

1. Prioritization Policy

- a. Tools changed to Housing Prioritization Tool and Housing Crisis Triage.
- b. Households that previously had three offers and denied were supposed to meet with CARES staff. This is changed to being removed from the prioritization list and placed back on the list with a new assessment and it needs to be reviewed by the PLM.
- c. Assessment outcomes for the type of housing were updated to reflect the new tool without scores.
- d. Tri-morbidity was removed as a tie breaker.
- e. Motion to approve by Ellen McKinnon, second by Carly Tate. Motion carried.

2. Governance Charter

- a. Added Indian Tribes/Tribally Designated Housing Entities to the stakeholder list
- b. Added the Youth Action Board under CoC Committees
- c. Other minor updates

- d. Motion to approve by Mark Heinert, second by Ellen McKinnon. Motion carried.
3. Emergency Transfer Plan
  - a. Updated national contact links
  - b. Updated providers list
  - c. Motion to approve by Heather Ingman, second by Abby Katz. Motion carried.
4. HMIS Policies and Procedures
  - a. Added a requirement under new user training requirements that new users must be employed at their agency a minimum of two weeks prior to starting HMIS training.
  - b. Motion to approve by Chantel Zeller, second by Sarah Hasbargen. Motion carried.
5. Written Standards for ESG & CoC Programs
  - a. Department of Commerce reviewed with HUD TA
  - b. Added HUD at-risk of homelessness categories
  - c. Added Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG
  - d. Added participant contribution language for homelessness prevention and RRH
  - e. Added rental assistance duration and adjustment
  - f. Added additional information for ESG programs on the standards for the allocation of funds table. We are waiting to hear back from HUD on whether the categories need to be defined in the table or if listing the categories with links to HUD's website is sufficient with additional information regarding homelessness prevention eligibility below the table
  - g. Added housing stability case management language, income documentation eligibility requirements for HP and RRH, lease agreements for ESG, identification documentation ROI for all programs
  - h. Added a signature line for the Dept. of Commerce
  - i. Motion to approve by Safari Berry, second by Heather Ingman. Motion carried.
6. Youth Action Board Compensation Policy
  - a. This is a new policy.
  - b. Outlines compensation and travel reimbursements for members of the Youth Action Board.
  - c. Motion to approve by Mark Heinert, second by Liz Larsen. Motion carried.

**E. Motivational Interviewing Training**

1. Sarah Hasbargen gave an introduction to motivational interviewing. Additional training will be done at the November Membership Meeting.

**F. Committee Updates**

1. CARES: The new focus will be on the Housing Crisis Triage (Access Tool).
2. Data Committee: The next meeting is June 26 at 3 p.m. The emphasis is on how we can help to get data quality for ICA. Committee is advocating for data quality through the CoC competition and how can it benefit the CoC. Data quality is looking good, but the Housing Move-in Date needs improvement.
3. System Performance: Jayna will be reviewing the SPMs during the ICA update.

4. Ranking Rating: No updates.
5. Youth Action Board: Submitted the CCP on Friday. Meeting with HUD TA this week in person in Bismarck and Fargo.

### **G. Partner Updates**

1. ND Coalition for Homeless People: Busy working on the emergency rental assistance. Judith Red Tomahawk was hired to assist with this work, looking at data for counties that have a high number of evictions and a low number of those using ND Rent Help. The next meeting will be held this summer. Legislative Committee meeting has been meeting. An updated membership packet will be sent out.
2. Institute for Community Alliances
  - a. There will be a change in the reporting tool and should be happening within the next 30-60 days.
  - b. The PIT and HIC was submitted on May 3. The breakdown by region was sent to Shawnel. ICA is working on the dashboard and when it is complete it will be on the ICA website.
  - c. Kari is working on the learning management system. The goal is to move as much as possible to the system to make it more self-paced for users and it will be a time saver for Kari.
  - d. A new system administrator and report specialist have been hired. Christina Morris and Alex Tingquist have joined the ICA team.
  - e. Reminder to use the ND HMIS Help Desk for requests rather than directly to Kari; this helps ensure that you receive assistance as quickly as possible.
  - f. Data Quality reports will begin to be sent out to all agencies again.
  - g. HMIS HUD Reporting: Point in Time and Housing Inventory Counts, Longitudinal System Analysis, and System Performance Measures
  - h. System Performance Measures
    - Length of Time Homeless
      - Measure 1a, Persons in ES and SH: 41 (decrease of 7 from FY2020)
      - Measure 1a, Persons in ES, SH, and TH: 55 (decrease of 14 from FY2020)
      - Measure 1b, Persons in ES and SH: 625 (increase of 66 from FY2020)
      - Measure 1b, Persons in ES, SH, and TH: 627 (increase of 66 from FY2020)
    - Returns to Homelessness:
      - Returns in < 6 months: 13% (decrease of 1% from FY2020)
      - Returns 6-12 months: 7% (increase of 2% from FY2020)
      - Returns 13-24 months: 4% (decrease of 2% from FY2020)
      - Returns 2 years: 24% (decrease of 1% from FY2020)
    - Total Experiencing Homelessness
      - Emergency Shelter: 2,112 (increase of 234 from FY2020)
      - Safe Haven: 50 (increase of 10 from FY2020)
      - Transitional Housing: 69 (decrease of 102 from FY2020)
    - Increase in Income
      - Earned Income: 4% (decrease of 5% from FY2020)
      - Non-employment Income: 30% (increase of 6% from FY2020)

- Total Income: 32% (increase of 3% from FY2020)
- New Client Entering Homelessness
  - ES, SH, and TH: 1,485 (increase of 235 from FY2020)
  - ES, SH, TH, and PH: 2014, (increase of 533 from FY2020)
- Exits to Permanent Housing
  - Exits from Street Outreach: 19% (decrease of 9% from FY2020)
  - Exits from Residential Settings: 31% (decrease of 4% from FY2020)
  - Retention of Permanent Housing: 90% (decrease of 3% from FY2020)
- i. 2022 Point in Time Count
  - ES: 397 (decrease of 75 from 2021)
  - TH: 113 (decrease of 23 from 2021)
  - SH: 17 (increase of 1 from 2021)
  - Unsheltered: 83 (increase of 9 from 2021)
- 3. ND Department of Commerce
  - a. Shawnel will send out Fayme's email for ESG-CV referrals.
  - b. Quarter 6 submission was completed for ESGC-CV. Alyssa sent an email regarding an extension of ESG-CV funds to 2023. Commerce will work on how they will manage the extension. There are a certain percentage of funds that need to be drawn by June 16 and benchmarks have not been met. Sub-grantees need to submit requests for reimbursement for all expenditures through April 30 by May 13, 2022. If funds have been expended, let Kari know so projects can be closed in HMIS.
  - c. The Annual Action Plan is out for public comment.
- 4. ND Housing Finance Agency:
  - a. Working on the allocation plan for HOME-ARP.
  - b. Continue to work on Housing Needs Assessment with NDSU.
  - c. Hiring an individual that will have some time designated to the CoC.

#### **H. Other Discussion**

1. No additional discussion.

**I. Adjourn:** Meeting adjourned at 3:17 p.m.

78 members were present during the meeting.

Minutes were approved at the membership meeting on August 3, 2022.