

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 Leah Siewert-Oberg, second by Erin Dahl. Motion carried.

B. Approval of Minutes – May 4, 2022

1. Motion to approve by Sara Munson, second by Carly Tate. Motion carried.

C. CoC Coordinator Update

1. Membership and Board

- a. Currently there are 162 members representing 80 agencies.
- b. All board positions are filled.

2. Prioritization List/Referrals

- a. Total households on the list: 497, up 38 from May 2022

- Family Type

- Adults Only/Single: 400
- HH w/ Minors: 41
- Youth HH: 56
- Unknown: 0

- Age

- 0-24: 59
- 25-39: 198
- 40-54: 138
- 55 and over: 102

- Gender

- Male: 352
- Female: 136
- Gender other than singularly female or male: 4
- Transgender: 3
- Unknown: 2

- Race

- American Indian/Alaska Native: 141
- Black/African American: 70
- White: 248
- Two or More Races: 31
- Other: 3
- Unknown: 4

- b. Exits

- There were 147 that were exited from the prioritization list in May, 74 in June, and 16 in July.
 - The majority of the Other in May was due to list clean-up from the old assessment.

- There were 653 exits in 2021 and 410 exits in 2022 to date. The numbers listed below reflect exits for 2022.
 - Sheltered: 9
 - Unsheltered: 6
 - Facility: 23
 - Rental/owned: 149
 - Family/friend: 16
 - Deceased: 4
 - Other: 150
 - Unknown: 53
- c. Referrals
 - 911 total referrals have been made, 573 in 2021 and 332 to date in 2022
 - Successful: 139 in 2021, 43 in 2022
 - Unsuccessful, Client Rejected: 311 in 2021, 123 in 2022
 - Unsuccessful, Provider Rejected: 89 in 2021, 50 in 2022
 - Pending: 34 in 2021, 116 in 2022
 - Funding Source
 - CoC: 204
 - Emergency Housing Vouchers: 298
 - Emergency Solutions Grant-COVID: 280
 - Other: 102
- 3. Youth Homelessness Demonstration Program
 - a. Coordinated Community Plan (CCP) was approved by HUD on June 30, 2022
 - b. All applications were submitted by July 1, 2022
 - c. Two Feathers Consulting, LLC Contract
 - Hired as consultant to assist with writing the CCP
 - Did not complete the work they were hired to complete
 - Two Feathers was paid in full. A letter was submitted to them requesting \$28,200 be returned to the CoC and a meeting was requested.
 - d. Next Steps
 - Workgroups
 - Project Implementation
 - e. 11 applications were received and shown in the table are the funding recommendations

Agency	Project	Score	Funding Request	Funding Recommendation
Grand Forks Housing Authority	SSO	98.6	\$400,000	\$432,500
Youthworks	SSO	93.7	\$401,358	\$200,000
Pathfinder Services of ND	SSO	92.3	\$400,000	\$432,500

Youthworks	Joint TH-RRH	87.3	\$1,318,702	\$575,471.23
Institute for Community Alliances	HMIS	87.1	\$100,000	\$100,000
Project BEE	PH/PSH	82.3	\$89,760	\$0.00
Fraser, Ltd.	Joint TH-RRH	82.1	\$334,980	\$265,000
Project BEE	SSO	81.7	\$440,000	\$0.00
Fraser, Ltd.	SSO	81.4	\$194,550	\$0.00
Community Uplift Program	Joint TH-RRH	57.8	\$20,000	\$0.00
Missouri Slope Areawide United Way	SSO	53.7	\$151,000	\$0.00

4. CoC Spending Report (through July 22, 2022, per Sage)
 - a. 2018: No changes from the last report
 - b. 2019: All grants have expired with a total balance of \$389,493. Shawnel checked with the agencies that have remaining balances.
 - c. 2020: All grants from 2019 were renewed. We will be watching these grants to ensure funds are being spent.
 - d. 2021: Agreements are just starting to be signed between the agencies and HUD.

5. Other
 - a. Grant Inventory Worksheet: Submitted to HUD prior to the due date.
 - b. Monitoring
 - All documentation was submitted to the CoC in March, everything has been reviewed and letters were sent to all agencies.
 - Monitoring visits were scheduled in August but have been postponed to October due to the CoC competition.
 - c. Capacity Building Grant Audit: This grant is being audited by HUD. All documentation has been submitted to HUD.
 - d. 2021: Agreements are just starting to be signed between the agencies and HUD.

D. Policy Review and Approval

1. Ranking and Review Policy
 - a. Housing First and Low Barrier Principles: Agencies will be required to submit their policies. There will be no longer be an option for self-verification.
 - b. Updated scores on new or expanded project bonus to match the NOFO scorecard.
 - c. Motion to approve by Carmel Froemke, second by Karla Hochstetler. Motion carried.
2. Reallocation Policy
 - a. No major changes
 - b. Jen Withers had a note that ND CoC should be changed to support vs. create.

- c. Motion to approve by Ellen McKinnon, second by Wendy Dahlberg. Motion carried.
3. Data Quality Management Plan
 - a. Updates to Appendix A: Roles and Responsibilities worksheet
 - b. A very thorough review will be done of this plan for next year.
 - c. Motion to approve by Major Judy Lowder, second by Wendy Dahlberg. Motion carried.
4. Privacy Plan
 - a. Added language regarding new staff viewing HMIS data before the HMIS User Agreement and training have been completed.
 - b. There were concerns over the new language added because staff already has the information. It was explained that it is a breach in HMIS, but the agency can share what they have at the agency level with staff. ICA explained that staff can't look at HMIS until they have reviewed privacy and security first because they have access to other client data outside of their agency.
 - c. If paper forms are being completed, staff can view the paper forms outside of HMIS.
 - d. Motion to approve by Major Judy Lowder, second by Carmel Froemke. Motion carried.
5. HMIS Lead Agency Memorandum of Understanding
 - a. Added language that the HMIS LA will develop and maintain the HMIS Learning Management System.
 - b. A question was asked about the FTE budget. There was a comma missing, but ICA will review, and it is \$48,000.
 - c. Can HMIS reports team and HMIS director be the same person? No, there is a report team and a director.
 - d. Where are positions that are less than 1 FTE pulled from? ICA has staff that is less than 1 FTE, and they are coming from other ICA implementations. They do national searches for FTEs. All searches are posted internally first.
 - e. Motion to approve by Heather Ingman, second by Erin Dahl. Motion carried.
6. Security Plan
 - a. No major changes.
 - b. Motion to approve by Kayla Hochstetler, second by Erin Dahl. Motion carried.

E. Opening Doors Program

1. Shanna Lindquist-Siegrist gave an overview of the Opening Doors Program at ND Housing Finance Agency.
2. She can be reached at 701.328.8090 or slsiegrist@nd.gov with questions.

F. Committee Updates

1. CARES: Reviewing the Housing Crisis Triage and then will be working with ICA to put in HMIS and the reports. The hope is to go live with the tool by October 1.
2. Data Committee: Data quality continues to be an important topic at meetings and how this committee can help improve data quality. Point-in-Time (PIT) count discussions will start to happen across the state. ICA will be reviewing project types with agencies.

3. System Performance: Reviewed the system performance measures that will be submitted to HUD and how we can continue to improve them.
4. Ranking Rating: Received all the policies regarding rating and ranking process and they had no comments. This committee will be busy in about a month reviewing CoC applications.
5. Youth Action Board: Planning trainings for applicant agencies and sent a survey to see what trainings those agencies would like to receive. Discussing workgroups and which YAB members will participate in each workgroup.

G. Partner Updates

1. ND Coalition for Homeless People: No major updates.
2. Institute for Community Alliances
 - a. Thank you to everyone for being patient while Kari was on vacation.
 - b. Annual renewal went well this year. The process was changed, and it worked well on the ICA end. There are still nine people that haven't done their annual renewal, four may no longer be HMIS users.
 - c. Data Quality reports have not been sent the past couple of months due to capacity. Roles and responsibilities are now outlined, and Christina will take over sending out the DQ reports.
 - d. ICA will be working on some items with Moodle and Kari will be working on updating and adding training.
 - e. Monitoring visits have been moved to October. First visits for ICA will happen with Kari and Christina and then there will be a shift.
 - f. Preparing for the PIT and Housing Inventory Count so that everything is ready for January. Christina will be the PIT/HIC contact.
 - g. Jayna shared a new dashboard that is now available on the ICA website for ND. There is no DVIMS information in the dashboard.
3. ND Department of Commerce
 - a. All 2021 recipients for ESG and NDHG final progress reports need to be submitted. Reimbursements are being worked on but there is no definitive date as to when they will be sent to agencies.
 - b. 2022 funding for ESG and NDHG: Scoring and ranking meetings were held and there are some things that need to go back to the committee. Final decisions should be made by early next week. ESG funds are not officially released from HUD so award letters will not be sent until the funds have been released. Awards will be 11-month grants and they will end May 31 instead of June 30 due to time constrictions for reporting requirements by HUD.
4. ND Housing Finance Agency
 - a. Registration is open for the October 5 Housing Forum, where the Housing Needs Assessment will be unveiled.
 - b. The application round for multi-family affordable housing funding is open and applications are due the last business of September. This funding is for the rehab and new construction of affordable rental projects under the HOME project, Low-income housing tax credit housing tax fund. There are not Housing Incentive Funds available.

- c. Continue to work on the development of the HOME-ARP and Housing Incentive Fund allocation plans. These plans will be open for public comment when they are completed.

H. Other Discussion

1. Special Notice of Funding Opportunity, Rural and unsheltered set asides
 - a. This NOFO was discussed internally at NDHFA and with the board. This funding will not be sought by the ND CoC due to staff capacity and the competitiveness of the funding.
 - b. Rural set aside does not have any funds available for planning and the unsheltered set aside is highly competitive.
 - c. There is a process for solo applicants.
2. The normal competition notice was released by HUD on Monday and Shawnel is waiting for additional information from HUD before sending out local competition information. This competition is on a very tight timeline.
3. Shawnel will be on vacation Thursday and Friday this week.

I. Adjourn: Meeting adjourned at 2:47 p.m.

79 members were present during the meeting.

Minutes were approved at the membership meeting on November 2, 2022.