

Meeting was called to order at 1 p.m. by Beth Larson-Steckler.

Roll call was taken in the chat box.

**A. Review and Approval of Agenda**

1. Motion to approve the agenda and a second, no further discussion. Motion carried.

**B. Approval of Minutes – February 8, 2022**

1. Motion to approve the February 8, 2023 meeting minutes by and a second, no further discussion. Motion carried.

**C. CoC Coordinator Update**

1. Membership and Board
  - a. Currently there are 186 members representing 83 agencies. There are 13 new agencies since the February meeting, most due to agencies becoming 1915(i) housing providers.
2. Prioritization List/Referrals
  - a. Total households on the list: 635, including DV alternative database numbers
    - Family Type (April 2023)
      - Family: 88
      - Singles: 442
      - Youth HH: 99
      - Unknown: 6
    - Age (April 2023)
      - 0-24: 108
      - 25-39: 221
      - 40-54: 187
      - 55 and over: 108
      - Unknown: 11
    - Gender (April 2023)
      - Male: 371
      - Female: 239
      - Gender other than singularly female or male: 9
      - Transgender: 13
      - Questioning: 1
      - Unknown: 2
    - Race (April 2023)
      - American Indian/Alaska Native: 146
      - Black/African American: 86
      - White: 264
      - Two or More Races: 27
      - Other: 6
      - Unknown: 106
    - Chronic (April 2023)
      - Chronic: 237

- Not Chronic: 370
  - Potential Age-in: 11
  - Missing: 17
  - Vulnerability (April 2023)
    - Highest: 3
    - High: 58
    - Medium-High: 255
    - Medium: 55
    - Low: 160
    - Mainstream: 95
  - Location (April 2023)
    - Region 1: 1
    - Region 2: 6
    - Region 3: 12
    - Region 4: 100
    - Region 5: 403
    - Region 6: 1
    - Region 7: 62
    - Region 8: 1
    - Minnesota: 28
    - Unknown: 21
  - Days on List (April 2023)
    - Under 30: 81
    - 30-59: 89
    - 60-89: 72
    - 90-119: 58
    - 120-149: 45
    - 150-179: 33
    - Over 180: 240
    - Average Days on the List: 183
- b. Exits
- There were 27 that were exited from the prioritization list in February, 82 in March, and 64 in April.
  - April 2023
    - Sheltered: 2
    - Unsheltered: 0
    - Facility: 7
    - Rental/owned: 17
    - Family/friend: 2
    - Deceased: 2
    - Other: 1

- Unknown: 33
  - There were 768 exits in 2020/2021, 771 exits in 2022, and 278 in 2023 (through the end of April). The numbers listed below reflect exits for 2023.
    - Sheltered: 10
    - Unsheltered: 13
    - Facility: 14
    - Rental/owned: 91
    - Family/friend: 10
    - Deceased: 3
    - Other: 8
    - Unknown: 129
  - There was additional discussion on how information for Vulnerability and Days on List are measured and assessed.
- c. Referrals
- 55 referrals were made in February 2023, 76 in March 2023, and 38 in April 2023 (numbers listed are for April)
    - Successful: 4
    - Unsuccessful, Client Rejected: 3
    - Unsuccessful, Provider Rejected: 4
    - Pending: 27
  - 1,416 referrals have been made through April 2023 (the numbers below are for 2023)
    - Successful: 47
    - Unsuccessful, Client Rejected: 83
    - Unsuccessful, Provider Rejected: 29
    - Pending: 73
  - Funding Source
    - CoC: 403
    - Emergency Housing Vouchers: 378
    - Emergency Solutions Grant-COVID: 382
    - Emergency Solutions Grant/North Dakota Homeless Grant: 106
    - Other: 147
3. CoC Committees
- a. Data: Jenna Richardson and Heather Ingman (35 members)
  - b. System Performance: Beth Larson-Steckler (19 members)
  - c. Rating & Ranking: Cheryl Merck and Mike Weatherly (15 members)
  - d. CARES
    - 6 available seats
    - 50 members expressed interest
    - Current members: Michelle Erickson (7), Heather Ingman (8), Kayla Hochstetler (4), Wendy Moffett (8), Jill Elliot (5), David Wilkie (8)

- Michelle and Kayla expressed interest in staying on the committee in their membership forms
  - The board reduced the number of interested members list down to 20
  - Nominations: Sarah Kennedy (5), Aubrey Malnourie (4), Shelby Keplin (7), Kasey Anderson (7), Bethany Olson (5), Holly Papineau (ND), Jennifer Gonser (8)
  - Motion to approve the above nominations made by Sue Shirek, seconded by Liz Larsen. Motion required amendment.
  - Nominations: Aubrey Malnourie (4), Kasey Anderson (6), Sharalyn Johns (1), Shelby Keplin (7), Jennifer Gonser (8), Sarah Selseth (5)
  - Motion to approve the above nominations made by Liz Larsen, seconded by Beth Humenyik. Discussion held on comparable database users vs. HMIS users. Motion carried.
4. CoC Registration
- a. Due to HUD on March 2, 2023 and was submitted on March 1, 2023.
  - b. Tribal Resolution was signed with Turtle Mountain Band of Chippewa.
5. CoC Funding Awards
- a. All Tier 1 projects received the recommended funding.
  - b. Fargo Housing and Redevelopment Authority and Burleigh County Housing Authority both received their full funding from Tier 1 and Tier 2.
  - c. We did not receive the DV Bonus this year.
6. CoC Competition Debriefing
- a. ND scored 132.25 out of 200.
  - b. In the upcoming competition, we will look at improvements in the System Performance and Coordination and Engagement sections.
  - c. ND scored 74.86 out of 100 on the DV bonus.
  - d. Both scores are below the median scores, but improvements have been noted.
7. CoC Spending Report (through September 2022)
- a. 2018: \$42,257 has been recaptured by HUD. \$11,536 remains for the Capacity Building Grant which expires June 2023.
  - b. 2019: All grants have expired with a total balance of \$389,493. \$255,318 will be recaptured by HUD from Burleigh County Housing and Commerce. Remaining \$134,175 will also be recaptured.
  - c. 2020: \$1,669,691 in funds had not expired as of this date. \$540,558 have expired, however, \$322,941 expired at the end of December. YHDP funds were added to this amount.
    - Burleigh County Housing Authority is returning \$178,424.
    - Abused Adult Resource Center RRH has \$26,206 remaining and has potential to be returned.
  - d. 2021: Fourteen grant agreements have been signed as of this report. FHRA has not signed any grant agreements to date as their 2020 grants haven't expired yet. Red

River Valley Community Action Agency's grant has been transferred to Grand Forks Housing Authority.

8. 2023 Training Calendar
  - a. June: Mental Health, Trauma Informed Care, and Native American Policies
  - b. July: De-escalation Crisis Training, Angela Daly
  - c. August: Equal Access Training LGBTQia+, Housing Innovations
  - d. September: Housing First, Kelly Gorz
  - e. October: Domestic Violence, Power and Control, Angela Daly
  - f. November: VAWA, U.S. Housing Consultants
  - g. HMIS In-Person Training
    - May 4-5 Minot
    - May 16-17 GF
    - May 18-19 Fargo
    - Required for all CoC, ESG, YHDP, and NDHG funded agencies.

9. Other
  - a. CARES
    - Housing Crisis Triage is just about ready to roll out for training.
    - Policy reviews have been completed.
    - We will be changing out training application from Digital Chalk to EdApp.
  - b. Summer Point-in-Time Count is scheduled for July 26, 2023.
  - c. August Membership Meeting will be held in Minot on August 5, 2023.

#### **D. Policy Reviews and Approvals**

1. Governance Charter
  - a. Changes to YAB committee section was approved by the YAB.
  - b. The Collaborative Application Memorandum of Understanding will be reviewed by ND Housing Finance Agency, the Board, and membership.
  - c. Motion to approve the Governance Charter by Jenna Richardson, seconded by Rob Johnson, no further discussion. Motion carried.
2. Emergency Transfer Plan
  - a. No significant changes.
  - b. Motion to approve the Emergency Transfer Plan by Mike Weatherly, seconded by Kayla Hochstetler, no further discussion. Motion carried. AARC's phone number needs to be updated.
3. YAB Compensation Policy
  - a. Mileage increased to match the state rate.
  - b. YAB approved the changes.
  - c. Motion to approve the YAB Compensation Policy made by Sue Shirek, seconded by Mark Heinert, no further discussion. Motion carried.
4. Written Standards
  - a. Added purpose section and key terms.
  - b. Updated General Standards. Two additional changes were made after the standards were sent out to the membership for review.

- Rent Reasonableness
  - CoC: Total rent for a unit assisted with CoC funds can exceed FMR if the rent meets rent reasonableness. For programs using leasing funds, rent paid using CoC funds may not exceed the lower of FMR or rent reasonableness. In situations where a unit is found to be rent reasonable, but the rent is above FMR, the recipient must use other funds, such as leverage (not match), to cover those costs. For programs using rental assistance funds, if rent reasonableness is higher than FMR, rental assistance funds can be used up to the amount of rent reasonableness.
- Category 3 was removed from eligibility because we do not have a waiver from HUD to prioritize this category.
- c. Project types were expanded to add additional information.
- d. Motion to approve the Written Standards made by Heather Ingman, seconded by Shelby Keplin, no further discussion. Motion carried.

**E. Agency Highlight – Turtle Mountain Recovery Center**

1. Erin Belgarde presented on the Turtle Mountain Recovery Center.

**F. Regional Updates**

1. Region 1
  - a. Coordinated entry has been a challenge, but Community Options has decided to step up in this process.
  - b. ND Rent Help (NDRH) program end has created some housing crises.
2. Region 2
  - a. NDRH program end has created some housing crises.
  - b. New clients from different states have been coming into the community.
  - c. Youthworks in Minot is on its seventh month of operating supportive services and transitional housing to youth 18-24! Out of our 6 beds we are housing 5 youth at this time with one opening. Just working on trying to utilize rapid rehousing funds and recruiting youth for the YAB.
3. Region 3
  - a. Turtle Mountain and Spirit Lake are making efforts to establish more homeless services. Turtle Mountain shelter is almost always at capacity.
  - b. Educating the community has been a priority.
  - c. Issues with NDRH.
  - d. Adequate housing is difficult to find.
  - e. Devils Lake shelter remains full.
4. Region 4
  - a. Seeing an increase in calls for emergency housing.
  - b. Financial assistance calls remain high.
  - c. Pembina bus plant closing is going to cause some concerns for that area; food insecurity has been an issue in rural areas and in GF
  - d. Mental health issues and medical issues are a challenge
5. Region 5
  - a. Shelters are in constant overflow.

- b. Downtown engagement center is seeing an average of 88 people per day for the month of April.
  - c. Housing programs are full at the YWCA.
  - d. City of Fargo just hired two new people between Harm Reduction and Emergency Management to work on strategic planning for emergency overflow.
  - e. Safe Haven will be closed until the fall.
  - f. SSRC will not be providing shelter until the fall.
6. Region 6
- a. Influx of construction and workers, housing options will be minimal.
  - b. NDRH concerns
  - c. Eagle Flatts is almost completely full – two 3-bedroom units are still available.
  - d. Great Plains Housing Authority is no longer providing deposit assistance.
  - e. Barnes County – CHI received a \$25,000 Spark Grant to combat homelessness and SUD/SMI
7. Region 7
- a. WARC (Beulah) is seeing a lot of NDRH ending and they are struggling to pay rent. Their shelter has been busy with DV cases and assisting those with emergency service dollars.
  - b. Burleigh County Housing Authority has several openings in their buildings, including PSH and Shelter+Care vouchers; short waitlist for HCV program.
  - c. Native, Inc. NDRH concerns are creating a crisis; increases in eviction notices, lack of second-chance housing providers; increase in substance use.
  - d. Drop-in center has changed hours. Will now close at 6 a.m. rather than 8 a.m.
  - e. Food pantries are busy, and supplies are extremely low.
  - f. Community Action is looking for carpenters for weatherization program.
  - g. NDRH is still open for homeless and at-risk applicants. Only the general assistance part of the funding has ended (per Jennifer Henderson).
  - h. One year anniversary of the Dream Center
  - i. United Way Center for Opportunity opening
    - Added individual sleeping rooms for families, shower space, laundry services, private space for families during the day, 24/7 space including access to computers and a printer, access to vital documents, onsite child watch by YMCA, peer recovery supports, onsite behavioral health services, and care coordination improvements.
  - j. Homeless Coalition identified top three unmet needs: childcare, transportation, and low barrier shelter and they are working to develop plans to find resolutions to the needs.
8. Region 8
- a. Sexual assault numbers have increased dramatically, specifically pediatric sexual assaults.
  - b. Discussion on addiction and mental health issues being central to many issues being experienced in each region.
9. Statewide

- a. Community Options has been connecting with Department of Corrections at both state and county levels to meet with individuals who are preparing to release from the correctional facility. Aim is to reduce recidivism.
- b. ND Dept of Public Instruction. Title IV and Stronger Connections Grant awarded \$10 million to 14 schools to help with chronic absenteeism.

#### **G. Committee Updates**

1. CARES: No update.
2. Data Committee
  - a. Will meet quarterly.
  - b. Data quality has been a topic of focus.
  - c. Working to establish how to support the CoC agencies in improving data quality.
3. System Performance
  - a. Meeting monthly.
  - b. Examining exits and returns to homelessness.
4. Ranking Rating: No update.
5. Youth Action Board
  - a. Working on recruitment.
  - b. Need to establish goals and objectives for YAB.

#### **H. Partner Updates**

1. ND Coalition for Homeless People
  - a. Membership applications have been sent out
  - b. Fees are used to fund a lobbyist and other advocacy work
  - c. Please reach out if wanting a membership application
2. Institute for Community Alliances
  - a. PIT and HIC Overview
    - [Point in Time Dashboard](#)
    - [Housing Inventory Count Dashboard](#)
  - b. System Performance Overview
    - [System Performance Measures](#)
    - [ND HMIS Demographics Dashboard:](#)
3. ND Department of Commerce
  - a. Working with NDHFA on the transition of the Emergency Solutions Grant (ESG) and ND Homeless Grant (NDHG).
  - b. Commerce does have training available online for submitting applications and cash requests.
  - c. Working to respond to cash requests as soon as possible.
  - d. May 31, 2023 is the last day to submit NDHG and ESG cash requests.
4. ND Housing Finance Agency
  - a. Legislative update: NDHFA budget bill \$13.75 million came through for HIF and an allocation of \$2.5 million for NDHG.
  - b. July 1, 2023: Date of transition from Commerce to NDHFA for ESG and NDHG.



- Concerns about gaps in funding – NDHFA is looking to HUD to provide direction on whether expense reimbursements are a possibility.
  - Taking applications for NDHG funds prior to transition has been suggested – changes in regulations and funding amounts make this difficult.
  - Working with Commerce on current processes to find what needs adjusting and what is working.
- c. Allocation plans are expected to be released by the end of this week.
  - d. Pre-application trainings were requested by Sue Shirek.

**I. Other Discussion**

1. No other discussion.

**J. Adjourn:** Meeting adjourned at 4:21 p.m.

84 members were present during the meeting.

Minutes were approved at the membership meeting on August 2, 2023.

**Acronyms**

AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
BIPOC	Black, Indigenous, and People of Color
CAPER	Consolidated Annual Performance and Evaluation Report
CARES	Coordinated Access, Referral, Entry and Stabilization System
CDBG	Community Development Block Grant
CE	Coordinated Entry
CH	Chronic Homelessness
CoC	Continuum of Care
CSBG	Community Services Block Grant
DV	Domestic Violence
ES	Emergency Shelter
ESG	Emergency Solutions Grant
eSnaps	Electronic Streamlined Noncompetitive Award Process System
FMR	Fair Market Rent
GPD	Grant and Per Diem
HCV	Housing Choice Voucher
HDX	Homelessness Data Exchange
HEARTH	Homeless Emergency Assistance and Rapid Transition to Housing Act
HHS	Health and Human Services
HIC	Housing Inventory Count
HIF	Housing Incentive Fund
HMIS	Homeless Management Information System
HOME	Home Investment Partnerships Program
HOPWA	Housing Opportunities for Persons with AIDS
HP	Homelessness Prevention
HPT	Housing Prioritization Tool
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
ICA	Institute for Community Alliances
LGBTQIA	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual
LOCCS	Line of Credit Control System
LOT	Length of Time (in days)
LSA	Longitudinal System Analysis
MGH	Maternity Group Home
NDHFA	North Dakota Housing Finance Agency
NDHG	North Dakota Homeless Grant
NDIACH	North Dakota Interagency Council on Homelessness
NOFO	Notice of Funding Opportunity
OPH	Other Permanent Housing
PATH	Projects for Assistance in Transition from Homelessness
PH	Permanent Housing
PHA	Public Housing Authority

PIT	Point-in-Time Count
PL	Priority List
PLM	Priority List Manager
PSH	Permanent Supportive Housing
RFP	Request for Proposal
RHY	Runaway and Homeless Youth
ROI	Release of Information
RRH	Rapid Rehousing
S+C	Shelter Plus Care
SH	Safe Haven
SNAP	Supplemental Nutrition Assistance Program
SNAPS	Special Needs Assistance Program Services
SO	Street Outreach
SOAR	SSI/SSDI Outreach Access and Recovery
SPDAT	Service Prioritization Decision Assistance Tool
SPM	System Performance Measures
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
SSO	Supportive Services Only
SSVF	Supportive Services for Veteran Families
TANF	Temporary Assistance for Needy Families
TH	Transitional Housing
TLP	Transitional Living Program (RHY grant program)
UDE	Universal Data Element
USICH	U.S. Interagency Council on Homelessness
VA	U.S. Department of Veterans Affairs
VASH	Veterans Affairs Supportive Housing
VAWA	Violence Against Women Act
VOCA	Victims of Crime Act
WIC	Women, Infants and Children
YHDP	Youth Homelessness Demonstration Program
YYA	Youth and Young Adults