

Meeting was called to order at 9:34 a.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 – May 3, 2022

1. Motion to approve the May 3, 2023 meeting minutes by Beth Humenyik, second made by Cheryl Merck, no further discussion. Motion carried.

C. CoC Coordinator Update

1. Membership and Board
 - a. Currently there are 179 members representing 84 agencies.
 - b. There will be four board members' terms (Cheryl Merck, Brenda Bergsrud, Kim Hemphill, and Sarah Hasbargen) that will expire this year. Elections will be held in November.
2. Prioritization List/Referrals
 - a. Total households on the list: 635, including DV alternative database numbers
 - Household Type
 - Family: 121
 - Singles: 526
 - Youth HH: 128
 - Unknown: 6
 - Age
 - 0-24: 151
 - 25-39: 283
 - 40-54: 213
 - 55 and over: 120
 - Unknown: 14
 - Gender
 - Male: 420
 - Female: 323
 - Gender other than singularly female or male: 10
 - Transgender: 18
 - Questioning: 1
 - Unknown: 9
 - Race
 - American Indian/Alaska Native: 175
 - Black/African American: 114
 - White: 363
 - Two or More Races: 31
 - Other: 7
 - Unknown: 91
 - Chronic
 - Chronic: 267

- Not Chronic: 482
 - Potential Age-in: 13
 - Missing: 19
 - Vulnerability
 - Highest: 6
 - High: 50
 - Medium-High: 314
 - Medium: 70
 - Low: 215
 - Mainstream: 118
 - Location
 - Region 1: 2
 - Region 2: 9
 - Region 3: 5
 - Region 4: 115
 - Region 5: 484
 - Region 6: 2
 - Region 7: 103
 - Region 8: 3
 - Minnesota: 33
 - Unknown: 25
 - Days on List
 - Under 30: 90
 - 30-59: 108
 - 60-89: 86
 - 90-119: 84
 - 120-149: 67
 - 150-179: 56
 - Over 180: 274
 - Average Days on the List: 181
- b. Exits
- There were 27 that were exited from the prioritization list in February, 81 in March, and 71 in April, 64 in May, 61 in June, and 24 in July.
 - July 2023
 - Sheltered: 1
 - Unsheltered: 1
 - Facility: 3
 - Rental/owned: 6
 - Family/friend: 0
 - Deceased: 2
 - Other: 0
 - Unknown: 11

- There were 768 exits in 2020/2021, 769 exits in 2022, and 433 in 2023 (through the end of July). The numbers listed below reflect exits for 2023.
 - Sheltered: 15
 - Unsheltered: 17
 - Facility: 22
 - Rental/owned: 149
 - Family/friend: 17
 - Deceased: 5
 - Other: 17
 - Unknown: 191
- c. Referrals
- 55 referrals were made in February 2023, 78 in March 2023, and 40 in April 2023, 37 in May 2023, 51 in June 2023, and 73 in July 2023 (numbers listed are for July)
 - Successful: 3
 - Unsuccessful, Client Rejected: 11
 - Unsuccessful, Provider Rejected: 4
 - Pending: 55
 - 1,580 referrals have been made through July 2023 (the numbers below are for 2023)
 - Successful: 85
 - Unsuccessful, Client Rejected: 141
 - Unsuccessful, Provider Rejected: 56
 - Pending: 116
 - Funding Source (the numbers below are for 2023)
 - CoC: 188
 - Emergency Housing Vouchers: 70
 - Emergency Solutions Grant-COVID: 29
 - Emergency Solutions Grant/North Dakota Homeless Grant: 68
 - Other: 43
3. CoC Competition
- a. Timeline
- July 5, 2023: 2022 NOFO Published
 - July 21, 2023: Intent to Apply and Threshold Forms due to CoC via email in PDF format
 - August 9, 2023: NOFO Application Lab – NEW Projects
 - August 11, 2023: NOFO Application Lab – RENEWAL Projects
 - August 24, 2023 Project Applications submitted to CoC via e-snaps and PDF for ranking
 - September 12, 2023: Ranking and Review Committee Meeting
 - September 13, 2023: Project Applications notified of inclusion in CoC Collaborative Application
 - September 20, 2023: Project response and appeals to CoC due on Application Rank and Score

- *September 21, 2023: Vote on appeals to rank and score (if needed)*
 - *September 21, 2023: Projects notified of appeals outcome and amended rank/score (if needed)*
 - September 22, 2023: Final Project Application edits submitted in e-snaps and PDF to CoC
 - September 22, 2023: Draft Collaborative Application and Priority Listing posted on CoC website
 - September 27, 2023: CoC Membership vote on Collaborative Application and Priority Listing
 - September 28, 2023: Approved Collaborative Application and Priority Listing posted on CoC website
- b. Available funding
- Annual Renewal Demand: \$3,022,024
 - Planning Grant: \$151,101
 - Tier 1: 2,810,482
 - CoC Bonus: \$211,542
 - DV Bonus: \$194,842
- c. Intent to Apply
- 29 Intent to Apply forms were submitted by 17 agencies (21 renewals and 7 new)
 - Total requested: \$4,011,039
 - Total available: \$3,216,866
4. Summer Point-in-Time Count
- a. The count was completed on July 26, 2023.
 - b. The data is due in the portal by August 11, 2023.
5. CoC Spending Report
- a. 2018: \$42,257 has been recaptured by HUD.
 - b. 2019: All grants have expired. \$389,493 will be recaptured by HUD.
 - c. 2020: \$1,259,589 in funds had not expired as of this date and they are the YHDP funds that expire in 2024. \$425,305 have expired.
 - Burleigh County Housing Authority is returning \$178,424.
 - Abused Adult Resource Center RRH has \$26,206 remaining.
 - Fargo Housing has \$183,393 remaining.
 - Red River Valley Community Action Agency had \$25,468 that was transferred to Grand Forks Housing Authority so those funds should not be turned back.
 - d. 2021: All grant agreements have been signed and nine have expired. Of the nine that have expired, approximately \$105,300 will be turned back.
6. 2023 Training Calendar
- a. August: Equal Access Training LGBTQia+, Housing Innovations
 - b. September: Housing First, Kelly Gorz
 - c. October: Domestic Violence, Power and Control, Angela Daly
 - d. November: VAWA, U.S. Housing Consultants
7. Other
- a. Domestic Violence Committee
 - Board voted to approve the committee.

- The purpose of the committee would be to provide training to CoC members and improve policies and procedures.
 - Sarah Selseth has offered to chair the committee.
 - Motion to approve the new Domestic Violence Committee made by Sue Shirek, second made by Liz Larson, discussion. Motion carried.
- b. Priority List Management is being transferred to Institute for Community Alliances. All referral requests should be submitted to the ICA help desk.
 - c. November Membership Meeting will be held virtually on November 1, 2023.
 - d. Shawnel will be on vacation August 3-4, 2023.

D. Policy Reviews and Approvals

1. Ranking and Review Policy
 - a. Added board of directors to CoC Eligibility and Threshold Requirements.
 - b. Updated Guidance on Required Ranking and Tiers.
 - c. Updated Scoring and Ranking Process: Supportive Housing and Supportive Services Only projects.
 - d. Motion to approve the Ranking and Review Policy by Sophie Page, second made by Cheryl Merck, no further discussion. Motion carried.
2. Reallocation Policy
 - a. No significant changes.
 - b. Motion to approve the Reallocation Policy by Sophie Page, second made by Cheryl Merck, no further discussion. Motion carried.
3. Collaborative Applicant Memorandum of Understanding
 - a. No significant changes.
 - b. Motion to approve the Collaborative Applicant Memorandum of Understanding made by Sophie Page, second made by Lorraine Davis, no further discussion. Motion carried.
4. HMIS Policies and Procedures
 - a. New section under “Data Reporting Parameters and Guidelines”.
 - b. Motion to approve the HMIS Policies & Procedures made by Melandie Deplazes, second made by Leah Siewert-Oberg, no further discussion. Motion carried.
5. HMIS Data Quality Management Plan
 - a. Added language regarding family or medical leave for over 30 days.
 - b. Motion to approve the HMIS Data Quality Management Plan made by Beth Humenyik, second made by Callie Smith, no further discussion. Motion carried.
6. HMIS Privacy Plan and Security Policy
 - a. No significant changes.
 - b. Motion to approve the HMIS Privacy Plan and Security Plan made by Sophie Page, second made by Liz Larson, no further discussion. Motion carried.
7. HMIS Lead Agency Memorandum of Understanding
 - a. Coordinated Entry section added.
 - b. Budget updated.
 - c. Motion to approve the HMIS Lead Agency Memorandum of Understanding made by Sara Erickstad, second made by Sophie Page, no further discussion. Motion carried.

E. Agency Highlight – Gladys Ray Shelter

1. Chandler Esslinger presented on the Gladys Ray Shelter in Fargo.

F. Committee Updates

1. CARES
 - a. Housing Crisis Triage: waiting for Carla.
 - b. New training site will be EdApp and it is expected to go live in November.
2. Data Committee
 - a. Adding more structure.
 - b. Lindsy Hanlon with Community Options will be chairing the committee.
 - c. Meeting will be held quarterly.
3. System Performance
 - a. Goals have been identified.
 - b. Would like to meet with the Data Committee for a joint meeting.
4. Ranking Rating: Next meeting is scheduled for August 24, 2023.
5. Youth Action Board
 - a. Looking for ideas on better ways to support the CoC.
 - b. Working on recruitment.
6. Youth Homeless Demonstration Program Workgroups
 - a. Overall Health and Wellbeing
 - Working on establishing a Vital Records Toolkit.
 - Working on a process to assist youth to access benefits (i.e., SNAP).
 - b. System Navigation
 - Working on networking and assessing available services.

G. Partner Updates

1. ND Coalition for Homeless People
 - a. Membership will be held this afternoon starting at 1:30 p.m.
2. Institute for Community Alliances
 - a. Updating trainings and timelines.
 - b. Client visibility policy has changed. If a client wishes to not share their information, a request form will need to be submitted (on website), in addition to the indication on the ROI.
 - c. Summer Shelter PIT reports will be collected via phone. Please reach out to the Help Desk if needing support.
 - d. All communications should be going through the Help Desk.
 - e. October 1, 2023 – changes in reporting and elements for both HMIS and DVIMS. Added data elements. Please refer to email sent out for additional details.
 - f. Alex will be taking over priority list management until position is hired for.
3. ND Housing Finance Agency
 - a. HOME-ARP and HIF funds are still in development.
 - b. 2022 HUD CAPER report is in production. Public Comment scheduled for 9/1-16. Public Hearing will be on 9/6 at 10am at the Bismarck NDHFA Office and Teams.
 - c. NDHG grantees were provided financial awards.
 - d. ESG grantee applications are still in the works.
 - e. NDHFA is hosting NSPIRE inspection trainings on 10/12 in Bismarck for multifamily property managers. Registration information will be published soon.

H. Regional Updates

1. Region 1: Large influx of homeless Veterans.

2. Region 2
 - a. Massive families are appearing. Broadway Circle is being framed. This is the new family shelter.
 - b. Filled final unit in transitional housing facility in Minot.
3. Region 3: Looking at change of location for DV apartments.
4. Region 4
 - a. PIT Count was successful.
 - b. Significant increase in number of individuals panhandling. Several families have been working together to fly signs.
 - c. Working to house several individuals with significant challenges. Many agencies are struggling to find housing.
 - d. LaGrave on First has openings, but they are all being processed.
 - e. Need for family sheltering.
 - f. Food insecurities are very prevalent.
 - g. ND Rent Help issues.
5. Region 5
 - a. Shelters are very full currently. GRS seeing over 130 people/day at their engagement center.
 - b. Finding many unsheltered individuals as a result of Summer PIT.
6. Region 6
 - a. PIT Count did not identify anyone.
 - b. Attempting to convince the city that a shelter is necessary, but it is difficult to do with inability to provide solid numbers.
 - c. Lost Major from Salvation Army due to relocation, so it has been reduced to a food pantry only.
7. Region 7
 - a. Increase in number of unsheltered individuals. The City has shown interest in addressing this.
 - b. PIT Count was very successful.
8. Region 8
 - a. Seeing an increase in transient people. Shelter is full.
 - b. Seeing “some energy” that may bring a lot of people to the area.
 - c. Will be taking in some families from Ukraine by the end of the year.
9. Statewide
 - a. Working on legislation and getting ready for the school year.
 - b. YouthWorks is going to be adding transitional beds to Moorhead, as well as support services through Moorhead Public Schools.

I. Other Discussion

1. No other discussion.

J. Adjourn: Meeting adjourned at 12:23 p.m.

100 members were present (virtual and in-person) during the meeting.

Minutes were approved at the membership meeting on November 1, 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