

The meeting was called to order at 9:33 a.m. by Cheryl Merck.

The roll call was taken in the chat box.

**A. Review and Approval of Agenda**

1. Motion to approve the agenda by Sue Shirek, second made by Murray Hennessy, no further discussion. Motion carried.

**B. Approval of Minutes – May 1, 2024**

1. Motion to approve May 1, 2024, meeting minutes by Regan Slind, second made by Gloria Olheiser, no further discussion. Motion carried.

**C. CoC Coordinator Update**

1. Membership
  - a. Currently there are 203 members representing 88 agencies.
2. Prioritization List/Referrals
  - a. Total on the list: 659
    - Family type: 67 family households, 73 youth households, 509 single individuals, and 10 unknown
    - Age: 90 ages 0-24, 227 ages 25-39, 217 ages 40-54, and 117 ages 55 and over, 8 unknown
    - Gender: 221 woman, 423 man, 1 transgender, 2 non-binary, 0 questioning, 0 culturally specific identity, 5 identify as 2 or more genders, and 7 unknown
    - Race: 142 American Indian/Alaska Native, 114 Black/African American, 323 White, 2 Asian/Asian American, 13 Hispanic/Latina/e/o, 0 Middle Eastern/North African, 3 Native Hawaiian/Pacific Islander, 50 identify with 2 or more races, and 12 unknown
    - Chronic: 221 chronic, 366 not chronic
    - Vulnerability: 102 highest/high, 91 medium-high, 104 medium, 133 low, 229 mainstream
    - Location (based on Primary County): 9 Region 1, 13 Region 2, 9 Region 3, 63 Region 4, 387 Region 5, 22 Region 6, 84 Region 7, 4 Region 8, 11 MN, and 57 unknown
    - Days on List: 147 under 60, 122 60-119 days, 128 120-179 days, 262 over 180 days, 13 unknown; average days on the list is 108
    - Exits
      - ✓ July 2024: 19 total, 1 homeless, 0 institutional, 1 temporary housing, 24 permanent housing, and 4 other
      - ✓ 2024 (through July 2024): 602 total, 10 homeless, 25 institutional, 12 temporary housing, 183 permanent housing, and 372 other
    - Referrals: 1,943 referrals (through January 2024)
      - ✓ July 2024: 44 total, 11 successful, 10 unsuccessful, 23 pending
      - ✓ 2024 (through July 2024): 254 total, 72 successful, 120 unsuccessful, 111 pending

3. FY 2024-25 Notice of Funding Opportunity (NOFO)
  - a. The Grant Inventory Worksheet was submitted on July 9, 2024, HUD's due date was July 11, 2024
  - b. The board approved the new applications and scorecards in July.
  - c. The NOFO was released from HUD on July 31, 2024. It is a two-year NOFO and will cover FY2024 and 2025.
  - d. The local competition packet was emailed to the membership on August 6, 2024.
  - e. Local competition timeline

#### **IMPORTANT PROJECT APPLICATION DATES AND DEADLINES**

- July 31, 2024 – FY2024 NOFO Published
- August 14, 2024 – Intent to Apply and Threshold Forms due to CoC
- August 20, 2024 – NOFO Application Lab – NEW Projects
- August 22, 2024 – NOFO Application Lab – RENEWAL Projects
- September 11, 2024 – Project Applications/Required Documentation submitted to CoC
- September 26, 2024 – Ranking and Review Committee Meeting
- September 26, 2024 – Project Applications notified of inclusion in CoC Collaborative Application
- October 4, 2024 – Project response and appeals due to CoC
- *October 9, 2024 – Vote on appeals to rank and score (if needed)*
- *October 9, 2024 – Projects notified of appeals outcome and amended rank/score (if needed)*
- October 16, 2024 – Final Project Application edits to CoC
- October 16, 2024 – Recommended Collaborative Application posted on CoC website
- October 25, 2024 – CoC Membership vote on Collaborative Application
- October 28, 2024 – Approved Collaborative Application posted on CoC website

- f. Available Funding
  - Annual renewal demand (ARD): \$3,272,062
  - Planning grant: \$158,656 (5% of the ARD)
  - Tier 1: ~\$1,970,579 (90% of the ARD)
  - CoC Bonus: ~\$327,206
  - DV Bonus: unknown
4. Summer Point-in-Time Count
  - a. The count was conducted on July 10, 2024
  - b. Service based counts could be conducted through July 17, 2024
  - c. The deadline for data submission was July 26, 2024
5. Spending report

Competition Year	Total Original Contract	Total Current Contracted	Total Balance	Tech Change or Recapture Total
2022	\$2,109,161	\$2,109,161	\$652,321	\$0.00
2021	\$2,109,247	\$2,109,247	\$326,424	\$326,424
2020	\$3,894,931	\$3,894,931	\$1,293,839	\$425,512
2019	\$1,140,175	\$1,014,771	\$136,780	\$125,404
<b>Total</b>	<b>\$9,253,514</b>	<b>\$9,128,110</b>	<b>\$2,409,364</b>	<b>\$125,404</b>

- a. 2019 grants. All grants have expired. \$125,404 has been recaptured by HUD from Burleigh Co. Housing Authority and ND Dept. of Commerce. The remaining \$125,404 will also be recaptured.
  - b. 2020 grants. \$868,326 in funds have not expired yet and those are the YHDP funds that expire at the end of September. The other \$425,512 have expired and will be returned to HUD (\$178,424 from Burleigh Co., \$183,321 FHRA (2 projects), \$25,468 GFHA, \$26,206 AARC, \$11,785 NDHFA YHDP)
  - c. 2021 grants, all grant agreements expired. The remaining \$326,424 will be returned to HUD (\$105,167 BCHA, \$144,247 FHRA, \$66,500 AARC)
  - d. 2022 grants. Nine grants have expired with \$80,467 remaining. As of the time of this report, those 2 grants still have time to make a drawdown request. The remaining \$571,854 has not expired.
6. 2024 Training Calendar
- a. ~~January: Mainstream Benefits, ND Dept. of Health & Human Services (POSTPONED)~~
  - b. ~~February: Disability Sensitivity and Awareness, Scott Burlingame~~
  - c. ~~March: Sextortion, Jill Krone~~
  - d. ~~April: Mainstream Benefits, ND Dept. of Health & Human Services~~
  - e. ~~May: HMIS In-person training, ICA~~
  - f. ~~June: Domestic Violence, Abused Adult Resource Center~~
  - g. ~~July: Setting Boundaries, University of ND~~
  - h. August: Child Support, ND Department of Health & Human Services
  - i. September: TBD
  - j. October: Career & Technical Education, ND Career & Technical Education
  - k. November: TBD
7. Other
- a. Youth Homeless Services Improvement (YHSI) grant. The Grand Forks Housing Authority applied. The grant does not provide services but improves our system for youth homelessness. We will look at improving our coordinated entry system, YHDP workgroups, YAB recruitment, and leadership of the YAB. North Dakota did not receive the grant.
  - b. CoCBuils grant. The ND CoC will review the NOFO and send out information to the membership.
  - c. November membership meeting. The meeting will be held virtually only on November 6, 2024

#### **D. Policy Reviews and Approvals/Election of Board Members**

- 1. Ranking and Review Policy
  - a. Matched the Roles and Responsibilities section to the Governance Charter.
  - b. Updated the categories to match the new scorecard.
  - c. Motion to approve the Ranking & Review Policy made by Leah Siewert-Oberg, second made by Sue Shirek, no further discussion. Motion carried.
- 2. Reallocation Policy
  - a. No major changes.
  - b. Motion to approve the Reallocation Policy made by Tara Olheiser, second made by Leah Siewert-Oberg, no further discussion. Motion carried.

3. HMIS Policies & Procedures
  - a. This policy and the following policies reference the change to an open system.
  - b. All policies and procedures were combined in this policy and then are broken out individually.
  - c. Motion to approve the HMIS Policies & Procedures made by Tara Olheiser, second made by Darianne Johnson, no further discussion. Motion carried.
4. HMIS Data Quality Plan
  - a. No major updates.
  - b. Motion to approve the HMIS Data Quality Plan made by Gloria Olheiser, second made by Erin Dahl, no further discussion. Motion carried.
5. HMIS Privacy Policy
  - a. The training items were updated.
  - b. Motion to approve the HMIS Privacy Policy made by Tara Olheiser, second made by Leah Siewert-Oberg, no further discussion. Motion carried.
6. HMIS Security Policy
  - a. No major updates.
  - b. Motion to approve the HMIS Security Policy made by Erin Dahl, second made by Lori Christianson, no further discussion. Motion carried.
7. HMIS Consumer Notice
  - a. The Consumer Notice is more concise and discusses what sharing means in the system.
  - b. If a consumer does not want to share their information, they will need to complete an opt-out form to sign.
  - c. Motion to approve the HMIS Consumer Notice made by Tara Olheiser, second made by Kelly Johnson, no further discussion. Motion carried.
8. HMIS Lead Agency Memorandum of Understanding (MOU)
  - a. The detailed budget was included.
  - b. Site visits will be conducted with agencies every other year.
  - c. Motion to approve the HMIS Lead Agency MOU made by Darianne Johnson, second made by Mark Heinert, no further discussion. Motion carried.
9. HMIS Lead Agency Partner Agreement
  - a. There is a new section for an authorized representative on this agreement. This person is the designated representative to submit user access requests and will be the liaison between ICA and the agency.
  - b. Motion to approve the HMIS Lead Agency Partner Agreement made by Tara Olheiser, second made by Erin Dahl, no further discussion. Motion carried.
10. HMIS User Policy, Code of Ethics, & Responsibility Statement
  - a. Removed the wording about client-informed consent and focused on the Consumer Notice and what happens if the client doesn't want to share their information.
  - b. There is a new confidentiality agreement, and the ROI language was removed and Consumer Notice language was added.
  - c. Motion to approve the HMIS User Policy, Code of Ethics, & Responsibility Statement with revisions made by Wendy Dahlberg, second made by Tara Olheiser.
    - The wording "must be signed" on the opt-out form might be challenging. The opt-out form is used to help with tracking and clients do not have to sign it. If clients refuse to sign, there is no proof that the agency wanted to lock down the client without the client's consent. There will be a verbal consent section on the opt-out

form. The wording will be changed to “must be completed by the client or intake staff”.

- A new motion with the revisions made by Mark Heinert, seconded by Kelly Johnson, no further discussion. Motion carried.
- d. The Consumer Notice received revisions after the initial approval to include the same language as the opt-out form.
  - Motion to approve the HMIS Consumer Notice with revisions made by Wendy Dahlberg, second made by Tara Olheiser, no further discussion. Motion carried.

#### **E. Agency Highlight – Domestic Violence & Rape Crisis Center**

1. Darianne Johnson and Heather Ingman presented on the Domestic Violence & Rape Crisis Center located in Dickinson, North Dakota.

#### **F. Committee Updates**

1. CARES. No updates.
2. Data. The committee met and will try to set up a meeting with the System Performance Committee.
3. Domestic Violence. The first meeting was held and the committee established the purpose of the meeting and initial goals.
4. System Performance. The new focus will be to increase exits to permanent housing from 10 percent to 14 percent by 2025. The next meeting is scheduled for October.
5. Ranking & Rating. The committee met in June to approve the Ranking & Review and Reallocation Policies. Their role is just getting busy with the competition.
6. YHDP Overall Health & Well-being
  - a. Working on the library collaboration proposal. Bismarck declined but Watford City is a possibility. Mark Heinert and Regan Slind will talk outside of the meeting regarding Bismarck.
  - b. Working on setting up a meeting regarding accessing benefits with the ND Department of Health & Human Services.
7. YHDP Education.
  - a. Meetings have changed to quarterly and the next meeting is scheduled for October 21.
  - b. The committee is working on five objectives. Two of the objectives have been met.
  - c. The TRIO program will be meeting statewide to discuss YHDP.
8. YHDP System Navigation. No update.
9. Youth Action Board.
  - a. Axel met with different groups but has not had any new members join.
  - b. Axel will be in Fargo and will also meet youth in Devils Lake with Pathfinder Services of ND.

#### **G. Partner Updates**

1. ND Coalition for Homeless People.
  - a. The next meeting date will be sent soon and sent out to the membership.
  - b. The website (ndhomeless.org) is active and will be updated.
  - c. The legislative committee is meeting monthly and following up on HCR 3030. They are working on a bill draft with some legislators with increases in the ND Homeless Grant and the Housing Incentive Fund.
  - d. The membership drive continues.

2. Institute for Community Alliances
  - a. Monitoring should be completed by August 31, 2024.
  - b. Working on data collection for the summer PIT.
  - c. Annual user training will start in September.
  - d. Federal report clean-up will start in the fall.
  - e. The new alternative database process is underway. The list will be produced in DVIMS and the current spreadsheet will no longer be used.
  - f. A new coordinated entry specialist will be hired. Interviews should start late next week.
3. ND Housing Finance Agency
  - a. Performance reports for ESG are being compiled for the CAPER for HUD for Home Trust Fund, ESG, and CDBG. Please respond to requests from Bridget Mattern so NDHFA can meet the deadline. Public comment opens on August 28 and a public hearing will be held on September 5 or 6.
  - b. HOME-ARP supportive services application will be open soon. Applications will be accepted starting September 1 with a deadline of September 30. There is \$2.0 million available and the hope is to fund agencies across the state.
  - c. Multi-family applications open on September 1 and are due September 30. It is expected that these funds will be oversubscribed.
  - d. The agency budget is requesting \$40 million for the Housing Incentive Fund and \$10 million for the ND Homeless Grant.
  - e. NDHFA is planning a homeless conference scheduled for October 14, 2025, in Bismarck. A survey was sent out to the membership to ensure we cover topics that the CoC membership requests.
  - f. Bridget will start monitoring for ESG and NDHG.
  - g. Additional training will be developed for ESG and NDHG.
  - h. The Governor's Housing Initiative is moving forward. A white paper is anticipated in September with the results from the listening sessions.

## **H. Regional Updates**

1. Region 1. Pathfinder Services has a couple of new clients looking for housing. Security deposits have been a challenge.
2. Region 2
  - a. Community Action is seeing a lot of calls for rental assistance and security deposits. There are a lot of concerns with the closure of Project BEE.
  - b. There is a new group called the Minot Alliance to End Homelessness and they are working on solutions for the area.
3. Region 3. No updates.
4. Region 4
  - a. Grand Forks Housing Authority continues to work on building relationships with landlords. Wendy Dahlberg and Skyler Berdahl will have a table at the Apartment Association's conference.
  - b. Prairie Harvest will have an open apartment soon. They will request a referral from the priority list.
5. Region 5
  - a. YWCA is organizing shelter tours this fall so that all agencies can tour each other's shelter and collaborate for the winter season.

- b. YWCA recently finished renovations on two six-plex buildings. The units will be transitional housing.
- c. All YWCA units are full or are waiting to be filled through the priority list.
- 6. Region 6. The Salvation Army is now considered a 360 life center. They were considering a warming center for this coming winter, but this has been put on hold.
- 7. Region 7
  - a. United Way is sheltering approximately 85 people a night. They have about 35 agencies that come to the shelter to work with clients. They continue to seek assistance with HMIS data funding to stay open 24/7. Approximately 80% of the people they serve are from North Dakota and many come from rural areas.
  - b. The Salvation Army did not receive any ESG or NDHG funding this year. They will be focusing more on case management rather than housing. They will be hosting a center for kids to come on the days when there is no school so parents don't have to take the day off work.
  - c. Youthworks transitional housing beds are full.
  - d. Bismarck local leadership has shown more of an interest in homelessness recently. City staff have been hosting meetings to address homelessness and housing as part of the development of the Consolidated Plan. The Bismarck-Burleigh Public Health has been leading the PIT for the community, the hope is to expand the count with GIS information in Bismarck and Mandan.
  - e. Ministry on the Margins has a new behavioral health manager, Kris Morrison. They are not a shelter but do provide safety overnight. They served 61 on average in July with a high of 92. They are licensed with HMIS and continue to provide the same services as in the past.
  - f. Community Action's food pantry has been busy and has changed it to every 60 days. The backpack program position is still open. HOPWA is full but has a wait list.
- 8. Region 8
  - a. DVRCC is seeing an increase in cases and lethality. They have partnered with a facility to paint rocks in October for Domestic Violence Awareness Month to raise awareness of the number of individuals they have served.
  - b. F5 is doing a food drive across the state. On October 12 they are doing a color run to raise awareness.
  - c. The local homeless coalition meets quarterly rather than monthly.
  - d. The shelter project is moving forward. There was a code change approved by the city for shelters. It will be important to include people with lived experience moving forward to educate the community.
  - e. Badlands Human Service Center is getting calls weekly from people needing assistance.
- 9. Statewide. MFP stakeholders meeting was held yesterday. Referrals for the Transition and Diversion Pilot Program are up 1,329% from 2020-2023 and are tracking to be up 33% this year by the end of December.

#### **I. Other Discussion**

- 1. None.

**J. Adjourn:** Motion to adjourn the meeting made by Kelly Johnson, seconded by Tara Olheiser. Meeting adjourned at 12:08 p.m.

87 members representing 49 agencies were present during the meeting.

Minutes were approved at the membership meeting November 6, 2024.

### 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