

**Recipient Approval & Evaluation Committee of the  
Homeless Continuum of Care of Stark County (HCCSC)**

Meeting Minutes: November 9, 2017  
Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams (chair), Renee Biggums, Amy Krebs, Melissa Terrell, and Kurt Williams

**I. Welcome, Introductions, Approval of Previous Meeting Minutes**

**Motion:** Shannon requested a motion to approve the June 23, June 30, and July 7 meeting minutes. Kurt moved to approve the minutes as presented. Renee seconded the motion and it was passed by all.

**II. Continuum of Care (CoC) Competition Recap**

Kurt updated the committee by passing out the 2017 Collaborative Application Final Approved Ranking for all projects seeking HUD's Continuum of Care (CoC) funding. Kurt explained HUD's process of funding tiers of projects and the emphasis on funding rapid rehousing (RRH) projects. Kurt also explained ICAN's RRH Expansion project as a new project and the process of soliciting new applicants to compete in the CoC local competition and for any bonus funding available.

Kurt shared that HCCSC received a notice from HUD about a "curable technical deficiency" in our collaborative application; HCCSC had not submitted the proper documentation showing that the City of Canton and Stark County approved of HCCSC's application (and, more specifically, the planning project that HUD funds each year as administrative support for all HCCSC projects) as consistent with their consolidated plans. To address this, Kurt sought signatures from both jurisdictions and submitted the signed form to HUD.

**III. CoC Monitoring Update**

Stark Housing Network, Inc. (the Network) has begun the annual monitoring of CoC and Homeless Crisis Response Program (HCRP) funded projects. The monitoring includes: general project information, financial information, subcontracts, fidelity bonding, reporting and record keeping requirements, compliance information, and organizational information. The Network will look through these items to check for consistency/inconsistency and recommend to providers any deficiencies that may need to be resolved.

**IV. Preparation for Upcoming Emergency Solutions Grant (ESG) Competition**

HCCSC's and the Committee's Roles

The City of Canton is the recipient of Emergency Solutions Grant (ESG) funding from HUD. Until this year, the City of Canton contracted with Stark County Regional Planning Commission (Regional Planning) to administer the ESG program. Regional Planning staff members revised the necessary forms, conducted the application workshop, and worked through this committee to review and score applications. Recommendations for funding, based on applicants' scores, were developed by the committee, then approved the HCCSC Board, then forwarded to the City.

Now, because there are no longer Regional Planning staff members who work with HCCSC, the City will work directly with the CoC to help administer the competition. The committee will review the notice of funding from the City of Canton, the ESG Application, the Application Guidelines, and the scoring form; consult with System Performance Committee to determine funding priorities; evaluate and score applications; and develop funding recommendations to submit for approval by the HCCSC Board, to be forwarded to the City of Canton.

The City expects to receive between \$206,000 and \$216,000 in ESG funding in 2018.

#### Discussion about Revising Policies

At a future meeting, the committee will update the following HCCSC policies related to ESG funding:

- C.8: Procedures for Inviting and Reviewing Applications for ESG Funding
- C.11: Procedures for Evaluating City of Canton ESG Projects

#### ESG Scoring Form

Throughout discussion, the committee agreed to update the form for the 2018 competition with the following changes:

- Adjust the “Target Population” Possible Score section to say: “1 point will be awarded for each 10% of households to be served that fall within the subpopulations targeted by *Opening Doors*.”
- Revise the “Collaboration with the CoC” section to focus less on an applicant’s understanding of the ESG program and more on the applicant’s participation in HCCSC.
- Remove the “Bonus” section. Renee advised that not many organizations attended the workshop in 2017. She will not hold a workshop in 2018 but is willing to provide technical assistance to those in need of support during the grant process.

**Motion:** Shannon requested a motion to recommend the updated ESG Scoring Form with the revisions as discussed for approval by the HCCSC Board for the 2018 ESG competition. Renee moved to approve the Scoring Form, Amy seconded the motion, and it was passed by all.

#### ESG Application

Prior to the meeting, Renee Biggums from the City of Canton updated the Application Form for 2018 to reflect the current grant year and the fact that the City of Canton will be administering the ESG competition instead of Regional Planning. No additional changes were proposed by the committee.

**Motion:** Shannon requested a motion to recommend the ESG Application Form with Renee’s updates as discussed for approval by the HCCSC Board for the 2018 ESG competition. Renee moved to approve the Application. Amy seconded the motion and it was passed by all.

#### ESG Application Guidelines

Throughout discussion, the committee proposed several changes to reflect the current grant year and the fact that the City of Canton will be administering the ESG competition instead of Regional Planning. Several other unsubstantial changes were also proposed.

**Motion:** Shannon requested a motion to recommend the ESG Application Guidelines with the proposed revisions for approval by the HCCSC Board for the 2018 ESG competition. Renee moved to approve the Guidelines. Amy seconded the motion and it was passed by all.

#### Discussion

Shannon will make the discussed revisions to the ESG Application and Scoring forms and Renee will make the changes to the ESG Application Guidelines. The updated 2018 ESG forms will be placed on the agenda for the HCCSC Board approval on November 14.

#### **V. Overview of Monthly Status Reports & Discussion of Status Report Form**

In 2018, the committee will review the monthly status report forms submitted to HCCSC by CoC, ESG, and HCRP grantees. The committee will consider, among other things, the reports' frequency and the quality and amount of information requested.

#### **VI. General Announcements**

##### 2018 Meeting Schedule

Meetings will be held on the first Thursday in February, May, August, and November from 9-11am at the Ken Weber Community Campus at Goodwill. Additional meetings will be scheduled for review of local CoC applications.

#### **VII. Adjournment**

There being no further business, the meeting was adjourned at 11am.