

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

Meeting Minutes: July 16, 2018

Ken Weber Community Campus at Goodwill

Attendees: Shannon McMahon Williams (chair), Renee Biggums, Bob Fay, Amy Krebs, Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 9:41am, Shannon, committee chair, called the meeting to order.

Committee members were informed that the meeting will be recorded for meeting minute's quality purposes.

II. FY2018 Local Application Competition Scoring Review

Objectives: review of each scoring criteria calculated in excel spreadsheet; set deadline for agencies that are interested in consolidating projects; determine the funding amount that will be published in a public notice to solicit applicants for local competition.

The FY2018 Scoring Form was approved by the Homeless Continuum of Care of Stark County (HCCSC) Board and posted to the starkcountyhomeless.org website for public notification prior to the local competition. Committee members reviewed the Excel spreadsheet that calculates the points for each of the scoring criteria outlined in the scoring form. The data entered into the scoring criteria Excel spreadsheet was extracted from various sources which included: Homeless Management Information System (HMIS); Annual Performance Report (APR); FY2018 local application (responses to inquiries); submission of additional documents (i.e. up-to-date project policies and procedures); and participation in or collaboration of various HCCSC activities.

Committee members reviewed each scoring criteria and asked questions regarding the calculations. Projects that had lower scores for a scoring criteria were discussed to determine reasons that the project did not perform as well as other projects, of the same project type, in the same scoring criteria.

Committee members discussed each agencies submission of the projects' APR. There are two types of APR's, one of which is extracted from the HMIS Adsystem system to determine performance outcomes. The other APR is extracted from HMIS by Homeless Navigation and placed into a CSV file for the agencies to upload the APR into the SAGE system. The SAGE system is where the agencies will upload the projects final APR, at the end of a grant cycle, to be in compliance with the Department of Housing and Urban Development (HUD) and for HUD review of the projects outcomes.

There was discussion around the Management of Grant Fund scoring criteria and how the score is calculated for each agency. The scoring criteria accounts for two prior grant cycles and projects had the potential to lose points for not exhausting the full amount of the projects funding. There were several projects that were deducted points for not exhausting the full amount of funding allocated to the projects. Committee members discussed the potential impact of the points deducted for those projects and the potential to reallocate funds in future local competitions provided that the funds are not fully exhausted by the projects in the future grant cycles.

The committee members discussed the Annual Renewal Demand (ARD) for Stark County and the cumulative amount that was requested in all project applications. Stark County has an annual allotted grant amount of over \$3 million dollars and the cumulative total requested by all

projects was \$41,487 under the total ARD for Stark County. There were a couple of projects that applied for less funding than what was allocated to the project by HUD and this created the gap of the \$41,487 that was not requested. The Stark Housing Network Inc. (SHNI) will be soliciting applicants from a public notice that states that the Continuum has a funding opportunity for housing projects serving the homeless; the notice will outline the total amount of ARD including bonus funding and the domestic violence bonus funding available for the FY2018 HUD competition. Applicants will need to submit applications by August 10th, 2018 which will give those applicants four weeks to complete and submit applications for review before the September 18th HUD deadline.

New to the FY2018 HUD competition, projects have the opportunity to consolidate projects. Projects that requested a project consolidated will need to submit an individual project application for each project that the agency wishes to consolidate. Those agencies seeking to consolidate projects will need to submit a consolidated application for the projects that would combine those existing projects. The SHNI expects at least one agency to consolidate projects.

There were changes to the Cost Per Participant scoring criteria calculations to compare project types against the same project types. The original calculation scored all project types average cost per participant. In order to calculate the average cost per participant for similar projects, rapid rehousing projects were separated from permanent supportive housing projects to average the cost per participant.

Committee members discussed the Priority Ranking that will be sent to the HCCSC Board for approval at the August 14th meeting. The SHNI will make some edits to the ranking to make some corrections to calculations and also to include any new project applicants. The RAEC will be updated regarding any changes in the scoring process and will receive the updated scoring Excel spreadsheet for review.

III. General Announcements

N/A

IV. Adjournment

With no further business to be discussed, at 12:05pm the meeting adjourned.

