

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

Meeting Minutes: February 6, 2019

Ken Weber Community Campus at Goodwill

**Attendees:** Shannon McMahon Williams (chair), Bob Fay, Amy Krebs, Alyson Holland, Bob Fernandez, Marcie Bragg, and Melissa Terrell

**I. Welcome, Introductions**

At 2:06pm, Shannon, committee chair, called the meeting to order.

The Recipient Approval and Evaluation Committee (RAEC) members introduced themselves and specified their role in the community to the two new RAEC members. Alyson Holland introduced herself and provided a brief introduction to her expertise and employment experiences in the community which included her current position at Walsh University as the Director of Internships and her past history with a domestic violence agency and the Mental Health Recovery Services Board (MHRSB). Bob Fernandez introduced himself to RAEC members and provided a brief introduction of his expertise and employment experience in the community including his affiliation with the Stark County Juvenile Court System and his background with United Way.

The role of the RAEC was discussed with new members in regards to oversight of funding recommendations, the different types of funders, preparation for funding competitions, and the monitoring of projects funded through the Continuum of Care (CoC), Ohio Development Services Agency (ODSA), and Emergency Solutions Grant (ESG).

Marcie addressed RAEC members reminding them of the upcoming Homeless Continuum of Care of Stark County (HCCSC) Members meeting being held on March 11<sup>th</sup>, 2019. It is important that RAEC members are present to help answer questions regarding the CoC local application competition documents with HCCSC Members.

**II. Discussion and Vote on July and November Meeting Minutes**

The RAEC committee members discussed the July meeting minutes. The July RAEC meeting minutes were approved during the November meeting, however, one small correction was made to the minutes since the November meeting. The amount of funding received in Stark County for the Continuum of Care national competition was just over \$3 million; not \$2 million.

**Motion:** Shannon requested a motion to approve the July meeting minutes, with the recommended amendment, and the November meeting minutes as presented. Bob Fay motioned to approve. Marcie seconded the motion and the motion was carried by a unanimous vote of all members present except for Bob Fernandez, Alyson Holland and Amy Krebs, whom abstained. Alyson Holland and Bob Fernandez were not RAEC members during the July and November meetings. Amy Krebs was not present during the November meeting.

**III. 2019 Emergency solutions Grant (ESG) Applications**

The RAEC is responsible for making a funding recommendation for Emergency Solutions Grant (ESG) projects to the HCCSC. The City of Canton is the sub-recipient of funding through The Department of Housing and Urban Development (HUD) and is required to: 1) coordinate with the local Continuum of Care (CoC) to administer funding; 2) set local priorities for funding; 3) review and revise competition application and scoring forms; 4) review and score applications; 5) make funding recommendations to the HCCSC Board to forward to the City of Canton for final approval. The RAEC recommended to the HCCSC Board to prioritize the following ESG eligible project types: emergency shelter, homeless prevention, and Homeless Management Information System (HMIS).

In past competitions, a small group of the RAEC, including Renee from the City of Canton, Shannon chair of the RAEC, and Marcie and Melissa from the Stark Housing Network Inc., met to review ESG applications and recommend scores to the full committee for discussion and approval; additionally in the past, Bob Fay has reviewed agency's audits and provides his recommendation to the full RAEC.

It has been recommended for the FY2019 ESG Application Competition that RAEC members will meet in person or via conference call on Friday, February 15, 2019 to score and rank ESG applications. There will be an opportunity for a conference call on February 22<sup>nd</sup>, 2019 at 1pm for any questions that RAEC members may have regarding the FY2019 ESG applicants. Additionally, it was recommended that an email vote of the projects' score and rank be held by no later than 5pm on February 22<sup>nd</sup>, 2019 to send the RAEC ESG funding recommendations to the HCCSC Board to forward to the City of Canton for final ESG funding approval.

The City of Canton presented the ESG application competition to the HCCSC Members at the November 19<sup>th</sup>, 2018 meeting. There were seven applications received by the City of Canton for the FY2019 ESG application competition; typically the City of Canton receives around three applications per competition. For ESG applicants to be competitive during the ESG application competition, the applying agency will need to meet threshold requirements. Threshold requirements are the ability to comply with HUD regulations, HMIS standards, and match requirements; some of the smaller agencies that apply have difficulty in meeting these threshold requirements and are not typically moved forward to the competitive process.

**Motion:** Shannon requested a motion to approve the FY2019 Emergency Solutions Grant application scores and rank via email vote during the week of February 18<sup>th</sup>, 2019. Bob Fay motioned to approve. Amy seconded the motion and the motion was carried by a unanimous vote of all members present.

#### **IV. Review and Approval of 2019 Continuum of Care (CoC) Local Application and Scoring Form**

The Department of Housing and Urban Development (HUD) holds an annual national funding competition for the Continuum of Care Programs that serve the literally homeless population. Stark County is an entitlement county and is responsible for holding a local competitive application scoring and ranking process for the Homeless Management Information System (HMIS), Coordinated Entry, Permanent Supportive Housing (PSH) and Rapid Re-Housing (RRH) projects. The amount of funding received by Stark County was just under \$3 million for FY2018. Annually, the RAEC reviews and revises the local competition documents to mirror HUD's funding application and consider any suggestions for improvement from past local competitions.

The FY2019 HCCSC Priorities for project types eligible to enter into the local competitive competition will be determined by the HCCSC's System Performance Committee (SPC) at the February 20<sup>th</sup> meeting. The RAEC will be updated of the FY2019 HCCSC Priorities approval.

#### **FY2019 CoC Local Application**

The FY2019 Local CoC Application was displayed for committee members to review. Many of the smaller changes to the application reflect updated dates and/or deadlines. Additional changes that were discussed include:

1. Instructions on how FY2018 consolidated projects should apply for funding and how the projects will be scored
2. Annual Performance Reports (ARRs) must be pulled from the SAGE HMIS Reporting Repository
3. Statement of Work has been revised for objectivity by requesting applicants to provide project specific deliverables
4. Leverage budgets have been removed due to it not being considered by HUD
5. Increased the administrative cap to 10% from 7%
6. Moved required signature to the end of the application
7. Additional attachments include a list of agency board members and attendance

**Motion:** Shannon requested a motion to approve the FY2019 CoC Local Application with the recommended edits. Bob Fernandez motioned to approve. Alyson seconded the motion and the motion was carried by a unanimous vote of all members present.

### **FY2019 Scoring Form**

The FY2019 Scoring Form was displayed for committee members to review. The RAEC discussed the FY2019 Scoring Form and determined that the HUD System Performance Measure (SPM) criteria will remain a part of scoring for local applications; the HCCSCs data is measured as a system by these mandated SPM and committee members agreed that these are measures that still need to be weighted in the local competition. Many of the smaller changes to the application reflect updated dates. Additional changes that were discussed include:

1. In the Relevant Factors/ Source of Evidence column language was included to specify that data will be extracted from an Annual Performance Report that is submitted into the SAGE HMIS Reporting Repository
2. The Statement of Work has point values for applicants that outline project specific deliverables
3. The Compliance with HEARTH Regulations, CE Policies and HUD Expectations as Evinced in Recent NOFAs has added language to include local, state, or federal monitoring results

**Motion:** Shannon requested a motion to approve the FY2019 Scoring Form as presented. Bob Fernandez motioned to approve. Bob Fay seconded the motion and the motion was carried by a unanimous vote of all members present.

### **FY2019 Competition Timeline**

The FY2019 Competition Timeline was displayed for committee members' review. There was discussion around the previous year's competition regarding the agencies project presentations. The committee agreed to holding presentations on two half days and adding more dates for presentations if necessary. The timeline is subject to change depending on the release of the Notice of Funding Availability from HUD. The initial dates for project presentations will be June 10<sup>th</sup> and 11<sup>th</sup>, 2019; other possible dates would be June 27<sup>th</sup> and 28<sup>th</sup>, 2019.

**Motion:** Shannon requested a motion to approve the FY2019 Competition Timeline as presented. Amy motioned to approve. Alyson seconded the motion and the motion was carried by a unanimous vote of all members present.

## **V. Review and Approval of Revised HCCSC CoC Funding Polices**

### **a. C.3: Procedures for Inviting and Reviewing Applications for CoC Funding**

- i. The revisions to the C.3 policy were discussed with committee members. Some of the revisions in the policy reflected terminology changes throughout the entire document (1) CoC Planner was replaced with Collaborative Applicant (2) Collaborative Applicant and Consolidated Application were used interchangeably and the correct term replaced the interchanged term. Other revisions to this policy included the removal of time frames associated with the Notice Funding of Availability (NOFA); the RAEC may need to review new information that may not meet the original required timeframes. The tracked changes of the policy amendments will be provided by request.

### **b. C.4 Procedures for Monitoring and Reviewing CoC-Funded Projects**

- ii. The revisions to the C.4 policy were discussed with committee members. Some of the revisions in the policy reflected terminology change throughout the entire document (1) CoC Planner was replaced with Collaborative Applicant (2) Collaborative Applicant and Consolidated Application were used interchangeably and the correct term replaced the interchanged term. Other revisions to this policy

include incorporating language from the HMIS policies that states HMIS Participating Agencies now have the ability to pull Annual Performance Reports from the HMIS system. The tracked changes of the policy amendments will be provided by request.

**c. C.5 CoC Quarterly Status Report**

- iii. The revisions to this status report were discussed with committee members. Changes to the form included adding a chart that details the amount of funds being spent by budget line item. The changes made to the report are meant to help projects keep track of funding that has been drawn down and for the SHNI to ensure project are utilizing CoC funds.

**Discussion:** The Quarterly Status Report asked agencies to outline leverage in a chart that asks for the percentage of total funds drawn down quarterly. The RAEC committee discussed this request for information and decided for match to be requested rather than leverage since this is not a HUD focus and it has been removed from the CoC Local Application.

**Motion:** Shannon requested a motion to approve the Homeless Continuum of Care of Stark County policies *C.3 Procedures for Inviting and Reviewing Applications for CoC Funding*, *C.4 Procedures for Monitoring and Reviewing CoC-Funded Projects*, and c. *C.5 CoC Quarterly Status Report* with the recommended edit to *C.5 CoC Quarterly Status Report*. Bob Fay motioned to approve. Amy seconded the motion, and the motion was carried by a unanimous vote of all members present.

**VI. Updates on Status Reports (Quarterly and Monitoring)**

The Stark Housing Network Inc. (SHNI) update the RAEC committee members of the CY2018 annual site visits performed at the CoC funded agencies. Overall there were no findings or major concerns.

**VII. General Announcements**

- a. 2019 meetings will meet from 9am -11am on the following days:
  - 1. Wednesday May 1<sup>st</sup>
  - 2. August 7
  - 3. November 6

**VIII. Adjournment**

With no further business to be discussed, at 3:53pm the meeting adjourned.