Recipient Approval & Evaluation Committee (RAEC) of the
Homeless Continuum of Care of Stark County (HCCSC)
Meeting Minutes: June 10, 2019
Ken Weber Community Campus at Goodwill

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

I. Welcome, Introductions

At 12:17pm, Shannon, committee chair, called the meeting to order.

II. Discussion and Vote on May 1, 2019 Meeting Minutes

The Recipient Approval and Evaluation Committee (RAEC) members did not have discussion or correction regarding the meeting minutes.

Motion: Marcie requested a motion to approve the May meeting minutes as presented. Bob Fay motioned to approve. Amy Krebs seconded the motion and the motion was carried by a unanimous vote of all members present.

III. Overview of the HUD CoC Competition

Marcie thanked the RAEC members for their time and commitment to being an RAEC member. The RAEC plays a critical role in the Homeless Continuum of Care of Stark County (HCCSC) scoring process. Marcie stated that for the meeting today, she will provide a brief policy overview of the HCCSC's *C.3 Procedures for Inviting and Reviewing Applications for CoC Funding*. The RAEC will review the Excel spreadsheet with scoring calculations and will also focus on the scoring for narratives.

The RAEC reviewed the HCCSC's Timeline for the Local Application competition regarding what objectives have been met and what objectives still need to be complete. The Department of Housing and Urban Development (HUD) has not released the FY2019 Notice of Funding Availability (NOFA) for the FY2019 CoC Program funding competition. At this time, it is not known if all the new project applicants will be deemed eligible for the FY2019 CoC Program funding competition. On August 13th, 2019, the HCCSC Board will be provided with the RAEC's FY2019 Conditional Priority List recommendation for approval.

IV. Review RAEC's Role and Meeting Objectives

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

The RAEC members received a packet of information that included the *C.3 Procedures for Inviting and Reviewing Applications for CoC Funding* policy. Marcie reviewed the responsibilities of the RAEC during the local scoring competition. There has been a great amount of work completed and there still will be some tasks to be completed. By Friday, June 14th, 2019 the Collaborative Applicant will be responsible for sending a copy of each project's scoring form to the applicant organization with an accompanying letter announcing the RAEC's decision to recommend or not recommend the project for inclusion on the FY2019 Priority Listing. Within 5 working days following the receipt of a project scoring form and the accompanying letter announcing the RAEC's decision to recommend or not recommend the project for inclusion on the Priority Listing, the applicant organization may submit a letter to the Collaborative Applicant requesting reconsideration, submitting documentation where relevant, and outlining reasons why the committee should reconsider the project's scores and/or its omission from the Priority Listing.

Discussion: In FY2018, the Stark Housing Network, Inc. (SHNI) received three requests for scoring re-consideration. Two of the three scoring re-considerations were straightforward and provided the SHNI with back-up documentation; the third request for re-consideration was philosophical and did not identify what could

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be re-considered. The RAEC members concluded that a conference call to discuss any project re-consideration requests should take place on ***Tuesday, June 25th, 2019 at 2pm***.

      b. FY2019 HCCSC Scoring Criteria and Score Sheet
          Marcie discussed the scoring process for project applications; each application was scored regardless of whether the project was an annual renewal project or a new project. As the scores for each project are reviewed, the source of information will be located on the scoring form. For example, a source of data could be extracted from the SAGE HMIS Annual Performance Report (APR), FY2019 local application response, etc. Having these draft scores available for today's meeting is beneficial for the committee to ask project-pertinent questions during the project presentations tomorrow.

V. Renewal Projects
The SHNI received eighteen annual renewal project applications. Committee members reviewed project applications and 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); FY2019 local application (responses to inquiries); submission of additional documents (i.e. up-to-date project policies and procedures); and organizations' demonstration of participation in or collaboration with various HCCSC activities. Committee members reviewed each scoring criterion and asked questions regarding the calculations. Projects that had lower scores for a scoring criterion 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 criterion. There was robust conversation regarding all of the projects' Statement of Work; this scoring criterion was amended for the FY2019 CoC Local Application competition to create more objectivity for more accurate scoring of the projects' role in the community.

Throughout the course of conversation, the RAEC noted several requests for corrected information regarding projects' budgets. Each agency that has a request for information from the RAEC will receive an email from the SHNI outlining the areas that should be amended and be given a deadline to submit the corrected information. Any additional requests for responses not pertaining to the budgets can be asked during the project presentations. Marcie agreed to compile all of the questions raised by committee members today into one document that can be referenced during project presentations tomorrow.

VI. New Projects
The SHNI received six new project applications. The RAEC performed a high-level review of each new project application. The RAEC determined that these projects are not yet deemed eligible to be a part of the Conditional Priority Listing until further guidance is provided in the FY2019 NOFA for the CoC Program funding competition. After the NOFA has been released and the RAEC can determine which projects meet the eligibility requirements, then RAEC will complete a thorough review of the new project applications.

VII. Next Steps
The next step will be to hold project presentations with applicants to gain a better understanding of each agency's projects and deliverables. The applicants will receive their project(s) scores and letters of project inclusion of the FY2019 Priority List by Friday, June 14th. Letters of re-consideration will be due back to the SHNI by Monday, June 24th. The RAEC will meet via conference call on Tuesday, June 25th to discuss any project scoring re-consideration requests. After the NOFA is released, the RAEC may need to schedule another date to meet.

VIII. General Announcements

    c. **2019 meetings**
       i. **Scheduled quarterly meetings:**
        Wednesdays August 7 and November 6, from 9-11am

    d. **Other Announcements**
      Marcie discussed the YWCA's request for the HCCSC's endorsement of funding for The Ohio Development Services Agency (ODSA) Homeless Crisis Response Program (HCRP) – Shelter competition. The HCRP-Shelter grant is a two-year award; the YWCA only needs to submit an HCCSC endorsement letter to ODSA once every two years. The last YWCA HCRP – Shelter endorsement request was submitted in FY2017; the FY2019 HCRP – Shelter endorsement will cover CY2020-2021. The YWCA is requesting the HCCSC's HCRP – Shelter endorsement for $352,600, which is the same amount of funding requested, and awarded, in previous competitions.

Motion: Marcie requested a motion to recommend to the Homeless Continuum of Care of Stark County Board that the YWCA's Homeless Crisis Response Program – Shelter application receive the Board's endorsement. Bob Fernandez moved to approve. Shannon McMahon Williams seconded the motion and the motion was carried by a unanimous vote of all members present.

IX. **Adjournment**
    With no further business to be discussed, at 5pm the meeting adjourned.

Recipient Approval & Evaluation Committee (RAEC) of the
Homeless Continuum of Care of Stark County (HCCSC)
Meeting Minutes: June 11, 2019
Ken Weber Community Campus at Goodwill

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

I.   **Welcome, Introductions**

At 12:30pm, Shannon, committee chair, called the meeting to order.

II.   **Project Presentations**

Marcie distributed the Homeless Continuum of Care of Stark County (HCCSC) 2019 Local CoC Application Questions that will be discussed during today's project presentations; Marcie compiled the list of questions after the committee's meeting the previous day. The purpose of project presentations is to identify new projects' proposed role in the community and to gain a better understanding of the renewal projects; project presentations are not intended to improve scores. On Friday, June 14th, 2019 the Stark Housing Network, Inc. will send out letters to agencies regarding the Recipient Approval and Evaluation Committee (RAEC)'s recommendation to include or not include annual renewal projects on the FY2019 Priority Listing. When the FY2019 Continuum of Care grant program Notice of Funding Availability (NOFA) is released from the Department of Housing and Urban Development (HUD) outlining what project types are eligible to apply for bonus funding, agencies that applied for funding for new projects will receive a letter notifying them of the RAEC recommendation to include or not to include the new project on the FY2019 Priority List.

Highlights of the presentations are written below.

StarkMHAR:

Program Manager, Jennifer Keaton, presented for StarkMHAR's Homeless Navigation Central Intake and Assessment (CI&A) and Homeless Management Information System (HMIS) projects.

CI&A, which is now referred to as Coordinated Entry (CE), is the central access point of receiving CoC-funded housing opportunities in Stark County. Anyone seeking emergency shelter or housing must contact the "Homeless Hotline" to receive services. Applicants that are eligible to receive services under CoC-funded programs are offered emergency shelter and are added to the prioritization list for housing opportunities. CE works closely with providers and meets weekly to discuss applicants' housing opportunities.

The local HMIS is provided through Adsystech and allows for HMIS users to enter applicant/participant information into a single database based on the SPDAT assessment and services rendered by providers. Jennifer stated that the HMIS holds pertinent applicant/participant information that can be extracted for various reporting including HUD's required project Annual Performance Report (APR) and Longitudinal System Analysis (LSA). Reports, like the LSA, can provide HUD with a Continuum's progress in ending homelessness and APRs provide an agency's individual project performance. The spreadsheet used to track Coordinated Entry (CE) data is not built into the HMIS as of now, but Homeless Navigation anticipates that CE will be incorporated into the HMIS in the near future. There has been guidance from HUD regarding upcoming changes to the HMIS data elements which will affect information extracted for reports. The new HMIS data elements are scheduled to be in effect starting with the upcoming new federal fiscal year, October 1st, 2019.

StarkMHAR submitted two additional applications for the FY2019 CoC local competition. In the FY2018 competition, HMIS and CE were not prioritized by the HCCSC Board and were unable to apply

for new/bonus funding. In FY2019, these two project types have been prioritized. CE has worked on capacity building and submitted two new applications for HMIS2 and CI&A2 to attempt to capture any new/bonus funding that may be offered on the FY2019 NOFA. Jennifer stated that, depending on the NOFA's guidance, one of the new applications may be rescinded.

Alliance for Children and Families (ACF):
Executive Director, Shirene Starn-Tapyrik, ACF staff member Dionna Stokes-Ellis, and ACF Board President, Jeff Shultz, represented the following ACF projects: A-First; B-First; SOHO PSH 2015; and SOHO Bonus.

ACF's A-First (located in Alliance) and B-First (located in Canton) projects are permanent supportive housing facility-based projects that serve the family population. These project mirror each other with the eligibility requirements and access to supportive services. ACF allows for participant choice for supportive services and has a state-certified clinic on-site at these facilities that are available for use by service providers. The projects have various participant opportunities such as the Financial Literacy Classes and adult or child and adult health and wellness classes. The facilities offer a level of safety for these families with security systems and keycards to enter in the buildings.

ACF's SOHO PSH 2015 and SOHO Bonus projects are voucher-based projects that serve singles. ACF holds the master lease for the SOHO PSH 2015 project and has a lasting landlord relationship that supplies units. The SOHO Bonus project vouchers are available to be utilized anywhere in Stark County that will enter into a landlord agreement with a voucher project.

ACF submitted two expansion project applications for the FY2019 CoC Local Application competition which are referred to as A-First Expansion and SOHO Bonus 2 (expansion project). The A-First Expansion project will serve ten additional people by adding two family units off-site; ACF will lease the units and sublet to participants. SOHO Bonus 2 anticipates serving 19 additional individuals in a voucher-based project. Both of these expansion projects will operate the same as the original project; the funding requests for these expansion projects are to increase the number of participants to be served on an annual basis.

ICAN:

Executive Director Julie Sparks and ICAN staff member Joy Brubach represented the following ICAN annual renewal projects: Cherry Grove (Basic Accommodations); Housing First Leasing Assistance; West Park Apartments; Shelter Plus Care SRA; Rapid Rehousing I Expansion.

ICAN representatives discussed the Cherry Grove annual renewal project, stating that the project currently houses 20 participants in a 10-unit shared apartment setup that was originally built to be a Safe Haven. When the project became permanent supportive housing, it was thought that it would convert the shared units to single units and only house 10 participants. However, ICAN presented the idea of constructing an L-shaped addition to the building to provide a non-shared living experience for 20 participants. ICAN will continue to assess the system needs for retaining 20 units for this project.

ICAN submitted an expansion application for the FY2019 CoC local competition for Housing First Leasing Assistance Expansion project. The expansion funds would employ a housing support specialist for this project. ICAN discussed an increasing need for additional supports for the Housing First Leasing Assistance participants; some of the needs discussed were assistance communicating with landlords, assistance with rent negotiations, visiting tenants that are incarcerated to assess the 90-day out-of-unit guidelines from HUD, and assistance with mainstream benefits. This expansion request will provide supportive services for the project participants; no additional people will be served in this project.

YWCA:

Executive Director Cathy Mick-Jennings, Chief Financial Officer Linda Angelo, and YWCA staff members Lisa Snyder and Kathleen Tubbs represented the following YWCA projects: New Beginnings; STARR; and STARR II.

The YWCA staff discussed the annual renewal projects' changes from the previous local competition. The STARR and STARR II projects are Rapid Re-Housing (RRH); over the past year, the YWCA has created a Memorandum of Understanding (MOU) with ICAN for employment specialist to assist RRH participants in gaining or increasing employment income. Currently, the STARR project serves singles and the STARR II project serves families with RRH assistance.

The New Beginnings project is a Permanent Supportive Housing (PSH) project that serves singles. Starting in April, New Beginnings created an MOU with Coleman Professional Services to provide supportive services to participants; the MOU between these two agencies provides participants with supports for maintaining housing and counseling services to participants in need of these services.

YWCA representatives discussed the STARR project. Due to the cultural change in the population being served by this project, the YWCA stated that participants with higher needs are being served which, in turn, has created high project staff turnover.

Coleman Professional Services:

Chief Officer of Stark Behavioral Health, Steve Inchak, and Director of Residents, Jackie McDougle, represented the Coleman Transitional Aged Youth (TAY) – Changing Destinies project. The Changing Destinies project is the sole project that serves the TAY population ages 18-26; this project offers 10 units of permanent supportive housing located in Massillon and one unit for a live-in resident that assists participants with needs. The Changing Destinies project provides supportive services tailored to the TAY population needs. This project has unsuccessfully attempted to gain CoC funding in past competitions and is applying in the FY2019 local application competition for rental assistance.

SMHA *(See Attachment 1)*

Director of Housing Choice Voucher Program and Special Projects, Martin Chumney, and Special Programs Coordinator, Lisa Waikem, represented the following SMHA projects: Shelter Plus Care TRA; Shelter Plus Care TRA MHRSB; Hunter House; and Gateway House II Phase II.

The representatives discussed methods for meeting participants' needs in the form of a survey that is administered during annual participant re-certification for housing; the survey is administered to gain participant feedback of need for services.

Hunter House is managed by an outside agency, Eden, and serves a challenging population due to the program eligibility requirements for housing; Hunter House participants must have a dual diagnosis of mental health and substance use disorders. The Hunter House project has recently been awarded a security grant to secure the 48-unit facility; 7 of the 48 units are CoC-funded. The Gateway House II Phase II project amended the 2017 grant agreement and moved $26,000 of rental assistance to a supportive services budget line item. In the past, this project has not spent the full rental assistance funding available; there are only 25 CoC-funded units that have a maximum rent that is less than the Fair Market Rent (FMR) set by HUD, and the increase in FMRs over time has resulted in additional funding awarded by HUD that is unable to be utilized for rental assistance with this project. It is anticipated that by moving funds to a supportive services budget line item, this project will exhaust all funds awarded.

III. **Motion to Approve the Priority Ranking Via Email**

Motion: Marcie requested a motion for the Recipient Approval and Evaluation Committee to vote on the Conditional Priority Ranking for Annual Renewal Demand projects through an email vote with the understanding that the Recipient Approval and Evaluation Committee members will receive the projects' total points awarded worksheet and the worksheet with projects' amounts requested. Bob Fay motioned to approve. Shannon McMahon Williams seconded the motion and the motion was carried by all members present.

IV. **Adjournment**

With no further business to be discussed, at 5pm the meeting adjourned.

Stark Metropolitan Housing Authority

Stark Housing Network Presentation

- All HCoC funded projects follow the Housing First Model regarding applicant selection for entry into Stark MHA managed programs. We also pledge to ensure that the highest SPDAT scoring individuals/families are being assisted first. Applicants are required to meet eligibility with documentation such as VOD and Verification of Homelessness. Chargeable rents are limited by the applicable Fair Market Rent (FMR) for Stark County.

Gateway II Bonus Program

- 25 assisted units (19 Efficiency, 4 one bedroom, 2 two bedrooms) located at the Gateway II apartment building on N. Walnut St. in Canton.

- Gateway II is owned and managed by the Canton YWCA. The Property Manager at the building obtains eligible applicants from the Homeless Navigation Team.

- Once initially eligibility is ensured, the application is provided to the SMHA Special Programs Coordinator (SPC) which conducts an intake session with the applicant(s) to ensure all required documents have been accounted for and signed.

- Once the applicant is approved for tenancy, a lease signing is scheduled with the Property Manager. The SPC calculates the rent portion that the tenant is required to pay toward the monthly rent. Tenants pay 30% of their adjusted monthly income towards their portion of rent. There is no minimum rent for the tenant in this program.

- Housing Quality Standards inspections are conducted by SMHA employed Inspectors. Inspections are conducted at initial lease-up and then annually thereafter.

- The program on-site services are being provided by Coleman Professional Services. SMHA, Coleman and the YWCA have formulated and executed an MOU defining the roles of all parties in the project. The supportive services are funded in part by a supportive services grant which is part of this application.

- Tenants re-determine their eligibility annually with the SPC through a recertification process.

Hunter House Program

- 7 HCoC funded units in the 48 unit apartment complex (1 Efficiency, 6 one bedroom units).

- Applicants required to have dual diagnosis of mental illness and substance abuse in addition to homelessness.

- Hunter House is owned by Stark Metropolitan Housing Authority and managed by EDEN Inc.

- HQS Inspections and rent calculation services are provided by Portage MHA due to SMHA having ownership of this property to avoid conflict of interest in these areas.

- Property Manager obtains applicants through the Homeless Navigation Team. The intake and lease-up process is handled at the site by the Property Manager.

- Services are provided by Coleman Professional Services which has an on-site presence at the property 40 hours per week with two Case Managers.

- The roles in the project are clearly defined through an MOU between SMHA, EDEN and Coleman.

TRA/Shelter Programs

- Unlike the Gateway II and Hunter House Programs, participating tenants in these two programs seek and choose their own housing with landlords in the private housing market.

- TRA consist of 65 units of those 56 are for individuals and 9 families.

- Shelter consist of 7 units for individuals with a dedication of Chronic if there are any at the time of opening.

- During the initial intake to determine eligibility, a voucher is then issued with the required documents. Those documents consist of an RTA packet, landlord information and a variety of websites.

- Once an RTA and blank lease are turned in the SPC processes the packet to determine if it meets FMR/Rent Reasonableness.

- While processing the packet we also go onto the Auditor's website to ensure that all the taxes for this property are current.

- After processing the RTA and everything works out, the SPC then submits for a HQS Inspection. Once the unit passes the participant and landlord are given permission to sign a one year lease. That lease is then submitted to the SPC and a HAP Contract is then created.

- Housing Quality Standard Inspections are conducted at initial lease-up and then annually and are conducted by SMHA employed Inspectors.

- Tenants re-determine their eligibility annually with the SPC through a recertification process.

- Participants in all programs contribute 30% of their income towards their rent. The only difference is in the TRA and Shelter Program is if the tenant is responsible for any utilities they are allotted a utility allowance which lowers their tenant portion.

- Those paying utilities are given information in regards to HEAP in order to assist in keeping their cost down and are reminded that they must renew this annually.