

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

Meeting Minutes: February 3, 2021

Zoom Meeting

**Attendees:** Bob Fay, Amy Krebs, Tammy Hajdu, Marcie Bragg, and Melissa Terrell

**I. Welcome, Introductions**

At 10:01am, Marcie Bragg, committee member, called the meeting to order. Marcie welcomed new committee member Tammy Hajdu. The HCCSC Executive Committee approved Tammy's Prospective Committee Member Questionnaire. Tammy is the new Program/Project Coordinator for the City of Canton Community Development Department and is replacing Renee Biggums on the Recipient Approval and Evaluation Committee (RAEC). RAEC members provided a brief introduction and their role in the community. Tammy shared that she has over 25 years of experience with the City of Canton Community Development Department.

**II. Discussion and Vote on November 2020 Meeting Minutes**

**Motion:** Marcie requested a motion to approve the November 2020 meeting minutes as presented. Amy Krebs motioned to approved. Bob Fay seconded the motion and it was carried by all members present, except Tammy Hajdu who abstained. Tammy Hajdu abstained due to not being a committee member during the November meeting.

**III. Approval of FY2021 Emergency Solutions Grant Award Recommendation**

Marcie led the discussion on the FY2021 Emergency Solutions Grant (ESG) annual project applications and funding recommendation. Marcie reminded committee members that the ESG funding recommendations are for the Annual ESG funding; not CARES Act funding. A small group of RAEC committee members representing the Stark Housing Network, Inc. and the City of Canton, met last week to review, score, and rank the applications. At this time, the City of Canton does not know the dollar amount of the FY2021 ESG Annual allocation; however, the RAEC will be notified when the dollar amount is released by the Department of Housing and Urban Development (HUD). The City of Canton indicated that the line of credit for the FY2021 ESG annual allocation will not be available until the fall.

The City of Canton received seven applications and only four applications met the threshold criteria. Marcie provided a summary including the reasons why the applications did not meet threshold criteria.

A summary document listing the applications that did meet threshold criteria was displayed for the committee to view. The summary document included the agency name, activity, score, rank, and funding amount requested. In FY2020, the City of Canton received an allocation of \$227,312. If the City of Canton receives a similar amount, or reduced allocation, the suggestion is to not fund the lowest ranking projects. In an effort to maintain consistent funding for previously awarded ESG recipients given the amount of "one-time" funding providers are currently administering, it is recommended that the top ranked applications be recommended to the HCCSC Board for approval.

**Discussion:** The RAEC discussed the ESG application and making edits to the formatting that allows for a defined space to include a response and to ensure that all questions are clearly identified when an applicant response is required. It was discussed that an application workshop be offered for future competitions to ensure that all applicants have an opportunity to learn and to ask questions about the application process. There was also a discussion on creating an electronic application that does not allow for an application to be submitted unless all questions have a response. Amy offered to look into the

system that Stark Community Foundation utilizes and to forward this information to the Tammy and the Stark Housing Network, Inc. for review. The committee discussed other rental assistance in the community through the Stark County Job and Family Services.

When reviewing the FY2021 ESG funding recommendations, the RAEC made the following comments:

1. The importance of providing consistent funding to previous ESG sub-recipients.
2. Bob Fay will complete a financial review of all agencies being recommended for funding.
3. Final agency allocation recommendations will be made once the City of Canton receives notification from HUD regarding their FY2021 ESG allocation.
4. If the City of Canton's FY2021 allocation is similar to FY2020, FY2021 applicant funding requests will be aligned with FY2020 funding awards.

The Recipient Approval and Evaluation Committee is recommending the following FY2021 Emergency Solutions Grant allocations be approved and forwarded to the HCCSC Board and provided to the City of Canton for final approval. This recommendation is subject to change based on the completion of a financial review of all agencies being recommended for funding and the FY2021 ESG allocation to the City of Canton.

#1 ICAN Housing, Homelessness Prevention, 66 out of 85 points available (77.65%) - \$145,000

#2 Domestic Violence Project, Inc., Shelter Operations, 64 out of 95 points available (67.37%) - \$73,396

#3 StarkMHAR, HMIS, 30 out of 45 points available (66.67%) - \$21,300

#4 YWCA of Canton, Shelter Operations, 63 out of 95 points available (66.32)% - \$20,000

**Motion:** Marcie requested a motion to approve the Recipient Approval and Evaluation Committee FY2021 Emergency Solutions Grant (ESG) Recommendations and forward to the Homeless Continuum of Care of Stark County Board for approval as presented with the understanding that the Recipient Approval and Evaluation Committee may have to make another funding recommendation. Tammy Hajdu motioned to approve. Bob Fay seconded the motion and it was carried by all members present.

#### **IV. Approval of 2021 CoC Competition Documents**

Marcie updated the RAEC on the annual HUD Continuum of Care (CoC) competition. HUD indicated that the 2021 CoC competition will take place. The CoC may need to alter processes once the Notice of Funding Availability (NOFA) is released by HUD. HUD released guidance that there would not be a 2020 CoC funding competition and that all renewal projects would receive a similar allocation the past year. The HUD guidance also indicated that there may be a funding competition for 2020 Bonus Funds; once more information is released by HUD the RAEC will be notified.

Melissa led the discussion of the 2021 CoC Competition Documents. Typically this time of year the HCCSC would be in a different stage of planning and preparing for the annual CoC Program funding competition based on HUD guidance. However, there is not much guidance on the 2021 competition details. HUD will hold a 2021 competition, but it is unclear if renewal projects will have to compete for funding or if funds will be similar to the 2020. The SHNI is suggesting that the HCCSC does not request a local application to be completed during the HCCSC's Local Application Competition process and only request that applicants complete a HUD eSNAPS application that will be scored and ranked utilizing the HCCSC's Scoring Criteria and Scoring Sheet and Scoring Criteria and Score Sheet Appendix. For last's year's competition, the SHNI reviewed the eSNAPS application and compared the questions to the

HCCSC’s Scoring Criteria and Scoring Sheet and a Scoring Criteria and Score Sheet Appendix was created to obtain information that is not captured in the eSNAPS application. For this year’s competition the performance outcomes will be scored based on numbers impacted by current circumstances. Applicants may be asked to submit an explanation of processes put in to place due to the pandemic that outlines how the applicant’s outcomes were impacted. The RAEC reviewed the following documents:

1. Continuum of Care Application
  - i. The majority of the edits included updating the dates and changes in language used in the Annual Performance Reports.
  - ii. Linking to Mainstream Services was revised to include a request for any Memorandums of Agreement (MOA) between agencies and service providers.
  - iii. The National Alliance to End Homelessness Racial Equity Learning Series – Virtual Conference or a request to list other racial equity training initiatives was included in the application under Participation with the HCCSC and Commitment to Staff Development.
2. Scoring Criteria and Score Sheet
  - i. The majority of the edits included updating the dates and changes in language used in the Annual Performance Reports.
  - ii. The source of information was updated to reflect the Scoring Criteria and Score Sheet Appendix.
  - iii. The National Alliance to End Homelessness Racial Equity Learning Series – Virtual Conference or a request to list other racial equity training initiatives was included in the scoring criteria under Participation with the HCCSC and Commitment to Staff Development and provides an opportunity to earn up to 5 points.
  - iv. The SHNI also updated the Victims Service Provider Scoring Criteria and Score Sheet to reflect the edits in the Scoring Criteria and Score Sheet. These documents mirror each other with the exception of including language regarding VAWA and trauma-informed language in the Victim Service Provider document.
3. Scoring Criteria and Score Sheet Appendix
  - i. The appendix was created last year and approved by the HCCSC Board for inclusion in the HCCSC’s Local Application Competition.
  - ii. The edits included updating dates and inclusion of language to match the edits to the application.

**Discussion:** RAEC members discussed providing the HCCSC Members with the National Alliance to End Homelessness Racial Equity Learning Series – Virtual Conference information if this will be included in the scoring criteria; RAEC also recommended that applicants provide what trainings were attended that relates to this topic. The recommendation to include information regarding trainings attended that address racial equity should be included in the Scoring Criteria and Score Sheet Appendix.

**Motion:** Marcie requested a motion to approve the 2021 Continuum of Care funding competition documents with the recommended amendments to the Scoring Criteria and Score Sheet Appendix. Bob Fay motioned to approve. Tammy Hajdu seconded the motion and it was carried by all members present.

## V. New / Old Business

N/A

## VI. General Announcements

- a. 2021 meetings:
  - i. Scheduled quarterly meetings: May 5, August 4, and November 3, from 10am-12pm
  - ii. Additional meetings TBD based on the CoC Competition

## VII. Adjournment

With no further business to be discussed, at 12:01pm the meeting adjourned.