

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

Meeting Minutes: November 4, 2020

Zoom Meeting

Attendees: Shannon McMahon Williams, Bob Fernandez, Bob Fay, Amy Krebs, Renee Biggums; Tammy Hajdu, Marcie Bragg, and Melissa Terrell

I. Welcome, Introductions

At 9:07am, Shannon McMahon Williams, committee chair, called the meeting to order.

II. Discussion and Vote on August 2020 Meeting Minutes

The August meeting minutes were displayed for the committee’s review. An edit was made to the meeting minutes after they were distributed in the meeting reminder email. There were minor revisions to the discussion section of the Emergency Solutions Grant CARES Act (ESG-CV) review.

Motion: Shannon requested a motion to approve the August meeting minutes as amended. Bob Fernandez motioned to approved. Bob Fay seconded the motion and it was carried by all members present.

III. Review and Approval of 2021 Emergency Solutions Grant (ESG) Documents

Shannon McMahon Williams, Recipient Approval and Evaluation Committee (RAEC) chair, led the committee through the 2021 Emergency Solution Grant (ESG) competition discussion. The City of Canton is the recipient of ESG awards and is required to collaborate with the HCCSC for updating competition documents and setting ESG funding priorities. The City of Canton typically receives around \$210,000 (the City of Canton will have an admin set aside) in an annual ESG award. As per HCCSC policy, a small group of the RAEC is required to meet to review, score, and rank ESG project applications. At a minimum, a representative from the City of Canton, RAEC and Collaborative Applicant must be included in the small group review. A small group including Shannon, the SHNI, Renee Biggums and Tammy Hajdu (Renee’s replacement) of the City of Canton met to review and revise the 2021 ESG competition documents. The 2021 ESG competition document recommendations are being presented to the RAEC for review and approval to forward to the HCCSC Board for approval to forward to the City of Canton for final approval. The System Performance Committee (SPC) will review eligible ESG project component types and make a recommendation for ESG funding priorities for HCCSC Board approval in December.

a. Application

- i. Many revisions to the application were to update information such as dates and hyperlinks. There was one larger revision to the application which included a small section for an agency to provide information on ESG-CV allocations(s), project type awarded, and how much ESG-CV funding has been spent to date. Although a significant amount of funding is not expected to be expended by the ESG (annual) application deadline, tracking the agencies project type and funding expenditures will assist with assuring that the City of Canton is on track to meet HUD requirements for utilizing funding. Shannon commented that the “Additional Documents” requirements of the City of Canton (Renee and Tammy) may be able to be reduced to only HUD necessary required documents; the City has made adjustments to the required documents for other funding competitions and there may be an opportunity for providers to submit only documents deemed necessary to meet HUD requirements. The RAEC will recommend that the HCCSC Board approve the ESG competition documents with the understanding that the City of Canton has the final approval of ESG competition documents and

“Additional Documents” required. If there are any recommendations by the City of Canton to remove any “Additional Documents”, the RAEC will be updated. There will be one final edit to the Capacity and Target Population - Primary Population chart based on a recommendation Shannon had regarding the columns.

Discussion: There was discussion around the progress of ESG-CV award contracts: the City of Canton will be distributing emergency shelter contracts to sub-recipients this week and aims to send the homeless prevention contracts to sub-recipients as early as next week.

b. Application Guidance

- i. Many revisions were to update information such as dates and hyperlinks. One large revision to the ESG Application Guidance was the inclusion of Tammy Hajdu as the contact person for questions about and submission of the ESG applications. Another revision to the application was to include language around a designee for monitoring purposes; currently the SHNI along with the City of Canton conducts monitoring of ESG projects.

Discussion: The committee compared ESG (annual) and ESG CARES Act reporting requirements. The City of Canton is required to submit a report (CAPER) to HUD annually for the ESG (annual) grants. There may be requirements for recipients of ESG CARES Act awards to submit quarterly reports to HUD. Renee will verify the frequency of the reports. The committee discussed that Tammy will need to complete a committee questionnaire to replace Renee on the RAEC. The RAEC thanked Renee for her time and dedication to serving on this committee and for her role in the community.

c. Scoring Form

- i. Many revisions were to update information such as dates. There was one revision to the scoring form that included language for additional sources of information to be applicable when scoring applicants; additional sources of information would include status reports or documentation submitted to the City of Canton and/or designee.

At the time of 9:55am, Amy Krebs left the meeting.

Discussion: Shannon addressed a recommendation from last year’s ESG (annual) application competition. When reviewing applications last year, there was a recommendation to have applicants submit a Memorandum of Agreement (MOA) regarding a project’s collaboration with mainstream services. Due to circumstances this year, there has been much consideration given for providers’ COVID response efforts; after consideration, it was determined that there would be no additional requests for information in the 2021 ESG competition.

Motion: Shannon requested a motion to approve the 2021 Emergency Solutions Grant Application, Application Guidance and Scoring Form as amended. Bob Fay motioned for approval. Bob Fernandez seconded the motion and it was carried by all members present.

IV. New / Old Business

- a. HUD did not release a Notice of Funding Availability (NOFA) for the FY2020 CoC Program funding competition. There is a possibility that HUD could release a NOFA this year, but it seems unlikely due to current circumstances and HUD releasing CARES Act funding.

- b. Bob Fay reported seeing an increase in corporations creating contingency plans for employees to work from home. Bob also reported that businesses will also have access to unemployment refunds.

V. General Announcements

- a. 2021 meetings:
 - i. Scheduled quarterly meetings: Wednesdays February 3, May 5, August 4, November 3, from 9-11am
 - ii. Additional meetings TBD for the CoC competition in June/July

VI. Adjournment

With no further business to be discussed, at 10:09am the meeting adjourned.