

**Winston-Salem/ Forsyth County Continuum of Care Rating Panel Meeting**  
**August 13, 2019**  
**Minutes**

The meeting was brought to order at 11:05 am. Each person present introduced themselves, signed the attendance log, and was given a meeting **agenda**. A copy of the agenda is attached to these minutes. The following people attended the meeting:

1. London Mickle, Chair
2. Cynthia Rucker, Vice Chair
3. Ron Hairston, Panel Member
4. Shannon Little, Panel Member
5. Max Goelling, Panel Member
6. Kim Gondring, Panel Member
7. Mellin Parker, staff
8. Tim West, staff
9. Jackie Hundt, Grant Consultant

Meeting attendance included all six panel members, two staff, and the consultant.

Jackie gave an overview of the 2019 NOFA and key steps of the local process. A total of 20 proposals were received by the City as the Collaborative Applicant. She stated that the panel's task is to discuss and develop a prioritized funding recommendation. She noted City Council has authorized submission of the CoC grant application, subject to completion of the rating process. Future meetings in the process will include:

- Aug. 20: The Operating Cabinet will meet to review the panel's recommendations.
- Aug. 23: The Commission on Ending Homelessness will meet to approve the prioritized list of projects to recommend for funding.

Jackie discussed the **Renewal Project Performance Scorecard**. She noted every project type is scored based on the factors applicable to the project type. It was noted that the central goal is to make sure we are spending funds efficiently while providing effective services. Based on a motion by Max, seconded by Ron, the panel unanimously approved the use of the scorecard.

Jackie reviewed project threshold criteria and results with the panel. Cynthia signed all threshold reviews upon designation by the chair to do so.

Jackie provided the panel with copies of the results of the performance rating process, including raw data and points based on scoring the raw data. These documents showed that all the projects passed the threshold review, provided an analysis of the client count in each project, gave percentages for projected performance and operation, changes in CoC system performance (strategic planning), HMIS performance, financial efficiency, and accountability. This handout also highlighted the panel's CoC System Priorities.

Tim presented to the group a handout entitled **2019 Continuum of Care Project Categories**. This handout provided summary performance numbers from last year and described the CoC's HMIS, Coordinated Entry System, Rapid Re-Housing (RRH), Permanent Supportive Housing (PSH), CoC Planning, and Rapid Response Housing (Joint TH-RRH) activities.

Panel members provided comments on the application process and on the project applications submitted by subrecipients. The panel liked using Neighborly Software for application review and scoring, but would also like hard copies next time for easier reading. Panel members stated that the applications seem to have less repetition in the responses this year, which they appreciated. They would like the Collaborative Applicant to ensure that there is the opportunity to indicate that questions are "not applicable" where appropriate, so that the panel is not trying to score inapplicable items. Also, there may be some agencies who need assistance with applications, including grant writers, even though the Collaborative Applicant provides an application workshop.

Tim and Jackie next reviewed with the panel members the **2019 Project Priority Listing for Review by Rating Panel**. It showed scenarios to optimize funding to meet local needs, as well as options for renewal, reallocation, and use of bonus and DV bonus funding. Since many of the projects include multiple subrecipient agencies, the handout also showed funding by agency.

Jackie described how tiers 1 and 2 are determined and how scoring works in tier 2. The processes and impact of ranking, tiering, and reallocation were reviewed. The panel determined to rank Tier 1 projects based on CoC System Priorities, as follows:

- Large, multi-agency projects which house significant numbers of participants
- Projects which meet basic system requirements (e.g., HMIS, Coordinated Entry)
- Smaller projects which house clients
- Projects awarded in 2018 which are currently under implementation and for which significant improvement to the CoC's array of services and positive outcomes is anticipated

Tier 1 was rounded out by the straddle project, which is the CoC's first youth-serving project. Tim and Jackie presented various scenarios of Tier 2 rankings. The panel decided to rank the new DV project high enough to be likely to be funded, with or without DV bonus funds. As a result, one project was determined to fall within the CoC's criteria for reallocation and was ranked at the bottom of Tier 2. Upon a motion by Max, seconded by Kim, project priorities were unanimously approved.

Under Max's oversight as the CoC Chair, the panel unanimously approved Cynthia as Chair and Kim as Vice Chair for the one year term beginning October 1, 2019. The Chair of the panel also serves as a member of the City's Community Agency Allocation Committee. Due to expiration of terms, two CoC Rating Panel slots will become open for new members after 9/30/2019, and Tim will solicit new members to fill the slots.

The meeting was adjourned at 12:00 p.m.

**Winston-Salem/Forsyth County Continuum of Care Rating Panel**

2019 WS/FC HUD Continuum of Care Project Ranking/Review Process

August 13, 2019

**AGENDA**

1. Welcome
2. Overview of 2019 NOFA and Funding Process
3. Review and Approval of Renewal Project Scorecard
4. Review and Approval of Threshold Eligibility
5. Review of Renewal Project Performance and Scoring
6. Discussion of Proposals and Grant Options: Renewal, Reallocation and Bonuses
7. Development of New and Renewal Project Rankings
8. Panel Membership and Officers
9. Adjourn