Rank and Review Committee Minutes

August 31, 2017 at 10:00 am

United Way of Utah County, 148 North 100 West, Provo, UT 84603

Members present:

Kena Mathews- Habitat for Humanity

Jessica DeLora- Mountainland Association of Governments

Jennifer Sisoutham- Orem City

Stephanie Willmore- United Way of Utah County (facilitator)

Karen Hale- United Way of Utah County (recorder)

Members absent:

Beth Armstrong- People’s Health Clinic

Dan Gonzalez- Provo City Development

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| **Welcome and introductions**  Due to an issue with the conference call line, Beth Armstrong was unable to call in, but sent her project scores according to the project criteria. These were considered during the ranking process.  Dan Gonzalez missed the meeting due to an unforeseen conflict with another prior engagement that went longer than intended. He also weighed into one decision via email. |
| **Instructions and guidance for review:**  Each member of the committee was given access to each of the project summaries, applications, and supplemental information via Google Drive on August 25th. The committee members used the project review criteria, project summaries, instructions, and a ranking tool that allowed them to calculate the amount ranked in their listing. This allowed them to create their own initial ranking scores.  The committee worked through a few of the applications and rank and review criteria together to make sure everyone was on the same page for how to score projects. After going through three projects together, the committee felt confident each member understood the scoring process. Committee members then provided their score for each section of criteria. Total scores for projects per committee member were averaged to reach the final score per project.  There were twelve projects submitted in total. Nine renewal projects including: one PSH project from Provo City Housing Authority, one PSH project from Housing Authority of Utah County, one PSH project from Golden Spike Outreach, one RRH project from Community Action Services and Food Bank/Peace House, one SSO project from Community Action Services and Food Bank, two RRH Youth projects from Community Action Services and Food Bank, and one HMIS project from the Department of Workforce Services. There were three new projects: one Joint TH-RRH Project from Center for Women and Children in Crisis and two PSH Expansions (PCHA and HAUC).  Information was provided about the amount of funding available in Tier 1 and Tier 2 in this year’s NOFA, as well as bonus funding available for PSH. The Continuum’s ARD for 2017 was $1,104,368.00. Tier one funding included: $949,196.00 and tier two funding included: $94,585.00. Stephanie reminded the group that Tier 1 projects were typically more likely to get funded, and that Tier 2 projects were subject to more scrutiny through a national competition dependent on the CoC’s overall collaborative application score.  Two issues were discussed among the committee-whether all the applications met the full threshold requirements and maintained adequate performance, and whether or not reallocation would be considered from any of the renewal projects (excluding first-time renewals). After thorough discussion, only one project was questioned about meeting the threshold requirements for funding, and ultimately was ranked with the rest of the list due to local need but with a low score. No project was deemed necessary for reallocation due to local need and adequate performance. Therefore, all projects would only be funded through the total ARD and permanent housing bonus total. |
| **The final project listing and finalization of tiered funding**  Tier One-   1. DWS: $36,000 2. PCHA: $300,922 3. PCHA Expansion: $44,088 4. GSO: $49,125 5. HAUC Leasing: $77,805 6. HAUC Leasing Expansion: $44,088 7. HAUC Shelter Plus Care: $331,480 8. CASFB/Peace House: $69,741   Tier Two-  CASFB/Peace House: $4,831   1. CASFB SSO: $69,001 2. CASFB RRH Youth II: $42,034 3. CASFB RRH Youth I: $28,844 4. CWCIC: $6,409 |
| **Voted Project Listing**  Stephanie Willmore asked the committee to vote by full consensus on the following ranking:  1. That the final project listing be ranked as follows:  TIER 1: 1) DWS, 2) PCHA, 3) PCHA Expansion, 4) GSO, 5) HAUC Leasing, 6) HAUC Leasing Expansion, 7) HAUC Shelter Plus Care, 8) CASFB/Peace House; TIER 2: CASFB/Peace House Split funding, 9) CASFB SSO, 10) CASFB RRH Youth II, 11) CASFB RRH Youth I, 12) CWCIC.  Committee members were unanimous in this ranking. |
| **Adjourn** |
| **Amendment to Original Project Listing**  On September 5, 2017, all agencies were notified of the Rank and Review results. After some deliberation, Center for Women and Children in Crisis elected to formally withdraw their application from the priority listing on September 12, 2017. The Rank and Review Committee was immediately consulted via email to inquire about the extra $6,409 that was available from the permanent housing bonus due to the change in the priority listing. On September 13, 2017, the committee unanimously decided to allocate half of the funding to both remaining permanent housing bonus new projects, submitted by the housing authorities. All projects remained in the same ranking order, Community Action Services and Food Bank/Peace House’s RRH project change its amounts in Tier 1 and Tier 2. The updated priority listing results are as follows:  Tier One-   1. DWS: $36,000 2. PCHA: $300,922 3. PCHA Expansion: $47,293 4. GSO: $49,125 5. HAUC Leasing: $77,805 6. HAUC Leasing Expansion: $47,292 7. HAUC Shelter Plus Care: $331,480 8. CASFB/Peace House: $59,279   .  Tier Two-  8. CAFSB/Peace House: $15,293   1. CASFB SSO: $69,001 2. CASFB Youth RRH II: $42,024 3. CASFB Youth RRH: $28,844 |
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