



Administrative and Finance Committee

Current date: Aug 11, 2023

Next meeting: Aug 18, 2023

Attendance: Ali Hilton, Becky Poitras, Heather Bradley-Geary, John Tramel, Kevin Jean-Paul, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghoussein

Staff: Marqueia Watson, Amber Bauer, Krysten Olson, Shida McCormick

Public: None

8/11/23 Agenda

1. Call to Order
2. Approval of Minutes (7/28/23)
3. E-Snaps Video
4. HMIS Updates/Questions
5. Collaborative Application
6. Public Comment
7. Next Meeting: 8/18/23
8. Adjournment

8/11/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	Meeting called to order at 9:06 AM.
Approval of Minutes	HBG	Tabled. 7/28/23 minutes will be reviewed at next meeting.
E-Snaps Video	HBG	Distributed yesterday. Appreciation and kudos to Becky!
HMIS Updates/ Questions	Nehemiah	<p>Nehemiah shared a dashboard showing amount of CoC funds that have gone unspent in recent years. Disturbingly large amount of money left unspent.</p> <p>Details (see last page of minutes for a copy of the dashboard):</p> <ul style="list-style-type: none"> ● 2018 (starting in 2019-2020): Unused = 3% ~400k left unspent ● 2020 (starting in 2021-2022): 13% ~ \$1.9 million ● Last completed grant: 11% (\$1.5) <ul style="list-style-type: none"> ○ Many (40%?) had 10% or more unspent ● Equivalent to 89 unused RRH units

- Marqueia also noted that the GIW shows very low percentages of supportive services in programs that could allocate more \$ to that line item. GKCCEH staff see that disparity in their outcomes and ability to effectively engage clients, especially at the front end.

Committee members and staff agreed this is concerning. Discussion ensued about why this may be and what must be done. Including:

- This is serious. This is why we are not making forward.
- We have to do more than talk.
- Who is holding who accountable?
- Whose job is it to hold projects accountable?
- It is terrible to see when we have unfunded agencies who are willing and likely able to do this work

Relevant insight information:

- 2020: Marqueia reached out to programs who left \$ on the table:
 - Programs knew it, but weren't talking about it.
 - 1-2 instances had new program managers and did not understand scope
 - Journey to New Life:
 - Fully spent the award Mohart program and KCMO reimbursed them. KCMO didn't draw down to reimburse themselves.
 - They spent 30% of their Veterans program funds, which had been reallocated in prior cycle.
 - CEO passed away during this cycle.
- Shida shared that some agencies want scorecards to be based on the "average" of local programs. She advocates against this - because it's not good to be "average" if we are all doing terrible.
- Shida shared that the HMIS team have different contacts for HMIS than the CE team. There is a disconnect in funded agency staff's knowledge.
 - Training has helped.
 - However, is it GKCCEH staff's job to take care of dysfunction at funded agencies? Or, is it the agencies' responsibility?
- Seeing lots of staff turnover and new system admins
- Rising rent costs

How is this reviewed locally?

- Spenddown is not listed on the final scorecards distributed yesterday as a scored item. However, **GKCCEH** staff flags projects be flagged for R&R to show who is unspent \$ remaining
 - Note: the reallocation policy does address this underspending as a factor in reallocation.
- Spenddown will be included on the scorecard going forward, and HMIS staff believe this will lead to positive results.
 - HMIS staff can also look at who is being housed (ex. Large families, and how those households need support)

- Local application asks for a self-report of the % of funds unexpended in the last 3 years. GKCCEH staff cross-check this with **spenddown report**
- **Recommendation:** Pairing spenddown with monitoring to help us know in real time what the status is, and to seek further understanding directly from programs.

What can we do? Who is responsible for holding projects/agencies accountable?

- GKCCEH staff has been discussing internally. Shida shared that the HMIS team has increased its responsibility for **including spending data on the scorecards** so that GKCCEH staff and programs are aware.
- Committee requested getting this data as well. GKCCEH staff agreed. Although spenddown reports are meant to come quarterly from HUD, they do not. **Staff will share the spenddown reports** with Committee whenever they become available.
- **Advocacy** is a necessity to improve availability of affordable housing. How do we put pressure where it can influence? Affordable housing may be the most pressing issue, and it is without the clearest solution.
- Concerned that individual projects are not taking responsibility. **Funded agencies have a responsibility.** Where is that?
 - Other funding sources put the requirement on the grantee (MHDC, ESG). However, there is a collaborative nature with the CoC collaborative application process. One failure impacts the rest. Decisions must be made for the greater good.
 - Yes, the app is collaborative. And we have agencies who are not being collaborative.
- GKCCEH staff need help **reaching out to struggling agencies:** PM assistance, education/training needs.
 - This is **Admin's committee role**
- **Education on spending allowability.**
- It's supposed to **be a part of Rank and Review decision factors.** Is it not being provided? Is it not being trained? We need a policy around this.
- Marqueia shared Chicago's [chronically underspending](#) consequences policy. It averages the past 3 years and takes the lower of that or the amount left on the table in the most recently ended grant.

Lynn **moved** that the **R&R Committee be given info on projects' spending/underspending histories with the direction that regular underspending be a consideration factor for reallocation.** John seconded and the motion passed.

Becky **moved** that by 12/31/23, the **Admin Committee will draft three (3) policies** noted below. Rachel seconded the motion, and the motion passed:

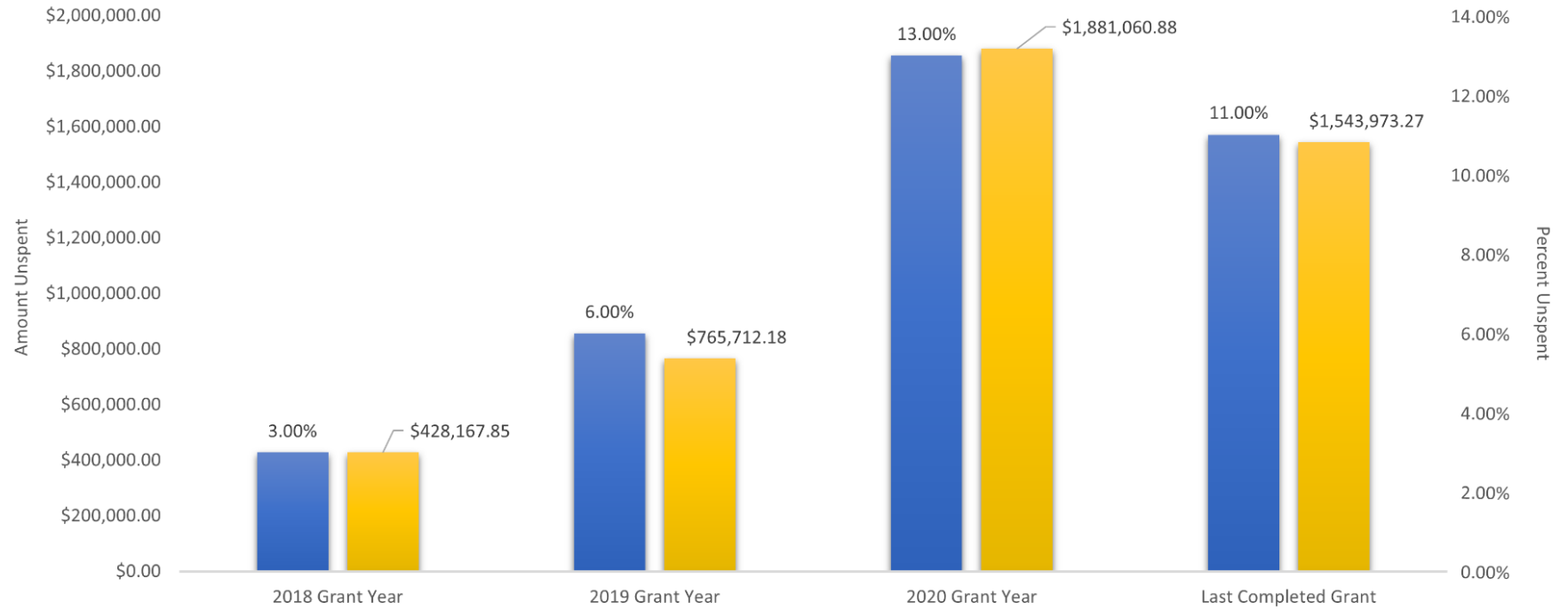
- FMR standardization to eliminate competition (issues caused by when projects choose to use the FMR for the FY they applied for funds vs the FMR currently in play at the spending of the award)
- Minimum service package requirements (to be defined in the program standards being created)
- Consequences of chronically underspending grants

Collaborative Application	HBG, Amber	<p>Reviewed collaborative application questions and assigned committee members and staff</p> <p>If the question was in last year's application, Amber will load those responses for consideration.</p> <p>Amber will also flag responses where points were lost.</p> <p>Amber will give committee members editing access to the collaborative application.</p> <p>Tab color definitions: Yellow = Partial points lost (revisions needed); Red = Significant points lost (high attention to response); Green = Response is complete (good to go)</p>
Public Comment	HBG	None
Next Meeting	HBG	<p>8/18 - Canceled because Committee leadership not available. Due to this cancellation, Amber will offer NOFO office hours to applicants (same time as HMIS office hours)</p> <p>8/25 - Committee Meeting (Newly added) - primary purpose it to review areas that we lost points in last year so we can focus on those.</p> <p>9/8 - Committee Meeting - aim to have initial drafts in collaborative application</p> <p>9/15 - Committee Meeting - final review of collaborative application</p>
Adjournment	HBG	Lynn moved to adjourn the meeting; Rachel seconded and the motion passed. Meeting adjourned at 10:55am.

Recorded and submitted by: Tehani El-Ghussein

(Next page has the chart presented during the meeting.)

Unused CoC Grant Funds



Grants start the year after the the Grant Year. So the 2020 Grant Year is for grants that started sometime in 2021 and ended sometime in 2022.

*The \$1.9 million unused in the 2020 Grant year is equivalent to **89 empty RRH units.***

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