

# 2022 GRC- Preliminary Meeting | MINUTES

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Meeting date | time *February 9<sup>th</sup> 2022 | 2-4pm* | Meeting location *Via Zoom*

Meeting called by	Logan Bradshaw – Management Analyst	<b><u>Present</u></b>
Type of meeting	2022 Grant Review Meeting One of Three	<b>COW Employees:</b> Logan Bradshaw, Brad Snapp, Mark Stanberry, Donald Henning, Tosha Alvarez
Facilitator	Logan Bradshaw – Management Analyst	<b>District Advisory Boards:</b> Kaytie Brozek (I), Faith Martin (II), Jessica Lucas (III), Matt Lashley (IV), Lamont Anderson (V), and Sergio Devora-Najera (VI)
Note taker	Tosha Alvarez – CSC Clerk II	<b>Small Business:</b> Rich Smola
Timekeeper	Logan Bradshaw – Management Analyst	<b>Large Business:</b> James Holland
<b><u>Absent</u></b>		<b>Sedgwick County:</b> Tania Cole
<b>COW Employee:</b> Shelly Haupt		<b>United Way:</b> Peter Najera
<b>Wichita State University:</b> Andy Schlapp		<b>USD 259:</b> Hilary Trudo
		<b>Wichita Independent Neighborhoods, Inc:</b> Janice Rich and Lea McCloud

## AGENDA TOPICS

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Time allotted | 2:00 PM | Agenda topic *Welcome & Introduction of New GRC Member Lea McCloud and Introduction/Appreciation to Tania Cole* | Presenter *Logan Bradshaw*

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Time allotted | 2:10 PM | Agenda topic *Orientation; Kansas Open Meetings Act (KOMA) and Conflict of Interest* | Presenter *Mark Stanberry*

Discussion: Overview of KOMA procedures and communication guidelines as well as conflict of interest procedures. KOMA is the Kansas Open Meetings Act and allows the public to know the subjects being discussed, justification behind the meeting being closed along with when and where the meetings are held. If any committee member has a relation, business investment or other ties to one of the organizations requesting funding this must be brought to the attention of the committee as this is a Conflict of Interest. A conflict statement is completed for each application. Fellow committee members see the certification of conflict but not your explanation of the conflict.

Conclusion 2:18 PM

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Time allotted | 2:18 PM | Agenda topic *ZoomGrants Troubleshooting, Overview of Application Dashboard & Administrative Documents* | Presenter *Logan Bradshaw*

Discussion: Seeking feedback as this is the first group of committee members to use ZoomGrants through the City of Wichita. Logan is hoping to do an exit survey at the conclusion of this process for that feedback as this is the first program open for funding through the platform.

Questions arose surrounding the number of applications received. Over the last three program cycles for CDBG program this is the smallest number of applications submitted and smallest difference in the amount that is available and the amount requested. Rounded up, it is close to \$7,000.

Preference is outlined in the RFP out of the consolidated planning process back in January 2019. The preference came out of the council workshop or “study session” when the five-year Consolidated Plan was presented to the City Council. The thought was to encourage new applicants to apply. This is the first year the preference was implemented for this consolidated planning period because this is the fourth of fifth year within that the 5 years. It’s up to the Grants Review Committee to determine how to implement that preference for applicants that have not received consecutive funding in the last three years.

Conclusion: 2:28 PM

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**Time allotted** | 2:28 PM | **Agenda topic** *Review of Applications & Staff Analysis Sheets* | **Presenter** *Logan Bradshaw*

Discussion: Review of dashboard through shared screen as a tutorial. The pie chart is a good reference by each funding source. Click on the piece of pie to view a list of applications within that funding category.

Administrative documents uploaded are application specific. Administrative documents from H&CS staff are located below the documents submitted with each application. Logan covered the types of documents the committed will find in this section, including Agendas, Handouts, Staff Analyses, and Requests.

Requests can be made through the H&CS staff if Committee Members do not feel like they were provided enough information in the application. H&CS will then provide an additional twenty-four hours to the applicants, as long as the request is within the scope of the RFP. Additional information requests can be received at any time up until funding recommendations are made.

Faith Martin asked why the new non-discrimination policy was not referenced in the RFP. Logan to get with Purchasing to check on this and will and follow up with the committee.

Logan explained the two-year funding cycle. The GRC process will inform not only the upcoming 2022-2023 year, but also the following year 2023-2024. Proposers for ESG and CDBG submitted their budget for program year 2022-2023 through the application process. In the event that funding is available and based on performance on carrying out grant funds, the City would exercise a renewal clause in the same funding level for the following year, to round out the two-year funding cycle. The amounts being reviewed is for one year but your recommendations could possibly fund the agency for two years.

Conclusion: 2:48 PM

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**Time allotted** | 2:48 PM | **Agenda topic** *ESG – Proposals and Continuum of Care Recommendations* | **Presenter** *Mark Stanberry*

Discussion: Mark provided a high-level review on the applications for ESG. ESG is Emergency Solutions Grant and provides funding to assist the homeless. Previously known as Emergency Shelter Grant. There are three components – Homeless Services where funding is utilized to assist homeless shelters. Typically for operations and staffing support. Homeless Services is capped at 60% of total ESG with any given year with the change in regulations in 2009. We are in compliance at just below 60%. Second component – Homeless Prevention which is to prevent individuals and families from becoming homeless. We assist with families under threat of eviction or in danger of losing their housing with short term services for rental and utility assistance to maintain their housing due to hardship. Third component – Rapid Rehousing (no RFP issued for this component) for individuals who are literally homeless and in a shelter. We provided short term assistance with rent and utilities to get them back in to housing and is managed by H&CS staff. The federal regulations that apply to the ESG grant involve the establishment of a Continuum of Care (CoC) and require the City to consult with the CoC in the determination of funding levels. Non-profits serve the homeless. A United Way representative will provide the GRC with a spreadsheet and presentation with their reasoning behind the funding recommendations. The following

organizations have submitted proposals for funding. Each organization listed has provided reasons, statistics and plans for the funding. These can be found via ZoomGrants. The staff analysis documents provide a quick reference summary of what the organizations have applied for. It's always best to read through the application. The total amount requested and the difference between the amount requested and the amount available can be found within each application under documents and in the staff analysis sheet. H&CS staff to provide a breakdown of funding requested to the GRC and uploaded to the documents on the applications.

Conclusion: 3:11 PM

<b>Proposals</b>	<b>Speaker</b>	<b>Amount Requested</b>
Catholic Charities, Inc. – Harbor House (DV)	Mark Stanberry	\$18,000
Catholic Charities, Inc. – St. Anthony Family Shelter	Mark Stanberry	\$25,000
HumanKind Ministries Wichita – HumanKind Inn	Mark Stanberry	\$46,526
New Life Reentry Program, Inc.	Mark Stanberry	\$25,000
The Salvation Army - ESG Homelessness	Mark Stanberry	\$25,000
United Methodist Open Door, Inc. – Homeless Resource Center	Mark Stanberry	\$45,000
Wichita Children’s Home – CrossRoads Emergency Shelter	Mark Stanberry	\$40,519
ESG: Wichita Family Crisis Center Domestic Violence Shelter and Advocacy	Mark Stanberry	\$20,077
Center of Hope, Inc. – Center of Hope Homeless Prevention	Mark Stanberry	\$25,000
The Salvation Army – ESG Homeless Prevention	Mark Stanberry	\$38,146

**Time allotted | 3:11 PM | Agenda topic CDBG Proposals | Presenter Logan Bradshaw**

Discussion: CDBG is the most flexible funding source and is all about providing opportunities and benefit to low to moderate individuals and households in Wichita. Any projects considered are qualified on limited clientele basis, which means that at least 51% of individuals served must be low to moderate income persons. We rely on sub recipients to income certify in accordance with CDBG and HUD regulations. The City receives an allocation of CDBG each year and at least 70% of funding must go toward benefiting low to moderate income persons. The City Council determines the priorities that are highlighted within the RFP, but they do so with the consideration of the consolidated planning process. The following organizations have submitted proposals for CDBG funding. Each organization listed has provided reasons, statistics and plans for the funding. These can be found via ZoomGrants.

Conclusion: 3:29 PM

<b>Proposals</b>	<b>Speaker</b>	<b>Amount Requested</b>
Catholic Charities, Inc. – Harbor House CDBG	Logan Bradshaw	\$104,534
StepStone, Inc. – Transitional Housing and Support Services for Survivors of Domestic Violence	Logan Bradshaw	\$27, 217
Wichita Family Crisis Center – CDBG: Wichita Family Crisis Center Domestic Violence Shelter and Advocacy	Logan Bradshaw	\$133,361
Kansas Big Brothers Big Sisters – Community-based Youth Mentoring	Logan Bradshaw	\$38,279

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**Time allotted | 3:29 PM | Agenda topic Home – CHDO Set Aside | Presenter Mark Stanberry**

Discussion: The Home Investments Partnerships Program’s purpose is to expand the supply of decent and affordable housing for low-income individuals at 80% of median income or below. Referred to as the “Mandatory CHDO Set-Aside”, a minimum of 15% of the City’s annual HOME grant must be allocated to CHDO’s. The 2022-2023 CHDO Set-Aside allocation is \$300,000 and the maximum award to any one CHDO will be \$225,000. Funding is available specifically for the development of single family housing and homeownership, revitalization, local investment, and redevelopment incentive areas. Funding is made available based on percentage of completion on a monthly basis. Projects are inspected through MABCD during the progress of the project. The following organizations have submitted proposals for funding. Each organization listed has provided reasons, statistics and plans for the funding. These can be found via ZoomGrants.

Conclusion: 3:48 PM

<b>Proposals</b>	<b>Speaker</b>	<b>Amount Requested</b>
Mennonite Housing Rehabilitation Services, Inc. – HOME CHDO Set-Aside 2022-2023 and 2023-2024	Mark Stanberry	\$225,000
Jakub’s Ladder, Inc. – Real Estate Development/Infill	Mark Stanberry	\$151,640

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**Time allotted | 3:48 PM | Agenda topic General Discussion and Questions | Presenter Logan Bradshaw**

Discussion: Questions arose related to the Places for People plan and the Affordable Housing Fund plan. Mark stated that the CHDO funding will address certain elements of the Places for People plan, in terms of housing, but the target area for this HOME funding is smaller. Logan added information to the chat related to the Places for People Plan, feedback, soliciting the Affordable Housing Fund (AHF), a YouTube video that is being taken to all the February DAB meetings, a council workshop video, and provided a link to the website related to the Places for People Plan. Information was provided about current funding cycles and links to all meetings and the dates. Questions arose related to homeless prevention & why the amount available was so little. Staff explained ESG grant is very small. Resources were provided in the chat related to homeless prevention.

Conclusion: 3:50 PM

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**Time allotted | 3:50 PM | Agenda topic Logistics | Presenter Logan Bradshaw**

Discussion: The upcoming meeting is where the CDBG and HOME applicants will provide a five-minute presentation for their funding request, followed by a five-minute Q and A. The public will have the opportunity to weigh in as well. ESG applicants will not be preparing a five minute presentation. Those proposals will be presented on behalf of United Way continuum of care representative. That work group is meeting ahead of that meeting and will come up with a recommendation for ESG allocations. Next meeting you will be provided an overview of the funding history of each applicant and the general performance of each applicant in the previous year. The third meeting will take place two weeks from today from 2-4 PM. The committee will listen then decide where the funds will go in the third meeting. Funds may be split differently than what is requested by each organization.

Conclusion: 4:02 PM

**Next Meetings****Locations****Deadline**

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Public Hearing

Via Zoom

2/17/22 3-6 PM

Funding Recommendations

Via Zoon

2/23/22 2-4 PM

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Time allotted | 4:02 PM | Agenda topic *Adjourn* | Presenter *Logan Bradshaw*