

PATA Minutes

10/6/16

Attendance: Scott Armstrong, Rachael Sample, Lara Chandler, Jenn Dyer, David Greene, Leslie Kelly, Karin Thornburg, Robert Weiler, Alan Witchey, Danielle Bagg

Facilitator: Kirk Taylor

Minutes: Zach Gross

Agenda:

1. Introductions
2. Approve Minutes
3. Membership Statement and Attendance
4. Youth Homelessness Demonstration Program NOFA
5. Performance Improvement Plans
 - a. Unspent Funds
 - b. Performance Improvement Plans
6. Debrief NOFA Application
 - a. Process
 - b. Content
7. Agenda Items for Next Meeting
8. Next Meetings
 - a. October 20, 2016 at 9am at CHIP
 - b. Focus on Training Needs?
9. Announcements
10. Adjournment

Previous Minutes were approved

It was noted that old meeting minutes need to be found to make sure they are all posted on the website.

3. Membership Statement and Attendance

- The committee is healthy but we may need to consider targeting more non-conflicted people to join the committee to help in the ranking process.

4. Youth Homelessness Demonstration Program NOFA

- There was a brief update on the Youth Demonstration NOFA. Outreach had thought they would initially be the lead entity but have since stepped down from that role due to a possible conflict of interest and concerns over capacity. CHIP has now been designated as the lead entity. This NOFA is a capabilities NOFA, so we need to show that we have the capacity to design programs and put resources towards youth, and work collaboratively. We need to think that we aren't competing with New York and LA, but other Midwestern cities.

Document Control Process

- A question was asked about rankings and if they should get posted on the website? The committee says yes, but nobody can locate them on the website. They need to be posted.
- There was a question about working documents getting posted to the website, this brought up the need for a discussion about document control. The committee asked that CHIP propose a document control document to the Blueprint Council.

5. Performance Improvement Plans

a. Unspent Funds

- Unspent funds are measured on the project's operating year, we need to revisit the discussion of the time period we use to evaluate, but don't have time for it at this meeting.

b. Performance Improvement Plans

- Performance improvement plans need to be reevaluated because some agencies scored fine on the HMIS and housing stability but still scored below the 75% threshold. Rachael and Kirk will have a meeting to rethink these tools and bring them back to PATA at the next meeting. We need to think about how performance improvement plans could work with grants that are being consolidated.

6. Debrief NOFA Application Process

a. Process

- There was discussion about rethinking the sole grantee model used in Indianapolis and the City's performance as the collaborative applicant. Both of these are important issues, there is no time to discuss them at this meeting, so they will be temporarily tabled.
- The committee went around that table to discuss what worked and what we could improve on.

What worked	What we can improve on
Weekly phone calls	We need to make a more realistic timeline and then stick to it
Alicia Vaughn	We need more updates on the application process and we need to see more of it for review earlier on
Howard Burchman	We need a formalized NOFA review process
	A better process between the reviewers and the Collaborative Applicant
	A systemic/research group for NOFA content
	More training for projects on scoring and ranking
	An all-day review of the application prior to submission

	A better understanding of the HMIS data quality and quantity score
	Mandatory meetings with all projects
	An ESNAPS day to train everyone on using the system
	More training/understanding on the GIW
	A training manual or FAQ
	An understanding of who is doing what piece of the NOFA and understanding the time commitment each individual is giving to the process, more people need to take ownership
	A better appeals process
	An orientation for these grants
	Recruitment of more non-conflicted members
	Policies shouldn't change during the application process if possible, we need to set them earlier and try not to change them unless we absolutely have to

7. Agenda items for next meeting

- At the next meeting on October 20th, we will go over Alicia and Kirk's suggestions for NOFA, talk about content, and then prioritize what we want to do to improve next year's process.

Items for Future Consideration

- Timeframe we will use to evaluate projects with the scoring tool
- The sole grantee model
- Collaborative applicant position