

PATA Committee
2/18/16: Meeting Minutes

Attendance: Scott Armstrong, Michael Butler, Tenise Chandler, Amanda Cox, David Greene, Courtney Purnell, Dena Simpson, Karin Thornburg, Robert Weiler, Kay Wiles,

Facilitator: Kay Wiles & Courtney Purnell

Minutes: Michael Butler

Kay and Courtney are co-facilitating the meeting today in Kirk's absence. Michael Butler will be taking minutes. We do not yet have the minutes from the day-long retreat, they are still being transcribed by the various note takers for that day.

We discussed holding a meeting with HUD to help projects understand their grant requirements including if they should be targeting a specific sub population, have a certain number of beds set aside for sub populations, etc. Or, should projects first be educated on these issues then we meet with HUD to discuss performance, combining multiple grants held by one project sponsor, expanded use of unspent grant funds and other related topics.

The meeting with HUD would focus on understanding what we have in our portfolio and how we move forward to improve the portfolio and our CoC performance.

Kay volunteered to review her Dowe Project original award letter to see what that project should be doing and share the letter with us. Courtney will get with HUD for historical information about each of the projects. Once HUD has provided the info, we will hold a mandatory grantee meeting that will also be open to the public. We will also invite potential new project sponsors to attend. We should release a "Save the Date" card to have the meeting with HUD by mid-April, considering April 11 from 8:30 am – 12:30 pm. We will need a strong facilitator to keep the meeting flowing. Information should be provided to projects by March 11. We will announce the meeting at the March 16 CoC meeting.

Courtney will send Michelle Kincaid with HUD the list of questions we have and ask Michelle for an updated COC grant reference guide for each grant type.

Courtney advises that the CoC will be monitored this year per her notification from HUD. The committee discussed this and felt that the Planning and Investment committee should be engaging in project monitoring with Courtney. Courtney has monitoring tools that could be used. She believes the monitoring process should start in mid-March for the risk analysis and the on-site reviews occur in April. DMD will conduct the risk analysis and provide the results to the CoC committee to select projects to be monitored. The recommendation is that we do approximately 10 on-site visits this year. Each site visit would include Courtney from DMD and 2 – 3 members of the CoC committee.

We should immediately release a notice that we're seeking new project applications with threshold eligibility. The notice should include the type of projects we believe will be eligible for funding under the HUD NOFA and those project types that would not be eligible. We will release this notice immediately and have it available at the March 16 CoC meeting. Michael will send a draft notice to the committee for review and editing prior to our next meeting.

We asked Courtney if the quarterly reporting required from the City for CoC projects could be changed. We asked if the APR generated from HMIS and a budget/expenditure update could be the only requirements. Courtney promised to give it consideration. We also discussed how these reports would direct projects to be peer reviewed for each quarter. It was also recommended that we suggest that all CoC funded orgs be represented on the peer review committee.

We will identify Liaisons to committees/work groups/task forces/areas of need that will be assigned portions of the NOFA application to draft for the 2016 competition. The Liaison's role will be:

- Set up and/or attend meeting with the assigned group to discuss their area of responsibility
- Collect all information and provide it to PATA and the City for input into the grant application
- Provide the 2015 NOFA as the basis for their area of responsibility

We identified the following areas of need and assigned a committee member to be the liaison to that area of need:

- Veterans - Kay liaison
- Chronic Homelessness - Karin & Scott liaison
- Family Homelessness - Kay & Michael liaisons
- HMIS - Eric liaison
- Coordinated Entry/Assessment - Alan, Michael, Pastor Greened liaison
- Youth - Michael liaison - McKinney Vento (talk to Simona Reising re coordinating youth group)
- IHA - Courtney liaison

The question was raised about offering bonus points to applications that demonstrate collaboration/partnership with specific “areas of need”.

It was recommended that we invite those “areas of need” to attend one of our meetings to pick their brains about the needs.

Items for our next meeting agenda on March 3:

- Courtney report out on request from HUD (historical project grant information?)
- Review of the “Report Card” and “Ranking Process”
- Report from Zach on other communities processes to be sent out in advance
- City reporting requirements

Meeting was adjourned.