

CoC PATA Minutes

October 22nd, 2014 @ 9:00am

Attendees: Amy Nelson, Julie Fidler, Karin Thornburg, Sonia Azzarelli, Nicole Brown, Michael Butler, Adam Hutton, Derrick Reinbold, and Greg Martz.

Absent: Mary Jones, Bob Weiler, Christy Shepherd, and Megan Maxwell-Ranjbar.

The committee reviewed proposed changes to the Application Process Document and took additional feedback. Comments follow.

Add: These documents and others can be found on the CoC.org website

Under Section: New Project Funding Process – Date changed to 6/2/15

Add: The Program Application & Technical Assistance (PATA) Committee will review any New Projects applications and determine if all threshold requirements have been met. Any projects which do not meet the criteria above are not eligible for consideration at the Community Review Process and will be notified by the PATA Committee Chair.

Add: Any required attachments must be included for the Project to be considered.

Add Under Section Threshold Criteria and Process for New & Renewal Projects (Paragraph 2): Leveraging behind in-kind match.

Change in Paragraph one on the 3rd page: each Applicant *must* have a staff person attend a Presenter Training. Applicants will not be eligible to present at the Community Review Process unless they have attended a Presenter Training. The Program Application and Technical Assistance Committee *highly* encourages that the person(s) who will be presenting attend this training, although it is not required. Based upon past Community Review Process days, if the presenter(s) does not attend this training, the applicant must be aware that it could affect outcomes and rankings for the day.

Add: This could affect the outcome of your presentation.

Add: Application Presenters are highly encouraged to attend all day.

Clarify: Who can questions after each presentation.

Change: Each application is limited to no more than 2 presenters to 3 presenters.

Add: At the Community Review Process day, each Applicant is limited to no more than three presenters which includes persons designated to answer any questions. Remember, only the Applicant presenters can answer any questions from the audience.

Presenters are also not allowed to give away items to rankers or the audience as part of their presentation.

The order of presenters will be randomly selected by the Program Application and Technical Assistance Committee. This order will be posted on the CoC website and applicants notified in advance.

Any applicant who is not present at the Community Review Process when their name is called to present will be given a 0 score for the Community Review Process ranking. The Program Application and Technical Assistance Committee highly encourage all presenters to attend the entire Community Review Process day. Remember, your score from the Community Review Process day determines half of your final score and greatly impacts your funding rank.

Add: On the Figures – Project name was added

Add Verbiage under figure 1:

1. Each ranker completes a ranking sheet (please write legibly) which designates a ranking for each project by copying the numbers from the summary sheets. (See Figure 2) Ranker sheets will be disqualified if the ranking numbers are not in consecutive order. Rankers must ensure that they do not have duplicate rankings before submitting their ranker sheets.
2. These ranking sheets are then provided to designate Program Application and Technical Assistance Committee members present at the Community Review Process.
3. If a ranker needs to leave the room while an Applicant is presenting, that ranker cannot rank that Applicant.

Add: Verbiage regarding an appeal process and the time frame for appeals to be filed. (30 Days)

Add: Final rankings for the APR and Community Review Process will be posted on the CoC website and applicants notified by the Program Application and Technical Assistance Committee.

If an Applicant feels that an error was made in their ranking, they must submit an appeal to the Chair of the Program Application and Technical Assistance Committee within 30 days of the posted rankings describing in detail the perceived error.

Add On Figure 2: The original needs Ranker Name and Ranker Organization/ Affiliation added.

Julie Stated: Every time the NOFA is issued everyone needs to demonstrate leverage, which is in the workbook. She will send a sample chart to Nelson for the leverage to be added into the application and document draft.

Karin: Wants it to be clear that scoring section come from HUD.

Nelson agreed to incorporate in the comments and send to the committee for review and any additional comment by a set date. Following that date, the document would be sent for consideration of passage by the bp Council. We do not have a date for that meeting yet.

The committee then discussed the trainings that need to be established and conducted by the committee.

Goals: CoC Grant 101 Training – In the First Quarter

Goals: New Project Training – In the First Quarter

Goals: Presenter and Ranker Training – In the Second Quarter

Outstanding Issues: Because the parties who were drafting the training PowerPoints were not present, it was agreed that the PowerPoints will be emailed out for review. Discussion would occur on them at the next meeting along with establishment of a training date schedule.

Next meeting set for December 9, 2014 at CHIP from 9-10:30 AM.