

Program Application and Technical Assistance Committee

Meeting Minutes

June 27, 2014

Attendance: Amy Nelson, Janna Bruce, Christy Shepard, Erica Aquila, Kathy Pedrotti Hays, Adam Hutton, and Eric Wilka. Absent: Greg Martz, Mary Jones, and Bob Weiler.

The committee discussed the following adjustments/considerations be made in future NOFA application process:

- Need to determine who establishes threshold eligibility and update in process procedures. Also should build in time for threshold review into process and timeline before posting of applications for review process.
- Need to determine who communicates with those who don't meet threshold.
- Make note of how many people can present at CRP per presentation. Limit number of presenters per project to keep things moving along, get most info.
- Emphasize that it is not allowable for presenters to give away things as part of their presentation
- Scoring, ranking and certification – clarify in procedure document how that is done, who and how scoring/ranking is certified, etc.
- Establish policy for no shows for CRP day.
- Random draw for CRP day and post it prior to the actual day.
- All attachments must be with the application or threshold not met.
- When not present when name called at CRP, CRP score=0
- Build into CRP agenda an amount of time to do final ranking—30 minutes post last presentation
- Build in more time between presentations for note taking on CRP day
- Make sure people can't leave early by handing out ranking sheet at end of day
 - Sign in and sign out
- Identify who can ask questions at CRP and who cannot
- Identify that only presenters can answer questions
- Require people to note the % of attendance at CoC meetings and staff name (flush out)
 - List of committee members goes out beforehand and committee - have committee chairs be responsible for posting this info
- CoC 101 should be included with ranker and presenter training
- Ranker name and (add) organization name/affiliation on Ranker Sheet
- If someone steps out of room, cannot rank presentations they missed
- Clean ranking sheet for Rankers to have
- Emphasize that rankers must write legibly
- More clear with new applications—budget clarification; clearly demonstrate threshold
- Threshold determined prior to the trainings

- Ensure that it is known that the City did not give the news because that is now the role of the PA/TA committee

After this discussion, the group then verified that all of the ranking sheets were submitted by eligible people (those who participate in CoC, not conflicted and attended training). One ranking sheet was disqualified because the rankings were not numbered correctly.

Ranks were entered into the tabulating spreadsheet by two separate committee members and then were checked by two additional committee members for accuracy.

Ranking sheets were also checked to ensure the correct number of projects per ranker were scored.

Next meeting will be called to complete the Retreat action steps. Date to be determined.