
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Continuum of Services Committee

September 22, 2010 Minutes

Co-chairs: Jennifer Andersen, Mary Pat Sullivan

Next Meeting: Wednesday, October 27, 2010, 8:30–10:00 a.m. Pantano Rm., Sentinel Bldg., 320 N. Commerce Park Loop

Report to TPCH General Meeting October 14th

- | |
|---|
| <ul style="list-style-type: none">■ HUD and TPCH Bonus Project NOFAs released■ Approval sought for R&R Workgroup members |
|---|

TOPICS DISCUSSED

1. **Minutes.** Steve Nelson moved and Barbara Montrose seconded that the July minutes be approved with the correction of one typographical error in the attached discussion notes. **Motion passed.**

Susanna Rodriguez moved and Nick Jones seconded that the August minutes be approved with addition of clarification of language in the bonus project Notice of Funding Availability (NOFA) section of “2. Ranking and Rating (R&R) Workgroup” regarding to which types of projects the added NOFA apply. **Motion passed.**
2. **Review of 2010 HUD NOFA.** Jennifer Andersen noted that the 2010 HUD NOFA has been released. It allows 60 days for completion compared to 45 days last year. The NOFA makes clear these and other changes from previous years. It also names veterans and chronically homeless persons, which now includes families, as priority populations. Consensus was to adhere to a 45-day application preparation schedule. Barbara Montrose noted that she has suggested to the City of Tucson that they may wish to apply for the bonus project in collaboration with an agency or agencies serving NOFA-targeted populations. This could allow for a sustainable bonus project and work with the goals of the 100,000 Homes Campaign currently under consideration for local implementation.

Steve Nelson noted that HUD will expect all Exhibit 1 data to match data in the TPCH HMIS and HUD Data Exchange (HDX). Steven Wind said that this may be difficult because of the staggered schedule for entering of annual performance review (APR) data into HDX instead of submitting on paper. Current HDX data may not be that of a particular grantee’s most recent APR. Consensus was to use the most recent APR data for Exhibit 1.

 - **Next steps:** a.) Joyce Alcantar and Susanna will speak with City of Tucson personnel to encourage them to propose a bonus project that directly links to the goals of the 100,000 Homes Campaign.
 - b.) Committee members will seek additional ways to propose sustainable bonus projects.
3. **Bonus Project process.** Participants discussed the process and timing for the bonus project application, and reached consensus on the following. Bonus project proposals must be submitted by noon on Friday, October 15th. There will be threshold review of capacity and eligibility prior to submission of eligible proposals to the ranking and rating (R&R) workgroup. The threshold review will be on the afternoon of October 15th. (Barbara Montrose, Mary Pat Sullivan, Nancy Panico, and Bill Magnotto were named for the threshold review workgroup.) The bonus project NOFA will be completed with dates and released to the TPCH list serve, posted on the TPCH website, and to Pima County’s outside agency as soon as possible. The R&R Workgroup members must be identified immediately and approved at the October 14th TPCH General Council. Nick Jones volunteered to invite R&R nominees and coordinate their work. Volunteering or nominated as members were: Jennifer Andersen, Betty Bitgood, Devon Grijalva, Jim Kuzdal, and Ethan Orr.
 - **Next steps.** a.) Bonus project NOFA will be released as discussed. [Completed on September 23rd.]
 - b.) Nick will invite nominated R&R Workgroup members and coordinate a schedule.
 - c.) A special General Council meeting will be scheduled October 22nd to approve the R&R process results.

- 4. Technical assistance for Exhibit 2.** Participants discussed how best to provide technical assistance for completion of the HUD NOFA Exhibit 2. Consensus was to hold a demonstration for new users and those who would like a refresher. Susanna volunteered to demonstrate. After the demonstration, Steven Wind will provide individual assistance by phone and email. He noted that everyone has already been sent the link to the Exhibit 2 online training as well as their bed inventory as reported in the HUD Data Exchange (HDX) and reminded that their inventory as reported in Exhibit 2 must match the HDX data.

Barbara noted that, in practice, very few programs will exactly match their current inventory to the HDX data or their original application. This is because some participants acquire income, allowing projects to accept a rental contribution and use the grant funds freed up thereby to serve more people with the same budget. Steve Nelson noted that the new Exhibit 2s will contain a narrative section to explain these variances.

- 5. NOFA next steps.** a) Committee will continue to work on the established 45-day timeline, and grantees will be asked to submit their Exhibit 2s to Steven Wind on Monday, October 25th
- b.) Susanna and Steven Wind will review their schedules, select a training date, and notify all persons on the grantee list.
- c.) Committee will request that the TPCB General Council move the November meeting to November 4th in order to allow time to decide any HUD application issues that may arise.
- d.) Susanna will seek a City of Tucson meeting room for a November 4th General Council meeting. [None was available.]
- e.) Steven Wind will update the 2010 CoC Grant Submission Timeline and distribute.
- f.) Timeline will be posted on www.tpch.org.
- g.) Steven will review and analyze the differences between last and this years' scoring systems.
- h.) Exhibit 1 preliminary review will be held at LeCroy & Milligan on Monday, September 27th, 8:00-9:30a.m., and further assignments accepted at that time.
- i.) Steven will email a copy of his analysis and the blank Exhibit 1 to the committee through the TPCB administrative coordinator. [Completed on September 23rd and 24th.]
- 6. Next Meeting.** Wednesday, October 27, 2010, 8:30-10:00 a.m., Pantano Room, City of Tucson Sentinel Building, 320 N. Commerce Park Loop.

Submitted by Settle Madden

Attendance

Name	Organization	Email
Joyce Alcantar	City of Tucson	joyce.alcantar@tucsonaz.gov
Jennifer Andersen	New Beginnings for Women & Children	jandersen@nbwctucson.org
Danielle Bentley	La Frontera	dbentley@lafrontera.org
Lori Block	Interfaith Coalition for the Homeless	lori.block@ichtucson.org
Beth Carey	Southern Arizona AIDS Foundation	bcarey@saaf.org
Leslie Carlson	PTEH Implementation Coordinator	lacarlson@cox.net
Nick Jones	Old Pueblo Community Services	nickjones@helptucson.org
Linda Kot	Primavera Foundation	lkot@primavera.org
Doug Lynn	CODAC	dlynn@codac.org
Barbara Montrose	Community Partnership of Southern Arizona	barbara.montrose@cpsa-rbha.org
Steven Nelson	Pima County, Jackson Employment	steve.nelson@pima.gov
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Mary Pat Sullivan	Comin' Home	mpsullivan@cominhome.org
Steven Wind	LeCroy & Milligan, CoC Consultant	steven@lecroymilligan.com