



# PARTNERS IN CARE

Oahu's Continuum of Care

*Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.*

PIC FY18 CoC NOFA Application Meeting

Friday, July 13, 2018

3:00 P.M. – 4:00 P.M.

Conference Line: (515) 604-9577; Access Code: 131975

NOFA Workgroup 2:30 p.m. to 3:00 p.m. – Sharon Baillie, Tom McDonald; Annie Valentin – by phone.

Topic	Discussion	Outcome/Action
	It was suggested to look at the old rubric and scorecard to make final decision on this year's rubric.	RFP to be released July 20, 2018.

Consultants 3:00 p.m. to 4:00 p.m. – Sharon Baillie, Tom McDonald, Karen Thomas, Linda Ikeda, Heather Lusk; Jason Kasamoto, Annie Valentin, Anna Stone, Jen Stasch, Connie Mitchell – by phone.

Topic	Discussion	Outcome/Action
Review of 7-6-18 NOFA and 7-9-18 M&E meetings; 7-10-18 session w/ DV providers and 7-10-18 meeting w/ data coordinator	Minutes were emailed and available in hard copy. Focus for DV bonus has yet to be narrowed; group can potentially apply for ea of 3 types of projects; new projects will need to show capacity. Ideally, providers would work in partnership w/ AUW in planning/proposal development.	Committee to review.
2nd RFP draft	2nd RFP was emailed and available in hard copy; highlighted areas need attention.	Committee to review and provide feedback; final RFP to be released 7-20-18.
Scoring and ranking tools, reallocation process	There will be 3 different rubrics: for new projects, new renewals, and renewals related to housing; all fall back on last year's rubrics and HUD criteria. Draft rubrics were emailed and available in hard copy. Total score for ea will be 150, though measures can be differently weighted depending on priorities. Heather suggested reducing volume of paperwork going to evaluators; they mostly need narrative and budget. Applicants will be asked to submit 1 hard copy and 1 flash. Info on flash will be summarized into 1 pg reports covering audits and APR's (proposed by Tom, to be produced by staff/contractor). Summary could include meeting attendance/participation and timeliness of submissions; report from Jay on CES and # of vouchers used; HMIS data (Karen/Daniel); SAGE reports; info pulled from desk monitoring tool, etc.	There will be a series of meetings to allow for wide review and input on tools and processes. Reports will be solicited from Jay and Karen/Daniel. Proposals due Aug. 23 giving evaluators 2 weeks to review. Final decisions will be made by non-conflicted participants.
Review process	A number of meetings were planned to address review process:  7-16-18 9:00 to 10:00am Q&A on scoring, ranking, & reallocation procedures 7-17-18 10:30 to 11:45am Scoring, ranking, reallocation - approval of procedures 7-19-18 9:00 to 10:30am	Sharon will send out meeting e-invitations and e.notices to applicants wrt decisions.

	<p>Scoring, ranking, reallocation - approval of procedures</p> <p>8-6-18 9:00 to 10:30am Evaluation Committee training</p> <p>8-8-18 9:00 to 10:30am Evaluation Committee training</p> <p>8-20-18 9:00am to 2:00pm Project presentations</p> <p>8-24-18 9:00 to 11:00am Final evaluation meeting</p> <p>8-29-18 Notices to applicants</p> <p>8-30-18 9:00 to 11:00am Final approval of project rankings.</p>	
Proposal narrative	Section leads to gather bullet points, get info to Jen and Linda.	Jen will produce narrative outline, including character and word count constraints. Bullet points needed by July 23.
Selection of evaluators	Sharon has list of 14 potential candidates; 2 additional were added during course of meeting. It was agreed that BOD would help w/ personal touches to encourage participation. Goal is 6 evaluators by July 27.	Sharon will email candidates; BOD to support selection process.
Next meeting	Sharon noted that Fri. Aug. 17 is AUW holiday; NOFA meeting will be rescheduled to Thurs. Aug. 16.	Next meeting scheduled for July 20, same time and place.
Recording of meetings	Data coordinator implied/stated contractor responsibility for documentation and recording—a task contractor noted was beyond her scope, though she would document NOFA meetings and others, as able.	Contractors will clarify their respective roles in providing info and documenting process.

(Informal) minutes recorded by Linda.