



## Administrative and Finance Committee

**Current date:** 9/20/2024

**Next meeting:** 10/11/2024

**Attendance:** Ali Hilton, Becky Poitras, John Tramel, Lynn Rose, Paris Mendoza, Robbie Phillips, Susila Jones, Tehani El-Ghussein

**Staff:** Marqueia Watson, Amber Bauer, Shida McCormick

**Public:** Emily Ford, intern from University of Kansas working with Kevin Jean-Paul; Amanda Stadler, MO DMH

### 9/20/24 Agenda

1. Review and Approve Minutes from September 13, 2024
2. Discuss and Make Decision about CoC Builds NOFO
3. Discuss and Share Updates regarding Collaborative Application
4. Public Comment
5. Adjourn Meeting

### 9/20/24 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to order	John	Meeting called to order at 9:05am
Minutes approval	John	Paris moved to approve the minutes from 9/13/24. Lynn seconded and the motion passed.
CoC Builds NOFO	Marqueia	<p>Swope may be interested in applying.</p> <p>Met with Dr. Blaine Proctor of City of KCMO. City is interested in applying.</p> <ul style="list-style-type: none"> <li>• Location of the project - land bank properties (in KCMO) that may be conducive. Open to working with partners across the state line. Not "shovel ready."</li> <li>• Their grant writer had questions and Dr. Proctor asked for additional meeting. Dr. Proctor to meet with Admin Cmte leadership 9/24. Known questions: a) Relationship between applicant/grantee and Collaborative Applicant who submits the application? b) Does this need to be an open competition?</li> </ul>

		<p>Known details:</p> <ul style="list-style-type: none"> <li>● <b>From FAQ:</b> “All activities under the CoCBuilds NOFO are eligible activities under the CoC Program statute and regulations. This NOFO provides targeted funding to CoCs to add new Permanent Supportive Housing units in its geographic area through new construction, rehabilitation, or acquisition to provide housing and services to individuals and families experiencing homelessness where at least one member of the household has a disability.”</li> <li>● <b>Shovel ready?</b> Don’t believe so. Rather, an organization needs to demonstrate site control and make an implementation/construction timeline that needs to begin by 9/1/25 and have an environmental review before drawdown</li> <li>● <b>Competitive process?</b> Yes. See screenshot from NOFO:</li> </ul> <p>2. <b>CoC Review of Project Applications.</b> CoCs are required to review proposed CoCBuilds applications locally and if more than one application is received, the CoC must determine which application it will submit to HUD. While only one project application per CoC may be submitted, where feasible, HUD encourages inclusion of one or more subrecipients that will contribute towards the goals of this NOFO (e.g., capital costs, housing, supportive services). CoCs are permitted to submit a second application if the new PSH units are constructed, rehabilitated, or acquired on Tribal reservations or trust lands.</p> <p>HUD encourages CoCs to use scoring criteria outlined in Section V.A of this NOFO to ensure it submits the most viable application to HUD for review and scoring. The CoC must include a letter signed by the CoC Board President stating the CoC supports the submission of the selected application. The letter must include the:</p> <ul style="list-style-type: none"> <li>● CoC Number and Name;</li> <li>● <b>Relationship between applicant/grantee and Collaborative Applicant?</b> From FAQ: “The application should be completed by the organization that is requesting the funds. Completed applications must be forwarded to your CoC’s designated Collaborative Applicant for review. The Continuum of Care’s designated Collaborative Applicant will submit the application via Grants.gov.” (So CA submits and, if selected, grantee will be the organization requesting the funds.)</li> </ul> <p><b>Vote - Lynn moved that 604 moves forward with the CoC Builds application, seeking interested applicants. Becky seconded. The motion passed.</b></p> <p>Scoring criteria for RFP is outlined in Section V.A of the NOFO. It requires a gaps analysis of CoC region.</p> <ul style="list-style-type: none"> <li>● What is the biggest need: acquisition/rehab? New builds? Location within CoC region?</li> <li>● Also consider: History of developing and implementing similar past projects; Implementation schedule; Unmet housing need (population type, gap in PSH units for population to be served)</li> </ul> <p>CoC Builds NOFO timeline developed timeline (italicized are internal only dates):</p> <ul style="list-style-type: none"> <li>● By 9/23/24 - GKCCEH will announce 604 will move forward with RFP process, with RFP to be issued by 9/27. Encourage interested parties to</li> </ul>
--	--	--

		<p>review NOFO materials (attach web recording, FAQ, NOFO, etc.)</p> <ul style="list-style-type: none"> <li>● <i>9/24/24 - Admin Cmte leadership team meets to develop RFP (including priority needs) and ranking criteria</i></li> <li>● <i>9/27/24 - RFP distributed</i></li> <li>● <i>10/9/24 - LOI due</i></li> <li>● <i>10/10/24 - GKCEH sends applications to Admin Committee. Committee members review/rank LOIs using set criteria.</i></li> <li>● <i>10/11/24 - Admin Committee extends and uses part of scheduled meeting for rank/review. Meeting now scheduled 9-12.</i></li> <li>● <i>10/18/24 - Selected applicant notified/announced</i></li> <li>● <i>11/14/24 - Applicant submission into Grants.gov (as collaborator)</i></li> <li>● <i>11/18/24 - GKCEH submits in Grants.gov</i></li> <li>● <i>11/21/24 - HUD deadline in Grants.gov (60 days)</i></li> </ul> <p>Marqueia has found some RFPs posted that committee can consider. She will share with leadership team. Becky offered her help since she has reviewed it. Not available at leadership meeting time so available for questions.</p>
Collaborative Application updates	Marqueia and Amber	<p>Technical review complete and Rank/Review Committee has materials to review. Staff noted a particularly intriguing new OR project b/c different from others in their approach/plan. (Details not shared)</p> <p>Only 1 DV Bonus project applicant, by non-VSP. Discussion ensued (and needs to be raised again as formal agenda item after CA submitted).</p> <p>More than one funded VSP are particularly challenged right now by scope of need of referrals, especially as definition broadens. Makes it less enticing to expand.</p> <p>Not unique to 604, where one VSP only reluctantly agreed to apply only so that CoC does not lose the funds; intention is to transfer project to another agency. Safehome in Johnson County, KS did not apply and there was no other applicant to take its place. Hearing this nationally as well, likely why HUD made the rule this year that transfers had to remain DV-specific.</p> <p>How do we support VSPs and other projects? Ideas included: VSP education needed about differences between HUD and funders they are more accustomed to such as DoJ; Using CE/DV group that meets quarterly; Increase cross-collaboration and training across CoCs (Northland and KS 505); Bring together like programs (all RRH, not just DV) - even across CoCs; Equity training to include DV due to power balance inequities.</p> <p>Amber thanked Lynn for her help with new applicants.</p>
Public comment	John	No public comment from Amanda. Emily thanked the group for welcoming her; she stated she learned a lot.
Adjournment	John	Paris moved to close the meeting. Lynn seconded and the motion passed. The meeting ended at 10:10 AM.

**Recorded and submitted by:** Tehani El-Ghussein, Vice Chair