

**Portland Continuum of Care
Meeting Summary**

Friday 11:00-1:00pm
1 City Center, 1st Floor

Attendees: Aaron Geyer, Vickey Rand, Scott Tibbitts, Ginny, Jon Bradley, Joanie Klaymen, Wendi DuBois, Monique Gordon, Georgia Jenkins

1) Introductions & Overview, Jon and Aaron

Everyone introduces themselves. Jon and Aaron provide a brief overview of the NOFA and the process.

2) Review Meeting Schedule - Amy

The group discusses possible meeting times. Fridays are suggested from 9-12. There is general agreement to this time slot. Based on those meeting dates, Amy provides a draft NOFA schedule and what will be discussed at each meeting.

July 15, 11-1	1 City Center	Intro- Overview
July 22, 9-12	196 Lancaster Street, Back Bay Room	Section 1, Scott Match & Leverage, Amy Scoring Tool Review Bonus Application
July 29, 9-12	196 Lancaster Street, Back Bay Room	(TBD)- CANCELED
August 5, 9-12	196 Lancaster Street, Back Bay Room	Section 3, 4, 5, Scott
August 12, 9-12	196 Lancaster Street, Back Bay Room	Section 6, Anne
August 19, 9-12	196 Lancaster Street, Back Bay Room	Section 2, Amy
August 26, 9-12	196 Lancaster Street, Back Bay Room	Review Scoring/ Ranking, Amy
Sept 2, 9-12	196 Lancaster Street, Back Bay Room	Section 6, Anne
Sept 9, 9-12	196 Lancaster Street, Back Bay Room	Review all, Approve

Monitoring will need to be discussed, scheduled and planned.

Posting for project applications and selection process was posted on Friday July 15 on the Portland website and the MaineHousing website.

3) Review Timeline & Work Plan, Scott

Scott reviews the Work Plan and explains project submission. There is guidance in the NOFA regarding project applications, it is typically vague. Once esnaps is open you can go in and fill out specific questions regarding the application. The esnaps questions change depending on the data you put in, so be sure it is accurate. Sometimes the guidance in the NOFA does not

match the exact question in esnaps, but you still need to follow the guidance in the NOFA. Unfortunattely, Esnaps is not available yet. So until esnaps is open, you can only review what is in the NOFA. Here is a basic summary of the NOFA sections:

- Section 1 basic policies and practices. We can utilize policies that are already written or in place, perhaps in last year's application.
- Section 2 is regarding the Project Ranking, Review and Capacity.
- Section 3 is HMIS data. There are HMIS policies and procedures in place.
- Section 4 is the Point In Time Count that has been submitted. We want to review the methodology to ensure it is correct etc. This includes a Youth Count. Jon explains that this will provide a baseline for the emphasis on youth going forward. Kennebec did an effective youth count. We can't refer to it but we can use some of the language for methodology.
- Section 5 is system performance measures. This establishes the baseline for these measures going forward. Next year HUD will track the progress going forward.
- Section 6 is Performance and Strategic Planning section. Anne will help write this narrative explaining the data and the CoC strategy. What you say will impact your score. You need to be sure you answer all parts of each question.

There is guidance available both from Anne and a tool developed by NAEH. Jon explains that this is when its most important for all to attend.

4) **Reallocation Discussion**, Jon/ Aaron

Jon explains HUD encourages continuums to review their projects and reallocate as necessary. In the past, HUD has recommended that we reallocate from transitional programs to permanent housing programs. If projects are underperforming, or don't align with HUD priorities, their funds could be reallocated.

5) **Bonus Points**, Jon/ Aaron

There will be approximately \$120,000 available for the bonus. In the past MaineHousing has provided the match for a bricks and mortar project but it is not available this year. The Bonus money can be for permanently supportive housing or rapid rehousing, but not for services only. Permanently supportive housing has to be for chronically homeless, but rapid rehousing does not need to be for chronically homeless (even though the priority overall for the CoC is for chronically).

Each project must have both Leverage and Match. Match is required and is 25% for eligible costs in your program. Leverage is 150% above your match and is much more flexible- anything that applies to your project- food donation, other services can count. It has to be directly tied to the project but does not need to be an eligible cost.

New applications are a tremendous amount of funds. We still do not know how much money is available and esnaps is not open. It is extremely difficult for new applications to submit within these time constraints. Please contact HUD and the HelpDesk and let them know this is simply not enough time to submit a new project. Please contact HUD and allow them.