

## Balance of State NOFA Committee Meeting August 18, 2010 Minutes

### PURPOSE OF THE MEETING

Preparation for 2010 Continuum of Care funding application

### ATTENDANCE

#### In Topeka:

Margene Swarts, Luella Sanders, LaTonia Wright, Donna Dedonder, Joe Coburn, Anita Poe-Wiley, Peg McFadden, Cynthia Saddler, Diane Etzel-Wise, James Chiselom, and Christy McMurphy

#### On Conference Call:

Mandy Chapman-Semple, Marion Nichols, Milton Scott, Alana Winner, Kristy Morey, Deb Ellis  
Rebecca Scott, April Todd, John Eberly, LeeAnn Riediger

Agenda Item	Discussion / Action	Follow-Up Actions
Introductions & Welcome	All individuals present and on the conference phone introduced themselves (see list of attendees above).	Update if needed
Approval of Minutes	Motion to approve with no corrections by group.	None
BoS Project Status Update	There have been 22 projects that have been funded under BoS, 18 have been implemented -4 were not. Now that we have a starting point to go forward the list will only reflect the active projects.	LaTonia – drop 4 programs from project list, correct region for Mid-Cap to be South Central.
2010 New Project Amount Change	During a review of the letters of intent against the project status report it was discovered that a project had been left off of the grant inventory sheet. After communication between the KSHC, the Grantee and HUD the project was added to the annual hold harmless renewal amount. As a result, there is less money available for new projects. The new total is \$738,498 (\$409,693 for general and \$328,805 for	This only affected 1 potential applicant. They were contacted and stated that they can work with the new budget amount available.

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	PHB).	
Letters of Intent	Projects' letters of intent were reviewed. Margene suggested that Regional Coordinators need to identify the <u>needs</u> in their region. Joe suggested we prioritize according to <u>HUD priorities</u> (Permanent Housing, veterans, CH). Anita and Margene stated that <u>collaboration</u> should be scored.	BoS NOFA will develop boiler plate for letters of intent for future. Need a general checklist for the current letters of intent review so that stakeholders and provide input and recommendations.
Group Review of Exhibit 1 C	Donna mailed hard copy of groups to LaTonia. Margene suggested we code each entry to reflect the county by letter. James suggested we use the regional designation instead of county.	Donna will determine best way to transfer data to KSHC electronically. Insert in drop down " the CMHC's listed represent all 101 counties in the Balance of State, with the primary office listed in the home county." Use regional designation in organization name.
Group Review of Exhibit 1 F HMIS section-James C and Joe Coburn	Housing Inventory change in beds explanations needed. Reminder: final draft of the policy and procedure handbook for the Data Quality Assurance Plan is posted on the KSHC website for public comment by August 2, 2010. Comments period extended to August 31, 2010.	Joe will work with Diane to review the numbers and develop explanations for differences in bed counts from 2008 or 2009 if needed on the Exhibit 1 for 2010.
Group Review of Exhibit 1, Section 2 HMIS	Barriers section needs updating. Veterans do not participate in the HMIS system. Luella stated that 100%bed coverage is required and an explanation is required when not met. Joe reviewed their suggested changes in this section.	Joe and James will forward their recommended changes to Diane for inclusion in Ex 1. Possibly change program level data review to "quarterly" on 2E.

BoS NOFA Meeting Schedule	Diane scheduled SRS Learning Center e-conference room for September 1, 2010 from 10-12	Post to website, announce to BoS Stakeholders via e-mail and website
Questions and Answers	Discussion about status of NOFA Committee co-chair roster. Who will be the new co-chairs since Mandy is no longer with the Manhattan Emergency Shelter and James Glenn has resigned? Luella is a KSHC board member and LaTonia is staff.	Group will discuss co-chair nomination process at next meeting. An email will be sent out requesting that names be submitted for those interested in being a co-chair for the NOFA Committee.
Adjourned	3:15 pm	None

Recorded by Diane Etzel-Wise, KSHC Executive Director