

GREATER BRIDGEPORT AREA CONTINUUM OF CARE - SUPERNOFA COMMITTEE

MEETING MINUTES

FEBRUARY 28, 2007

MEMBERS IN ATTENDANCE: Jim Bombaci; Paul Mendes; Joyce Platz, Co-Chair; Judy Sklarz; Duncan Yetman, Co-Chair

1. Call to Order

Duncan Yetman, Co-Chair, called the meeting to order at 10:10 AM.

2. Preparation of Exhibit 1 of Homeless Assistance Application to HUD

The group began by discussing the means by which this year's Exhibit 1 could be prepared and how the expense of doing that would be covered. They agreed that applying for CDBG funding to pay for preparation of Exhibit 1 was not an option because of the very political nature of the process, the unavailability of group members to work on the application, the tight deadline (applications being due this day at 3:30 PM), and the fact that a reduction in Bridgeport's CDBG allocation made competition for these funds even more intense.

The group decided to proceed on several tracks. Judy would begin by contacting Alanna Kabel and determine if the City could be persuaded to use their resources within Community Development, Central Grants or another department to supply in-kind services to prepare the written portion of the grant. The United Way would remain as the lead applicant, but the work of amending and updating this year's Exhibit 1, pending no major changes, would be handled by the City as part of their ongoing contribution to the implementation of the Mayor's Ten-Year Plan to End Homelessness. Simultaneously, Duncan will contact Mike McCarthy, the preparer of the past two applications, and determine from him, given the nature of the grant and the similarity from year to year of whole sections of the Exhibit 1, whether a significantly reduced fee for preparation of Exhibit 1 would be possible. Duncan will also contact renewal applicants from last year and determine whether they have expended dollars and executed contract renewals with HUD such that they will run out of dollars in 2008 and thus be eligible to apply for a renewal this year. The group proposed to bring before the Steering Committee a proposal that should it be necessary to pay for the preparation of the Exhibit 1, that the cost be divided evenly among all applications, both new and renewal.

3. Change in Ranking Process

Duncan then explained what happened at the Joint Meeting of the Evaluation and Standards and SuperNOFA Committees on 2/6/07. He reviewed the confusion that some applicants had last year with the two parallel processes (Critical Review of Program and Homeless Assistance Application). As he explained the suggested new process for applying for funding, group members questioned the need then for having a Ranking Committee at all, given that all that HUD says about the ranking process is that it be fair and impartial. The Committee approved bringing a proposal before the Steering Committee that would have the Evaluation & Standards Scoring Subcommittee do the scoring and preliminary ranking. That ranking would then be reviewed and adjusted, if necessary, by the Steering Committee if applicants were not considered to have met particular goals set by HUD or if Continuum or

HUD priorities to serve particular populations would be served by such an adjustment. The final Project Priority List would then be brought before the Plenary meeting of the Continuum for adoption.

4. Other Issues

Judy asked about the legal notice that is published as part of the process to provide a fair and open HUD application process. It was agreed that the notice should continue to be published in a Sunday edition of the **Connecticut Post** as well as posted to the Continuum's website. Duncan will amend last year's notice and forward to Judy for her to submit for publication when the SuperNOFA is published.

Duncan will also contact Chris Kelly and ask him to produce an email checklist for the next Plenary meeting to ensure that all applicants can get timely updates and changes before the application deadline.

With regard to the application itself, Duncan said that Lisa Reed from Operation Hope and Letticia Brown-Gambino were working on revising the application format. He had sent them the scoring form for new and renewal applications used last year. Duncan will also forward to them the three-page application package sent last year to new and renewal applicants with an updated Application Timetable for review. Committee members expressed an interest in reviewing this document before it is issued.

5. Adjournment

The meeting was adjourned at 10:45 AM.

Respectfully submitted,

**C. Duncan Yetman, Jr.
Grants Coordinator
Town of Stratford**