

**NE Oklahoma Continuum of Care
Monitoring and Evaluation Committee**

**January 9, 2014
Meeting Minutes**

The NE Oklahoma Continuum of Care Monitoring and Evaluation Committee met at 11:00 a.m., Thursday, January 9, 2014 at Northeast Oklahoma Community Action Agency, 856 E. Melton Drive, Jay, Oklahoma to review, score and prioritize funding applications received under the FY 2013 HUD Continuum of Care funding competition.

A list of attendees is attached. Additionally, Samuel Westfall, Committee chair and Debbie Pope, committee member reviewed, scored and ranked the applications, replying by email with their comments (copies of email communications attached) as they were unable to attend the meeting due to other commitments.

1. Copies of the applications submitted for consideration were provided to committee members in advance of the meeting, along with application rating/scoring sheets for the PSH renewal applications. Committee members reviewed the applications and the rating/scoring sheets prior to the meeting and discussed the funding requests, costs per client, scoring and prioritization of the projects at the meeting. Applications submitted for consideration, approval and prioritization included the following (application summaries attached):
 - a. **Planning funds application:** NEOCAA COC planning funds: \$8,047 for COC planning activities. 1 year funding from HUD COC planning funds.
 - b. **Renewal Applications:**
 - i. FFATC/Ark Shelter: PSH supportive services and operations renewal: \$45,769. 1 year renewal
 - ii. NEOCAA: PSH operations funds renewal for 6 units: \$34,059. 1 year renewal.
 - iii. Community Crisis Center: PSH operations and supportive services renewal: \$52,835. 1 year renewal
 - iv. Community Action Resource and Development: PSH operations funds renewal for 2 units: \$14,894. 1 year renewal.
 - v. NEOCAA: Operation of dedicated HMIS: \$27,217. 1 year renewal.
 - vi. The Landing: Operations for 13 PSH Units: \$129,417. 1 year renewal
2. Following review of applications and scoring of renewal applications based on planned performance from the applications and past performance as reported on annual performance reports, committee members discussed COC priorities, HUD Priorities, costs per client and per unit and the 2 tier system in place for the funding competition. (Renewal Project funding application rating sheets attached). It was noted that the total funding request of \$312,238 exceeds the tier 1 funding available (\$298,481) by \$13,757. An analysis of the cost per client based on clients served and budget amounts requested revealed that the cost per client for the CCCI renewal, at \$7,548 per client far exceeded the cost per client for the other projects (CARD, \$2,128 per client; NEOCAA, \$1,002 per client and ARK \$247 per client). It was also noted that negotiations between the COC

lead agency and CCCI resulted in CCCI agreeing to reduce the budget requested in that agency's renewal request from \$52,835 to \$39,078 in order to allow all COC applications to fall into tier 1. A project Priority listing was then developed based on renewal application scores, COC priorities and HUD priorities, based on the revised budget amount for CCCI and original budget requests for other projects.. (see attached project priority listing). **Committee recommendation to the full board will be to approve the project ranking and funding amounts as shown on the project priority listing.**

Meeting adjourned at 12:00 a.m.

Terry Schroeder

From: Westfall, Samuel <Samuel.Westfall@okdhs.org>
Sent: Tuesday, January 07, 2014 4:17 PM
To: Arlando Parker (adparker@cableone.net) (adparker@cableone.net); Sarada McGaha (yfssarada@cableone.net); Amanda Hendrix (hendrixad@bps-ok.org) (hendrixad@bps-ok.org); Debbie Pope (missionarydp@gmail.com) (missionarydp@gmail.com); Karol May (kmay@cardcaa.org) (kmay@cardcaa.org)
Cc: Terry Schroeder
Subject: Rating

I have reviewed the renewals and agree with the scoring. Please be present to discuss your order of placement at 11:00 on the 9th with the committee.

My recomendtion is:

Ark	28 Pts
NEOCOA	24
The Landing	19
CCCI	17
CARD	16

Sam Westfall
OKDHS County Director Nowata/ Washington County

Terry Schroeder

From: Westfall, Samuel <Samuel.Westfall@okdhs.org>
Sent: Thursday, January 09, 2014 6:47 AM
To: Terry Schroeder
Subject: FW: FW: Community Crisis Center Renewal Application

Sam Westfall

-----Original Message-----

From: Debbie Pope [missionarydp@gmail.com]
Sent: Thursday, January 09, 2014 06:45 AM Central Standard Time
To: Westfall, Samuel
Subject: Re: FW: Community Crisis Center Renewal Application

I will be unable to attend the meeting today due to weather. I have looked over the applications and your scoring and agree that is very close to what I had. I am sorry I have been unable to attend the last two meetings

On Jan 7, 2014 4:05 PM, "Westfall, Samuel" <Samuel.Westfall@okdhs.org> wrote:

This attachment has pg 2 which has the numbers on it we need.

Sam Westfall

OKDHS County Director Nowata/ Washington County

From: Terry Schroeder [<mailto:tschroeder@neocaa.org>]
Sent: Tuesday, January 07, 2014 3:31 PM
To: Westfall, Samuel
Subject: RE: Community Crisis Center Renewal Application

Try this one...dam scanner sucked 2 pages at one time on the first one apparently.

Terry L. Schroeder, Grant Manager

Northeast Oklahoma Community Action Agency

P.O. Box 603, Jay, OK 74346

Phone: [918-253-4683](tel:918-253-4683), Extension 127

FY 2013 COC Ranking
Initial with GIW Funding

Rank	Applicant Nam	Project Name	Expiring Grant #	Project Type	Component Typ	\$ Requested	\$ Ranked	Running Total
28	FFATC	ARK Renewal Project 2013	OK0037L6I051205	Renewal	PH	\$45,769	\$45,769	\$45,769
24	NEOCOA	NEOCOA PSH Renewal	OK0048L6I051204	Renewal	PH	\$34,059	\$34,059	\$79,828
19	The Landing	The Landing SHP Renewal	OK0082B6I051100	Renewal	PH	\$129,417	\$129,417	\$209,245
18	CCCI	Partnership for Peace	OK0036L6I051205	Renewal	PH	\$52,835	\$52,835	\$262,080
16	CARD	Safe Life Start PSH Renewal	OK0064L6I051203	Renewal	PH	\$14,894	\$14,894	\$276,974
2	NEOCOA	NEOCOA NEOK COC 505 Planning funds	OK0091L6I051200	Planning	COC Planning	\$8,047	\$8,047	\$285,021
1	NEOCOA	NEOCOA Dedicated HMIS Renewal	OK0047L6I051204	Renewal	HMIS	\$27,217	\$27,217	\$312,238
Tier 1 Cutoff \$298,481								

FY 2013 COC Ranking
with funding adjustment

Rank	Applicant Nam	Project Name	Expiring Grant #	Project Type	Component Typ	\$ Requeste	\$ Ranked	Running Total
1	ARK	ARK Renewal Project 2013	OK0037L6I051205	Renewal	PH	\$45,769	\$45,769	\$45,769
2	NEOCOA	NEOCOA PSH Renewal	OK0048L6I051204	Renewal	PH	\$34,059	\$34,059	\$79,828
3	The Landing	The Landing SHP Renewal	OK0082B6I051100	Renewal	PH	\$129,417	\$129,417	\$209,245
4	CCCI	Partnership for Peace	OK0036L6I051205	Renewal	PH	\$52,835	\$39,078	\$248,323
5	CARD	Safe Life Start PSH Renewal	OK0064L6I051203	Renewal	PH	\$14,894	\$14,894	\$263,217
6	NEOCOA	NEOCOA NEOK COC 505 Planning funds	OK0091L6I051200	Planning	COC Planning	\$8,047	\$8,047	\$271,264
7	NEOCOA	NEOCOA Dedicated HMIS Renewal	OK0047L6I051204	Renewal	HMIS	\$27,217	\$27,217	\$298,481
		Tier 1 Cutoff						\$298,481