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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Continuum of Services Committee

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### Special Meeting, August 6, 2008 Minutes

Co-Chairs: Susanna Rodriguez, Val Quadros

<b>Next Meeting:</b> Wednesday, August 27, 10:30 am – 12:00 pm. Rillito-Sabino Rm, Sentinel Bldg., 320 N. Commerce Park Loop
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<b>Report to TPCCH General Meeting August 14<sup>th</sup></b>
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| ■ CoC Timeline and PPP meeting requirement |
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#### TOPICS DISCUSSED

1. **CoC Application Timeline.** Ken Walker reviewed a calendar that provided a timeline for all the steps of submitting the HUD proposal. For now, the final submission date is September 26, 2008.
2. **Rating and Ranking.** The committee discussed which process to use for rating and ranking. Last year's application lost some points because it appeared that some committee members were not totally clear about applying criteria. It was agreed to use the same process as last year, i.e., form a small rating and ranking committee made up of non-applicants. There will be training to ensure that committee members will clearly understand the process. Ken will meet with Nancy Panico to get information on last year's process.
3. **On-line application demonstration.** Ken showed committee members the HUDRE.info information web site, <http://www.hudhre.info/index.cfm?do=viewWhatIsNew#wn2>, and referenced the CoC NOFA July 24 broadcast as one major information resource. The FAQ's under Quick Links are also useful.
4. **SF-424 Completion.** Ken reviewed the screens on the web site for completing the SF-424 found at: <https://esnaps.hud.gov/grantium/index.jsf>. This process is not all that difficult. First, you must create a profile. The first person who does this is the Primary, and you should have an alternate as well. You can have a maximum of three users who can log on under your agency's name. The Primary is authorized to add another user. After you create a profile you can complete the rest of the SF-424. PPP expects that most people should be able to create a profile and complete their SF-424, but if you have trouble, please contact PPP for assistance.
5. **Exhibit II.** After you have completed the SF-424 you will be able to enter Exhibit II information. Ken demonstrated the screens for the Exhibit II, using La Frontera's entry as an example. Some CoC applicants will need help with this, and others will need very little help. PPP is available for as much technical assistance as you need.

**Each applicant must meet with PPP at least once between August 11<sup>th</sup> and 26<sup>th</sup> in order to ensure that everything is being done correctly for this web-based application.**

Please contact Michelle Craig to schedule a time to meet with PPP. Office phone: 791-2711, ext. 1117. Cell: 331-0806 Email: [mcraig@thepartnership.us](mailto:mcraig@thepartnership.us).

## 6. Bonus and New Projects.

- **Samaritan Project.** The committee discussed who is interested in doing a Samaritan proposal. Susanna reported that the City is interested in applying for a Samaritan Shelter Plus Care project in collaboration with Open Inn. This would serve young adults ages 18-28. The total amount would be \$448,257 for a 5-year period. No one else has expressed an interest in doing a Samaritan proposal.
- **Rapid Re-Housing Project.** New Beginnings has indicated an interest in applying for the Rapid Re-Housing grant for homeless families, although they are concerned about the requirement for centralized intake for homeless families. Primavera also might be interested. The committee asked New Beginnings and Primavera to make a final decision by Friday, August 8.

Leslie Carlson will try to find technical assistance information about how other cities have done centralized intake to see if there is a feasible way this could be done that wouldn't be overly resource intensive. She also noted that Salvation Army wants to develop a new emergency shelter for families. New emergency shelter is not in the Plan to End Homelessness, and if we are also seeking to fund a new Rapid Re-housing program for families, we should discuss this as a community. This would be a good role for the CoS Committee.

- **Next step:** Leslie will see technical assistance information about centralized intake possibilities.

7. **Next meeting.** The next Continuum of Services Committee meeting will be at the regularly-scheduled time, Wednesday, August 27, 10:30 am – 12:00 pm.

Submitted by: Leslie Carlson

## Attendance

Name	Organization	Email
Jennifer Anderson	New Beginnings for Women & Children	janderson@nbwctucson.org
Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Lori Block	ICH	lori.block@ichtucson.org
Leslie Carlson	Implementation Coordinator PTEH	lcarlson@net.com
Michelle Craig	CoC Consultants PPP	mcraig@thepartnership.us
John Hudson	Pima County	jhudson@csd.pima.org
Barbara Montrose	CPSA	barbara.montrose@cpsa-rhba.org
Ellen Nobel	SAAF	enobel@saaf.org
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Adam Ragsdale	Primavera	aragsdale@primavera.org
Susanna Rodriguez	City of Tucson	susanna.rodriguez@tucsonaz.gov
Efrain Romero	Pima County	eromero@csd.pima.org
Angy Shearer	Emerge!	angys@emergecenter.org
Daniel Tylutki	Pima County	dtylutki@csd.pima.org
Ken Walker	CoC Consultants PPP	kwalker@thepartnership.us