

San Mateo County Continuum of Care - 2019 NOFA Appeal Panel Meeting

September 17, 2019, 9:00am – 10:00am
HSA Office – 1 Davis Drive, Belmont

Minutes

Present: Appeal Panel Members

Committee support: Kate Bristol (Focus Strategies); and HSA staff Jessica Silverberg, Brian Eggers, and Ana Morales

Topic	Discussion	Action/Next Steps
<p>Review of Appeals Committee Purpose and CoC Rating and Ranking Policy</p>	<p>Focus Strategies and HSA staff provided an overview of the Project Review and Ranking Process policy (approved by the CoC Steering Committee on July 26, 2019), the review panel process, and the role of the appeal panel.</p>	
<p>Discussion of Projects Submitting Appeals</p>	<p>The two appellants are:</p> <ol style="list-style-type: none"> 1. Retraining the Village, who applied for a new Transitional Housing/Rapid Re-housing (TH/RRH) bonus project, HOME (Helping Our Men Excel), and appealed the review panel’s decision to not include it in the Project Priority List, and 2. CORA, who applied for renewal funding for their Transitional Hhousing (TH) project, Casa de Sor Juana Ines, and appealed the review panel’s decision to place the project in Tier 2. <p>Prior to today’s meeting, the appeal panel members reviewed the following documents: for Retraining the Village – Project Review and Ranking Process, Project Application, Appeal Letter, Review Panel’s Scoring Summary, Scoring Sheet used by the Review Panel, and the NOFA Review Panel Meeting Minutes; for CORA – Project Review and Ranking Process, 2019 Project Performance Report, Project Application, Appeal Letter, NOFA Review Panel Meeting Minutes and Project Scores.</p> <p>The appeal panel reviewed and discussed both projects in relation to the methodology and process used by the Review Panel in making their decision to not include Retraining the Village’s TH/RRH project application on the Project Priority List, and the ranking of CORA’s TH project in Tier 2. All panel members agreed that the Review Panel members followed the process set forth in the CoC’s adopted Project Review and Ranking Process policy.</p>	<p>The CoC Steering Committee will review and approve the 2019 Project Priority List at their meeting on 9/20/19.</p> <p>Appellants are notified of the Appeal Panel decision prior to 9/20/19.</p>

Topic	Discussion	Action/Next Steps
<p>Decision on Appeals</p>	<p>Retraining the Village: One Appeal Panel member motioned to accept the Review Panel’s decision not to include Retraining the Village’s TH/RRH project application on the Project Priority List. This motion was seconded and voted on by the remaining members of the Appeal Panel.</p> <p>CORA: One appeal Panel Member motioned to accept the Review Panel’s ranking of CORA’s TH project in Tier 2. This motion was seconded and voted on by the remaining members of the Appeal Panel.</p> <p>Both motions carried unanimously.</p>	
<p>Closing</p>	<p>Meeting adjourned at: 10:03am.</p>	