

TPCH Performance Evaluation and Monitoring (PEM) Committee Minutes July 11, 2018

9 am -1:17 pm, Sullivan Jackson Employment Center, 400 E. 26th St., Tucson, AZ

Presiding: Jason Thorpe

Agenda Item	Who (Reported, or moved, seconded)	Decision(s) (Major discussion points if no decision)	Next steps/Responsible
Amended Jun. 27 and July 6, 2018 mins. drafts	Jason	Tabled	Committee reviews minutes drafts at next meeting.
FY 2018 NOFA Timeline Draft	Jason, All	<p>Footer needs to be updated to 2018. Actual deadline for voluntary reallocation is July 20, 2018. (CA sent email last week.)</p> <p>Committee discussed & agreed to adjustments to 7-5-18 timeline as follows:</p> <ul style="list-style-type: none"> • PEM review, edit & approval of new project RFPs moves to the week of July 16-20th. • Board approval of Requests for Proposal (RFPs) by either e-vote or special meeting moves to the week of July 23-27. • Release of RFPs for all new & bonus projects moves to the week of July 30-Aug. 3. <p>Participants discussed the plan for the Board, not this committee, to be responsible for Review Panel recruitment. Settle Madden reported that three of last year's five panelists already agreed to serve again. John Roldan was one. He asked to be excused based on his election to the TPCB Board.</p> <ul style="list-style-type: none"> • Assignment of CA and TPCB staff to work with Board on Review Panel recruitment will be added to the timeline. 	<p>Board may need to do e-vote on some of the documents under consideration today.</p> <p>Sasha will email today the addition of notification of intent to consolidate or transition to the July 20th deadline for notification of reallocation.</p> <p>On July 17, Our Family Services will ask blanket Board approval of transitions designed to increase permanent housing stock.</p> <p>Sasha will email the committee an updated draft process document today with time for comments & an evote.</p> <p>Staff will use Survey Monkey for e-vote and send the draft with the Board reminder, noting that it is a draft and undergoing e-vote. If necessary, staff will provide copies with further changes highlighted at the Board meeting.</p> <p>Staff will contact panelists who agreed tentatively and review previous nominees, especially those who were willing but unavailable during previous R&R.</p>
Rating Process Document Review and Approval	Jason, All	<p>Participants resumed discussion of the draft Rating & Ranking (R&R) Process and noted the following (with page numbers referring to the draft of that date, not the final document):</p> <ul style="list-style-type: none"> • Reallocation decisions are due by Friday, July 20, 2018 (not Aug. 20) • Room for orientation is TBD for now. • A new bullet will be added to the top of page 5 to state that all new and bonus projects will be placed in Tier 2 per the committee's previous vote. • Priorities must be clarified to accurately reflect yesterday's CoS decisions 	

<p>Rating Process Document Review and Approval cont'd</p>		<ul style="list-style-type: none"> • Paragraph relating to assigning points on the rating tool to priorities will be removed. • “Searchable PDF” needs to be explained and emphasized in the orientation. • Leverage will be removed and only match addressed in the R&R process document. • Project dedicated for survivors of domestic violence. • “Collaborative Applicant” not “TPCH Administrator” will conduct threshold review. • The first bullet under “Additional information” regarding Coordinated Entry (CE) participation on page 7 needs rewording to ensure that projects are not penalized for clients who have moved between permanent housing (PH) projects”. Discussion included that there are legitimate reasons that a project may not fill an opening with a CE referral. This produced consensus to measure CE participation as was done during monitoring (including reconciliation with HMIS correspondence) and to add a comment section to the rating tool, and to specify directions for reconciliation in a paragraph following the “Additional information” bullets, including a 24-hour response time. • Add a bullet that reads, “The CA will ensure that all submissions are complete and accurate. If a submission is incomplete or inaccurate, the CA will notify the applicant and the applicant will have until 11:59:59 pm (before midnight) on the following business day to respond.” • Replace all “TPCH administrative staff” with “Collaborative Applicant”. • Add, “Failure to address threshold deficiencies will result in involuntary reallocation.” • Pages 5 & 7, language regarding time to respond to threshold deficiencies will be three business days by 11:59:59 pm (before midnight) on the third business day. • Page 8, change project submission deadline to esnaps to Aug. 16, 2018 by 11:59:59 pm. • Page 9, add Sept. 4 to the communication of preliminary evaluation results and rating posting. 	<p>Sasha will adjust wording and include items in orientation as needed.</p>
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<p>Rating Process Document Review and Approval cont'd.- 2</p>		<ul style="list-style-type: none"> • Change last paragraph of appeal process to read, "The TPCB Board will review eligible appeals and communicate their decisions. The TPCB Board will only review grievances file through the formal appeal process. TPCB Board will only consider appeals directly related to the eligible appeal topics define above." • Page 11, remove the sentence that begins "It is not necessary" & change "alphabetical" to "scoring" • Page 11, list only HMIS and CA contacts, with the CA email address at NOFA2018@communitypartnersinc.org or at 520-901-6818; and the HMIS Lead at HMISHelp@pima.gov or 520-724-7300. • Appendix B, change question re: HUD monitoring change "in" to "during Calendar Years 2017 or 2018"; & add a field after project name for project type. • Page 15, remove the final sentence. • Page 16, Appendix C must be a fillable PDF form. 	
<p>Rating Tool Review and Approval</p>		<p>Participants reviewed last year's rating form and agreed to the following changes:</p> <ul style="list-style-type: none"> • Remove all references to "bonus" points. • Add comment fields for each section beginning with section 2. • Add a drop-down field after project name for project type. • Add an unscored section for cost analysis by the HUD required methods. 	<p>Sasha will make the required changes.</p>
<p>Items for Board & TPCB General Council</p>		<p>Process document, timeline, and Rating Tool to be referred to Board for approval pending an e-vote by the committee on the updated documents. Adjourned at 1:17 pm</p>	

Next Meeting: Wednesday, July 18, 2018, 9-10:30 am, Sullivan Jackson Employment Center, 400 E. 26th St., Tucson

Attending

Name		Organization	Email address
Guillermo	Andrade	La Frontera	gandrade@lafrontera.org
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Sasha	Hawman	Community Partners, Inc.	sasha.hawman@communitypartnersinc.org
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Settle	Madden	TPCH CoC Administrator	settle.madden@communitypartnersinc.org
Rachel	McMenamin	SAAF	rmcmenamin@saaf.org
Dana	Mellors	City of Tucson	dana.mellors@tucsonaz.gov
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Dia	Nonaka	Cope	donaka@copecommunityservices.org
Austin	Puca	SAAF	apuca@saaf.org
John	Roldan	Community Member	john@johnroldan.com
Jamie	Snyder	Salvation Army	jamie.snyder@usw.salvationarmy.org
Jason	Thorpe	Our Family Services	jthorpe@ourfamilyservices.org

Submitted by. P. Settle Madden