Administrative and Finance Committee

Current date: 10/13/2023	Next meeting: 11/10/2023

Attendance: Becky Poitras, Heather Bradley-Geary, Jessica Smith, John Tramel, Lynn Rose, Rachel Erpelding, Susila Jones, Tehani El-Ghussein

Staff: Marqueia Watson, Amber Bauer, Patricia Hernandez

Public: Amanda Stadler, DMH

10/13/23 Agenda

1. Call to Order
2. Approve Minutes (attached)
   a. August 25
   b. September 8
   c. September 15
3. Debriefing of NOFO process
   a. Project application
   b. Training
   c. Rank and Review
   d. Appeals
   e. Collaboration Application
   f. Submission
4. Public Comment
5. Next Meeting
   a. Committee Meeting: November 10 at 9 AM
   b. Celebratory Meeting: To be Set
   c. Leadership Meeting: To be Set
6. Adjournment

10/13/23 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Call to Order	HBG	HBG called the meeting to order at 9:04 AM.
Approve Minutes	HBG	Presented minutes from 8/25, 9/8, and 9/15 meetings. Lynn moved to approve as presented. Susila seconded and minutes for all three meetings were approved. Amber noted these and others soon will be posted to the GKCCEH website.
Debriefing of NOFO process - Project	All Cmte members	<u>Can agency-wide questions be answered only one time, rather than in each application?</u>

application		- GKCCEH staff will investigate what is possible in Zoom grants - GKCCEH staff noted that some projects have a distinct language for describing their programs and services and noted that moving to an agency-wide section across applications could jeopardize the anonymity of application. - GKCCEH staff noted that it would be helpful to have specific examples of which questions seemed more agency-wide than programmatic. - An alternative idea presented was to have separate applications for the agency and the projects. The agency-wide application could be reviewed (and scored?) by staff and would have to meet a threshold. Staff could share that review/score with reviewers. Several committee members liked this idea. **LOIs** - Briefly discussed the pros/cons of LOI being the Zoom Grants. Do we consider that happening outside of Zoom Grants? - Is it possible that the LOI is for the agency as a whole and indicates which projects will be applied for (this lends to idea of multiple applications - agency-wide and project-specific) - If keep LOIs as had this year, be sure to tell applicants to update their request amount if it changes in after submitting the LOI. **General** - Did not have an internal timeline and this made the process more difficult. Need to have ready for next year. - Reviewers want stories and data. Questions were very academic - so how could responses not be. - Clarify what constitutes and MOU and what needs to be included (vs Letters of Commitment) - Consider asking questions about influence of match $$ on the project, e.g., if project has limited supportive services, does match $$ actually pay for that? - Further develop of budget section in local app - What are ways to make the local application process easier, since - eSnaps still must be completed - Monitoring could be a way to gather information, documents, and responses that could be used in lieu of an application - Reviewers noted that applicants are answering what the questions ask, yet the questions aren't what they want to know. - Want to be a part of writing the questions - Conditional logic was tricky from an applicant viewpoint AND very tough for reviewers. - Set scorecard scoring now

Debriefing of NOFO process - Training	All Cmte members	Overall feedback to the provided training was very positive:
		● In-person and virtual option and content
		● Recording for eSnaps
		To include in the future:
		● Be explicit that eSnaps submission is required for all
		● Remove "DRAFT" re: eSnaps submission for local app
		● Recommend that grant lead has someone else double check submission requirements have been fulfilled.
		● What constitutes and MOU and what needs to be included (vs Letters of Commitment and/or referrals only)
		● Use of AI - Include reminders? E.g., don't copy verbatim, use it for springboard, recognize that it could result in very similar responses across multiple agencies' applications.
		● More thorough budgeting - this could happen outside of "NOFO season" to help potential applicants prepare.
		    ● What new(er) applicants should consider in budget and project development, e.g., expectations, staffing, FMR, supportive services,
		    ● Help applicants understand connection between application budget (FMR etc), project functioning, and project performance
		    ● Use case studies to demonstrate/teach
		● Keep website updated with materials sent by email
		Offer an All Grantee Meeting in the spring, "You got CoC funded - what now?"
		● Staff have decided to do this. It was well received last year.
		● Could include some of the budgeting ideas noted above.

Debriefing of NOFO process - Rank and Review	All Cmte members	Reviewers noted that applicants are answering what the questions ask, yet the questions aren't what they want to know. ● Want to be a part of writing the questions (good idea, per committee) ● Conditional logic was tricky from an applicant viewpoint AND very tough for reviewers. ● Typical requests for information were on historical performance, agency services/scope overall
Debriefing of NOFO process - Appeals	HBG	N/A - none this year
Debriefing of NOFO process - Collaboration Application	All Cmte members	So much easier now that we use the shared spreadsheet! ● Other communities now use it and have appreciated GKCCEH sharing it. Thank you to committee members for the drafting and revisions. Thank you to Amber and Kaylee for creating the application document, their writing, their stewardship of the whole process! Thank you to the full GKCCEH staff for the intense effort. Additional tasks noted: ● Need to review Ranking/Prioritization policy ● Revisit NOFO policy revisions and drafts from the past year

Debriefing of NOFO process - Submission	Amber	Went smoothly. Only about a day that eSnaps caused issue.
Debriefing of NOFO process - Next steps	HBG	The debrief feedback will be reviewed at the November leadership team meeting with the intention to set a plan and timeline in place to carry out the finalized recommendations. Plan/timeline will be presented at our November committee meeting (11/10).
Public Comment	Open	Tomorrow is the KS Housing Summit. Committee vacancies - 1 open At-Large seat available. On hold during NOFO so HBG will re-engage with a youth with lived experience she had been talking to. If that does not work out, John can connect with potential PLE.
Next Meeting	HBG	<u>Full Committee</u> - 11/10 at 9:00-11:00 AM. Drumm Farm/Virtual. ● Will discus upcoming committee plan/timeline. ● YHDP update (to become a standard agenda item going forward) <u>Leadership Team</u> - 10/17 at 10:00-10:30 AM. Virtual. <u>Celebratory post NOFO gathering</u> - 11/2 at 4:00-6:00 PM. HBG will send calendar invitation with a centrally located venue.
Adjournment	HBG	Becky moved to adjourn. Rachel seconded and the meeting adjourned at 10:12am.

Recorded and submitted by: Tehani El-Ghussein