



# Administration and Finance Committee

Current date: July 12, 2024	Next meeting: July 19, 2024
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**Attendance:** - Kevin Jean-Paul, Lynn Rose, Rachel Erpelding, John Tramel, KK Assman, Tehani El-Ghoussein, Robbie Phillips, Ali Hilton, KK Assman, Paris Mendoza

**Staff:** - Amber Bauer, Shida McCormick

**Public:** Brandi Bair, Amy Copeland

## 7/12/24 Agenda

1. Approved minutes for June meetings – June 14<sup>th</sup> and June 21<sup>st</sup> (minutes attached)
2. Review Internal Committee Tasks for NOFO Process and Collaborative Application
3. Discuss NOFO Required Training Materials and Structure
4. Public Comment
5. Adjourn Meeting

## 7/12/24 Minutes

Objectives/ Agenda	Owner/ Speaker	Action items/Results
Review and Approve minutes from 6/14/24 & 21st	John Tramel	

Discuss internal Committee Tasks for NOFO Process and collaborative application	John Tramel	Amber shared timeline Marqueia put together. There is an internal one for GKCCEH and then one for Admin committee. Committee reviewed to for gaps. There are approximately 3 weeks between the NOFO drop and the training. Dates will be adjusted once HUD releases the NOFO.
Notes from NEAH Conference re: NOFO	Amber Bauer	2 year NOFO for HUD but grant awards will be for one year. Grants will be FMR up 11% and significant increase in allocations. FMR includes COLA increase. Waivers to use leasing in rapid rehousing. There will be an option to reallocate in the off year.
Meeting Schedule	John Tramel	There was a discussion about moving the meeting on the 19 <sup>th</sup> to the 26 <sup>th</sup> to adjust for possible NOFO drop. Next week would be moved to the 26 <sup>th</sup> .
Discuss NOFO Required Training Materials and Structure	Amber Bauer	Amber said people appreciated when other people did trainings so it wasn't just GKCCEH staff. Amber listed trainings to see if there were any broad subjects that were missing. Slides for CoC 101 was reviewed. There was a suggestion to add something like an organizational chart with contact information for different committees and HUD. It would be beneficial to include a contact information sheet for GKCCEH staff and their roles. There was a discussion about including Category 3 definition of homelessness in the training – this is only applicable under the YHDP. People might get confused if we include something they are not supposed to use. Dedicated Plus is recommended for projects to meet community need. Should there be a structured pre-grantee onboarding process to include a once a month meeting or office hours for new grantees? The committees will be reviewed in CoC Charter committee and Tehani and Allison will make a suggestion for an education/training committee. CoC 101 training slides will reflect the MOU. Members from committee will volunteer to do some sections. Lynn Rose will do Housing First, Rachel will do health care and housing, Lynn will also do the technical guidance for NOFO.
Public Comment		Amy: no comment, Brandi: she appreciates the committee trying to be proactive in the NOFO work.
Adjourn		Paris motion, Robbie Second. Public session closed at 10:08

**Recorded and submitted by:**  
Rachel Erpelding