

COMMUNITY ACTION PARTNERSHIP OF SOLANO JOINT POWERS AUTHORITY (JPA)

SPECIAL BOARD MEETING | APRIL 8, 2015
701 Civic Center Boulevard, Suisun City | 3:00 PM-4:00PM

SPECIAL MEETING MINUTES

1. Call to Order at 3:00 p.m.
2. Role Call – Members are: Fairfield, Vallejo, Benicia, Suisun, Rio Vista, Vacaville, and Solano County
 - a. City of Benicia
 - i. Matt Hart
 - b. City of Suisun
 - i. Kathy (Kat) Lawton
 - c. Solano County
 - i. Ronald Grassi
 - d. City of Vallejo
 - i. Anne Putney, Acting as Chair
 - e. Nonprofit/Other Attendees
 - i. Carolyn Wylie, Staff, HomeBase
 - ii. Sophia Lai, Staff, HomeBase
3. Public Comments – None
4. Considered the Funding Opportunity of the State Department of Community Services and Development (CSD) for the Community Services Block Grant (CSBG) Discretionary Funding for Targeted Initiatives released on March 27, 2015.
 - a. Reviewed general parameters of grant, including the maximum amount the JPA can apply for, which is \$75,000.
 - b. A letter of intent was submitted on April 3, 2015 to allow the JPA the opportunity to pursue this grant, if the Board decides to do so.
 - c. Due to the short time frame and the way the grant is written, requiring a cohesive program design, the Board discussed that the only feasible way to pursue this opportunity was to invite one partner agency to apply with the JPA through a Request for Proposal (RFP) process.
 - i. Board members talked about looking for an agency with the capacity to quickly construct a cohesive program design/structure.
5. Reviewed Draft RFP
 - a. The Board agreed that the applications should focus on content vs. prose due to the short timeframe and limited space
 - b. Aligns with the State Department of Community Services and Development RFP

- c. The Board was concerned about whether agencies could be ready to have an application available by the proposed deadline of Monday at 10 AM
 - i. Questioned whether agencies are already tracking those outcomes and can easily produce that information
 - d. Staff proposed instead requiring an intent to apply by 5:00 pm on Friday April 10, 2015 and moving the deadline to submit all materials to 10:00 am on Tuesday April 14, 2015.
 - e. The Board members were willing to dispense with the more detailed RFP requirements of a usual County/City RFP to make it easier on providers. Staff to include statement: “due to the abbreviated timeline of the funding opportunity, the contracting process will follow – the applicant must be willing to accept standard contract terms and conditions.”
 - f. Distribution will include the CoC List and the CoC, JPA, and Tripartite Advisory Boards, and posting on the CoC website.
 - g. The scoring will match the scoring values and points distribution from the CSD RFP and the JPA RFP will include that information.
 - h. HomeBase will review the applications as much as possible between the deadline on Tuesday, April 15, 2015 at 10 am and when the JPA meets to review them to ensure that they are substantially complete.
 - i. Timeliness of submittal – if you miss the deadline, then you miss the deadline. No late submissions.
6. Public Comment: Colleen Erdes – Stated that she knows this is really short notice; however, she very much appreciated the JPA doing this and giving the community a shot at this funding.
 7. Kat Lawton moved that the JPA pursue the CSBG Discretionary Funding for Targeted Initiatives according to the parameters set forth in this meeting - send out the draft RFP with agreed upon revisions to partnering agencies, ask those interested to submit an Intent to apply by 5 pm Friday April 10, 2015 with their RFP submissions due by 10 am Tuesday April 15, 2015. Matt Hart seconded. None opposed. The motion carried.
 8. Adjournment: Kat Lawton moves that the meeting be adjourned and Ron Grassi seconded. None opposed. Meeting adjourned at 4:42 pm.

For more information, please contact Solano@homebaseccc.org.