Prioritiza	ation				
Daevu C	ombs B	orja F	Pena	ACTION ITEMS	
2	1	1	0	(1) Reinstate additional, special meeting of HSC in between receipt of applications and the grant decision meeting, providing a public meeting forum for applicants to present and HSC to ask questions, and	
2	2	6	0	(2) Create or resurrect evaluation and ranking forms for commissioners to use while reviewing applications, to ensure all applicants are held to same standards, and	
3	3	3	0	(3) Offer training to commissioners (especially newly appointed and first-timers) for understanding and navigating grant process, at a minimum of 1-month prior to the grant process, and	
6	4	4	0	(4) Offer applicant training at same time as new RFP comes out, and	
9	5	5	0	(5) Discuss refreshing Gap Analysis before every other grant cycle, and include training on using evaluation forms to assess how applications fit with gap analysis priorities	
				OTHER IDEAS FOR IMPROVING PROCESS	
5	10	11	0	(1) Review process for deciding allocation of funds two months before grant decision meeting, so all commissioners are familiar with how the grant decision-making meeting will proceed, including how the CDBG staff input will occur, and	
1	6	8	0	(2) Get staff input on past and current contract performance of applicants, whether reporting is submitted timely and in complete form, and	
11	7	7	0	(3) As soon as applications are received, staff should identify any outright ineligible applications (such as requests for capital grants, unsigned cover sheets, etc.) and notify applicant, take out of applicant pool, and let HSC know about these actions, and	d
10	12	13	0	(4) Limit application attachments provided to commissioners to just the essentials, the cover sheets, proposals, financial statements and audits, board of directors (especially paper binder copies), and	
4	8	9	0	(5) Coordinate annual site visits to occur outside the busy 2-3 month grant process period, and	
7	13	2	0	(6) Build institutional knowledge of processes and best practices document consisting of all commissioner comments (see commissioner training above), and	
5	11	12	0	(7) Make sure Commissioners know that it's possible for small groups (3-4 max) to meet and review applications together; as long as it's not a quorum, we are able to work in small groups if that is helpful.	
0	9	10	0	(8) Add question about Diversity, Equity and Inclusion, i.e., How many cultural competency, implicit bias or diversity trainings or lectures were given in the past 2 years? (Scoring 2 points per training or lecture.)	
				Action Item Pursue Quarter 1 Quarter 2 Quarter 3 Quarter 4	