



Project Oversight Committee

Thursday, September 12, 2019
2:00 p.m. – Conference Room 801, 8th Floor of CMGC

Phone Number: (408) 650-3123, Access Code: 951-949-221

Go To Meeting Access: <https://global.gotomeeting.com/join/951949221>

AGENDA

1. **Welcome & Introductions** (5 mins) **Wayne Herron**
2. **Application Review Discussion** (30 mins) **Erin Kinne**

Purpose:

 - Call for projects opened August 19 and closes October 31.
 - When existing projects with state funds (and no CRTPO discretionary funds) request funding, should these be submitted using a “new” application or “shortfall” application?
 - Guidance must be consistent to effectively evaluate similar project types.
 - Methods to communicate guidance to funding applicants:
 - Description in application
 - Webpage text
 - Training webinar

Requested Action: Provide consensus on the application type to use for an existing project that has other funds but no CRTPO discretionary funds.
3. **Match Percentage Policy** (30 mins) **Erin Kinne**

Purpose:

 - Requests to change match percentage below the amount stated in original application have occurred. A current example will be referenced.
 - Affirm our policy on adjustments to the local match for existing discretionary projects and discuss how to handle shortfall applications that want 80/20 match to apply for new request amount.

Requested Action: Provide consensus on policy regarding requests to revert to 80/20 match for new request amounts.
4. **Upcoming Issues** (10 mins) **All**

Fall 2019:

 - Funding targets for new vs. shortfall requests
 - Criteria to evaluate shortfall applications
 - Review of 3rd Quarter project status updates
 - POC membership: 2-year terms ending soon (3-term limit)
5. **Adjourn**