

Project Oversight Committee 9/12/2019 Meeting Summary

Members: Sherry Ashley (phone), Loretta Barren (phone), Stuart Basham, Brett Canipe, Bill Coxe, Andy Grzymiski, Susan Habina-Woolard, Bjorn Hansen (phone), Wane Herron, Ashley Landis, David McDonald, Anil Panicker, Bill Thunberg, Andrew Ventresca (phone), Cami Weckerly

Staff: Neil Burke, Catherine Mahoney, Agustin Rodriguez, Theo Thomson

Agenda Item	Purpose	Summary/ Decisions	Person Responsible	Follow-Up / Result
1. Welcome & Introductions		<ul style="list-style-type: none"> • Wayne Herron asked POC members to introduce themselves. 	Wayne Herron	
2. Application Review Discussion	<ul style="list-style-type: none"> • 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? • Methods to communicate guidance to funding applicants 	<ul style="list-style-type: none"> • Two applications have been submitted for the Fall 2019 project call. Both are existing state projects with state funds but no CRTPO discretionary funds. Should they be submitted as new or shortfall applications? • The POC agreed that a project must have existing discretionary funds allocated to be considered for shortfall funding. Both the Rama/Idlewild (Charlotte) and Cornelius/Perth (Division 12) projects have other existing (non-CRTPO funds) allocated. Therefore, the POC recommended that they are scored and ranked as new projects in our process. 	Neil Burke, Wayne Herron	<ul style="list-style-type: none"> • Erin to communicate with project submitters for any applications submitted incorrectly.

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<p>3. Match Percentage Policy</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Following extensive discussion about this item, the POC affirmed that when requesting shortfall funds, the original match percentage must remain constant and at least a 20% match should be applied to shortfall discretionary fund requests. <ul style="list-style-type: none"> ○ Example: Initial request: \$10,000,000 with a 50% local Commitment = \$15,000,000 total. ○ New Request: \$1 million shortfall - \$10,000,000 (initial req.) + 5,000,000 (50% match of initial) + \$1,000,000 (shortfall req.) + \$200,000 (20% of shortfall) • If a project receiving CRTPO discretionary funds requires a shortfall request AND the original match percentage must be lowered, the POC confirmed the request for shortfall funds must be submitted as a new project request. 		
<p>4. Upcoming Issues</p>	<ul style="list-style-type: none"> • Funding targets for new vs/ shortfall requests • Criteria to evaluate shortfall applications • Review of 3rd Quarter project status updates • POC memberships – current 2-year terms ending soon (3-term limit) 	<ul style="list-style-type: none"> • Funding targets for new vs/ shortfall requests: POC will evaluate the dollar amount of new requests and shortfall requests • Criteria to evaluate shortfall applications: Consider using existing criteria to evaluate shortfalls. This will need discussion at the next POC meeting about how shortfall projects are scored and prioritized relative to new projects. • Review of 3rd Quarter project status updates: No need for staff to reach out since adequate coordination has occurred with the rescission efforts as well as the fall call offering an opportunity to indicate a funding shortfall on an existing STBG-DA project 		<ul style="list-style-type: none"> • Criteria to evaluate shortfall applications to be on agenda for next POC meeting. • TCC leadership to develop POC roster in December.

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		<ul style="list-style-type: none">• POC memberships – current 2-year terms ending soon (3-term limit): Wayne said that a POC roster will be developed by TCC leadership in December.		