

Funding Committee Meeting Agenda

Meeting Details

Meeting Name	Funding Committee Meeting #2
Date	June 24, 2026
Time	3:30 pm
Location / Link	2112 Trawood Suite B-9 El Paso, Texas 79935
Attendees	Sebastian Vargas sebastian@cohhelps.org 915-600-9605 Adela Alonzo alonsoa@elpasotexas.gov 915-975-8679 Olivia Narvaez oanarvae@episd.org 915-230-2383 Joseph A. Villalba Jr., Ph.D. javillalbajr@gmail.com 915-203-4910 Alberto Ruiz aruiz@unitedwayelpaso.org 915-273-3484 Ext. 2016

Agenda Items

Topic	Purpose / Desired Outcome
Follow Up	Review of Previous Meeting Discussions: The Committee reviewed key themes and feedback from prior meetings related to the Local NOFO and application process. Discussions focused on identifying strengths from previous approaches—both locally and from other counties and cities, including non-HUD NOFO processes—while also acknowledging challenges faced by applicants, particularly around clarity of instructions, application structure, and overall accessibility. The group consolidated these insights into several core objectives moving forward: strengthening transparency, ensuring alignment with HUD standards, incorporating best practices, and improving clarity and accessibility for all applicants.

Develop Timeline	Development of a Timeline for CoC Board Review: The Committee finalized a timeline that reflects what is feasible for all parties involved while also accounting for HUD’s August deadline. In doing so, the Committee prioritized providing applicants with as much time as possible, ultimately establishing a 22-day period for the development and submission of project applications.
Determine Direction for Local NOFO	Overview of NOFO and Local NOFO Processes: The Committee reviewed all relevant materials to ensure alignment and compliance with HUD requirements. The Local NOFO application was intentionally redesigned to capture sufficient information to support informed decision-making by the Funding Committee, while also providing applicants with a strong foundation for completing their eventual eSNAPS application. In developing this process, the Committee took the time to ensure it is both effective and representative of a fair and equitable approach. This effort also allowed the Committee to establish clear expectations for all parties involved, including the Collaborative Applicant.
Determine Application + Process	Application Structure and Requirements, Expectations for the Upcoming Process: The Funding Committee will finalize a redeveloped timeline, Local NOFO, and application that prioritize an equitable and fair review process while maintaining full compliance with HUD requirements. These materials are being designed to be clear, concise, and aligned with best practices to support all applicants in preparing strong and competitive submissions. The Funding Committee will also implement an application portal for submissions to ensure that all applicants are held to the same standards and deadlines. This type of portal has proven to be effective for other funding processes and reflects established best practices. Locally, the City of El Paso has successfully utilized similar platforms for other funding applications. The Funding Committee will be responsible for setting up the portal and will provide the Collaborative Applicant

	with access to review submissions and determine eligibility prior to the scoring process. As part of this process, the Funding Committee will request that the Collaborative Applicant verify applicant eligibility, including confirmation of active 501(c)(3) status and SAM registration, to ensure all applicants meet baseline federal requirements prior to review (see Collaborative Roles below). Finally, the Funding Committee will draft a formal notice outlining the changes to the application process based on community feedback. The Committee will request that the CoC Board and the Collaborative Applicant distribute this notice across their respective networks to ensure broad awareness and transparency—to be published as of July 26 by 5 pm.
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Decisions Made

- **[Timeline]** - See Attached.
- **[Local NOFO and Application Process]** - To maximize efficiency, the Committee divided into two working groups. One group was tasked with outlining and refining the Local NOFO for review and approval by the CoC Board; the other group will create the application.
- **[Collaborative Roles]** Because the threshold review process has been described in general terms—such as reviewing for completeness, eligibility, and required components—the Committee noted that there is currently a lack of clarity around what this review entails in practice for community development applications.

While it is generally understood that threshold review may include confirming nonprofit status, verifying that SAM.gov registration is active, and ensuring compliance with state requirements (such as registration with the State Comptroller’s Office), the Committee recognizes that these descriptions remain too broad.

The Committee would like to formally request more detailed guidance on what is specifically evaluated during the threshold review process. This includes a clearer breakdown of required elements, eligibility criteria, and any compliance checks that determine whether an application advances to scoring. Greater transparency in this

stage will help ensure that applicants fully understand expectations and are better prepared to meet all requirements.

Action Items

Action Item	Owner	Due Date	Status
Local NOFO	Sebastian and Olivia	June 28, 2026	Ongoing
Local Application	Adela, Alberto, Joseph	June 28, 2026	Ongoing
Notice of Changes to Process	Full Committee	July 25, 2026	First Draft Completed and under review
Guidance from EPCH on Threshold Review	EPCH	July 16, 2026	Ongoing

Detailed Timeline

DATE	ACTION ITEMS
July 1	NOFO, Scoring Criteria, Application Materials and Submission Instructions published to community.
July 22	Local deadline for New and Renewal Applications
July 23 & 24	EPCH Affirms Submissions, and Provides Scoring on HMIS Data for Renewal Applications to Funding Committee
July 27 - August 2	Funding Committee reviews applications and scores using approved rubric
August 3	CoC Board Approval
August 4	Notify All Applicants of scoring results
August 7	Appeals Due
August 14	All eSNAPS applications are due for both New and Renewal Applicants
August 20	CoC Board Meeting for Approval of Collaborative Applicant