



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**CoC Advisory Board Agenda- Draft 4/3/19**

Wednesday, April 10, 2019 || 8:10 AM – 9:45 AM

SETA, 925 Del Paso Boulevard, Sacramento, CA 95815 - Sequoia Room

I. <b>Welcome &amp; Introductions:</b> Sarah Bontrager, Chair			
II. <b>Review and Approval of March Minutes:</b> Emily Halcon, Secretary			
III. <b>Chair’s Report:</b> Sarah Bontrager			
IV. <b>SSF CEO’s Report:</b> Lisa Bates			
V. <b>New Business</b>			
A. <b>Item: CESH Round 2 Funding Opportunity</b> - Overview - Designate SSF Administrative Entity- ACTION	- Presenter(s): Ben Avey, SSF Chief External Affairs Officer	8:15 AM (15 minutes)	Action
B. <b>Item: CoC Advisory Board Representation on Sacramento Homeless Crisis Response System Improvements RFQ Review Panel- ACTION</b>	- Presenter(s): Emily Halcon	8:30 AM (5 minutes)	Action
C. <b>Item: HEAP Programs Presentation</b> - Full Service Rehousing Shelter - Family Emergency Shelter - Expungement Clinic	- Presenter(s): Cindy Cavanaugh, County of Sacramento [& other County presenters?]	8:35 AM (40 minutes)	Information

<b>D. Item: PRC NOFA Preparation Updates</b>	- Presenter(s): Emily Halcon, PRC Co-Chair & Sarah Bontrager	9:15 AM (10 minutes)	Information
<b>E. Item: HUD CoC Program Planning Projects</b> - FY2017 Project Update - Next Steps for Advisory Board Engagement	- Presenter(s): Michele Watts, SSF Chief Programs Officer	9:25 AM (5 minutes)	Information
<b>F. Item: Youth Homelessness Demonstration Project Application</b> - Overview - Requests of the Advisory Board	Presenter(s): Bridget Alexander, HYbleTF Co-Chair	9:30 AM (10 minutes)	Information
<b>G. Sacramento Homeless Policy Council Proposal</b>	Presenter(s): Lisa Bates	9:40 AM (5 minutes)	Information
<b>VI. Announcements</b>			
<b>VII. Meeting Adjourned</b>			

**Receive & File:**

2019 Revised CoC Business Calendar  
 FY2018 NOFA Competition Results- Renewals & New Projects  
 Funding Priorities Meeting Summary including Gaps Analysis Recommendations  
 Funding Priorities Meeting Satisfaction Survey Results  
 Meeting Follow-Ups Report 3-13-19

**Next Meeting: May 8, 2019**

Please note that today's meeting is being recorded and the digital file will be available at [sacramentostepsforward.org](http://sacramentostepsforward.org) under Continuum of Care, Agendas and Minutes.

**Upcoming Committee Meetings:**

April 11 – HMIS & Data Committee  
 April 15 – CES Evaluation Committee  
 April 17 – Governance Committee  
 April 22 – PIT Committee

April 23 – Performance Review Committee

April 25 – Executive Committee

May 1 – Homeless Youth Task Force

May 2 – CES Committee



## *Sacramento Continuum of Care Advisory Board*

*Wednesday, March 13, 2019*

*925 Del Paso Boulevard, Suite 200, Sacramento, CA 95815 – Sequoia Room*

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**MEMBERS PRESENT:** Alexis Bernard, Alyson Collier, Amani Sawires-Rapaski, Angela Upshaw, April Wick, Christie Gonzales, Cindy Cavanaugh, Emily Bender, Emily Halcon, Erin Johansen, Jameson Parker, John Foley, John Krantz, Julie Davis-Jaffe, Lt. Julie Pederson, MaryLiz Paulson, Mike Jaske, Noel Kammermann, Peter Beilenson, Sarah Bontrager, Stefan Heisler, Stephanie Cotter

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**GUEST(S):** Lianne Egi, Jeffery Tardaguila, Cynthia Pimentel, Bob Erlenbusch, Sheri Green, Erica Plumb, Bridget Alexander, Elizabeth Hudson, Gabriela Herrera, Cheyenne Caraway, Koby Rodriguez, Sarah Ropelato, David Husid, Celia Yniguez, Pixie Pearl

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**MEMBERS NOT IN ATTENDANCE:** LaShanda McCauley,

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**SSF STAFF:** Michele Watts, Nick Lee, Lisa Bates, Ben Avey, Tristina Stewart, Chris Weare, Kate Casarino, Rolf Davidson

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*Call to Order: Sarah Bontrager, outgoing Vice Chair, 8:19 AM*

**I Welcome and Introductions: Sarah Bontrager**

**II Approve Executive Committee Slate: Emily Bender, outgoing Secretary**

- Nominated members of the Advisory Board for officers (aka Executive Committee) are as follows:
  - Sarah Bontrager for Chair
  - Erin Johansen for Vice Chair
  - Emily Halcon for Secretary
- **Motion to approve 2019 Executive Committee Slate: 1st – Alyson Collier; 2<sup>nd</sup> – Noel Kammermann, MSC. Abstention: Sarah Bontrager, Erin Johansen, Emily Halcon.**

**III Chair's Report: Sarah Bontrager**

- Newly appointed Chair, Sarah Bontrager, thanks everyone for attending the special meeting held March 12. She also thanks Cindy Cavanaugh and Emily Halcon for presenting on short notice and Chris Weare for preparing all of the data.
- Chair announces she, along with other members of the community, will be attending Cap-to-Cap in May.

**IV Sacramento Steps Forward CEO's Report: Lisa Bates**

- Last month, Matt Keasling announced that the City supervisors requested to create a regional forum on homeless issues. Work on that is continuing to progress with conversations with Sacramento City council, as well as other cities.
- There will be a second round of CESH in April which will be \$30 million statewide.

- Committees may be seeing more structure and more detailed work plans that will help meet committee goals.

#### V Review and Approval of Minutes: Emily Halcon

- Motion to approve February 2019 Minutes as presented: Erin Johansen, 1<sup>st</sup>; Noel Kammermann, 2<sup>nd</sup>. MSC. Abstentions: Angela Upshaw, April Wick, Christie Gonzales, Jameson Parker, Julie Davis-Jaffe, Lt. Julie Pederson, MaryLiz Paulson, Peter Beilenson, Stephanie Cotter

#### VI Item A: HEAP & CESH Updates: Ben Avey, SSF External Affairs Officer

- B. Avey presents a memo that describes the HEAP & CESH updates in writing.
- The CoC has not received the approval letter for CESH, but is still waiting for the money.
- An RFQ to Assist Homeless Response System Improvements was sent out to 10 entities and received verbal confirmations from several that they are interested in applying.

#### VII Item B: Next Steps on March 12, 2019 Advisory Board Discussion of Local Priorities: Sarah Bontrager

- The decisions made at the Local Priorities Discussion will be brought to the Performance Review Committee, which will help inform the 2019 Scoring Tool.
- All other comments and inquiries made at the meeting will be refocused in future discussions.

#### VIII Item C: CoC Advisory Board Annual Business Calendar

- M. Watts presents a revised Annual Business Calendar that depicts CoC Advisory Board responsibilities by month.
- Several members voice that there are some items missing from the calendar, including:
  - HIC  LSA (previously AHAR)
  - PIT Count  Gaps analysis
- Members also discussed:
  - A regular report out on CoC projects to see how they are doing
  - Make the local priorities meeting a regular annual meeting

#### IX Item D: 100-Day Challenge Update: Bridget Alexander, 100-Day Team Co-Sponsor

- The 100 Days has ended and preliminary numbers show that the team successfully housed 260 youth, exceeding the original goal of 200. The team has learned many things and looks forward to presenting the final results and community outcomes at a future Advisory Board meeting.

#### X Announcements:

- The City of Sacramento has sent out an RFP to provide operations of a triage shelter facility. This information has been shared through email blast.
- Noel Kammermann: Loaves & Fishes has partnered with SacACT and SEIU Local 1000 to hold a town meeting to discuss homelessness in Sacramento. This will be held at Trinity Episcopal Cathedral on Tuesday, March 19<sup>th</sup>. Information to be provided via email.

#### XI Adjourn

- Meeting adjourned 9:35 AM



## MEMORANDUM

**Date:** April 2, 2019  
**To:** Continuum of Care Advisory Board  
**From:** Ben Avey, Chief External Affairs Officer, Sacramento Steps Forward  
**Subject:** NOFA - California Emergency Solutions and Housing Program

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### Overview

On March 21, 2019 the California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for approximately \$29 million for the second round of the California Emergency Solutions and Housing (CESH) program. The Sacramento Continuum of Care is eligible for \$906,731, of which \$45,337 is set aside for administration. The full NOFA is available online with the abbreviated allowable activities listed below.

In the first round of funding, Sacramento Steps Forward was designated as the administrative entity for the program and subsequently submitted the grant application to fund system level improvements under category 6(a), implementation of system level improvements under category 5, full service re-housing shelter under category 4, and system planning under 6(b). On January 11, 2019, the Sacramento Continuum of Care was awarded \$1,619,424. HCD has notified us that we should expect to see a standard agreement in 30-60 days with the distribution of funds after the agreement is signed.

### Context

The application deadline for the new NOFA is May 6, 2019. The current application process is the same as the previous round. Prior to submission the Sacramento Continuum of Care must designate an Administrative Entity and agree on the funding request. After the CoC takes such action, the Board of Directors for the designated Administrative Entity must accept the designation and the grant application must be submitted.

### Options

Allocated funds must be used for one or more of the eligible activities listed below over five years.

#### Activity Categories:

1. Rental assistance, housing relocation & stabilization services to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness.
2. Operating subsidies in the form of 15-year capitalized operating reserves for new and existing affordable permanent housing units for homeless individuals and/or families.
3. Flexible housing subsidy funds for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals & families.
4. Operating support for emergency housing interventions including but not limited to: navigation centers, street outreach, and shelter diversion.

5. Systems support for activities necessary to maintain a comprehensive homeless services and housing delivery system, including Coordinated Entry System (CES) data, and Homeless Management Information System (HMIS) reporting, and homelessness planning activities.
6. Develop or update a CES, if the CoC does not have a system in place that meets the applicable HUD requirements, as set forth in Section II.E.3.A of the NOFA or Development of a plan addressing actions to be taken within the CoC service area if no such plan exists.

#### **Recommendation from CoC Executive Committee**

- Designate Sacramento Steps Forward as the Administrative Entity for the March 21, 2019 CESH Notice of Funding Availability and;
- Direct the Administrative Entity to apply for funding under category 5 to support systems support for activities necessary to maintain a comprehensive homeless services and housing delivery system, as recommended by the CESH Consultant upon the completion of their work.

The spirit of this recommendation follows the CoC's stated interest of driving system level improvements and recognizes the need to provide operational funding supporting that work. Funding awards for operational support activities will be in line with the consultant's recommendation on implementation, and will not be earmarked for any single organization.

It is possible that the full amount of this second round CESH funding will not be needed to implement the consultant's system improvement recommendations. In that event, the Administrative Entity can request that the State reallocate funding to another allowable funding category. The CoC can discuss at that time which of the alternate categories would be best suited to expending remaining CESH funds, given their one-time nature and limited timeframe for expenditure.

#### **Expected Action**

Designate an administrative entity and direct the administrative entity to apply for category specific funding in the application.

#### **Enclosure**

CESH Application Round 1

# ENCLOSURE - CESH Application Round 1

Estimated Budget and Goals §50490.3(a)(5)											CoC Service Area Allocation requested §50490.2:		\$1,619,424					
Activity #1 Rental assistance, housing relocation & stabilization services to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness.											Projected administrative costs §50490.2(b):		\$80,971					
Activity #2 Operating subsidies in the form of 15-year capitalized operating reserves for new and existing affordable permanent housing units for homeless individuals and/or families.											Instructions: Complete the following chart by listing the anticipated estimated amounts to be used for the specific eligible activities the AE and/or local partner will carry out with the allocation requested above. Describe each activity and the experience the AE or local partner has administering it. Identify numerical goals and performance measures to be used to evaluate success in implementing each eligible activity. Certify that each activity will be administered consistent with Housing First as described in §I.G of the NOFA.							
Activity #3 Flexible housing subsidy funds for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals & families.																		
Activity #4 Operating support for emergency housing interventions including but not limited to: navigation centers, street outreach, and shelter diversion.																		
Activity #5 Systems support for activities necessary to maintain a comprehensive homeless services and housing delivery system, including Coordinated Entry System (CES) data, and Homeless Management Information System (HMIS) reporting, and homelessness planning activities.																		
Activity #6a Develop or update a CES, if the CoC does not have a system in place that meets the applicable HUD requirements, as set forth in Section II.E.3.A of the NOFA.																		
Activity #6b Development of a plan addressing actions to be taken within the CoC service area if no such plan exists.																		
Eligible Activities §50490.4(a)			Prior Experience §50490.3(a)(2)(A&B)			Projected Performance Measures §50490.3(a)(5)							Housing First §50490.4(d,e)					
Activity	Estimated amount for eligible activity	Activity as a % of Allocation amount requested	Describe Activity and prior AE experience administering Activity		If no relevant experience, describe activity and prior experience of local government or other entity in CoC service area that AE will partner with to administer activity		(A) Number of homeless persons served	(B1) Number of unsheltered homeless persons served	(B2) Average length of time spent as homeless before entry into program or project	(C) Number of homeless persons exiting the program or project into permanent housing	(D) Number of persons that return to homelessness after exiting the program or project	Other applicant identified performance measure #1	Numerical goal (#)	Other applicant identified performance measure #2	Numerical goal (#)	Other applicant identified performance measure #3	Numerical goal (#)	AE or subrecipient will administer activity consistent with Housing First NOFA §I.G.?
Activity #4	\$538,453	33.2%	The Full Service Re-Housing Shelter (FSRS) program, which may also be referred to as a Navigation Center, will provide 24-hour emergency shelter services in leased single family homes throughout the County. In addition to providing low-barrier sheltering services that can accommodate pets, partners and possessions, participants will receive housing-focused supportive services including individualized case management and re-housing assistance.		The Administrative Entity will partner with The County of Sacramento whom currently administers a FSRS through general fund appropriation. Beginning in early 2018, the County program funds 15 leased homes (serving approximately 75 persons at a time) operated by an experienced community provider. The program targets persons with complex behavioral and/or physical health issues that often prevent them from engaging in services and has seen early re-housing success. In addition, the County has administered other shelter programs for many years, including family, youth, individual, and seasonal shelters.		80	80	12 months	68	12	Percent of clients engaged in case management and rehousing services	90%	Length of Time in Shelter (months)	3	Clients Served	80	Yes
Activity #5	\$575,000	35.5%	System level staffing support for initial implementation of updated coordinated entry system and improved system access. Fully develop transparent written policies and procedures. Develop operating and reporting standards for Outreach/Navigation programs and Shelters. Develop and update community standards for Re-housing programs (RRH standards, Flexible Fund Manual). Facilitate learning communities and ongoing training. Coordinate and improve outcomes of homeless investments (e.g., through performance based contracting). Improve outcome evaluation, using common metrics. Sacramento Steps Forward is the designated agency lead for CES and HMIS in Sacramento.				0	0	0	0	0	0	0	0	0	0	0	Yes
Activity #6a	\$325,000	20.1%	Evaluate and modify current system functioning, including access, assessment, prioritization, and matching/referral. Integrate CES system to other parts of homeless system to ensure client flow. Expand CES to emergency shelter, e.g., bed reservation system. Integrate diverse entry systems: general pop, veterans, youth, families, behavioral health. Standardize CES reporting, accountability, and evaluation. Increase housing and program resources connected to CES. Align with HMIS. Staff for system level coordination, implementation, and oversight. Sacramento Steps Forward is the designated agency lead for CES and HMIS in Sacramento.				0	0	0	0	0	0	0	0	0	0	0	Yes
Activity #6b	\$100,000	6.2%	Integrate Continuum of Care planning with County of Sacramento No Place Like Home Homeless Plan and develop process for dynamic strategic planning. Sacramento Steps Forward is the designated agency lead for Continuum of Care strategic planning.				0	0	0	0	0	0	0	0	0	0	0	Yes
<b>Total:</b>	\$1,619,424																	

ENCLOSURE - CESH Application Round 1



# ENCLOSURE CESH Application Round 1

## CoC Certification of AE Designation to Administer Funds

By signing below, the CoC Representative certifies  
CoC to administer 2018 CESH funds.

Sacramento StepsForward

is designated by the

### Certification of AE Designation to Administer Funds

Jonathan Porteus, PhD

Advisory Board Chair

9/12/2018

Printed Name of CoC Authorized Representative

Title

CoC Authorized Representative Signature

DATE

ENCLOSURE CESH Application Round 1



## MEMORANDUM

**Date:** April 5, 2019  
**To:** Continuum of Care Advisory Board  
**From:** Ben Avey, Chief External Affairs Officer  
**Subject:** Appointment of Representative to CESH Consultant RFQ Review Panel

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### **Overview**

Sacramento Steps Forward was designated as the administrative entity for the California Emergency Solutions and Housing (CESH) program and subsequently submitted the grant application to fund system level improvements under category 6(a), implementation of system level improvements under category 5, full service re-housing shelter under category 4, and system planning under 6(b).

On January 11, 2019, the Sacramento Continuum of Care was awarded \$1,619,424. HCD has notified us that we should expect to see a standard agreement in 30-60 days with the distribution of funds after the agreement is signed.

Following the terms of the submitted application, SSF published a Request for Qualifications Feb. 20 – March 31, 2019 with the goal of identifying a consultant or consultant team that can assist in making Homeless Response System improvements including: System Mapping; Gaps Analysis; Coordinated Entry System Assessment, Redesign, and Development of an Ongoing Evaluation Process; and Community-wide Standards Design and Implementation. Specific details are included in the attached RFQ.

SSF is now convening a panel to review the three responses and interviewer the responding agencies. The panel will include a representative from SSF, the County of Sacramento, City of Sacramento, a member of the Continuum of Care Advisory Board, and a member of the CoC Coordinated Entry Evaluation Committee.

The CoC Coordinated Entry Evaluation Committee has appointed John Foley to the panel.

On April 2, 2019, SSF issued a call for nomination or self-nomination for a representative of the CoC Advisory Board. Nominations were due by close of business on Friday, April 5 prior to the issuance of this memo.

The CoC Advisory Board Executive Committee will provide the board with a verbal recommendation based upon those nominations received.

### **Expected Outcome**

The Continuum of Care will appoint a representative to sit on the CESH Consultant RFQ Review Panel.

**SERVICE TYPE:** Shelter

**PROGRAM:** Sacramento County Full Service Re-Housing Shelter

**POPULATION IMPACT**

ALL FAMILIES TAY ADULT ✓ VETERAN

CHRONICALLY HOMELESS ADULT

participants in their transition to permanent housing stability.

**LEAD AGENCY**

County Department of Human Assistance (DHA)

The Full Service Rehousing Shelter(s) operate 24 hours per day, seven days per week with sleeping accommodations, meals, case management, rehousing services, secure storage, and supportive services for all participants.

**COLLABORATING DEPARTMENTS/AGENCIES**

Shelter Provider: Sacramento Self-Help Housing

One-time or limited-term funding is available to support a client’s transition into permanent housing.

Referring Entities, including County Adult Protective Services, Law Enforcement entities, including Sacramento County Park Rangers and Sherriff’s Department, DHA Outreach Social Workers, and –Street Outreach Providers

**ELIGIBILITY**

Literally homeless adult individuals and households

**FUNDING**

\$1,045,547 in State HEAP funding and \$538,453 in State CESH funding through Sacramento Continuum of Care through June 2021. This augments approximately \$2.6 million in annual County funding for the Full Service Re-Housing Shelter and re-housing services.

**ACCESS**

DHA works with referring entities to identify encampments and vulnerable persons, including those experiencing long-term homelessness to engage and invite into the shelter.

**DESCRIPTION**

The current Full Service Re-Housing Shelter has 15 scattered sites with a total of 75 beds available per night. The HEAP expansion will add eight additional sites that include 40 beds. With the expansion, the program will operate 23 scattered sites with 115 beds available per night.

**PERFORMANCE METRICS**

It is anticipated that the expansion will shelter up to an additional 150 persons annually, depending on length of stay.

The program’s goal is to provide low-barrier sheltering and services to persons not engaging in traditional services. A primary goal is to support

- Individuals served
- Shelter utilization rate
- Exits to permanent housing and other destinations
- Length of stay
- Change in income
- Benefit linkages

**SERVICE TYPE:** Shelter

**PROGRAM:** Sacramento County Emergency Family Shelter Program

**POPULATION IMPACT**

ALL FAMILIES ✓ TAY ADULT VETERAN CHRONICALLY HOMELESS ADULT

**LEAD AGENCY**

Sacramento County Department of Human Assistance  
Family shelter providers: Next Move and Volunteers of America (VOA)

**COLLABORATING DEPARTMENTS/AGENCIES**

Mary House  
Mustard Seed  
Loaves and Fishes  
County Child Protective Services  
Mather Community Campus Transitional Housing Program for Families and The Salvation Army’s Transitional Housing for Families  
Sacramento Unified School District and San Juan Unified School District

**FUNDING**

\$644,280 in one-time State HEAP funding through Sacramento Continuum of Care through June 2021. This augments annual County funding of \$1.56 million.

**DESCRIPTION**

Sacramento County’s existing Emergency Family Shelter program has a capacity of 33 families per night. The HEAP expansion will increase capacity by seven additional families, for a total capacity of 40 families per night.

Families within the program receive connections to

entitlement benefits including CalWORKs cash assistance, CalFresh and Medi-Cal.

Families are also referred into re-housing programs such as, but not limited to CalWORKs Housing Support Program, CalWORKs Temporary/Permanent Homeless Assistance, and ESG Rapid Rehousing.

Families are also referred into programs such as Mustard Seed, Mather Community Campus Transitional Housing Program for Families and The Salvation Army’s Transitional Housing for Families.

The Family Shelter Program operates 24 hours per day, seven days per week with sleeping accommodations, access to three well-balanced meals per day, mail service, pet accommodations, housing focused case management services, assistance obtaining vital paperwork and referrals to resources. Next Move’s program also includes diversion funding for a limited number of families.

**ELIGIBILITY**

Any combination of legal parent(s)/guardian(s) and at least one child under the age of 18 or 19 and in high school.

**ACCESS**

Families experiencing homelessness throughout the County sign up for shelter via the county’s online shelter registration system. Families are prioritized on a list according to their vulnerability.

Homeless Emergency Aid Program - Sacramento  
Once a shelter vacancy is reported to DHA, staff contact families from the list to offer shelter and assist with transportation to the shelter if needed. Families not immediately placed in shelter are connected to other stabilization services, including diversion assistance to prevent literal homelessness.

### **PERFORMANCE METRICS**

With expanded services, the Family Shelter Program will shelter approximately 300 families annually.

- Families served
- Families diverted and stabilized
- Shelter utilization rate
- Exits to permanent housing and other destinations
- Length of stay



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

TO: CoC Advisory Board Members  
FROM: Michele Watts, SSF Chief Programs Officer  
DATE: April 10, 2019  
RE: HUD CoC Program Planning Projects – Informational Item

As the Collaborative Applicant representing the Sacramento CoC in the annual NOFA competition, Sacramento Steps Forward is the HUD-designated recipient of Planning Project funds; Collaborative Applicants are the only organizations eligible to apply for these funds. SSF has applied for and received Planning funds annually since the FY2015 competition; funding details are summarized in the following table. Please note, Planning Project contracts lag far behind the award announcements, with the FY2017 Planning Project awarded in early 2018 just now being executed.

<b>Competition Year</b>	<b>Funding</b>	<b>Funding Use</b>
<b>Contracts Executed and Completed or Underway</b>		
FY2015	\$100,000	- 2017 PIT
FY2016	\$144,000	- 2019 PIT (partial) - Performance Review Committee, HomeBase consulting - 100-Day Challenge on Youth Homelessness
<b>Projects Awarded &amp; Budgets Proposed but not yet Approved, Contracts not yet Executed</b>		
FY2017	\$581,035	- 2019 PIT (partial) - Performance Review Committee, HomeBase consultant - Data Staff and Consultants
FY2018	\$581,035	- Performance Review Committee, HomeBase consulting - Data Staff and Consultants - Consolidated Plans Assessment Project

Advisory Board members have made their interest in having more input into the Planning Project applications clear. For FY2017 and FY2018, staff employed two similar strategies to garner input on the Planning Project applications' content. One-time, small-group meetings of members were utilized to inform final applications in both cycles. For FY2019, staff is proposing a more intensive engagement calendar, with monthly meetings convened between April and approximately August (depending upon the NOFA release and due dates) to educate members on this funding stream and identify appropriate projects collaboratively.

These meetings will be held the on the fourth Thursday of the month, 1:00 PM – 2:30 PM, at SSF, beginning April 25, 2019. A calendar invitation to all members is forthcoming. Members wishing to participate are encouraged but not required to attend every monthly meeting. Materials will be posted online and regular reports will be provided at the monthly Advisory Board meetings. At the April meeting, staff will begin by educating members on past funding cycle applications and budget details on FY2016 and FY2017 grants.

**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

<b>CoC Advisory Board Responsibility</b>	<b>Description</b>	<b>Topic</b>	<b>Status</b>
<b>JANUARY</b>			
Annual Membership Recruitment	The HEARTH Act requires that a public, widely circulated new member recruitment process occur annually.	Membership	Completed
Annual PIT & HIC	HUD-mandated annual count of all persons in street outreach, emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing, as well as the inventory of the same, within and outside of the HMIS.	Planning	Launched in January, due to HUD in May for Review, Local Report released in June
Biennial Unsheltered PIT	Biennial count of unsheltered persons layered on top of the annual count noted above under "Annual PIT & HIC.	Planning	Conducted in January, due to HUD in May for Review, Local Report released in June
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	In Process
<b>FEBRUARY</b>			
Annual Presentation of Executive Committee Slate	Executive Committee membership slate is presented in February for final approval in March. Member terms are one-year terms that can be renewed. Bylaws and Charter do not specify a limit on the number of Executive Committee terms a member can serve.	Membership	Presented in February, approved in March



**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

<b>CoC Advisory Board Responsibility</b>	<b>Description</b>	<b>Topic</b>	<b>Status</b>
Annual Membership Appointment	The annual recruitment process culminates in a formal vote on a slate of new and renewing members.	Membership	Completed
Annual PIT & HIC	HUD-mandated annual count of all persons in street outreach, emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing, as well as the inventory of the same, within and outside of the HMIS.	Planning	Launched in January, due to HUD in May for Review, Local Report released in June
Biennial Unsheltered PIT	Biennial count of unsheltered persons layered on top of the annual count noted above under "Annual PIT & HIC.	Planning	Conducted in January, due to HUD in May for Review, Local Report released in June
<b>MARCH</b>			
Annual Approval of Executive Committee Slate	Executive Committee membership slate is presented in February for final approval in March. Member terms are one-year terms that can be renewed. Bylaws and Charter do not specify a limit on the number of Executive Committee terms a member can serve.	Membership	Presented in February, approved in March
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	In Process (March - June)

**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

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<b>APRIL</b>			
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	In Process (March - June)
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	Launch in April, meet monthly through August
Annual PIT & HIC	HUD-mandated annual count of all persons in street outreach, emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing, as well as the inventory of the same, within and outside of the HMIS.	Planning	Launched in January, due to HUD in May for Review, Local Report released in June

**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

<b>CoC Advisory Board Responsibility</b>	<b>Description</b>	<b>Topic</b>	<b>Status</b>
Biennial Unsheltered PIT	Biennial count of unsheltered persons layered on top of the annual count noted above under "Annual PIT & HIC.	Planning	Conducted in January, due to HUD in May for Review, Local Report released in June
<b>MAY</b>			
Pre-NOFA preparations, including Approval of Review Tools & Policies	Review tools and policies are developed by the Performance Review Committee and presented to the Advisory Board for approval in the first half of the calendar year, prior to the release of the NOFA.	NOFA - Projects Competition	In Process (March - June)
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	Launch in April, meet monthly through August
Annual PIT & HIC	HUD-mandated annual count of all persons in street outreach, emergency shelter, transitional housing, rapid rehousing, and permanent supportive housing, as well as the inventory of the same, within and outside of the HMIS.	Planning	Launched in January, due to HUD in May for Review, Local Report released in June
Biennial Unsheltered PIT	Biennial count of unsheltered persons layered on top of the annual count noted above under "Annual PIT & HIC.	Planning	Conducted in January, due to HUD in May for Review, Local Report released in June
Annual HUD System Performance Measures Reporting Opens	HUD-mandated reporting on System Performance Measures opens in the online reporting system in May, with the due date TBD.	Planning	Launch expected in May, due date estimated in July
<b>JUNE</b>			

**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

<b>CoC Advisory Board Responsibility</b>	<b>Description</b>	<b>Topic</b>	<b>Status</b>
NOFA- Related adjustments to Review Tools & Policies as needed	Upon release of the NOFA, amendments to tools and policies may be needed to adjust unexpected requirements	NOFA - Projects Competition	In Process (March - June)
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	Launch in April, meet monthly through August
Annual HUD System Performance Measures Reporting Underway	HUD-mandated reporting on System Performance Measures opens in the online reporting system in May, with the due date TBD.	Planning	Launch expected in May, due date estimated in July
<b>JULY</b>			
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	Launch in April, meet monthly through August
Annual HUD System Performance Measures Reporting Underway	HUD-mandated reporting on System Performance Measures opens in the online reporting system in May, with the due date TBD.	Planning	Launch expected in May, due date estimated in July
<b>AUGUST</b>			
Governance Charter	HUD-mandated annual approval of the CoC Advisory Board's Governance Charter must be approved prior to the expected CoC Program NOFA due date of September of every CY,	NOFA- CoC Application	Due in August
CoC Application and Planning Project Application development	Convene monthly meetings to develop CoC Application and Planning Project Application	NOFA- CoC Application & Planning Project	Launch in April, meet monthly through August

**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

<b>CoC Advisory Board Responsibility</b>	<b>Description</b>	<b>Topic</b>	<b>Status</b>
Project Priority List Developed	The Review and Ranking Panel convenes to review and score applications and develop the Project Priority Listing	NOFA - Projects Competition	-
Project Priority List Approved	The CoC Advisory Board reviews and approves the Project Priority Listing	NOFA - Projects Competition	-
<b>SEPTEMBER</b>			
CoC Program NOFA Package Due	Project Priority List, CoC Application, and Planning Project Application expected to be due to HUD.	NOFA- all parts	Estimated due date in September
<b>OCTOBER</b>			
Annual LSA (longitudinal study data) reporting period Underway	LSA data reporting on system-level program performance- launched in October, closes in December or later	Planning	-
<b>NOVEMBER</b>			
HMIS Data Quality Plan Approval	Annual renewal recommended by HMIS & Data Committee	HMIS Requirements	-
HMIS Privacy and Security Plan Approval	Annual Renewal recommended by HMIS & Data Committee	HMIS Requirements	-
Annual LSA (longitudinal study data) reporting period Underway	LSA data reporting on system-level program performance- launched in October, closes in December or later	Planning	-
<b>DECEMBER</b>			
Annual LSA (longitudinal study data) reporting period Underway	LSA data reporting on system-level program performance- launched in October, closes in December or later	Data	-
<b>ACTIVITIES NOT ASSIGNED TO THE CALENDAR</b>			

**Sacramento CoC Advisory Board Annual Business Cycle**

Updated APRIL 2019

CoC Advisory Board Responsibility	Description	Topic	Status
Gaps Analysis	HUD mandates that the CoC conduct a gaps analysis annually. Staff recommends this analysis takes place immediately following the annual HIC & PIT (1st or 2nd quarter of the CY).	Data	
Annual Priority-Setting Discussion	Staff recommends priority-setting discussions follow the annual gaps analysis. Additionally, staff cautions against significant priority changes from one year to the next because annual changes make it difficult for agencies to design sustainable programs and programs designed based on needs data.	Data	
SSF's Subrecipients Projects Monitoring	SSF will present its monitoring approach and calendar and develop a report back process to share results with the CoC Advisory Board. <b>Staff Recommendation: Share SSF monitoring calendar and criteria in June, hold follow-up until CY2019 Q4, after the HUD CoC NOFA is submitted.</b>		
Other Recipients Projects Monitoring	SHRA, TLCS/Hope Cooperative, and Mercy Housing are also CoC Recipients. The Advisory Board's assessment of CoC project monitoring activities should include these Recipients in addition to SSF.		

**Sacramento CoC Advisory Board Annual Business Cycle**  
Updated APRIL 2019

<b>CoC Advisory Board Responsibility</b>	<b>Description</b>	<b>Topic</b>	<b>Status</b>
Committees Deliverables	Staff intends to add all committee deliverables to this business cycle calendar once the work plans for the committees are completed.		

WEDNESDAY, MARCH 12, 2019  
9:00 AM TO 12:00 PM

SACRAMENTO FOOD BANK  
3333 3RD AVENUE, SACRAMENTO, CA 95817  
COMMUNITY ROOM

## AGENDA FOR ADVISORY BOARD PRIORITY SETTING

Agenda Item	Activity/Outcomes	Status & Timing
1. Welcome and Introductions	Introductions of guests and the HomeBase Team (Chair)	Discussion [5 min]
2. Goals for Today	<p>While a gaps analysis has not been completed, the goal of this meeting is to provide guidance to committees of the CoC making funding decisions by using data to answer these questions:</p> <ul style="list-style-type: none"> <li>• Which homeless subpopulations have the greatest need for resources in Sacramento region in 2019?</li> <li>• What types of housing or services for homeless people are most needed in Sacramento region in 2019? (Executive Committee).</li> </ul>	Discussion [10 min]
3. Presentation of Relevant Data & Information	Presentation of key data related to homeless populations and subpopulations, inflows and outflows, and resources available (SSF/City/County)	Informational [50 min]
4. Priority Setting Discussion	<p>Consider the following:</p> <ul style="list-style-type: none"> <li>• The data is not perfect, but we want to do the best we can with what we have.</li> <li>• If we prioritize everything, the biggest gaps will not be addressed.</li> <li>• When allocating resources or creating allocation processes, the CoC must always first consider eligible uses of the funding, then it should consider all of: CoC priorities, funder preferences (i.e., which projects are likely to be funded), and project quality.</li> <li>• This Board represents the full community, and will take into account the needs of the full community today.</li> </ul> <p>Advisory Board members will work in small groups to create proposals using data to support their conclusions. Audience</p>	Action Item [1 hour, 40 min]



SACRAMENTO CONTINUUM OF CARE

	<p>members will meet separately. Each group will present their proposal.</p> <p>HomeBase will support creation of a proposal where there is consensus, Advisory Board will discuss and amend until it is supported by a majority of the members.</p>	
<p>5. Next Steps</p>	<p>Final priorities will be shared with funding committees.</p>	<p>[5 minutes]</p>

## Demographic Breakdowns

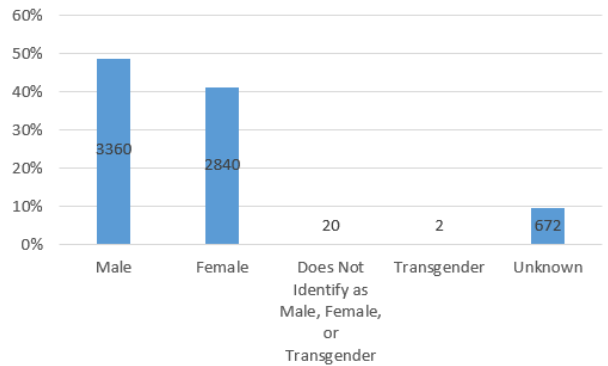
All People Active on Master List at end of 2018

All People	Sheltered	Unsheltered	Unsheltered then Sheltered	Sheltered then Unsheltered
6894	1290	4235	542	827

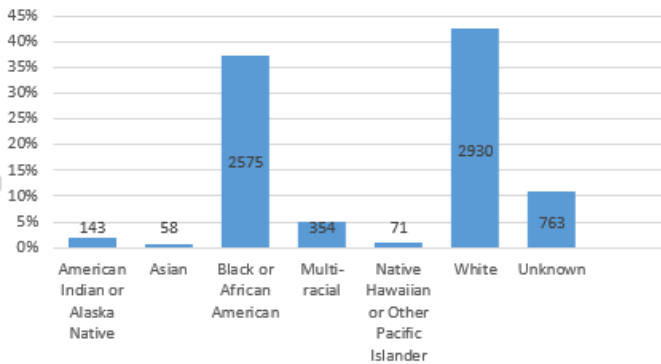
	Family Structure	
	Families with at least one child	Individuals
Everyone	959	4560
Veterans	43 (4.5%)	408 (8.9%)
TAY Household	101 (10.5%)	472 (10.4%)
Chronic	152 (15.8%)	1585 (34.7%)
Senior (55+)	46 (4.8%)	1264 (27.7%)
Non-Vet, Non-Chronic Adults	764 (79.9%)	3683 (80.8%)

Notes: Average HH size is 2.4 people  
Chronic HH are households with at least one chronic member  
Percentages are percent of families or individuals in subgroup

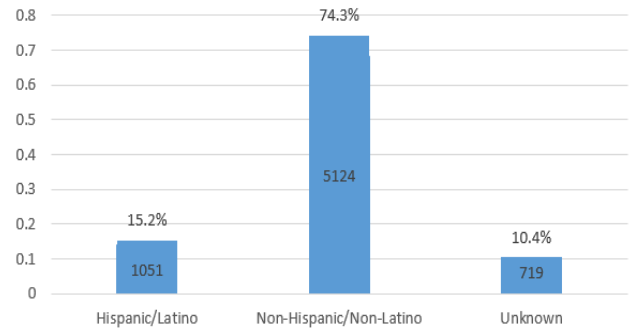
Gender



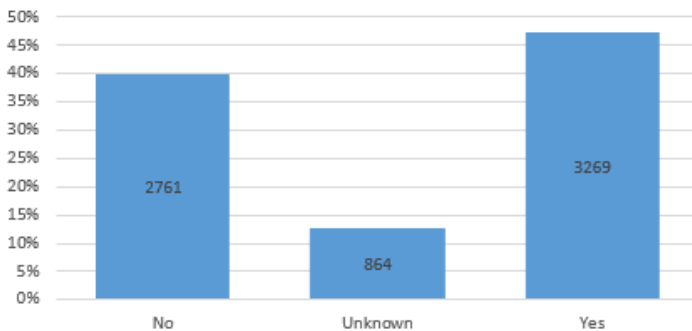
Race



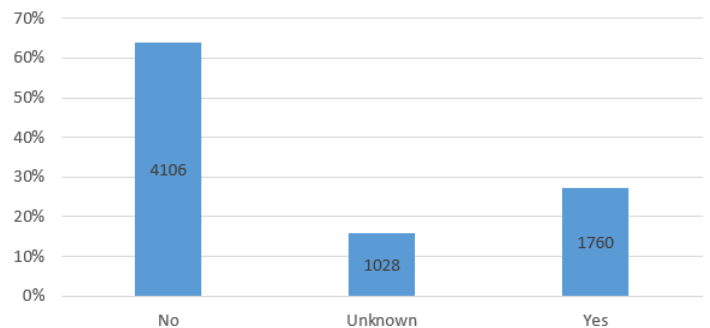
Ethnicity

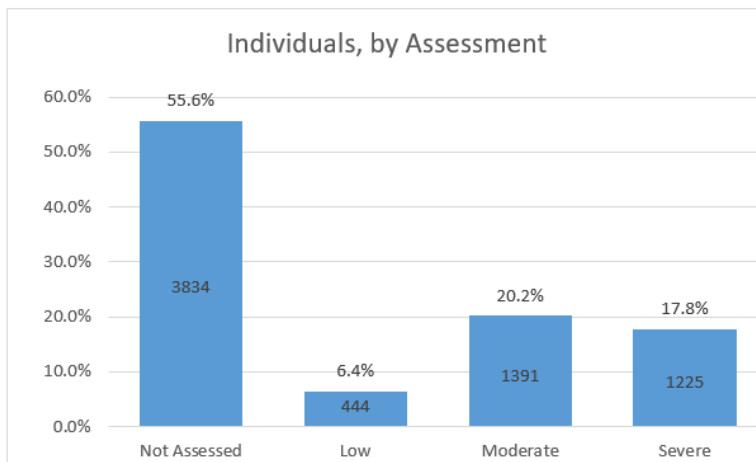
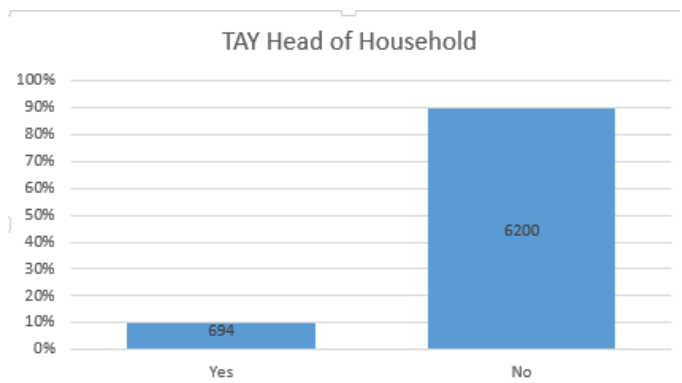
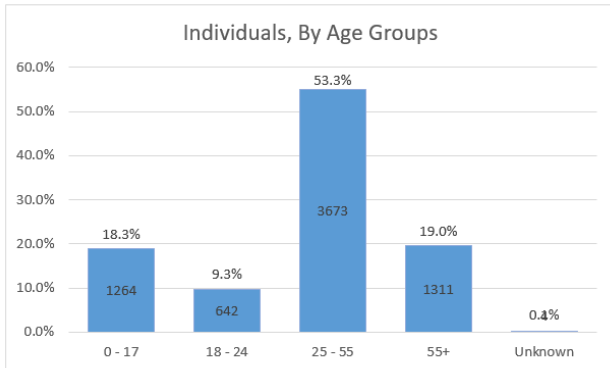


Disability Status



Chronic Status





Average Length of Time Homeless

**18.3 Months**



### Group Comparisons

	Everyone				Chronic		Households with Children	Non-veteran, non-TAY household, non-senior, non-chronic, individuals
	Everyone	Veterans	Seniors (55+)	Chronic	TAY	Non-veteran, non-TAY household, non-senior, non-chronic, individuals		
% Male	49%	90%	59%	60%	48%	47%	75%	47%
% Chronic	25%	32%	38%	100%	12%	0%	9%	0%
% Disability	47%	79%	69%	90%	32%	41%	38%	41%
LOT Homeless (Months)	18.3	17.2	25	30	9.3	18	9.2	18
% White	42%	58%	51%	56%	28%	44%	36%	44%
% Latino	15%	9%	11%	14%	16%	14%	24%	14%
% Aged 0 - 17	18%	0%	0%	0%	19%	0%	95%	0%
% Aged 18 - 24	9%	1%	0%	4%	74%	3%	19%	3%
% Aged 25 - 55	53%	45%	0%	67%	6%	97%	76%	97%
% Aged 55+	19%	54%	100%	28%	0%	0%	4%	0%
% Not Assessed	56%	54%	43%	45%	60%	51%	67%	51%
% Low VI-SPDAT	6%	8%	8%	3%	8%	7%	8%	7%
% Mid VI-SPDAT	20%	22%	22%	19%	17%	25%	19%	25%
% High VI-SPDAT	18%	17%	27%	34%	14%	18%	6%	18%

## Housing Resources

<b>Sacramento Housing Inventory Count, 2018</b>				
	Target Population	Families	Individuals	Total
ES	All	354	537	891
	Veterans	0	30	30
	Youth	0	42	42
	Chronic	0	0	0
	Non-Vet, Non-Chronic Adults	354	465	819
TH	All	267	335	602
	Veterans	0	57	57
	Youth	71	55	126
	Chronic	0	0	0
	Non-Vet, Non-Chronic Adults	196	223	419
RRH	All	581	151	732
	Veterans	25	69	94
	Youth	39	36	75
	Chronic	0	0	0
	Non-Vet, Non-Chronic Adults	517	46	563
PSH	All	1363	1746	3109
	Veterans	285	303	588
	Youth	0	0	0
	Chronic	854	1632	2486
	Non-Vet, Non-Chronic Adults	509	114	623

Alternative Count of RRH Beds based on Average Use:

	Families	Individuals	Total
All RRH	337	128	465



## Data Description:

The total number of active people is based on the Master List constructed by SSF. This Master List combines program enrollments, program services, and assessments to construct the most complete picture of a person's engagement with the homelessness crisis system. The active individuals at the end of 2018 provides a snapshot of all individuals experiencing homelessness. These individuals may be either sheltered or unsheltered at the time of the snapshot. In addition, some individuals have experienced times of being both sheltered and unsheltered during their current engagement with the homelessness crisis system.

These demographic data are based on clients' most recent program enrollment and are self-reported. Missing data arises for a number of reasons. Clients may decline to answer certain questions or the question may not be asked at the time of enrollment. Also, not all programs that serve the homeless population report into the HMIS. In the 2018 housing inventory 79.4% of the ES beds, 92.4% of the TH beds, 100% of the RRH beds, and 82.4% of the PSH beds reported into the HMIS. If a client is only served by non-reporting programs, then their demographic information is never recorded. To the extent that the characteristics of the clients with missing data diverge strongly from the known population, demographic statistics can be biased. Nevertheless, there is no strong evidence indicating that such differences exist.

### Definitions of Metrics:

**Disability Status:** Whether client indicates they have a disability at the time of last program enrollment.

**Veterans:** Individuals who self-identify as a veteran when enrolled in the HMIS.

**Chronic Status:** Determined by responses to several questions at last program entry.

**Age Groups:** Age at the beginning of 2018.

**TAY Head of Households:** All members of households where the head of household is between 18 and 24.

**Length of Time Homeless:** Length of time homeless is a system performance metric defined by HUD. It combines information from program enrollments and from self-reports of the time a person has been homeless prior to a program enrollment. Because this metric relies on many different fields and excludes clients for whom any fields are missing, the universe of clients that report length of time homeless is much smaller than the universe of clients for the other demographics.

**Assessment Scores:** Clients are administered different assessments (VI-SPDATs) depending on their circumstances. Scores vary between assessment types but each assessment has a range that places clients in the low category (diversion), moderate category (RRH), or the severe category (PSH).

**RRH Beds by Usage:** RRH is a voucher based program and the number of clients housed varies over time. An alternative way to calculate the number beds available is to divide the number of clients housed by the number of clients served in a year based on the average length of stay in housing. The 2018 APR indicates that the average client stay was 123 days, meaning 3 clients could be served with a voucher each year. 381 individuals and 1003 families were housed, yielding 128 and 337 bed equivalents for individuals and families respectively.

# Inflow - Outflow of People into HMIS

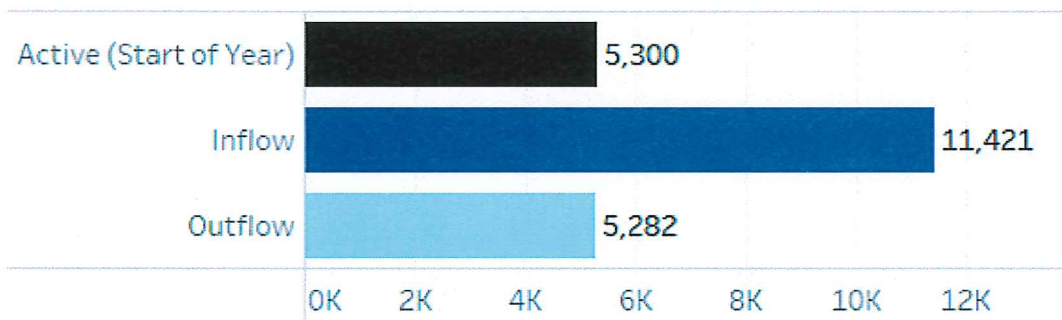


**SACRAMENTO  
STEPS FORWARD**

**Data Description:** Figures are based on the Master List constructed by SSF. It combines all contacts recorded in the HMIS data to construct the most complete picture of a person's homelessness status. Active individuals include all homeless individuals who are enrolled in shelter and non-shelter programs and individuals who in the last 90 days have received an out of program service or have exited a program into homelessness. The inflow comprises all the instances of individuals becoming active during the year. Outflow comprises all instances of individuals being housed, including exits to a permanent housing placement or moving into subsidized housing, either Rapid Rehousing or Permanent Supportive Housing. A single individual may have more than one instance of becoming active (inflow) or being housed (outflow) during the year. All charts are based on individuals.

**Required Increases in System Performance.** The percentages to the right measure the extent to which current system performance must be increased to meet current demand for each subpopulation. Large percentages indicate that more resources are required to address demand. The top percentage is the increase in the number of permanent placements required to house the inflow of newly homeless that year. The formula is:  $\frac{\text{inflow} - \text{outflow}}{\text{outflow}}$ . The lower percentage is the increase in the number of permanent placements required to attain functional zero homelessness in 5 years (e.g. the point at which the capacity to house people experiencing homelessness is equal to or greater than the total number of people in need). The formula is:  $\frac{(5 \cdot \text{inflow} + \text{Active}_{\text{start of Year}}) - (5 \cdot \text{outflow})}{(5 \cdot \text{outflow})}$ .

## Everyone



Percent increase in successful housing outcomes to house newly homeless:

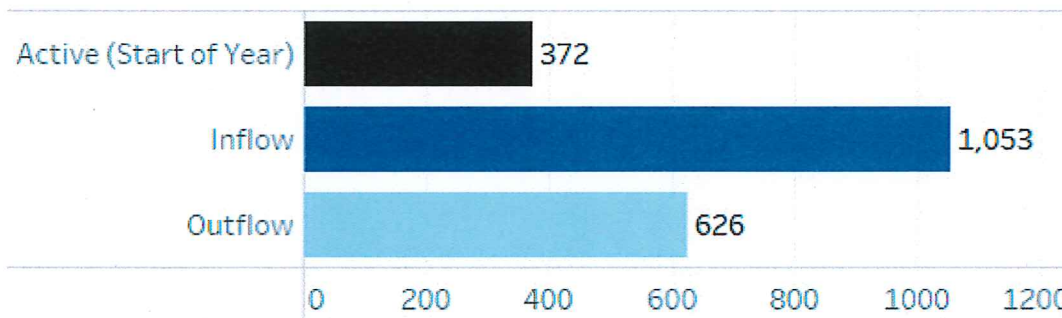
**116%**

Percent increase in housing successes to reach functional zero in 5 years:

**136%**

## Veterans

Self-reported at time of HMIS enrollment



Percent increase in successful housing outcomes to house newly homeless:

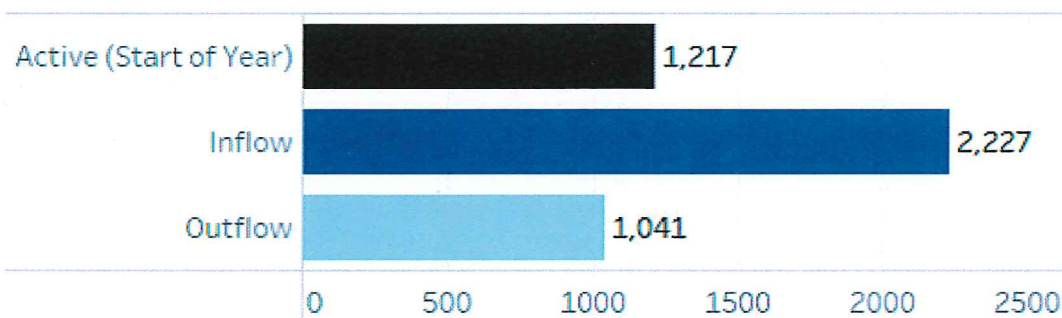
**68%**

Percent increase in housing successes to reach functional zero in 5 years:

**80%**

## Chronically Homeless

Based on self-reported data collected at program enrollment



Percent increase in successful housing outcomes to house newly homeless:

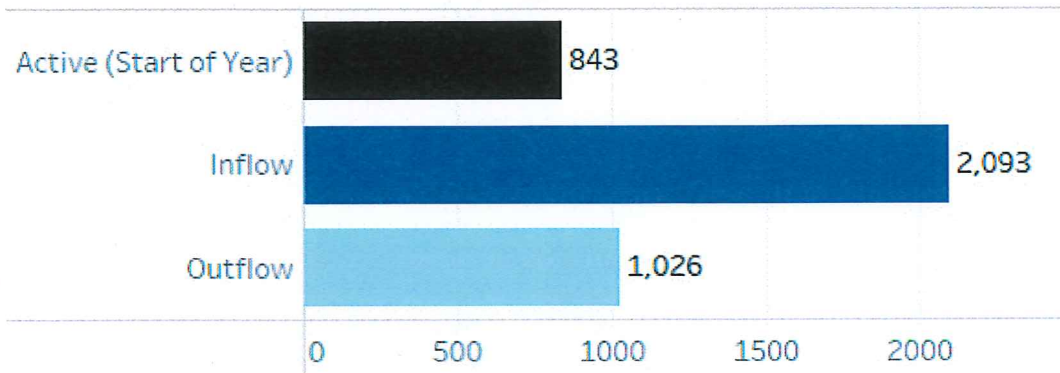
**114%**

Percent increase in housing successes to reach functional zero in 5 years:

**137%**

## Seniors

Individuals who are currently 55 years old or older



Percent increase in successful housing outcomes to house newly homeless:

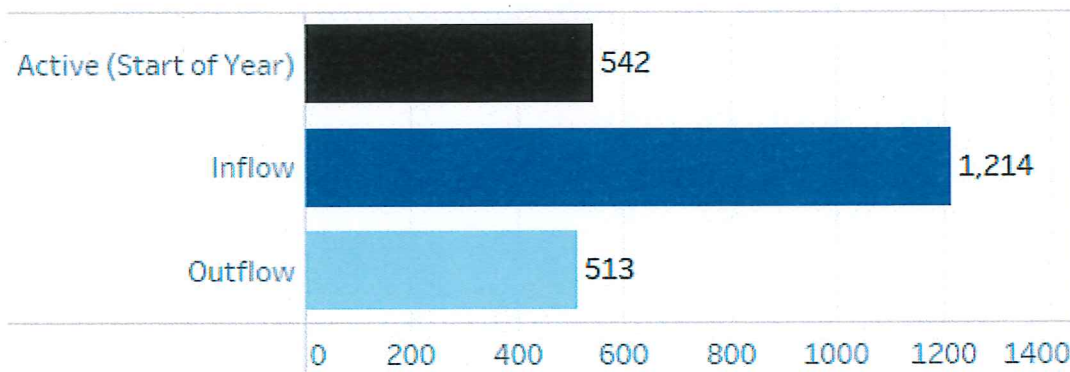
104%

Percent increase in housing successes to reach functional zero in 5 years:

120%

## Transition Age Youth

Members of a household with head of household aged 18 to 24



Percent increase in successful housing outcomes to house newly homeless:

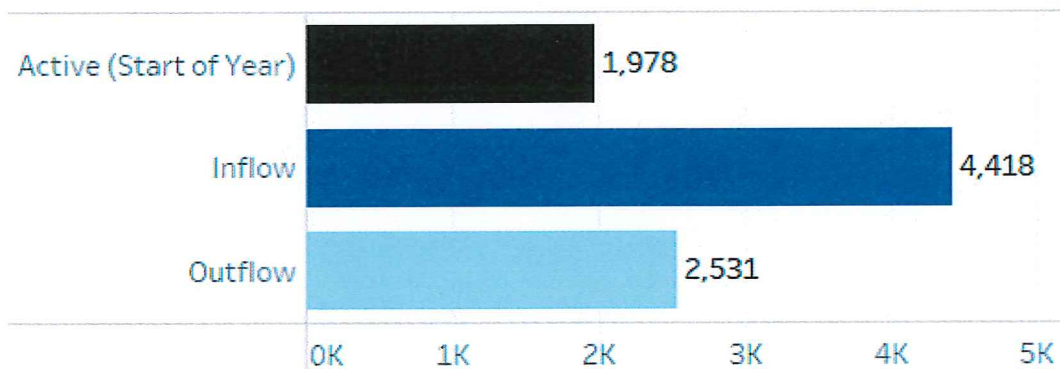
137%

Percent increase in housing successes to reach functional zero in 5 years:

158%

## Families

Members of households with at least one adult and one child



Percent increase in successful housing outcomes to house newly homeless:

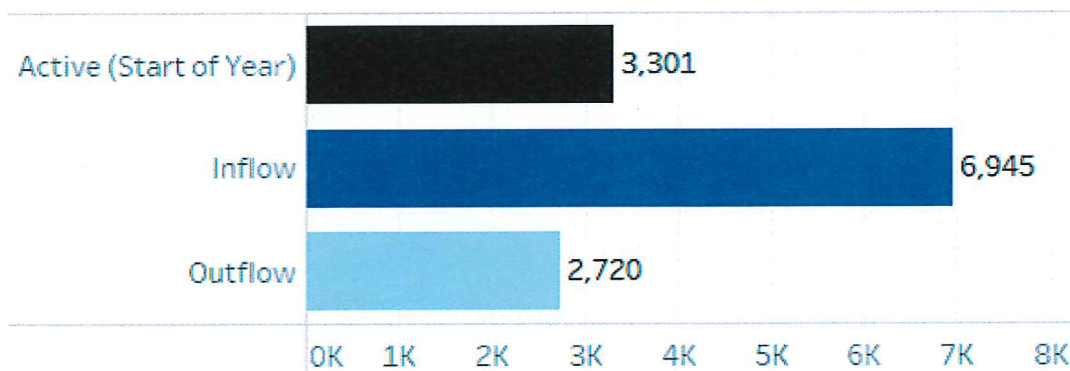
75%

Percent increase in housing successes to reach functional zero in 5 years:

90%

## Individuals

Members of households with no children



Percent increase in successful housing outcomes to house newly homeless:

155%

Percent increase in housing successes to reach functional zero in 5 years:

180%



Post 2018 Housing Inventory Count Sacramento County Programs  
Includes Shelter, Rapid Re-Housing, Transitional Housing, Built Units Only  
March 2019

Program Type	Program Name	County Department(s)	Funding Amount <sup>i</sup>	Beds/ Total Program Capacity/Units <sup>ii</sup>	Timeframe	Population/Subpopulation
Shelter	Regional Shelter Network (RSN) (aka County scattered site shelter/Full Service Re-Housing Shelter)	Department of Human Assistance (DHA)	\$ 1.65M: Shelter ops \$1M: Re-Housing	75 beds	Ongoing	Adults without dependent minors
Shelter	HEAP/CESH Expansion - RSN	DHA	Shelter ops: \$ 523k (HEAP) \$269k (CESH)	40 beds	One-time funding, through 6/2021	Adults without dependent minors
Shelter	HEAP Expansion -Family Shelter	DHA	\$644k Shelter ops	7 families	One-time funding, through 6/2021	Families with minor children
Rapid Re-Housing	Bringing Families Home Contribution to ESG RRH program	Child Protective Services SHRA	\$860k County Match: ESG and FSRP	100 families	July 2017 to June 2019	Child welfare-involved families experiencing homelessness or at risk
Rapid Re-Housing	Winter Sanctuary Re-Housing Services	County City SHRA	\$150k	Rehousing services Winter Sanctuary participants	July 2019 to June 2021	Re-housing services for targeted geography
Re-Housing Assistance	Flexible Housing Pool	DHA	\$8.1M	600 persons (estimated)	One-time funding, through 6/2021	All populations, including APS, jail diversion, youth
Re-Housing Assistance	HomeSafe	DHA Adult Protective Services (APS)	\$264k	80 seniors	One-time funding through 6/2021	Newly homeless and at risk seniors APS clients
Re-Housing Assistance	MHSA Homeless Prevention and Re-Housing Program	Department of Health Services, Behavioral Health Services (BHS)	\$5.6M Re-Housing and Homeless Prevention \$4.4M treatment and services for homeless	1,200 (estimated)	Starting May, 2018, then ongoing	Enrolled in an adult Sacramento County Mental Health Plan treatment program – homeless and at-risk
Permanent Housing Scattered Site	Flexible Supportive Re-Housing Program	DHA	\$3.395M	250 households	Ongoing	All populations, targeting frequent users of County systems

Post 2018 Housing Inventory Count Sacramento County Programs  
Includes Shelter, Rapid Re-Housing, Transitional Housing, Built Units Only  
March 2019

Program Type	Program Name	County Department(s)	Funding Amount <sup>i</sup>	Beds/ Total Program Capacity/Units <sup>ii</sup>	Timeframe	Population/Subpopulation
New Permanent Supportive Housing (PSH)– Built Units	Courtyard Inn	County BHS SHRA	Committed \$1.5M in gap financing Committed BHS services	15 BHS units 93 total units	2019 estimated completion of project	Experiencing homelessness and living with serious mental illness
New Permanent Supportive Housing –Built Units	No Place Like Home (NPLH) Sunrise Pointe	County BHS SHRA	Applied for \$3,019,967 in NPLH competitive funding for 22 NPLH units 20-year commitment of BH services	22 NPLH 47 total units	Pending state NPLH funding	Homeless and living with serious mental illness
New Permanent Supportive Housing –Built Units	NPLH Capitol Park Hotel	County BHS SHRA	Applied for \$6,890,825 in NPLH competitive funding and \$2,800,000 in NPLH noncompetitive funding for 65 units in the 134 unit rehabilitation project. 20-year commitment of BH services	65 NPLH 134 total units	Pending State NPLH funding	Homeless and living with serious mental illness
New Transitional Housing – Built Units	Veterans Village Phase II	County Economic Development	\$1 million	46 transitional beds (Phase III adds 50 PSH units)	Groundbreaking for II and II, April 2018	Veterans experiencing homelessness

<sup>i</sup> Annual anticipated unless otherwise indicated, based on 2018/19 budget

<sup>ii</sup> Shelter: Point in time bed capacity  
Rehousing program: Estimated re-housed  
Built Units: Units, typically with range of size

## COC ADVISORY BOARD MEETING: FUNDING PRIORITIES AND GAPS ANALYSIS RECOMMENDATIONS SUMMARY

### OVERVIEW

On March 12, 2019, the CoC Advisory Board came together for a special meeting regarding funding priorities. The goal of the meeting was to provide guidance to the PRC on the following questions:

1. Which homeless subpopulations have the greatest need for resources in the Sacramento region in 2019?
2. What types of housing or services for homeless people are most needed in the Sacramento region in 2019?

Key data related to homeless populations, subpopulations, inflows and outflows, and available resources was presented by SSF, the County, and the City of Sacramento. This data provided the basis for priority discussions, small group work, and final consensus on funding priorities for 2019.

### FUNDING PRIORITIES 2019

**Renewal Projects:** No specific subpopulation or housing/service type emerged. Renewal projects should be scored according to project performance, with consideration for population/project variation.

**New Projects:** Permanent Supportive Housing with Services for Seniors or Youth

### CONSIDERATIONS FOR PRC

Outside of the established priorities, Advisory Board and audience members raised a variety of concerns/considerations that may inform PRC discussions/decisions:

- RRH/TH-RRH was also seen as a high need, either for all populations or for TAY/Youth
- RRH programs need time to ramp up, especially given the low inventory in the housing market; concern about recent loss of RRH funding for youth
- Need for rental subsidy opportunities (without services, or lower level services) to promote flow through PSH where possible
- Need for support to locate/braid funding streams to support homeless services/housing projects (CoC funding is restrictive)
- TAY aren't showing up in the chronically homeless population because they aren't old enough, but this doesn't mean they aren't among the highest needs; given time in the system, they will become chronically homeless

- CoC programs need to evidence a bigger commitment to cultural competency and services for specific subpopulations – LGBT, women, etc.

#### RECOMMENDATIONS OF CONSIDERATIONS FOR GAPS ANALYSIS

- There is reported duplication in the inflow and outflow data. What is its impact?
- Can inflow and outflow data be broken out to show demographic statistics?
- 45% of people on the Master List are lost. What can we know about them with reasonable effort? Can we look historically? Can we ask more questions at intake about their plans? Can we engage in data sharing that might fill in some gaps?
- We need a local version of the HIC that includes all homeless-relevant units and beds, not just the ones that meet HUD's definitions, and that provides an accurate record of the RRH units/beds available at a point in time.
- Use updated youth data from 100 day challenge
- The Master List is intended to be inclusive, but does not capture the full homeless population. What can we know about what percentage of the homeless population is on the Master List?
- We need the statistics for veterans with verified status, self-report data doesn't show the full picture.
- LGBT data is not accurately reflected in the current statistics (artificially low). LGBT folks are hesitant to self-identify with service providers with whom they do not have a relationship of trust.
- Is it possible to capture why folks have become homeless for the first time, and where they lived prior to first time homelessness?
- Behavioral health resources need to be integrated into HMIS.

COC ADVISORY BOARD: FUNDING PRIORITIES MEETING  
SATISFACTION SURVEY RESULTS

## RESPONDENTS

- Respondents: 14: 7 CoC Advisory Board Members; 7 Non-Advisory Board Members

## ADVISORY BOARD MEMBER FEEDBACK

*Q2: The data and information provided was useful*

- Absolutely (3)
- **Mostly (4)**
- Somewhat (0)
- Not at All (0)

*Q3: The meeting topic was worth the time spent*

- **Absolutely (5)**
- Mostly (2)
- Somewhat (0)
- Not at All (0)

*Q4: The meeting was organized to be productive*

- **Absolutely (4)**
- Mostly (3)
- Somewhat (0)
- Not at All (0)

*Q5: The meeting was inclusive*

- **Absolutely (4)**
- Mostly (2)
- Somewhat (1)
- Not at All (0)

*Q6: The meeting met its stated goals, given the limitations discussed at the beginning of the meeting.*

- Absolutely (2)
- **Mostly (5)**
- Somewhat (0)
- Not at All (0)

*Q7: The meeting was well facilitated*

- **Absolutely (4)**
- Mostly (2)
- Somewhat (1)
- Not at All (0)

*Q8: My input was used to inform the discussion/decisions.*

- Absolutely (2)
- **Mostly (4)**
- Somewhat (1)
- Not at All (0)

*Q9: Please share your comments or feedback about the March 12th Funding Priorities meeting:*

- I was under the impression that this priorities meeting would be a larger discussion about what the COC sees are the needs of the entire homeless community, not focused on just the priorities for the 2019 HUD COC funding. I think this was not the best topic for such a format because coming up with radically different priorities would mean dramatic changes to who gets funded. We need smart incremental changes to ensure that projects aren't defunded as soon as they are ramped up.
- She did a fine job of facilitating the meeting. We did not get much chance to think about how the COC funded programs mesh with the new county and city efforts and that made it a bit off to be identifying the gaps. Hard to get all of that together quickly, so given limitations I thought a good discussion. Wish we could have talked about the constraints the housing market puts on us.
- Facilitator did a good job keeping meeting on time and on topic. Appreciate the presentation of data, but it would have been helpful to get a little more interpretation/analysis.
- I think that perhaps this type of discussion might require additional planning in future years in order to allow for a longer period of time for the actual discussion of priorities (i.e., maybe an 8 hour workshop). If planned far enough in advance I think most Advisory Board members would be still be willing to participate in a longer forum.

*Q10: Please tell us how to improve your meeting experience in the future:*

- We spent too much time digging into the imperfect data, and not enough time discussing needs/priorities in groups.
- Maybe send material out ahead of the meeting.
- Share key data (as with this time), but offer more interpretation and analysis on how to distill unmet needs. Maybe include a summary statement below each chart/graph. Would prefer a different location. Room comfort (chairs and temperature) was low, and it was at times hard to hear speakers.
- Ideally future meetings would be able to be held in a more comfortable room. Several people mentioned how unsteady the chairs felt.

## NON-ADVISORY BOARD MEMBER FEEDBACK

Q2: *The data and information provided was useful*

- Absolutely (5)**
- Mostly (2)
- Somewhat (0)
- Not at All (0)

Q3: *The meeting topic was worth the time spent*

- Absolutely (4)**
- Mostly (2)
- Somewhat (1)
- Not at All (0)

Q4: *The meeting was organized to be productive*

- Absolutely (1)
- Mostly (5)**
- Somewhat (1)
- Not at All (0)

Q5: *The meeting was inclusive*

- Absolutely (0)
- Mostly (4)**
- Somewhat (3)
- Not at All (0)

Q6: *The meeting met its stated goals, given the limitations discussed at the beginning of the meeting.*

- Absolutely (2)
- Mostly (4)**
- Somewhat (1)
- Not at All (0)

Q7: *The meeting was well facilitated*

- Absolutely (4)**
- Mostly (2)
- Somewhat (1)
- Not at All (0)

Q8: *My input was used to inform the discussion/decisions.*

- Absolutely (3)**
- Mostly (1)
- Somewhat (1)
- Not at All (2)

Q9: *Please share your comments or feedback about the March 12th Funding Priorities meeting:*

- Hope this becomes an annual tradition. It was a great was to orient new Advisory Board members to priorities and challenges, while also devoting time to reassess community priorities.
- You wanted something new . yet you only wanted new funding priority. I think you missed top priorities. You stated you hand unknowns on more that 60% of data. I thought I heard three priorities but we had to have one answer.
- I was an audience member. During the break out discussion time to identify priorities, three individuals commented on the need to engage individuals in a culturally competent way (race, gender, youth & LGBTQ). This was not shared by the facilitator during group sharing. It was disappointing to the three of us that raised this issue.
- The meeting was very informative and helped show what the scoring tool could possibly become.
- HomeBase did an excellent job facilitating the meeting- they kept it on task, allowed for conversation to flow, and had helpful insights from other communities and re: HUD. They made it a very productive meeting.
- There was too much time spent talking about the statistics from 2018 HMIS results. It left too little time to have discussion about local priorities.
- We, as part of the public, had input mostly on data for the gap analysis. For priorities, we coincided with the board members but would have liked to have a few more minutes to discuss Seniors. We were glad to see they were included by some of the groups (1-5).

*Q10: Please tell us how to improve your meeting experience in the future:*

- I believe the meeting was a bit too short for all it hoped to tackle. I know a 4 hour meeting is a long meeting, but this is a critical topic to address each year. We ended up rushed at the end and decision making got a bit hurried.
- Would be helpful to pinpoint flaws in our process. Just like 18-30 month cycle as well as programs problems. Problems seem consistent yet all you do is just label them. Ssf has 10yrs \$20m annually problem is just bigger. You now spending \$40M+ to what end. When you don't have the housing to house homeless?
- Better training for the facilitators.
- Including more feedback from the audience as the audience is also comprised of providers. Also being more clear about how the input will actually be utilized in creating the scoring tool.
- Any statistically information let people read on their own so they can spend the time while doing the discussion portion.
- We need a break in between for a 3 hours session. At the same time, we needed more time for the public or have the same pattern of discussion as board members, perhaps 2-3 groups instead of just 1 group.





SACRAMENTO CONTINUUM OF CARE BOARD MEETING  
Follow Up Log

Issue ID#	Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
<b>Follow-Ups from March 13, 2019 Meeting</b>										
1	Special Priorities-Setting Meeting-Materials	Send out materials from 3/12/19 special priorities-setting meeting	3/13/19	Complete	Kate	3/13/19	4/10/19	4/3/19	Packet to include agenda, handouts, and meeting summary to be distributed to members and posted on the SSF website	
2	Special Meeting-Data	Provide more data on the missing cohort from the data shared at the special priorities-setting meeting	3/13/19	Under Development	Michele	3/13/19	TBD		System-level data	
3	New Member Orientation	Conduct an orientation new members and other members who have joined since the last orientation on March 7,	3/13/19	In Process	Kate	3/13/19	4/8/19		New member orientation scheduled for Monday, April 8, 2019, with staff and Executive Committee members	
4	Community Solutions Work	Advise the CoC of SSF's work with Community Solutions, current and past	3/13/19	Under Development	Ben	3/13/19	TBD		Staff will prepare a written and verbal presentation materials on the Community Solutions work undertaken today (veterans, coordinated entry, by name list)	Need to prioritize and schedule
<b>Follow-Ups from Prior Meetings</b>										
5	FY2018 HUD CoC NOFA Competition Awards	HUD has announced the FY2018 CoC NOFA competition awards	2/13/19	In Process	Michele	2/13/19	4/10/19		FY2018 HUD CoC NOFA competition awards staff report will be provided to the Advisory Board	
6	HUD Planning Project and CoC Applications	FY2019 Planning Grant and CoC Application: Provide year-round opportunity for input & review	8/8/18	In Process	Michele	8/8/18	4/1/19-9/1/19			Staff will host monthly Planning Project and CoC Applications input sessions between April and August 2019 to prepare content for the FY2019 NOFA competition
7	Data Team Work Plan	Advisory Board requests additional data presentations- staff will provide a Data Team work plan and schedule of presentations	2/14/18	Under Development	Michele	2/14/18	5/8/19		Staff will present a Data Team work plan and timeline that includes regular presentations to the Advisory Board	Original follow-up request was more narrow, but members and staff have formulated a broader request over time
8	HEAP/CESH Updates	Advisory Board requests monthly written reports on HEAP/CESH planning and implementation	2/13/19	On Going	Ben	2/13/19	3/13/19	Monthly		Staff will provide written report(s) for HEAP/CESH a every monthly meeting
9	HEAP/CESH Responsibilities	Advisory Board needs to know what HEAP and CESH decisions require their input and/or approval	6/13/18	Under Development	Ben	6/13/18	4/10/19		SSF will work with the City and County to develop an outline of HEAP and CESH decisions that require their input and/or approval	A plan for this request is underway but will be completed incrementally
10	100-Day Challenge	Advisory Board requests a written report on 100-Day Challenge results, including homeless status and housing location	2/13/19	Under Development	Michele	2/13/19	4/10/19			Initial Follow Up Due Date of 4/10/19 cannot be met; 100-Day Team and staff will coordinate to prepare a written report for May or June Advisory Board meeting
11	Governance Charter	Review the Governance Charter and the regulations regarding its required components	5/9/18	Under Development	Governance Committee	6/13/18	TBD			

Issue ID#	Issue Title	Issue Description	Date Identified	Status	Assigned To / Owner	Date Assigned	Follow up Due Date	Date Completed	Resolution/Follow up	Comments
12	Committee Formation	Develop a process for convening new standing and ad hoc committees	5/9/18	Under Development	Governance Committee	6/13/18	TBD		Governance Committee will develop a process for convening new committees	Governance Committee is working on committees more broadly
13	Meeting Materials Timeliness	Members need to receive meeting materials sooner to allow for sufficient time for review and preparation for the meetings	5/9/18	In Process	Michele	5/9/18	Monthly	Monthly	Meeting materials will be provided the Thursday before the Wednesday meeting	Staff strive to meet this standard but often fall short
14	Committee Meetings Schedule	Advise members of when committee meetings are upcoming	2/14/18	Complete	Kate	2/14/18	Monthly	Monthly	Upcoming meetings are printed at the end of each Advisory Board meeting agenda	Several strategies have been implemented over time, the current strategy began with the March 2019 meeting and will continue monthly
15	Committee Reports	Members suggest Committee Reports be a standing monthly agenda item	5/9/18	Under Development	Governance Committee	6/13/18	TBD		Governance Committee will recommend strategy for ensuring Advisory Board members are kept abreast of the committees' activities	Governance Committee is working on committees more broadly
16	Committee Responsibilities	Need to balance conducting Advisory Board business in a timely manner and taking the time needed to fully discuss and understand decisions being made	6/13/18	Under Development	Executive Committee & Governance Committee	6/13/18	TBD		Multiple strategies: address important decisions in two meetings; provide materials and take questions in advance to help staff and presenters prepare; Executive Committee reviews agendas in advance to ensure sufficient time; Governance Committee will recommend a committee structure that supports efficient use of Advisory Board time	
17	System-Level Planning and Performance	Advisory Board needs a committee or another avenue for system-level planning and performance review	4/11/18	Under Development	Governance Committee	6/13/18	TBD		Governance Committee will incorporate resolution of this item within its broader discussion of and recommendations regarding committees	

**Status Definitions:**

In Process- Assigned staff or committee is implementing a response to the request

Under Development- Assigned staff or committee is developing a response to the request



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**Sacramento FY2018 HUD CoC NOFA Competition Awards  
4/10/19**

In September 2018, the Sacramento Continuum of Care (CoC) submitted a ranked list of HUD CoC Program projects for which the community sought funding in the FY2018 NOFA competition. The ranked list included new and renewal housing and HMIS projects, as well as an unranked planning project. HUD announced the results of the competition in two parts in January and February 2019: renewal project awards were announced January 26, 2019 and new project awards were announced February 6, 2019.

Consistent with annual competitions since FY2012, the FY2018 HUD NOFA competition required CoCs to rank projects in two tiers, with Tier 1 projects considered “safe” in nearly all cases and Tier 2 projects at risk of not being funded. Funding of Tier 2 projects is driven by each project’s performance on HUD’s national competition criteria, the community’s performance on the CoC Application, and the availability of funding. Tier 1 is equal to 94% of the CoC’s Annual Renewal Demand (amount required to fund all renewal projects). Tier 2 is the difference between Tier 1 and the CoC’s Annual Renewal Demand plus funds available for regular bonus projects (approximately \$1.2M). The domestic violence bonus project and the planning project funding are considered independently of the Tiers. The attached table listing all projects in the FY2018 competition notes the cut-off point between Tiers 1 and 2 for the Sacramento CoC projects.

Award Detail

Two new projects were funded in the FY2018 competition. In Tier 2, two renewal projects were funded, one renewal project was not funded, and two new projects were not funded. The table below provides details on gains and losses.

<b>FY2018 HUD CoC NOFA Competition Permanent Housing Gains &amp; Losses</b>		
<b>Projects</b>	<b>RRH Beds/Units</b>	<b>PSH Beds/Units</b>
<i>New Projects Gained</i>		
SSHH- Shared Community	-	+ 50 beds/ +13 units
TLCS- PACT PHP Expansion	-	+ 20 beds/ + 20 units
<i>Renewal Project Lost</i>		
Wind- Doorway	- 42 beds/ - 30 units	-
<b>TOTAL</b>	<b>- 42 beds/ - 30 units</b>	<b>+ 70 beds/ + 33 units</b>

As the table above shows, the Sacramento CoC gained 70 beds of PSH and lost 42 beds of RRH. Additional details on these projects, and all other projects in the FY2018 competition, can be found in the attached table.

Lost Project Closure Plan

The lost RRH project Doorway serves individual and family TAY and is operated by Wind. Wind



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serves TAY individuals and subcontracts with Waking the Village to serve TAY families. SSF is the Recipient agency administering Doorway and Wind is the Subrecipient.

SSF and Wind are coordinating on the closure of Doorway. The final grant term ends August 31, 2019, but SSF has requested an extension through December 31, 2019 to allow the maximum amount of time possible to transition all participants to permanent housing. Some participants will transition in place, graduating from the program as anticipated at entry. Any participants in need of and eligible for another RRH project or a PSH project will be prioritized for transfer by the Sacramento Coordinated Entry System (CES). Other program options outside of CES will also be sought as needed.

If you have questions about the information presented in this document, please contact SSF Chief Programs Officer Michele Watts via email at [mwatts@sacstepsforward.org](mailto:mwatts@sacstepsforward.org).

**SACRAMENTO FY2018 HUD COC AWARDS**

Rank	Agency	Project Name & Target Population	Beds & Units	Project & Funding Type	Amount Requested	Amount Awarded	% Increase
1	Mercy Housing	Mather Veterans Village- CH Individual Veterans	10 beds & 10 units	PSH Renewal	\$ 152,488	\$ 159,508.00	4.60%
2	Lutheran Social Services	Mutual Housing at the Highlands- CH Individuals	21 beds & 21 units	PSH Renewal	\$ 339,225	\$ 349,053.00	2.90%
3	Cottage Housing	Quinn Cottages- CH Individuals, or CH singles with one child	70 beds & 60 units	PSH Renewal	\$ 318,083	\$ 318,083.00	0.00%
4	Sacramento Self Help Housing	Friendship Housing Expansion II- CH Individuals	144 beds & 30 units	PSH Renewal	\$ 1,355,812	\$ 1,406,802.00	3.76%
5	Next Move	Casas De Esperanza- CH Individuals	18 beds & 18 units	PSH Renewal	\$ 350,359	\$ 361,542.00	3.19%
6	Lutheran Social Services	Building Bridges Program- CH Individuals and Families	212 beds & 124 units	PSH Renewal	\$ 369,092	\$ 369,558.00	0.13%
7	Sacramento Housing & Redevelopment Agency	Boulevard Court (Budget Inn) - CH Individuals	14 beds & 14 units	PSH Renewal	\$ 137,354	\$ 143,714.00	4.63%
8	Lutheran Social Services	Achieving Change Together (ACT)- CH Individuals	33 beds & 33 units	PSH Renewal	\$ 346,103	\$ 361,547.00	4.46%
9	Sacramento Self Help Housing	Shared Community- CH Individuals	50 beds & 13 units	PSH New	\$ 673,359	\$ 699,973.00	3.95%

Rank	Agency	Project Name & Target Population	Beds & Units	Project & Funding Type	Amount Requested	Amount Awarded	% Increase
10	Lutheran Social Services	Connections Consolidation (Connections + RRH for Youth 1 + RRH for Youth 2)- TAY Individuals and Families	19 beds & 16 units	RRH Renewal	\$ 468,858	\$ 476,742.00	1.68%
13*	Next Move	Step Up Sacramento- CH Individuals, Elderly Individuals, Families; CH TAY Individuals and Families	196 beds & 127 units	PSH Renewal	\$ 2,473,067	\$ 2,554,517.00	3.29%
14	Sacramento Housing & Redevelopment Agency	Shelter Plus Care TRA - CH Families & Individuals	699 beds & 349 units	PSH Renewal	\$ 4,337,079	\$ 4,530,711.00	4.46%
15	TLCS, Inc.	PACT PHP Expansion II - CH Individuals	20 beds & 20 units	PSH New	\$ 212,803	\$ 222,163.00	4.40%
16	Next Move	Omega Permanent Supportive Housing Project- CH Individuals and Families	80 beds & 37 units	PSH Renewal	\$ 452,641	\$ 452,641.00	0.00%
17	Next Move	Home At Last- CH Elderly Individuals	22 beds & 22 units	PSH Renewal	\$ 322,126	\$ 333,883.00	3.65%
18	Lutheran Social Services	Saybrook Permanent Supportive Housing- CH Families and Homeless Families	184 beds & 56 units	PSH Renewal	\$ 516,530	\$ 522,545.00	1.16%
19	TLCS, Inc.	RA Consolidation (WORK 2016 + New Direction PHP) - CH Families & Individuals	118 beds & 105 units	PSH Renewal	\$ 1,117,370	\$ 1,167,434.00	4.48%

Rank	Agency	Project Name & Target Population	Beds & Units	Project & Funding Type	Amount Requested	Amount Awarded	% Increase
20	Sacramento Housing & Redevelopment Agency	Shasta Hotel - CH Individuals	18 beds & 18 units	PSH Renewal	\$ 135,267	\$ 141,531.00	4.63%
22*	Sacramento Steps Forward	Sacramento HMIS- n/a	n/a	HMIS Renewal	\$ 273,194	\$ 273,194.00	0.00%
23	Sacramento Self Help Housing	Building Community- CH Individuals	50 beds & 10 units	PSH Renewal	\$ 590,232	\$ 611,753.00	3.65%
24	TLCS, Inc.	Possibilities (TH-RRH) - TAY Individuals	30 beds & 22 units	TH/RRH Renewal	\$ 809,822	\$ 818,246.00	1.04%
25	Volunteers of America	ReSTART Permanent Supportive Housing- CH and Frequent User Individuals and Families	176 beds & 132 units	PSH Renewal	\$ 2,636,186	\$ 2,718,161.00	3.11%
<b>Tier 2</b>							
26	TLCS, Inc.	PACT Permanent Housing Program (PPHP) 2016 - CH Families & Individuals	57 beds & 55 units	PSH Renewal	\$ 585,556.00	\$ 611,464.00	4.42%
27	Sacramento Self Help Housing	New Community- CH Individuals	48 beds & 12 units	PSH Renewal	\$ 698,885.00	\$ 722,454.00	3.37%
28	Lutheran Social Services	Project Home- CH Individuals	25 beds & 25 units	PSH New	\$ 407,136.00	not funded	-
29	Lao Family Community Development	Casa Liberty- DV Families	104 beds & 18 units	TH/RRH New (DV Bonus)	\$ 825,144.00	not funded	-

Rank	Agency	Project Name & Target Population	Beds & Units	Project & Funding Type	Amount Requested	Amount Awarded	% Increase
30	Wind Youth Services	The Doorway- TAY Individuals and Families	42 beds & 30 units	RRH Renewal	\$ 645,981.00	not renewed	-
<b>Not Subject to Tiering</b>							
NA	Sacramento Steps Forward	Planning Grant	n/a	Planning New	\$ 587,971.00	\$ 587,971.00	-

NOTES:

- \* rank is not consecutive due to mergers

- green highlight indicates a new project

- difference between Amount Requested and Awarded is due to increase in FMRs, projects with no increase have no Leasing or RA