



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

**CoC Advisory Board Agenda**

September 11, 2019 || 8:10 AM – 10:10 AM

SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

<b>I. Welcome &amp; Introductions:</b> Sarah Bontrager, Chair			
<b>II. Review and Approval of August 14, 2019 Minutes:</b> Emily Halcon, Secretary			
<b>III. Chair's Report</b>			
<b>IV. CEO's Report:</b> Lisa Bates			
<b>V. New Business</b>			
<b>A. Item: Project Priority List Approval</b>	- Presenter(s): Bridget Kurt-Dejong, Meadow Robinson - HomeBase	8:15 AM (60 minutes)	Action
<b>B. Item: Planning Grant Application</b>		9:15 AM (30 minutes)	Action
<b>C. Item: CoC-Level VAWA policy and Anti-Discrimination policy</b>	- Presenter(s): Michele Watts, SSF Chief Programs Officer	9:45 AM (30 minutes)	Action
<b>VI. Announcements</b>			
<b>VII. Meeting Adjourned</b>			

**Receive & File Items**

- Follow Ups Report 7/14/19

**Upcoming Committee Meetings:**

- 9/17 CoC Board Meeting
- 9/18 Governance Committee
- 9/23 PIT Committee
- 9/24 Performance Review Committee
- 9/26 Executive Committee Meeting
- 10/2 Homeless Youth Taskforce
- 10/9 CoC Board Meeting



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**CoC Board Meeting**

Wednesday, August 14, 2019 | 8:10 AM – 9:40 AM  
925 Del Paso Boulevard, Suite 200, Sacramento, CA 95815 | Sequoia Room

Attendance:

<b>Member</b>	<b>Area of Representation</b>	<b>Present</b>
Alexis Bernard	Mental Health Service Organization	No
Amani Sawires Rapaski	Substance Abuse	No
Angela Upshaw	Veterans	Yes
April Wick	People with Disabilities	Yes
Christie M. Gonzales	Mental Health Service Organization	Yes
Cindy Cavanaugh	County of Sacramento	Yes
Ct. Dan Monk	Law Enforcement – City	No
Emily Halcon	City of Sacramento	Yes
Erin Johansen	Mental Health	Yes
Jameson Parker	Business Community & Street Outreach	Yes
John Foley	Homeless Services Provider	Yes
John Kraintz	Lived Experience	Yes
Julie Davis-Jaffe	Employment Development	Yes
Lt. Julie Pederson	Law Enforcement – County	Yes
Lashanda McCauley	Lived Experience – Family	No
MaryLiz Paulson	Housing Authority	Yes
Mike Jaske	Faith Community Advocate	Yes
Noel Kammermann	Local Homeless Coalition/Network	No
Peter Beilenson	Mental Health – County	No
Sarah Bontrager	City of Elk Grove	Yes
Stefan Heisler	City of Rancho Cordova	Yes
Stephanie Cotter	City of Citrus Heights	No

<b>Staff</b>	<b>Title</b>
Lisa Bates	SSF CEO
Kate Casarino	SSF CoC & Contracts Coordinator
Michele Watts	SSF Chief Programs Officer
Greg Schuelke	SSF CoC Program Manager
Lindsay Moss	SSF Senior Data Analyst

<b>I. Call to Order &amp; Welcome: Sarah Bontrager, Chair</b>		
Sarah Bontrager, Chair, called the meeting to order at 8:14 AM.		
<b>II. Minutes</b>	Presenter: Emily Halcon, Secretary	Information
Motion to approve July 10, 2019 meeting minutes as presented: 1 <sup>st</sup> – MaryLiz Paulson, 2 <sup>nd</sup> – Erin Johansen. MSC.		
<b>III. Chairs Report</b>	Presenter: Sarah Bontrager	Information
The SSF Board has held 2 strategic planning sessions for SSF. Expect to see a mission and vision change. The SSF Board is also looking to adopt procurement policies with clear requirements. The Single Auditors Report will be available at the end of August.		
<b>IV. SSF CEO's Report</b>	Presenter: Lisa Bates	Information
The next NOFA CoC Application Input session will be August 22. New funding will be available for CoCs from the state. Applications will be due in February 2020.		
<b>V. Item A: FY2019 Program NOFA- Executive Committee Action on behalf of the CoC Board to revise the New Project Scoring Tool criteria for DV Bonus based on new language in the NOFA</b>	Presenter: Sarah Bontrager	Information
Minor changes were made to the FY19 NOFA New Project Scoring Tool. The Executive Committee approved these changes on behalf of the CoC Board due to the NOFA timeline.		
<b>Item B: FY2019 CoC Program NOFA- Approval of CoC-Level Policies for CoC Application</b> <ul style="list-style-type: none"> <li>- <b>Violence Against Women Act (VAWA) Compliance</b></li> <li>- <b>Anti-Discrimination/Fair Housing Compliance</b></li> </ul>	Presenter: Michele Watts, SSF Chief Programs Officer	Discussion
Michele introduces the VAWA and Anti-Discrimination policies that will be presented and approved at the September 11 <sup>th</sup> meeting.		
<b>Item C: FY2019 CoC Program NOFA- Updates</b>	Presenter: Emily Halcon, PRC Co-Chair	Information

The Review & Rank Panel received their orientation and they will meet on August 27-28 to review and prioritize applying projects.		
<b>Item D: Collaborative Shelter Plan – Single Shelters</b>	Presenter: Andrew Geurkink, City of Sacramento & Susan Lal, County of Sacramento	Information
PowerPoint presentation on the Collaborative Shelter Plan for Single Shelters was provided by Sacramento City and Sacramento County staff.		
<b>Item E: Collaborative Data Dashboards Preview</b>	Presenter: Lindsay Moss, SSF Senior Data Analyst	Information
SSF Senior Data Analyst presented a preview of the Data Dashboards. SSF will be calling together small focus groups to test run the dashboards and to provide feedback.		
<b>Item F: CESH Update</b>	Presenter: Greg Schuelke, SSF CoC Program Manager	Information
Standard agreement from HCD was received. Execution depends on when HCD signs the agreement. SSF and HomeBase are currently working to finalize the Scope of Work.		
<b>VI. Announcements</b>	Presenter: Sarah Bontrager	Information
Angela Upshaw announces a Veteran Workshop meeting at the VOA site. Cindy Cavanaugh announces a Mental Health workshop.		
<b>X. Adjourn</b>		
The meeting was adjourned at 9:35 AM.		

**Sacramento County Continuum of Care  
2019 Continuum of Care Recommended Priority Listing  
September 6, 2019**

Annual Renewal Demand	\$20,327,219		
CoC Bonus Funding Available	\$1,016,361	Total CoC Bonus Request from Applicants	\$ 2,056,840
DV Bonus Funding Available	\$835,225	Total DV Bonus Request from Applicants	\$ 1,239,761
<b>Total Ranked Funding Available</b>	<b>\$22,178,805</b>		
		Tier 1 Available	\$ 19,149,583
CoC Planning (Not Ranked)	\$609,817	Tier 2 Available	\$ 2,193,997
<b>Total Funding Available (includes planning)</b>	<b>\$22,788,622</b>	Tier 1 + Tier 2 Total	\$ 21,343,580

**Tier 1 Recommended List**

Rank	Eligible to Appeal	Score	Project	Applicant	Type	Grant Amount
1	No	96	Mather Veterans Village	Mercy	PSH	\$ 159,508
2	No	94	Boulevard Court (Budget Inn)	SHRA	PSH	\$ 143,714
3	No	92.9	Senior Connect- BONUS/NEW	LSS	PSH	\$ 471,724
4	No	92.4	Youth Connect- BONUS/NEW	LSS	PSH	\$ 338,338
5	No	91.2	Connections Consolidated	LSS	RRH	\$ 476,742
6	No	90.6	Achieving Change Together (ACT)	LSS	PSH	\$ 361,547
7	No	88.9	Home At Last	Next Move	PSH	\$ 333,883
8	No	88.8	Building Bridges Program	LSS	PSH	\$ 369,558
9	No	87.8	Quinn Cottages	Cottage Housing	PSH	\$ 318,083
10	No	86.8	Shelter Plus Care TRA	SHRA	PSH	\$ 4,530,711
11	No	85.1	Shasta Hotel	SHRA	PSH	\$ 141,531
12	No	82.5	Omega Permanent Supportive Housing	Next Move	PSH	\$ 452,641
13	No	80.5	Step Up Sacramento	Next Move	PSH	\$ 2,554,517
14	No	79.7	Saybrook Permanent Supportive Housing	LSS	PSH	\$ 522,545
15	No	78.4	New Community	SSHH	PSH	\$ 722,454
16	No	78.3	RA Consolidation	TLCS	PSH	\$ 1,167,434
17	Yes	78.1	ReSTART Permanent Supportive Housing	VOA	PSH	\$ 2,718,161
18	Yes	76.3	PACT PHP Expansion II	TLCS	PSH	\$ 833,627
19	Yes	76	Mutual Housing at the Highlands	LSS	PSH	\$ 349,053
20	No	Auto*	Shared Community	SSHH	PSH	\$ 699,973
21	No	Auto*	Possibilities (TH-RRH)	TLCS	TH-RRH	\$ 818,246
22	No	Auto*	Sacramento HMIS	SSF	HMIS	\$ 273,194
23	Yes	74.3	Friendship Housing Expansion II	SSHH	PSH	\$ 392,399

**Tier 2 Recommended List**

Rank	Eligible to Appeal	Score	Project	Applicant	Type	Grant Amount
23	Yes	74.3	Friendship Housing Expansion II	SSHH	PSH	\$ 1,014,403
24	Yes	73.9	Casas De Esperanza	Next Move	PSH	\$ 361,542
25	Yes	63.7	Building Community	SSHH	PSH	\$ 611,753
26	Yes	89.8**	Dignity Village- BONUS/NEW	SSHH	PSH	\$ 206,299

**DV Bonus Funds**

Rank	Eligible to Appeal	Score	Project	Applicant	Type	Grant Amount
27	Yes	84.4	MSH Rehousing Project	My Sister's House	RRH	\$ 239,921
28	Yes	77.6	Survivors of Human Trafficking	Opening Doors	TH-RRH	\$ 595,304

**Not Ranked Per NOFA Guidelines**

Project	Applicant	Type	Grant Amount
2019 Planning Grant	SSF	Planning	\$ 609,817

**Rejected**

Eligible to Appeal	Score	Project	Applicant	Type	Grant Amount
Yes	58.1	Tapestry Landing	ACFP	TH-RRH	\$ 194,211
Yes	47.8	Transitions Assistance Program	RIL	PSH	\$ 407,574
Yes	72.6	WEAVE SS-CE	WEAVE	SSO-CE	\$ 153,034

\*Projects automatically placed in Tier 1 because they are in first year of operation, have less than a year of data, or are HMIS

\*\* Project was originally placed in Tier 1; Agency elected to move project into Tier 2 to offer protection to agency's renewal projects in Tier 2

Dignity Village (current rank 27) received an award less than its original request. MSH Rehousing Project received an amount different than its original request.



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**Sacramento Continuum of Care Violence Against Women Act (VAWA)  
Requirements for CoC-Funded Programs Compliance Policy**

All CoC-funded programs are required to protect the rights, privacy and safety of survivors of domestic violence, dating violence, sexual assault or stalking. Programs are prohibited to deny, terminate, or evict a person as “a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.”

**I. Required Forms and Notices**

- A. The program must provide each applicant and participant with a *Notice of Occupancy Rights* under the Violence Against Women Act and a *Certification of Domestic Violence* form in the following situations:
  - 1. When the applicant is denied housing assistance;
  - 2. When the participant is provided housing assistance or admitted into the housing program;
  - 3. With any notification of eviction or notice of termination or assistance; and
  - 4. During the annual recertification or lease renewal process, whichever is applicable, or if there is not recertification or lease renewal, through other means.
- B. The *Notice of Occupancy Rights* must include:
  - 1. VAWA protections, including survivor rights of confidentiality and the prohibited bases for denial or termination of assistance or eviction; and
  - 2. Limitations of VAWA protections, including a housing provider’s compliance with court orders and right to evict or terminate assistance to tenants for any violation not premised on an act of domestic violence, dating violence, sexual assault, or stalking.
- C. The *Certification of Domestic Violence* form will provide space for the applicant to state:
  - 1. That they are a survivor of domestic violence, dating violence, sexual assault or stalking;
  - 2. That the incident that is the ground for protection meets the applicable definition for such incident under 24 CFR 5.2003; and
  - 3. The name of the individual who committed the violent act, if the name is known and safe to provide.

- D. For tenant-based rental assistance (TBRA), the program must ensure that the landlord or manager of the housing provides the *Notice of Occupancy Rights* under the Violence Against Women Act and a *Certification of Domestic Violence* form to the program participant with any notification of eviction.

## II. Contracts and Leases

- A. For tenant-based rental assistance (TBRA), a program must require the following:
  - 1. The lease between the landlord and participant includes a provision for all requirements that apply to tenants under 24 CFR part 5, including the prohibited bases for eviction and restrictions on construing lease terms under 24 CFR 5.2005(b) and (c);
  - 2. A statement that the “owner/landlord will comply with 24 CFR part 5, subpart L”;
- B. For programs that are not TBRA, a program must include the following provisions in any lease or occupancy agreement between the program and the participant:
  - 1. The program allows the participant to terminate the lease, sublease or occupancy agreement without penalty if the program determines that the participant qualifies for an emergency transfer under the requirements of the emergency transfer plan
  - 2. The program must follow the terms of the VAWA Final Rule (24 CFR part 5, subpart L). The term may be narrowed to specify this requirement is for only as long as CoC assistance is being contributed to the unit.
- C. Confidentiality Requirements
  - 1. Any information submitted to the program or landlord, including the fact that an individual is a victim of domestic violence, dating violence, sexual assault, or stalking (confidential information), shall be maintained in strict confidence.
  - 2. The program shall not enter confidential information into any shared database or disclose to another entity, except to the extent that the disclosure is: (i) Requested or consented to in writing by the individual in a time-limited release (ii) Required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program; or (iii) Otherwise required by applicable law.

## III. Emergency Transfers

- A. A participant is eligible for an emergency transfer if:
  - 1. The participant expressly requests the transfer; and
  - 2. The participant is a survivor of domestic violence, dating violence sexual assault, or stalking; and
  - 3. Either
    - a. The participant reasonably believes there is a threat of imminent harm from further violence if the participant remains in the same dwelling unit; or

- b. The participant is a survivor of sexual assault that occurred on the premises ~~within the 90-calendar-day period preceding the date of the request for transfer.~~
- B. Participants can submit an emergency transfer request directly to program staff, certifying that they meet the emergency transfer qualification requirements. The program may request additional documentation of the event for which the participant is requesting an emergency transfer, but is not required to do so. No other documentation is required.
- C. The program must notify the Coordinated Entry System (CES) team that an emergency transfer request is being made and indicate whether the request is an internal transfer, an external transfer, or both.
  - 1. Internal transfer occurs when a participant is relocated to a new unit with the same program, without having to undergo an application process
  - 2. External transfer occurs when a participant is relocated to a new unit in a different program in the CoC.
  - 3. A participant can pursue both an internal and external transfer at the same time in order to transfer to the next available safe unit in the CoC.
- D. If the participant resides in a TBRA unit, the program will take reasonable steps to support the participant in securing a new, safe unit as soon as possible and a transfer may not be necessary.
- E. When a participant requests an emergency internal transfer, the program should take steps to immediately transfer the participant to a safe unit, if available. The transfer should receive at least the same priority as other transfer requests within the program. If a safe unit is not available immediately, program staff will notify the participant that a unit is not immediately available and explain the participant's options:
  - 1. Wait for a safe unit to become available for an internal transfer;
  - 2. Request an emergency external transfer; or
  - 3. Pursue both an internal and external transfer at the same time in order to transfer to the next available safe unit in the CoC.
- F. Where the participant requests an external emergency transfer, top priority will be given over any other applicants for CoC-funded housing assistance, provided the household meets all eligibility required by HUD and the program. After the program notifies the CES team of the emergency transfer request, CES staff will facilitate a referral of the participant to the next available appropriate unit. The household retains their original homeless or chronically homeless status for purposes of the transfer.
- G. Programs will ensure strict confidentiality measures are in place to prevent disclosure of the location of the client's new unit to a person who committed or



threatened to commit an act of domestic violence, dating violence, sexual assault, or stalking against the client.

H. The housing provider must keep a record of all emergency transfers requested, and the outcomes of such requests, and retain these records for a period of 5 years following the grant year of the program of which the household was a participant. Requests and outcomes of such requests will be reported to HUD annually.

H.I. The Coordinated Entry System operator will report to the CoC Board annually on the number of emergency transfers requested and the outcomes of such requests.

H.J. Family Separation: Where a family receiving TBRA separates as part of the emergency transfer, the family member(s) receiving the emergency transfer will retain the TBRA assistance when possible. The program will work with CES staff and the household to support an effective transfer in situations where the program is not a good fit for the family member(s) receiving the emergency transfer.

*VAWA Final Rule, 24 CFR, Part 5, Subpart L  
24 CFR § 578.99*

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## SACRAMENTO STEPS FORWARD

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### **Sacramento Continuum of Care Non-Discrimination Requirements for CoC-Funded Programs Compliance Policy**

***Non-Discrimination:*** Sacramento Steps Forward does not tolerate discrimination on the basis of any protected class (including actual or perceived race, color, religion, national origin, sex, age, familial status, mental or physical disability, sexual orientation, gender identity, or marital status). Recipients and subrecipients must operate in compliance with federal, state, and local nondiscrimination and equal opportunity requirements including the Fair Housing Act, Title VI of the Civil Rights Act, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act. Housing, services or other benefits shall be made available to all participants, and participants will not be “steered” toward any particular housing facility or neighborhood because of race, color, national origin, religion, sex, perceived sexual orientation, gender identity, marital status, mental or physical disability, or the presence of children. Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

***Filing of Non-Discrimination Complaints:*** All locations where persons are likely to access or attempt to access housing and services provided by recipients and subrecipients will include signs or brochures displayed in prominent locations informing participants of their right to file a non-discrimination complaint and containing the contact information needed to file a non-discrimination complaint. The requirements associated with filing a nondiscrimination complaint, if any, will be included on the signs or brochures.

When a non-discrimination complaint is received, Sacramento Steps Forward/ the Coordinated Entry Provider, in coordination with a ~~standing~~ ~~ad-hoc~~ committee of the CoC Board, will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation. Within 30 days after completing the investigation, Sacramento Steps Forward/the Coordinated Entry Provider will write an adequate report of the investigation’s findings, including the investigator’s opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. If appropriate, the investigator may

recommend that the complainant be re-assessed or re-prioritized for housing or services. The report will be kept on file for two years.

The CoC Board standing committee responsible for investigating complaints will report annually to the full Board on the number of complaints investigated and their resolution. Sacramento Steps Forward/ the Coordinated Entry Provider will coordinate and host training on federal, state, and local nondiscrimination and equal opportunity laws to proactively support providers with compliance.

**Federal Citations:**

*24 CFR 578.93 (a)*

*24 CFR 5.105 (a)*

*24 § 576.500 (S) (1)*