



SACRAMENTO  
STEPS FORWARD

Ending Homelessness. Starting Fresh.

## Sacramento Continuum of Care (CoC) Board Agenda

Wednesday, September 8th, 2021 || 8:00 AM – 10:00 AM

[Zoom Meeting](#) || Meeting ID: 882 6581 4637 || Passcode: 029998

One tap mobile: +16699009128,,88265814637#,,,,,0#,,029998# US (San Jose)

Dial by your location: +1 669 900 9128 US (San Jose)

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<b>I. Welcome &amp; Introductions:</b> Erin Johansen, Chair			
<b>II. Review &amp; Approval of June 9th &amp; Aug 11th, 2021 Minutes:</b> Pixie Pearl, Secretary			
<b>III. Chair's Report:</b> Erin Johansen			
<b>IV. CEO's Report:</b> Lisa Bates			
<b>V. Announcements: (Upcoming Events, New Program Incentives, Recent Actions)</b>	Erin Johansen, CoC Chair, CoC Board Members, & Guests	8:25 AM (10 minutes)	Information
<b>VI. Consent Agenda - Action Items:</b> A. CoC Board Member Appointment: Emily Halcon B. 2021 Governance Charter Revisions C. Defunded Projects' Closure Policy and Procedures			
<b>VII. New Business:</b>			
<b>A. Coordinated Entry Implementation Recommendations (CESH 2)</b>	Michele Watts, SSF Chief Planning Officer & Peter Bell, SSF CE Manager	8:40 AM (30 minutes)	Information

<b>B. County 22/23 Budget Community Engagement- CoC Board Input on High-Level Priorities</b>	Erin Johansen, Lisa Bates, & Emily Halcon, County of Sacramento, Director of Homeless Initiatives	9:10 AM (15 minutes)	Action
<b>C. FY2021 CoC NOFO</b> - Time-Sensitive Revisions to Project Review Tools Approved by Executive Committee 8/26/21 - Other Updates	Angel Uhercik & Sarah Bontrager, PRC Co-Chairs, Maddie Nation & Meadow Robinson, Homebase, & Michele Watts	9:25 AM (25 minutes)	Information
<b>D. YHDP Application Update</b>	Michele Watts & Kathreen Daria, SSF Volunteer & Training Coordinator	9:50 AM (5 minutes)	Information
<b>E. HHAP-3 Update</b>	Lisa Bates & Ya-yin Isle, SSF Chief Strategic Initiatives Officer	9:55 AM (5 minutes)	Information
<b>VIII. Meeting Adjourned</b> <b>Next CoC Board Meeting: Wednesday, October 13th, 2021</b>			

**Receive & File:**

- Emergency Housing Vouchers Update
- 2022 Point-In-Time Count Update



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## June 9th, 2021 CoC Board Minutes



## Sacramento Continuum of Care (CoC) Board Meeting Minutes

Wednesday, June 9th, 2021

[Recording of Zoom Meeting](#). The chat and materials discussed at the meeting (not provided before the meeting) are below the minutes.

### Attendance:

Member	Area of Representation	Present
Alexis Bernard	Mental Health Service Organization	Yes
Amani Sawires Rapaski	Substance Abuse	Yes
Angela Upshaw - Vice Chair	Veterans	Yes
April Marie Dawson	People with Disabilities	No
Bridgette Dean	City of Sacramento	No
Chevon Kothari	County Health Services	No
Christie M. Gonzales	Substance Abuse Service Organizations	No
Christie Lynn	Law Enforcement	No
Cindy Cavanaugh	County of Sacramento	Yes
Erin Johansen - Chair	Mental Health	Yes
Fatemah Martinez	Shelter Provider	Yes
Jameson Parker	Business Community & Street Outreach	No
Jenna Abbott	Business Community	Yes
John Kraintz	Lived Experience	Yes
Joseph Smith	Coalition/Network	Yes
Julie Davis-Jaffe	Employment Development	Yes
Juile Hirota	Shelter and/or Housing Provider	Yes
MaryLiz Paulson	Housing Authority	Yes
Mike Jaske	Faith Community Advocate	Yes
Pixie Pearl - Secretary	Homeless Youth	Yes
Sarah Bontrager	City of Elk Grove	Yes
Stefan Heisler	City of Rancho Cordova	Yes

Stephanie Cotter	City of Citrus Heights	No
Tara Turrentine	Education	Yes
Tiffany Gold	Youth with Lived Experience	No

SSF Staff	SSF Title
Andrew Geurkink	Continuum of Care Specialist
Kathreen Daria	Volunteer & Training Coordinator
Lisa Bates	Chief Executive Officer
Michele Watts	Chief Planning Officer
Michelle Charlton	Continuum of Care Coordinator
Peter Bell	Coordinated Entry Manager
Scott Clark	System Performance Analyst
Stacey Fong	Coordinated Entry Analyst
Sarah Schwartz	Field Administrator
Tamu Green	System Performance Advisor
Ya-yin Isle	Chief Strategic Initiatives Officer

Homebase
Meadow Robinson

Guests
Alicia Gonzalez, Angel Uhercik, Brandon A. Wirth, Brina Sylve, Bruce Kuban, Cheyenne Caraway, Christy Correa, DAA Sandy R., Danielle Foster, David Husid, Deisy Madrigal, Ebony SB, Emily Halcon, Erica Plumb, Gina Roberson, Henry Ortiz, Jeffery Tardaguilla, Jesse Williams, John Eckstrom, Julie Field, Kate Hutchinson, Karri Eggers, Koby Rodriguez, Lee Sorrell, Maria, Maria Avdalas, Monica Rocha-Wyatt, Nick Golling, Patricia Jones, Peter Muse, RK, Robin Rose-Haymer, SH, Shannon Doty, Stephaine Thompson, Stepenie, Susan Lal, Tiffany Rayford, Tina Glover, and Troy Lynch.

## **I. Welcome & Introductions: Erin Johansen, Chair**

Erin called the meeting to order at around 8:15 AM. Attendance: 50 participants.

Erin welcomed everyone and mentioned the unique agenda order.

## **II. Review & Approval of May 12th, 2021 Minutes: Pixie Pearl, Secretary**

Motioned for approval with the correction of Chevon's name: 1st - MaryLiz Paulson, 2nd - Tara Turrentine

Motion approved.

## **III. Chair's Report: Erin Johansen**

Erin expressed her excitement for the [2021 Sacramento CoC Annual Meeting](#) debrief and the unique order of agenda items for the meeting due to the presenters schedule.

## **IV. CEO's Report: Lisa Bates**

Lisa expressed her appreciation to all who were involved with the [2021 Sacramento CoC Annual Meeting](#) and looking forward to discussions and next steps. She mentioned the [Racial Equity Committee \(REQC\) Stakeholder Forum #2](#) is Monday, June 21st, 2021 from 11:00AM to 1:00PM. The [invitation to RSVP](#) is available in the chat and the deadline to RSVP is Friday, June 18th, 2021 at 1:00PM.

## **V. Consent Agenda - Action Items**

A. Governance Committee Appointment: Modie Cotton & Julie Davis-Jaffe

B. CoC Board Member Appointment: Chevon Kothari

Motioned for approval of the Governance Committee Appointment: 1st - Alexis Bernad, 2nd - Pixie Pearl

Motion approved.

Motioned for approval of the CoC Board Member Appointment: 1st - Joseph Smith,

2nd - Mike Jaske

Motion approved.

**VI. New Business:**

**A. 2021 Sacramento CoC Annual Meeting Debrief & Next Steps**

**Angela Upshaw,  
CoC Board Vice  
Chair & SSF  
Staff**

**8:20 AM  
(30 minutes)**

**Informational  
&  
Discussion**

Angela discussed the 2021 Sacramento CoC Annual Meeting Breakout Sessions Summary provided in the packet before the meeting. She called on the Annual Meeting breakout room staff (Peter Bell, Scott Clark, and Dr. Tamu Green) to provide feedback and comments on each breakout room. Erin asked if there were any questions or comments about the Annual Meeting.

**B. Emergency Housing Voucher (EHV) Plan**

**Michele Watts,  
SSF Chief  
Planning Officer**

**8:50 AM  
(15 minutes)**

**Informational**

Michele provided details about EHV's and the CoC Coordinated Entry System Committee efforts. Cheyenne Caraway, SHRA, shared a presentation that consisted of: what is the EHV, EHV eligibility, EHV partnerships, housing search assistance, enhanced assistance, key elements of program and initial lease up. Questions were asked during the meeting and within the chat. Please reference the recording link above.

**C. HUD CoC NOFA Competition Policies and Review Tools**

**Angel Uhercik &  
Sarah Bontrager,  
Project Review  
Committee  
Co-Chairs &  
Meadow  
Robinson,  
Homebase**

**9:05 AM  
(30 minutes)**

**Action**

Sarah and Angel discussed the edits within the HUD CoC NOFA Competition Policies and Review Tools materials provided in the packet. Questions were asked during the meeting and within the chat. Please reference the recording link above.

Motioned for approval with the text revision in 5.A. section: 1st - Fatemah Martinez, 2nd - Tara Turrentine

Motion approved.

Motioned for approval of the entire packet provided: 1st - Mike Jaske, 2nd - Alexis Bernard

Motion approved.

## **VII. Announcements:**

- Michele Watts mentioned details and the deadline of the Grants Inventory Worksheet (GIW) is this Friday, 6/11/21. Also, Sacramento is applying for the YHDP Project. The Homeless Youth Action Force, Grand Challenge, Youth Action Board are involved and SSF is supporting them with data and additional efforts.
- Julie Davis-Jaffee mentioned in the chat a reminder that the CSBG and CSBG Cares Act funds are available in the community. Please see the SETA.net website for a list of providers. Or feel free to contact her at 916-263-3929 for more information.
- Jeffery Tardaguila gave a reminder that Sacramento County is having their budget hearing over the next 3 days that are open to the public.
- Nick Golling introduced himself and his role as the Incoming Program Manager for the Office of Homeless Services, Dept. of Community Response, City of Sacramento.
- John Kraitz mentioned the Stockton Blvd campus sweeping.
- Information was provided by the County about the River encampments.
- Christy Correa mentioned in the chat that SEIU Local 1000 is joining with other service and advocacy organizations in the Sacramento region to host a community forum on homelessness. The forum will feature presentations by:
  - Our neighbors who are or have been unhoused
  - Individuals and groups who provide direct survival services
  - Experts and advocates who are working on comprehensive housing solutions
  - You will learn about volunteer opportunities and how to join with others to advocate for solutions. [REGISTER HERE](#). Interpretive services will be available. Today 6/9 on zoom 5:30 pm.



- Katherine Daria, SSF, mentioned an update on COVID-19 vaccines and links were shared in the chat. Michele Watts provided additional details about the COVID-19 vaccines and encampments.

**VIII. Meeting Adjourned at 9:45 AM. Attendance: 49 participants.  
Next CoC Board Meeting: Wednesday, July 14th, 2021**

## CoC Board Meeting Chat || Wednesday, June 9th, 2021



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- 00:11:45 Pixie Pearl (they/them): minutes
- 00:11:49 Sarah Bontrager: Yes
- 00:11:49 Jenna Abbott: aye
- 00:11:50 Alexis Bernard, Turning Point Community Programs: aye
- 00:11:51 angela upshaw: yes
- 00:11:51 joesmith: yes
- 00:11:53 Tara Turrentine: yes
- 00:11:53 Fatemah Martinez: Yes
- 00:11:55 Pixie Pearl (they/them): yes
- 00:11:56 Mike Jaske: yes
- 00:11:57 Erin Johansen: YES
- 00:11:57 MaryLiz Paulson: Yes
- 00:14:05 Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator: REQ  
Committee Stakeholder Forum #2 Invitation to RSVP (deadline to RSVP is

Friday, 6/18 1pm):

<https://docs.google.com/forms/d/e/1FAIpQLScX-0Wfw-8pug8sIVSB9PuB-EogxxE4usfysa8uUKB6jflu9Q/viewform>

00:14:40 Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator: June 21, 2021 11am-1pm

00:15:20 Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator:

Details about the REQ Committee Stakeholder Forums:

<https://sacramentostepsforward.org/racial-equity-stakeholder-forums/>

00:15:39 Cindy Cavanaugh: second

00:15:43 Erin Johansen: governance appointment

00:15:46 Pixie Pearl (they/them): yes

00:15:46 Stefan Heisler: yes

00:15:47 Erin Johansen: yes

00:15:47 Fatemah Martinez: Yes

00:15:47 Cindy Cavanaugh: aye

00:15:48 Tara Turrentine: yes

00:15:49 angela upshaw: yes

00:15:49 Ebony SB: yes

00:15:49 Julie Hirota Saint John's: yes

00:15:50 Sarah Bontrager: Yes

00:15:50 Jenna Abbott: aye

00:15:51 MaryLiz Paulson:yes

00:15:51 Alexis Bernard, Turning Point Community Programs: yes

00:15:51 Amani Sawires-Rapaski: yes

00:15:53 joesmith: yes

00:16:50 Erin Johansen: Appointment Chevon

00:16:52 Amani Sawires-Rapaski: yes

00:16:53 Pixie Pearl (they/them): yes

00:16:53 Cindy Cavanaugh: aye

00:16:54 Sarah Bontrager: Yes

00:16:54 Stefan Heisler: yes

00:16:54 Jenna Abbott: aye

00:16:54 Fatemah Martinez: Yes

00:16:54 MaryLiz Paulson:Yes

00:16:55 Alexis Bernard, Turning Point Community Programs: yes

00:16:55 joesmith: yes

00:16:55 Julie Hirota Saint John's: yes

00:16:56 Erin Johansen: yes

00:16:57 angela upshaw: yes

00:16:58 Ebony SB: yes

00:16:58 Tara Turrentine: yes

00:17:23 JesseWilliams: yes

00:24:05 Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator: For details about the 2021 Sacramento CoC Annual Meeting, explore here: <https://sacramentostepsforward.org/2021-sacramento-continuum-of-care-annual-meeting/>

00:32:03 SH: Thank you Angela!

00:32:25 Cindy Cavanaugh: Thanks for everyone's efforts on a very successful annual meeting.

00:33:27 Jeffery Tardaguila: what about 811 mental health ?

00:36:43 Gina Roberson: Can we get a copy of these slides?

00:37:46 Robynne Rose-Haymer: Will 211 be involved in referrals to organizations for this opportunity?

00:39:05 Robynne Rose-Haymer: Is SHRA allocating a pool of staff to help with housing search (i.e. walk-in appointments/phone assistance) and paperwork?

00:39:39 Mike Jaske: Can these vouchers be used to help rehouse people in the motel under Project Roomkey?

00:39:46 Sarah Bontrager: Is there a limit on the amount of time a household can receive assistance?

00:39:52 JesseWilliams: Thank you, good information!

00:40:05 David Husid He him his -CHI: Supportive Services are a must

00:40:20 Ebony SB: May we give names of households that may meet

these requirements?

00:40:25 Jenna Abbott: Will you be doing any street outreach to the most vulnerable? The River District is severely impacted.

00:40:51 Jenna Abbott: Or to those currently in shelters to free up those short term beds?

00:40:59 MaryLiz Paulson:SHRA is dedicating additional staff to implement this program.

00:41:13 Ebony SB: nice job SHRA:)

00:41:36 MaryLiz Paulson:More information will be coming about creating the paths to Coordinated Entry referrals

00:42:25 Alexis Bernard, Turning Point Community Programs: I didn't see this presentation in our packet is it available for us today? (Hopefully I didn't just miss it.)

00:42:58 MaryLiz Paulson:Community meetings to answer questions and receive ideas and suggestions are being scheduled and you will hear more soon.

00:43:53 Peter Bell (he/him): Tomorrow's CESC meeting details can

be found at our website, here:

<https://www.sacramentostepsforward.org/committees/>

00:44:06 SH: @MaryLiz -- Thank you

00:45:21 Lisa Bates (She/Her) - SSF: I might suggest people join tomorrow's CE committee meeting

00:47:54 Jenna Abbott: YES!!! HMIS needs to be the viaduct!!

00:49:58 Peter Bell (he/him): All things HMIS can be found here. Scroll down a bit for information on setting up new agencies, user accounts, etc.

[https://drive.google.com/file/d/1vICq\\_vlYWaB9HzXke9GoLmQLnRabNCDy/view?usp=sharing](https://drive.google.com/file/d/1vICq_vlYWaB9HzXke9GoLmQLnRabNCDy/view?usp=sharing)

00:50:54 Jenna Abbott: Here's an interesting piece out of Colorado. The Mayor of Aurora decided to live on the street for a week so he could better understand how the shelter system works. It's a quick video watch for after this meeting.

<https://denver.cbslocal.com/2021/01/07/mike-coffman-calls-major-changes-homeless-policies-after-spending-week-living-street-aurora-mayor/>

01:05:03 Deisy Madrigal, She/Her: are you able to provide a link to



this presentation?

01:06:26 Lisa Bates (She/Her) - SSF:

<https://sacramentostepsforward.org/wp-content/uploads/2021/06/6.9.21-Board-Packet.pdf>

01:07:41 Pixie Pearl (they/them): In the section about quality of services (ie case manager ratio), is there any language to encourage consumer feedback, rather than solely agency/system determination?

01:10:09 Angel Uhercik: Hi Pixie, there is a section in Threshold Factors that is titled "Client Participation in Project Design and Policymaking" as a factor as this is mandatory for all of the projects.

01:11:56 Pixie Pearl (they/them): perfect thanks angel

01:14:01 Pixie Pearl (they/them): PSH with targeted services, for youth, or seniors, or those with health conditions as indicated by the CDC?

01:14:57 Emily Halcon: Meadow, as CDC conditions were not a priority population identified by the committee in 2019, recommend this be a completely separate clause, not an add on to the existing sentence.

01:15:25 Meadow Robinson: Thanks Emily good pointt ^^

01:20:01 Jenna Abbott: I think that our priority needs to be freeing up the pipeline which means moving people from the short term shelters into more permanent housing so we can move people off the street into shelters. I have the same concern that Amiani does

01:20:59 Pixie Pearl (they/them): Adopting new language for 5.A.1

01:21:12 Erin Johansen: yes

01:21:13 Julie Davis-Jaffe: Yes

01:21:13 Julie Hirota - Saint John's: Yes

01:21:13 Mike Jaske: yes

01:21:14 Tara Turrentine: yes

01:21:14 Jenna Abbott: no

01:21:15 angela upshaw: yes

01:21:17 Alexis Bernard, Turning Point Community Programs: no

01:21:19 JesseWilliams: Yes

01:21:21 Amani Sawires-Rapaski: abstain

01:21:21 MaryLiz Paulson: Yes

01:21:24 Pixie Pearl (they/them): yes

01:21:28 Sarah Bontrager: Yes

01:21:34 Stefan Heisler: yes

01:21:41 alicia.gonzales: yes

01:21:43 joesmith: yes

01:22:00 John Kraintz: yes

01:23:21 Pixie Pearl (they/them): Package Proposal Approval with  
Amendment

01:23:27 joesmith: yes

01:23:27 Alexis Bernard, Turning Point Community Programs: yes

01:23:28 Julie Hirota - Saint John's: yes

01:23:28 Mike Jaske: yes

01:23:28 Jenna Abbott: no

01:23:29 Erin Johansen: yes

01:23:30 Tara Turrentine: yes

01:23:31 John Kraintz: yes

01:23:31 Stefan Heisler: yes

01:23:31 Sarah Bontrager: Yes

01:23:32 Julie Davis-Jaffe: Yes

01:23:33 MaryLiz Paulson:yes

01:23:33 Fatemah Martinez: Yes

01:23:36 Pixie Pearl (they/them): yes

01:23:43 angela upshaw: yes

01:23:49 Ebony SB: yes

01:24:13 Henry Ortiz Community Organizer: ab-stain

01:25:27 Maria: Are you noting the No and the abstaining votes?

01:27:45 Amani Sawires-Rapaski: abstain

01:29:38 Cheyenne Caraway: Wasn't the GIW released months late? It traditionally comes out in April, and was released this year in June

01:31:50 Meadow Robinson: Thanks Cheyenne — I had 6 weeks in my mind, but you are right it maybe have been closer to 8!

01:32:39 Julie Davis-Jaffe: Reminder of CSBG and CSBG Cares Act funds are available in the community. Please see the SETA.net website for a list of providers. Or feel free to contact me at 916-263-3929 for more information.

01:35:15 Jenna Abbott: Welcome Nick!

01:35:19 Dr. Tamu Green (she/her), SSF, Systems Performance Advisor: Welcome, Nick!

01:35:26 Tara Turrentine: Welcome, Nick!

01:35:31 Alexis Bernard, Turning Point Community Programs: Welcome!

01:35:31 Julie Davis-Jaffe: Employment assistance is available at the Sacramento Works America's Job Centers. Contact info can be found on the SacramentoWorks.org website.

01:35:36 Ebony SB: Welcome Nick:)

01:35:37 Jeffery Tardaguila: county of Sacramento budget hearing next few days county Administration building

01:35:38 Peter Bell (he/him): Welcome to Sacramento!

01:35:50 Kate Hutchinson: Welcome, Nick!

01:37:02 Nick Golling (He/Him) City of Sacramento: Thank you everyone! Really excited to be here!!!

01:37:03 Christy Correa: SEIU Local 1000 is joining with other service and advocacy organizations in the Sacramento region to host a community forum on homelessness.

The forum will feature presentations by:

- Our neighbors who are or have been unhoused
- Individuals and groups who provide direct survival services
- Experts and advocates who are working on comprehensive housing solutions

You will learn about volunteer opportunities and how to join with others to advocate for solutions. REGISTER HERE: <https://bit.ly/3fjUUeu>

Interpretive services will be available.

01:37:34 Christy Correa: Today 6/9 on zoom 5:30 pm

01:42:07 Kathreen "Nica" Daria (She/Her) SSF, Volunteer & Training Coordinator: For the COVID outreach project:

If you have any info on COVID vaccination interest, please take this brief survey

[https://docs.google.com/forms/d/e/1FAIpQLSegQKNFSpEF\\_BzSfXPR\\_VfHX7UPnIO7BxjwPWElea4DirHlew/viewform](https://docs.google.com/forms/d/e/1FAIpQLSegQKNFSpEF_BzSfXPR_VfHX7UPnIO7BxjwPWElea4DirHlew/viewform)

If you'd like to learn more about our COVID work, please go to

<https://sacramentostepsforward.org/covid-19-vaccination-resources/>

We also have several vaccination opportunities targeting homeless individuals in the coming weeks. These locations are listed on our site here

<https://sacramentostepsforward.org/covid-19-vaccination-clinics-and-resources/>



TO: Sacramento CoC Governance Committee

FROM: Michele Watts, SSF Chief Planning Officer

CC: Andrew Geurkink, SSF CoC Specialist

DATE: June 9, 2021 CoC Board Meeting

RE: Sacramento Continuum of Care (CoC) Annual Meeting  
Breakout Sessions Summary

On May 26, 2021, the CoC held its first annual meeting of the broader continuum of care and community stakeholders. This was a half-day meeting from 8:30am to 1:00pm and was divided into three broader sections: 1) morning plenary from 8:30am to 9:40am; 2) breakout sessions from 9:40am to 11:10am; and 3) a large group discussion from 11:25 to approximately 1pm.

Each breakout session ran concurrently but covered a different critical area of the CoC’s work in 2021. The below table provides an overview of the breakout sessions, including a brief description and the CoC Committee most engaged in the session.

Breakout Session	Description	Committee Engaged	Panelists
<b>Improving Coordinated Entry:</b> Optimizing Access to Housing and Services	Explored access challenges and opportunities to services for people experiencing homelessness. Review an evaluation of the Coordinated Entry System and discuss	Coordinated Entry System Committee	Peter Bell Tahirih Kraft Scott Young



Breakout Session	Description	Committee Engaged	Panelists
	emerging opportunities for system improvement.		Gabriel Kendall
<b>Closing the Gaps:</b> Planning and Coordinating to Improve the Homeless System of Care	Reviewed current strategic efforts across Sacramento, identify where there are gaps in the response system, and discuss how to address those gaps collaboratively.	System Performance Committee	Scott Clark Stefan Heisler Danielle Foster Monica Rocha-Wyatt Faye Kennedy
<b>Advancing Racial Equity:</b> Social Justice Through Community Engagement	Explores several community-driven efforts to advance racial equity and re-imagine our homelessness system as being fully inclusive, anticipatory, and responsive.	Racial Equity Committee	Tamu Green Pixie Pearl Fatemah Martinez Zuri Colbert

At the conclusion of the breakout session time, SSF staff summarized the main discussion items shared which helped guide the large group discussion. The following table provides that summary.

Session Title	Discussion Summary	
	Themes	Aspirations
<b>Improving Coordinated Entry:</b> Optimizing Access to Housing and Services	<ul style="list-style-type: none"> <li>● Increased Coordination - reduce/remove silos</li> <li>● Increased investment in resources - to match investments in access</li> <li>● Honest Communication - with service providers and the public</li> <li>● Transparency - What services are available, timeline sharing with people experiencing homelessness - relationships - accountability</li> <li>● Equitable systems that are fully accessible and available to everyone</li> </ul>	<ul style="list-style-type: none"> <li>● Low-barrier triage, shelter and access - possibly at a single site</li> <li>● Community-wide shelter access and expanded resources</li> <li>● More funding to ensure someone is connected to resource</li> <li>● Build on RAPS improvements</li> <li>● Automated ways to check on status of clients progressing through the system</li> </ul>
<b>Closing the Gaps:</b> Planning and Coordinating to Improve the Homeless System of Care	<ul style="list-style-type: none"> <li>● Potential for increased coordination</li> <li>● Improve existing processes with strategic planning and improved coordination, including data standardization</li> <li>● Clear priorities expressed through unified simple messages</li> <li>● Leverage convenings and information sharing, reach a broader audience</li> </ul>	<ul style="list-style-type: none"> <li>● Convene the community to discuss systemic issues and homeless initiatives while building community support</li> <li>● Use what we know and have learned to advance current community initiatives</li> <li>● Clarify and clearly communicate community priorities</li> <li>● Standardize data collection</li> <li>● Reach a broader audience</li> </ul>

Session Title	Discussion Summary	
	Themes	Aspirations
<b>Advancing Racial Equity:</b> Social Justice Through Community Engagement	<ul style="list-style-type: none"> <li>• More funding for outreach</li> <li>• Support “boots on the ground” organizations</li> <li>• Targeted universalism</li> <li>• Coordination vs Competition</li> <li>• Intersecting systems</li> <li>• Unaffordable housing crisis</li> <li>• Uplifting lived experience</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce unsheltered homelessness by 30% including supporting people in encampments outside of the public eye</li> <li>• Direct outreach funding to service in mind not enforcement in mind/reduce police interactions for people on the street</li> <li>• Provide ability for self access and self referral to services</li> <li>• Commit to services for unsheltered after Public Health order is lifted</li> <li>• One shared data system</li> <li>• Goodness of fit</li> </ul>



# Emergency Housing Vouchers

June 9, 2021

# What are Emergency Housing Vouchers

- The American Rescue Plan (ARP) of 2021 appropriated \$5 billion for the Emergency Housing Vouchers
- 70,000 were awarded to apprx. 700 Housing Authorities
- Sacramento received 484 vouchers. **Potential to receive more**
- Separate from Housing Choice Voucher (HCV) program

# Emergency Housing Vouchers

EHV eligibility is limited to households **(individuals and families)** who are:

- Homeless;
- At-risk of homelessness;
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
- Recently homeless, and for whom providing rental assistance will prevent homelessness or risk of housing instability.

# EHV Partnerships

- All referrals must come through the Continuum of Care's (CoC's) Coordinated Entry (CE) System or from a Victim Service Provider
- Focus on advancing equity and inclusion
- Work in partnership with domestic violence victim providers
- CoC's are responsible for determining whether the family qualifies under one of the four eligibility categories

# Housing Search Assistance

- Housing Authorities **must** ensure housing search assistance is made available to EHV families during their initial housing search.
- Examples may include, but are not limited to:
  - Assistance completing paperwork
  - Provide transportation to search for a housing unit
  - Advocate for the household to the landlord
  - Address discrimination issues based on race, ethnicity, disability etc.
  - Market the incentive program
  - Find appropriate housing units



# Enhanced Assistance

Housing Authority will develop a Landlord/Applicant Incentive Program

Examples may include, but are not limited to:

- Owner Incentive fees
- Application fees
- Holding fees
- Security deposit assistance
- Utility deposit assistance
- Tenant readiness
- Moving expenses
- Renters insurance

# Key Elements of Program

- HUD wants households **leased up** within **4 to 6 months**
- Incentive ~ Sacramento receives **additional homeless vouchers**

## Caution:

- Within “reasonable time period” HUD could **redistribute unleased vouchers** and provide to other housing authorities
- Within 12 months all unissued vouchers will be **revoked and reallocated**

# Initial Lease Up

**GOAL: to lease 484 homeless households in 6 months!**

- Must find homeless households quickly
- Have robust pipeline of referrals from CE/domestic violence victim providers
- Link homeless household to staff immediately to assist with intake/landlord paperwork
- Help household find a suitable unit
- Link household to ongoing services for stability (preferable)

Thank you!

**DRAFT 2021 New Project Scoring Tool**

Summary of Factors & Point Allocations	
<b>1. Threshold Factors</b>	N/A
<b>2. Housing</b>	25 points
<b>3. Services</b>	20 points
<b>4. Agency Capacity</b>	20 points
<b>5. Prioritization, option of:</b> a. <b>Prioritization for New Projects Except for DV Bonus</b> b. <b>Prioritization for DV Bonus</b>	25 points
<b>6. Community</b>	10 points
<b>TOTAL</b>	100 points

**1. THRESHOLD FACTORS**

Name	Description	Met/Not Met
<b>Housing First</b>	The project's policies will include a commitment to identifying and lowering its barriers to housing and provide housing and services in line with a Housing First approach.	Met/Not Met
<b>Coordinated Entry</b>	The project will participate in coordinated entry to the full extent possible for this project type.	Met/Not Met
<b>HMIS</b>	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
<b>Formerly Homeless Input</b>	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
<b>Basic Compliance with HUD Policies</b>	The agency has adequate internal financial controls, adequate record maintenance and management, and adequate policies regarding termination of assistance, client appeals, ADA requirements, and confidentiality.	Met/Not Met
<b>Eligible Clients</b>	The project will only accept new participants if they can be documented as eligible for this project's program type based on their housing and disability status.	Met/Not Met
<b>Eligible Applicant</b>	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met
<b>Equal Access</b>	The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met

**SACRAMENTO CONTINUUM OF CARE**

<b>Match</b>	Agency will be able to provide 25% match per grant.	Met/Not Met
<b>Affirmatively Furthering Fair Housing</b>	Agency will actively prevent discrimination by affirmatively accommodating people based on differences in: race, color, ancestry, or national origin; religion; mental or physical disability; sex, gender, or sexual orientation; marital or familial status, including pregnancy, children, and custody arrangements; genetic information; source of income; other arbitrary characteristics not relevant to a person's need or suitability for housing	Met/Not Met
<b>Budget</b>	Project has made a good faith effort to complete the budget template provided, showing both CoC and non-CoC funding sources for the project.	Met/Not Met
<b>For DV Bonus Projects Only: Serving DV</b>	Project is 100% dedicated to serving victims who are fleeing or attempting to flee domestic violence, including dating violence, sexual assault, stalking, and/or human trafficking who came from sheltered or unsheltered situations. The project must follow a Housing First model and utilize trauma-informed and client-centered approaches.	Met/Not Met

**2. HOUSING (25 pts.)**

Name	Description	Sources	Score
<b>2.A. Fully Described and Appropriate Housing</b>	<p>Award points for a housing design that:</p> <ul style="list-style-type: none"> <li>• is clearly and fully described</li> <li>• has a layout or features that are thoughtfully matched to the target population</li> <li>• is strategically located to meet the needs of the target population</li> <li>• is physically accessible to persons with disabilities</li> <li>• will help maximize client choice in the CoC (e.g. by including a plan to evaluate each client's needs, strengths, and preferences in order to determine which mainstream benefits and/or jobs the client could qualify for)</li> </ul> <p>Additionally, for Victim Service Providers:</p> <ul style="list-style-type: none"> <li>• is designed to protect the safety of the population they serve</li> </ul>	RFI	Up to <b>10</b> points

**SACRAMENTO CONTINUUM OF CARE**

<b>2.B. Ready to Start</b>	<p>Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider:</p> <ul style="list-style-type: none"> <li>• Whether the agency has adequately described how the project will acquire the necessary housing for the project type. For RRH, this may include landlord engagement strategies;</li> <li>• Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues;</li> <li>• Whether the agency’s current staff has the capacity to begin preparing for this project;</li> <li>• Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project</li> </ul>	RFI	Up to <b>5</b> points
<b>2.C. Program Outcomes</b>	<p>Award points if:</p> <ul style="list-style-type: none"> <li>• The project’s goals are realistic and sufficiently challenging given the scale of the project</li> <li>• Outcomes are measurable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including: <ul style="list-style-type: none"> <li>○ At least 85% of clients experience positive housing outcomes</li> <li>○ At least 55% of adult clients maintain or increase their income from all sources</li> </ul> </li> <li>• Prospective outcomes reflect actual performance outcomes from other projects administered by the applicant (as appropriate).</li> </ul>	RFI	Up to <b>10</b> points

**3. SERVICES (20 pts.)**

Name	Description	Sources	Score
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SACRAMENTO CONTINUUM OF CARE

<p><b>3.A. Appropriate Supportive Services</b></p>	<p>Award points for services that:</p> <ul style="list-style-type: none"> <li>• use a Housing First approach,</li> <li>• offer ongoing support to stay housed,</li> <li>• are comprehensive and well-coordinated,</li> <li>• include culture-specific elements, and</li> <li>• are thoughtfully matched to the target population</li> </ul> <p>For projects that will be referring specific types of clients to specific outside services, award points if the project explains a concrete plan for referrals, giving examples of:</p> <ul style="list-style-type: none"> <li>• Who will be referred;</li> <li>• The agencies that will accept referrals;</li> <li>• The types of services to be provided; and</li> <li>• The logic behind the agency's referral scheme</li> </ul> <p>For Victim Service Providers award points for services that improve the safety for survivors of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking</p>	<p>RFI</p>	<p>Up to <b>10</b> points</p>
<p><b>3.B. Relevant Experience</b></p>	<p>Award points if the agency submitting this application has demonstrated, through past performance, the ability to successfully carry out the work proposed and has successfully served homeless people as a particular group.</p> <p>Consider the experience of the agency in handling a similar project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).</p>	<p>RFI</p>	<p>Up to <b>10</b> points</p>



**4. AGENCY CAPACITY (20 pts.)**

Name	Description	Sources	Score
<b>4.A. Budget</b>	<p>Award points based on the bullet points below:</p> <ul style="list-style-type: none"> <li>• Project has submitted a budget that is clear, complete, and easy to read.</li> <li>• The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population.</li> <li>• The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds.</li> <li>• The budget shows that the project is taking appropriate measures to contain costs.</li> </ul>	<p>Budget RFI</p>	<p>Up to <b>5</b> points</p>
<b>4.B. Agency Capacity</b>	<p>Award points if agency: Has successfully handled at least one other federal grant or other major grant of this size and complexity, either in or out of the CoC (or can otherwise demonstrate that it can successfully manage complex reporting requirements).</p> <ul style="list-style-type: none"> <li>• Has sufficient fiscal capacity to manage the grant, including: <ul style="list-style-type: none"> <li>○ internal financial controls</li> <li>○ grant match tracking</li> <li>○ well-maintained records</li> <li>○ oversight by a board of directors</li> <li>○ a strategy for documenting eligible costs</li> <li>○ a strategy for ensuring adequate grant drawdowns</li> </ul> </li> <li>• Is large enough to handle the expected client case load;</li> <li>• Is familiar with innovative or evidence-based practices;</li> <li>• Includes at least one person with formal training and/or education in a relevant social services field</li> </ul>	<p>e-LOCCs E-Snaps</p>	<p>Up to <b>10</b> points</p>

<p><b>4.C. Audit and Monitoring Findings</b></p>	<p>The <b>agency</b> must report <b>all irregularities</b> resolved or unresolved (e.g., a concern or finding from HUD, a recommendation or finding from SSF (sub-recipients only), a significant deficiency or material weakness from a financial audit, or any type of finding from another funding entity ex. City or County) revealed by any audits or monitoring for <b>similar projects</b>.</p> <p><b>Agencies</b> that have irregularities <b>for similar projects</b> must provide (1) relevant documentation identifying those irregularities (e.g., highlighted sections of a financial report), and (2) the project's plan to rectify program irregularities. If irregularities have been rectified, <b>agencies</b> should include any available confirmation letters from relevant oversight entities (e.g. SSF, HUD, Financial entity, Local Jurisdiction);</p> <p>Award <b>full points (5 points)</b> for the project if:</p> <ul style="list-style-type: none"> <li>• If the agency can show no irregularities from similar projects; or</li> <li>• If no irregularities have been revealed by any audits or monitoring for similar projects.</li> </ul> <p>Award <b>up to 5 points</b> for the project if:</p> <ul style="list-style-type: none"> <li>• If the <b>agency</b> adequately submits relevant documentation identifying any irregularities and provides an adequate explanation to show how any irregularities have been or will be addressed. An adequate explanation includes (1) a brief explanation of the steps the agency will take to address the irregularities, (2) the timeline these steps will be completed on, and (3) how the agency will avoid similar findings in the future.</li> <li>• <b>If the agency is currently disputing findings from an audit or monitoring for a similar project and submits (1) a brief explanation of the irregularities, and (2)</b></li> </ul>	<p>All HUD, SSF, financial audits, or audits/ monitoring from other funding entities from the last 2 years.</p> <p>RFI</p>	<p>Up to <b>5</b> points</p>
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SACRAMENTO CONTINUUM OF CARE

	<p><b>the most updated timeline available for disputing the irregularities.</b></p> <p>Award <b>up to 3 points</b> if irregularities were found for <b>similar projects</b> and the <b>agency</b> provided documentation, but the <b>agency</b> does not provide an adequate explanation.</p> <p>Award <b>no points</b> if the <b>agency</b> does not submit any documentation (e.g., confirmation letters) from oversight entities to support this criteria.</p>		
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**5A. PRIORITIZATION FOR NEW PROJECTS EXCEPT DV BONUS (25 pts.)**

***If this application is for a DV Bonus-funded new project, please skip this section and move to the next.***

Name	Description	Sources	Score
<b>5.A.1. Community Priority</b>	<p>Award points if the project addresses the priority need identified by the Advisory Committee in 2019: Permanent Supportive Housing, with targeted services for either youth or seniors. <u>OR</u></p> <p><b>Award points if the project addresses the priority need identified by the CoC Board in 2021: Permanent Supportive Housing, with targeted services for those experiencing health conditions identified by the CDC as making someone vulnerable to COVID-19.</b></p> <p>Please note that HUD may require that Permanent Supportive Housing be dedicated to persons experiencing Chronic Homelessness.</p>	<p>E-snaps</p> <p>RFI</p>	<p>Up to <b>15</b> points</p>
<b>5.A.2. Severity of Needs &amp; Special Considerations</b>	<p>Award points to projects that will serve population(s) with severe needs and vulnerabilities (e.g. chronically homeless, history of domestic violence), and will also fill an important gap in housing and services for persons experiencing homelessness in the Sacramento region (e.g., serving a</p>	<p>RFI</p> <p>APR</p>	<p>Up to <b>10</b> points</p>

SACRAMENTO CONTINUUM OF CARE

	<p>unique population, leveraging certain funding, maintaining site based housing).</p> <p>Applicants should specifically consider the needs and vulnerabilities of youth or seniors or <b>for those experiencing health conditions identified by the CDC as making someone vulnerable to COVID-19.</b></p>		
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**5B. PRIORITIZATION FOR DV BONUS HOUSING (25 pts.)**

***Use this section instead of the previous page if the project is applying for DV Bonus funding. For all scoring purposes, “domestic violence” also includes dating violence, sexual assault, stalking, and/or trafficking.***

Name	Description	Source	Score
<b>5.B.1. How Project will Address Need</b>	<p>Award points for each of the following items:</p> <ul style="list-style-type: none"> <li>• Project provides data describing the CoC’s population of domestic violence survivors</li> <li>• Project explains how it proposes to meet the unmet needs of domestic violence survivors, especially with survivors who come from unsheltered situations.</li> <li>• The project will have housing that is specifically designed to accommodate the needs of survivors.</li> <li>• The project’s staff has skills that are specifically needed to identify and locate survivors, or to persuade survivors to accept and enter housing.</li> <li>• The project’s staff utilize trauma-informed and client-centered approaches.</li> </ul>	RFI	Up to 5 points
<b>5.B.2. Previous Performa nce</b>	<p>Award points if the agency has experience serving, or demonstrates a plan to serve, victims who are fleeing, or attempting to flee, domestic violence, which includes dating violence, sexual assault, stalking, and/or human trafficking, and that experience, or plan, specifically shows that they can serve victims who come from unsheltered situations.</p>	RFI	Up to 10 points
<b>5.B.3. Ability to Meet</b>	<p>Award points for each of the following items:</p>	RFI	Up to 10 points

SACRAMENTO CONTINUUM OF CARE

<b>Safety Outcomes</b>	<ul style="list-style-type: none"> <li>• The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence.</li> <li>• The project sets quantitative safety targets that are appropriate and realistic.</li> <li>• The project explains why it is likely to be able to achieve the targeted safety outcomes.</li> </ul>		
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**6. COMMUNITY (10 pts.)**

Name	Description	Sources	Score
<b>6.A. Participation in CoC Activities</b>	<p>Award points for the agency’s attendance, participation, and leadership at CoC events, meetings, committees, forums, and projects, with a focus on activities that took place since the last NOFA. Typically, full points should be awarded if the agency meaningfully participated in at least 4 voluntary events over the course of the year, or if the agency led at least 1 successful event, training, or initiative over the course of the year.</p>	RFI	Up to 5 points
<b>6.B. Local Competition Deadlines</b>	<p>Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments.</p> <ul style="list-style-type: none"> <li>• Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late.</li> <li>• Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late.</li> <li>• If any mandatory portion of the local application was more than 72 hours late, the project may be disqualified at the discretion of the Panel.</li> </ul>	Homebase analysis	Up to 5 points



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

## August 11th, 2021 CoC Board Minutes



## Sacramento Continuum of Care (CoC) Board Meeting Minutes

Wednesday, August 11th, 2021 | 8:10 AM to 10:00 AM

[Recording of Zoom Meeting](#). The chat is below the minutes.

### Attendance:

Member	Area of Representation	Present
Alexis Bernard	Mental Health Service Organization	Yes
Amani Sawires Rapaski	Substance Abuse	Yes
Angela Upshaw - Vice Chair	Veterans	Yes
April Marie Dawson	People with Disabilities	Yes
Chevon Kothari	County Health Services	Yes
Christie M. Gonzales	Substance Abuse Service Organizations	Yes
Christie Lynn	Law Enforcement	No
Erin Johansen - Chair	Mental Health	Yes
Fatemah Martinez	Shelter Provider	Yes
Jameson Parker	Business Community & Street Outreach	No
Jenna Abbott	Business Community	Yes
John Kraintz	Lived Experience	No
Joseph Smith	Coalition/Network	Yes
Julie Davis-Jaffe	Employment Development	Yes
Juile Hirota	Shelter and/or Housing Provider	Yes
MaryLiz Paulson	Housing Authority	Yes
Mike Jaske	Faith Community Advocate	Yes
Pixie Pearl - Secretary	Homeless Youth	Yes
Sarah Bontrager	City of Elk Grove	Yes
Stefan Heisler	City of Rancho Cordova	Yes
Stephanie Cotter	City of Citrus Heights	Yes
Tara Turrentine	Education	Yes
Tiffany Gold	Youth with Lived Experience	No

SSF Staff	SSF Title
Andrew Geurkink	Continuum of Care Specialist
Hamid Bashiri	Data and Analytics Manager
Kathreen Daria	Volunteer & Training Coordinator
Lisa Bates	Chief Executive Officer
Michele Watts	Chief Planning Officer
Michelle Charlton	Continuum of Care Coordinator
Peter Bell	Coordinated Entry Manager
Sarah Schwartz	Field Administrator
Scott Clark	Systems Performance Analyst
Tamu Green	Systems Performance Advisor
Theresa Bible	Outreach Navigator – Meadowview
Tiffani Reimers	CE System Operations Coordinator
Ya-yin Isle	Chief Strategic Initiatives Officer

Guests
<p>Andrea Adayan, Ane Watts, Arturo Baiocchi, Bo Cassell, Brandon Wirth, Cammie Sacheelsvp, Cynthia Pimentel, Danielle Foster, Darrin Greer, Dawn Basciano, Debbie Hughes, Deisy Madrigal, Emily (Opening Doors), Emily Halcon, Evelyn Kwong, Gabrielle, Janel Fletcher, Jason D'Alessio, Jeffery Tardaguila, Jessie Williams, JGreen, John, Kate Hutchinson (LLS), Less Sorrell, Liz Gomez, Maria Avdalas (SHRA), Nick Golling, QJ Hylton, RK - Salvation Army, Robynne Rose-Haymer, Sharna Braucks, Sher Singh, SHernandez, Stephanie Thompson, Stephanie Nevin, Tahirh Kraft, Terry MC, Vkeller, William White, and WSACA.</p>

<p><b>I. Welcome &amp; Introductions:</b> Erin Johansen, Chair</p>
<p>Erin called the meeting to order around 8:12 AM. Attendance of 59 participants.</p>
<p><b>II. Review &amp; Approval of June 29th, 2021 Minutes:</b> Pixie Pearl, Secretary</p>



Motioned for approval of 6/29/21 Board minutes: 1st - Jenna Abbott / 2nd - Tara Turrentine.

Motion approved.

### **III. Chair's Report:** Erin Johansen

Erin introduced Nick Golling. Nick introduced himself sharing about his background, experience, interests, and excitement to join Sacramento's CoC Board.

### **IV. CEO's Report:** Lisa Bates

Lisa shared:

- The [2021 City of Sacramento Master Siting Plan](#) (pg 18):
- [Cindy's Kudoboard](#) to post a message or image
- The SSF August Newsletter will be sent out late next week (week of 8/16/21)
  - Sign up to receive our newsletter [here](#) (at the footer of the homepage):
  - Review our Newsletter webpage [here](#)
  - Here is our [July 2021 Newsletter](#)
- The first Policy Council Meeting is Friday, 8/27/21 from 1:00pm – 3:30pm.

### **V. Consent Agenda:**

#### **A. CoC Board Member Appointment: Nicholas Golling**

#### **B. System Performance Committee Slate Appointment**

#### **A. CoC Board Member Appointment: Nicholas Golling**

Motioned for approval: 1st - Mike Jaske / 2nd - Joseph Smith

Motion approved.

#### **B. System Performance Committee Slate Appointment**

Motioned for approval: 1st - Stefan Heisler / 2nd - Angela Upshaw

Motion approved.

### **VI. New Business:**

<p><b>A. Racial Equity Action Plan</b></p>	<p>Angela Upshaw, &amp; Ardy Akhzari, REQC Co-Chairs &amp; Dr. Tamu Green, SSF Systems Performance Advisor</p>	<p>8:20 AM (40 minutes)</p>	<p>Information &amp; Action</p>
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The REQC Co-Chairs shared and discussed the REQ Action Plan. Please see the recording for details.

Motioned for approval of REQ Action Plan: 1st - Pixie Pearl / 2nd - April Marie Dawson

Motion approved.

<p><b>B. Unsheltered PIT Count Updates:</b></p> <ol style="list-style-type: none"> <li>1. <b>2021 Unsheltered Survey Project</b></li> <li>2. <b>2022 Unsheltered PIT Recommendations</b> <ul style="list-style-type: none"> <li>- <b>Conduct a 2022 Unsheltered PIT</b></li> <li>- <b>Authorize SSF to Contract with CSUS</b></li> </ul> </li> </ol>	<p>April Marie Dawson, PIT Subcommittee Co-Chair, Michele Watts, SSF Chief Planning Officer &amp; Arturo Baiocchi, CSUS Division of Social Work</p>	<p>9:00 AM (15 minutes)</p>	<p>Information &amp; Action</p>
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April, Michele, and Arturo discussed the 2021 Unsheltered Survey in lieu of 2021 Unsheltered PIT Count. Arturo shared the methodology, the results, the use of results, and the lessons learned. Michele mentioned the feasibility, two recommendations, and the next steps for a 2022 Unsheltered PIT Count. Please see the recording for more details.

Motioned for approval to Conduct a 2022 Unsheltered PIT Count: 1st - Mike Jaske / 2nd - Tara Turrentine.

Motion approved.

Motioned for approval to Authorize SSF to Contract with CSUS for Research and Methodology Consultant Services for the 2022 Unsheltered PIT Count: 1st - Joseph Smith / 2nd - Julie Hirota.

Motion approved.			
<b>C. 2021 CoC Governance Charter Revisions</b>	April Marie Dawson, Governance Committee Chair, Michele Watts, & Andrew Geurkink, SSF CoC Specialist	9:15 AM (10 minutes)	Information & Action
Time did not permit us to discuss this agenda item. This agenda item will be listed within the next CoC Board meeting agenda.			
<b>D. Emergency Housing Vouchers (EHVs) Update</b>	Peter Bell, SSF CES Manager	9:25 AM (5 minutes)	Information
Peter shared an EHV's update presentation discussing high level numbers, referral goals, prioritization pathways, and referrals by household (types and race). Please see the recording for more details.			
<b>E. Rapid Access &amp; Problem Solving (RAPS) Pilot Launch</b>	Peter Bell	9:30 AM (5 minutes)	Information
Peter shared an RAPS update presentation discussing the timeline, 211 data, PSAP referrals, PSAP funding data, and the lessons learned. Please see the recording for more details.			
<b>F. Upcoming State Funding Opportunities</b>	Lisa Bates & Ya-yin Isle, SSF Chief Strategic Initiatives Officer	9:35 AM (15 minutes)	Information
Ya-yin briefly discussed the State Funding materials provided within the packet. She noted there will be additional material added within the minutes. Please see the recording for more details.			
<b>G. CoC NOFA Update</b>	Sarah Bontrager, PRC Co-Chair & Michele Watts	9:50 AM (5 minutes)	Information

Time did not permit us to discuss this agenda item. Please see details below:  
Per the Friday, 8/6/21 HUD SNAPs Office Hours:

- Expect the CoC NOFA to drop in the next 2-3 weeks (please note, we heard something similar a month ago).
- HUD does not anticipate an automatic renewal process like last year, but will take into account COVID-19's impact on the work.
- Anticipate a similar amount of time as previous few years to complete and submit the NOFA (roughly 90 days).

#### **VII. Announcement:**

- Jeffery Tardaguila comments: (1) to place “Announcements” earlier on the agenda and (2) CalTrains or Regional Transit to help the homeless. Please see the recording for more details.

**VIII. Meeting Adjourned at 10:08 AM. Attendance of 40 participants.  
Next CoC Board Meeting: Wednesday, Sept. 8th, 2021**

### **CoC Board Meeting Chat**

08:04:19 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

**Welcome everyone! Here are today's materials:**

[https://sacramentostepsforward.org/wp-content/uploads/2021/08/Updated\\_8.11.21-CoC-Board-Materials-Packet-1.pdf](https://sacramentostepsforward.org/wp-content/uploads/2021/08/Updated_8.11.21-CoC-Board-Materials-Packet-1.pdf)

08:12:09 From Pixie Pearl (they/them) to Everyone:

Good Morning! **We have met quorum!**

08:13:20 From Alexis Bernard, TPCP to Everyone:

I have to leave a few minutes before 9 for another meeting.

08:13:49 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

**Approval of 6/29/21 Board minutes:**

08:13:55 From Erin Johansen, to Everyone:

yes

08:13:57 From Sarah Bontrager to Everyone:

Yes

08:13:58 From Joseph Smith to Everyone:  
yes

08:13:58 From Jenna Abbott to Michelle Charlton (She/Her/Hers) SSF, CoC  
Coordinator(Direct Message):  
Aye

08:13:58 From Tara Turrentine to Everyone:  
yes

08:13:59 From Julie Davis-Jaffe to Everyone:  
Yes

08:14:01 From Pixie Pearl (they/them) to Everyone:  
yes

08:14:02 From Chevon Kothari to Everyone:  
Yes

08:14:02 From April Marie Dawson to Everyone:  
yes'

08:14:02 From Mike Jaske, SacACT to Everyone:  
yes

08:14:04 From mpaulson to Everyone:  
yes

08:14:08 From angela upshaw, BFHP Roads Home to Everyone:  
yes

08:14:13 From Alexis Bernard, TPCP to Everyone:  
yes

08:14:20 From Julie Hirota Saint John's to Everyone:  
yes

08:14:23 From Fatemah Martinez to Everyone:  
Yes

08:17:32 From Tara Turrentine to Everyone:  
Welcome, Nick!

08:18:14 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
The 2021 City of Sacramento Master Siting Plan (pg 18):  
[https://sacramento.granicus.com/MetaViewer.php?view\\_id=21&event\\_id=4077&meta\\_id=639083](https://sacramento.granicus.com/MetaViewer.php?view_id=21&event_id=4077&meta_id=639083)

08:21:01 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Cindy's Kudoboard to post a message or image:  
<https://www.kudoboard.com/boards/XdNrWzGC>

08:21:36 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Review our Newsletter webpage here:  
<https://sacramentostepsforward.org/newsletters/>

08:22:00 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Sign up to receive our newsletter here (at the footer of the homepage):  
<https://sacramentostepsforward.org/>

08:22:07 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Here is our July 2021 Newsletter:  
<https://myemail.constantcontact.com/July-2021-Newsletter.html?soid=1133908092307&aid=W4d4DJB3NtY>

08:22:12 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
The first Policy Council Meeting is Friday, 8/27/21 1:00pm – 3:30pm.

08:23:37 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
**Approval of CoC Board Member Appointment Nicholas Golling:**

08:23:43 From Pixie Pearl (they/them) to Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator(Direct Message):  
yes

08:23:44 From Erin Johansen, to Everyone:  
Yes

08:23:45 From Sarah Bontrager to Everyone:  
Yes

08:23:45 From angela upshaw, BFHP Roads Home to Everyone:  
yes

08:23:45 From Amani Sawires-Rapaski to Everyone:  
yes

08:23:45 From April Marie Dawson to Everyone:  
yes

08:23:45 From Stefan Heisler to Everyone:  
Yes

08:23:46 From mpaulson to Everyone:  
yes

08:23:46 From Christie Gonzales to Everyone:  
Aye

08:23:46 From Chevon Kothari (she, her) to Everyone:  
Aye

08:23:48 From Julie Davis-Jaffe to Everyone:  
Yes

08:23:48 From Mike Jaske, SacACT to Everyone:  
yes

08:23:48 From Tara Turrentine to Everyone:  
Yes

08:23:50 From Joseph Smith to Everyone:  
yes

08:23:52 From Alexis Bernard, TPCP to Everyone:  
yes

08:23:52 From Jenna Abbott to Everyone:  
enthusiastic YES PLEASE!

08:23:53 From Pixie Pearl (they/them) to Everyone:  
yes

08:23:54 From Stephanie Thompson to Everyone:  
yes

08:23:56 From Julie Hirota Saint John's to Everyone:  
yes

08:24:30 From Emily (she/ella) Opening Doors to Everyone:  
CONGRATS Nick!!

08:25:18 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
**Approval of System Performance Committee Slate Appointment:**

08:25:24 From Pixie Pearl (they/them) to Everyone:  
yes

08:25:24 From Chevon Kothari (she, her) to Everyone:  
Aye

08:25:24 From Mike Jaske, SacACT to Everyone:  
yes

08:25:24 From angela upshaw, BFHP Roads Home to Everyone:  
yes

08:25:25 From Stefan Heisler to Everyone:  
Yes

08:25:25 From Christie Gonzales to Everyone:  
Aye

08:25:25 From Jenna Abbott to Everyone:  
aye

08:25:26 From Erin Johansen, to Everyone:  
yes

08:25:27 From Tara Turrentine to Everyone:  
Yes

08:25:29 From JesseWilliams to Everyone:  
yes

08:25:30 From Julie Davis-Jaffe to Everyone:  
Yes



08:25:30 From April Marie Dawson to Everyone:  
yes

08:25:30 From mpaulson to Everyone:  
Yes

08:25:31 From Sarah Bontrager to Everyone:  
Yes

08:25:33 From Nick Golling to Everyone:  
yes

08:25:34 From Joseph Smith to Everyone:  
yes

08:25:37 From Alexis Bernard, TPCP to Everyone:  
yes

08:25:44 From Julie Hirota Saint John's to Everyone:  
yes

08:25:46 From Fatemah Martinez to Everyone:  
Yes

08:25:55 From Nick Golling to Everyone:  
Thank you so much to everyone on the board! I am honored and excited to join you all in our goal of reducing homelessness in the Sacramento Area!

08:26:08 From Scott Clark (he/him) to Everyone:  
Welcome aboard Nick and new SPC members!

08:29:37 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
REQ Action Plan - Pg 30:  
[https://sacramentostepsforward.org/wp-content/uploads/2021/08/Updated\\_8.11.21-CoC-Board-Materials-Packet-1.pdf](https://sacramentostepsforward.org/wp-content/uploads/2021/08/Updated_8.11.21-CoC-Board-Materials-Packet-1.pdf)

08:32:05 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
REQ webpage: <https://sacramentostepsforward.org/racial-equity/>

08:35:42 From Dr. Tamu Green (she/her) to Everyone:  
Highlights of the racial equity action plan in a slide deck:  
[https://docs.google.com/presentation/d/1MEFpKn7zvlQ7ybgITcZYKOenH9FNj\\_Rq/edit?us](https://docs.google.com/presentation/d/1MEFpKn7zvlQ7ybgITcZYKOenH9FNj_Rq/edit?us)

[p=sharing&ouid=116656654853393603101&rtpof=true&sd=true](https://www.sacramentostepsforward.org/p=sharing&ouid=116656654853393603101&rtpof=true&sd=true)

08:47:36 From Robynne Rose-Haymer to Everyone:  
love this!

08:50:44 From Robynne Rose-Haymer to Everyone:  
Yes! This is so valuable!

08:55:10 From Christie Gonzales to Everyone:  
Amazing work. Thank you to everyone who worked on this huge effort!

08:56:00 From Chevon Kothari (she, her) to Everyone:  
Great work. Thank you!

08:57:51 From Tahirih Kraft, SSHH / Renters Helpline to Everyone:  
I need to step away for a 900 meeting. This was an amazing report with important information.

08:58:29 From Erin Johansen, to Everyone:  
This is extremely valuable info! also the recommendations on the previous presentation especially training for people conducting assessments so as not to further traumatize people is really a great plan!

09:06:21 From Nick Golling to Everyone:  
Very thoughtful and informative presentation. Thank you to the committee who put in the work to work on this task!

09:07:05 From Bo Cassell (he/him) Salvation Army to Everyone:  
(Maybe I missed this?) Racial Equity Survey, p. 36, Events leading to Homelessness, is there any breakdown of the "Multiple Reasons"? (or is the list below it showing that breakdown?)

09:07:45 From Jenna Abbott to Everyone:  
I have a question but can't recall how to raise my hand. Erin, can you call on me when it's convenient?

09:09:39 From angela upshaw, BFHP Roads Home to Everyone:  
Roads Home (services for Veterans experiencing homelessness) hotline number:  
833-255-4899

09:10:44 From angela upshaw, BFHP Roads Home to Everyone:  
Other Veteran service providers: Nations Finest and Volunteers of America

09:11:17 From Bo Cassell (he/him) Salvation Army to Everyone:  
Also, Salvation Army Center of Hope Shelter takes veterans: (916-442-0331)

09:15:11 From Robynne Rose-Haymer to Everyone:  
That was also held up in the 2019 PIT Count by TAY respondents

09:15:14 From Amani Sawires-Rapaski to Everyone:  
Volunteers of America's director of veterans services (Julie Bumgartner) is (916)661-5162. She can tell you about all veteran services offered

09:17:04 From Dr. Tamu Green (she/her) to Everyone:  
Jenna, your concern speaks to the need for national policies that support living wages and sound housing solutions.

09:17:32 From Nick Golling to Everyone:  
I do think that the key is having robust and reliable data to help guide what PnP we would consider moving forward.

09:17:36 From Jenna Abbott to Everyone:  
I 100% agree but we can only control what we do here.

09:17:51 From Jenna Abbott to Everyone:  
We absolutely need affordable housing and living wage

09:19:08 From SHernandez to Everyone:  
Nation's Finest. Stephen Hernandez, Site Director. shernandez@nationsfinest.org, 916-512-3082

09:19:19 From Nick Golling to Everyone:  
There are a number of CoC's and communities in CA who have varying residency requirements to access HSP's. According to my research, Santa Clara was the 1st. They implemented a 15 day residency requirement. Communities such as Costa Mesa have an 18 month residency requirement.

09:19:25 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
**Approval of REQ Action Plan:**

09:19:28 From Pixie Pearl (they/them) to Everyone:  
yes

09:19:28 From April Marie Dawson to Everyone:

yes

09:19:29 From Julie Hirota - Saint John's to Everyone:

yes

09:19:29 From Nick Golling to Everyone:

Yes

09:19:29 From Stefan Heisler to Everyone:

yes

09:19:30 From Jenna Abbott to Everyone:

Aye

09:19:30 From Julie Davis-Jaffe to Everyone:

Yes

09:19:30 From Sarah Bontrager to Everyone:

Yes

09:19:30 From Christie Gonzales to Everyone:

Aye

09:19:31 From mpaulson to Everyone:

Yes

09:19:32 From angela upshaw, BFHP Roads Home to Everyone:

yes

09:19:32 From Erin Johansen, to Everyone:

yes

09:19:33 From Stephanie Thompson to Everyone:

Yes

09:19:33 From Mike Jaske, SacACT to Everyone:

yes

09:19:35 From JesseWilliams to Everyone:

yes

09:19:35 From Joseph Smith to Everyone:

yes

09:19:36 From Tara Turrentine to Everyone:  
Yes

09:19:38 From Stephanie Cotter to Everyone:  
yes

09:20:08 From Amani Sawires-Rapaski to Everyone:  
yes

09:20:16 From Emily (she/ella) Opening Doors to Everyone:  
Great job everyone!

09:20:26 From Tara Turrentine to Everyone:  
Thank you for this important work.

09:21:14 From angela upshaw, BFHP Roads Home to Everyone:  
Thank you all! We (REQC) are excited to continue this work and to implement these recommendations in collaboration with you all!

09:25:47 From Dr. Tamu Green (she/her) to Everyone:  
If anyone is interested in being a part of the racial equity work moving forward, we are going to fill open seats on the REQC. Please email me if interested:  
[tgreen@sacstepsforward.org](mailto:tgreen@sacstepsforward.org).

09:28:12 From Mike Jaske, SacACT to Everyone:  
Is 25% match to inactive HMIS separate from the 15% of those who match as active HMIS?

09:28:27 From arturobaiocchi to Everyone:  
yes

09:28:34 From arturobaiocchi to Everyone:  
so 40% matched overall

09:28:37 From Lisa Bates (She/Her) - SSF to Everyone:  
The longer term goal is to increase data in HMIS to provide real time understanding of our homelessness in sacramento

09:29:15 From Amani Sawires-Rapaski to Everyone:  
is there any mapping of where the counting was done and who was in each of

those encampments?

09:30:58 From Mike Jaske, SacACT to Everyone:

The City's new plan foresees a massive increase in contact with people in encampments, so this contact process could be used to expand HMIS coverage.

09:31:09 From Nick Golling to Everyone:

Great question, Amani!

09:31:42 From Lisa Bates (She/Her) - SSF to Everyone:

Yes both City and County are increasing outreach efforts and committed to using HMIS

09:32:13 From Lisa Bates (She/Her) - SSF to Everyone:

So that will help. There are many doors including drop in centers where data can also be captured

09:41:03 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

**Approval to Conduct a 2022 Unsheltered PIT and to authorize SSF to Contract with CSUS:**

09:41:06 From Julie Davis-Jaffe to Everyone:

Yes

09:41:06 From Julie Hirota - Saint John's to Everyone:

yes

09:41:07 From Pixie Pearl (they/them) to Everyone:

yes

09:41:08 From April Marie Dawson to Everyone:

yes

09:41:09 From Mike Jaske, SacACT to Everyone:

yes

09:41:09 From angela upshaw, BFHP Roads Home to Everyone:

yes

09:41:09 From Stefan Heisler to Everyone:

yes

09:41:10 From Tara Turrentine to Everyone:  
yes

09:41:11 From Nick Golling to Everyone:  
Yes

09:41:15 From Amani Sawires-Rapaski to Everyone:  
yes

09:41:16 From Erin Johansen, to Everyone:  
yes

09:41:17 From Christie Gonzales to Everyone:  
yes

09:41:25 From Sarah Bontrager to Everyone:  
Yes

09:41:26 From Stephanie Cotter to Everyone:  
yes

09:41:33 From Joseph Smith to Everyone:  
yes

09:41:36 From mpaulson to Everyone:  
yes

09:41:39 From Jenna Abbott to Everyone:  
aye

09:41:56 From Ardy Akhzari to Everyone:  
I can reach out to my network of volunteers to get more hand on deck for the PIT

09:42:15 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
**Approval to Authorize SSF to Contract with CSUS:**

09:42:18 From Jenna Abbott to Everyone:  
aye

09:42:19 From Pixie Pearl (they/them) to Everyone:  
yes

09:42:19 From Tara Turrentine to Everyone:

Yes

09:42:20 From Amani Sawires-Rapaski to Everyone:

yes

09:42:20 From Christie Gonzales to Everyone:

aye

09:42:20 From mpaulson to Everyone:

Yes

09:42:21 From Stefan Heisler to Everyone:

yes

09:42:21 From Erin Johansen, to Everyone:

yes

09:42:22 From Julie Hirota - Saint John's to Everyone:

yes

09:42:23 From angela upshaw, BFHP Roads Home to Everyone:

yes

09:42:23 From Julie Davis-Jaffe to Everyone:

Yes

09:42:24 From Sarah Bontrager to Everyone:

Yes

09:42:25 From Joseph Smith to Everyone:

yes

09:42:25 From Mike Jaske, SacACT to Everyone:

yes

09:42:25 From April Marie Dawson to Everyone:

yes

09:42:31 From Stephanie Cotter to Everyone:

yes



09:42:35 From Nick Golling to Everyone:  
yes

09:44:48 From Emily Halcon to Everyone:

Cheyenne, can you also provide a quick update from SHRA on the processing and housing efforts from SHRA?

09:48:38 From Kate Hutchinson, LSS to Everyone:  
Good job Peter!!

09:50:12 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Stay informed! Here is the EHV's webpage:

<https://sacramentostepsforward.org/2021-sacramento-ehvs/>

09:54:28 From Peter Bell (he/him) to Everyone:

This PPT was not included in your packet but will be sent out with the meeting minutes.

09:58:35 From Mike Jaske, SacACT to Everyone:

Sorry, I have to leave the meeting.

09:59:14 From Julie Davis-Jaffe to Everyone:

I need to leave to attend another meeting at 10:00. Thank you for the great work being done to move forward on helping the homeless. Have a great rest of the week everyone.

10:02:00 From Pixie Pearl (they/them) to Everyone:

I have to leave. thank you everyone for all the hard work in-between our meetings. see you next month

10:02:18 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

The State Funding PPT is within the materials packet (pg 129):

[https://sacramentostepsforward.org/wp-content/uploads/2021/08/Updated\\_8.11.21-CoC-Board-Materials-Packet-1.pdf](https://sacramentostepsforward.org/wp-content/uploads/2021/08/Updated_8.11.21-CoC-Board-Materials-Packet-1.pdf)

10:02:25 From Amani Sawires-Rapaski to Everyone:

i have another meeting at 10am

10:02:49 From Amani Sawires-Rapaski to Everyone:

thanks for all the great work on racial equity and the ehv.

10:05:34 From Stefan Heisler to Everyone:

Thanks Everyone! I have a 10 am meeting

10:06:49 From Jenna Abbott to Everyone:  
I have to run. Good meeting today.

10:07:35 From Peter Bell (he/him) to Everyone:  
UPDATE: Sacramento submitted for the Youth Homelessness Demonstration  
Project grant funding in July.

# Unsheltered PIT Count Updates

Sacramento CoC Board August 11, 2021



SACRAMENTO  
STEPS FORWARD

# Topics we will cover:

1. 2021 Unsheltered Survey (Information)
2. 2022 Unsheltered PIT Recommendation (Action)
3. Authorization to Contract with CSUS (Action)



# 2021 Unsheltered Survey- in lieu of 2021 PIT Count

The Sacramento CoC received a waiver from HUD for the 2021 Unsheltered PIT Count because of COVID-19

- CoC PIT Subcommittee and CoC Board approved seeking waiver
- SSF and CSUS PIT Count research consultant conducted a small unsheltered survey instead of a PIT Count
- Survey purpose was to determine the degree of overlap between people currently unsheltered and people with records in the HMIS



# 2021 Unsheltered Survey- Methodology & Results

- 15 days of data collection (late January thru early February)
- Outreach teams visited 67 randomly selected encampment sites
- 152 completed surveys (85% response rate)
- Demographic results generally resemble single-adults of the 2019 unsheltered PIT
  - Similar distribution of race, gender and age of 2019 single-adults
- But sampling encampments clearly missed families with children and transitional age youth



# 2021 Unsheltered Survey- Other Survey Results

- Fewer people reported becoming homeless in the last year (10% vs 18% in 2019)
- Vast majority (98%) still report being from Sacramento
- Fewer than 15% matched to active HMIS bynamlist
  - This suggests most people in encampments are not represented in the current dashboard (or active HMIS)
- 25% of respondents matched to an inactive HMIS record



# 2021 Unsheltered Survey- Use of Results

- Data collected in the unsheltered survey cannot be used to estimate the total number of people experiencing unsheltered homelessness in our CoC, or to draw any other conclusions similar to a regular PIT Count.
- Data collected in the unsheltered survey can be used to inform improvements to our system for data collection moving forward.





# 2021 Unsheltered Survey- Lessons Learned/Next Steps

Unsheltered survey demonstrated the CoC's HMIS does not provide an accurate picture of the extent of unsheltered homelessness. To address this issue, next steps include:

- Increase HMIS recruitment, especially street outreach providers
- Emphasize importance of entering all unsheltered clients into HMIS
- Reduce barriers to HMIS participation
- Consider development of targeted supports for volunteer outreach groups to participate in HMIS



# 2022 Unsheltered PIT Count- Feasibility

CoC Board directed staff and PIT Subcommittee to assess the feasibility of a 2022 Unsheltered Count. Feasibility was assessed and confirmed by the subcommittee across four criteria:

- Financial resources
- SSF staff capacity
- CoC and community capacity
- Possible continued impacts of COVID-19

Assessment details/results were provided in the board packet.



# 2022 Unsheltered PIT Count- Recommendations

Recommendation 1: Based on the feasibility assessment results, the PIT Subcommittee recommends conducting a 2022 Unsheltered PIT Count. CoC Board is asked to approve this recommendation today.



# 2022 Unsheltered PIT Count- Recommendations

Recommendation 2: Authorize Sacramento Steps Forward to contract with California State University Sacramento for research and methodology consultant services for the 2022 Unsheltered PIT Count. CoC Board is asked to approve this recommendation today.



# 2022 Unsheltered PIT Count- Next Steps

- Contract with CSUS for research and methodology consultant services
- Develop 2022 work plan and timeline with the PIT Subcommittee



# 8.11.21 CoC Board Meeting: EHV Updates

Peter Bell, Coordinated Entry System Manager



# High Level Numbers

- 1200 Assessments Completed
- 461 Referrals (out of 594 total)
- 50 different agencies
- 193 Completed Applications
- 11 Denials
- 5 vouchers issued



# Referral Goals

Subpopulation	Number of Total Referrals	
Chronically Homeless (w/ services)	10% minimum (no cap)	<input checked="" type="checkbox"/>
PSH Move On	10% minimum (no cap)	<input checked="" type="checkbox"/>
Homeless	10% minimum	<input checked="" type="checkbox"/>
Survivors	10% minimum	<input checked="" type="checkbox"/>
At-Risk Seniors	5% minimum	<input type="checkbox"/>
RRH Bridge	5% minimum	<input checked="" type="checkbox"/>
<b>Total</b>	<b>494 vouchers</b>	



# Referral Goals - Revised (594 version)

Prioritized Subpopulations	Estimated Percentage of Total Referrals
Chronic Homeless w/ services	20%
Homeless	30%
Survivors	12%
RRH Bridge	10%
PSH Move On	25%
At-Risk Seniors	3%
<b>Total</b>	<b>594 referrals</b>

## Progress by Prioritized Subpopulation

Prioritized SubPopulation	hh assessed	hh Eligible	hh not Eligible	hh referred	hh enrolled	hh denied	Avg. EHV_sco..
At risk Seniors 62+	15	14	1	14	0	0	3.53
Chronically Homeless	200	193	7	101	0	2	3.72
Literally Homeless	592	574	19	151	0	0	3.72
PSH Move On	170	165	5	95	0	6	3.19
Rapid Rehousing Bridge	102	94	8	43	0	1	3.71
Survivors	86	86	0	57	0	0	3.41

# EHV Referrals - Household Types

Household Type	Percentage of Referrals (461)
W/ Minor Children	23%
W/O Minor Children	21%
Single Adult	54%
Single TAY	2%



# EHV Referrals - Households By Race

Race	Percentage of Referrals (461)
Black or African American	39%
White	41%
Multiple Races	3%
American Indian or Alaskan Native	3%
Native Hawaiian or Other Pacific Islander	2%
Asian	1%
Data Not Collected	12%



# Conclusion

1. Provide ongoing office hours for live Q&A sessions
2. Work closely with SHRA to monitor the application and lease-up progress
3. Continue to evaluate the assessment and referral process, adjusting referral goals as appropriate
4. Refine data dashboards to share progress and outcomes with the community



# 8.11.21 CoC Board Meeting: RAPS Updates

Peter Bell, Coordinated Entry System Manager



# Timeline Q1 April 2021 - June '21

April 2021 - RAPS officially begins, contracts are finalized

May 2021 - “Soft Launch” begins

June 2021 - 2-1-1 begins processing live calls, conducting assessments, and completing referrals



# 2-1-1 Data

- 811 “RAPS” calls handled
- 76 callers referred to a Problem-Solving Access Point (PSAP)
- 38 callers referred to an emergency shelter (Meadowview or The Grove)
- 8 callers referred to a VSP
- 41 callers completed a VI-SPDAT assessment





# PSAP Referrals

- 50 Reservations scheduled for June
- 62% attended and completed an intake
- 17 additional clients were referred “internally”

## Lessons Learned:

1. It proved too challenging for PSAPs to provide housing search assistance without dedicated funding for staff time
2. Households seeking eviction avoidance or rental arrears should be referred to SERA first



# PSAP Funding Data

PSAP Organization	Q1 Spending Totals	Households Served
LGBTQ Center	\$3,200	Four
SSHH	\$2,875	One
So. Sac. HART	\$6,406	Five
Weave	\$2,452	Two

# Conclusion / Lessons Learned

1. Overlap between SERA program and RAPS was challenging to navigate at first, especially with the uncertainty of the eviction moratorium extension
2. A standardized “Problem-Solving” training is essential
3. Understanding and building out the RAPS pilot in the context of dynamic systems as a whole
4. The success of the Rapid Access portion of RAPS is contingent on the availability of referable resources (**housing search** and **emergency shelter**, especially)



## Sacramento County Continuum of Care

### HUD-CoC Funded Projects' Closure Policy and Procedure

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#### **Policy:**

Sacramento Steps Forward (SSF) and the Continuum of Care (CoC) are committed to minimizing returns to homelessness due to the closure or non-renewal of projects funded under the Department of Housing and Urban Development- Continuum of Care grant (HUD-CoC).

HUD-CoC projects who are defunded during the annual Notice of Funding Availability (NOFA) competition or who are closing voluntarily, will develop a closure plan, including housing plans for participants to prevent returns to homelessness. Participants who cannot be permanently housed outside of the system are prioritized by the coordinated entry system for transfer.

#### **Procedures:**

Once the Project Review Committee (PRC) determines the preliminary ranking of projects, SSF will develop an initial closure plan with projects who fall into tier 2. A project's budget, number of remaining participants, transfer openings and other factors will be considered in the plan. If a grant extension is necessary to allow more time for transitioning participants, a letter will be drafted to the HUD Field Office.

The impact of closures will be assessed at both the project level and across projects ranked in tier 2.

After HUD announces the awarded projects, SSF will notify defunded projects within 2 business days. A close-out meeting to discuss HUD-extension requests, transfer availability, Move on Voucher options, and other issues will be scheduled within one week of the announcement. SSF will submit any requested grant extensions to the HUD Field Office and will submit requests earlier, if allowable. Immediate implementation of the close-out plan will begin, as the project must be closed by the end of the project's current grant term.

Regular meetings with SSF's Contracts team, Coordinated Entry team and project staff will help transition participants who are ready to move on or transfer to another project.

Any HUD-required documents will be submitted by the closing project to SSF no later than 60 days after the grant term ends. SSF will submit these to HUD no later than 90 days after the grant term ends (24 CFR 578.109). SSF will also record data and report out on participant and project outcomes.

### **Facilitating Transfers:**

Closing project transfer requests will take priority over other types of transfers, with the exception of emergency transfers through the Violence Against Women's Act (VAWA). If there are multiple projects closing, grant term end dates will be considered in prioritizing transfers to other HUD-CoC projects. SSF will transfer eligible participants who would otherwise return to homelessness upon closure. Availability among projects with similar housing type, subpopulations, or who have the capacity to serve additional people will be explored.

The closing project will share original eligibility documentation with the receiving agency. Although SSF will check that eligibility criteria are met, the receiving agency should also verify participant eligibility before enrolling any clients into their project. The receiving agency will maintain documentation of the transfer process, including:

- Copies of all documentation used to verify eligibility into the original housing program (i.e. Homelessness Certification, Chronic Homelessness Certification, etc.).
- Transfer request information from the closing project and Sacramento Steps Forward

# STATE FUNDING for HOMELESSNESS

Updated August 2021

## CESH 2018/2019

### California Emergency Solutions and Housing

Funding Entity: HCD

**2018 Awarded: \$1,619,424**

- Full Service Re-Housing Shelter: \$538,453
- Systems Support: \$575,000
  - CES Evaluation: \$23,887
  - RAPS: \$551,000
- Gaps Analysis and CES Evaluation \$325,000
- Racial Equity Plan: \$100,000
- Administration: \$80,971

**2019 Awarded: \$906,760**

- Implementation of CES redesign, policy and procedures updates, community-wide standards: \$680,070
- Update CES: \$181,352
- Administration: \$45,338

#### Timeline for Expenditure:

- CESH 2018: Expended by 8/28/2024
- CESH 2019: Expended by 2/13/2025 (expenses incurred 90 days prior)

## CoC HHAP-1

### Homeless Housing, Assistance and Prevention Program

Funding Entity: HCFC

**Awarded: \$6,550,887.16**

- CE Re-Housing: \$2,290,000
- Landlord Engagement: \$250,000
- Motel Vouchers: \$600,000
- RAPS: \$1,100,710
- Youth Sheltering: \$524,070
- Flexible Housing Pool: \$1,000,000
- HMIS: \$327,544
- Administration: \$458,562

#### Timeline for Expenditure:

- 100% Expended by 6/30/2025

## COVID HHAP

Funding Entity: HCFC

**Awarded: \$1,083,737**

- Encampment Activities/ PRK Support: \$200,000
- Project RoomKey Motels: \$883,737

#### Timeline for Expenditure:

- 100% Expended by 6/30/2022

## CoC HHAP-2

### Homeless Housing, Assistance and Prevention Program

Funding Entity: HCFC

**Awarded: \$3,099,643**

- Landlord Engagement and Incentives: \$600,000
- RAPS Prevention/Diversion: \$1,000,000
- RAPS Outreach: \$779,715 (\$100,000 for Youth Specific)
- RAPS System Support for Families and Youth: \$100,000
- Youth Sheltering: \$247,971
- Strategic Planning: \$154,982
- Administration: \$216,975

#### Timeline for Expenditure:

- 100% Expended by 6/30/2026

## City/County HHAP

### Homeless Housing, Assistance and Prevention Program

#### **City of Sacramento**

*HHAP-1: \$13,654,708*

- Meadowview/EBH: \$12,698,777
- Admin: \$955,931

*HHAP-2: \$6,454,953*

- Interim Housing: \$2,331,306
- Permanent Housing: \$2,331,306
- La Mancha: \$824,098
- Youth Sheltering: \$516,397
- Admin: \$451,846

#### **County of Sacramento**

*HHAP-1: \$6,068,928*

- Flexible Housing Pool: \$1,071,040
- Family Shelter: \$559,188
- Rehousing Shelter: \$1,760,000
- North A Shelter: \$1,388,000
- Youth Rehousing: \$350,000
- Expungement Clinic: \$180,000
- Senior Prev & Diversion: \$200,000
- Youth Prev & Diversion: \$135,515
- Admin: \$425,185

*HHAP-2: \$2,774,367*

- Outreach: \$1,260,000
- Youth Prev & Int: \$443,000
- Motel Vouchering: \$877,267
- Admin: \$194,100



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

## CoC Board Member Appointment: Emily Halcon Memo



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TO: Sacramento CoC Board Members

FROM: April Marie Dawson, CoC Governance Committee Chair  
Michele Watts, SSF Chief Planning Officer  
Michelle Charlton, SSF CoC Coordinator

DATE: September 8, 2021

SUBJECT: Sacramento Continuum of Care (CoC) Board Appointment of  
Emily Halcon, County of Sacramento, Director of Homeless  
Initiatives- ACTION Consent Agenda

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The Sacramento Continuum of Care (CoC) Board is a [24 member Board](#) that includes representatives from a variety of stakeholders working to address homelessness in our community. Cindy Cavanaugh, CoC Board member representing the County of Sacramento, recently retired and resigned her seat on the board. She recommended Emily Halcon, the County's new Director of Homeless Initiatives, be appointed to the CoC Board to represent the County in her absence. The CoC Governance Committee has reviewed this request and recommends Ms. Halcon's appointment.

**Action Requested**

Approve the appointment of Emily Halcon to the CoC Board to represent the County of Sacramento, as recommended by the CoC Governance Committee.





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## 2021 Governance Charter Revisions Memo



**SACRAMENTO  
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**TO:** Sacramento CoC Board

**FROM:** April Wick, Resources for Independent Living, Executive Director, Governance Committee Chair  
Michele Watts, Sacramento Steps Forward, Chief Planning Officer  
Andrew Geurkink, Sacramento Steps Forward, CoC Specialist

**CC:** Lisa Bates, Sacramento Steps Forward, Chief Executive Officer

**DATE:** September 8th, 2021

**RE:** Amendments to Sacramento CoC Governance Charter – ACTION (consent)

### **Background**

The current Sacramento CoC Governance Charter (Charter) was drafted and approved by the Sacramento CoC Board in 2019. All Continuum of Cares) are mandated by The United States Department of Housing and Urban Development (HUD) to develop and follow a Governance Charter to comply with the duties per the Homeless Emergency and Rapid Transitions to Housing Act of 2009 (HEARTH Act) and with implementing HUD regulations at 24 CFR Part 578 (operating a Continuum of Care).

The Sacramento CoC (CoC) is mandated to review its Charter annually, revising when needed, and submitting a copy of the active Charter concurrent to the CoC's annual Notice of Funding Availability (NOFA) application. The current Charter was not updated in 2020 due to the ongoing impacts of the COVID-19 pandemic and HUD's suspension of the 2020 NOFA competition. HUD has resumed the NOFA process for 2021 and the CoC must submit its Charter for this application to ensure ongoing compliance.



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On May 19, 2021, staff from Sacramento Steps Forward (SSF) provided an initial summary of proposed Charter amendments to the Governance Committee as well as an outlined process for vetting proposed amendments among the members of CoC committees. This vetting process included soliciting for additional input and amendments from all members of CoC committees via an electronic survey. Committee members were given a week to review the Charter and submit their response. SSF received responses from 15 members and their input has been incorporated in the proposed Charter amendments. The attached draft version of the Charter contains all proposed amendments to date and has been approved by the Governance Committee on August 5<sup>th</sup>, 2021 for recommendation to the CoC Board.

### **Summary of proposed changes**

Proposed amendments to the current Charter all into the following main categories:

- Correcting technical writing issues,
- Revising language for clarification,
- Non-substantive reordering of Charter content, and
- Proposed modification to the CoC Board and Committees' roles or processes.

Most of the changes to the Charter reflect revisions that seek to clarify the roles of committees, but there are also amendments for two proposed additions to the standing committees of the CoC. The Homeless Point in Time Committee is currently a subcommittee of the System Performance Committee (SPC) and SSF staff and members of the SPC recommend creating a separate committee and section within the Charter for this CoC planning activity. In addition, a section has been created to detail the role of the Racial Equity Committee (REQC), which is currently a temporary committee of the CoC. SSF staff and members of the REQC have recommended this become a standing committee, and a separate recommendation will be brought forth to the CoC Board for consideration and request for approval.



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At the direction of the CoC Executive Committee, staff also added language allowing for alternating representation from the Youth Action Board (YAB) at CoC Board meetings. This language is intended to reflect the difference between youth appointments as chair of the YAB and the formal youth representative on the CoC Board as they do not currently align. YAB members may identify, in advance of each CoC Board meeting, a youth to attend and represent the work of the YAB, provided they have received sufficient preparation to do so.

### **Next Steps**

SSF is seeking CoC Board review and approval of the Governance Committee's recommended amendments to the Charter.

Upon approval, SSF staff will incorporate amendments and the updated version of the Charter will be adopted and published to the SSF website. A version of the revised Charter will also be submitted to HUD along with the NOFA application in late Fall 2021.

Because the work of our CoC is dynamic, there may be more changes needed in the future as the work of the Sacramento CoC continues to develop. The review of the Charter and proposing amendments is an iterative process and is intended to be as reflective of the CoC efforts, roles and responsibilities, and processes as possible. SSF anticipates revisiting this process with the CoC Board, Governance Committee, and Committees of the CoC again in 2022.

### Attachment:

- Sacramento CoC Governance Charter with Proposed Amendments

2019

# Sacramento City and County Continuum of Care

**GOVERNANCE CHARTER**

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## Overview

This governance charter establishes the Sacramento City and County Continuum of Care (Sacramento CoC) to carry out the duties in accordance with the Homeless Emergency and Rapid Transitions to Housing Act of 2009 (HEARTH Act) and with implementing HUD regulations at 24 CFR Part 578. The Sacramento CoC has parallel responsibilities as assigned by the State of California for funding it provides to Continuum of Care organizations. The Sacramento CoC includes representatives from organizations serving individuals experiencing homelessness or who were formerly homeless and other interested, relevant organizations within Sacramento County. The Sacramento CoC covers all the cities, towns and unincorporated area of Sacramento County.

The Sacramento CoC has established a governing board, which is named the Sacramento Continuum of Care Board (Sacramento CoC Board). The Sacramento CoC Board is the lead decision-making body responsible for Sacramento CoC activities. The Sacramento CoC Board is an unincorporated association.

The Governance Charter outlines the composition, roles, and responsibilities of the Sacramento CoC, Sacramento CoC Board, its committee structure, the CoC Lead Agency serving as the Collaborative Applicant and the Homeless Management Information System (HMIS) Lead Agency.

## Purpose

The Sacramento CoC addresses critical issues related to homelessness through a coordinated community-based process promoting the community-wide commitment to the goal of ending homelessness. The Sacramento CoC is dedicated to a collaboration with diverse organizations that is inclusive of the needs of the homeless population and subpopulations in the geographic area.

As the decision-making body for the Sacramento CoC, the Sacramento CoC Board is responsible for managing community planning, coordination and evaluation to ensure that the system of homeless assistance resources are used effectively and efficiently to rapidly and permanently end people's homelessness. This includes planning for the use of HEARTH Act Continuum of Care resources and State or local funds allocated to the Sacramento CoC and coordinating these funds with other relevant resources in the CoC geography. The Sacramento CoC Board will also share its data and analyses to inform the use of State, local, and private resources throughout Sacramento County.

## **Part I. Responsibilities of Sacramento CoC**

As the designated board of the Sacramento CoC, the Sacramento CoC Board works with the CoC Lead Agency serving as the Collaborative Applicant and HMIS Lead Agency to fulfill four major duties.

### **A. Operating the Sacramento CoC**

#### 1. Membership

- Issue public invitation for new members within the geographic area to join the Sacramento CoC and the Sacramento CoC Board at least annually; and
- Follow and update annually the written process to select the Sacramento CoC Board to act on behalf of the Sacramento CoC. The written process is contained within this governance charter.

#### 2. Regular Meetings

- Hold ~~bi~~-annual public meetings of the full Sacramento CoC membership, with published agendas;
- Hold monthly public meetings of the Sacramento CoC Board with published agendas; and
- Appoint standing committees, ad hoc committees, and collaboratives.

#### 3. Governance

In consultation with the CoC Lead Agency and HMIS Lead Agency, follow and update annually the governance charter, which will include all procedures and policies needed to comply with the HUD regulations; and a code of conduct and recusal process for the CoC Board, its Chair, and any person acting on behalf of the CoC Board.

#### 4. Performance Targets, Monitoring and Outcomes Evaluation

- In consultation with HUD Continuum of Care Program (HUD CoC Program) recipients and sub-recipients, establish performance targets appropriate for population and program type;
- Monitor recipient and sub-recipient performance, evaluate



outcomes, and take action against poor performers;

- Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the HUD CoC Program, and report to HUD and other funders; and
- Publicly report results of HUD CoC Program and ESG subrecipient performance monitoring and outcomes.

#### ~~5. Coordinated Entry~~

Commented [AG1]: CE to move under planning

~~Coordinated entry is intended to increase the efficiency of local crisis response, improve fairness, ease access to resources, and prioritize people who are most in need of assistance. Responsibilities include:~~

- ~~• In consultation with recipients of HUD CoC Program and ESG program funds in Sacramento, establish, operate and monitor a coordinated entry system (CES) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services and complies with any requirements established by HUD by notice.~~
- ~~• Develop specific policies to guide the operations of a CES on how its system will address the needs of individuals and families who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD notice.~~

#### ~~6.5. Written Standards~~

~~In consultation with recipients of HUD CoC Program and ESG program funds in Sacramento, establish and consistently follow written standards for providing Continuum of Care assistance, including policies and procedures for:~~

- ~~• Evaluating individuals' and family/sies eligibility for CoC assistance;~~
- ~~• Determining and prioritizing which eligible individuals and families will receive transitional housing assistance;~~
- ~~• Determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;~~

- Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
- Determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance (including emergency transfer priority); and
- Determining and prioritizing which eligible individuals and families will receive prevention assistance.

7.6. Secure Additional Funds

In addition to the HUD CoC Program funding, authorize the CoC Lead Agency and HMIS Lead Agency to apply for and receive funding and to administer or implement programs that reduce homelessness on behalf of the Sacramento CoC.

**B. CoC Planning**

1. Using a data-driven and evaluative approach, develop a plan that coordinates the implementation of a housing and service system in the geographic area that meets the needs of individuals, including unaccompanied youth and families experiencing homelessness. At minimum, such system includes:
  - Outreach, engagement, and assessment;
  - Shelter, housing, and supportive services; and
  - Prevention strategies.
2. Plan for and conduct the Point-In-Time Count (PIT) of homeless persons in Sacramento that meets HUD requirements, including an annual count of persons living in emergency shelters and transitional housing projects (sheltered persons) and a bi-annual count of sheltered person and persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans (i.e., unsheltered persons);
3. Conduct an annual gaps analysis of the homeless needs and the capacity to provide services for the current year and identify near-term trends to inform decision-making;

4. Provide information required to complete the Consolidated Plan(s), Annual Action Plans and Consolidated Annual Performance Reports (CAPERs) for jurisdictions in Sacramento County;

5. Consult with State and local government ESF/ESG program recipients on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients;

**Commented [AG2]:** Correcting technical writing issue

6. Develop the emergency transfer plan for the Sacramento CoC in accordance with the Violence Against Women Act; and

7. Prepare and publicize CoC-wide data and analyses to broadly inform CoC funders, program operators, and the public.

8. Coordinated entry is intended to increase the efficiency of local crisis response, improve fairness, ease access to resources, and prioritize people who are most in need of assistance. Responsibilities include:

**Commented [AG3]:** Non-substantive change to charter structure

- In consultation with recipients of HUD CoC Program and ESG program funds in Sacramento, establish, operate and monitor a coordinated entry system (CES) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services and complies with any requirements established by HUD by notice.

- Develop specific policies to guide the operations of a CES on how its system will address the needs of individuals and families who are fleeing, or attempting to flee domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD notice.

### **C. Designating and HMIS Lead and Operating HMIS**

1. Designate a single Homeless Management Information System (HMIS) for the Sacramento CoC;

2. Designate an eligible applicant to manage the Continuum’s HMIS, known as the HMIS Lead;

3. Review, revise, and approve privacy, security, and data quality plans for the HMIS;

4. Promote consistent participation of recipients and sub-recipients in the HMIS; and
5. Ensure the HMIS is administered in compliance with HUD requirements.

#### **D. Preparing Applications for Funds**

##### HUD CoC Program

1. Design, operate, and follow a collaborative process for development of applications for funding;
2. Approve submission of applications in response to a HUD CoC Program Notice of Funding Availability (NOFA);
3. Establish priorities for funding projects;
4. Ensure that only one application for HUD CoC Program funds be submitted and collect and combine required application information from all approved projects in Sacramento;
5. Designate the Collaborative Applicant to submit Sacramento's HUD CoC Program application on behalf of the Sacramento CoC; and
6. Establish an appeals and grievance process to consider and resolve conflicts arising from Board funding decisions for CoC HUD funded projects.

**Commented [AG4]:** Change in language to improve clarity

##### Other Funding

The Sacramento CoC Board may also make funding applications, in addition to HUD CoC program funding, consistent with its purpose, for State, private or other funds, or authorize the CoC Lead Agency or HMIS Lead Agency to make applications on its behalf.

#### **Part II. Sacramento CoC**

##### **A. Composition**

The Sacramento CoC shall include a diverse body of stakeholders from throughout the entire geographic area of the CoC to ensure a community-wide commitment to preventing and ending homelessness. Stakeholder representation includes, but is not limited to, nonprofit services providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, hospitals, universities,

affordable housing developers, law enforcement, organizations that serve veterans, youth, and formerly homeless individuals, and persons experiencing or formerly experiencing homelessness. The intent is for the CoC to be as inclusive as possible to reflect the opinions and insights of various stakeholders.

## B. Joining the Sacramento CoC

The Sacramento CoC invites new members to join via electronic application on an ongoing basis. The invitation is communicated by public notice and other appropriate media, which may include website announcements and email messages distributed to a wide range of stakeholders and members. To become and remain a member of the Sacramento CoC, an individual or organization must submit an application, attend meetings, or engage in a supportive way with the community-wide effort to end homelessness.

## C. Meetings

The CoC Board will host ~~two~~one public meetings of the Sacramento CoC each year to receive input from CoC membership on key issues pertinent to the community-wide effort to end homelessness.

## Part III. Sacramento CoC Board

### A. Composition

The Sacramento CoC Board shall have a minimum of fifteen (15) and maximum of twenty-five (25) seats. Board membership shall be representative of relevant and diverse organizations and projects serving homeless subpopulations and include at least one individual either currently experiencing homelessness or formerly homeless.

### B. Sacramento CoC Board Member Appointment

The Sacramento CoC Board will issue a public call for board members annually. Applications will be solicited and reviewed by the Governance Committee and qualified applicants will be recommended to the Sacramento CoC Board for approval, with the exception of the Youth Action Board. For this committee, youth representation will be elected by Youth Action Board members. The public call will ask for information about the candidate's relevant experience, knowledge and experience with the Sacramento CoC and homelessness in the community and may request a letter of recommendation.

**Commented [A5]:** Added per recommendation from CoC CG 8.4.2021

**Commented [A6]:** Added per recommendation from CoC EC.

The selection process will consider basic candidate qualifications and

experience and strive to ensure, to the greatest extent possible, a balanced representation of governmental, service provider and at-large members, including those who are currently or formerly homeless, and representation of diverse homeless subpopulations and a variety of services and solutions (shelter, transitional, rapid re-housing, permanent supportive housing, and supportive services).

In the event of a vacancy due to resignation or removal, the Sacramento CoC Board may appoint qualified persons to fill the vacated position. A board member that is removed pursuant to this charter shall not be eligible for appointment for at least one (1) year after removal.

### **C. Terms**

The standard term of office for Sacramento CoC Board members shall be two (2) years. Members may renew their terms up to two (2) times, for a maximum duration of service of six (6) consecutive years. Election of the board members should be staggered to ensure continuity.

Terms shall be based upon the Sacramento CoC Board's annual year of March through February. Members who begin their first term mid-year shall be assigned a first-term end date of the February of the second year following the month in which they joined the Board.

### **D. Board Officers**

The officers of the Sacramento CoC Board shall be a Chair, Vice Chair, and Secretary. The Governance Committee will be responsible for soliciting nominations for officer candidates from among the members of the Advisory Board. Recommended candidates for officer positions shall be included in the slate of candidates as a part of the annual election of board members recommended to the CoC Board. The term of office will be one (1) year or until a replacement is elected.

Officers are responsible for the professional functioning of the Sacramento CoC and its committees, including recommending committee chairs, overseeing committee work plans and progress, and coordinating with the CoC Lead Agency and HMIS Lead Agency. Officer duties are carried out with support of the CoC Lead Agency.

- The Chair shall be responsible for scheduling meetings, including bi-annual Sacramento CoC full membership meeting and emergency meetings; setting meeting agendas; and chairing Sacramento CoC Board meetings.

- The Vice Chair shall be responsible for chairing Sacramento CoC Board meetings when the Chair is unavailable or has recused him/herself and for carrying out other duties to support the Chair.
- The Secretary of the Sacramento CoC Board shall be responsible for ensuring meeting notices, working with the Governance Committee on membership, reviewing CoC Board meeting minutes, ensuring the election of officers and members, and for carrying out other duties to support the Chair.

## **E. Sacramento CoC Board Member Responsibilities**

### 1. Participation

Board members are responsible for carrying out CoC responsibilities as outlined in Part I and consistent with this charter. Board members demonstrate their commitment by regularly attending Sacramento CoC Board meetings and participating on at least one committee. Sacramento CoC Board members shall serve without compensation, but some board members may be provided a stipend to support their participation when they would not otherwise be able to participate.

### 2. Code of Conduct

Sacramento CoC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations. Sacramento CoC Board members will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity and productivity. Board members shall not derive a personal or professional profit or gain, directly or indirectly, due to participation with the Sacramento CoC Board.

### 3. Conflict of Interest and Recusal

Board members must comply with the Conflict of Interest regulations in the HEARTH Interim Rule 24 CFR 578.95. Prior to nomination or appointment to the Sacramento CoC Board and annually thereafter, candidates shall complete a Conflict of Interest disclosure form.

Board members shall identify actual or perceived conflicts of interest as they arise with Board business items. This includes matters that have a direct financial bearing on the individual or organization that the member is employed by or represents, including all decisions with respect to funding, awarding contracts, and implementing corrective actions. Board members with a conflict of interest shall recuse themselves from voting

on any issue in which they may have a conflict but may comment on the item as a member of the audience.

#### 4. Removal of Board Member

The seat of any board member who is absent without good cause for three consecutive Sacramento CoC Board meetings may be declared vacant by a majority vote of the remaining CoC Board members in attendance where a quorum is present. Good cause for failure to attend meetings includes, but is not limited to, illness or death of a family member.

The Sacramento CoC Board may also recommend the removal of a board member for just cause by a two-thirds (2/3) vote of the Sacramento CoC Board members in attendance at a meeting where a quorum is present. Just cause for removal includes, but is not limited to, failure to disclose a conflict of interest and intractable disruptive behavior or demeanor.

Members may motion for removal of another Sacramento CoC Board member by providing written notice to the Chair of the Sacramento CoC Board specifying reasons for removal. The item so noticed must be placed on the agenda for the next meeting.

### **Part IV. Sacramento CoC and Sacramento CoC Board Meetings**

#### **A. Sacramento CoC**

The full membership of the Sacramento CoC shall meet at least ~~bi-~~ annually. These meetings will include periods of time designated for public ~~comment~~.

**Commented [AG7]:** Change to CoC's role and processes

#### **B. Sacramento CoC Board**

##### 1. Meeting schedule

The Sacramento CoC Board shall meet monthly throughout the calendar year and may meet more often as necessary to carry out its responsibilities.

Special meetings may be called at any time by the Sacramento CoC Board Chair or upon request to the Chair by ten or more board members. Special meetings may be conducted in-person, by telephone or via computer.



## 2. Quorum

A simple majority of the voting members constitutes a quorum of the Sacramento CoC Board. If 51 percent of the membership is not in attendance at a meeting, no votes may take place during the meeting.

## 3. Decision Making

Each board member has one vote. New board members must have attended at least one meeting before being eligible to vote. Members with a conflict of interest shall recuse themselves and abstain from voting on the conflicted action item.

The act of the majority of the board members entitled to vote at which a quorum is present shall be an act of the Sacramento CoC Board. No business may be officially transacted without a quorum.

## Procedures

### 1. Open Meetings

All meetings of the Sacramento CoC and Sacramento CoC Board shall be open to the public except as otherwise determined by the Sacramento CoC chair or Board for reasons including, but not limited to, discussion of anticipated or pending legal or personnel matters. Meetings shall be run by the chair consistent with Robert's Rules of Order. Meetings are not subject to the Ralph M. Brown Act.

### 2. Meeting Calendar

The Sacramento CoC Board shall publish and follow an annual calendar with a day, time and location for Sacramento CoC full membership and Sacramento CoC Board meetings.

### 3. Meeting Notices

Notices of CoC Board meetings and agendas shall be distributed via e-mail to Board members and posted on the CoC website. Notices of Sacramento CoC meeting shall be distributed via email to the CoC distribution list and posted on the CoC website.

All meeting notices and agendas of the Sacramento CoC Board, except emergency meetings, ~~shall should be, when be distributed possible,~~ distributed no less than three (3) business days prior to the meeting. Meeting notices and agendas for special meetings shall be provided by

**Commented [AG8]:** Change to language for improved clarity

email no less than 48 hours prior to the meeting.

Meeting notices ~~and agendas~~ for the ~~bi~~-annual meetings of the full membership of the Sacramento CoC shall be distributed no less than ten (~~10~~5) days prior to the scheduled ~~meeting~~.

Commented [AG9]: Change to CoC's role and process

#### 4. Meeting Minutes

~~Action Minutes, containing only record of actions taken, for~~ all meetings of the Sacramento CoC and Sacramento CoC Board shall be distributed via e-mail to Board members and posted on the CoC website within two weeks of the meeting.

Commented [AG10]: Change to CoC's role and process

### Part V. Committee Structure

#### A. Types of Committees

The Sacramento CoC Board will carry out its work through Standing Committees, Ad Hoc Committees, and Collaboratives (collectively called "CoC Committees"). CoC Committees may make policy, funding or other recommendations to the Sacramento CoC Board for consideration and official action. Committees will be staffed by the Collaborative Applicant consistent with Attachment A.

- Standing Committees. Standing committees are identified in Part VI of the Governance Charter and ensure that the core functions of the Sacramento CoC are implemented. Standing committees shall be reviewed as part of the annual review of the Governance Charter and changes shall be subject to Sacramento CoC Board approval. Standing committees may organize their work through informal work groups or subcommittees.
- Ad Hoc Committees. The Sacramento CoC Board may establish time-limited ad-hoc committees to address specific issues or tasks. Ad hoc committees will be chartered with a defined scope, membership, staffing, end product and timeframe. The Sacramento CoC Board will consult with the CoC Lead Agency and HMIS Lead Agency to determine capacity to staff.
- Collaboratives. The Sacramento CoC Board may establish collaboratives with open membership to share and improve practices within subpopulations, interventions or for another identified purpose. Collaboratives will be chartered with a defined scope, staffing, and timeframe. The Sacramento CoC Board will

consult with the CoC Lead Agency and HMIS Lead Agency to determine capacity to staff.

## B. CoC Committee Membership and Chairs

### 1. CoC Committee Chairs

The Executive Committee will recommend committee chairs or co-chairs to the Sacramento CoC Board for approval. CoC Committee chairs will be appointed for two-year terms. Either the chair or co-chair of Standing Committees must be a Sacramento CoC Board member, with the exception of the Youth Action Board. For this committee, youth representation will be elected by Youth Action Board members.

Commented [A11]: Added per recommendation from CoC EC.

Working with the Collaborative Applicant, CoC Committee chairs or co-chairs shall be responsible for the following:

- Recommending committee members from the Sacramento CoC Board and broader community to the Sacramento CoC Board for approval. All committees shall seek to include representation lived experience from Black, Indigenous, and People of Color (BIPOC) and people with lived experience of homelessness.
- Developing with committee members an annual work plan that identifies work products, staff and committee member roles and responsibilities and timelines;
- Soliciting stakeholder feedback, including the voice of BIPOC and people with lived experience of homelessness and reflecting it in recommendations;
- Making recommendations to the Sacramento CoC Board;
- Scheduling meetings and posting an annual meeting calendar;
- Providing written agendas in advance to committee members and on the CoC website;
- With the exception of closed meetings, posting meeting summaries to committee members on the CoC website; and
- Providing regular written or oral reports, as requested, to the Sacramento CoC Board.

## 2. Membership

Committee members shall be appointed by the Sacramento CoC Board for two-year terms, with the exception of the Youth ~~Advisory Action~~ Board. For this committee, youth representation will be elected among Youth Action Board members.

Voting members must follow the code of conduct, conflict of interest and recusal requirements outlined in Part IV.

**Commented [A12]:** Added per recommendation from CoC EC.

**Commented [A13]:** Added per recommendation from CoC CG 8.4.2021

## C. **Procedures**

Committee meetings will generally follow the procedures for open meetings in Part IV consistent with the following:

- Committee chairs shall determine how often they will meet in order to achieve their work plan goals.
- Committee chairs will make agendas available to members and the public 24 hours in advance and meeting summaries within two weeks of the meeting.
- Meeting shall generally be open with the exception of Executive Committee and the Project Review Committee. All Committee chairs have discretion to hold closed meetings for certain discussions and decisions.

## Part VI. **Standing Committees**

The following Standing Committees are intended to ensure that the core responsibilities of the Sacramento CoC are carried out efficiently and effectively to meet its mission.

### A. **Executive Committee**

The Executive Committee is comprised of the three Sacramento CoC Board officers to carry out officer responsibilities as described in Section III.D. The Executive Committee calls all meetings of the Sacramento CoC and Sacramento CoC Board. The Executive Committee may act for the Sacramento CoC Board for urgent decisions where a regular or special meeting of the Sacramento CoC Board cannot be scheduled. In such a case, decisions are then referred to the full Sacramento CoC Board for ratification.

## B. Governance Committee

The Governance Committee is responsible for ongoing evaluation of the CoC structure and operations, including:

- Annual review of the governance charter and making recommendations for changes to the Sacramento CoC Board;
- Overseeing Sacramento CoC Board member appointment process, including reviewing applications and nominating candidates to the Sacramento CoC Board;
- Annually inviting membership to the Sacramento CoC and developing strategies to ensure broad participation, including persons with lived experience on the Sacramento CoC, Sacramento CoC Board, and its committees; and
- Reviewing the annual budget and year-end reconciliation of the CoC Lead Agency and HMIS Lead Agency, relative to Sacramento CoC activities and reviewing activities broadly carried out by these entities outside of the Sacramento CoC activities.

## C. HMIS and Data Committee

With assistance from the HMIS Lead Agency, the HMIS and Data Committee is responsible for carrying out responsibilities of Part II. C., including,

- Ensuring HMIS is operated in compliance with HUD;
- Reviewing local reports to HUD to ensure accuracy;
- Ensuring accurate, timely and comprehensive data is available to inform Sacramento CoC activities;
- Reviewing and recommending changes to the Sacramento CoC Board on privacy, security, and data quality plans consistent with HUD regulations and notices;
- Developing and regularly reviewing HMIS policies and procedures materials; and
- Assisting in the evaluation of the HMIS Lead, as requested by the Sacramento CoC Board and ensuring the Lead Agency successfully completes the following:
  - The annual Housing Inventory Count, and
  - The biennial Homeless Point-in-Time Count
  - HUD System Performance Measures (SPMs)
  - Longitudinal Systems Analysis (LSA)
- Assisting in the evaluation of the HMIS Lead, as requested by the

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~~Sacramento CoC Board.~~

**D. Project Review Committee**

The Project Review Committee holds primary responsibility for overseeing a collaborative process to select projects for the HUD CoC funding application and for evaluating project performance of HUD-funded activities. Activities include:

- ~~In consultation with funding recipients, establishing performance targets by population and program type;~~
- ~~In consultation with funding recipients, establishing performance targets by population and program type, which includes soliciting the review and input of the Systems Performance Committee;~~
- ~~Implementing the review and rank process, including determining funding priorities, and making funding recommendations for the CoC funding application, which reflect established performance targets.~~
- In consultation with funding recipients and ESG jurisdictions, establish written standards as described in Part I. A. 6.;and
- Evaluating year-round performance of recipients and outcomes as required for HUD-funded CoC and ESG activities and report to HUD and Sacramento CoC Board.;and
- ~~Implementing the review and rank process, including determining funding priorities, and making funding recommendations for the CoC funding application.~~

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**E. Point-in-Time Count Committee**

The role of Point-In-Time (PIT) Count Committee is to engage the broader CoC community in the planning, implementation, and debriefing of biennial PIT Counts.

Activities include:

- Serving as the formal mechanism for the CoC Board to engage with staff and consultants in the planning and implementation of the count.
- Engage with the Lead Agency, including the selection of research consultant, to review and provide input on the process, methodology and survey content and the final reporting of results after the count.
- Provide regular updates, as well as recommendations as needed, to the System Performance Committee and/or the CoC Board on the planning of the unsheltered count efforts of the biennial homeless PIT Count.

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- Research and define best practice to ensure representation of all community subpopulations in the PIT Count.

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## **E.F. System Performance Committee**

The System Performance Committee ~~is responsible for~~ supports system wide planning to ensure help the overall housing and service system meets the needs of individuals, including unaccompanied youth, and families experiencing homelessness. Working with the CoC Lead Agency who prepares the documents and reporting out to the Sacramento CoC Board for approval or adoption, areas of responsibility for this committee include:

- Mapping how the homeless system of services functions, including inventorying of major programs, services and resources, to inform the Sacramento CoC Board and public;
- ~~Completing the annual Housing Inventory Count required by HUD;~~
- Conducting the annual gaps analysis and presenting to the Sacramento CoC Board;
- ~~Convening the PIT Subcommittee~~  
~~This subcommittee provides regular updates, as well as recommendations as needed, to the System Performance Committee and/or the CoC Board on the planning of the unsheltered count efforts of the biennial homeless PIT Count.~~
- ~~Planning and conducting the Point In Time Counts;~~
- Evaluating system-level performance using HUD and community performance measures;
- Reviewing and providing feedback as needed on aspects related to the CoC NOFA Competition and its components:
  - project priorities list
  - community narrative (HUD calls this the CoC Application)
  - planning application
- ~~Reviewing the annual CoC application relative to system performance and planning activities; and~~
- Reviewing and providing feedback as needed on aspects related to system performance and planning activities, such as:
  - The annual Housing Inventory Count
  - Performance targets set in the project review tools developed by the PRC

- [Point-in-Time Counts](#)
- [The annual CoC application](#)
- [Strategic plans and community initiatives](#)
- ~~Recommending strategies and actions to the Sacramento CoC Board to improve overall functioning of the homeless system.~~

### **F.G. Coordinated Entry System Committee**

The Coordinated Entry System Committee oversees the design and implementation of the local coordinated entry system (CES) and evaluates its functioning and impact on improving access and connection to services to resolve homelessness. Responsibilities include:

- In consultation with ESG jurisdictions and CoC recipients, establishing policies and procedures, including specific policies to guide operation for persons fleeing domestic violence to ensure HUD requirements and local goals are met;
- Developing performance metrics and evaluative tools [specific to oversight and administration of the CES](#);
- Regularly seeking feedback from providers, consumers, and others [engaging with the CES](#); and
- Reporting regularly [on the activities of the CES](#) to Sacramento CoC Board and broader CoC community on access, resources, and functioning.

### **G.H. Youth Committee**

The Sacramento Youth Action Board (YAB) is a formal committee of the Sacramento CoC Board. Membership consists of persons between ages 18 and 24 years at the time initial appointment to the YAB, and at least two-thirds of YAB members must be [experiencing homelessness](#) or formerly [experienced homelessness](#). The YAB advises the Sacramento CoC Board on policies and activities that relate to preventing and ending youth homelessness. Specific areas of work include:

- Informing CoC's written plans or strategies relative to preventing and ending youth homelessness;
- Informing the design of the PIT Count; and
- ~~Informing other CoC Committee work, such as the CES Committee, Project review Committee and System Performance Committee, as~~



it relates to preventing and ending youth homelessness.

### I. Racial Equity Committee

The 20-member committee is comprised primarily of Black, Indigenous, and People of Color (BIPOC), many with lived experience of homelessness and seeks to uncover the ways in which BIPOC experience homelessness and our local homelessness system. Activities include:

- Developing an action plan to guide the decision-making process of the CoC Board over the next three to five years;
- Incorporate racial equity goals and tools into each of the CoC Board's committees when they develop their annual work plans; and
- Advise on the development and implementation of the CoC's work, goals, and tools.

## **Part VII. CoC Lead Agency and HMIS Lead**

The Sacramento CoC Board shall appoint a CoC Lead Agency and an HMIS Lead Agency. ~~for a maximum of five years before the designation must be reviewed and renewed by the Sacramento CoC Board with input from membership.~~ In response to negligence or poor performance, the Sacramento CoC Board reserves the right to open an RFP process ~~prior to the expiration of any five year term.~~

### **A. CoC Lead Agency**

Sacramento CoC Board shall appoint a CoC Lead Agency to provide leadership, expertise, and staff to manage the day-to-day operations of to the CoC Board. The CoC Lead Agency will be a legal entity who is also eligible to act as the Collaborative Applicant for the HUD CoC funding and the applicant for any State of California CoC funding. The CoC Lead Agency will serve the following primary roles, which are specified in more detail in Appendix A.

- Provide leadership to Sacramento CoC stakeholders and the CoC Board regarding best practices, system planning and overall direction to meet the responsibilities of the Sacramento CoC, as specified in Part I.

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- Provide meeting support to the Sacramento CoC, Sacramento CoC Board, and CoC Committees. This includes scheduling meetings, developing agendas, issuing meeting materials, and posting all materials on the CoC website.
- Act as the Collaborative Applicant for the annual application to HUD for HUD CoC Program and CoC planning funding. The Collaborative Applicant is responsible for collecting and compiling the required application information from all CoC funded projects within the geographic area and for required coordination. The final application is submitted to the Sacramento CoC Board for approval prior to HUD submission.
- The CoC Lead Agency may seek and use other funding on behalf of the Sacramento CoC, as authorized by the Sacramento CoC Board. The CoC Lead Agency will share information with the Sacramento CoC Board on other homelessness-related activities or funding implemented outside of its role as the CoC Lead Agency.
- Ensure quality performance and impact for funded projects, including adherence to written standards, performance monitoring, provider training and technical assistance.
- Produce HUD-required planning materials and ensure HUD-required products and reports are completed and submitted on time, when required. This includes the PIT Count, annual gaps analysis, Housing Inventory Count, and performance reporting.
- Provide analytic support to CoC Committees needed to accomplish the scope of work outlined in Section VI of this Charter or any other explicit assignment made by the CoC Board.
- Produce other written materials such as policies, procedures, and written reports as necessary to transparently and professionally implement CoC activities and as specified in Appendix A.
- Provide an enduring forum to continually engage stakeholders,

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including persons experiencing homelessness or formerly experiencing homelessness; community leaders; and the public on homelessness through proactive engagement, outreach to and coordination with stakeholders, creation of outreach materials including but not limited to interactive website, social media campaigns, and community education.

- Implement, or oversee implementation, and evaluation of the coordinated entry system.
- Monitor federal, state and local requirements, trends and resources.

The CoC Lead Agency is eligible to apply for HUD CoC Program and planning, funding and other State or local funding to support dedicated staff to carry out the work of the CoC as authorized by the Sacramento CoC Board.

At this time, the designated CoC Lead Agency is Sacramento Steps Forward.

## **B. HMIS Lead Agency**

The Sacramento CoC Board shall designate a legal entity who is also a HUD CoC Program-eligible applicant to serve as the HMIS Lead Agency. The HMIS Lead Agency will maintain the community's HMIS in compliance with HUD standards and coordinate all related activities including training, maintenance, and the provision of technical assistance to participating organizations. The HMIS Lead Agency will provide necessary support to the CoC Lead Agency and the Sacramento CoC Board in carrying out planning activities and other activities requiring HMIS data and analysis as outlined in Part I.

The Sacramento CoC Board will maintain an HMIS Governance Agreement with the HMIS Lead Agency to be updated at least annually. The HMIS Lead Agency will be responsible for activities specified in Part I.C. and further detailed in Appendix A.

The HMIS Lead Agency is eligible to apply for HMIS funds through the HUD

CoC grant process or other sources, as authorized by the Sacramento CoC Board. Funding shall support staff and resource the HMIS functions so that the HMIS is implemented as specified by HUD guidelines and to meet other goals identified by the Sacramento CoC. The HMIS Lead Agency will share information with the Sacramento CoC Board on other activities or funding related to HMIS implemented outside of its role as the HMIS Lead Agency.

At this time, the designated HMIS Lead Agency is Sacramento Steps Forward.

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### Appendix A: Roles and Responsibilities

CoC Responsibilities	Sacramento CoC Board	Responsible Committee	Support Needed
<b>Governance/Administration</b>			
1. Hold meetings <del>of</del> full membership, <del>semi-</del> annually	Lead	Executive	Support all meetings, including logistics, notices, minutes
2. Make public invitation for new CoC members annually and as vacancies arise and appoint new members	Approve	Governance	Lead staff
3. Oversee Board membership process. <del>Review process every five years.</del>	Approve	Governance	Support committee work
4. Appoint Chairs and members for Standing Committees. Develop workplans.	Approve	Executive	Support solicitation of chairs and members Staff all standing committees
5. Create and charter additional Ad Hoc Committees and Collaboratives	Approve	Executive	Recommend staffing capacity when new Ad Hoc committees and Collaboratives are being considered
6. Annually review governance charter in consultation with Collaborative Applicant and HMIS Lead	Approve	Governance	Work collaboratively with committee
7. Establish code of conduct, recusal processes to comply with conflict of interest.	Approve (with annual charter)	Governance	Implement through collecting forms and monitoring conflicts, recusals, etc.
8. Coordinate on organizational and administrative matters, including financials, staffing.	Receive annual report	Executive	Coordinate on organizational issues – including financials and staffing, and report out annually
9. Coordinate with SSF Board	Receive Report	CoC Board Chair	
10. Evaluate and designate CoC Lead Agency and HMIS Lead, <u>and confirm expectations are being met every five years</u>	Approve	Executive	Collaborative review
11. Review CoC Lead Agency and HMIS Lead Agency financials <u>as related to HUD and State-funded CoC projects</u> (budget and year-end)	Receive report	Governance	Work collaboratively to review and submit

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CoC Funding Application			
12. Design, operate and follow a collaborative application process	Approve	Project Review	Work collaboratively with committee on process and submission
13. Establish HUD-fund <del>ing</del> <sup>ing</sup> priorities	Approve	Project Review/ System Performance	Work collaboratively with committee on process and submission( <u>Project Review Committee is lead</u> )
14. Rate and rank projects	Approve	Project Review	Work collaboratively with committee on process and submission
15. Develop system (non project) for portions of application, including application for planning activities.	Approve	System Performance	Work collaboratively with committee on process and submission
16. Monitor and ensure compliance with new federal policies.	Approve	Varies by topic	Lead Staff
CoC Project Oversight			
17. Coordinate implementation of a County-wide housing and support services system for persons experiencing homelessness	Approve	<u>Executive Committee: All System Performance</u> <del>System Performance</del>	Lead Staff
18. Establish <u>new HUD CoC Project</u> performance targets by population and program type	Approve	<u>Project Performance Review Committee with support from System Performance</u>	Lead staff
19. <u>Monitor performance, evaluate outcomes and provide recommendation to CoC Board for action to address poor performance</u> <del>Monitor performance, evaluate outcomes and take action against poor performance</del>	Receive report	<u>Project Performance Review with support from System Performance</u>	Lead staff Conduct onsite monitoring, reports and follow up
20. Evaluate ESG and CoC outcomes and report to HUD and CoC Board	Receive report	<u>Project Performance Review with support</u>	<u>HomeBaseIndependent Consultant</u> Lead staff

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		<u>from System Performance</u>	
21. Establish and follow written standards for providing CoC assistance, in consultation with ESG, including P&P for <ul style="list-style-type: none"> <li>Evaluating eligibility;</li> <li>Prioritizing who receives TH assistance</li> <li>Prioritizing who receives RRH</li> <li>Rent and assistance standards</li> <li>Prioritizing PSH</li> </ul>	Approve	Project <u>Performance Review with support from System Performance</u>	<u>HomeBaseIndependent Consultant</u> Lead staff
<b>Coordinated Entry</b>			
22. Establish and operate centralized or coordinated entry, in consultation with ESG recipients.		CES	implementation of Coordinated entry, either directly or through contracts
23. Approve policies and procedures. Develop specific policy to guide operation for DV.	Approve	CES	Lead staff
24. Ongoing evaluation of system and outcomes and annual report	Receive report	CES	Lead staff
<b>HMIS/Data</b>			
25. Designate single HMIS system and lead	Approve	HMIS and Data	
26. Review, revise and approve, privacy, security, data quality plans	Approve	HMIS and Data	HMIS Lead prepares plans
27. Ensure HMIS operated in compliance with HUD		HMIS and Data	HMIS Lead implements
28. Report to HUD and community on system and project performance outcomes	Receive report	HMIS and Data/System Performance	HMIS Lead prepares reports
<b>Communitywide Planning</b>			
29. <u>Support &amp; development of</u> communitywide plan to ensure outreach, shelter, housing, supportive services, prevention	Approve	<u>Executive Committee: All Committees</u> System Performance	Lead staff

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30. Conduct PIT	Receive report	<del>System Performance PIT Committee</del>	Prepare or contract for report, leads community discussion in developing and reviewing
31. Conduct annual gaps analysis of needs and services	Approve	System Performance	Prepare or contract for report, leads community discussion in developing and reviewing
32. Submit Housing Inventory Count (HIC) to HUD	Receive report	<del>System Performance HMIS and Data</del>	Lead staff
<b>Coordination</b>			
33. Provide info for Consolidated Plan	Receive report	System Performance	Lead staff
34. Consult with ESG recipients on the Plan for allocating ESG funding and reporting on performance in CAPER	Receive report	<del>Project Review Committee is lead, with support from System Performance System Performance</del>	Lead staff
<b>Communication</b>			
35. Maintain CoC membership and communications, including website		Executive	Lead staff
36. Communicate with public, leaders and stakeholders on key issues	Receive report	Executive	Lead staff





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# Defunded Projects' Closure Policy and Procedures Memo



To: Sacramento CoC Board Members

From: Sarah Bontrager & Angel Uhercik, CoC PRC Co-Chairs  
Michele Watts, SSF Chief Planning Officer  
Stacey Fong, SSF Coordinated Entry Analyst

Date: September 8, 2021

Subject: Defunded Projects' Closure Policy and Procedures- ACTION Consent Agenda

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## **Background**

During HUD's annual CoC Program Notice of Funding Opportunity (NOFO) competition, not all projects are guaranteed renewal of funding. Projects that are not awarded renewal funds must close and transition or exit all participants by the end of the grant term.

To ensure defunded projects and the participants they serve receive as much support as possible during the closure process, Sacramento Steps Forward (SSF) and the Project Review Committee (PRC) developed a defunded projects policy which the CoC adopted in 2019. Based on provider input regarding this policy, including input from the providers of the two projects that lost funding in 2020, several revisions have been made. The PRC approved the revised policy on June 22, 2021 and recommends its adoption by the CoC Board today.

## **Context**

The goal of updating the policy and procedures is to provide more transparency and improved guidance to closing projects. This supports the CoC's commitment to minimizing returns to homelessness.

## **Key Improvements**

- An initial closure plan will be developed prior to HUD making award announcement:

- SSF will develop initial closure plans with all renewal projects that fall into Tier 2 immediately after the PRC shares the preliminary project priority list to allow additional time to prepare for the possibility of defunding and closure.
- SSF will provide quicker communication:
  - SSF will notify projects who have been defunded within two business days after the HUD award announcement.
  - SSF will convene a close-out meeting within one week of the HUD award announcement.
- Transfer priorities have been defined:
  - Transfers requests made to the Coordinated Entry System (CES) due to the closure of CoC Program projects will be prioritized over other types of transfers, with the exception of emergency transfers through the Violence Against Women’s Act (VAWA). CES will transfer eligible participants who would otherwise return to homelessness upon project closure, as vacancies allow. Availability among projects with similar housing type, subpopulations, and the capacity to serve additional people will be explored.

The full HUD-CoC Projects’ Closure Policy and Procedures document is attached.

**Action Requested**

Approve the proposed revised policy and procedures for closure of projects that are defunded in the annual HUD CoC NOFO competition, as recommended by the CoC Project Review Committee.

## Sacramento County Continuum of Care

### HUD-CoC Projects' Closure Policy and Procedures

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#### **Policy:**

Sacramento Steps Forward (SSF) and the Continuum of Care (CoC) are committed to minimizing returns to homelessness due to the closure or non-renewal of projects funded under the Department of Housing and Urban Development- Continuum of Care grant (HUD-CoC).

HUD-CoC projects who are defunded during the annual Notice of Funding Availability (NOFA) competition or who are closing voluntarily, will develop a closure plan, including housing plans for participants to prevent returns to homelessness. Participants who cannot be permanently housed outside of the system are prioritized by the coordinated entry system for transfer.

#### **Procedures:**

Once the Project Review Committee (PRC) shares the preliminary ranking of projects, SSF will develop an initial closure plan with projects who fall into tier 2. A project's budget, number of remaining participants, transfer openings and other factors will be considered in the plan. If a grant extension is necessary to allow more time for transitioning participants, a letter will be drafted to the HUD Field Office.

The impact of closures will be assessed at both the project level and across projects ranked in tier 2.

After HUD announces the awarded projects, SSF will notify defunded projects within 2 business days. A close-out meeting to discuss HUD-extension requests, transfer availability, Move on Voucher options, and other issues will be scheduled within one week of the announcement. SSF will submit any requested grant extensions to the HUD Field Office and will submit requests earlier, if allowable. Immediate implementation of the close-out plan will begin, as the project must be closed by the end of the project's current grant term.

Regular meetings with SSF's Contracts team, Coordinated Entry team and project staff will help transition participants who are ready to move on or transfer to another project.

Any HUD-required documents will be submitted by the closing project to SSF no later than 60 days after the grant term ends. SSF will submit these to HUD no later than 90 days after the grant term ends (24 CFR 578.109). SSF will also record data and report out on participant and project outcomes.

### **Facilitating Transfers:**

Closing project transfer requests will take priority over other types of transfers, with the exception of emergency transfers through the Violence Against Women's Act (VAWA). If there are multiple projects closing, grant term end dates will be considered in prioritizing transfers to other HUD-CoC projects. SSF will transfer eligible participants who would otherwise return to homelessness upon closure. Availability among projects with similar housing type, subpopulations, and the capacity to serve additional people will be explored.

The closing project will share original eligibility documentation with the receiving agency. Although SSF will check that eligibility criteria are met, the receiving agency should also verify participant eligibility before enrolling any clients into their project. The receiving agency will maintain documentation of the transfer process, including:

- Copies of all documentation used to verify eligibility into the original housing program (i.e. Homelessness Certification, Chronic Homelessness Certification, etc.).
- Transfer request information from the closing project and Sacramento Steps Forward



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## Coordinated Entry Implementation Recommendations (CESH 2) Memo



## SACRAMENTO STEPS FORWARD

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TO: Sacramento CoC Board

FROM: Peter Bell, SSF CES Manager

CC: Michele Watts, SSF Chief Planning Officer  
Lisa Bates, SSF Chief Executive Officer

DATE: September 8, 2021

RE: CESH-19 Funding Implementation - Information

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### **Background**

In concurrence with the California Emergency Solutions and Housing (CESH) 2019 \$906,740 funding award and guided by recent CoC recommendations from the Coordinated Entry System Evaluation and Racial Equity Action Plan, Sacramento Steps Forward (SSF) will be increasing SSF staff capacity for Coordinated Entry System (CES), racial equity, and associated data analytics work. In addition, resources will serve as a consistent means to stipend the people with lived experience supporting our board and committees. Finally, funding will provide an opportunity to engage the community with training on best practices and evidence-based skills.

This information is being shared now as the CESH requires confirmation on entities using funds by October 7, 2021. Details outlining the proposed staff positions, and other associated activities, and the rationale for investment of CESH funds are further described below.

## **Recommendation Details - Big Picture**

Three big bodies of local research, analyses, and recommendations have now been completed (coordinated entry evaluation, gaps analysis, and the racial equity action plan). SSF must now begin the work of bringing those recommendations to life.

The work will focus on three core areas of work.

1. Coordinated entry system improvements (formerly known as CES redesign),
2. Advancing racial equity goals, and
3. Guiding data-led decision-making across the homeless response system.

Pursuant to the CESH funding application, the CESH funding presents an opportunity to invest in the infrastructure and staffing support needed to begin this work in earnest. The \$861,441 of the \$906,740 funding application scope includes: Updating the CES redesign based on CES evaluation, augmenting staffing for CES implementation, policy and procedures updates, and community-wide standards. The remaining funds are for grant administration.

In addition to securing funding, SSF staff are recommending closer collaboration between the racial equity and coordinated entry system committees. This relationship will culminate in a joint recommendation on appropriate approaches and goals to addressing the disproportionate amount of black, indigenous, and people of color experiencing homelessness in our community. This statement could come as early as November and will be an important first step towards establishing a clear road map to reducing inequities within the homeless population.

CESH funding is an opportunity to promote racial equity and provide meaningful community training to strengthen the homeless response



system. In addition, the additional staff will provide support to a growing coordinated entry system.

In addition, resources will be provided to support the experience and expertise of people with lived experience on the CoC Board and its committees. Finally, funding will provide an opportunity to provide robust and valuable community-wide training to support the development and implementation of system-wide problem solving and evidence-based best practices.

### **Recommendation Details - Staffing**

#### CE Data Liaison

-Develop and translate dashboards, data requests from various committees, work between Coordinated Entry and Racial Equity Committees to ensure targets are set and being met/improved upon.

#### RE & CE Implementation Specialist[needs a bit more]

- Support the advancement of the Racial Equity Action Plan recommendations.
- Accountability for continuous improvement aligned with racial equity action plan priorities.
- Develops materials and other documents to support the REQC and CESC in assessing and evaluating progress made to date.

#### CE Referral Specialist (first year only)

-Review documentation and eligibility requirements on assessed households for permanent housing. Complete referrals in HMIS and conduct “warm handoffs” between service providers. Support with case conferencing and CES referral projects. Subsequent year funding will be sought from ongoing funding sources.

#### Lived Experience Coordinator

-Support persons with lived experience who are participating in and supporting the CoC Board and its committees. Provide ongoing training and feedback to support the development of lived experience boards. Cultivate a community of ambassadors to recruit and train a diverse group

of persons with lived experience who assist in developing community initiatives affecting the homeless response system and CES.

### Estimated Budget

Activity	Funding Category	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost
CES and HRS Staffing Support	CES / System Support	\$272,147	\$217,147	\$217,147	\$706,441
Community Training(s)	System Support	\$15,000	\$15,000	\$15,000	\$45,000
Stipends, flexible supports, and consultation costs for People with Lived Experience	System Support	\$36,500	\$36,500	\$37,000	\$110,000
<b>Total</b>					<b>\$861,441</b>

### Next Steps

Approval of these CESH funding decisions will take place as follows:

- Presentation to CoC Board 9/8/21 (today)
- Presentation of job descriptions and approach for further discussion and refinement to Coordinated Entry System Committee (CSEC) 9/9/21
- Presentation to the Racial Equity Committee in October
- Post and recruit for positions in Q4 of 2021



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## YHDP Application Update Memo



## **SACRAMENTO STEPS FORWARD**

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To: Sacramento Continuum of Care Board

From: Michele Watts, SSF Chief Planning Officer  
Kathreen Daria, SSF Volunteer & Training Coordinator

Date: September 8, 2021

Subject: Sacramento CoC's Intent to Participate in the 2021 HUD Youth Homelessness Demonstration Program to Prevent & End Youth Homelessness--Receive & File

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This memo provides an update to the CoC Board about the 2021 HUD Youth Homelessness Demonstration Program application and the intent to share the award results when available.

Sacramento Steps Forward (SSF) applied for the 2021 Youth Homelessness Demonstration Program (YHDP) on July 27, 2021 on behalf of the Sacramento Continuum of Care (CoC) and with unanimous approval to apply from the CoC Executive Committee prior to submission.

The YHDP, an initiative funded by the US Department of Housing and Urban Development (HUD), is designed to reduce the number of youth experiencing homelessness (YEH) by supporting up to 50 selected US communities like Sacramento in developing and implementing a coordinated system-level approach to prevent and end youth homelessness. The YHDP application is meant to provide an assessment of the community to HUD to determine readiness to engage in a deeper planning process for addressing youth homelessness.

The Sacramento CoC's application highlights:

- a Housing First, three-phased approach that moves toward a coordinated prevention response to youth experiencing homelessness (YEH)
- that YEH need stable housing, permanent connections, education and employment, emotional well-being, and access to healthcare to successfully transition into adulthood and remain stably housed
- there is clear community need for services-rich housing for transition-aged youth (TAY), including emancipated youth and unaccompanied minors
- the value of actively and authentically engaging youth leaders in the planning and implementation of efforts to address this need

HUD is slated to announce the selected communities in September 2021. SSF plans to circulate an update on HUD's decision when it becomes available.



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## Emergency Housing Vouchers Update Memo



## SACRAMENTO STEPS FORWARD

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TO: Sacramento CoC Board

FROM: Peter Bell, SSF CES Manager

CC: Michele Watts, SSF Chief Planning Officer  
Lisa Bates, SSF Chief Executive Officer

DATE: September 8, 2021

RE: Emergency Housing Vouchers Report

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### Background

HUD awarded Sacramento with 494 emergency housing vouchers. Public Housing Authorities were instructed to work with CoCs and utilize coordinated entry to facilitate referrals.

### Summary

Phase one of the EHV process has been completed. This first phase saw over 1,500 households assessed by 40 different agencies. In total, 594 referrals have been completed. Below is a breakdown of the total referrals by pathway made to SHRA.

Total referrals to SHRA						
Chronic	Homeless	Move On	RRH Bridge	At-Risk	Survivors	TOTAL
119	180	150	59	15	71	594

Average: 99 referrals/ week

## **Next Steps**

Phase two will consist of completing replacement referrals for any denied clients. In addition, SSF will monitor the ongoing progress of referrals made and provide support as necessary to ensure successful outcomes. SSF also plans to release a public dashboard highlighting the EHV referral and lease-up process. At this time, SSF does not anticipate reopening the assessment process. If the event SHRA requests an additional batch of referrals, SSF will refer from already assessed clients based on their EHV score, length of time homeless, and identified pathway.





**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

## 2022 Point-In-Time Count Update Memo



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

To: Sacramento Continuum of Care Board

From: April Wick, CoC PIT Subcommittee Co-Chair  
Michele Watts, SSF Chief Planning Officer  
Kathreen Daria, SSF Volunteer & Training Coordinator

Date: September 8, 2021

Subject: 2022 Unsheltered Point-In-Time Count Updates--Receive & File

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This memo provides updates to the CoC Board about the 2022 Unsheltered PIT Count and the initial planning process.

At its August 2021 meeting, the CoC Board approved the CoC PIT Subcommittee and staff recommendation to conduct a 2022 Unsheltered Point-In-Time (PIT) Count. The 2022 PIT will occur in late January to assess the prevalence of unsheltered homelessness in Sacramento County during the coldest period of the calendar year.

The PIT Subcommittee met in mid-August 2021 for initial discussions about the 2022 PIT Work Plan, which will involve several components including:

- Research design, implementation, and reporting
- Volunteer recruitment, training, and coordination
- Event planning and communications

Additionally, SSF is preparing to release soon a call for nominations for new members to participate in the PIT Subcommittee as well as formally begin the volunteer recruitment process in September 2021. More information will be provided via our website and targeted communications.