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STEPS FORWARD
Ending Homelessness. Starting Fresh.

CoC Board Executive Committee Meeting

Thursday, July 25, 2019
3:00 PM – 4:30 PM
1331 Garden Highway, Sacramento, CA 95833, Video Conference Room (2nd Floor)
To Call in: <mark>Notify Staff in Advance,</mark> (916) 285-1830 Access Code: 95833

Agenda Item	Presenter	Time	Agenda Item Type
I. Call to Order & Welcome: Sarah Bontrager, Chair			
II. June 27, 2019 Minutes	Emily Halcon	3:00 PM (5 minutes)	Action
III. Confirmation of E-Mail Vote Results for Additions to the New Projects Scoring Tool based on DV-Specific NOFA Requirements	Michele Watts	3:05 PM (5 minutes)	Action

IV. CoC Board Meeting Agendas
   A. August 14, 2019
   B. September 11, 2019
	Michele Watts	3:10 PM (30 minutes)	Discussion

V. Next Steps re. Request for HCD TA for TAY-Specific Activities	Michele Watts	3:40 PM (10 minutes)	Discussion
VI. Follow-Ups Report Review	Michele Watts	3:55 PM (5 minutes)	Information
VII. Other Business	-	-	-
VIII. Adjourn	Sarah Bontrager	4:00 PM	-

CoC Advisory Board Executive Committee Minutes

Thursday, June 27, 2019
1331 Garden Highway, Sacramento, CA 95833, Video Conference Room (2nd Floor)

Attendance:

Member	Organization	Present
Sarah Bontrager, Chair	City of Elk Grove	Yes
Erin Johansen, Vice Chair	Hope Cooperative	Yes
Emily Halcon, Secretary	City of Sacramento	Yes

Guests & Staff	Organization
Lisa Bates	SSF CEO
Kate Casarino	SSF CoC & Contracts Coordinator
Greg Schuelke	SSF CoC Program Manager
Michele Watts	SSF CPO

I. Call to Order & Welcome: Sarah Bontrager, Chair		
Sarah called the meeting to order at 3:09 PM.		
II. CoC Program Manager Introduction: Greg Schuelke	Presenter: Michele Watts	Information
Michele introduced new CoC Program Manager Greg Schuelke. He has worked for HUD and for the Obama Administration and most recently completed his MSW. Greg will be the lead SSF team member responsible for the CoC Board and its committees and he will also work on projects related to CESH.		
III. May 23, 2019 Minutes	Presenter: Emily Halcon, Secretary	Action
M/S Sarah Bontrager/Emily Halcon to approve minutes as presented. Approved.		
IV. Confirmation of E-Mail Vote Results Correcting the Scope of the Application for Round 2 CESH Funding	Presenter: Kate Casarino	Action
On July 11, 2019, staff called for the Executive Committee to act on behalf of the CoC Board on a time-sensitive matter. Members approved the following statement via e-mail vote: Expand the scope of the application for the second round of CESH funding		

approved by the CoC Board on May 8 beyond system support activities (category #5) to also include updating coordinated entry activities (category #6), in alignment with the intent of the Board based on discussion at the meeting when the action to seek funding for category #5 was approved.		

V. Advisory Board Meeting Agendas
    A. July 10, 2019
    B. August 14, 2019
	Presenter: Michele Watts	Discussion

Michele reviewed draft agendas for the July and August CoC Advisory Board meetings with members. Members provided input and revisions were agreed upon. Staff will revise agendas as directed.		

VI. FY2019 HUD CoC Program NOFA Competition
    A. Release Update
    B. Required Policies to be Adopted
    C. Governance Charter Adoption Timeline
	Presenter: Michele Watts	Discussion

Michele reported:
    A. Release Update- The NOFA has not been released.
    B. Required Policies- CoC-level policies on compliance with the Violence Against Women Act (VAWA) and Anti-Discrimination/Fair Housing regulations are expected to be needed for the CoC Application. The CoC Board will need to approve these at an upcoming meeting.
    C. Governance Charter- The CoC Board will need to approve its revised Charter to submit with the CoC Application.		

VII. 100-Day Challenge Asks of the CoC Board from June Meeting	Presenter: Kate Casarino	Discussion
Kate distributed the handout from the meeting. Executive and Governance Committees agree to designate a seat for a member of the Youth Action Board (YAB) to represent TAY. Erin will follow up on recruitment.		
VIII. Region Business Discussion	Presenter: Sarah Bontrager	Discussion
Members and staff discussed their experience with this new organization, as well as the organization's comments on the 2019 PIT Count.		
IX. Adjourn		
The meeting was adjourned at 4:32 PM.		

2019 New Project Scoring Tool

Summary of Factors & Point Allocations	
1. Threshold Factors	N/A
2. Housing	25 points
3. Services	20 points
4. Agency Capacity	20 points

5. Prioritization, option of:
    a. Prioritization for New Projects Except for DV Bonus
    b. Prioritization for DV Bonus
	25 points

6. Community	10 points
TOTAL	100 points

1. THRESHOLD FACTORS

Name	Description	Met/Not Met
Housing First	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
Coordinated Entry	The project will participate in coordinated entry to the full extent possible for this project type.	Met/Not Met
HMIS	The project will enter data for all CoC-funded beds into HMIS (or parallel database for domestic violence services).	Met/Not Met
Formerly Homeless Input	The agency includes homeless or formerly homeless individual in feedback and decision-making processes.	Met/Not Met
Basic Compliance with HUD Policies	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
Eligible Clients	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
Eligible Applicant	Neither the applicant nor the sub-recipients (if any) are for-profit entities.	Met/Not Met
Equal Access	The project will provide equal access and fair housing without regard to sexual orientation, gender identity, or local residency status.	Met/Not Met
Match	Agency will be able to provide 25% match per grant.	Met/Not Met

Affirmatively Furthering Fair Housing	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
Budget	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
For DV Bonus Projects Only: Serving DV	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 approach model and utilize trauma-informed and client-centered approaches.	Met/Not Met

2. HOUSING (25 pts.)

Name	Description	Sources	Score
2.A. Fully Described and Appropriate Housing	Award points for a housing design that: • is clearly and fully described • has a layout or features that are thoughtfully matched to the target population • is strategically located to meet the needs of the target population • is physically accessible to persons with disabilities • 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 Additionally, for Victim Service Providers: • is designed to protect the safety of the population they serve	RFI	Up to **10** points
2.B. Ready to Start	Award points if the project will be ready to begin housing clients within 3 months of receiving HUD funding. Consider: • 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;	RFI	Up to **5** points

Name	Description	Sources	Score
	• Whether the project site faces regulatory obstacles such as tenant displacement, environmental issues, or zoning issues; • Whether the agency's current staff has the capacity to begin preparing for this project; • Whether the agency already has policies and procedures that can be used as-is or easily adapted for use in a CoC-funded project		

2.C. Program Outcomes	Award points if:
	• The project's goals are realistic and sufficiently challenging given the scale of the project
	• Outcomes are measureable and appropriate to the population being served, and must meet minimum CoC-adopted targets, including:
	    o At least 85% of clients experience positive housing outcomes
	    o At least 55% of adult clients maintain or increase their income from all sources
	• Prospective outcomes reflect actual performance outcomes from other projects administered by the applicant (as appropriate).
		RFI	Up to **10** points

3. <u>SERVICES (20 pts.)</u>

Name	Description	Sources	Score
3.A. Appropriate Supportive Services	Award points for services that: • use a Housing First approach, • offer ongoing support to stay housed, • are comprehensive and well-coordinated, • include culture-specific elements, and • are thoughtfully matched to the target population 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: • Who will be referred; • The agencies that will accept referrals; • The types of services to be provided; and • The logic behind the agency's referral scheme	RFI	Up to **10** points

	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		
3.B. Relevant Experience	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. 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).	RFI	Up to **10** points

4. AGENCY CAPACITY (20 pts.)

Name	Description	Sources	Score
4.A. Budget	Award points based on the bullet points below: • Project has submitted a budget that is clear, complete, and easy to read. • The budget shows that the project will have enough resources to provide high-quality, reliable services to the target population. • The budget shows that the project will leverage significant outside resources (funding, staff, building space, volunteers, etc.) rather than rely entirely on CoC funds. • The budget shows that the project is taking appropriate measures to contain costs.	Budget RFI	Up to **5** points

4.B. Agency Capacity	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).
	• Has sufficient fiscal capacity to manage the grant, including:
	    o internal financial controls
	    o grant match tracking
	    o well-maintained records
	    o oversight by a board of directors
	    o a strategy for documenting eligible costs
		e-LOCCs
		
		E-Snaps
			Up to **10** points

Name	Description	Sources	Score
	○ a strategy for ensuring adequate grant drawdowns • Is large enough to handle the expected client case load; • Is familiar with innovative or evidence-based practices; • Includes at least one person with formal training and/or education in a relevant social services field		
4.C. Audit and Monitoring Findings	Award full points if the agency was not audited or monitored or if no irregularities have been revealed by any audits or monitoring. Award up to 3 points if the agency adequately explains how the irregularities found by auditors or monitors will be addressed or have been addressed. Award no points if the agency's audits or monitoring revealed misconduct that has not been corrected.	All HUD, SSF, or financial audits from last 2 years. RFI	Up to **5** points

5A. PRIORITIZATION FOR NEW PROJECTS EXCEPT DV BONUS (25 pts.)

Name	Description	Sources	Score
5.A.1. Community Priority	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. Please note that HUD may require that Permanent Supportive Housing be dedicated to persons experiencing Chronic Homelessness.	E-snaps RFI	Up to **15** points
5.A.2. Severity of Needs & Special Considerations	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 unique population, leveraging certain funding, maintaining site based housing).	RFI APR	Up to **10** points

	Applicants should specifically consider the needs and vulnerabilities of youth and seniors.		

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
5.B.1. How Project will Address Need	Award points for each of the following items: • Project provides data describing the CoC's population of domestic violence survivors • Project explains how it proposes to meet the unmet needs of domestic violence survivors, especially with survivors who come from unsheltered situations. • The project will have housing that is specifically designed to accommodate the needs of survivors. • The project's staff has skills that are specifically needed to identify and locate survivors, or to persuade survivors to accept and enter housing. • The project's staff utilize trauma-informed and client-centered approaches.	RFI	Up to **5** points
5.B.2. Previous Performance	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.	RFI	Up to **10** points
5.B.3. Ability to Meet Safety Outcomes	Award points for each of the following items: • The project articulates a specific plan for ensuring that its residents will be safe from further domestic violence. • The project sets quantitative safety targets that are appropriate and realistic. • The project explains why it is likely to be able to achieve the targeted safety outcomes.	RFI	Up to **10** points

6. COMMUNITY (10 pts.)

Name	Description	Sources	Score
6.A. Participation in CoC Activities	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.	RFI	Up to **5** points
6.B. Local Competition Deadlines	Award full points if the project met all local competition deadlines, including deadlines for turning in supporting documents and attachments. • Award 3 points if any portion of the local application was turned in <u>up to</u> 24 hours late. • Award no points if any mandatory portion of the local application was <u>more than</u> 24 hours late. • 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.	HomeBase analysis	Up to **5** points

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CoC Advisory Board Agenda
August 14, 2019 ‖8:10 AM – 9:40 AM
SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

I.	**Welcome & Introductions:** Sarah Bontrager, Chair			
II.	**Review and Approval of July 10, 2019 Minutes:** Emily Halcon, Secretary			
III.	**Chair's Report**			
IV.	**CEO's Report:** Lisa Bates			
V.	**New Business**			
A.	**FY2019 CoC Program NOFA-Item: Executive Committee Action on behalf of the CoC Board to revise the New Project Scoring Tool criteria for DV Bonus based on new language in the NOFA**	- Presenter(s): Kate Casarino, SSF CoC and Contracts Coordinator	8:20 AM (5 minutes)	Information
B.	**FY2019 CoC Program NOFA-Item: Approval of CoC-Level Policies for CoC Application** - **Violence Against Women Act (VAWA) Compliance** - **Anti-Discrimination/Fair Housing Compliance**	- Presenter(s): Michele Watts, SSF Chief Programs Officer	8:25 AM (30 minutes)	Action
C.	**FY2019 CoC Program NOFA-Item: Updates**	Presenter(s): Emily Halcon & Sarah Bontrager, PRC Co-Chair & Member; Michele Watts	8:55 AM (5 minutes)	Information

D. Item: CoC HEAP-Funded Collaborative Plan for Enhancements of Existing Single Adult Shelters	- Presenter(s): Andrew Guerkink, City of Sacramento & Susan Lal, County of Sacramento	9:00 AM (15 minutes)	Information
E. Collaborative Data Dashboards Preview	- Presenter(s): Lisa or Michele & Lindsay? Emily, Cindy?	9:15 AM (15 minutes)	Information
F. Item: CESH Update	- Presenter(s): Greg Schuelke, SSF CoC Program Manager	9:30 AM (5 minutes)	Information
VI. Announcements			
VII. Meeting Adjourned			

Receive & File Items
- Follow Ups Report 7/10/19
- Annual Business Cycle Calendar

Upcoming Committee Meetings: TO BE UPDATED
 – PIT Committee
– Combined CES Evaluation and CES Committees
– Governance Committee
– CoC Board Meeting Series: FY19 NOFA Community and Planning Grant Applications
– Executive Committee Meeting
– Performance Review Committee
– Homeless Youth Taskforce

Next Meeting: September 11, 2019

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

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CoC Advisory Board Agenda
September 11, 2019 ‖ 8:10 AM – 10:10 AM **extended meeting**
SETA, 925 Del Paso Blvd., Sacramento, CA 95815 – Sequoia Room

I. **Welcome & Introductions:** Sarah Bontrager, Chair			
II. **Review and Approval of August 14, 2019 Minutes:** Emily Halcon, Secretary			
III. **Chair's Report**			
IV. **CEO's Report:** Lisa Bates			
V. **New Business**			
A. FY2019 CoC Program NOFA-Item: Approval of Project Priority List recommended by the PRC Review & Rank Panel	- Presenter(s): HomeBase	8:15 AM (40 minutes)	Action
B. FY2019 CoC Program NOFA-Item: Approval of CoC Board 2019 Governance Charter for CoC Application -	- Presenter(s): Cindy Cavanaugh, Governance Committee Chair	8:55 AM (15 minutes)	Action
C. FY2019 CoC Program NOFA-Item: Approval of Planning Project Application	Presenter(s): Michele Watts, SSF Chief Programs Officer	9:10 AM (25 minutes)	Action
D. FY2019 CoC Program NOFA-Item: CoC Application Content	- Presenter(s): HomeBase	9:35 AM (30 minutes)	Information
E. Item: CESH Update	- Presenter(s): Greg Schuelke, SSF CoC	10:05 AM (5 minutes)	Information

	Program Manager		
VI. Announcements			
VII. Meeting Adjourned			

Receive & File Items
- Follow Ups Report 8/14/19
- Annual Business Cycle Calendar

Upcoming Committee Meetings: TO BE UPDATED
 – PIT Committee
– Combined CES Evaluation and CES Committees
– Governance Committee
– CoC Board Meeting Series: FY19 NOFA Community and Planning Grant Applications
– Executive Committee Meeting
– Performance Review Committee
– Homeless Youth Taskforce

Next Meeting: October 9, 2019

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

Sacramento CoC Request Form for HCD CESH Technical Assistance Proposals

Local CESH Projects – Sustain Success through System Change

- Bring the Coordinated Entry System (CES) to meet local community expectations and improve prioritization process based on national best practices.
- Expand CES to include Emergency Shelters, local initiatives, and improve programs not currently participating in the program due to inflexibility.
- Develop and sustain standardized case management and street case management standards through long-term training, education, oversight, and support.
- Improve system performance through ongoing coordination and evaluation.

1. Please select the topic for which your organization needs assistance related to local CESH priorities:
   - ☐ Creating or updating strategic plan to end homelessness
   - ☐ Developing policies and procedures for setting basic and uniform expectations for the local Coordinated Entry System
   - ☐ Increasing HMIS participation rate or coverage regardless of funding source throughout the service area
   - ☐ Developing policies and procedures to effectively conduct a Point-in-Time (PIT) counts for subpopulations that pose unique challenges in the PIT process, such as youth experiencing homelessness.
   - ☐ Assistance developing comprehensive plans to maximize impact of existing resources
   - ☐ Designing tools or guidance to address specific challenges related to ending homelessness and developing long-term housing and community development solutions.
   - ☐ Assistance evaluating the Coordinated Entry System
   - ☐ Development of a system map to right size outreach, prevention, diversion, rapid rehousing, and PSH.
   - ☐ Assistance in creating CoC monitoring tools and protocols.

2. Provide a concise description of the technical assistance sought. Be specific

3. Describe the goals and outcomes you would like to achieve as a result of this technical assistance. Be specific.