



SACRAMENTO  
STEPS FORWARD

Ending Homelessness. Starting Fresh.

## System Performance Committee (SPC) Meeting Agenda

Thursday, October 28, 2021 || 9:00 AM – 11:00 AM

[Zoom Meeting](#) | Meeting ID: 834 1484 2046 | Passcode: 087264

One tap mobile +16699009128,,83414842046#,,,,\*087264# US (San Jose)

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

Find your local number [here](#).

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome &amp; Approval of 9/23/21 Meeting Minutes</b>	Lisa Bates & Stefan Heisler (Co-Chairs)	9:00 AM (5 minutes)	Information & Action
<b>II. Announcements (Upcoming Events &amp; Recent Actions)</b>	SPC Co-Chairs, SPC Members, Guests	9:05 AM (5 minutes)	Information
<b>III. NOFO Application Review</b>	Homebase: Maddie Nation & Jess Daly	9:10 AM (30 minutes)	Discussion
<b>IV. PRC Collaboration Follow Up</b>	Scott Clark, SSF Data Analytics Manager & Maddie Nation	9:40 AM (10 minutes)	Discussion
<b>V. NOFO Planning Grant Review</b>	Michele Watts, SSF Chief Planning Officer	9:50 AM (45 minutes)	Information & Discussion
<b>VI. Community Updates on Issues Impacting System Performance</b>	SPC Members	10:35 AM (10 minutes)	Information & Discussion
<b>VII. Meeting Adjourned</b> <b>Next SPC Meeting: Tuesday, December 9th from 9:00am - 11:00am</b>			

If you have any questions or would like more information about this meeting, contact Scott Clark, Systems Performance Analyst with Sacramento Steps Forward at [sclark@sacstepsforward.org](mailto:sclark@sacstepsforward.org).



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

## September 23rd, 2021 SPC Meeting Minutes



## System Performance Committee (SPC) Meeting Minutes

Thursday, September 23, 2021 || 9:00 AM – 11:00 AM

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

### Attendance:

Member	Area of Representation	Present
Alexis Bernard	Mental Health Service Organizations	Yes
Amani Sawires Rapaski	Substance Abuse & Housing Programs	No
Avery Holland	Service Provider	No
Cheyenne Caraway	Housing Authority	Yes
Danielle Foster	Local Government	Yes
Dawn Basciano	State Government	Yes
Emily Halcon	Local Government	Yes
Erin Johansen	Mental Health	Yes
Gina Roberson	Domestic Violence	Yes
John Kraintz	Lived Experience	No
Lisa Bates, Co-Chair	Lead Agency	Yes
Lorraine Wilkins	Education & Service Provider	Yes
Mike Jaske	Faith Community Advocate	Yes
Monica Rocha-Wyatt	Mental Health	Yes
Rebecca Sterling	Service Provider	Yes

If you have any questions or would like more information about this meeting, contact Scott Clark, Systems Performance Analyst with Sacramento Steps Forward at [sclark@sacstepsforward.org](mailto:sclark@sacstepsforward.org).

Sanford Robinson	Veterans	No
Sher Singh	Business	Yes
Stefan Heisler, Co-Chair	City of Rancho Cordova	Yes
Tahirh Kraft	Service Provider	Yes

SSF Staff	SSF Title
Lisa Bates	Chief Executive Officer
Michelle Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Peter Bell	CE Manager
Scott Clark	Systems Performance Analyst

### Guests

Brandon Wirth, Jessica Daly, Joseph Smith, and Maddie Nation.

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome/Introductions/ New Members</b>	Lisa Bates & Stefan Heisler (Co-Chairs)	9:00 AM (20 minutes)	Information
Stefan welcomed all and started the meeting around 9:08 AM. Attendance of approximately 19 participants.			
<b>II. Approval of 7/22/21 Meeting Minutes</b>	Stefan Heisler	9:20 AM (5 minutes)	Action
Motioned for approval of 7/22/21 minutes: 1 <sup>st</sup> - Mike Jaske, 2 <sup>nd</sup> - Alexis Bernard Motion approved.			

<b>III. HUD CoC Notice Of Funding Opportunity (NOFO) Application Collaboration</b>	Homebase: Maddie Nation, Jessica Daly	9:25 AM (30 minutes)	Information
<p>Maddie reviewed the HUD CoC NOFO competition which included an overview, consolidated application, scoring (2018 &amp; 2019 scores), the 2019 application drafting process, the 2021 application requirements, the role of HUD measure of systems performance (SPM), review of the SPM performance for the CoC application in 2021, potential explanations for improved data performance, how SPC can help with the CoC application, survey structure, goals of SPC participation in the process, what will happen next, and what will the 2022 process look like.</p> <p>SPC members were asked to complete a SPM-related <a href="#">survey</a> sent after the meeting, which will inform the NOFO application content. The survey is due September 30.</p>			
<b>IV. Charter Changes &amp; SPC Collaboration with Project Review Committee</b>	Michele Watts, SSF Chief Planning Officer, Maddie Nation, Homebase	9:55 AM (20 minutes)	Information
<p>Michele discussed the 2021 Governance Charter changes and their impact on SPC. Increased support of the Project Review Committee (PRC) was discussed, and Maddie presented a tentative process for laying the foundation for this work in the remainder of 2021.</p>			
<b>V. Sacramento Homeless Policy Council Update</b>	Lisa Bates	10:15 AM (5 minutes)	Information
<p>Lisa reviewed the August meeting of the <a href="#">Sacramento Homeless Policy Council</a>, including an overview of the agenda, speakers, and next steps. Comments were made during the meeting. Please see the recording for more details.</p>			
<b>VI. 2020 System Performance Measures Overview</b>	Scott Clark, SSF Systems Performance Analyst	10:20 AM (30 minutes)	Information & Discussion

Scott reviewed the 2020 HUD System Performance Measures (SPM) including an overview of HUD's approach and requirements. The SPC reviewed 5 of the HUD SPMs and additional system-level metrics used within our CoC. Comments were made during the meeting. Please see the recording for more details.

**VII. Community Updates on Issues Impacting System Performance**

SPC Committee Members

10:50 AM  
(10 minutes)

Information & Discussion

SPC members discussed the recent request for information regarding the SHRA HUD HOME-ARP Allocation Plans. Please see the recording for more details.

**VIII. Announcements: none.**

**IX. Meeting Adjourned at 11:01 AM. Attendance of 15 participants.  
Next SPC Meeting: Thursday, October 28, 2021 (9:00 AM - 11:00 AM)**

## Meeting Chat

09:01:54 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Welcome! Here are today's materials:

<https://sacramentostepsforward.org/wp-content/uploads/2021/09/9.23.21-SPC-Meeting-Materials.pdf>

09:02:05 From Dawn Basciano to Everyone:

I have no sound. Im going to log out, then back in.

09:04:07 From Erin Johansen to Everyone:

I will have to leave at 10 for another meeting-sorry!!!

09:07:47 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Welcome! Here are today's materials:

<https://sacramentostepsforward.org/wp-content/uploads/2021/09/9.23.21-SPC-Meeting-Materials.pdf>

09:08:00 From Lorraine Wilkins.USI to Everyone:

Lorraine Wilkins- present

09:08:34 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Thank you Lorraine :)

09:24:25 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
**Approval of 7/22/21 Meeting Minutes:**

09:24:31 From Gina to Everyone:  
Yes

09:24:32 From Lisa Bates (She/Her) - SSF to Everyone:  
aye

09:24:33 From Cheyenne Caraway to Everyone:  
Yes

09:24:34 From Alexis Bernard (she/her), Turning Point Community Programs to  
Everyone:  
Yes

09:24:35 From Stefan Heisler to Everyone:  
Yes

09:24:35 From Tahirih Kraft, SSHH / Renters Helpline to Everyone:  
yes

09:24:35 From Erin Johansen to Everyone:  
yes

09:24:36 From Mike Jaske to Everyone:  
yes

09:24:40 From Sher Singh she/her/hers to Everyone:  
yes

09:24:43 From Lorraine Wilkins.USI to Everyone:  
yes

09:26:22 From Lorraine Wilkins.USI to Everyone:  
1

09:26:25 From Tahirih Kraft, SSHH / Renters Helpline to Everyone:

4

09:26:26 From Rebecca Sterling to Everyone:

1

09:26:29 From Mike Jaske to Everyone:

4

09:26:30 From Dawn Basciano to Everyone:

3

09:26:31 From Alexis Bernard (she/her), Turning Point Community Programs to Everyone:

3.5

09:26:34 From Erin Johansen to Everyone:

5

09:26:38 From Cheyenne Caraway to Everyone:

5

09:26:39 From Gina to Everyone:

4

09:26:41 From Stefan Heisler to Everyone:

3.5-4

09:26:43 From Sher Singh she/her/hers to Everyone:

3

09:26:47 From Danielle Foster to Everyone:

4.5

09:54:33 From Maddie Nation, Homebase (she/her) to Everyone:

Email: [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org)

09:54:51 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Additional information about the 2021 CoC Program Competition:

<https://sacramentostepsforward.org/2021-continuum-of-care-coc-program-competition/>

09:54:51 From Danielle Foster to Everyone:



Maddie, can you put the survey link in the chat for ease of access please?

09:55:04 From Maddie Nation, Homebase (she/her) to Everyone:  
Survey: <https://www.surveymonkey.com/r/SPCCoCNOFO2021>

09:55:13 From Danielle Foster to Everyone:  
Thank you!

09:55:25 From Tahirih Kraft, SSHH / Renters Helpline to Everyone:  
Thank you

09:57:06 From Maddie Nation, Homebase (she/her) to Everyone:  
Folks can now submit more than one response to the survey, as needed!

09:57:18 From Stefan Heisler to Everyone:  
Thank you Maddie!

09:57:23 From Jessica Daly (she, her) to Everyone:  
Thanks everyone! Signing off but looking forward to continuing to work with you on the CoC Application.

09:57:52 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
2021 Governance Charter:  
<https://sacramentostepsforward.org/wp-content/uploads/2021/09/Governance-Charter-2021.pdf>

10:00:57 From Maddie Nation, Homebase (she/her) to Everyone:  
CoC NOFO and CoC NOFA are the same!

10:10:09 From Scott Clark (he/him) to Everyone:  
<https://sacramentostepsforward.org/wp-content/uploads/2020/02/CoC-Performance-Targets-and-Minimum-Standards-3-14-18.pdf>

10:11:33 From Tahirih Kraft, SSHH / Renters Helpline to Everyone:  
Do you have the link to the Tuesday meeting?

10:12:38 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
We will send the PRC meeting details with the SPC. You should receive an email later today.

10:13:12 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

PRC meeting is next week, Tues, 9/28/21 10am to 11:30am

10:15:31 From Tahirih Kraft, SSHH / Renters Helpline to Everyone:  
thank you

10:15:50 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:  
Sacramento Homeless Policy Council webpage:

<https://sacramentostepsforward.org/sacramento-homeless-policy-council/>

10:18:16 From Maddie Nation (she/her) to Everyone:

I'm going to jump off, please reach out to [sacramento@homebaseccc.org](mailto:sacramento@homebaseccc.org) with any questions related to the CoC NOFO application or collaboration with the Project Review Committee.

10:42:59 From Emily Halcon to Everyone:

How are beds that are reported in SSO programs considered in that coverage rate?

10:43:34 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Racial Equity Data webpage: <https://sacramentostepsforward.org/racial-equity-data/>

10:47:33 From Mike Jaske to Everyone:

What does SSO stand for?

10:47:50 From Emily Halcon to Everyone:

Support Services Only

10:48:57 From Mike Jaske to Everyone:

There has been talk for years of bringing VASH into HMIS. What is the issue?

10:50:27 From Emily Halcon to Everyone:

I would support Michele's recommendation of a local HIC that captures this nuance, understanding the HUD version will follow very specific rules

10:55:00 From Emily Halcon to Everyone:

On the HOME-ARP, please know that these funds are not the same as "regular" HOME, which is mostly allocated for housing development for low income populations locally. The ARP funds must be used for homeless populations and can also be used for services, tenant based rental assistance, etc. Much broader eligibility than "regular" HOME.

10:56:52 From Emily Halcon to Everyone:

The program is actually not even "HOME" - it is called Homeless Assistance and Supportive Services. It is just funneling through the HOME allocation process

10:58:21 From Lorraine Wilkins.USI to Everyone:  
what is VASH?

10:58:54 From Scott Clark (he/him) to Everyone:  
Veterans Affairs Supportive Housing

10:59:13 From Monica's Rocha-Wyatt iPhone to Everyone:  
Sorry have other meeting

11:00:32 From Danielle Foster to Everyone:  
I have another meeting also--thanks all! I will forward any areas/questions I'd like to request that the group discuss. Have a great day all!

11:00:53 From Cheyenne Caraway to Everyone:  
I have to jump over to another meeting as well, thank you all!

11:01:04 From Alexis Bernard (she/her), Turning Point Community Programs to Everyone:  
thank you!



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

# FY2021 CoC Planning Project Scope and Budget Discussion Materials



**SACRAMENTO  
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

TO: CoC System Performance Committee Members

FROM: Michele Watts, SSF Chief Planning Officer

CC: Scott Clark, SSF Data Analytics Manager

DATE: October 28, 2021

RE: FY2021 CoC Planning Project Scope and Budget – Discussion

---

This memo provides an overview of the proposed scope and budget for FY2021 HUD CoC Planning Project funding, to be submitted with the other elements of the FY2021 NOFO Consolidated Application.

**Background**

SSF is the recipient of planning project funds. As the Collaborative Application, we are the administrative entity and the only applicant eligible for this funding. The intent of the funding is to enable CoCs to deliver on the requirements of the HEARTH Act not funded by CoC Program grants for PSH, RRH, and RRH-TH. SSF is responsible for meeting these requirements and the CoC Board is responsible for holding SSF accountable for doing so. Details on eligible expenses and the Sacramento CoC’s use of these funds can be found in the October 13, 2021 CoC Board memo, [“CoC Planning Project Funding Overview.”](#)

SSF is currently utilizing FY2019 Planning Project funds for staff and consultant expenses covered by this funding stream. These funds are estimated to be expended in 2022, after which FY2020 Planning Project

funding will be accessed. The FY2021 Planning Project funding covered by this year's NOFO competition is not expected to be needed until 2023.

#### HUD CoC Planning Grant Amounts & Estimated Term Timeframes

- FY2019 \$609,817- active [2021-2022]
- FY2020 \$609,817- [2022-2023]
- FY2021 \$791,446 – current NOFO funding opportunity [2023-2024]

SSF and the CoC have more flexibility with Planning Project grants compared to other CoC Program grants. Planning Grants can operate concurrently or consecutively and can also be extended from a standard 12-month term to a term of up to 18 months. In addition, the process for making budget revisions is much simpler, which is especially helpful due to the time between application and grant execution and the other flexibility mentioned above.

This degree of flexibility in Planning Project grant terms, scopes of work, and budgets allows SSF and the CoC to address the needs of the CoC Board and its committees closer to when these needs emerge. SSF takes committee work plans into account as awarded Planning Project funds near grant agreement final development and execution timeframes. For example, supporting the CoC's next gaps analysis is an eligible Planning Project activity and as SSF, the CoC, and the System Performance Committee determine how to meet this requirement moving forward, we have the flexibility to make adjustments to use of these funds, within the context of other expenses covered by this funding stream.

#### **FY2021 Competition Proposed Scope and Budget**

The scope of the FY2021 Planning Project application mirrors prior cycles and includes funding for the following consultants and staffing.

##### Consultants:

- CoC annual NOFA projects competition and year-round performance review (supporting the CoC Project Review Committee)
- Unsheltered PIT Counts

##### SSF Staff:

- CoC Board and Committees Team and stipends for CoC Board and Committee members with lived experience
- Data Analytics Team

The budget below for the FY2021 Planning Project application provides additional detail on the elements above.

### Proposed FY2021 Planning Project Budget

Eligible Costs	Description	Amount
CoC Coordination Activities	CoC Team: Chief Planning Officer, CoC Coordinator, CoC Specialist(s) or Analyst(s)	\$141,446
CoC Coordination Activities	Stipends for members with lived experience of homelessness	\$5,000
Developing a CoC System	Data Analytics Team: Program Manager, Data Analysts & Programmers	\$350,000
CoC Application Activities	Consultant: Year-round performance review and annual NOFA/O review and rank and CoC application activities	\$125,000
HUD Compliance Activities	Consultant: Point-in-Time Count research and methodology	\$120,000
HUD Compliance Activities	Staff: Point-in-Time Count volunteer recruitment and event logistics	\$50,000
<b>Total Funds Requested</b>		<b>\$791,446</b>

**System Performance Committee Requested Response**

Provide input on the proposed FY2021 Planning Project Application scheduled for approval by the CoC Board on October 29, 2021, for submission in the CoC Consolidated Application due November 16, 2021.