



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

Revised Materials: 9/13/22 - Version 2

Sacramento Continuum of Care (CoC) Board Agenda

Wednesday, September 14th, 2022 || 8:00 AM – 10:00 AM

[Zoom Meeting](#) || **Meeting ID:** 899 2915 5766 || **Passcode:** 168104

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

I. Welcome & Introductions: Erin Johansen, CoC Board Chair			
II. Review & Approval of Aug. 10th 2022 Minutes: Angela Upshaw, Vice Chair			
III. CoC Board Chair's Report: Erin Johansen			
IV. Sacramento Steps Forward (SSF) CEO's Report: Lisa Bates			
V. Announcements: (Upcoming Events & Recent Actions)	CoC Board Members, SSF Staff, & Guests	8:20 AM (5 minutes)	Informational
VI. Consent Agenda as One Action Item (A & B): A. 2022 Governance Charter Revisions B. SSF to enter into a Contract with Elica Health Center for Coordinated Access Navigation services			
VII. New Business:			
A. FY2022 "Regular" CoC NOFO Approvals: <ul style="list-style-type: none">Projects Priority List Planning Grant	Sarah Bontrager PRC Co-Chair & Maddie Nation, Homebase Michele Watts, SSF Chief Planning Officer & Rolf Davidson, SSF Director of Programs	8:30 AM (45 minutes)	Action

B. FY2022 Unsheltered Special CoC NOFO	Michele Watts & Jesse Archer, SSF CoC Analyst	9:15 AM (10 minutes)	Informational
C. Review and Endorse Cal-AIM Investment Framework	Lisa Bates, SSF CEO & Managed Care Partners	9:25 AM (20 minutes)	Action
VIII. Meeting Adjourned			

The Next CoC Board Meeting is Tuesday, October 4th, 2022 (time to be determined)

Upcoming CoC Meetings:

- Racial Equity Committee: Wed, 9/21 at 9am
- System Performance Committee: Thur, 9/22 at 9am
- HMIS & Data Committee (Q4 Meeting): Thur, 10/13 at 10am
- Coordinated Entry Committee: Thur, 10/13 at 2:30pm

CoC Meetings schedules do change, please check the [CoC Meeting webpage](#) for meeting schedules, materials, and Zoom details.

For any questions or concerns, please contact [Michelle Charlton](#), CoC Coordinator, Sacramento Steps Forward.



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

Aug. 10th, 2022 CoC Board Meeting Minutes:

Sacramento Continuum of Care (CoC) Board Meeting Minutes

Wednesday, August 10th, 2022 | 8:00 AM to 10:00 AM



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

Attendance:

Member	Area of Representation	Present
Alexis Bernard	Mental Health Service Organization	Yes
Amani Sawires Rapaski	Substance Abuse	Yes
Amber Kemp	Healthcare	Yes
Angela Upshaw - Vice Chair	Veterans	Yes
April Marie Dawson	People with Disabilities	Yes
Christie M. Gonzales	Substance Abuse Service Organizations	No
Deisy Madrigal	Social Services	Yes
Emily Halcon	County of Sacramento	Yes
Erin Johansen - Chair	Mental Health	Yes
Fatemah Martinez	Shelter Provider	Yes
Jameson Parker	Business Community & Street Outreach	Yes
Jenna Abbott	Business Community	Yes
Jenine Spotnitz	Mental Health	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
Keke (Akeonia) Moore	YAB	No
Kimberley Rae Berry	Person with Lived Experience	No
MaryLiz Paulson	Housing Authority	Yes
Mason Gizard	Person with Lived Experience	Yes
Mike Jaske	Faith Community Advocate	Yes
Monica Rocha-Wyatt	Mental Health	Yes
Nicholas Golling	City of Sacramento	Yes
Paul Jbeily	Law Enforcement	Yes
Pixie Popplewell - Secretary	Homeless Youth	Yes
Sarah Bontrager	City of Elk Grove	Yes
Stefan Heisler	City of Rancho Cordova	Yes
Tara Turrentine	Education	Yes

SSF Staff	SSF Title
Christina Heredia	Referral Specialist
Jesse Archer	CoC Analyst
Jillyan McKinney	Racial Equity Specialist
Josh Lowy	Programming Analyst
Kathreen “Nica” Daria	Volunteer and Training Coordinator
Kaylin Jones	CoC Coordinator
Lisa Bates	Chief Executive Officer
Michele Watts	CoC Chief Planning Officer
Michelle Charlton	CoC Coordinator

Mike Fitzgerald	Contracts
Peter Bell	CE Manager
Rolf Davidson	Director of Programs
Roseanne Lopez	Chief Administrative Officer
Scott Clark	Portfolio and Team Excellence Lead
Scott Murphy	Data Analyst
Tanesha Travis	Lived Experience Coordinator
Theresa Bible	Outreach Navigator – Meadowview
Trent Simmons	Data and Analytics Manager
Vivan Nguyen	Referral Specialist
Wendy Huynh	HMIS Manager
Ya-yin Isle	Chief Strategic Initiatives Officer

Guests

Alejandra's Villa Public Defender's, Amy Altstatt (World Relief), Ardy Akhzari, Bo Cassell, Call-In User_1, Carmen Briso, Caryl Rocher, Celia Yniguez (SHRA), CMO Web, Cynthia Pimentel (Next Move), Dakota Crossley, Danielle Foster, David Husid, Deanna Dominguez, Deborah Hicks (HeartLand Child and Family Services), Delona Brown, Eason Ramson, Emely Arienza (Anthem), Erica Plumb, Georgina M, Greg, Ivonne Ellie (DHA), Jazmyn H. (DHA), John, Kanisha Golden, Kate Hutchinson, Kia Phillips, Kristy Smith, Lalila Cota, Liz Pazdral (AAA4), Lori Easterwood (Folsom), Maria Guadamuz, McKenzie (Shelter Inc), Nicole Piva (City of Citrus Heights), Peggy H., Quinn Jones-Hylton, Sharna Braucks, Shelley Sedenquist, Sierra Edwards (Step Up), Simone Thomas, Soph Juarez, Stephanie Henry (Sacramento), Stephanie Thompson, Steve Watters, storran, Tom Albanese, Troy Lynch, tseringl, Valynda's phone, WilliamsCh, and Zuri K. (CLAP).

I. Welcome & Introductions: Erin Johansen, CoC Board Chair

Erin called the meeting to order around 8:03 AM. Attendance of 65 participants.

II. Review & Approval of July 13th, 2022 Minutes: Angela Upshaw, Vice Chair

Motioned for approval: 1st - MaryLiz Paulson, 2nd - Tara Turrentine
Motion approved.

III. CoC Board Chair's Report: Erin Johansen

Erin shared:

- at the Sept. CoC Board meeting, we will have:
 - the annual revisions of the Governance Charter on the agenda. She wanted to remind the CoC Board of the Governance Charter attendance policy. Access the [2021 Governance Charter](#) in the chat.
 - an update on the Local Homeless Action Plan on the agenda. Please be sure to attend next month's meeting and review the LHAP webpage within the chat.
- starting at the Oct. 2022 CoC Board meeting, we plan to add a new agenda item called "CoC Board Member Spotlight". This will be a standing agenda item, after Lisa's SSF CEO report, for CoC Board members to share details for 5-10mins about their major sector. SSF will send a survey this week to the CoC Board members with more details.
- the Sacramento Continuum of Care (CoC) is committed to having a diverse representation from our community, including organizations serving individuals experiencing homelessness; people with lived expertise of homelessness; organizations that are led by and serve Black, Brown, Indigenous, and other People of Color; and other organizations and institutions that provide preventative or supporting services to individuals and families facing homelessness in Sacramento County. To ensure this, the Racial Equity Committee is collecting demographic data from the Board and all committees to help identify potential inequities or disparities in access to opportunities or outcomes for our community. Please be aware that all personal information including names, identities, etc. will not be shared and will be kept confidential.

IV. Sacramento Steps Forward (SSF) CEO's Report: Lisa Bates

Lisa shared details about the:

- new opportunities for funding: 2022 NOFO and 2022 Special NOFO.
- [Sacramento Homeless Policy Council](#) and how the City and County are working on a consolidated plan that aligns with the [Local Homeless Action Plan](#).

**V. Announcements:
(Upcoming Events &
Recent Actions)**

CoC Board
Members, SSF
Staff & Guests

8:20 AM
(10 minutes)

Information

CoC Board Members:

- April Wick shared she will no longer be part of the CoC, today is her last CoC Board meeting, and 8/19/22 will be her last day at RIL. Find her contact information in the chat.
- Stefan Heisler shared details about a [RFP](#), see details within the chat.
- Julie Davis-Jaffe shared the new location of the Sacramento Works Job Center: 3801 Florin Road, Sacramento, CA. 916-282-0711

SSF Staff and Guest: No Announcements

VI. Consent Agenda as One Action Item (A through C):

- A. PRC Appointment of REQC members to Two Voting Positions**
- B. CoC Board Appointment of Nicole Piva - City of Citrus Heights**
- C. REQC Appointment of Lorena Solorio**

Consent Items Motioned for Approval: 1st - Fatemah Martinez , 2nd - Monica Rocha-Wyatt
Motion approved.

VII. New Business:

**A. County HOME-ARP
Plan**

Vickie Smith,
Senior
Management
Analyst, SHRA

8:30 AM
(15 minutes)

Informational

Vickie Smith and Denisse Garcia shared details about the HOME-ARP overview, eligible activities, qualifying populations, Gaps Analysis overview, and the HOME-ARP Plan timeline. Questions were asked during the meeting. Please see the chat/recording for more details.

B. 2022 Unsheltered Special NOFO Priorities	Michele Watts, SSF Chief Planning Officer	8:45 AM (45 minutes)	Action
<p>Michele shared a presentation providing information on the Special NOFO opportunity vs the regular 2022 NOFO CoC Program Competition. She discussed an overview, the local process/timelines, staff recommendations, and approval. She continued that the 2022 Special NOFO focuses on unsheltered communities with severe service needs and a total of \$10.6M over 3 years that folds into the regular CoC NOFO. She mentioned Sacramento is not eligible for rural set aside and that this is a competitive NOFO with only 10 CoCs to be funded per state. Eligible project types are PSH, RRH, TH-RRH, HMIS, Supportive Services, and CoC Planning. She went over the Special NOFO Matrix (see in the meeting materials). Please see the chat/recording for more details.</p> <p>Approval of 2022 Unsheltered Special NOFO Priorities: 1st - Angela Upshaw, 2nd - Alexis Bernard. Motion approved.</p>			
C. Cal-AIM Update	Lisa Bates, SSF CEO & Managed Care Partners	9:30 AM (10 minutes)	Informational
<p>Lisa and Amber shared that the DHS has released the application, funding is available, details about the CALAIM-PATH, priorities, plan deadlines, efforts from the State, the process of reports, and the submission to the state. Additional Cal-AIM updates will be provided at future CoC Board meetings. Please see the recording for more details.</p>			
<p>VIII. Meeting Adjourned at 9:22 AM. Attendance of 87 participants. Next CoC Board Meeting: Wednesday, Sept. 14th, 2022</p>			

CoC Board Meeting Chat

08:00:17 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Welcome to the Aug. 10th CoC Board Meeting! Here are today's meeting materials:

<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.10.22-CoC-Board-Meeting-Materials.pdf>

Also, here are the 2022 Special NOFO materials for the New Business Item B 2022 Unsheltered

Special NOFO Priorities:

<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.9.2022-Special-Nofo-Materials.pdf>

08:00:39 From Steve Watters to Everyone:
Good Morning all.

08:01:12 From Simone Thomas to Everyone:
Good morning

08:01:17 From Amy Altstatt- World Relief to Everyone:
Good morning!

08:01:25 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Welcome to the Aug. 10th CoC Board Meeting! Here are today's meeting materials:
<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.10.22-CoC-Board-Meeting-Materials.pdf>

Also, here are the 2022 Special NOFO materials for the New Business Item B 2022 Unsheltered

Special NOFO Priorities:

<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.9.2022-Special-Nofo-Materials.pdf>

08:01:25 From Jesse SSF, CoC Analyst to Everyone:
Good morning!

08:01:48 From Tara Turrentine to Everyone:
Happy Wednesday, All!

08:02:13 From David Husid CHI (He hm his) to Everyone:
I can see the transcript

08:03:03 From Amani Sawires -VOA to Everyone:
Good morning everyone. Amani from VOA

08:03:32 From Sharna Braucks to Everyone:
Happy Wednesday to all!

08:03:35 From Julie Hirota, Saint John's to Everyone:
good morning!

08:03:43 From Julie Clemens, SHELTER, Inc. to Everyone:
Good morning. Julie Clemens, SHELTER, Inc.

08:04:01 From Peggy H to Everyone:
Good morning , Peggy Hermon , Family Advocate FIT/TBS Program

08:04:28 From Celia Yniguez to Everyone:
Good Morning, Celia Yniguez, SHRA

08:04:36 From storran to Everyone:
Good morning, this is Sybil Torrance with El Hogar Community Services RST

08:04:38 From Dakota Crossley to Everyone:
Dakota Crossley, Youth Advocate FIT Program

08:04:47 From Soph Juarez to Everyone:
Good morning, Soph - youth advocate from Heartland Child and Family Services

08:04:52 From Joseph Smith to Everyone:
Loaves & Fishes is hiring: <https://sacloaves.org/join-the-community/#employment>

08:05:06 From Jenna Abbott to Everyone:
Not new but here in my new capacity as the Sr VP for Strategic Initiatives for the Metro Chamber

08:05:10 From Steve Watters to Everyone:
Hello, This is Steve Watters from First Step Communities. I have attended in the past and recently revamped my schedule to allow me to join again.

08:06:17 From Maria Guadamuz to Everyone:
Good morning everyone, Maria Guadamuz, with SHELTER INC.,

08:06:25 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Approval of the July CoC Board Meeting Minutes:

08:06:27 From Nick Golling to Everyone:
yes

08:06:29 From Julie Hirota, Saint John's to Everyone:
yes

08:06:29 From Pixie Popplewell to Everyone:
yes

08:06:30 From Joseph Smith to Everyone:
yes

08:06:30 From Stefan Heisler to Everyone:
Yes

08:06:30 From Deisy Madrigal, She/Her to Everyone:
yes

08:06:31 From Monica Rocha-Wyatt to Everyone:
Yes

08:06:31 From Alexis Bernard, TPCP to Everyone:
yes

08:06:34 From Jenine Spotnitz to Everyone:
yes

08:06:34 From Julie Davis-Jaffe (she/her,hers) SETA to Everyone:
Yes

08:06:35 From Amani Sawires -VOA to Everyone:
yes

08:06:36 From Mike Jaske, SacACT to Everyone:
yes

08:06:37 From Sarah Bontrager to Everyone:
Yes

08:06:37 From Erin Johansen, Hope Cooperative to Everyone:
yes

08:06:38 From AngelaUpshaw to Everyone:

yes

08:06:39 From Tara Turrentine to Everyone:
Yes

08:06:39 From Jenna Abbott to Everyone:
aye

08:06:40 From storran to Everyone:
yes

08:07:26 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

2021 Governance Charter:

<https://sacramentostepsforward.org/wp-content/uploads/2021/09/Governance-Charter-2021.pdf>

08:07:39 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Details about the Sacramento Local Homeless Action Plan:

<https://sacramentostepsforward.org/sacramento-local-homeless-action-plan/>

08:10:19 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Sacramento Homeless Policy Council:

<https://sacramentostepsforward.org/sacramento-homeless-policy-council-2/>

08:10:57 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Register today:

https://us02web.zoom.us/webinar/register/WN_QFSAX8jYR7azuavfrSI-MQ

08:12:05 From Kate Hutchinson to Everyone:

Thanks for all of your work with RIL and the CoC, April! We'll miss your voice.

08:12:27 From Pixie Popplewell to Everyone:

Congrats and you will definitely be missed in this space!

08:12:31 From Jesse SSF, CoC Analyst to Everyone:

Thank you April for your service to our community!

08:12:34 From Julie Davis-Jaffe (she/her,hers) SETA to Everyone:

Thank you for all of your hard work. You will be missed.

08:12:35 From Tara Turrentine to Everyone:

Congratulations, April!

08:13:03 From Amani Sawires -VOA to Everyone:
you have been an invaluable asset to this board April. Congratulations.

08:13:05 From AngelaUpshaw to Everyone:
Wishing you the best in your future endeavors, April. You will be missed at the CoC!

08:13:13 From Ardy Akhzari to Everyone:
Congrats on the next step into your career April! Thank you for all your work and help. Best wishes :)

08:13:14 From Lisa Bates (She/Her) - SSF to Everyone:
Thank you April. Echo Erin and others comments. We have enjoyed working with you in this capacity and look forward to how we can continue to partner.

08:13:28 From Danielle Foster to Everyone:
Yes, thanks April, we will miss you at the CoC! Hope to continue working together!

08:13:41 From Stefan Heisler to Everyone:
Good morning, I'm pleased to announce the City of Rancho Cordova has issued an RFP for new construction of affordable housing! The link to the RFP can be found here:
<https://www.cityofranchocordova.org/Home/Components/RFP/RFP/1286/2573>

Proposals are due September 10. Questions can come to me Stefan Heisler at 916-851-8757 or sheisler@cityofranchocordova.org

08:13:59 From Monica Rocha-Wyatt, she/her, Sac Co Behavioral Health to Everyone:
Thank you April!

08:14:22 From Stefan Heisler to Everyone:
Email is sheisler@cityofranchocordova.org :-)

08:14:24 From April Marie Dawson to Everyone:
April Dawson Contact Info After 8/19- dawsonapril@gmail.com . RIL will have an interim ED in place by next week and I will introduce them to partners.

08:16:06 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Approval of Consent Agenda as One Action Item (A through C):

08:16:10 From Nick Golling to Everyone:

yes

08:16:14 From Pixie Popplewell to Everyone:

yes

08:16:14 From Sarah Bontrager to Everyone:

Yes

08:16:14 From Julie Hirota, Saint John's to Everyone:

yes

08:16:14 From Amani Sawires -VOA to Everyone:

yes

08:16:17 From Monica Rocha-Wyatt, she/her, Sac Co Behavioral Health to Everyone:

yes

08:16:18 From Deisy Madrigal, She/Her to Everyone:

yes

08:16:19 From April Marie Dawson to Everyone:

yes

08:16:19 From Stefan Heisler to Everyone:

Yes

08:16:20 From Erin Johansen, Hope Cooperative to Everyone:

yes

08:16:20 From Jenine Spotnitz to Everyone:

yes

08:16:22 From Jenna Abbott to Everyone:

aye

08:16:23 From Mike Jaske, SacACT to Everyone:

yes

08:16:23 From Joseph Smith to Everyone:

yes

08:16:24 From Julie Davis-Jaffe (she/her,hers) SETA to Everyone:
Yes

08:16:26 From AngelaUpshaw to Everyone:
yes

08:16:28 From storran to Everyone:
~~yes~~: *Vote doesn't count, a CoC Board member*

08:16:29 From Alexis Bernard, TPCP to Everyone:
yes

08:16:33 From MaryLiz Paulson to Everyone:
yes

08:16:34 From Tara Turrentine to Everyone:
yes

08:17:01 From Julie Davis-Jaffe (she/her,hers) SETA to Everyone:
New location: Sacramento Works Job Center 3801 Florin Road, Sacramento, CA
916-282-0711

08:17:19 From Deborah Hicks (she/her) HeartLand Child and Family Services to
Everyone:
~~yes~~: *Vote doesn't count, a CoC Board member*

08:17:55 From Pixie Popplewell to Everyone:
your audio is going in and out

08:18:03 From Amani Sawires -VOA to Everyone:
is her mic having an issue.

08:25:16 From Maria Guadamuz to Everyone:
Thank you for the presentation, will the slides be shareable?

08:25:40 From Amani Sawires -VOA to Everyone:
may I ask who is involved in making the plan?

08:25:53 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
County HOME-ARP Plan presentation pg 73:
<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.10.22-CoC-Board-Meet>

[ing-Materials.pdf](#)

08:26:19 From Kate Hutchinson to Everyone:

Which entities are eligible to apply: non-profits? Government agencies? Private investors?

08:26:34 From Mike Jaske, SacACT to Everyone:

There is a big need for rental assistance.

08:27:29 From Stephanie Henry - Sacramento, Folsom to Everyone:

I second the need for rental assistance.

08:27:55 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

County HOME-ARP Plan presentation pg 73:

<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.10.22-CoC-Board-Meeting-Materials.pdf>

08:28:04 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Here are the slides.

08:30:16 From Pixie Popplewell to Everyone:

NOFO= Notice of Funding Opportunity

08:31:04 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Special NOFO details:

https://www.hud.gov/program_offices/comm_planning/coc/specialCoCNOFO

08:31:18 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

<https://www.usich.gov/news/biden-administration-announces-first-of-its-kind-funding-opportunity-for-communities-to-address-unsheltered-homelessness>

08:33:46 From Mike Jaske, SacACT to Everyone:

If Sacramento is awarded these funds, will the going-forward addition of funding from HUD be restricted to unsheltered activities?

08:35:06 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Sacramento CoC's Technical Assistance (TA) Workshop hosted by Homebase via Zoom:

<https://homebaseccc.zoom.us/meeting/register/tZcpc-ypqTorGNEHLukmoJEaHMQPSzMGzcak>

08:35:41 From Jesse SSF, CoC Analyst to Everyone:

Mike, that is a good question. I don't think I have seen an answer to that question but I will look into that.

08:43:55 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Find on pg 6:

<https://sacramentostepsforward.org/wp-content/uploads/2022/08/8.9.2022-Special-Nofo-Materials.pdf>

08:52:36 From David Husid to Everyone:

Me

08:57:43 From Jameson Parker (He/Him), Midtown Association to Everyone:

Apologize for my naivete but how many CoCs are in California?

08:57:47 From Julie Clemens, SHELTER, Inc. to Everyone:

Where does Sacramento CoC rank in statewide PIT count? If there are 10 award, is Sac in the top 10?

08:58:06 From Jesse SSF, CoC Analyst to Everyone:

44 CoCs in CA

08:58:21 From Jameson Parker (He/Him), Midtown Association to Everyone:

Thank you, Jesse.

08:59:49 From Jesse SSF, CoC Analyst to Everyone:

Julie, in terms of CoC size Sacramento falls around the top 10 of largest CoCs in CA. We also don't know if every CoC is going for this NOFO.

09:00:08 From Erin Johansen, Hope Cooperative to Everyone:

100% support Mike's comments

09:00:21 From Julie Clemens, SHELTER, Inc. to Everyone:

Thank you, Jesse.

09:09:43 From Alexis Bernard, Regional Director to Everyone:

You probably said this and I'm sorry if I missed it but want to confirm - are these funds specific to individuals who meet chronic homeless criteria?

09:11:01 From Jesse SSF, CoC Analyst to Everyone:

They don't have to fall into criteria of chronic homeless, just unhoused with severe service need. which is locally defined.

09:14:37 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Approval of 2022 Unsheltered Special NOFO Priorities Staff Recommendations:

09:14:41 From AngelaUpshaw, BFHP to Everyone:

yes

09:14:41 From Jameson Parker (He/Him), Midtown Association to Everyone:

yes

09:14:42 From Amani Sawires -VOA to Everyone:

yes

09:14:43 From Fatemah Martinez to Everyone:

yes

09:14:44 From Alexis Bernard, Regional Director to Everyone:

yes

09:14:45 From Erin Johansen, Hope Cooperative to Everyone:

yes

09:14:45 From Tara Turrentine to Everyone:

Yes

09:14:47 From Mike Jaske, SacACT to Everyone:

yes

09:14:47 From Amber Kemp to Everyone:

Yes

09:14:47 From Pixie Popplewell to Everyone:

yes

09:14:47 From Joseph Smith to Everyone:

yes

09:14:48 From Julie Hirota, Saint John's to Everyone:

yes

09:14:48 From Stefan Heisler to Everyone:

Yes

09:14:49 From Deborah Hicks (she/her) HeartLand Child and Family Services to Everyone:

~~yes~~: *Vote doesn't count, a CoC Board member*

09:14:51 From Emily Halcon to Everyone:

yes

09:14:53 From Deisy Madrigal, She/Her to Everyone:

yes

09:14:54 From Julie Davis-Jaffe (she/her,hers) SETA to Everyone:

Yes

09:14:59 From Jenine Spotnitz to Everyone:

yes

09:15:01 From Valynda's iPhone to Everyone:

~~yes~~: *Vote doesn't count, a CoC Board member*

09:15:02 From Sarah Bontrager to Everyone:

Yes

09:15:09 From Nick Golling to Everyone:

yes

09:19:50 From April Marie Dawson to Everyone:

yes

09:20:04 From April Marie Dawson to Everyone:

I also meant to vote yes on the minutes earlier

09:20:51 From April Marie Dawson to Everyone:

I need to leave a bit early to cover a meeting since we are down a manager this week. Thank you all for your awesome work and I know our paths will cross in the future.

09:22:08 From Amber Kemp to Everyone:

More information about PATH:

<https://www.dhcs.ca.gov/CalAIM/Pages/CalAIM-PATH.aspx>

09:22:10 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

The Next CoC Board Meeting is Wednesday, September 14th, 2022 at 8:00 AM.

Upcoming CoC Meetings:

Coordinated Entry Committee: tomorrow, Thur, 8/11/22 at 2:30pm

Racial Equity Committee: Wed, 8/17/22 at 9:00am

System Performance Committee: Thur, 8/25/22 at 9:00am

Point In Time Count Committee: Thur, 9/15/22 at 9:00am

CoC meetings schedules do change, please check the CoC Meeting webpage for meeting schedules, materials, and Zoom details:

<https://sacramentostepsforward.org/continuum-of-care-meetings/>

09:22:17 From Sharna Braucks to Everyone:

Thank you everyone!

09:22:19 From Julie Davis-Jaffe (she/her,hers) SETA to Everyone:

Thank you everyone.

09:22:20 From Jameson Parker (He/Him), Midtown Association to Everyone:

Thank you!

09:22:21 From Ivonne Ellis, DHA to Everyone:

Thanks everyone

09:22:21 From Alexis Bernard, Regional Director to Everyone:

thanks everyone!

09:22:27 From Tara Turrentine to Everyone:

Thank you!



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

Consent Agenda Items (A & B):



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

TO: Sacramento CoC Board Members

FROM: CoC Governance Committee

CC: Michele Watts, SSF Chief Planning Officer
Jillyan McKinney, SSF Racial Equity Specialist
Michelle Charlton, SSF CoC Coordinator

DATE: September 14, 2022

SUBJECT: Amendments to the Sacramento Continuum of Care (CoC)
Governance Charter (Action - Consent Agenda)

The current Sacramento CoC Governance Charter (Charter) was approved by the Sacramento CoC Board in September 2021. All CoCs 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 CoC). The Sacramento 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 Opportunity (NOFO) application. The FY2022 NOFO application is due September 30, 2022.

Summary of Proposed Changes

Proposed amendments topics to the current Charter include:

1. Recognition of tribal jurisdiction Wilton Rancheria as a CoC entity and partner,
2. Defining the role of Racial Equity Committee Liaisons to the other CoC Committees, and
3. “*Appendix B: CoC Membership Recruitment Policy & Procedure*” for Ad Hoc Committee/Board Appointments and Governance Committee Terms

Next Steps

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

Upon approval, SSF staff will finalize/incorporate amendments and the updated version of the Charter will be adopted and published to the Sacramento Steps Forward website. A version of the revised Charter will also be submitted to HUD along with the NOFO application due September 30, 2022.

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 2023.

Attachment:

- Sacramento CoC Governance Charter with Proposed Amendments

Sacramento City and County Continuum of Care

GOVERNANCE CHARTER

Table of Contents

Table of Contents

Overview	3
Purpose	3
Part I. Responsibilities of Sacramento CoC	4
A. Operating the Sacramento CoC.....	4
B. CoC Planning	5
C. Designating and HMIS Lead and Operating HMIS.....	7
D. Preparing Applications for Funds	7
Part II. Sacramento CoC.....	8
A. Composition.....	8
B. Joining the Sacramento CoC.....	8
C. Meetings.....	8
Part III. Sacramento CoC Board.....	9
A. Composition.....	9
B. Sacramento CoC Board Member Appointment.....	9
C. Terms.....	9
D. Board Officers.....	10
E. Sacramento CoC Board Member Responsibilities.....	Error! Bookmark not defined.
Part IV. Sacramento CoC and Sacramento CoC Board Meetings.....	17
A. Sacramento CoC	17
B. Sacramento CoC Board.....	17
Procedures.....	18
Part V. Committee Structure.....	19
A. Types of Committees	19
B. CoC Committee Membership and Chairs.....	20
C. Procedures.....	21
Part VI. Standing Committees.....	21
A. Executive Committee	21
B. Governance Committee.....	22
C. HMIS and Data Committee.....	22

D. <i>Project Review Committee</i>	23
E. <i>Point-in-Time Count Committee</i>	24
F. <i>System Performance Committee</i>	24
G. <i>Coordinated Entry System Committee</i>	25
H. <i>Youth Committee</i>	26
I. <i>Racial Equity Committee</i>	26
Part VII. CoC Lead Agency and HMIS Lead	28
A. <i>CoC Lead Agency</i>	28
B. <i>HMIS Lead Agency</i>	30
Appendix A: Roles and Responsibilities	30
Appendix B: CoC Membership Recruitment Policy & Procedure	34

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 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. 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's 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.

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 ESFESG program recipients on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients;
 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:
 - 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.

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, Tribes and Tribally Designated Housing Entities (TDHEs), 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.

Commented [MC1]: Wilton Rancheria text revision.

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 individual outreach and personal communication by CoC Board leadership, membership, and staff, 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. See Appendix B: CoC Membership Recruitment Policy & Procedure for specific details on the Sacramento CoC recruitment process.

Commented [MC2]: Wilton Rancheria text revision.

Commented [MC3]: Within Appendix B, text revisions were made for:
-Ad Hoc CoC Board/Committee Appointments
-Governance Committee Terms

C. Meetings

The CoC Board will host one public meeting 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.

The selection process will consider basic candidate qualifications and experience and strive to ensure, to the greatest extent possible, a **equitable representation of stakeholders including** 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).

Commented [MC4]: Wilton Rancheria text revision.

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 annually. These meetings will include periods of time designated for public comment.

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, should be, when possible, distributed no less

than three (3) business days prior to the meeting. Meeting notices and agendas for special meetings shall be provided by email no less than 48 hours prior to the meeting.

Meeting notices for the annual meeting of the full membership of the Sacramento CoC shall be distributed no less than ten (5) days prior to the scheduled meeting.

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.

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.

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 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 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.

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.

5. 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.

6. 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.

7. 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

C. Sacramento CoC

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

D. 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, should be, when possible, distributed no less than three (3) business days prior to the meeting. Meeting notices and agendas for special meetings shall be provided by email no less than 48 hours prior to the meeting.

Meeting notices for the annual meeting of the full membership of the Sacramento CoC shall be distributed no less than ten (5) days prior to the scheduled meeting.

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.

Part V. Committee Structure

D. 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.

E. CoC Committee Membership and Chairs

3. 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.

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 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.

4. Membership

Committee members shall be appointed by the Sacramento CoC Board for two-year terms, with the exception of the Youth 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.

F. 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.

The CoC Governance Committee is comprised of all members of the CoC Executive Committee (CoC Chair, CoC Vice Chair, and CoC Secretary) as well as additional members of the CoC Board and a representative from the Youth Action Board. Once appointed to Governance Committee, the terms consist of the following:

- Governance Committee members who are not members of the CoC Executive Committee have 2-year terms.
- Governance Committee members who are members of the CoC Executive Committee have 1-year terms.

Commented [MC5]: Governance Committee Terms text revision.
Also, found in Appendix B.

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,
 - The biennial Homeless Point-in-Time Count,
 - HUD System Performance Measures (SPMs), and
 - Longitudinal Systems Analysis (LSA)

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, 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.
- Two Racial Equity Committee Liaison seats have been added to the PRC as voting members eligible to participate in the Review and Rank panel. This body will review this structure in early 2023 to determine its viability moving forward for the entire CoC.

Commented [MC6]: Racial Equity Committee Liaison text revision.

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

F. System Performance Committee

The System Performance Committee supports system wide planning to 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;
- Conducting the annual gaps analysis and presenting to the Sacramento CoC Board;
- 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), and
 - Planning application
- 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

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.

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.
- Racial Equity Liaisons are made up of REQ committee members and appointed by the REQ Co-Chairs to each committee. Liaisons will attend their assigned committee meetings regularly to observe, make recommendations, and take actions back to the Racial Equity Committee for guidance and review. This body will review this structure in early 2023 to determine its viability moving forward for the entire CoC.

Commented [MC7]: Racial Equity Committee Liaison text revision.

Part VII. CoC Lead Agency and HMIS Lead

The Sacramento CoC Board shall appoint a CoC Lead Agency and an HMIS Lead Agency. In response to negligence or poor performance, the Sacramento CoC Board reserves the right to open an RFP process.

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.
- 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, 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 a Iso 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.

Appendix A: Roles and Responsibilities

CoC Responsibilities	Sacramento CoC Board	Responsible Committee	Support Needed
Governance/Administration			
1. Hold meeting of full membership, 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.	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 and confirm expectations are being met	Approve	Executive	Collaborative review
11. Review CoC Lead Agency and HMIS Lead Agency financials as related to HUD and State-funded CoC projects (budget and year-end)	Receive report	Governance	Work collaboratively to review and submit

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-funded priorities	Approve	Project Review/ System Performance	Work collaboratively with committee on process and submission (Project Review Committee is lead)
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	Executive Committee: All Committees System Performance	Lead Staff
18. Establish new HUD CoC Project performance targets by population and program type	Approve	Project Review Committee with support from System Performance	Lead staff
19. Monitor performance, evaluate outcomes and provide recommendation to CoC Board for action to address poor performance	Receive report	Project Review with support from System Performance	Lead staff Conduct onsite monitoring, reports and follow up
20. Evaluate ESG and CoC outcomes and report to HUD and CoC Board	Receive report	Project Review with support from System Performance	Independent Consultant Lead staff

21. Establish and follow written standards for providing CoC assistance, in consultation with ESG, including P&P for <ul style="list-style-type: none"> Evaluating eligibility; Prioritizing who receives TH assistance Prioritizing who receives RRH Rent and assistance standards Prioritizing PSH 	Approve	Project Review with support from System Performance	Independent Consultant Lead staff
Coordinated Entry			
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
HMIS/Data			
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
Communitywide Planning			
29. Support development of communitywide plan to ensure outreach, shelter, housing, supportive services, prevention	Approve	Executive Committee: All Committees System Performance	Lead staff
30. Conduct PIT	Receive report	PIT Committee	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	HMIS and Data	Lead staff
Coordination			
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	Project Review Committee is lead, with support from System Performance	Lead staff
Communication			
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

Appendix B: CoC Membership Recruitment Policy & Procedure

CoC Membership Recruitment Policy & Procedure

The [Sacramento Continuum of Care \(CoC\)](#) includes a diverse body of stakeholders throughout the entire geographic area of the CoC to ensure a community-wide commitment to preventing and ending homelessness. The [CoC Board](#) and [CoC Committees](#) are intended to ensure that the core responsibilities of the Sacramento CoC are carried out efficiently and effectively to meet its mission. Sacramento Steps Forward (SSF), the lead agency for Sacramento CoC, is the regional planning body that coordinates housing and services for homeless families and individuals in Sacramento. Our role as a convener allows us to invite the key agencies working in homelessness to a shared table. By bringing our partners together, we can support community alignment and collaboration to address the homeless crisis in Sacramento.

In November 2021, SSF launched a new CoC membership recruitment process to meet goals of advancing racial equity and increasing engagement with persons with lived expertise of homelessness in the CoC's work, as well as creating consistent, proactive, and transparent processes for filling vacancies for the CoC Board and its Committees.

The new CoC membership recruitment process includes:

- an online application which is to be used for the recruitment of the CoC Board and the CoC Committees. The CoC Membership Application is available [here](#)
- an increased recruitment period with applications submission available for two consecutive months. The recruitment periods are shared within the application, on the SSF website, and mentioned within CoC meetings.

Commented [MW8]: New Appendix for 2022-expands upon new content added in Section II.B.

Note: the [Governance Committee](#) and [Executive Committee](#) do not use the new CoC Membership Applications because membership is limited to CoC Board members.

Terms

The CoC recruitment is based on the terms for the CoC Board and Committees currently outlined within Governance Charter. The CoC Board and Committees have different terms:

The **CoC Board member** terms outlined in Part III. C. within the Governance Charter, include:

"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."

The **CoC Executive Committee** member terms outlined in Part III. D. within the Governance Charter, include:

"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."

The **CoC Governance Committee** member terms outlined in Part VI. B within the Governance Charter, include:

The CoC Governance Committee is comprised of all members of the CoC Executive Committee (CoC Chair, CoC Vice Chair, and CoC Secretary) as well as additional members of the CoC Board and a representative from the Youth Action Board. Once appointed, Governance Committee member terms consist of the following:

- Governance Committee members who are not members of the CoC Executive Committee have 2-year terms.
- Governance Committee members who are members of the CoC Executive Committee have 1-year terms.

The **CoC Committees** have terms outlined in Part V. B. 2. within the Governance Charter, include:

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

How to Apply

The CoC Membership Application is an online application made publicly available on the SSF website during active recruitment periods and upon request by contacting [Michelle Charlton](#), SSF CoC Coordinator. Recruitment for the CoC Board and Committees are announced: (1) on the [SSF website](#), (2) within SSF email correspondence ([monthly SSF Newsletter](#) and various CoC meeting pre meeting invite) and (3) verbally within the recurring [CoC meetings](#) held via Zoom.

Ad Hoc CoC Board and Committee Appointments

CoC Board and Committee allows for Ad Hoc CoC membership appointments as follows:

- Current CoC Board and Committee members are to notify the CoC Board/Committee Chair(s) and Sacramento Steps Forward Staff they will resign from their CoC membership. The resigning CoC member can recommend a member from their organization as a

possible replacement, however the CoC is not limited to the recommendation as the only candidate when replacing the resigning CoC member from the CoC Board/Committee.

- If representation from a specific stakeholder/group, that is not currently represented within the CoC, is brought to the CoC Board/Committee attention, members from that specific stakeholder/group can recommend new member(s) to be appointed to the Board/Committee for the CoC Board review and approval.

Application Review & Selection Process:

The CoC Board and each CoC Committee have a two-month recruitment period when actively recruiting members. After the recruitment period is over, Committee chair(s), SSF lead committee staff, and Homebase (for the Project Review Committee recruitment) meet to review the applications submitted. For the CoC Board recruitment, the Governance Committee and SSF lead staff review the applications submitted. Once new members are agreed upon, SSF staff completes the following:

1. **Emails the selected applicants** congratulating them on their selection, to confirm interest and capacity, and the next steps.
2. **Emails the non-selected applicants**, they were not selected, thank them for the application, share CoC opportunities, and encourage them to attend CoC meetings.
3. **Creates a memo** to provide within the upcoming CoC Board meeting materials for the CoC Board approval. Within the memo the following sections are included: background, the Board or Committee specific purpose and scope, member roles and responsibilities, the current Board or Committee roster, the proposed new slate, the recruitment process, and the action requested for the CoC Board's approval. Below is an example of a "CoC Board/Committee Recruitment Timeline" table which is included in the recruitment process section within the memo:

CoC "XX" Board/Committee Recruitment Timeline	
Application Period	Day, Month, Date, Year – Day, Month, Date, Year
Application Due Date	Day, Month, Date, Year, Time
Slate Developed	Day, Month, Date, Year
CoC Board Approval of Slate	Day, Month, Date, Year

Use of the New CoC Membership Application

Since the launch of the new CoC membership recruitment process, the CoC Board and Committees have used the new recruitment process:

- [Project Review Committee](#): November 2021 – January 2022
- [CoC Board](#) and the [Coordinated Entry System Committee](#): December 2021 – February 2022

Future Efforts

SSF is committed to creating consistent, proactive, and transparent processes for filling vacancies for the CoC Board and the Committees. As we receive feedback from the CoC community we plan to create educational materials which include, but are not limited to, visuals, videos, and more.



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

TO: The Continuum of Care Board

FROM: John Foley, Coordinated Entry System Committee Co-Chair
Michele Watts, SSF Chief Planning Officer
Peter Bell, SSF Planning Director

DATE: September 14, 2022

RE: Approval to Contract with Elica Health Center for Coordinated Access Navigation (CAN) Team services for the Coordinated Access System

Summary

This memo seeks approval to enter into contract with Elica Health Center to serve as the Coordinated Access Navigation (CAN) Team for the Coordinated Access System. The CES Committee and SSF staff support this recommendation and request approval by the CoC Board.

Background

On June 16, 2022, Sacramento Steps Forward (SSF) released a Request for Proposals (RFP) for operation of the CAN Team. The CAN Team RFP sought proposals to provide navigational supports to people identified through the Coordinated Access System which will be launched later this year. The full RFP can be found on the SSF website:
<https://docs.google.com/document/d/1370PK0WRnwbvsl2ew48YoRUq8HvEVYKx/edit?usp=sharing&oid=107327051234906115565&rtpof=true&sd=true>

Three proposals were received by the July 22, 2022 due date. All proposals were reviewed by a non-conflicted panel made up of providers, persons

with lived expertise, and government entities. The review panel scored proposals independently and then met on August 26, 2022 to discuss proposals and finalize aggregate scores. Based on this review, the panel recommended Elica Health Center as the CAN Team operator. On September 8, 2022, the Coordinated Entry System Committee approved the panel's recommendation and agreed to bring the selection to the full CoC Board on September 14, 2022.

Requested Action

Approve SSF to enter into a contract with Elica Health Center to provide CAN Team services as part of the Coordinated Access System as recommended by the Coordinated Entry System Committee and SSF staff.

Next Steps

If approved, SSF will take steps to enter into contract with Elica Health Center by October 3, 2022, with an expected launch date coinciding with the public launch of CAS. SSF will report back to the CoC board in their December meeting.



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

New Business:
A. FY2022 “Regular” CoC NOFO Approvals:
Projects Priority List



TO: CoC Board Members

FROM: CoC NOFO Review and Rank Panel, CoC NOFO Appeals Panel

DATE: Wednesday, September 13, 2022

SUBJECT: Regular Continuum of Care Notice of Funding Opportunity Priority Listing

Background

Each year, the Continuum of Care applies for the U.S. Department of Housing and Urban Development's Continuum of Care Notice of Funding Opportunity (CoC NOFO). In 2022, the Sacramento CoC is eligible to apply for \$32,299,423. Eligible project types under this stream of funding include permanent supportive housing, rapid re-housing, joint transitional housing rapid re-housing, HMIS, Coordinated Entry, and planning.

As a required component of the application process, the CoC must submit a "Priority Listing" or a ranked list of all project applicants in order of community priority for funding. To create this list, the CoC hosts a local competition process. Typically, projects found in Tier 1 are awarded funding and projects in Tier 2 may or may not receive funding. This Priority Listing is the focus of this action item.

The CoC's Project Review Committee develops the scoring tools used in the local competition. The Review and Rank Panel reviews the applications and generates the Priority Listing. The Appeals Panel is responsible for reviewing any appeals submitted by applicants. Members in all three of these groups are "non-conflicted" or not affiliated with organizations receiving or applying for CoC funding.

Summary of Priority Listing

The CoC NOFO Review and Rank is recommending 35 projects for funding, including 30 renewal projects and 5 new projects. The ranked order of the Priority Listing was generated using the scores earned by each project in the local competition process.

In Tier 1, there is \$27,475,948 of funding available. This funding is typically considered “safe” for applicants. There are 30 projects in Tier 1, including 27 renewal projects (projects that have previously received CoC NOFO funding) and 3 new projects. This is the distribution of Tier 1 funding by applicant and project type:

- Renewal Projects:
 - 2250 beds, 1385 units of permanent supportive housing
 - 166 beds, 78 units of rapid re-housing
 - 2 Coordinated Entry Projects
 - 1 HMIS Project
- New Projects:
 - 116 beds, 116 units of permanent supportive housing

In Tier 2, there is \$2,892,206 of funding available. This funding is highly competitive and less likely to be awarded by HUD. There are 4 projects in Tier 2 and 1 straddle project (a project requesting some funding in Tier 1 and some funding in Tier 2). This is the distribution of Tier 2 funding by applicant and project type:

- Renewal Projects:
 - 258 beds, 71 units of permanent supportive housing
- New Projects:
 - 60 beds, 15 units of permanent supportive housing

In previous years, the Sacramento CoC has successfully received funding for the straddle project and the highest ranked project in Tier 2. If this pattern continues in the FY2022 competition, **the CoC can expect to lose 132 beds and 44 units of existing permanent supportive housing** (through renewal projects lost in Tier 2) **and gain 116 beds and 116 units of new permanent supportive housing** (through new projects funded in Tier 1).

There was one applicant for Domestic Violence (DV) Bonus funding: a new rapid re-housing project with 40 beds and 15 units. This project is ranked below Tier 2 and eligible for DV Bonus funding.

Appeals

Lutheran Social Services appealed an error in scoring factor 4A. Bed/Unit Utilization for the Connections project (renewal, rapid re-housing project).

The Appeals Panel made the following decision: Connections has been awarded 10 additional points in the 4A. Bed/Unit Utilization factor, to acknowledge that the PRESTO application response from LSS identified bed utilization as the correct measure for scoring this factor. Connections had a bed utilization of 100% during the competition period, which is aligned with 12 points in this factor. As a result, Connections will have a final score of 95.5 points, placing it in Tier 1.

This decision is reflected in the Priority Listing shared with the CoC Board on September 13th.

Recommended Action

Approve the FY 2022 Regular CoC NOFO Priority Listing as drafted by the CoC NOFO Review and Rank Panel and amended by the CoC NOFO Appeals Panel.

Sacramento County Continuum of Care
2022 Continuum of Care **Preliminary** Priority Listing (Post-Appeal)

Annual Renewal Demand \$28,922,051
CoC Bonus Funding Available \$1,446,103
DV Bonus Funding Available \$1,063,607
Total Ranked Funding Available \$31,431,761

CoC Planning (Not Ranked) \$867,662
Total Funding Available (includes p \$32,299,423

Tier 1 Available \$ 27,475,948
Tier 2 Available \$ 2,892,206
Tier 1 + Tier 2 Total \$ 30,368,154

Tier 1 Recommended List

Rank	Eligible to Appeal	Score	Project	Applicant	Type	Number of Beds	Number of Units	Grant Amount
1	No	Auto	Mather Veterans Village**	Mercy Housing	PSH	11	11	\$166,804.00
2	No	Auto	Quinn Cottages**	Cottage Housing	PSH	70	60	\$318,083.00
3	No	Auto	Achieving Change Together**	Lutheran Social Services	PSH	33	33	\$507,275.00
4	No	Auto	Mutual Housing at the Highlands**	Lutheran Social Services	PSH	21	21	\$441,789.00
5	No	98.88	Northview Pointe (new)	TLCS, Inc.	PSH	66	66	\$300,000.00
6	No	97.63	Building Bridges Program	Lutheran Social Services	PSH	212	124	\$373,680.00
7	No	97.13	Cornerstone Boulevard (new)	Lutheran Social Services	PSH	33	33	\$333,980.00
8	No	96.5	Step Up Sacramento	Next Move	PSH	196	130	\$3,275,215.00
9	No	96.13	Saybrook Permanent Supportive Housing Project	Lutheran Social Services	PSH	184	55	\$575,765.00
10	No	95.75	Omega Permanent Supportive Housing Project	Next Move	PSH	80	37	\$452,641.00
11	Yes	95.5	Connections	Lutheran Social Services	RRH	19	16	\$550,602.00
12	No	95.13	Achieving Change Together (ACT) Expansion (new)	Lutheran Social Services	PSH	17	17	\$518,993.00
13	No	94.5	Home at Last	Next Move	PSH	22	22	\$437,908.00
14	No	93.25	Shelter Plus Care TRA	Sacramento Housing and Redevelopment Agency	PSH	699	349	\$6,301,155.00
15	No	92.88	ReSTART Permanent Supportive Housing	VOA	PSH	176	132	\$3,443,499.00
16	No	92	Boulevard Court	Sacramento Housing and Redevelopment Agency	PSH	14	14	\$203,906.00
17	No	91.75	HOPE RA	TLCS, Inc.	PSH	235	180	\$2,804,461.00
18	No	Auto	Youth Connect*	Lutheran Social Services	PSH	20	15	\$409,918.00
19	No	Auto	Senior Connect*	Lutheran Social Services	PSH	35	25	\$592,804.00
20	No	Auto	MSH ReHousing Project*	My Sister's House	RRH	17	10	\$291,557.00
21	No	Auto	Housing for HT*	Opening Doors	RRH	46	28	\$698,024.00
22	No	Auto	Joy of Living*	Lao Family Community Development	RRH	60	15	\$454,465.00
23	No	Auto	Lavender Court*	Lutheran Social Services	PSH	24	24	\$310,961.00
24	No	Auto	Esperanza DV RRH 1*	SHELTER, Inc.	RRH	24	9	\$716,409.00
25	No	Auto	Fairview Programs*	Turning Point Community Programs	PSH	42	12	\$206,384.00
26	No	Auto	Alternative Housing Program*	Turning Point Community Programs	PSH	60	25	\$555,345.00
27	No	Auto	SSF HMIS*	Sacramento Steps Forward	HMIS	N/A	N/A	\$273,194.00
28	No	Auto	SSF CES*	Sacramento Steps Forward	SSO - CE	N/A	N/A	\$300,000.00
29	No	Auto	SSF DV CES*	Sacramento Steps Forward	SSO - CE	N/A	N/A	\$325,658.00
30	Yes	91.5	Friendship Housing	Sacramento Self Help Housing	PSH	144	30	\$1,335,473.00

Tier 2 Recommended List

Rank	Eligible to Appeal	Score	Project	Applicant	Type	Number of Beds	Number of Units	Grant Amount
30	Yes	91.5	Friendship Housing	Sacramento Self Help Housing	PSH	see above	see above	\$522,494.00
31	Yes	88.5	New Community	Sacramento Self Help Housing	PSH	64	13	\$902,891.00
32	Yes	82.5	Shared Community	Sacramento Self Help Housing	PSH	50	13	\$933,156.00
33	Yes	81.5	Shasta Hotel	Sacramento Housing and Redevelopment Agency	PSH	18	18	\$197,691.00
34	Yes	76.38	Affinity Community (new)***	Sacramento Self Help Housing	PSH	60	15	\$307,866.00

Sacramento County Continuum of Care
2022 Continuum of Care **Preliminary** Priority Listing (Post-Appeal)

Annual Renewal Demand \$28,922,051
CoC Bonus Funding Available \$1,446,103
DV Bonus Funding Available \$1,063,607
Total *Ranked* Funding Available \$31,431,761

Tier 1 Available \$ 27,475,948
Tier 2 Available \$ 2,892,206
Tier 1 + Tier 2 Total \$ 30,368,154

CoC Planning (Not Ranked) \$867,662
Total Funding Available (includes p \$32,299,423

DV Bonus Funds

Rank	Eligible to Appeal	Score	Project	Applicant	Type	Number of Beds	Number of Units	Grant Amount
35	Yes	79	<i>Esperanza DV RRH 2 (new)</i>	SHELTER, Inc.	RRH	40	15	\$715,000.00

Not Ranked Per NOFO Guidelines

	Project	Applicant	Type	Number of Beds	Number of Units	Grant Amount
	2022 Planning Grant	SSF	Planning	N/A	N/A	\$ 867,662

*Projects automatically placed in Tier 1 because they have less than 18 months of operations data, have a HMIS project type, or a Coordinated Entry project type, per the CoC NOFO Review and Rank policies.

**High performing projects automatically ranked at the top of Tier 1 due to performance metrics on housing retention/placement, income, bed/unit utilization, and grant spenddown, per the Review and Rank Policies.

***New project grant amount reduced by \$1,099,992 in order to remain within the remaining amount of Tier 2 funding available. The units/beds currently listed do not yet take into account the reduction in funding. Updates/reductions to beds/units will be finalized after NOFO awards are announced.



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

New Business: C. Review and Endorse Cal-AIM Investment Framework

DHCS Housing and Homelessness Incentive Program (HHIP)

Program Updates for Sacramento CoC Board
September 14, 2022



Today's Purpose

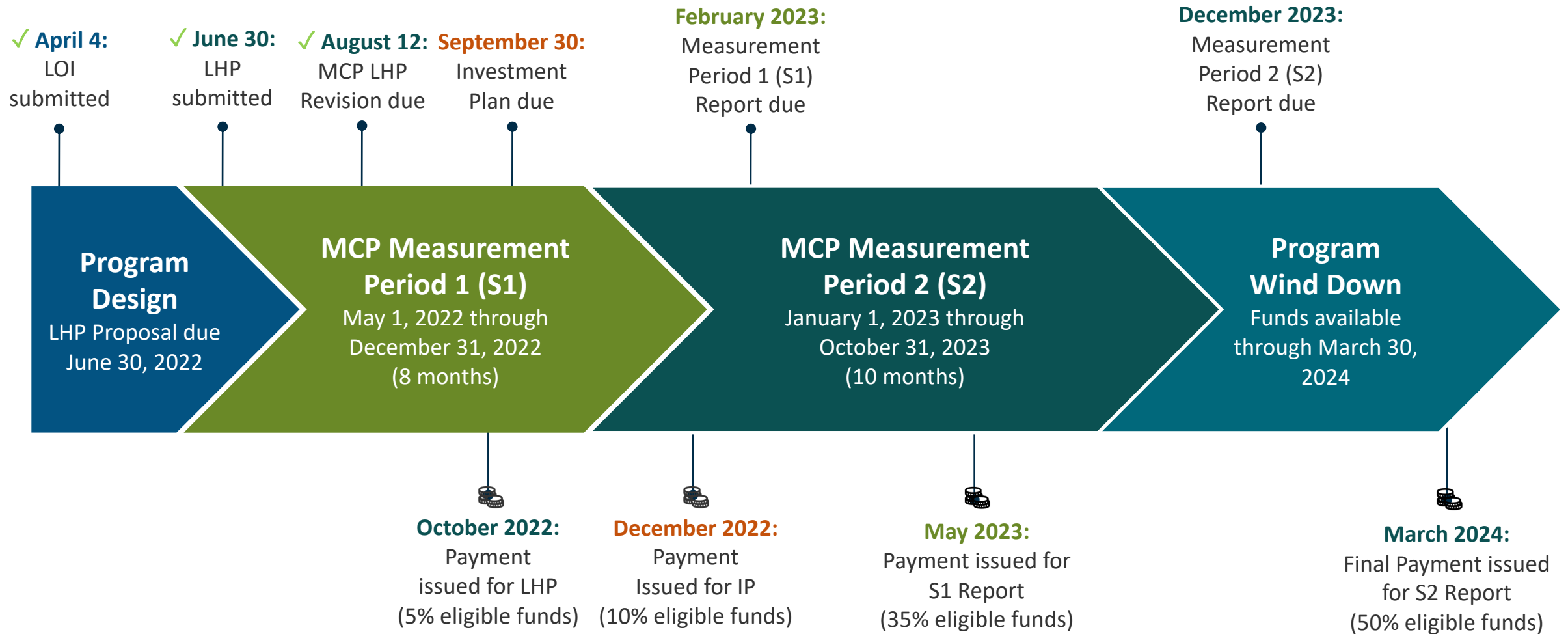
1. Update on MCP's partnership on CoC Unsheltered NOFO and CoC NOFO regarding leveraging healthcare resources
2. Provide overview of HHIP program, direction for HHIP Investment Plan

HUD Unsheltered and Regular NOFA

- On August 22, 2022, the CoC requested that the Sacramento Medi-Cal managed care plans (MCPs) provide the required funding match of up to \$5M
- The following Sacramento MCPs have committed to jointly providing the match:
 - Anthem Blue Cross
 - Health Net
 - Kaiser Permanente

HHIP Overview

MCP Deliverable and Payment Timeline



MCPs must demonstrate progress on HHIP measures to draw down funds.

Priority Area 1: Partnership and Capacity to Support Referrals for Services	Priority Area 2: Infrastructure to Coordinate and Meet Member Housing Needs	Priority Area 3: Delivery of Services and Member Engagement
1.1 Engagement with CoC , such as, but not limited to: attending CoC meetings, joining the CoC board, subgroup or workgroup, and attending CoC webinars.	2.1 Connection with street medicine team that is providing healthcare for individuals who are homeless Priority Measure*	3.1 Percent of MCP Members screened for homelessness/risk of homelessness
1.2 Connection and integration with the local homeless Coordinated Entry System Priority Measure*	2.2 MCP connection with the local Homeless Management Information System (HMIS) Priority Measure*	3.2 MCP Members screened for homelessness or risk of homelessness who were discharged from an inpatient setting or have been to the emergency department for services two or more times in a 4-month period
1.3 Identifying and addressing barriers to providing medically appropriate and cost-effective housing-related Community Supports services or other housing-related services to MCP members experiencing homelessness	2.3 MCP process for tracking and managing referrals for housing-related Community Supports offered during the measurement period, including: <div><div>1. Housing Transition Navigation</div><div>2. Housing Deposits</div><div>3. Housing Tenancy and Sustaining Services</div><div>4. Recuperative Care</div><div>5. Short-Term Post-Hospitalization Housing</div><div>6. Day Habilitation Programs</div></div>	3.3 MCP members experiencing homelessness who were successfully engaged in ECM
1.4 Partnerships with counties, CoC, and/or organizations that deliver housing services (i.e., interim housing, rental assistance, supportive housing, outreach, prevention/diversion) with whom the MCP has a data sharing agreement that allows for timely information exchange and member matching Priority Measure*		3.4 MCP members experiencing homelessness receiving at least one housing related Community Supports , including: <div><div><div>1. Housing Transition Navigation</div><div>2. Housing Deposits</div><div>3. Housing Tenancy and Sustaining Services</div></div><div><div>4. Recuperative Care</div><div>5. Short-Term Post-Hospitalization Housing</div><div>6. Day Habilitation Programs</div></div></div> Priority Measure*
1.5 Data sharing agreement with county MHPs and DMC-ODS (if applicable)		3.5 MCP Members who were successfully housed Priority Measure*
1.6 Partnerships and strategies the MCP will develop to address disparities and equity in service delivery, housing placements, and housing retention (aligns w/ HHAP-3)		3.6 MCP Members who remained successfully housed Priority Measure*
1.7 Lessons learned from development and implementation of Investment Plan (IP)		Note: Priority Measures* will be weighed heavily by DHCS when reviewing MCP reports to determine funds earned. Measures are either P4P (pay-for-performance) or P4R (pay-for-reporting)

Overview of HHIP Investment Plan Direction

HHIP Investment Plan (IP) Deliverable

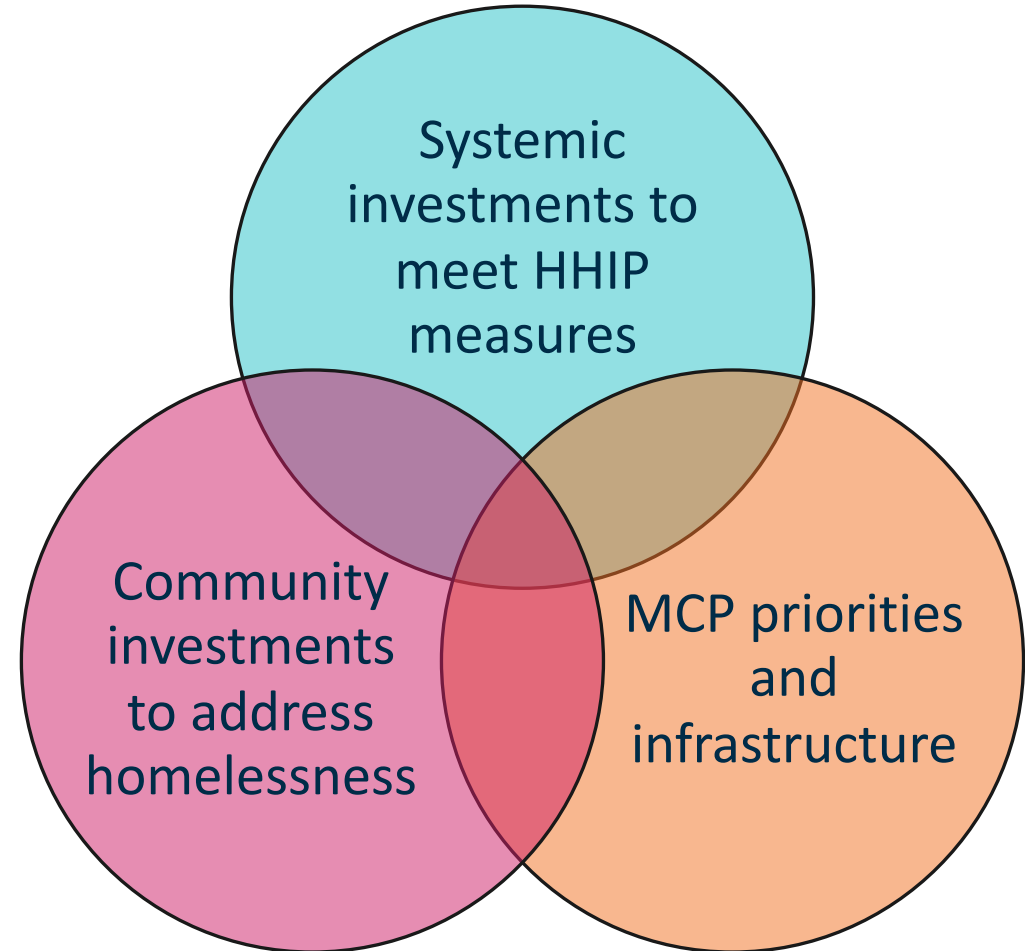
- Each MCP must submit a non-binding Investment Plan (IP) for each county to DHCS by September 30, 2022 outlining specific investments needed to achieve program metrics.
 - There are 4 components to the IP:
 1. **Description of Investment Activities**
 - Funding amounts, recipients, and timelines;
 - Identify the HHIP measures that the investments support
 2. **MCP Narrative of Risk Analysis to achieve HHIP goals and make successful investments**
 3. **Signed CoC Letter of Support**
 - If helpful, MCPs can provide language to the CoC to support this ask.
 4. **Signed Attestation by MCP**
 - In the S1 Report due February 2023, DHCS will ask MCPs to provide progress reports on investments made.
- The Investment Plan is NOT related to the incentive funds and is NOT focused on how to spend incentive funds. The Investment Plan strategies are not the only investments as part of HHIP.
- MCPs plan to use HHIP funds to support a variety of initiatives, including:
 - **Systemic investments** that support MCP ability to deliver on HHIP program measures,
 - **Community investments** in alignment with local priorities to address homelessness, and
 - **MCP-specific needs**, including internal infrastructure and direct member interventions

MCP Potential Investment Categories for HHIP Funds

MCP Investment Plans due to DHCS by 9/30 will focus on the system investments to meet specific HHIP measures.

These potential investments overlap with community investments (ie strategies within the adopted Local Homelessness Action Plan) and MCP priorities/infrastructure.

MCP's want to continue to work with CoC and community partners on additional community investments as MCP's earn incentive funds over next two years.



Proposed Investments to be included in HHIP Investment Plans for 9/30

Investment Activity	Gap or Need Addressed	Description (2 – 3 sentences for each activity)	Dollar Amount or Range	Recipient(s) or Recipient Type(s)	Timeline	HHIP Measure(s) Impacted	Domain Targeted
CoC Infrastructure	The CoC, Sacramento Steps Forward (SSF), needs support with overall project coordination and management, capacity building, addressing disparities, offering provider trainings, data/HMIS development and implementation, and CES development, implementation, and maintenance. There is a need for ongoing coordination and integration between the CoC, County, City & MCPs and an opportunity to build on the success of the community adopted Local Homeless Action Plan (LHAP).	Funds will support CoC staffing, consultation services, communication, technology, trainings, and technical assistance. Funds will support the CoC in developing and maintaining a centralized intake/referral network including data management and reporting, offering training and support to CBOs and MCPs on CES and HMIS, providing quality assurance, technical assistance, and equity initiatives to support coordinated and quality responses to MCP member needs. Funds will support the CoC in continuing to convene and coordinate the LHAP.	\$2,500,000	CoC	10/2022 – 6/2024	1.1, 1.2, 1.3, 1.4, 1.6, 2.2, 3.3, 3.4	Provider/ Partner Infrastructure

Important: Investment Plan strategies are focused on meeting HHIP metrics within the measurement period. They do not represent all of the potential investments with HHIP incentive funds.

Proposed Investments to be included in HHIP Investment Plans for 9/30

Investment Activity	Gap or Need Addressed	Description (2 – 3 sentences for each activity)	Dollar Amount or Range	Recipient(s) or Recipient Type(s)	Timeline	HHIP Measure(s) Impacted	Domain Targeted
Street Medicine Capacity Building	While there are some existing street medicine services being provided, most are limited in scope. Additionally, there is a lack of robust integrated street medicine coordination in the county.	Funds will support the expansion and integration of street medicine services throughout the county and linkages to the CalAIM and provider community. Funds will be used to support coordination, infrastructure, and expanded street medicine services through increased funding for staffing, supplies, travel, and other operations costs.	\$500,000	Sacramento County and other Street Medicine Providers	10/2022–6/2024	2.1, 3.3, 3.4, 3.5	Provider/ Partner Infrastructure

Important: Investment Plan strategies are focused on meeting HHIP metrics within the measurement period. They do not represent all of the potential investments with HHIP incentive funds.

Proposed Investments to be included in HHIP Investment Plans for 9/30

Investment Activity	Gap or Need Addressed	Description (2 – 3 sentences for each activity)	Dollar Amount or Range	Recipient(s) or Recipient Type(s)	Timeline	HHIP Measure(s) Impacted	Domain Targeted
Strategies for landlord engagement and housing lease up support	There is a need for more strategic, centralized, and focused engagement of landlords and acquisition of rental units on behalf of the homeless system. Various rental assistance programs often go underutilized because of the struggle to find a unit. This is a critical gap outlined in the LHAP.	Funds will be used to pay for services, support administrative capacity of the County contracted CBOs, and expand landlord subsidy/incentive (lease up bonuses, holding fees, and damage funds, etc.). This is a key strategy within the LHAP. As part of the County model, individuals receiving ECM and CS services are target populations for this intervention.	\$2,000,000	Sacramento County (with distribution to CBOs)	10/2022–6/2024	1.2, 3.3, 3.4, 3.5, 3.6	Provider/ Partner Infrastructure

Important: Investment Plan strategies are focused on meeting HHIP metrics within the measurement period. They do not represent all of the potential investments with HHIP incentive funds.

Proposed Investments to be included in HHIP Investment Plans for 9/30

Investment Activity	Gap or Need Addressed	Description (2 – 3 sentences for each activity)	Dollar Amount or Range	Recipient(s) or Recipient Type(s)	Timeline	HHIP Measure(s) Impacted	Domain Targeted
Increase street outreach, Coordinated Access diversion, and housing navigation	There is a lack of affordable housing units and a need for housing coordination, including but not limited to staff who can support members with enrollment in Community Supports, eviction prevention, landlord/tenant education and incentives, and housing placement.	Funds will support trainings, customer support, ombudsman development, program consultation, and stipends for people with lived experience who serve as Coordinated Access Navigators. Funds will also support increased service delivery for outreach, diversion, and housing navigation support.	\$1,700,000	CoC (with distribution to CBOs)	10/2022 – 6/2024	1.2, 1.4, 3.3, 3.4, 3.5, 3.6	Provider/ Partner Infrastructure

Important: Investment Plan strategies are focused on meeting HHIP metrics within the measurement period. They do not represent all of the potential investments with HHIP incentive funds.

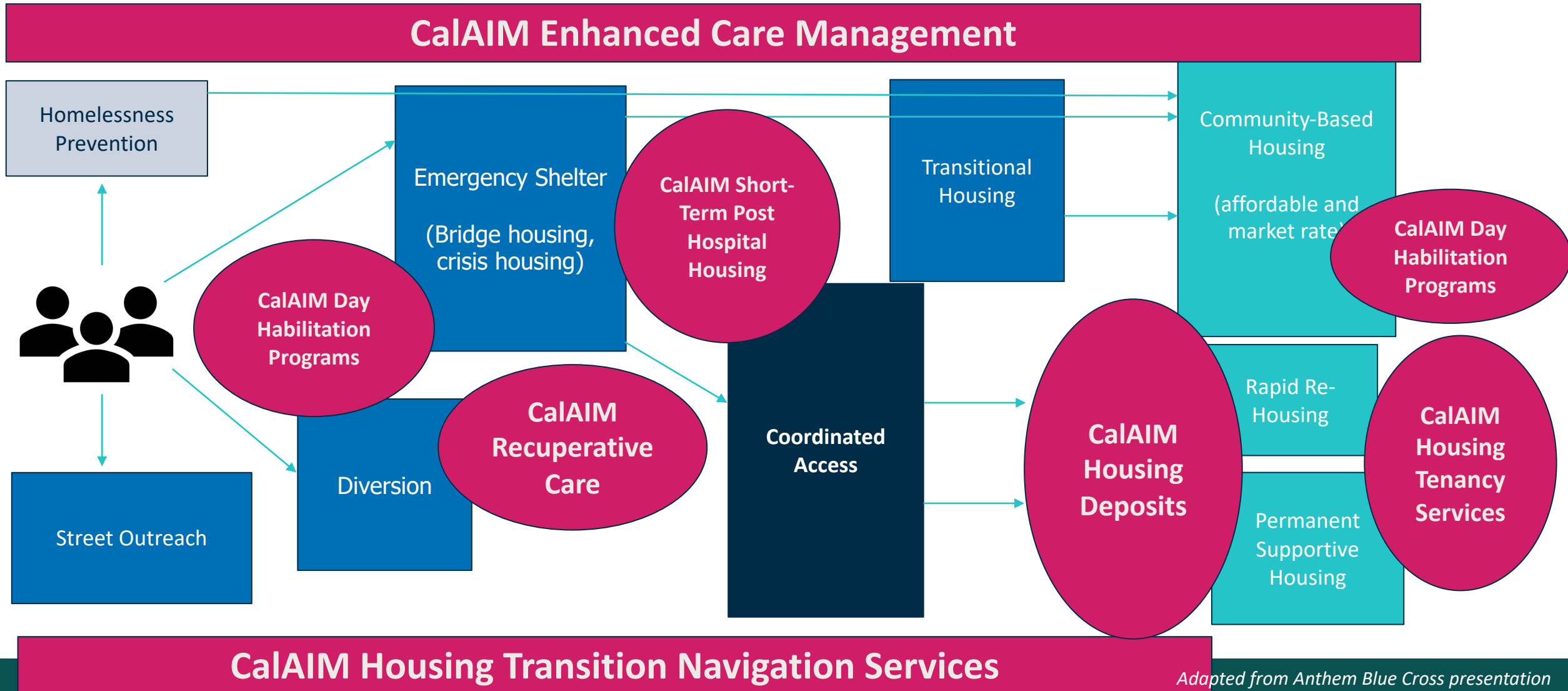
Questions/Discussion on HHIP Investment Plan Direction

Next Steps

1. Finalize details of MCP investment plans, receive Letter of Support from CoC, and submit investment plans to state by 9/30
2. Continue discussion on other potential community investments with HHIP incentives once earned (i.e., Sacramento County's Social Health Information Exchange (SHIE) Proposal)
3. Begin meeting HHIP measures, roll out investments from Investment Plan, and continuing to work with community partners to integrate CalAIM services within the homeless response system

Integrating CalAIM into the Homeless Crisis Response System

Critical that new CalAIM services funded through Medi-Cal are not siloed programs!



*Adapted from Anthem Blue Cross presentation
at Housing California Conference 2022*

Appendix: DHCS Two-Year Requirements for HHIP Measures

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
<p>1.1 Engagement with CoC, including, but not limited to:</p> <ul style="list-style-type: none"> - Attending CoC meetings - Joining the CoC board - Joining a CoC subgroup or workgroup - Attending a CoC webinar <p>During program evaluation, <u>DHCS will administer surveys to the CoC</u> so that the Department can better understand the level of engagement from the MCP.</p>	<p>Based on the engagement described in the LHP, cite the number and type of CoC meetings attended during the measurement period, such as:</p> <ul style="list-style-type: none"> - # of CoC board meetings attended - # of CoC workgroups attended - # of a CoC webinars attended - # of other CoC meetings attended 	<p>Number and type of CoC meetings held during the measurement period:</p> <ul style="list-style-type: none"> - # of CoC board meetings attended - # of CoC workgroups attended - # of a CoC webinars attended - # of other CoC meetings attended 	<p>P MCP should attend 100% of CoC meetings held that they committed to in the LHP</p>	<p>Based on the engagement described in the LHP, cite the number and type of CoC meetings attended during the measurement period:</p> <ul style="list-style-type: none"> - # of CoC board meetings attended - # of CoC workgroups attended - # of a CoC webinars attended - # of other CoC meetings attended 	<p>Number and type of CoC meetings held during the measurement period:</p> <ul style="list-style-type: none"> - # of CoC board meetings attended - # of CoC workgroups attended - # of a CoC webinars attended - # of other CoC meetings attended 	<p>P MCP should attend 100% of CoC meetings held that they committed to attend in the LHP</p>
	<p>Describe the CoCs needs for conducting the 2023 PIT count and how the MCP anticipates supporting the CoC for the 2023 PIT count.</p>	N/A	-	-	-	-

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
1.2 Connection and integration with the local Coordinated Entry System Priority Measure*	Provide documentation of MCP contact with the CES to coordinate on members' housing needs and provide evidence of referrals when indicated as well as a narrative description of the MCP's action plan for becoming a CES access point, if feasible , based on the assessment submitted with the LHP.	N/A	R	Provide a narrative description of any updates made to the CES process as part of the MCP's involvement , including how health factors and risks were incorporated into the CES assessment and prioritization process, as well as the MCP's progress toward becoming a CES access point based on the action plan submitted in S1.	N/A	R

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
<p>1.3 Identifying and addressing barriers to providing medically appropriate and cost-effective housing-related Community Supports services or other housing-related services to MCP members who are experiencing homelessness</p> <p>Potential barriers include:</p> <ul style="list-style-type: none"> -Adequate network of providers to meet demand -Outreach and engagement efforts -Availability of affordable long-term housing -Accessible services and supports for individuals with SMI/SED -MCP's housing-related programmatic infrastructure is in early stages of development 	N/A	N/A	N/A	Based on the barriers described in the LHP, provide a narrative description of the approach the MCP took to address the barriers. Include information on the sustainability of the approach and how the MCP will continue to address these barriers beyond HHIP.	N/A	R

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
1.4 Partnerships with counties, COC, and/or organizations that deliver housing services (i.e., interim housing, rental assistance, supportive housing, outreach, prevention/diversion) with which the MCP has a data sharing agreement that allows for timely exchange of information and member matching Priority Measure*	For each provider type the MCP has contracted with to deliver housing-related services , either directly or through an intermediary, number of providers or partners who have signed a local data sharing agreement that allows for sharing of information for members experiencing homelessness and/or have signed California's Data Sharing Framework Data Sharing Agreement: - Interim housing - Rental assistance - Supportive housing - Outreach - Prevention/diversion If the data sharing agreement is through an intermediary, the MCP must be able to access the members' information related to their housing status.	Number of providers by provider type that the MCP has contracted with to deliver housing-related services: - Interim housing - Rental assistance - Supportive housing - Outreach - Prevention/diversion	R	For each provider type the MCP has contracted with to deliver housing-related services , either directly or through an intermediary, number of providers or partners who are actively sharing MCP Member housing status information in accordance with their local data sharing agreement and/or California's Data Sharing Framework Data Sharing Agreement: - Interim housing - Rental assistance - Supportive housing - Outreach - Prevention/diversion If the data sharing agreement is through an intermediary, the MCP must be able to access the members' information related to their housing status.	Number of providers by provider type that the MCP has contracted with to deliver housing-related services: - Interim housing - Rental assistance - Supportive housing - Outreach - Prevention/diversion	P 75% required

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
1.5 Data sharing agreement with county MHPs and DMC-ODS (if applicable)	MCP, county MHPs or DMC-ODS (if applicable) in the county who signed a local data sharing agreement and/or California's Data Sharing Framework Data Sharing Agreement Yes/No	N/A	P Yes/No	Data sharing agreement in place with county MHPs or DMC-ODS (if applicable) that includes ability to perform member matching and sharing information on housing status. Yes/No	N/A	P Yes/No

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
1.6 Partnerships and strategies the MCP will develop to address disparities and equity in service delivery, housing placements, and housing retention (Aligns with HHAP Round 3 Application)	Provide a narrative description of how the MCP <u>is working</u> with housing partners to identify: <ol style="list-style-type: none"> Disparities and inequities that currently exist in your county related to housing, and MCP's approach to partner with local organizations, including but not limited to providing funding, referrals, and other supports, to address the stated disparities and inequities as they related to service delivery, housing placements, and housing retention 	N/A	R	Provide a narrative evaluation of the MCP's implementation of partnerships with local organizations, including but not limited to providing funding, referrals, and other supports, to address the stated disparities and inequities as they related to service delivery, housing placements, and housing retention	N/A	P MCPs should have fully implemented their approach described in LHP
1.7 Lessons learned from development and implementation of the Investment Plan (IP)	Provide a narrative description of: <ol style="list-style-type: none"> Which investments were successful in progressing HHIP goals Which investments were not successful in progressing HHIP goals Lessons learned from what worked and what did not work to meet the goals. 	N/A	R	Provide a narrative description of: <ol style="list-style-type: none"> Which investments were successful in progressing HHIP Which investments were not successful in progressing HHIP Lessons learned from what did and did not work to meet goals Which investments have the capacity to sustain HHIP goals going forward and how they align with CalAIM efforts. 	N/A	R

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
2.1 Connection with street medicine team providing healthcare for individuals who are homeless Street Medicine defined as health and social services developed specifically to address the unique needs and circumstances of unsheltered homeless individuals delivered directly to these individuals in their own environment. Priority Measure*	Number of MCP members receiving care from the MCP's street medicine partner (or for MCPs operating in a designated rural county the equivalent services provided directly by the MCP if a street medicine team is not present in the county).	DHCS to use PIT count	R	Number of MCP members receiving care from the MCP's street medicine partner (or for MCPs operating in a designated rural county the equivalent services provided directly by the MCP if a street medicine team is not present in the county).	DHCS to use PIT count	P 10% increase from Submission 1 required
2.2 Connection with the Homeless Management Information System (HMIS) Priority Measure*	Does the MCP have the ability to match their member information with HMIS client information? Yes/No	N/A	P Yes/No	Does the MCP have the ability to receive timely alerts from their local HMIS when an MCP's member experiences a change in housing status? Yes/No	N/A	P Yes/No

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
<p>2.3 MCP process for tracking and managing referrals for the housing-related Community Supports it is offering during the measurement period, which may include:</p> <ol style="list-style-type: none"> 1. Housing Transition Navigation 2. Housing Deposits 3. Housing Tenancy and Sustaining Services 4. Recuperative Care 5. Short-Term Post-Hospitalization Housing 6. Day Habilitation Programs <p>MCPs will be evaluated based only on the Community Supports they are offering during the measurement period.</p>	Number of contracted housing-related Community Supports providers who are able to electronically receive, follow-up and close a referral	Number of contracted housing-related Community Supports providers	P 50% required MCPs will be evaluated based only on the Community Supports the MCP is offering during the measurement period.	Number of contracted housing-related Community Supports providers who electronically received, followed-up, and closed a referral	Number of contracted housing-related Community Supports providers	P 5% increase from Submission 1 MCPs will be evaluated based only on the Community Supports the MCP is offering during the measurement period.

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
3.1 Percent of MCP Members screened for homelessness/risk of homelessness	Number of MCP members screened for homelessness or risk of homelessness from May 1, 2022 to December 31, 2022	Total number of MCP members during the measurement period	P 5% increase from LHP required	Number of MCP members screened for homelessness or risk of homelessness from January 1, 2023 to October 31, 2023	Total number of MCP members during the measurement period	P 5% increase from Submission 1 required
3.2 MCP Members who were discharged from an inpatient setting or have been to the emergency department for services two or more times in a 4-month period who were screened for homelessness or risk of homelessness	Number of MCP members who were discharged from an inpatient setting or in the emergency department for services two or more times over four consecutive months screened for homelessness or risk of homelessness from May 1, 2022 to December 31, 2022	Number of MCP members who were discharged from an inpatient setting or in the emergency department for services two or more times over four consecutive months from May 1, 2022 to December 31, 2022	P 5% increase from LHP required	Number of MCP members who were discharged from an inpatient setting or in the emergency department for services two or more times over four consecutive months screened for homelessness or risk of homelessness from January 1, 2023 to October 31, 2023	Number of MCP members who were discharged from an inpatient setting or in the emergency department for services two or more times over four consecutive months from January 1, 2023 to October 31, 2023	P 5% increase from Submission 1 required

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
3.3 MCP members experiencing homelessness who were successfully engaged in ECM	Number of MCP members in the ECM Population of Focus #1: Individuals and Families Experiencing Homelessness engaged in ECM (as reported in Quarterly Implementation Monitoring Report) during the measurement period	Number of MCP members experiencing homelessness during the measurement period.	R	Number of MCP members in the ECM Population of Focus #1: Individuals and Families Experiencing Homelessness engaged in ECM (as reported in Quarterly Implementation Monitoring Report) during the measurement period	Number of MCP members experiencing homelessness during the measurement period.	P 5% increase from S1 required
3.4 MCP members experiencing homelessness receiving at least one housing-related Community Supports, including: 1. Housing Transition Navigation 2. Housing Deposits 3. Housing Tenancy and Sustaining Services 4. Recuperative Care 5. Short-Term Post-Hospitalization Housing 6. Day Habilitation Programs Priority Measure*	Number of MCP members experiencing homelessness who received at least one the MCP's offered housing-related Community Supports during the measurement period	Number of MCP members experiencing homelessness during the measurement period.	P 5% increase from LHP required (reported per CS, performance evaluated across aggregate)	Number of MCP members experiencing homelessness who received at least one the MCP's offered housing-related Community Supports during the measurement period	Number of MCP members experiencing homelessness during the measurement period.	P 5% increase from LHP or S1 required (whichever is higher, reported per CS, performance evaluated across aggregate)

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
3.5 MCP Members who were successfully housed Priority Measure*	Number of MCP Members experiencing homelessness who were housed for at least one month between May 1, 2022 and December 31, 2022	Number of MCP members experiencing homelessness during the measurement period	P 10% improvement from LHP	Number of MCP Members experiencing homelessness who were housed for at least one month between January 1, 2023 and October 31, 2023	Number of MCP members experiencing homelessness during the measurement period	P 25% improvement on S1 required to achieve the points in full. Partial points will be awarded for significant improvement that is less than 25%.

DHCS Two-Year Requirements for HHIP Measures

Measurement Area	S1 Measure Numerator	S1 Measure Denominator	S1 P4R vs. P4P	S2 Measure Numerator	S2 Measure Denominator	S2 P4R vs. P4P
3.6 MCP Members who remained successfully housed Priority Measure*	Number of MCP Members who were housed from January 1, 2022 to April 30, 2022 who remained housed through December 31, 2022	Number of MCP members experiencing homelessness who were housed for at least one month between January 1, 2022 and April 30, 2022	P 85% required Partial points will be awarded for significant achievement that is less than 85%.	Number of MCP Members who were housed from January 1, 2022 to December 31, 2022 who remained housed through October 31, 2023	Number of MCP members experiencing homelessness who were housed for at least one month between January 1, 2022 and April 30, 2022	P 85% required Partial points will be awarded for significant achievement t that is less than 85%.
				Number of MCP Members experiencing homelessness who were housed from May 1, 2022 to December 31, 2022 who remained housed through October 31, 2023	Number of MCP Members experiencing homelessness who were housed for at least one month between May 1, 2022 and December 31, 2022	