



**Sonoma County Homeless Coalition Board
Agenda Report**

Item No: 1 (Consent Calendar)
Subject: November 15, CoC Board Meeting Agenda
Meeting Date: November 15, 2023
Staff Contact: Alea Tantarelli, Alea.Tantarelli@Sonoma-County.org

SUMMARY

This staff report presents the November 15, 2023, Sonoma County Homeless Coalition Board Meeting proposed agenda. The agenda contains all proposed items that will be discussed by the Board. The proposed agenda is attached as Attachment A.

RECOMMENDED ACTION(S)

Approve November 15, 2023, agenda.



**Sonoma County Homeless Coalition
Governing Board Meeting
Agenda for November 15, 2023
1:00pm-4:30pm Pacific Time**

Public Zoom Link:

<https://sonomacounty.zoom.us/j/99261791880?pwd=djc0b1ZsU1FpOU1kbnJ0UDNOcUhfQT09>

Phone: 1 (669) 900-9128 **Webinar ID:** 992 6179 1880 **Passcode:** 650935

#	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
	Note: Items 1-4 below are proposed for adoption via one motion as the Consent Calendar.	N/A		
1.	11/15/23 Agenda (Consent Calendar)	Draft Agenda	Staff	1:05pm
2.	Minutes from 10/25/23 (Consent Calendar)	Draft Minutes	Staff	
3.	Summary of Follow-ups from the Previous Meeting(s) (Consent Calendar)	Summary of Follow-ups	Staff	
4.	Reports for Standing Committee Updates (Consent Calendar) <ul style="list-style-type: none"> • Funding & Evaluation Committee • HMIS Committee • CEA Committee • Strategic Planning Committee • Lived Experience Advisory & Planning Board (LEAP) 	Staff Report for Standing Committees	Staff	
5.	Reports from Lead Agency Staff <ul style="list-style-type: none"> • Communications Update • Sonoma County Homeless Coalition Branding • Coalition Board Elections Update Potential ACTION ITEM	Staff Report for Reports from Lead Agency	Staff	1:25pm
6.	Service Provider Roundtable (SPR) Update (with presentation from The Living Room) Potential ACTION ITEM		Margaret Sluyk	1:55pm

7.	Homeless Housing Assistance and Prevention (HHAP) 5 Overview and Public Input Session # 1 Potential ACTION ITEM	Staff Report of HHAP 5	Staff	2:15pm
8.	Word from the Street Potential ACTION ITEM		Chessy Etheridge	3:00pm
9.	10-minute break			3:10pm
10.	2024/25 Sonoma County Homeless Coalition Local Homeless Services Notice of Funding Availability (NOFA) ACTION ITEM: Review and Approve NOFA	Staff Report for NOFA	Staff	3:20pm
11.	Review Agenda for Next Coalition Board Meeting <ul style="list-style-type: none"> • Phase III - How the Lead Agency plans to incorporate data to inform the Coalition’s decisions • Homeless Point in Time Count Potential ACTION ITEM	Staff Report for DRAFT Agenda for 12/20/23	Board Chair	4:10pm
12.	Board Member Questions & Comments Potential ACTION ITEM		Board Chair	4:20pm
13.	Public Comment on Items not on the Agenda		Board Chair	4:25pm

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email Araceli.Rivera@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

Sonoma County Homeless Coalition Agenda Report

Item No: 3 (Consent Calendar)
Subject: Summary of Follow-ups from the Previous Meeting(s)
Meeting Date: November 15, 2023
Staff Contact: Dave Kiff, DHS Homelessness Services Division, Dave.Kiff@sonoma-county.org

Summary

At the previous meeting, Coalition Board members and others asked for the Lead Agency staff to follow up on specific items. Staff summarized responses to present at the November 15th Sonoma County Homeless Coalition Board meeting.

Recommended Action(s)

No recommended action

Discussion

At the previous meeting, Coalition Board members and others asked for the Lead Agency staff to follow up on the following questions or comments.

1. **Subregional Outreach:** Lead Agency staff appreciated the good dialogue and questions about our concept for Subregional Street Outreach. We've discussed approaching the move to a fully integrated Subregional model like this:
 - **Year 1**
 - i. Identify where current service providers are working under appropriate street outreach standards (i.e., recommended caseloads, housing-focus v. immediate needs focus, etc.).
 - ii. Work with cities and service providers to identify and become knowledgeable about funding streams for these locations and duration of remaining contracts.
 - iii. Identify Street Outreach gaps (i.e., having no or just one street outreach staffer) by region (likely to be the Sonoma Valley)
 - iv. Encourage gap-filling in street outreach via the FY 24-25 Local Homeless Services NOFA
 - v. Begin a dialogue within DHS as to the longer-term role of the DHS HEART team's street outreach function.
 - **Year 2**
 - i. Build upon Year 1 knowledge by funding programs that address gaps in staffing.
 - ii. Where contracts allow, build upon and help fund City contracts for Outreach to start to cover adjacent unincorporated areas where homelessness occurs.
 - iii. Examine and evaluate progress from Year 1 efforts.

- iv. If County leadership approves, begin moving towards an Assertive Community Treatment (ACT) model for the HEART and related teams (whereby County staff would assist local outreach providers with clients who need stronger interventions)
 - **Year 3**
 - i. Build upon Year 2 knowledge, continue to address gaps.
 - ii. Examine and evaluate progress from Years 1 and 2
 - iii. Evaluate the benefits of the overall approach – if appropriate, become a fully integrated subregional street outreach system with a full regional By Names List.
2. **Winter Warming Stations:** DHS/HS staff met with County DEM (Department of Emergency Management) to go over what the newly-adopted Extreme Temperature Annex means for local cities' and County unincorporated area plans for event-driven warming centers. Our initial focus will be to work with the Sonoma Valley / City of Sonoma and with Sebastopol on placement and staffing options. We will keep the Board informed of our activities as we finalize planning.
3. **Long Term Funding Plan & Stella M Discussion Next Steps:** Anticipating some absences at the November 15, 2023, Coalition meeting, staff proposed presenting the Stella M walk-through at the November 9, 2023, meeting of the Funding and Evaluation Committee. If needed, Lead Agency will report to the Coalition Board about how this activity went. The next steps include the below:
 - i. Incorporate the F&E Committee's feedback into the Lead Agency Staff's approach.
 - ii. Learn from other models in other regions and incorporate feedback from that learning.
 - iii. Bring a modeling plan back to the Board in schedule alignment with the FY 2024-25 Local Homeless Services NOFA.
4. **Update on MOU Going to BOS for Approval:** Both MOUs have been revised to include edits at the October CoC Board meeting. The MOUs have been sent to DHS Director Rivera and CAO Rivera for final review. A Board item will be developed for early 2024.

Sonoma County Homeless Coalition Board Agenda Report

Item No: 4 (Consent Calendar)
Subject: Reports for Standing Committees
Meeting Date: November 15, 2023
Staff Contact: Dave Kiff, DHS Homelessness Services Division, Dave.Kiff@sonoma-county.org

Summary

In seeking additional time for the discussions that typically take longer than what is allotted at the Board meeting, the Chair, Vice-Chair, and staff have decided to try moving the Standing Committee Reports to the Consent Agenda this month. The thinking is that no ACTION ITEMS are expected this month, and that we are often far enough behind in the agenda, by the time we get to this item, that comments and questions from the Board are minimal. Note that this is considered a trial, and as such it will be re-evaluated prior to the next meeting.

Committee Chairs were asked to prepare brief summaries for their respective Committee.

Recommended Action(s)

No recommended action

Discussion

1. Funding & Evaluation Committee

A) – Notice of Funding Availability (NOFA) Scoring Tool

The F&E Committee created a workgroup during the F&E Committee meeting to edit and review the 2024-25 Notice of Funding Availability (NOFA) scoring tool. The workgroup consisted of both CoC staff as well as six F&E Committee members. Scoring tool forms that were reviewed included emergency shelter/Interim housing, permanent shelter housing, rapid rehousing, and street outreach. The workgroups met on Oct. 27, 31 and Nov. 1, 2023. The NOFA scoring tool will be reviewed by the entire F&E Committee on Nov. 9, 2023.

B) – 2024-25 Notice of Funding Availability (NOFA)

The 2024-25 NOFA will be reviewed during the November 9, 2023 F&E Committee meeting.

C) – Notice of Funding Availability (NOFA) Questionnaire

The 2024-25 NOFA questionnaire will be reviewed during the November 9, 2023 F&E Committee meeting.

D) – 2024-25 Notice of Funding Availability (NOFA) Application

The 2024-25 NOFA application will be reviewed during the November 9, 2023 F&E Committee meeting.

E) - STELLA M Overview

An overview of STELLA M will be presented during the November 9, 2023 F&E Committee meeting.

F) – Notice of Funding Availability (NOFA) Definitions

NOFA definitions were finalized to be included in the 2024-25 NOFA draft during the October 12, 2023 F&E Committee meeting.

2. HMIS Committee:

The HMIS Data Committee will convene on Monday, November 13th from 10-11:30 am (Link to HMIS Data Committee meeting). Our planned agenda is to review the HMIS end-user survey, review the timeline to identify technical and security officer for each service provider, and send out HMIS Quarterly Checklist. The Board will be informed of actions taken in November at the December Board meeting.

3. Coordinated Entry Advisory Committee

The Coordinated Entry Advisory Committee (CEA) met on November 1st from 12:00pm-1:30 pm. CEA continued working on the Coordinated Entry Self Evaluation, a required annual self-evaluation. CEA hopes to conclude the evaluation in the next few meetings.

4. Strategic Planning Committee

The Strategic Planning Committee last met on October 20, 2023, and a report was provided at the October 25th CoC Board Meeting by Chair Tom Bieri. The only activity of the Strategic Planning Committee that has occurred since the Chair last reported out was the November 2nd Safety Workgroup. The Safety Workgroup is engaged in a discussion about integrating legal and ethical obligations related to providing safety for employees and residents with the desire to set participants up for successful housing retention, participants' desires for choice and confidentiality, and the strategic plan's goal of increasing transparency and person-centered approaches within the context of low barrier housing. Please find the attached abbreviated summary of the notes from that meeting: <https://share.sonoma-county.org/link/pd-ViMS-1tE/>

Additionally, please find an update on Strategic Plan first year priorities here: <https://share.sonoma-county.org/link/-ZOE9xclnLI/>

5. Lived Experience Advisory & Planning Board (LEAP)

- Currently made up of 11 board members. 3 open seats now available
- Recently held 1-year officer elections on November 3, 2023
- LEAP Board elections will re-open in February 2024
- Created a workgroup to address local camping policies
- Created a workgroup to revise LEAP Board application and related language in charter
- Scheduled a meeting to discuss the 2-1-1 system with the United Way of the Wine Country
- Plan to present during upcoming public forum



**Sonoma County Homeless Coalition Board
Agenda Report**

Item No: 5

Subject: Report from the Lead Agency

1. Communications Update
2. Sonoma County Homeless Coalition Branding
3. CoC Board Elections Update

Meeting Date: November 15, 2023

Staff Contacts: Karissa White, Karissa.White@sonoma-county.org

1 – Communications Update

CoC staff met with the Regional Public Information Officers group on Monday, October 29, 2023, to share a brief presentation about the Sonoma County Homeless Coalition’s new communications plan, social media campaign and website development.

CoC staff will meet with the Sonoma County ISD department on Thursday, November 9, 2023, to discuss a potential timeline and redesign of the Homelessness Services Division website.

CoC recent social media postings include promotions about CoC public meetings and a re-share about Labath Landing’s 1-year anniversary. Staff is currently working to create a video about how coordinated entry works and why it’s important.

Finally, CoC staff will meet with the Lived Experience Advisory and Planning Board (LEAP) on Friday, November 3, 2023, to discuss a public forum, centered around lived experience perspective.

2 – Sonoma County Homeless Coalition Branding:

The Continuum of Care Board formally approved a name change on October 25, 2023. The name was changed to *Sonoma County Homeless Coalition*. As such, staff are working on branding. A logo will be brought forward for Board consideration in November or December 2023. Once branding is agreed upon, the name will be changed on the CoC website and all related materials.

3 – CoC Board Elections Update

- CoC Board member elections will be held to fill:
 - 1 Tribal seat (The tribal seat will be voted on at a later date by tribal members and *not* the general CoC Voting Membership).
 - 1 At-large seat
 - 1 Homeless Service Provider seat
 - 1 Licensed Health Care Organization seat.
- Terms are up for Chris Keys (at-large), Kathleen Pozzi (at-large), Mark Krug (homeless service provider) and Ben Leroi (licensed health care organizations)
- *November 8th* was the last day to submit applications to vote in this year's election.
- CoC Board Nominations are open *November 1st – 29th*
- CoC voting members need to confirm the email address provided and that the person listed is the correct person to represent the voting organization by *December 6th*
- All voting members names and organizations will be posted on the CoC website after *December 6th* – New Organizations approved to date
 - The Progressive Tribal Alliance
 - Ya-Ka-Ama Indian Education and Development, Inc
 - Sonoma County Library
 - Buckelew Programs
- All CoC Board member nominations and applications will be posted on the CoC website by *December 8th*
- **The CoC Board election will take place virtually on *December 13th* from 1-3:30pm.**

**Sonoma County Homeless Coalition Board
Agenda Report**

Item No: 7

Subject: Homeless Housing Assistance and Prevention (HHAP) 5 Overview and Public Input Session #1

Meeting Date: 11/15/23

Staff Contact: Michael Gause, Ending Homelessness Manager, Michael.Gause@sonoma-county.org

SUMMARY

In this item, staff provide an overview of the current Homeless Housing Assistance and Prevention (HHAP) 5 application due March 27, 2023, to the California State Interagency Council on Homelessness (ICH). Staff seek input from the Sonoma County Homeless Coalition Board and the public on forming the Regional Action Plan as well as input on funding priorities from HHAP-5 to be included in the 2024-25 Local Homelessness Notice of Funding Availability (Item #11 on this agenda).

RECOMMENDED ACTIONS

Review initial framework for the HHAP-5 Application, including requirements for a Regional Action Plan on Homelessness with the County of Sonoma and Sonoma County Homeless Coalition (Sonoma County CoC) and provide input on planning and funding priorities for both CoC and County HHAP-5 allocations.

DISCUSSION

On September 30, 2023, the California Interagency Council on Homelessness (ICH) released the Homelessness Housing Assistance and Prevention (HHAP) Round 5 application. The application continues the so far annual allocation of funding to both CoCs and Counties for addressing homelessness. The application, due March 27, 2023, will as usual include an allocation for the Continuum of Care as well as the County of Sonoma. Funding amounts, expected to be similar to HHAP-4, will be released in January 2024. The County and CoC may apply together or separately but must sign a Memorandum of Understanding (MOU) as part of the HHAP-5 application that formalizes the Regional Action Plan required by statute in this application.

Regional Action Plan

Jurisdictions that must sign the plan are defined as the Continuum of Care and the County of Sonoma. Additional cities may sign on to the plan or participate as part of the Continuum of Care. Key parts of the plan include identification of roles and responsibilities of each jurisdiction including:

- Outreach and site coordination to individuals experiencing or at risk of homelessness in the region
- Land use and development
- Development of Interim and Permanent Housing options
- Coordination and connection to service delivery

Next, jurisdictions must address System Performance Measures (based on 2022 information provided on November 3, 2023, by ICH, including the funding source utilized along with lead and collaborating entities and timeframe. Additionally, each measure must include how the action will address racial and ethnic disparities in each measure and how the jurisdictions will collaborate. Example: <https://share.sonoma-county.org/link/1a2KeMmDfAk/>

The Plan must also include an Equity Improvement Plan that identifies key actions the jurisdictions will take to ensure racial and gender equity in service delivery for housing placement and retention as well as utilization of Coordinated Entry prioritization for place-based encampment resolution (the second part is not a requirement).

Additional coordination includes:

1. Reducing the number of people experiencing homelessness upon exiting institutional settings (jail, prisons, hospitals, etc)
2. Plan to utilize local, state, and federal funds to homelessness, including the lead entity, funding amount, and amount prioritized for permanent solutions. This includes over 10 specific funding streams (Homekey, No Place Like Home, Building Homes and Jobs Act Funding, HOME, ESG, etc).
3. Plan for connecting people experiencing homelessness to all benefit programs (e.g., CalWORKs, SSI, APS, Child Welfare, childcare, Medi-Cal, etc)

Finally, today's meeting counts as one of three public meetings held to discuss the HHAP-5 Plan and application. CoC Membership will be engaged in December and a final meeting will take place in January, TBD.

Funding Priorities and Key Takeaways

1. Each applicant (CoC and County) can submit their own funding plan. Our base allocation will be similar to HHAP-4 (final amount known in January).
2. 10% youth set aside
3. No new interim shelter projects without approval from the State (emphasis on permanent solutions) but renewal projects are fine.

4. Otherwise, funding priorities are the same

Next steps:

- Second input session at December 2023 CoC membership meeting
- Input from LEAP Board in December 2023
- Convene city/county stakeholders for meeting in January 2024
- Draft responses to plan by January 2024
- Review at CoC Board in February 2024
- March 27, 2024 – submission to State

Attachment: HHAP-4 Application Template. <https://share.sonoma-county.org/link/-9hoQBcfoRc/>



**Sonoma County Homeless Coalition Board
Agenda Report**

Item No: 10
Subject: Sonoma County Homeless Coalition Local Homeless Services NOFA
Meeting Date: November 15, 2024
Staff Contact: Michael Gause, Ending Homelessness Manager, Michael.Gause@sonoma-county.org

SUMMARY

In this item, staff provide an overview of the draft FY 24-25 Local Homeless Services NOFA and accompanying attachments (scoring tools and supplemental documents).

RECOMMENDED ACTION(S)

Review and approve the release of the FY 2024-25 Local Homeless Services NOFA in December 2024.

DISCUSSION

Sonoma County Homeless Coalition Lead Agency staff have developed a draft Notice of Fund Availability (NOFA) for fiscal year 2024-2025 for funding under the purview of the Continuum of Care. This funding will include State Emergency Solutions Grant funds, Homelessness Housing Assistance and Prevention (HHAP) Round 5 funds, Homeless Housing Incentive Program (HHIP), Local County General Funds, and possible funds from Measure O. Funding amounts are expected to be known by the end of January 2024. At that point, an addendum will be published to this NOFA.

Per previous Board direction, this NOFA includes priorities from the 5 Year Strategic Plan on Homelessness adopted in December 2023. Draft priorities include:

1. Interventions that target chronic homelessness.
2. Permanent Supportive Housing (either for supportive services, capital construction, operations, or some combination of these).
3. Improving supportive services for existing projects, including ways to recruit and retain qualified staff and/or lower-case management ratios (to a level not less than 20:1 for

permanent supportive housing interventions and not less than 30:1 for rapid rehousing interventions.

4. Geographic gap-filling projects, such as street outreach and interim housing/emergency shelter in the Sonoma Valley.
5. Allocate funds based on need
6. Subregional Street Outreach models that also incorporate best practices in housing-focused street outreach.
7. Programs and projects that address racial disproportionality in Sonoma County’s homelessness population and that attempt to achieve equitable provision of services and outcomes for Black, Native, and Indigenous residents.
8. Evidence-based programs that are housing-focused and that include clear pathways to permanent housing.

The NOFA will include funds for renewing projects in eligible categories, enhanced renewal projects, and targeted new projects (pending fund availability) that address strategic plan priorities. Per California Interagency Council on Homeless HHAP-5 funding guidelines (which comprise most funds for this NOFA), no new interim shelter/emergency shelter projects can be funded without demonstrating permanent solutions have been addressed.

The proposed timeline for the NOFA is as follows:

NOFA Issued	December 11, 2023
Bidder’s Conference	December 18, 2023 10am-12pm Sonoma County Department of Health Services 1450 Neotomas Avenue
Deadline for Written Answers and Questions	January 2, 2024
Answers and Clarifications Posted	January 8, 2024
Deadline to Submit Proposals	January 22, 2024
Funding and Evaluation Committee Review of Projects	February 2024
Final CoC Board Approval	March 2024
Board of Supervisors Authorization of Contracts	May 2024
Project Start Date	July 1, 2024

Included in the NOFA are 4 scoring tools developed by Lead Agency staff and members of the Funding and Evaluation Committee over the course of 3 meetings. These tools are designed to score projects in an “apples to apples” way. For example, permanent supportive housing projects will be scored against each other, and emergency shelter/interim housing will be scored against each other. The nuances in scoring tools reflect the differences in project type.

Finally, a project application template is included to collect general information and an extensive questionnaire is included to assist in scoring projects on agency and project capacity including a review of fiscal documents and critical information related to racial equity and incorporating the voices of individuals with lived experience. This questionnaire is similar to the one utilized for the annual Continuum of Care Competition which regularly receives very high scores from the US Department of Housing and Urban Development.

Additional information, including a breakdown of funding amounts per source and a list of funding from other non-CoC sources, will be release as an addendum, likely in late January 2024.

ATTACHMENTS:

- 1: 2024 Sonoma County Homeless Coalition Local NOFA
- 2: Project Application
- 3: Agency Questionnaire
- 4: PSH Scoring Tool
- 5: RRH Scoring Tool
- 6: Interim/ES Scoring Tool
- 7: Outreach Scoring Tool



Sonoma County Continuum of Care Fiscal Year 2024-2025 Local Homelessness Services Notice of Funding Availability (NOFA)

This NOFA is a consolidated NOFA that includes funds from:

State Emergency Solutions Grant (ESG) Funding Program

Homeless Housing Assistance and Prevention (HHAP)

Round 4 Homeless Housing Assistance and Prevention

California State Homeless Housing Incentive Program (HHIP) Year 2

Local Sonoma County Discretionary and Other Funds



Summary

The Sonoma County Department of Health Services (DHS), on behalf of the Sonoma County Continuum of Care, invites new and renewal proposals from eligible applicants for local homeless services projects in the Fiscal Year 2024-2025 Notice of Funding Availability (NOFA), also known as the “Local Homelessness Services NOFA”.

Schedule

NOFA Issued	December 11, 2023
Bidder’s Conference	December 18, 2023 10am-12pm Sonoma County Department of Health Services 1450 Neotomas Avenue
Deadline for Written Answers and Questions	January 2, 2024
Answers and Clarifications Posted	January 8, 2024
Deadline to Submit Proposals	January 22, 2024
Funding and Evaluation Committee Review of Projects	February 2024
Final CoC Board Approval	March 2024
Board of Supervisors Authorization of Contracts	May 2024
Project Start Date	July 1, 2024

*Dates Subject to Change – check the CoC’s website for updates and changes:
<https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/annual-homeless-services-consolidated-nofa>

Attachments

- Attachment 1 – Application Template
- Attachment 2 – Scoring Tools
- Attachment 3 – Project and Agency Questionnaire



1. Introduction

The Sonoma County Department of Health Services (DHS) serves as the Lead Agency for the Sonoma County Continuum of Care. The CoC Board oversees the policies and funding priorities for this Local Homelessness Services NOFA, in alignment with the CoC's [2023-2027 Strategic Plan on Homelessness](#). Funds in this NOFA include annual and one-time funds from State and Local sources. Full funding amounts will be released at a later date as an addendum.

Our Goals with this NOFA. This NOFA is intended to achieve the following goals:

1. Advancing the goals and action steps of the 2023-2027 Homelessness Strategic Plan.
2. Improve transparency of funding sources, the decision-making process, and resultant funding awards
3. Fully incorporate scoring and performance metrics that are consistent with the Continuum of Care's, HUD's, and HCD's performance goals.
4. Involve and embrace strategies and programs that improve housing outcomes for communities overrepresented in homelessness.
5. Involve and embrace strategies and programs that involve persons with lived experience in homelessness in all aspects of program design and delivery.
6. Award funds in a timely manner such that service providers can rely upon awarded funds as soon as the new Fiscal Year begins.

Eligible Applicants. Eligible applicants include 501(C)(3) nonprofit organizations, cities within Sonoma County, and the County of Sonoma itself.

New and Renewing Projects. Applications will be accepted from **existing** projects (known as "renewal" projects from Fiscal Year 2023-2024) as well as **new** projects that are either new to this funding stream or new in program design and concept. Applicants submitting new projects to this NOFA should note whether the submitted project is **entirely new** or instead **new to this funding** stream. If the project is new to the funding stream but has been in operation, please:

- Note what date the project began operating.
- Indicate the applicant's experience operating the same or a similar program elsewhere and for how long
- Describe the funding history of the project
- Describe previous experience and efforts to improve program design



- **Evidence-Based versus Promising New Projects.** Applicants to the Local Homelessness Services NOFA are encouraged to explore creative approaches when submitting renewal or new projects for review. Per the 2023-2027 Strategic Plan, no less than 80% of the total funding will go to projects utilizing proven/evidence-based practices: “The homeless system of care should strive for a funding ration of up to 80% of existing, evidence-based, or proven programs and 20% to innovative or “promising practice” program concepts with evaluation plans.”

This ratio can include renewal projects or new projects in the FY 24-25 process. For more information, applicants can review nationally recognized practices at the Center for Evidence-based Solutions to Homelessness as well as local practices with Upstream Investments:

<http://www.evidenceonhomelessness.com/evidence-base/>

<https://upstreaminvestments.org/>

Applicants should detail their responses for projects in *Attachment 3 – Project and Agency Questionnaire*. Responses will include the level of evidence that fits the proposed service, links to documentation reflecting the stated level of evidence, and detail how the implementation of the service will reflect the practices cited in a proposal.

2. Funding Priorities

The Continuum of Care’s 2023-2027 Homelessness Strategic Plan is the primary guidance document for this NOFA’s funding. Therefore, this NOFA prioritizes:

1. Interventions that target chronic homelessness.
2. Permanent Supportive Housing (either for supportive services, capital construction, operations, or some combination of these).
3. Improving supportive services for existing projects, including ways to recruit and retain qualified staff and/or lower-case management ratios (to a level not less than 20:1 for permanent supportive housing interventions and not less than 30:1 for rapid rehousing interventions).
4. Geographic gap-filling projects, such as street outreach and interim housing/emergency shelter in the Sonoma Valley.
5. Allocate funds based on need
6. Subregional Street Outreach models that also incorporate best practices in housing-focused street outreach.
7. Programs and projects that address racial disproportionality in Sonoma County’s homelessness population and that attempt to achieve equitable provision of services and outcomes for Black, Native and Indigenous residents.



8. Evidence-based programs that are housing-focused and that include clear pathways to permanent housing.

Additionally, core values in all projects should include:

- Compliance with the funding requirements of **Housing First** in California (Health and Safety Code Section 50234[f]), which includes delivery of programs and services in a low barrier, trauma informed, and culturally responsive manner.
- The inclusion of persons with lived experience in project design and delivery.
- The inclusion of equity based and culturally responsive principles in project design and delivery.
- An ability to begin services and hiring of staff on July 1, 2024, for both new and renewing projects.

To that end, the CoC Board invites the following proposals for its 2024-2025 NOFA:

- A. New and existing permanent supportive housing projects. Permanent supportive housing projects may include supportive services, capital costs, operating subsidies, operations, and funds for master leasing.
- B. Permanent supportive housing projects that utilize Housing Choice Vouchers/Project Based Vouchers (if available)
- C. Existing interim and emergency shelter projects with an emphasis on non-congregate shelters (including capital projects that modify structures to increase client privacy in congregate settings). Per State ICH funding guidelines, new interim/emergency projects cannot be funded until the jurisdiction has proved it has dedicated sufficient resources to permanent housing. However, areas in geographic need of shelter may be funded with HHIP or Local funding. These include areas that have a demonstrated lack of adequate shelter/interim housing such as the Sonoma Valley.
- D. Renewing street outreach programs and funding for new street outreach programs aligned with Sonoma County's model for subregional street outreach.
- E. Rapid rehousing projects that are *tenant-based (per California ICH regulations)* with demonstrated success and/or targeting specific populations (such as transitional-aged youth, veterans, families, victims of domestic violence, and justice-involved individuals).
- F. Homelessness prevention programs are limited to renewing projects. The CoC is preparing a coordinated pilot project to serve the region for homelessness prevention programs.
- G. Innovative/promising projects such as Safe Parking, Shared Housing, Host Homes, or other project types that are 100% homeless-dedicated and are housing-focused, meaning that an essential component of case management is creating strong pathways to permanent housing.



- H. Ongoing support for the region’s Project Homekey sites, with a priority towards those Homekey sites that provide interim housing.

All projects are required to utilize a Housing First approach and enter data into the Homeless Management Information System (HMIS) or a comparable database for victim service providers. Additionally, all rapid rehousing and permanent supportive housing projects must ensure that all placements are facilitated through the Coordinated Entry System.

Geographic Considerations

In this FY 24-25 NOFA, the Continuum of Care seeks to ensure that all regions of Sonoma County are covered by quality street outreach and sufficient emergency shelter or interim housing to provide shelter and services close to clients’ desired location. As such, this NOFA prioritizes each of these in areas like the Sonoma Valley or in alignment with the CoC’s Subregional Street Outreach model.

While permanent supportive housing (PSH) and rapid rehousing (RRH) projects will (and must) take all referrals through Coordinated Entry, thus serving all areas of the county, this NOFA may be used to inform the CoC Board and Lead Agency staff as to the presence or absence of adequate PSH and RRH programs across all regions of Sonoma County to respect the geographic and community affinities of the clients we serve.

3. Application Submission

Applicants must submit funding proposals to the Department of Health Services by 5:00 p.m. on January 22, 2024. All applicants must submit the following to have an application package that is deemed complete:

- A completed project application
- A signed cover sheet (by the agency or entity Chief Executive Officers or their equivalent)
- A completed project budget worksheet that includes all sources of funding that the project or program has received or for which it has applied.
- The applicant agency’s most recent financial audit, or financial reports from the most recent two fiscal years if an agency has not had a full audit
- A completed Agency and Project Questionnaire



Applications may be submitted electronically to Chuck Mottern, Homeless Funding Coordinator, at Chuck.Mottern@sonoma-county.org Applications may also be delivered in person to Sonoma County Department of Health Services, 1450 Neotomas Avenue, Suite 115, Santa Rosa, CA, Attn: Michael Gause, Ending Homelessness Manager.

4. Selection Process

The Continuum of Care's Funding and Evaluation (F/E) Committee will review all project applications and make funding recommendations to the Continuum of Care Board. The F/E Committee includes representatives of the County of Sonoma, cities, philanthropy, funders, service providers, and individuals with lived experience of homelessness. Committee members who may have conflict of interest as to an application or applications may not vote on the application(s) in question. The Committee is staffed by the Ending Homelessness Team at Sonoma County DHS.

The review process will be as follows:

1. Applications received will be analyzed for eligibility by Lead Agency staff;
2. staff will prepare brief staff reports for the F/E Committee. The staff reports will include specific funding recommendations for each application. These staff reports will be available at least three days before the Committee's first public meeting at which applications will be reviewed.
3. Prior to its public meeting(s), the F/E Committee may elect to conduct site visits with agencies applying for funding. Any site visit must be directly coordinated with and attended by Lead Agency staff. At no time shall more than a quorum of the Committee make a specific site visit. Agencies may decline a physical site visit due to client care, privacy and/or security concerns. Doing so shall not penalize the applicant agency in any way as to scoring. The F/E Committee will hold a noticed public meeting(s) to discuss, ask questions about, and ultimately vote upon the applications and funding recommendations. The F/E Committee will vote upon one or more recommendations for funding to the full CoC Board including:
 - A list of recommended projects for funding
 - Level of funding recommended
 - Projects not recommended for funding

Your Role as an Applicant. Applicants are encouraged to review staff reports, contact DHS staff with questions and concerns, and attend F/E Committee meeting(s) to support their proposal or answer questions. The F/E Committee funding recommendations will be made public at least three days prior to the first public meeting of the CoC Board at which the Board will consider



the applications. Applicants are encouraged to review the recommendations and to attend the Board meeting to comment on their proposal or to answer questions.

Please note: Individuals who directly represent an agency with an application before the Continuum of Care Board and who are also members of the Continuum of Care Board may not participate in any part of the discussion or vote on any item that would approve or fund their agency's application. "Directly represent" includes being employed by the applicant agency, having a family member who is employed by the applicant agency, or serving on the governing board of the applicant agency.

Final project contracts for FY24-25 will be presented to the Sonoma County Board of Supervisors in a public meeting on or before July 1, 2024. This is a procedural step that allows the Board of Supervisors to authorize the execution of the contracts and the expenditures within a formal adopted budget.

5. Scoring

Projects will be scored on alignment with performance metrics, including HUD System Performance Measures, as well as priorities within the CoC's Strategic Plan on Homelessness. Scoring tools will be utilized by project type (permanent supportive housing, rapid rehousing, emergency shelter/interim housing, and street outreach). *Project performance will be compared within each project type and scored by project type, meaning a permanent supportive housing project will not be compared against an emergency shelter or street outreach project.*

All projects will be scored on a 100-point scale (70 points for project performance and 30 points for agency capacity). As outlined in Attachments 4 and 5, scoring includes:

- A. Alignment with the Strategic Plan Goals and this NOFA
- B. Housing Performance – retention of and placement into permanent housing, cost per outcome, and returns to homelessness.
- C. Income Performance – increasing clients earned and other income.
- D. Project specific metrics by project type (for example: shelter bed utilization and enrollment into Coordinated Entry)
- E. Housing First practices delivered in a low barrier, trauma informed, and culturally responsive manner
- F. Concepts that demonstrate a commitment to addressing racial disproportionality in Sonoma County's homelessness population and that attempt to achieve equitable provision of services and outcomes for Black, Native and Indigenous residents.
- G. The involvement of persons with Lived Experience. The relative fiscal health of the applicant.



- H. If a returning applicant:
- a. , the applicant’s ability to spend-down funds in a fund-compliant, orderly and timely manner.
 - b. The applicant’s past quality of HMIS data input and management

See Attachment 3, Scoring Tools, for full details.

Other Project Requirements:

- Project requests of less than \$30,000 annually will not be considered.
- Projects must note all other funding sources, including funds from private sources as well as sources from outside the FY 24-25 NOFA in the Project Budget form.

6. Funding Conditions and Regulations

A. Timeliness

Funds for homeless services activities in this NOFA must be expended within 12 months of the fiscal year for which funding is allocated, unless specified for a longer period. Funding that is unexpended after the agreement term will likely be reprogrammed, unless an extension is granted. Extensions may be granted at the discretion of the Division Director of the Lead Agency or their designee.

B. Compliance with the Equal Access Rule (Gender Identity Rule)

Per HUD final rule entitled “Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity” (2012 Equal Access Rule) and the 2016 Equal Access Final Rule (2016 Equal Access in Accordance with Gender Identity Final Rule) housing programs funded through the Lead Agency are open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status. This includes transgender and gender non-conforming individuals who must be accommodated in temporary, emergency shelters, and other buildings and facilities used for shelter, that are permitted to have shared sleeping quarters or shared bathing facilities.

C. Homeless Management Information System (HMIS)

All funded applicants must input data into the County Homeless Management Information System (HMIS) and must provide match funding from non-McKinney-Vento, non-HEARTH Act funding sources to the agency managing the HMIS. Data must include where clients have exited homelessness, so that our HMIS and Coordinated Entry systems are up to date to the maximum extent practicable.



Funded homeless-dedicated programs must meet both HUD Continuum of Care and locally developed data standards for timeliness and completion.

Domestic violence sexual assault service agencies are a key exception to this requirement, being prohibited from entering client data into the HMIS by the Violence Against Women Act (VAWA).

These agencies must enter client data into a separate but comparable database that can provide aggregate reporting on all HMIS data elements.

F. Regulatory Environment:

Project models including eligible activities, record keeping, and eligible spending are defined per Emergency Solution Grant regulations stated in 24 CFR 576.100 – 576.501.

Projects also must follow the Sonoma County CoC Program Standards, which are specific to project type. Standards can be located on our website here:

<https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/homelessness-services/continuum-of-care/coc-governance-and-compliance>

7. Funding Sources

Funding sources for this NOFA may include, but not be limited to:

A. State Emergency Solutions Grants (State-ESG)

The State ESG program is administered by the California Department of Housing and Community Development (HCD) with an allocation for the Continuum of Care. Eligible uses include a minimum of 40% to be utilized on rapid rehousing with emergency shelter street outreach and homelessness prevention also eligible uses. The estimated allocation of State ESG in this NOFA is \$161,000.

B. State Homelessness Housing, Assistance, and Prevention (HHAP Rounds 4 and 5)

HHAP is administered by the California State Interagency Council on Homelessness (ICH) and funds a large portion of existing programs in the system of care. Eligible uses include permanent supportive housing, rapid rehousing, emergency shelter/winter shelter and non-congregate shelter, street outreach, homelessness prevention, diversion, services coordination,



and improvements to existing shelter projects to enhance privacy. 10% of HHAP funds must be utilized on services for transition age youth (TAY) ages 18-24.

Please note: HHAP's Round 5 funds require the development, submittal, and approval of a Regionally Coordinated Homelessness Action Plan between the County of Sonoma, interested cities (if any) and the Sonoma County Continuum of Care. Interested cities may also sign on to the Action Plan.

Funding totals from residual HHAP-4 and the full amount of HHAP-5 will be shared when known.

C. State Homelessness Housing Incentive Program (HHIP)

The State HHIP Program is administered by Partnership Health Care (PHC) of California with funds from the State Department of Health Care Services. HHIP funds are directed towards persons eligible for and/or enrolled in Medi-Cal and are based on an incentive metric with funds being allocated to the County of Sonoma after performance benchmarks are met. As of the writing of this NOFA, approximately \$2 million is expected to be available.

Eligible uses for HHIP include street outreach, services coordination and direct services (for permanent supportive housing, rapid rehousing, shelter, etc.), building lease or purchase, prevention and shelter diversion, interim sheltering, Coordinated Entry operations, and shelter improvements. Enhancing and deepening current projects for sustainability and which serve persons eligible for or enrolled in Medi-Cal is a priority for HHIP funding.

D. Local County Funds

Local County discretionary funds are allocated to the Lead Agency to support projects in the system of care. Eligible uses may include street outreach, permanent supportive housing, rapid rehousing, interim shelter (including winter shelter and non-congregate shelter), warming and cooling centers, homelessness prevention, services coordination, administrative funds for projects and other projects not eligible under State/Federal funding streams. The amount of local funds is unknown at this time.

E. Measure O

As of the date of this NOFA, no determination has been made as to whether the Department of Health Services or the Board of Supervisors will have access to additional funds within various balances from Measure O, the local sales tax initiative for housing and homelessness. Should the Department and Board decide to allocate Measure O fund balance to this NOFA, Lead Agency staff will inform the applicants of this action.



Questions? Contact Chuck Mottern at Chuck.Mottern@sonoma-county.org or Michael Gause at Michael.Gause@sonoma-county.org



1. New vs. Renewal

a. Application Funding Background:

In the following section, please choose one project category:

New Project Proposals

(This proposed project is NEW and has not previously been funded through the annual Sonoma County Homeless Coalition (SCHC) NOFA, Sonoma County Department of Health, or the Sonoma County Community Development Commission, and has NOT otherwise operated as a service)

The applicant organization has not operated this project prior to this application submission.

New to the SCHC annual NOFA competition

(The proposed project is currently in operation but has not previously been funded through the annual Sonoma County Homeless Coalition (SCHC)NOFA, the Sonoma County Department of Health, or the Sonoma County Community Development Commission.)

This project has been in operation prior to this submission.

1. **The date this project began operating:** _____

2. **The location of services:** _____

3. **List the primary funding sources supporting this project previously:**

Name of Source	Annual Allocation
• _____	\$ _____
• _____	\$ _____

Funded in Fiscal Year 2023-2024

(This project was funded through the Continuum of Care NOFA in Fiscal Year 2023-24)

1. **List the amount of the Fiscal Year 2023-2024 SCHC Allocation:**

• \$ _____

b. Project Readiness:

If funded, this project is prepared to begin services and hiring of staff on July 1, 2024, for both new and renewing projects.

If necessary, this project will have site control for the proposed project to begin operations as of July 1, 2024, for both new and renewing projects.

1. **Please enter the proposed project’s site location if applicable:**

• _____



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c. Fidelity to the Project Model:

- If funded, the Applicant, by checking this box, agrees to operate the proposed project with fidelity to the project model defined in 24 CFR 576.1-501 or per the COC Interim Rule for Permanent Supportive Housing projects, and in alignment with the Sonoma County Homeless Coalition’s program standards.

<https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#seqnum576.104>

<https://www.hudexchange.info/resource/2033/heardh-coc-program-interim-rule/>

d. Project Type

This application requests funding for one of the following eligible activities:

- Rapid Re-housing**
- Permanent Supportive Housing**
- Emergency Shelter / Navigation Center**
- Non-Congregate Shelter**
- Street Outreach (Including Safe Parking focused projects)**
- Homelessness Prevention**

If the project is not in the stated categories, please state the general project focus:

- Other Homelessness Services Project (State General Project Focus):**

For Other Homelessness Services Projects, please *briefly* describe the proposed modality used in your project:

2. Funding Priorities

a. The proposed project targets chronically homeless individuals

- Yes
- No, the project type applied for does not require chronic homeless status for entry.

b. For Permanent Supportive Housing project applications only:



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- This project application is for housing services only.
- This project application is for capital improvements or construction.
- This project application is for services and capital improvements or construction.

c. Does this project increase supportive services for an existing project?

- Yes, this project application will increase supportive services for an existing project.

In the space below, please broadly describe what aspects of services will be increased:

d. Focus on increasing staff retention?

In the space below, please broadly describe what strategies will support increased staff retention:

e. Case Management/Services Ratio:



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Please acknowledge the anticipated case management to client ratio for the project type being applied for:

- 20:1 - Permanent Supportive Housing
- 30:1 - Rapid Re-housing

30:1 – Emergency Shelter / NCS Site

- Other- Please describe: _____

f. Sonoma Valley Services

- The proposed project focuses on service gaps in the Sonoma Valley.

If the box above is checked, please indicate your project type that will operate in the Sonoma Valley:

- Street Outreach
- Interim housing
- Emergency Shelter
- Permanent Supportive Housing
- Rapid Re-housing

g. Subregional Street Outreach

If applying for a Street Outreach project, please indicate what subregion of Sonoma County your project will focus upon.

- North County (Windsor to Cloverdale)
- Central County (Santa Rosa)
- Eastern County (Kenwood, Glen Ellen, Sonoma Springs, City of Sonoma)
- Southern County (Rohnert Park, Cotati, Penngrove Petaluma)
- West County (Sebastopol, lower Russian River Communities, Sonoma Coast)

h. Use of Housing Choice or Project Based Vouchers

• Rapid Re-housing Applicants Only

- This Rapid Re-housing application is for a tenant-based project (per California ICH regulations)
- This Rapid Re-housing application is for project-based RRH

Does the proposed Rapid Re-housing project target any of the following specific populations:

- Transitional-aged youth,
- Veterans
- Families
- Victims of domestic violence



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Justice-involved individuals)

• **Permanent Supportive Housing Applicants Only**

This proposed **Permanent Supportive Housing** project will be able to utilize Housing Choice Vouchers/Project Based Vouchers.

This proposed **Permanent Supportive Housing** project will be a project-based Permanent Supportive Housing Project.

This proposed **Permanent Supportive Housing** project will be a tenant-based Permanent Supportive Housing Project.

Does the proposed Permanent Supportive Housing project target any of the following specific populations:

transitional-aged youth,

Veterans

Families

Victims of domestic violence

Justice-involved individuals)

i. Evidence Based and Promising Practices:

The proposed project will utilize an Evidence-Based, or Promising Practice in service delivery of the project described in this application.

If you checked the box above, please list the Evidence Based or Promising Practice used directly in the proposed project:

- _____
- _____
- _____
- _____

Please state the number of staff who are trained in the Evidence-Based, or Promising Practice who will be working directly with service recipients in the proposed project:

- _____



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Please state how your organization will ensure that staff are trained in the Evidence-Based, or Promising Practice strategies to utilize these practices to fidelity.



Sonoma County Continuum of Care Consolidated NOFA
Agency and Project Questionnaire

Agency Name:

Project Name(s):

Project Type:

Please answer the following questions related to your new or renewal project(s) for the FY 24-25 NOFA. If you have multiple projects, please complete this sheet for each project.

Section 1: Project(s) Overview (Not Scored)

1. What is the project type? What's working and not? Include any key barriers the agency has faced in serving clients and how these were addressed. Also include any specific populations that your project serves (ex: veterans, families, transition-aged youth, victims of domestic violence, etc.).
2. If this is your first year operating a project, please describe your process for ramping up and starting the project. If your project is not at full capacity in terms of bed utilization, please detail your timeline for finalizing the full ramp-up. If this does not apply to you, please respond with not applicable.

Section 2: Housing First Practice (Not Applicable for Street Outreach Projects)

3. Does your project require a background screening prior to program entry (including criminal and credit)? If any background check is required, please describe the rationale for the background check below, why it is conducted, and if there is an appeal process.
4. Does your project require participants to be sober prior to program entry or during program stay? If so, please describe the reason and whether or not this was approved by the State funders and the Lead Agency.
5. Does the project require participants to have a mental health evaluation/screening prior to program entry? If so, is the evaluation used to ensure that the most vulnerable individuals are prioritized for project placement/services or is the evaluation used to screen out individuals?
6. Does the project require participants to have income at time of program entry? Please describe your procedure for ensuring that individuals with little or no income are placed into your program.
7. Does the project require participants to participate in supportive services as a term of enrollment (such as vocational training, budgeting, life skills classes, etc.)?
8. Does the project include any requirements, outside of those in a standard lease, for initial housing readiness or ongoing tenancy? Please discuss your rationale for any provisions not found in a standard lease (e.g., curfews, required "lights" out time, guest policy, etc.). (For non-housing projects, please note Not Applicable)

9. Does housing management have a role or authority in providing services to participants? Please detail if there is a division between service provision and property management. (For non-housing projects, please note Not Applicable).
10. Are services participant-driven? Please discuss the ways in which participants guide their service plans.

Please complete the HUD Housing First Assessment Tool to submit with your application. Note, if you have multiple projects, please complete one for each.

Section 3: Coordinated Entry Participation (For PSH/RRH projects)

11. Please discuss your agency's involvement with Coordinated Entry, including participation in Coordinated Entry Case Conferencing and Coordinated Entry Advisory Committee meetings if applicable.
12. How do you document rejections of participants from Coordinated Entry in your project(s)? If any referrals were rejected within the last year were denied for reasons other than denial by choice, the individual disappeared, or they did not meet eligibility (e.g. individual being referred over to a family unit, adult over 25 being referred to TAY project) please provide an explanation and how many there were.
For ES/Interim/SO projects, please describe your process to ensure clients are enrolled into CES when staying in your projects.

Section 4: Local and HUD Priorities

*When answering the following questions, please address whether your **agency and/or project** addresses each of these goals as they relate to the 5-year CoC Strategic Plan.*

13. Please describe how your agency and project promotes collaboration with healthcare providers. Include specific examples of healthcare partners. Examples for health care services would include partnerships with providers that could address mental health, physical health or substance abuse issues to participate in the project.
14. Please describe your project's case management ratio and how it aligns with best practices of no more than 20:1 for PSH and no more than 30:1 for ES/RRH. (For street outreach, this does not apply.)
15. Is your agency on the Upstream Investment Portfolio (yes or no)? Does your agency use evidence-practices in the provision of services in your project(s)? If yes, please list which practices are used and how often staff are trained on them. Describe how your project aligns with best practices on other registries such as the Center for Evidence Based Solutions.
16. Please describe your project procedure for screening clients for appropriate and relevant mainstream resources for which they may be eligible and how your agency provides access to training for staff related to accessing mainstream services (e.g., Medi-Cal, CalFresh, TANF, substance abuse programs, employment assistance, etc.).

Section 5: Financial Management

17. What is the size of your fiscal department, and what are their qualifications? Have there been any changes in financial management staff since last year?
18. Who monitors monthly expenses vs. budget, and how are budget modifications made?
19. How does your agency separate the transactions of your project between funding sources? (E.g. separate checking account, funding accounting system, salaries, etc.)

Section 6: Contract Administration

20. Does your Annual Performance Report (APR) show that the project accomplished the outcomes promised in the relevant project application (submitted in the prior year)? If not, what challenges, obstacles, or problems did you have or do you foresee in the future?
21. Has there been any changes to the initial project design in the project application? How did you achieve these changes (e.g., was there an amendment executed through the Lead Agency or one in process)?
22. Who submits the APR? If there were any errors on your last APR submission and/or if it was late, what measures have you taken to prevent this from occurring again?

Section 7: Contract Spenddown of Funds

23. If your agency was unable to spend down the grant during the last contract term, please explain why and your plan to address this with your upcoming contract.

Section 8: Cultural Competency & Disability Access

24. Describe how your program participants find out about and access your projects. This includes physical access such as transportation, walk-in hours, referrals or enrollments through Coordinated Entry, outreach materials made available to potential participants, etc.
25. Does your agency have materials in languages other than English? Do you have staff that are bilingual? Please detail any staff with bilingual capability, translations services used, and materials that are available in other languages.
26. Describe your agency's denial of service policy and grievance procedure.
27. Please provide detail on any project exits due to eviction or loss of housing. For ES/Interim projects, please detail reasons for involuntary exits from the project and your exit policy.
28. How do you notify program participants of their rights under disability rights laws? How are staff trained on obligations under the Americans with Disability Act, fair housing laws, and other disability rights laws and how often these trainings take place?
29. Please describe the process for someone to file a reasonable accommodation with your agency; this includes through the Coordinated Entry referral process as well as your internal policy for individuals who request an accommodation while already residing in your project(s).

Section 9: Lived Experience Feedback Process

30. Does your agency have a client advisory board, or do you have lived experience members on your advisory board? If you have a client advisory board, how often do they meet? What are their responsibilities? If you are in the process of developing one, please provide details.
31. How do you obtain and evaluate client feedback (is there a form, monthly meetings, etc.)? What do you do with the feedback you receive and how do you use the feedback to improve service delivery? How does the perspective of individuals with Lived Experience guide policymaking, process and program development in your agency?
32. Please discuss one example of how client feedback led to a change in your project or agency's practices in the past year.
33. Describe your grievance process, including the top 3 most common grievances.

Section 10: Racial Equity and Anti-Discrimination Practices & Policies

34. Has your organization reviewed data for racial and ethnic disparities in the provision of or the outcome of homeless assistance? If racial or ethnic disparities are present, has your organization worked to identify barriers faced by these populations that resulted in being less likely to receive assistance or receive a positive outcome (e.g., lack of outreach) and steps taken or will take steps to eliminate the identified barriers faced by these populations?
35. Please describe efforts made to address racial equity within your programs (including staffing and individuals served as well as training on equity).
36. Do you have an agency anti-discrimination policy? If you have an anti-discrimination policy, how are participants informed and how are staff trained on the policy? If you do not have an agency anti-discrimination policy, please provide a timeline in which your agency will have the approved policy, as required by HUD.
37. Does your anti-discrimination policy include references to HUD's Equal Access Final Rule and Gender Identity Final Rule? Did staff attend the Sonoma County CoC-wide training on HUD's Equal Access/Gender Identity Final Rules or watch the recorded training if they were unable to attend?

Section 11: Data-Informed Program Research

38. How do you use data to enhance your project(s) design and/or service delivery? How often is it reviewed and what data sources are used? Do you rely on HMIS data for your own planning?
39. Please provide at least one example of how you have used data within the past year to enhance programming either agency wide or CoC Program project specific.

Section 12: Change Management and Institutionalization of Knowledge

40. Who are key program staff and what are their backgrounds?
41. What steps does the agency take to ensure project and grants administration knowledge is communicated to new staff? What role does the Board of Directors take in ensuring institutional knowledge is maintained?

42. Please list any key personnel changes in your agency's leadership as well as project staffing in the past year. If there were changes in program staffing in the last year, how was this communicated to the Lead Agency?
43. Does your agency have Standard Operating Policies and Procedures for your project type? If yes, please describe your policies.

**2023-2024 Homelessness Services NOFA
Project Performance Measurement and Local Priorities –PSH**

Performance Measurement	Scoring Methodology	Points	Scoring Key
1. Housing performance			
1a. PSH Housing Outcome: % of exits to and retention of permanent destinations	From APR: ((Q5a. total number of clients) - (Q23a + Q23b subtotal temporary + institutional + Other destinations)) ÷ Q5a., total number of clients. Prorated up to 10 points for 89% or higher - Staff scored	10	% exits to and retention of permanent destinations prorated 89% = 10 pts to a minimum threshold of 49% = 0 pts
1b. Percent exiting to permanent housing returning to homelessness in 12 months	TBD	8	Pro-rated by % between 5% returns to 25% returns (Ex: 3% = 8 points 10% = 0 points)
2. Income performance			
2b1. % who increased income from employment from program entry to exit (HUD System Performance Measure 4)	From HMIS APR:(Q19a.1+2) Number of Adults with Earned Income: Retained Income Category and Increased \$ at /Exit + and annual. Did Not Have the Income Category at Entry and Gained the Income Category at annual and exit ÷ Q5a Total Adults - Staff scored	6	Pro-rated by % exiting w/ increased income Ex: 100%=6 pts; 0% = 0 pts
2b2. % who increased income from sources other than employment (HUD System Performance Measure 4)	From HMIS APR:(Q19a. 1+2) Number of Adults with Other Income: Retained Income Category and Increased \$ at Exit + and annual. Did Not Have the Income Category at Entry and Gained the Income Category at annual and exit ÷ Q5a Total Adults - Staff scored	8	Pro-rated by % exiting w/ increased other income Ex: 100%=8 pts; 0% = 0 pts
3. Mainstream resources: % of clients accessing mainstream resources (HUD System Performance Measure 4)	From APR: (1 - (Q20b. Number of clients accessing Non-Cash Benefit Sources, Adults with No sources) ÷ Q5a., total number of adults. - Staff scored	8	Pro-rated by # of people accessing mainstream resources Ex: 100% = 8pts; 50% = 3 pts
4. The projects average unit Year-end Utilization	From APR PSH/RRH:Q02. % of avg. unit utilization rate (quarterly). - Staff Scored	5	Pro-rated by % #of beds utilized Ex: 100% = 5pts; 50% = 2.5 pts
5. Housing First Practice and Implementation	Full points awarded for compliance with responses to <i>Questionnaire Section 2: Housing First Practice</i> and HUD Housing First Assessment Tool	8	6 pts total awarded 0.75 pts per question Housing First Practice Section; 2 pts for Housing First Assessment Tool

Performance Measurement	Scoring Methodology	Points	Scoring Key
6. Coordinated Entry Participation (Total 9pts)	Percentage of accepted eligible referrals from Coordinated Entry- P/Y Reporting Period- 2022-2023 (HMIS Coordinator will score) (does not include rejections due to ineligibility or program being over-referred)	2	2 pts- 50% accepted or above 1 pts- 25% accepted or above 0 pt less than 25% accepted
	Percentage of enrollments that were referred by Coordinated Entry- P/Y Reporting Period- 2022-2023 (SCDHS Staff and HMIS Coordinator will score. Providers will be notified of findings prior to ensure findings do not include any enrollments following the Internal Emergency Transfer Priority- as permitted through HUD, required by VAWA. Those identified as ETPs will not impact scoring)	7	6 pts- 100% referrals accepted from CES- in compliance; 0 pts- 99% or below of referrals accepted from CES- not in compliance with contract; =
Local Priorities			
7. Alignment with Strategic Plan Goals	2 points for each goal that is a focus of the project, up to 8 points. Goals include (options a-d below):	8	Full pts per narrative response
a. Evidence of Project's collaboration with healthcare providers b. PSH Case Management/Services Ratio of 20:1 or lower/ c. Staff training/client screening for mainstream resources including Medical, Calfresh, TANF, substance abuse programs, employment assistance d. Implement best practices gathered from National Alliance to End Homelessness' Center for Evidence-based Solutions to Homelessness, State of California ICF, and alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other evidence-based practice databases.			
Total Points for Performance/Local Priorities		70	

Agency Management and Capacity

Performance Measurement	Scoring Methodology	Points	Scoring Key
8. Financial/Audit: process, timeliness; findings/management letter, overall fiscal health	Review of financial documents by SCDHS/ Accounting staff & <i>Questionnaire: Financial Management Section</i>	3	3 pts: No findings, timely audit, etc 2 pts: Findings from agency audits in past 2 years, late audit 0 pts: Lack of audit 1 pts: Findings in the audit during the last year
9. Spend down of funds	Review of APR by SCDHS Staff (staff scored) <i>Questionnaire Section 7: Contract Spenddown of Funds and Match</i> Informational Review only	4	4 pts: full spenddown 3pts: 85-99% spend 2 pts: 75-84% spend 1 pts: 65-74% 0pts: < 65%
10. Client/lived experience Feedback Process TALK TO LEAP Board	<i>Narrative Questionnaire: Lived Experience Feedback Process</i>	6	1 pt per question, full pts for having a client advisory board, full explanation and examples
11. Racial Equity and Anti-discrimination Practices & Policies	<i>Narrative Questionnaire: Racial Equity and Anti-Discrimination Practices & Policies</i>	6	1 pt per question, full pts for having a Anti-discrimination policy (with required Equal Access/Gender Identity Final Rules), examples to review/address disparities within their programming in, full explanation and examples
12. Change Management & Institutionalization of Knowledge: Procedures are in place to ensure transmission of program and grants management knowledge when staff changes take place.	<i>Questionnaire Section 12: Change Management and Institutionalization of Knowledge</i>	3	Full pts for plan and procedure for management change and turnover and evidence of Program training; Pro-rated pts for lack of formal procedures
13. High data quality and timeliness of assessments.	HMIS Coordinator Score	8	There are 3 criteria: 1) Universal Data Elements (Name, SSN, DOB, gender, race & ethnicity) are at least 95% complete; Data Quality Score: Income and Benefits health insurance 2) Assessment data is entered in HMIS 6 days or less after assessments are administered;

Performance Measurement	Scoring Methodology	Points	Scoring Key
			3) Data Validation Reports from HMIS are reasonable for project type 1. Full pts for meeting all 3 criteria; pro-rated pts for missing one or more criteria
Total Agency & Management Capacity points		30	
Total Possible Points		100	

Committee Member Notes:

**2023-2024 Homelessness Services NOFA
Project Performance Measurement and Local Priorities – RRH**

Performance Measurement	Scoring Methodology	Points	Scoring Key
<i>1. Housing performance</i>			
1a. RRH Housing Outcome: % of exits to permanent destinations	From APR: ((Q5a. total number of clients) - (Q23a + Q23b subtotal temporary+ institutional+ Other destinations)) ÷ Q5a., total number of clients. Prorated up to 10 points for 89% or higher. - Staff scored	10	% exits to permanent destinations prorated 89% = 10 pts to a minimum threshold of 49% = 0 pts Ex: 89% = 10 pts 67% = 7.5 pts 50% = 5 pt
1b. Percent exiting to permanent housing returning to homelessness in 12 months	TBD	8	Pro-rated by % between 5% returns to 25% returns (Ex: 3% = 8 points 10% = 0 points)
1c. Length of time between projects start and housing move in date	From HMIS APR Q 22C	3	7 – 60 days = 3 pts 61 – 180 = 2 pts 181 – 730 = 1 pt
<i>2. Income performance</i>			
2b1. % who increased income from employment from program entry to exit (HUD System Performance Measure 4)	From HMIS APR:(Q19a.1+2) Number of Adults with Earned Income: Retained Income Category and Increased \$ at Follow-Up/Exit + Did Not Have the Income Category at Entry and Gained the Income Category at Follow-Up/Exit) ÷ Q5a Total Adults - Staff scored	8	Pro-rated by % exiting w/ increased income Ex: 100% = 8 pts; 0% = 0 pts

Performance Measurement	Scoring Methodology	Points	Scoring Key
2b2. % who increased income from sources other than employment (HUD System Performance Measure 4)	From HMIS APR:(Q19a. 1+2) Number of Adults with Other Income: Retained Income Category and Increased \$ at Follow-Up/Exit + Did Not Have the Income Category at Entry and Gained the Income Category at Follow-Up/Exit) ÷ Q5a Total Adults - Staff scored	8	Pro-rated by % exiting w/ increased income Ex: 100% =8 pts; 0% = 0 pts
3. Mainstream resources: % of clients accessing mainstream resources (HUD System Performance Measure 4)	From APR: (1 - (Q20b. Number of clients accessing Non-Cash Benefit Sources, Adults with No sources) ÷ Q5a., total number of adults. - Staff scored	8	Pro-rated by # of people accessing mainstream resources Ex: 100% = 8pts; 50% = 4 pts
5. Housing First Practice and Implementation	Full points awarded for compliance with responses to <i>Questionnaire Section 2: Housing First Practice</i> and HUD Housing First Assessment Tool	8	6pts total awarded 0.75 pts per question Housing First Practice Section; 2 pts for Housing First Fidelity Tool
6. Coordinated Entry Participation (Total 9pts)	Percentage of accepted eligible referrals from Coordinated Entry- P/Y Reporting Period- 2022-2023	2	2 pts- 50% accepted or above 1 pts- 25% accepted or above 0 pt less than 25% accepted

Performance Measurement	Scoring Methodology	Points	Scoring Key
	<p>(HMIS Coordinator will score) (does not include rejections due to ineligibility or program being over-referred)</p> <p>Percentage of enrollments that were referred by Coordinated Entry- P/Y Reporting Period- 2022-2023</p> <p>(SCDHS Staff and HMIS Coordinator will score. Providers will be notified of findings prior to ensure findings do not include any enrollments following the Internal Emergency Transfer Priority- as permitted through HUD, required by VAWA. Those identified as ETPs will not impact scoring)</p>	7	<p>7 pts- 100% referrals accepted from CES- in compliance; 0 pts- 99% or below of referrals accepted from CES- not in compliance with contract; =</p>
Local Priorities			
7. Alignment with Strategic Plan Goals	2 points for each goal that is a focus of the project, up to 8 points. Goals include (options a-d below):	8	Full pts per narrative response

Performance Measurement	Scoring Methodology	Points	Scoring Key
<ul style="list-style-type: none"> a. Evidence of Project’s collaboration with healthcare providers b. PSH Case Management/Services Ratio of 20:1/RRH 30:1 c. Staff training/client screening for mainstream resources including Medical, Calfresh, TANF, substance abuse programs, employment assistance d. Implement best practices gathered from National Alliance to End Homelessness’ Center for Evidence-based Solutions to Homelessness, State of California ICF, and alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other evidence-based practice databases. 			
Total Points for Performance/Local Priorities		70	

Agency Management and Capacity

Performance Measurement	Scoring Methodology	Points	Scoring Key
8. Financial/Audit: process, timeliness; findings/management letter, overall fiscal health	Review of financial documents by SCDHS/ Accounting staff & <i>Questionnaire: Financial Management Section</i>	3	<ul style="list-style-type: none"> 3 pts: No findings, timely audit, etc 2 pts: Findings from agency audits in past 2 years, late audit 0 pts: Lack of audit 1 pts: Findings in the audit during the last year

Performance Measurement	Scoring Methodology	Points	Scoring Key
9. Spend down of funds	Review of APR by SCDHS Staff (staff scored) <i>Questionnaire Section 7: Contract Spenddown of Funds and Match Informational Review only</i>	4	4 pts: full spenddown 3pts: 85-99% spend 2 pts: 75-84% spend 1 pts: 65-74% 0pts: < 65%
10. Client/lived experience Feedback Process TALK TO LEAP Board	<i>Narrative Questionnaire: Lived Experience Feedback Process</i>	6	1 pt per question, full pts for having a client advisory board, full explanation, and examples
11. Racial Equity and Anti-discrimination Practices & Policies	<i>Narrative Questionnaire: Racial Equity and Anti-Discrimination Practices & Policies</i>	6	1 pt per question, full pts for having a Anti-discrimination policy (with required Equal Access/Gender Identity Final Rules), examples to review/address disparities within their programming in, full explanation and examples
12. Change Management & Institutionalization of Knowledge: Procedures are in place to ensure transmission of program and grants management knowledge when staff changes take place.	<i>Questionnaire Section 12: Change Management and Institutionalization of Knowledge</i>	3	Full pts for plan and procedure for management change and turnover and evidence of Program training; Pro-rated pts for lack of formal procedures
13. High data quality and timeliness of assessments.	HMIS Coordinator Score	8	There are 3 criteria: 1) Universal Data Elements (Name, SSN, DOB, gender, race & ethnicity) are at least 95% complete; Data Quality Score: Income and Benefits health insurance 2) Assessment data is entered in HMIS 6 days or less after assessments are administered; 3) Data Validation Reports from HMIS are reasonable for project type 1. Full pts for meeting all 3 criteria; pro-rated pts for missing one or more criteria
Total Agency & Management Capacity points		30	
Total Possible Points		100	

Committee Member Notes:

2023-2024 Homelessness Services NOFA
Project Performance Measurement and Local Priorities – ES/Interim Housing

Performance Measurement	Scoring Methodology	Points	Scoring Key
<i>1. Housing performance</i>			
1a. ES/Interim Housing Outcome: % of exits to permanent destinations	From APR: (Q5a. total number of clients - (Q23a + Q23b subtotal temporary + institutional + Other destinations)) ÷ Q5a., total number of clients. Staff scored	10	% exits to permanent destinations prorated 30% = 10 pts to a minimum threshold of 5% = 0 pts 30%-21% = 10 pts 20% -11%= 7.5 pts 10% = 5 pts
1d. Percent exiting to permanent housing returning to homelessness in 6 months	HMIS Coordinator will score	8	Pro-rated by % between 5% returns to 25% returns (Ex: 5% = 8 points 25% = 0 points)
1e. The projects average enrollment year-end utilization	APR: % of average enrollment utilization rate, quarterly in one year	8	90% - 5 points 85 percent – 3 points 80% - 2 points <80% 0 points
1f. Enrollment into CES	Enrollments into CES/ Number of unique individuals served	8	90% - 5 points 75% 3 points >75% 0 points
<i>2. Income performance</i>			
2b1. % who increased income from employment from program entry to exit (HUD System Performance Measure 4)	From HMIS APR:(Q19a.1+2) Number of Adults with Earned Income: Retained Income Category and Increased \$ at Follow-Up/Exit + Did Not Have the Income Category at Entry and Gained the Income Category at Follow-Up/Exit) ÷ Q5a Total Adults - Staff scored	6	Pro-rated by % exiting w/ increased income Ex: 100%=6 pts; 50%=3 pts
2b2. % who increased income from sources other than employment (HUD System Performance Measure 4)	From HMIS APR:(Q19a. 1+2) Number of Adults with Other Income: Retained Income Category and Increased \$ at Follow-Up/Exit + Did Not Have the Income Category at Entry and Gained the Income Category at Follow-Up/Exit) ÷ Q5a Total Adults - Staff scored	6	Pro-rated by % increased other income Ex: 100% = 6pts; 50% = 3 pts
3. Mainstream resources: % of clients accessing mainstream resources (HUD System Performance Measure 4)	From APR: (1 - (Q20b. Number of clients accessing Non-Cash Benefit Sources, Adults with No sources) ÷ Q5a., total number of adults. - Staff scored	8	Pro-rated by # of people accessing mainstream resources Ex: 100% = 5pts; 50% = 2.5 pts
5. Housing First Practice and Implementation	Full points awarded for compliance with responses to <i>Questionnaire Section 2:</i>	8	6pts total awarded 1 pt per question Housing First Practice Section;

Performance Measurement	Scoring Methodology	Points	Scoring Key
	<i>Housing First Practice</i> and HUD Housing First Assessment Tool		2 pts for Housing First Fidelity Tool
Local Priorities			
7. Alignment with Strategic Plan Goals	2 points for each goal that is a focus of the project, up to 8 points. Goals include (options a-d below):	8	Full pts per narrative response
a. Evidence of Project’s collaboration with healthcare providers b. Case Management/Services Ratio of 30:1 c. Staff training/client screening for mainstream resources including. Medical, Calfresh, TANF, substance abuse programs, employment assistance d. Implement best practices gathered from National Alliance to End Homelessness’ Center for Evidence-based Solutions to Homelessness, State of California ICF, and alignment with Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other evidence-based practice databases.			
Total Points for Performance/Local Priorities		70	

Agency Management and Capacity

Performance Measurement	Scoring Methodology	Points	Scoring Key
8. Financial/Audit: process, timeliness; findings/management letter, overall fiscal health	Review of financial documents by SCDHS Staff/ Accounting staff & <i>Questionnaire: Financial Management Section</i>	3	3 pts: No findings, timely audit, etc. 2 pts: Findings from agency audit in past 2 years, late audit 0 pts: Lack of audit 1 pts: Findings in the audit during the last year
9. Spend down of funds	Review of APR by SCDHS (staff scored) <i>Questionnaire Section 7: Contract Spenddown of Funds and Match Informational Review only</i>	4	4 pts: full spenddown 3 pts: 85-99% spend 2 pts: 75-84% spend 1 pts: 65-74% 0 pts: < 65%
10. Client/lived experience Feedback Process	<i>Narrative Questionnaire: Lived Experience Feedback Process</i>	6	1 pt per question, full pts for having a client advisory board, full explanation and examples

Performance Measurement	Scoring Methodology	Points	Scoring Key
11. Racial Equity and Anti-discrimination Practices & Policies	<i>Narrative Questionnaire: Racial Equity and Anti-Discrimination Practices & Policies</i>	6	1 pt per question, full pts for having a Anti-discrimination policy (with required Equal Access/Gender Identity Final Rules), examples to review/address disparities within their programming in, full explanation and examples
12. Change Management & Institutionalization of Knowledge: Procedures are in place to ensure transmission of program and grants management knowledge when staff changes take place.	<i>Questionnaire Section 12: Change Management and Institutionalization of Knowledge</i>	3	Full pts for plan and procedure for management change and turnover and evidence of Program training; Pro-rated pts for lack of formal procedures
13. High data quality and timeliness of assessments.	HMIS Coordinator Score	8	There are 3 criteria: 1) Universal Data Elements (Name, SSN, DOB, gender, race & ethnicity) are at least 95% complete; Data Quality Score: Income and Benefits health insurance 2) Assessment data is entered in HMIS 6 days or less after assessments are administered; 3) Data Validation Reports from HMIS are reasonable for project type 1. Full pts for meeting all 3 criteria; pro-rated pts for missing one or more criteria
Total Agency & Management Capacity points		30	
Total Possible Points		100	

Committee Member Notes:

**2023-2024 Homelessness Services NOFA
Project Performance Measurement and Local Priorities – Street Outreach**

Performance Measurement	Scoring Methodology	Points	Scoring Key
1. Housing performance			
1a. What is the percentage of people enrolled in SO who were also enrolled in CE?	Number of individuals enrolled into CES divided by number enrolled in street outreach.	25	% enrolled 60%= 25 pts 30%= 0 pts
1b. What is the percentage of people engaged with SO who exit to permanent destinations?	From APR Q 23C	15	% housed 10+= 15 pts 0%-0: 0 pts
1c. What is the percentage of individuals placed into emergency shelter/transitional housing?	From APR Q 23C	15	% housed 40+= 15 pts 10 %-0: 0 pts
Local Priorities			
7. Alignment with Strategic Plan Goals	2 points for each goal that is a focus of the project, up to 8 points. Goals include (options a-d below):	15	Full pts per narrative response (5 points per response)
a. Evidence of Project’s collaboration with healthcare providers b. Staff training/screening for mainstream resources including Medi-cal, Calfresh, TANF, substance abuse programs, employment assistance c. Alignment with National Alliance to End Homelessness’ Center for Evidence-based Solutions to Homelessness, Upstream Investments as evidenced by agency practices on the Upstream portfolio, or other evidence-based practice databases.			
Total Points for Performance/Local Priorities		70	

Agency Management and Capacity

Performance Measurement	Scoring Methodology	Points	Scoring Key
8. Financial/Audit: process, timeliness; findings/management letter, overall fiscal health	Review of financial documents by SCDHS Staff/ Accounting staff & <i>Questionnaire: Financial Management Section</i>	3	3 pts: No findings, timely audit, etc 1-2 pts: Findings in past 3 years, late audit 0-1 pts: Lack of audit

Performance Measurement	Scoring Methodology	Points	Scoring Key
9. Spend down of funds	Review of APR by SCDHS (staff scored) <i>Questionnaire Section 7: Contract Spenddown of Funds and Match</i> Informational Review only	4	4 pts: full spenddown 3pts: 85-99% spend 2 pts: 75-84% spend 1 pts: 65-74% 0pts: < 65%
10. Client/lived experience Feedback Process	<i>Narrative Questionnaire: Lived Experience Feedback Process</i>	6	1 pt per question, full pts for having a client advisory board, full explanation, and examples
11. Racial Equity and Anti-discrimination Practices & Policies	<i>Narrative Questionnaire: Racial Equity and Anti-Discrimination Practices & Policies</i>	6	1 pt per question, full pts for having an Anti-discrimination policy (with required Equal Access/Gender Identity Final Rules), examples to review/address disparities within their programming in, full explanation and examples
12. Change Management & Institutionalization of Knowledge: Procedures are in place to ensure transmission of program and grants management knowledge when staff changes take place.	<i>Questionnaire Section 12: Change Management and Institutionalization of Knowledge</i>	3	Full pts for plan and procedure for management change and turnover and evidence of Program training; Pro-rated pts for lack of formal procedures
13. High data quality and timeliness of assessments.	HMIS Coordinator Score	8	There are 3 criteria: 1) Universal Data Elements (Name, SSN, DOB, gender, race & ethnicity) are at least 95% complete; 2) Data Quality Score: Income and Benefits health insurance 2) Assessment data is entered in HMIS 5 days or less after assessments are administered; 3) Data Validation Reports from HMIS are clean 1. Full pts for meeting all 3 criteria; pro-rated pts for missing one or more criteria
Total Agency & Management Capacity points		30	
Total Possible Points		100	

Committee Member Notes:

**Sonoma County Homeless Coalition Board
Agenda Report**

Item No: 11
Subject: December 20, 2023, CoC Board Meeting Draft Agenda
Meeting Date: November 15, 2023
Staff Contact: Alea Tantarelli, Alea.Tantarelli@Sonoma-County.org

SUMMARY

This staff report briefly summarizes the December 20, 2023, Sonoma County Homeless Coalition Board Meeting proposed agenda. The draft agenda contains all proposed items that will be discussed by the Board at the December 20, 2023, meeting. The draft agenda is attached as **Attachment A**.

RECOMMENDED ACTION(S)

None – an informational item only.

**Sonoma County Homeless Coalition
Governing Board Meeting
Agenda for December 20, 2023
1:00pm-4:30pm Pacific Time**

Public Zoom Link:

<https://sonomacounty.zoom.us/j/99261791880?pwd=djc0b1ZsU1FpOU1kbkJ0UDNOcUhfQT09>

Phone: 1 (669) 900-9128 Webinar ID: 992 6179 1880 Passcode: 650935

	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
	<i>Note: Items 1-4 below are proposed for adoption via one motion as the Consent Calendar.</i>	N/A		
1.	12/20/23 Agenda <i>(Consent Calendar)</i>	Draft Agenda	Staff	1:05pm
2.	Minutes from 11/15/23 <i>(Consent Calendar)</i>	Draft Minutes	Staff	
3.	Summary of Follow-ups from the Previous Meeting(s) <i>(Consent Calendar)</i>	Summary of Follow-ups	Staff	
4.	Reports for Standing Committee Updates <i>(Consent Calendar)</i> <ul style="list-style-type: none"> • Funding & Evaluation Committee • HMIS Committee • CEA Committee • Strategic Planning Committee • Lived Experience Advisory & Planning Board (LEAP) 	Staff Report for Standing Committees	Staff	
5.	Reports from Lead Agency Staff Potential ACTION ITEM	Staff Report for Reports from Lead Agency	Staff	1:25pm
6.	Service Provider Roundtable (SPR) Update (with presentation) Potential ACTION ITEM		Margaret Sluyk	1:55pm

7.	Homeless Point in Time Count Potential ACTION ITEM		Staff	2:15pm
8.	Word from the Street Potential ACTION ITEM		Chessy Etheridge	3:00pm
9.	10-minute break			3:10pm
10.	Phase III - How the Lead Agency plans to incorporate data to inform the Coalition's decisions ACTION ITEM		Staff	3:20pm
11.	Review Agenda for Next Coalition Board Meeting Potential ACTION ITEM	Staff Report for DRAFT Agenda	Board Chair	4:10pm
12.	Board Member Questions & Comments Potential ACTION ITEM		Board Chair	4:20pm
13.	Public Comment on Items not on the Agenda		Board Chair	4:25pm

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email Araceli.Rivera@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

ACRONYMS & COMMON TERMS – Updated 11-2-2022

AAF	Annual Adjustment Factor	CTAC	Cities and Towns Advisory Committee
ACC	Annual Contributions Contract	DCSS	Department of Child Services
ADA	Americans with Disabilities Act	DDA	Disposition and Development Agreement
AFFH	Affirmatively Furthering Fair Housing	DHCS	Dept of Health Care Services (State dept)
AHA	Affordable Housing Agreement	DHS	Department of Health Services (County dept)
AHDA	Affordable Housing Development Assistance (Santa Rosa)	DSLCL	Disability Services and Legal Center
AHP	Affordable Housing Program (FHLB)	DST	Downtown Streets Team (Petaluma)
AMI	Area Median Income	EA	Environmental Assessment
APE	Area of Potential Effect	EIR	Environmental Impact Report (State)
ASHC	Affordable Housing and Sustainable	EIS	Environmental Impact Statement (Federal)
BHDC	Burbank Housing Development Corporation	ELI	Extremely Low Income
CalHFA	California Home Finance Agency	ENA	Exclusive Negotiating Agreement
Cal-ICH	CA Interagency Council on Homelessness	EOP	End of Participation
CAPIT	Child Abuse Prevention, Intervention and Treatment Fund	ERAP	Emergency Rental Assistance Program
CAPSC	Community Action Partnership Sonoma County	ESG	Emergency Solutions Grants (formerly Emergency Shelter Grants)
CASp	Certified Access Specialist	ESL	English as a Second Language
CBDO	Community-Based Development Organization	FEMA	Federal Emergency Management Agency
CCC	Center for Community Change	FESG	Federal Emergency Shelter Grants Program
CCOC	Cloverdale Community Outreach Committee	FHA	Federal Housing Administration
CCofSR	Catholic Charities of Santa Rosa	FHANC	Fair Housing Advocates of Northern California
CDBG	Community Development Block Grant	FHIP	Fair Housing Initiatives Program
CDBG-CV	CDBG for Coronavirus Response	FHLB	Federal Home Loan Bank
CDBG-DR	CDBG for Disaster Recovery	FHP	Fair Housing Plan
CDC	Community Development Commission	FMR	Fair Market Rent
CE	Coordinated Entry	FONSI	Finding of No Significant Impact
CEF	California Equity Fund	FSS	Family Self-Sufficiency Program
CEQA	California Environmental Quality Act	FY	Fiscal Year
CFH	County Fund for Housing	FYE	Fiscal Year End
CFR	Code of Federal Regulations	GAO	Government Accounting Office
CHAS	Comprehensive Housing Affordability Strategy	GR	Gross Rent
CHD	California Human Development Corporation	GSE	Government-Sponsored Enterprises
CHDC	California Housing Development Corporation	HAC	Housing Assistance Committee
CHDO	Community Housing Development Organization	HAP	Housing Assistance Plan
CHFA	California Home Finance Agency	HAS	Homeless Action Sonoma
CHRB	Community Housing Resource Board	HCD	Housing and Community Development (State of California)
CHRP-O	California Housing Rehabilitation Program for Owner-Occupied Housing	HCDA	Housing and Community Development Act
CHSC	Community Housing Sonoma County	HCV	Housing Choice Voucher
CIF	Community Investment Funds (FHLB)	HDS	Housing Discrimination Study
CLG	Centro Laboral de Graton (Graton Labor Center)	HEART	Homeless Encampment Access and Resource Team (County)
C of O	Certificate of Occupancy	HEAP	Homeless Emergency Assistance Program
CoC	Continuum of Care	HELP	Housing Enabled by Local Partnerships (funded by CalHFA)
COOP	Continuity of Operations	HERO	Helping Enrich Resource Opportunity
COTS	was "Committee on the Shelterless"	HEROS	HUD Environmental Review Online System
CPI	Child Parent Institute	HHAP	Homeless Housing, Assistance and Prevention
CRI	Community Resources for Independence	HHIP	Homeless Housing Incentive Program
CRLP	Commercial Rehabilitation Loan Program	HHSC	Health and Human Services Committee
CSF	Community Services Fund	HMDA	Home Mortgage Disclosure Act
CSHHP	California Self-Help Housing Program	HMIS	Homeless Management Information System
CSN	Community Support Network	HOME	Home Investment Partnerships Program
		HOPWA	Housing Opportunities for People with AIDS
		HOST	Homeless Outreach Service Team

ACRONYMS & COMMON TERMS – Updated 11-2-2022

HPRP	Housing Prevention Rapid Re-Housing Program	NIMBY	“Not in My Back Yard”
HQS	Housing Quality Standards	NOFA	Notice of Funding Availability
HSD	Human Services Department (County dept)	NOFO	Notice of Funding Opportunity
HUD	US Department of Housing and Urban Development	NOI-RROF	Notice of Intent to Request Release of Funds
HUD/202/811	HUD New Construction for Elderly/Handicapped	NPLH	No Place Like Home
HUD/236	HUD Mortgage Insurance & Interest Reduction Payment for Multi-Family Rental Projects	NSCS	North Sonoma County Services
HUD/8	HUD Section 8 New Construction Program	NSP	Neighborhood Stabilization Program
IG	Inspector General	OMB	Office of Management and Budget
IGR	Independent Group Residence	PASS	Plan for Achieving Self-Support
IIG	Infill and Infrastructure Grant	PBV	Project-Based Voucher
IMD	Institute of Mental Disease	PCC	Program Coordination Committee
IMDT	Interdepartmental Multi-Disciplinary Team	PHA	Public Housing Authority
InRESPONSE	Mental Health Response Team (Santa Rosa)	PHADA	Public Housing Authorities Directors Association
IOLERO	Independent Office of Law Enforcement Review and Outreach (County agency)	PHC	Partnership Health Plan California
IPA	Independent Public Accountant	PHM	Public Housing Manager
JPA	Joint Powers Authority	PHRA	Public Housing Reform Act of 1998
JRT	Joe Rodota Trail	PIC	Public and Indian Housing Information Center
LASC	Legal Aid of Sonoma County	PIH	Public and Indian Housing
LHA	Local Housing Authority	PI	Public Infrastructure (County department)
LI	Low Income	PII	Personal Identifiable Information
LIA	Live-In Aide	PJ	Participating Jurisdiction
LIHF	Low Income Housing Fund (San Francisco-based Fund Source)	PLHA	Permanent Local Housing Allocation
LISC	Local Initiatives Support Corporation	PMSA	Primary Metropolitan Statistical Area Established by the US Census
LMIHAF	Low and Moderate-Income Housing Asset Fund	PPSC	Petaluma People’s Service Center
LSA	Longitudinal Systems Analysis (HMIS)	PRA	Public Records Act
MAI	Member of the Appraisal Institute	PRMD	Permit & Resource Management Department (Sonoma County)
MAR	Monthly Activities Report	PS	Payment Standard
Measure O	¼ Cent Sales tax for housing/homelessness	PSA	Purchase and Sale Agreement
MHP	Multi-Family Housing Project (HCD)	PSH	Permanent Supportive Housing
MITCS	Multi-Family Tenant Characteristics System	PSIF	Preliminary Site Information Form (Part of the RECD Process)
MRBP	Mortgage Revenue Bond Program	PUD	Planned Unit Development
MSA	Metropolitan Statistical Area	QC	Quality Control
MSS	Mobile Supportive Services	QFHO	Qualified Fair Housing Organization
MWBE	Minority and Women’s Business Enterprises	QHWRA	Quality Housing and Work Responsibility Act of 1998
MYFS	Mendocino Youth & Family Services	R&R	Reinvestment and Revitalization Fund
NAHB	National Association of Home Builders	RCAC	Rural Communities Assistance Corporation
NAHRO	National Association of Housing and Redevelopment Officials	RCF	Residential Care Facility
NAMI SC	National Alliance on Mental Illness Sonoma County	RDIP	Rental Development Incentive Program
NAREB	National Association of Real Estate Brokers	REAC	Real Estate Assessment Center (HUD)
NBOP	North Bay Organizing Project	RECDS	Rural Economic Community Development Service
NBVR	North Bay Veterans Resource Center	REFB	Redwood Empire Food Bank
NCCLF	Northern California Community Loan Fund	RFH	Reach for Home
NDP	Neighborhood Development Program	RFP	Request for Proposals
NEPA	National Environmental Policy Act	RFQ	Request for Qualifications
NFHA	National Fair Housing Alliance	RHCP	Rental Housing Construction Program (State of California)
		RRH	Rapid Re-Housing
		RRP	Rental Rehabilitation Program
		RTA	Request for Tenancy Approval

ACRONYMS & COMMON TERMS – Updated 11-2-2022

SAHA	Satellite Affordable Housing Associates
SAMHSA	US Substance Abuse and Mental Health Services Administration
SAVS	Sonoma Applied Village Services
SAY	Social Advocates for Youth
SCPEO	Sonoma County People for Economic Opportunity
SCFBOP	Sonoma County Faith-Based Organizing Project
SCRIMS	Sonoma County Rental Information and Mediation Services
SEMAP	Section 8 Management Assessment Program
SHPO	State Historic Preservation Office
SLE	Sober Living Environment
SMI	Severe Mental Illness
SMSA	Standard Metropolitan Statistical Area
SOS	Sonoma Overnight Support
SPARC	Site Plan and Architectural Review Committee (Petaluma)
SPMs	System Performance Measurements (HMIS)
SRO	Single Room Occupancy
SSA	Social Security Administration
SSI	Supplemental Security Income
Stella M	HUD online tool to assist in homelessness response system effectiveness
Stella P	HUD program using LSAs to show system performance
SVDP	St. Vincent de Paul
TANF	Temporary Assistance for Needy Families
TAT	Threat Assessment Team
TBA	Tenant-Based Assistance
TBRA	Tenant-Based Rental Assistance
TCAC	Tax Credit Allocation Committee
TLC	TLC Child and Family Services
TLR	The Living Room
TOD	Transit-Oriented Development
TOT	Transit Occupancy Tax (Advertising Fund)
TR	Tenant Rent
TTP	Total Tenant Payment
UA	Utility Allowance
UDAG	Urban Development Action Grant
URP	Utility Reimbursement Payment
USDA-RD	United States Department of Agriculture – Rural Development
VAMA	Voluntary Affirmative Marketing Agreements
VASH	Veterans Affairs Supportive Housing (voucher)
VAWA	Violence Against Women Reauthorization Act of 2005
VCA	Voluntary Compliance Agreement
VLI	Very Low Income
VVC	Vietnam Veterans of California
WCCS	West County Community Services
WPC	Whole Person Care
WRS	Women's Recovery Service
YIMBY	Yes in My Backyard