Technical Advisory Committee Meeting
August 26, 2019 | 1:00 p.m. – 3:00 p.m.
City of Santa Rosa Utilities Field Operations Center. Rooms A & F
35 Stony Point Road | Santa Rosa, CA 95401

Agenda

CALL TO ORDER – 1:00 p.m.

ROLL CALL

APPROVAL OF CURRENT AGENDA

REPORTS

Leadership Council Vice-Chair Report
TAC Chair Report
Staff Report

Task Group Reports

1. Housing First and Coordinated Entry – Barbie Robinson, Chair
2. Data Initiatives – Una Glass, Chair
3. Performance Management and Evaluation, Angela Struckmann, Chair
4. System Funding – Chuck Fernandez, Chair
5. Housing Unit Production & Rapid Re-housing, Tim Miller, Chair
6. Emerging Issues – Jennielynn Holmes, Chair

GENERAL PUBLIC COMMENT
The public is invited to make comments on items within the Leadership Council’s jurisdiction that are not listed on the current agenda for up to 15 minutes. Comments are limited to two minutes per speaker. Any additional general public comment will be heard at the conclusion of the meeting. While members of the public are welcome to the Council under the Brown Act, the Council may not deliberate or take action on items not on the agenda.
I. APPROVAL OF MINUTES – 1:30 p.m.
   A. Technical Advisory Committee Minutes, June 24, 2019
      1. Minutes PDF

II. NEW BUSINESS – 1:35 p.m.
   A. TAC Steering Committee Report – Dan Schurman 1:35 p.m.
   B. Continuum of Care Competition Project Rating and Ranking – Michael Gause, SCCDC, 2:00 p.m.
      1. Continuum of Care Rating and Ranking Report
   C. Strategic Planning – Geoffrey Ross, SCCDC, 2:30 p.m.

III. ADJOURN The next regular meeting of the Technical Advisory Committee will occur October 28, 2019 at 1pm.

In accordance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Sonoma County Community Development Commission at (707) 565-7500 (voice) or (707) 565-7555 (TDD). Translators and American Sign Language interpreters for individuals with hearing disabilities will be available upon request. A minimum of 48 hours is needed to ensure the availability of translation services.

In accordance with Government Code §54957.5, any materials of public record relating to an agenda item that are provided to a majority of the members less than 72 hours before the meeting will be made available upon request at the Sonoma County Community Development Commission, 1440 Guerneville Road, Santa Rosa during normal business hours and will be posted online 72 hours prior to each meeting. Materials of public record that are distributed during the meeting shall be made available for public inspection at the meeting if prepared by the lead agency or a member of the legislative/advisory body, or within two business days after the meeting if prepared by some other person.

Agendas and supporting documents can be found at: sonomacounty.ca.gov/Homeless-System-of-Care/
MINUTES

1. **Call to Order**
   TAC Chair Dan Schurman called the meeting to order at 1:05 p.m.

2. **Roll Call**
   CDC staff member, Michael Gause, completed roll call.

   **TAC Members Present:** Rev. Lindsey Bell-Kerr (arrived late), Tom Bieri (arrived late), Colleen Carmichael, Chuck Fernandez, Mary Haynes, Alice Linn, Tim Miller (arrived late), Annie Nicol, Barbie Robinson, Daniel Schurman, Angela Struckmann, Jerry Threet, Katrina Thurman, Vanessa Guevara
   **TAC Members Absent:** Karin Demarest, Una Glass, Jennielynn Holmes, Chris Keys, Jennifer O’Donnell, Tamara Player, Debra Sanders, Mary Stompe, Celeste Austin, Dave Cade

   **Home Sonoma County Staff Members Present:** Jenny Abramson; Homeless Services Manager; Michael Gause, Continuum of Care Coordinator; Chuck Mottern, Homeless Services Funding Coordinator; Karissa White, Senior Community Development Specialist; Suzanne Whipple, Community Development Specialist II

   **City of Santa Rosa Staff Members Present:** Kelli Kuykendall, Elaine Gutsch

3. **Approval of Current Agenda**
   Item tabled until quorum reached.

4. **Reports:**
   A. **Leadership Council Vice Chair Report**
      No report was provided by the Leadership Council.

   B. **TAC Chair Report**
      No report was provided by the TAC Chair.

   C. **Staff Report**
      Homeless Services Manager Jenny Abramson provided an update on two staff members leaving the Community Development Commission in August, 2019, including herself and Executive Director Margaret Van Vliet. As of July 11, 2019, Geoffrey Ross will take the position of Interim Executive Director for the agency. Two housing developments were awarded No Place Like Home (NPLH) funds, which includes projects through DanCo and Catholic Charities in partnership with Burbank Housing. Homeless Services Funding Coordinator Chuck Mottern is finalizing service contracts for the current funding cycle, and agencies should expect to receive their contracts within the next few weeks. Commission staff reported only one of the capital projects through the Homeless Services Funding Cycle, The Living Room’s Road to Home project, gave up funding for their project; the awards included funding for acquisition and services.
Continuum of Care (CoC) Coordinator Michael Gause reported that the 2019 Point in Time Homeless Count is scheduled to be released next week and the full report will be available online on the Home Sonoma County website. TAC members were notified of the upcoming HOME Sonoma County FY 2019 Continuum of Care Informational Webinar on June 26 for background information on the CoC competition and how projects are scored.

D. Task Group Reports
i. Housing First & Coordinated Entry
   HF/CE Chair Barbie Robinson provided a report of the last meeting in which the group discussed the importance of the Coordinated Entry System evaluation report in guiding its work. The Sonoma County Department of Health Services is compiling an analysis on a number of successful Housing First models and will bring this information back to the group to understand what is working in other communities.

ii. Data Initiatives
   With Chair Una Glass absent, Michael Gause provided a report on the last Data Initiatives meeting. The meeting focused on reviewing System Performance Measures for new members and the final approval of the HMIS match calculation document. The document will be brought forth as a consent item at the next Leadership Council meeting.

iii. Performance Management & Evaluation
   PM&E Chair Angela Struckmann provided a report on the last meeting in which the group completed a review of the scoring matrix for Continuum of Care (CoC) project renewals, reviewed information collected during site visits to make scoring adjustments as necessary, and discussed financial reviews that were completed by United Way of the Wine Country staff for each agency. Preliminary scoring for CoC renewal projects was sent to renewal applicants on June 18th, and agencies were given one week to review the scores and provide documentation if they identified any possible errors within the overall scoring. All projects met the unconditional renewal threshold of 80% of the highest scoring project for funding, and are all considered eligible for funding this cycle. Final scores will be determined after the rating/ranking process of new project submissions.

iv. System Funding
   Chair Chuck Fernandez provided a report on the last meeting, highlighting the group’s need for additional members. Conversations were held with a focus on looking at what might be considered adequate funding for Sonoma County, what the system needs/gaps in services, and alignment of funds with future strategic planning. The group discussed anticipated goals, the need for additional mental health resources, and future application of funding through the Substance Abuse and Mental Health Services Administration (SAMHSA).

v. Housing Unit Production/Rapid Re-Housing
   Chair Tim Miller provided an overview of the group’s first meeting on June 13, 2019. The group has secured a reoccurring meeting date/location and will meet the first Wednesday of every month. Members currently include staff from Burbank Housing and COTS, but they hope to have the expertise from additional members from Sonoma County Permit and Resource Management Department (PRMD) and affordable housing developers to understand limitations/timelines of certain projects.

   TAC member Barbie Robinson requested a presentation on the costs associated with building a single unit in Sonoma County. Home Sonoma County Staff informed the group that the Sonoma
County CDC Affordable Housing Team can provide a presentation on the total costs of building units (permits, land purchase, plumbers, electricians, etc.).

vi. **Urgent and Emerging Issues**

Chair Jennielynn Holmes provided an overview of the group’s first meeting, and confirmed a regularly scheduled meeting on the third Monday of every month. Possible group focuses include: emerging impacts on public safety, public health and impacts of disease, and trends in the unsheltered population. Committee members discussed procedures and protocols for law enforcement collaboration with the HOST outreach team. TAC members noted that specialized training would be beneficial for the Sonoma County Sheriff’s Department and Santa Rosa Police Department for outreach to the unsheltered population.

Colleen Carmichael stated that Reach for Home has a new project in development in the North County that includes a medical team member on outreach.

TAC Chair Dan Schurman noted the continued need for a consumer advisory body and other ways to create a strategic planning process. Per Homeless Services Manager Jenny Abramson, the Community Development Commission is conducting an informal procurement process to look for a provider to facilitate the development of a strategic plan.

5. **General Public Comment for Items Not on the Agenda**

Adrienne Lauby, Homeless Action!, thanked members for their work and reports. She commented about the work of the PME Task Group and the CoC site visits that were conducted, but wondered if any of the site visits included resident feedback.

6. **Approval of Minutes**

   A. **Technical Advisory Committee Meeting Minutes of May 20, 2019**

   Colleen Carmichael moved to approve the minutes; Annie Nicol seconded the motion.

   Ayes: All  Nays: None  Abstain: None

7. **New Business**

   A. **Coordinated Entry Evaluation Update- Ashley Mann-McLellan, Technical Assistance Collaborative**

   Homeless Services Manager Jenny Abramson provided an overview on the history of the development of a Coordinated Entry System (CES) in Sonoma County, which is now a mandated requirement for most state and Federal homeless funding. CES assists communities with Housing First compliance by identifying barriers to program entry and promoting client choice.

   Ashley Mann-McLellan from the Technical Assistance Collaborative provided an overview of the findings of the Sonoma County CES evaluation, which included extensive feedback from providers, local officials, and consumers. The top five recommendations discussed were: 1) HUD compliance issues (2) CE infrastructure (3) Prioritization of resources (4) Assessment approach and (5) Workflows. TAC members were asked to provide any feedback to the Community Development Commission by the end of the day on Wednesday, June 26 to incorporate into the finalized report scheduled to be heard at the next Leadership Council meeting on July 8, 2019. The Leadership Council will use the final report as a resource to guide the work of the Coordinated Entry & Housing First Task Group and for the decisions around the system’s improvements.

   B. **Sonoma County Housing Authority Waitlist Change**
Sonoma County Housing Authority Manager Martha Cheever reported on changes to the Sonoma County Housing Authority (SCHA) waitlist and the new lottery process. People who were on the SCHA waitlist before will need to reapply. The waitlist will open July 1 and will close on July 31. SCHA will have computers and staff available during the month of July to assist with the application process. Set aside vouchers will still be in place for people experiencing homelessness within the county and will utilize the CE System for referrals. 500 individuals will be randomly selected during the lottery; seniors and individuals with disabilities will retain preferences. In addition, the SCHA Manager provided clarification that undocumented household members can sign up for the Housing Choice Voucher program as long as at least one household member is documented. The SCHA does have to provide household member information directly to HUD.

Public Comment

Anita Lafollete expressed concerns about HUD making a decisions about the SCHA waitlist without bringing the decision to this group and that people had been on the waitlist for many years.

Gregory Fearon requested that the SCHA not destroy the list of 27,000 people who were on the previous waitlist.

C. FY 2019-2020 Capital Project Funding

Community Development Commission’s Affordable Housing Finance Associate Angela Morgan provided an update on the FY19-20 Homeless capital funding contracts. Staff are in the process of collecting the required documentation from the providers to enter into a funding commitment with the Commission. All forms are due to the Commission on Friday June 28, 2019.

No TAC members had any questions or comments about the capital contracts or the process.

D. Home Sonoma County Governance Charter Feedback

Michael Gause requested feedback from TAC members prior to submitting the Governance Charter to the Leadership Council (LC) on July 8. The charter will need to be adopted at the next LC meeting in order to be included with the annual CoC funding application. The charter is only an approval for a draft version and will need to be revisited at a later date. Feedback can be in the form of comments on the PDF file of the charter and will need to be submitted to Michael Gause no later than Friday, June 28.

Some TAC members expressed concern with labeling the Task Groups within the charter and solidifying the purpose/focus of the group. One member suggested adding language within the charter to have the ability to form a new task group if there was a new need.

Public Comment:

Paul Carrol, Housing Manager Community Action Partnership, expressed the need to have additional funding and training for staff due to serving more vulnerable clients within shelters. He informed the group of an RFP from probation department, noting that CAP was the only agency to apply.

Gerry La Londe-Berg expressed the need for additional time on the Governance Charter before it is approved; he suggested removing background information to reduce the size of the document.
8. Adjourn:

Chair Daniel Schurman adjourned the meeting at 3:10 p.m.

Respectfully submitted,
Karissa White, Senior Community Development Specialist
August 22, 2109

TO: Home Sonoma County Technical Advisory Committee

FROM: Michael Gause, Continuum of Care Coordinator and Angela Struckmann, Chair of Performance Measurement and Evaluation Task Group

RE: Final Priority Rankings for new and renewal projects in FY 2019 Continuum of Care Competition (Subject to Leadership Council Approval on August 22, 2019)

Overview

On July 3, 2019 the Department of Housing and Urban Development (HUD) opened the FY 2019 Continuum of Care Competition. The full application is due to HUD September 30, 2019. Local new and renewal projects were due to the Continuum of Care Coordinator on August 12, 2019. Per the FY 2019 CoC Notice of Funding Availability (NOFA), CoC’s may apply for 5% of the Annual Renewal Demand (ARD equals $3,624,821) for new Bonus Projects for Permanent Supportive Housing, Rapid Re-Rehousing, Transitional Housing-Rapid Re-Housing, Coordinated Entry, or HMIS. As in 2018, HUD also released funding for Domestic Violence Bonus Projects, reflecting HUD’s priority on serving victims of domestic violence. The amount available for 2019 is $181,241 for Bonus Projects; the amount available for DV Bonus Projects is $183,701. Additionally, new funding in the amount of $250,000 is available for new projects created through reallocation of existing CoC funding. This funding was created as a result of the voluntary reallocation from SCCDC Rental Assistance – Persons with HIV/AIDS.

HUD also requires that CoC’s place 6% of the total ARD in an at-risk tier. Thus, Leadership Council will need to authorize $386,416 in funding for Tier 2 if the maximum amount of Bonus Funding is included from all new projects submitted. DV funding is not included in the Tiers, but the DV project must be ranked in the CoC’s ranking of projects.

Evaluation Task Group & HUD Priorities

As in years past, HUD requires local CoC’s to rank and rate projects submitted in our annual consolidated application. In the Sonoma County CoC (Home Sonoma County), these project priorities are generated by a scoring system, site visits and interviews by an impartial Evaluation Task Group. Our local process took place from March – May 2019. Draft scores were generated during this time period for all renewal projects.

A Rating and Ranking Committee comprised of members of the CoC Evaluation Team met on Thursday August 15 to review all new projects and make recommendations to the CoC Board.
The Rating and Ranking Committee was staffed by CoC Coordinator Michael Gause, Senior Community Development Specialist Karissa White, Public Services Coordinator Chuck Mottern, and HMIS Coordinator, Daniel Overbury-Howland and was comprised of the following members:

- Angela Struckmann, Department of Human Services (Evaluation Task Group Chair)
- Andrea Garfia, Sutter Health Community Benefit
- Jennifer O’Donnell, Vice President to Community Benefit, United Way of the Wine Country
- Debra Sanders, Sonoma County Department of Education
- Joni Thacher, Sonoma County Human Services, Upstream Investments
- Jerry Threet, Private Citizen

Eil Hamilton, Staff Attorney at HomeBase provided technical support to the Task Group.

Scoring was based on HUD’s Priority on Ending Chronic Homelessness; HUD System Performance Measures (including length of time individuals/families remain homeless, increasing income, exiting to/retaining permanent housing); Budget & Cost Effectiveness; Project Design & Description; commitment to Housing First and Coordinated Entry; and Organizational Capacity & Experience. Additionally, the committee factored in Local Needs and Priorities such as prioritizing individuals experiencing chronic homelessness, collaboration with mainstream resource partners and corrections partners, and serving core subpopulations such as transition age youth, veterans, and victims of domestic violence. Scoring factors were also adjusted to ensure that agencies serving victims of domestic violence were treated equitably; for example, as agencies that serve survivors of domestic violence are prohibited from entering data into HMIS, the CoC Coordinator requested comparable data without identifying client information to analyze.

**Bonus Project Applications**

One application was submitted for Bonus Project funding.

- Reach for Home proposes to provide rapid rehousing for up to 10 households (20 people) in the northern sector of Sonoma County. This project would provide core supportive services for individuals in units in the northern county in the amount of $197,133.

**Reach for Home North County RRH (62.80 out of 100 total points)**

Reach for Home does not currently have CoC funding, though the CoC Coordinator has been providing technical assistance to the agency to assist them in learning the CoC funding stream. Though the Committee noted the need for services and housing in the northern sector of the County, the application scored lower due to having vague details in several areas regarding project services and serving more vulnerable individuals in rapid rehousing. The Committee’s primary question was whether the agency currently had the capacity to manage a highly technical, complex grant as the agency has never had a federal grant.
New Projects Created Through Reallocation (and available Bonus funds)

One application was submitted for new projects through reallocated/bonus funding:

- Sonoma County Community Development Commission proposes to expand its current HMIS project to provide enhanced staffing and software support the entire system of care. The project proposes to provide one additional staff person and additional costs for software. The project request is for $139,250.

SCCDC Homeless Management Information System (HMIS) Expansion 2019 (Not numerically scored due to being a system infrastructure project)

This project provides core infrastructure support for the existing Homeless Management Information System (HMIS). The Committee noted that the current HMIS Coordinator is the only staff member for over 300 end users and that this number has increased significantly after the Homeless Emergency Aid Program (HEAP) awards in 2019. The Committee also noted that the current software cost has outstripped the amount of funding available for the software. The Committee was unanimous in supporting this project as the highest ranked new project in the new project rankings given the need for supporting existing system infrastructure.

New Projects Created Through Domestic Violence Bonus

One application was submitted for new projects created through the Domestic Violence Bonus Project:

- The YWCA of Sonoma County proposes to expand its existing rapid re-housing for vulnerable survivors of domestic violence awarded in the FY 2018 CoC Competition. This new project would serve up to 15 new individuals (in addition to the current 30 individuals) and also provide a full time Housing Locator to assist survivors with obtaining housing. This project would fund core services and supports for victims of domestic violence in the amount of $107,060.

YWCA RRH for Vulnerable Survivors of DV Expansion (67.40 out of 100 points)

The Committee recognized the need for additional resources for victims of domestic violence experiencing homelessness, and this project could easily be scaled up since it expands on an existing project. The Committee also noted the strength of adding a Housing Locator to the existing project. The Committee’s primary feedback was a lack of clarity over the number of units serving individuals. 15 individuals are proposed to be served in the operating year, yet the project only added funding for one three bedroom unit throughout the year. If recommended for funding by the Leadership Council, this will need to be adjusted. Additionally, the current project is just now beginning to operate, so the Committee did not have background data on existing performance.

Recommendation for Rating and Ranking

Memo: Item 7Bi. Approve Final Priority Rankings for new and renewal projects in FY 2019 Continuum of Care Competition
There is enough funding for new projects created through reallocation, bonus funding, and DV Bonus funding to recommend all projects for funding at some level. The Committee, in consultation with HomeBase staff, unanimously recommends funding for all projects as follows:

- Fully fund the SCCDC’s HMIS Expansion Project 2019 and place it in Tier 1 straddling the second tier. This ranking means that the project will stand an excellent chance at full funding in the FY 2019 CoC Competition.
- Fully Fund the YWCA RRH DV Bonus Expansion Project, placing it into Tier 2. If the project is accepted as a DV Bonus Project, it will be removed from the rankings and other new projects below will not be affected by its ranking. If it is not selected as a DV Bonus Project, it will be accepted as a Bonus Project.
- Fully fund Reach For Home’s project as the lowest scoring new or renewal project and ranked last in Tier 2.

The attached Rating and Rankings Document reflects proposed final rating and rankings.

Proposed FY 2019 Continuum of Care Ranking List

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<th>Score</th>
<th>Agency</th>
<th>Project</th>
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