



**Sonoma County Continuum of Care (CoC) Board
Agenda for September 22, 2021
1:00pm-4:00pm Pacific Time**

Public Zoom Link:

<https://sonomacounty.zoom.us/j/93786645534?pwd=QTlmWnViSjdOc3BNSWtEQnBkbldldz09>

	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
1.	Consent Calendar (ACTION ITEM): <ul style="list-style-type: none"> • Approve Agenda • Approve Minutes from 8/25 • Approve Agenda for October 21 CoC Membership Meeting 	-9/22 Agenda -DRAFT 8/25 Minutes -DRAFT 10/21 CoC Membership Meeting Agenda	Board Chair	1:05pm
2.	Non-Congregate & Alternative Care Sites Update and Safety Protocols/Lessons Learned from Sam Jones Hall COVID Outbreak		Tina Rivera, DHS; Dr. Mark Lobato, DHS; Jennielynn Holmes, Catholic Charities	1:10pm
3.	Emergency Solutions Grant Coronavirus (Round 2) Program [ESG-CV (Round 2) Funding Recommendations (ACTION ITEM with recusals)]	-ESG-CV (Round 2) Funding Recommendations <i>(item will be sent/posted when available)</i>	Stephen Sotomayor, Workgroup Chair	1:40pm
4.	Report on FY 20-21 Unspent Funds	-Report on FY 20-21 Unspent Funds	Chuck Mottern, CDC	2:10pm
5.	Staff Report -2021 CoC Notice of Funding Opportunity (NOFO) Competition Update - RFP for CoC Legal Services -Update on Resource Cards		CDC Staff	2:25pm
6.	5-Minute Break			2:40pm
7.	Word from the Street		Ludmilla Bade	2:45pm

	Agenda Item	Packet Item	Presenter	Time
8.	Standing Committee Updates <ul style="list-style-type: none"> • Coordinated Entry (CE) Advisory Committee • Strategic Plan Committee • Charter & Policy Review Committee – ACTION ITEM <i>Approve recommendation on Charter revisions</i> • Homeless Management Information System (HMIS)/Data Committee • Lived Experience Advisory & Planning Board (LEAP) • Youth Action Board 	-RFP for Strategic Planning Consultant -CoC Charter and Policy Review Committee: Discussion & Direction Presentation	Committee Representatives	2:50pm
9.	Review Agenda for October 27 CoC Board Meeting & Reminder for Special October 7 CoC Board Meeting	-Agenda for 10/7 -DRAFT Agenda for 10/27	Board Chair	3:40pm
10.	Board Member Questions & Comments		Board Members	3:45pm
11.	Public Comment on Non-Agendized Items			

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 Madison.Murray@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 Continuum of Care Board Meeting Meeting Minutes

August 25, 2021

1:00 -5:00 pm Pacific Time – Meeting held by Zoom

[Recording of Meeting](#)

1. Welcome and Introductions

- Ben Leroi, Continuum of Care (CoC) Board chair, called the meeting to order at 1:01 pm. Ben Leroi went over the agenda, clarified Zoom rules around public comment and Brown Act guidelines.
- Roll Call was taken:
 - *Present: Supervisor Chris Coursey; Tom Schwedhelm, City of Santa Rosa; Kevin McDonnell, City of Petaluma; Jennielynn Holmes, Catholic Charities of the Diocese of Santa Rosa; Chuck Fernandez, Committee on the Shelterless; Ben Leroi, Santa Rosa Community Health; Angela Struckmann, Sonoma County Human Services; Margaret Sluyk, Reach For Home; Alena Wall, Kaiser Permanente; Stephen Sotomayor, City of Healdsburg Services; Ludmilla Bade, Community Member; Don Schwartz, City of Rohnert Park; Lisa Fatu, Social Advocates for Youth; Bill Carter, Sonoma County Health Services*
 - *Absent: None*

2. Agenda and Minutes Approval

Public Comment:

Teddie Pierce

Gregory Fearon

Kevin McDonnell motioned to approve the agenda, swapping items 5 and 9; Tom Schwedhelm seconded.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Ludmilla Bade, Don Schwartz, Chris Coursey, Angela Struckmann, Alena Wall, Margaret Sluyk, Stephen Sotomayor, Bill Carter, Lisa Fatu

Noes: None

Abstain: Lisa Fatu

Absent: None

Approve Minutes for 6/28/21, 7/21/21, 7/23/21

Kevin McDonnell motioned to approve the minutes with an edit to 7/21/21; Tom Schwedhelm seconded.

6/28/21:

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Ludmilla Bade, Don Schwartz, Chris Coursey, Angela Struckmann, Alena Wall, Margaret Sluyk, Stephen Sotomayor, Bill Carter, Lisa Fatu

Noes: None

Abstain: None

Absent: None

7/21/21:

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Ludmilla Bade, Don Schwartz, Chris Coursey, Angela Struckmann, Alena Wall, Margaret Sluyk, Stephen Sotomayor, Bill Carter, Lisa Fatu

Noes: None

Abstain: None

Absent: None

7/28/21:

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Ludmilla Bade, Don Schwartz, Chris Coursey, Angela Struckmann, Alena Wall, Margaret Sluyk, Stephen Sotomayor, Bill Carter

Noes: None

Abstain: Lisa Fatu, absent last meeting, Kevin McDonnell, absent last meeting

Absent: None

3. Nominate and Approve Youth Board Member

Michael Gause introduced Cheyenne McConnell who has been an active member of the Youth Action Board and would like to serve as a Continuum of Care Board Member.

Alena Wall motioned to nominate Cheyenne McConnell as the second Board Member with Lived Experience; Lisa Fatu seconded.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Kevin McDonnell, Chuck Fernandez, Ludmilla Bade, Don Schwartz, Chris Coursey, Angela Struckmann, Alena Wall, Margaret Sluyk, Stephen Sotomayor, Bill Carter, Lisa Fatu

Noes: None

Abstain: None

Absent: None

4. Regional Impact Council's Action Plan Presentation from All Home CA

Diana Orozco, Gail Gilman, Irving Torres from All Home presented on the regional action plan to disrupt the cycle of poverty and homelessness and create more economic opportunities for the extremely low-income individuals and families within the Bay Area. The Regional Impact Council have a two phase plan to tackle homelessness and reduce unsheltered homelessness by 75% by 2024. Their

model includes a 1-2-4 framework that for every interim housing there should be two permanent housing solutions and four times homeless prevention funds. They presented a potential model for Sonoma County to follow the 1-2-4 based on current capacity.

Public Comment:
Teddie Pierce
Gregory Fearon

5. Homeless Management Information System Training from Community Training Technology Alliance

Javier Celedon and Emma Go from Community Technology Alliance presented on the current capacity building efforts and the deliverables available. Improvements were made in the HMIS Operating Procedures, HMIS Governance Charter Policy and Procedures, Security Plan, Data Quality Plan, Evaluation Plan, and the Compliance Checklist. The evaluation plan will be reviewed with the HMIS Data Committee and will be brought to the Board for formal approval.

Public Comment:
Gregory Fearon

6. Five Minute Break

7. Report on FY 20-21 Unspent Funds (:05)

Moved to next meeting.

8. Standing Committee Updates

- a. **Coordinated Entry Advisory Committee:** Thai Hilton presented on the Emergency Housing Vouchers (EHV), there will be an EHV work group made up of service providers. There will be an action item to approve the Request for Proposals (RFP) for the Coordinated Entry Operator.

Don Schwartz motioned to the Request for Proposals for Coordinated Entry Operator with changes as discussed; Jennielynn Holmes seconded

Ayes: Ben Leroi, Tom Schwedhelm, Chuck Fernandez, Don Schwartz, Chris Coursey, Angela Struckmann, Margaret Sluyk, Stephen Sotomayor, Bill Carter, Lisa Fatu, Cheyenne McConnell, Jennielynn Holmes, Kevin McDonnell

Noes: None

Abstain: Ludmilla Bade, not enough clarity.

Absent: Alena Wall

- b. **HMIS Data Committee:** no update.
- c. **Strategic Plan Committee:** Tom Schwedhelm and Stephen Sotomayor had a meeting with Matt White and Dave Kiff and will be looking for outside help. The Committee will also be looking to coordinate HHAP 3 incoming funds.

- d. **Lived Experience Advisory Body:** Andrew Akufo presented on the LEAB prep group that is getting ready to host two listening session that will be paid. Dave Kiff presented information on funding sources.
- e. **Youth Action Board:** No report.
- f. **Charter & Policy Review Committee:** Don Schwartz presented on meeting updates on the current committee scope: CoC Charter, the policies related to governance (Conflict of Interest), but not HMIS or CE. Model will be to research models and bring proposals to board when there is consensus or bring proposals. Action item to approve the recommend charter changes.

Public Comment:

Gerry La Londe Berg

Teddie Pierce

Debra Sanders

Gregory Fearon

Don Schwartz motioned to approve charter and policy changes with the amendment to receive Board of Supervisors approval every year; Tom Schwedhelm seconded

Ayes: Ben Leroi, Tom Schwedhelm, Chuck Fernandez, Ludmilla Bade, Don Schwartz, Chris Coursey, Angela Struckmann, Alena Wall, Margaret Sluyk, Stephen Sotomayor, Bill Carter, Lisa Fatu, Cheyenne McConnell

Noes: None

Abstain: None

Absent: Jennielynn Holmes, Kevin McDonnell

9. Staff Report (00:58)

Dave Kiff, Interim Executive Director, and Michael Gause, Ending Homelessness Program Manager, from the Sonoma County COC provided an update on the CDC Housing and Homeless Funding Information Document Overview. November and December meetings have been moved to accommodate holiday schedules. Emergency Solution Grant Coronavirus Program Funding is being expended appropriately. They also provided an update on the CoC Notice of Funding Availability (NOFA) which will be available on September 9, 2021.

Public Comment:

None at this time.

10. Review Draft Agenda for September 22 Continuum of Care Board Meeting (1:16)

11. Board Member Questions and Comments (1:20)

Ludmilla Bade gave a Word from the Street Update and notes that she is seeing a lot of signage on the street and people do not know who to call or what to connect with. Would like to see more accessible information for Coordinated Entry.

Jennielynn Holmes provided a Sam Jones Hall opening update with a reduced bed capacity.

Public Comment:

Gregory Fearon

Heather from SCAOK

12. Public Comment on Non-Agendized Items (1:31)

Constance Bennett

Teddie Pierce

Meeting Adjourned at 5:34 PM

**Sonoma County Continuum of Care (CoC)
 Quarterly Membership Meeting
 DRAFT Agenda October 21, 2021
 1:00pm-4:00pm Pacific Time**

Agenda	
1.	Welcome and Introductions
2.	Equal Access Rule Training <i>Presenter Jules Pelican, Director of Programs at COTS</i>
3.	Homeless Point in Time Count 2022
4.	Continuum of Care Updates
5.	Community Updates

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.

To: Continuum of Care Board
From: Chuck Mottern, Homeless Services Funding Coordinator
CC: Dave Kiff, Interim Executive Director, SCCDC
Tina Rivera, Interim Executive Director, DHS
Michael Gause, Ending Homelessness Team Manager
Date: August 16, 2021
Subject: Unspent Funds from Homeless Services Contacts in FY2020-2021

Overview

This writing will discuss unspent funds from homeless services Funding Agreements in FY 2020-2021. All Homeless Services Funding Agreements contain language describing the effective period of the Agreement as being from July 1 to June 30 of each year. Exhibit B – Budget expressly states that all eligible spending shall occur within this timeframe with Final Reimbursement due by July 10. Funding Policies for 2020-2021 describe organizational capacity by the measure: "previously awarded grant funds were expended on eligible activities and spending observed contracted deadlines, with reimbursements submitted on time and in compliance with eligible costs, rules, and regulations. Organizations with unspent funds as of Final Reimbursement will receive a Monitoring Letter stating a Concern or Finding due to the potential loss of funds to the SOC related to deadlines or other restrictions. SCCDC staff will send Monitoring Letters for unspent funds during August of 2021.

Historical Perspective

In FY 2020-2021, the Sonoma County Community Development Commission (SCCDC) managed thirty-three (33) Funding Agreements for the Sonoma County Homeless System of Care (SOC) with a total value of \$4,791,345. In FY 2021-2022, \$109,946.74 remained unspent as of Final Reimbursement.

At the beginning of FY 2020-2021, all funded projects received a proportional reduction of approximately 20% from the previous period. These reductions were the result of cuts in the sources used annually for contracts in the SOC. While this reduction was impactful, projects funded in FY 2019-2020 left a total of \$431,700.73 unspent.

In FY 2018-2019, the total value of all Agreements was \$1,986,194 across twenty-eight (28) projects, whereas, in FY 2019-2020, HEAP funds increased the annual funding for the SOC by 239%, and the number of projects increased to forty-two (42). Before including HEAP and subsequent sources such as the Homeless Housing and Assistance Program (HHAP) and the California Emergency Solutions and Housing (CESH), only two historical instances of unspent funds occurred from 2014 until 2018. The annual amount of unspent funds represents the sudden growth in funding and the number of projects across organizations participating in the SOC.

Level Funding in FY 2021-2022

Funded projects received level funding in FY 2021-2022 using Emergency Solutions Grant Coronavirus (ESG-CV) funds for emergency shelters and rapid re-housing projects. However, without using ESG-CV funds in this manner, an estimated 25% to 30% reduction may have occurred for the second year in a row. The ongoing investment in the projects from year to year supports the administrative capacity of smaller and larger nonprofit organizations participating in the SOC by allowing for predictable budgets to support staffing and operations at funded organizations. The value in providing flat funding is of great

support to the funded organizations, as predictable budgets and ongoing project activities positively impact providers understanding of regulations guiding service delivery. However, it may be significant to consider the possibility of reductions in the number of typical sources to support the SOC for FY2022-2023, despite the potential of other sources, which might allow for flat funding and/or a competitive grant process. The total dollar value from each source to support the SOC in FY 2022-2023 will be unknown until early 2022. The reserving of unspent funds not facing imminent spending deadlines can help support the SOC into the following period and will be prudent to anticipate potential cuts. Planning for the future use of unspent funds from FY 2020-2021 should consider federal and state regulations, stated agreements with those funders, and corresponding spending.

Table 1: Unspent Funds for FY 20-21

Organization	Project Title	Funding Source	Total Unspent FY 20-21
Catholic Charities	Rapid Rehousing	Federal ESG / Local	\$13,512.08
Catholic Charities	Coordinated Entry	CoC Competition	\$70,141.59
COTS	Rapid Rehousing	State ESG -19	\$2,260.82
SHARE	SHARE Sonoma County	Local	\$70.66
Social Advocates for Youth	Rapid Rehousing	HEAP	\$223.60
Social Advocates for Youth	Homelessness Prevention	HHAP / Local	\$1,935.16
Sonoma Applied Village Services	Street Outreach	HEAP	\$780.62
TLC Child and Family Services	THP + Rapid Rehousing	HHAP	\$118.24
West County Community Services	Rapid Rehousing	HHAP / Local	\$19,270.14
West County Community Services	Meeting Their Needs (PSH)	HHAP / Local	\$1,633.83
Total Unspent FY 2020-2021			\$109,946.74

Unspent Funds from FY 2020-2021

In Fiscal Year 2021-2022, a total of \$5,046,345.32 was under contract for all homeless services projects funded in the System of Care. This total includes dollars that are not under the purview of the COC Board, such as General Fund, Reinvestment, and Revitalization (R&R) funds, Low Moderate Income Housing Asset Funds (LMIHAF), and Transit Occupancy Tax (TOT-Measure L) revenue. In addition, the Continuum of Care Competition funds described in this report, despite being under the COC Board's preview, is not included in the calculations for annual renewals.

After final reimbursement, \$109,946.74 remained unspent from ten projects, with unspent funds per project ranging from \$70.66 to \$70,141.59. Of the total left unspent, Table 2 shows the 30% of the total unspent that remains eligible for reallocation with various deadlines.

Table 2: Spending Deadlines

Dealines for Spending From Sources with Unspent Funds In FY 2021-2022	
State Emergency Solutions Grant 2019 (ESG '19)	September 12, 2021
Homeless Emergency Assistance Program (HEAP)	October 22, 2021
Federal Emergency Solutions Grant 2020 (F ESG 20)	November 2, 2022
Homeless Housing Assistance Program (HHAP)	June 30, 2025

Locally sourced funds from these sources accounted for 7% of the total amount unspent. Local dollars are primarily, but not exclusively, used for Indirect/Administrative line items in project budgets for the organization with multiple projects in the System of Care. Projects considered in the Other Homeless Services category exclusively receive local dollars.

Continuum of Care Competition dollars occur through a different funding process than the locally operated Annual Funding Cycle and support the Catholic Charities' Coordinated Entry project. COC Competition funds left unspent accounted for 63% of the total amount unspent from all sources.

The following section describes the considerations related to unspent funds per source and potential actions available to ensure the use of funds to support the System of Care (SOC) in Sonoma County.

Funds under the purview of the COC Board

- **Continuum of Care Competition** funds had a spending deadline of April 30, 2021. The remaining dollars unspent past the deadline are lost to the Continuum of Care if not used by that deadline. Furthermore, this lack of spending may impact the local scoring in the COC competition.
 - In FY 2020-2021, Catholic Charities operated the Coordinated Entry project and had unused funds totaling \$70,141.59, or 63% of all funds left unspent as of Final Reimbursement. Internal staffing issues at Catholic Charities' fiscal department led to challenges submitting reimbursements for FY 2021-2022. These challenges led to additional administrative costs incurred by the SCCDC to correct the Final Reimbursement at the end of June. Despite Catholic Charities' fiscal staff and SCCDC administrative support efforts, the challenges led to unspent funds for the Coordinated Entry project. In addition, a concern over if the Coordinated Entry project would conclude due to the COC Board seeking a new CE operator may have also led to actions that caused challenges. It is unclear if the stated desire to change operators was impactful to operations of the CE project might have led to an inability to spend funds as funds were pro-rated at the end of 2020 to account for a potential Operator change.
- **State Emergency Solutions Grant (2019)** funds have a spending deadline of October 19, 2021
 - As of Final Reimbursement, COTS had a remaining balance of \$2,260.82 in their RRH project. In FY 2020-2021, COTS voluntarily agreed to give up \$75,000 of State ESG '19 from their RRH project and add that amount to their Mary Isaak Emergency Shelter Funding Agreement 2021-2022. This adjustment helped offset the potential cuts in the FY 2020-2021. This strategy also maintained the spending deadline, intended jurisdictional use of these funds, and required use in Petaluma and Santa Rosa due to non-entitlement jurisdictions.
 - Due to the timeframe for spending by September 19, 2021, an Amendment of \$2,260.82 will add to the COTS Mary Isaak Center Emergency Shelter contract, which already contains \$75,000 of 19 State ESG in their Agreement for personnel for use before the deadline of October 19, 2021. Doing so will also offset an equal amount of California Emergency Solutions and Housing (CESH) funds, with a spending deadline of January 30, 2025.
- **Homeless Emergency Assistance Program (HEAP)** funds available in FY 2021-2022 are considered HEAP Interest and have an imminent spending deadline of October 19, 2021, for funds considered as Interest.

- Social Advocates for Youth (SAY) RRH project left \$231.60 of HEAP Interest allocated in FY 2020-2021 unspent by Final Reimbursement. SAY's RRH is a recipient of HEAP Interest again in FY 2021-2022.
 - Due to the tight timeline and small amount, the need to amend SAY's RRH contract to include the remaining unspent funds from FY 2021-2022 will be necessary. Currently, SAY's RRH Funding Agreement for 2021-22 contains \$50,745.44 in HEAP Interest. The addition of \$231.60 is within their ability to spend per the deadline. SCCDC staff will be monitoring the spending of HEAP Interest dollars to ensure the total expenditure of the grant per the deadline. The inclusion of \$223.60 of unspent HEAP dollars is within SAY's ESG-CV Amendment.
- Sonoma Applied Village Services (SAVS) had a remaining balance of \$780.62 in HEAP funds as of Final Reimbursement. Unspent HEAP funds included \$398.00 of ineligible Direct Assistance costs for participants not entered in HMIS and \$382.62 due to ineligible insurance costs. Since the completion of HMIS entry was lacking, verification of expenses to these individuals could not occur, SAVS ended the year with a balance. The lack of HMIS Entry is considered a violation of the terms of their Funding Agreement, and the Unspent Funds letter also contained a Finding as a result. The ineligible auto insurance was related to the covered period that extended beyond the spending deadline for HEAP and the SAVS Funding Agreement. The insurance costs are eligible for inclusion in SAVS July billing.
 - For the SCCDC to ensure complete expenditure of all the HEAP funding, an administrative process split funding allocated to YWCA's Safe House project to rebalance HEAP Services and HEAP Interest to cover the unspent amount.
 - Before the 6/30/21 deadline, the YWCA project received \$30,000 in HEAP funds, including \$3,302.92 in HEAP Services and \$26,697.08 in HEAP Interest. After determining the amount of ineligible HEAP Services charges for SAVS, the YWCA HEAP funding was adjusted by increasing \$780.62 in HEAP Services and decreasing \$780.62 in HEAP Interest.
- **Federal Emergency Solutions Grant (ESG) funds have a spending deadline of November 2, 2022.**
 - As of Final Reimbursement, Catholic Charities' Rapid Rehousing project had \$12,904 unspent of federally sourced ESG dollars. Due to the size of their organizational budget and experience with ESG dollars in the past, Catholic Charities has been the primary recipient of Federal ESG funding through the competitive cycle for years.
 - Anecdotal reports from providers throughout the final portion of FY 2020-2021 state that the eviction moratorium may have impacted Rapid Re-housing (RRH) projects as fewer persons moved out of units causing a reduction in the number of available units.
 - In FY 2021-2022, Catholic Charities Rapid Rehousing has a budget containing State ESG dollars to be spent by September 7, 2022, along with \$4,675 in LMIHAF dollars, with a deadline June 30, 2022. Due to the contract budget size, deadlines for the use of funds, and the amount of ESG-CV dollars in the system, staff do not feel that Catholic Charities can absorb these unspent funds in FY2021-2022 without risking unspent funds of this or other sources.

- **Transient Occupancy Tax (TOT)** had a spending deadline of June 30, 2021. Any TOT dollars not spent by the June 30 deadline are lost to the SOC. TOT dollars are not a funding source used in the care system in FY 2021-2022. As of Final Reimbursement, \$1,340.36 was unspent from this fund.

Conclusion

Generally, the unspent fund's report shows that most subrecipients of funds could have avoided leaving too many funds on the table even during a challenging pandemic year. We note that the improved expenditure rate in FY 2020-21 over FY 2019-20 marks an improvement (if one is solely looking at unspent funds) despite both years being administratively challenging. Table 3 shows a comparison of unspent funds in FY 2019-20 and FY 2020-21.

Staff is available for any questions that the CoC Board may have about this unspent funds report.

Table 3: Comparison of Unspent Funds in FY 2020-2021 and FY 2019-2020

Organization	Project Title	Total Unspent FY 20-21	Total Unspent FY 19-20
Catholic Charities	Mental Health Integration	Not Funded	\$40,592.58
Catholic Charities	PSH Alternatives	\$0.00	\$256,807.88
Catholic Charities	Homelessness Prevention	\$0.00	\$11,323.05
COTS	Winter Shelter Expansion	Not Funded	\$28,889.68
COTS	Homelessness Prevention	\$0.00	\$5,538.72
Social Advocates For Youth	Street Outreach	\$0.00	\$48.74
Social Advocates For Youth	Homelessness Prevention	\$0.00	\$85.06
Catholic Charities	Rapid Rehousing	\$13,512.08	\$0.00
Catholic Charities	Coordinated Entry	\$70,141.59	\$0.00
COTS	Rapid Rehousing	\$2,260.82	\$0.00
SHARE	SHARE Sonoma County	\$70.66	\$13,500.02
Social Advocates for Youth	Rapid Rehousing	\$223.60	\$0.00
Social Advocates for Youth	Homelessness Prevention	\$1,935.16	\$0.00
Sonoma Applied Village Services	Street Outreach	\$780.62	\$35,872.35
TLC Child and Family Services	THP + Rapid Rehousing	\$118.24	\$4,110.46
West County Community Services	Rapid Rehousing	\$19,270.14	\$14,661.09
West County Community Services	Meeting Their Needs (PSH)	\$1,633.83	\$20,471.10
Total		\$109,946.74	\$431,900.73

**Sonoma County Continuum of Care Board
Executive Summary**

Item: 8 – Strategic Planning Committee Update – Strategic Planning Request for Proposals (RFP)

Date: September 22, 2021

Staff Contact: Dave Kiff, Community Development Commission, Interim Director

Dave.Kiff@sonoma-county.org

Agenda Item Overview

The Strategic Planning Committee Chairs will discuss and reference the Strategic Planning RFP that was approved by the Strategic Planning Committee and is set for release on Monday, September 20th.

No action is required by the CoC Board. The RFP is attached for your reference.

Request for Proposals (RFP)

Facilitation and Preparation of a Homeless Action Plan Leading to Development of a Countywide Strategic Plan on Homelessness

Release date = September 20, 2021

Responses due = Monday, October 11, 2021 @ 4:00 p.m. PDT

The Sonoma County Community Development Commission (SCCDC) is pleased to invite you to respond to a Request for Proposals (RFP) for persons or firms who can assist the Sonoma County Continuum of Care (CoC) Board, the Community Development Commission staff, and the County of Sonoma in preparing *up to two* documents: (1) a Homeless Action Plan (HAP) as required by the Homeless Housing, Assistance and Prevention (HHAP) Round 3 requirements; and, if the CoC and the County later desire: (2) using some of the baseline information from the HAP to create a county-wide Strategic Plan to address homelessness.

We encourage proposers to submit a proposal that covers two phases:

- **Phase 1.** Facilitate and complete the development of a final draft of a **Homeless Action Plan** to be used by the Sonoma County CoC Board and the County of Sonoma for HHAP-3 funding not later than March 1, 2022 for approval by agencies not later than June 30, 2022.
- **Phase 2.** Using the HAP and other resources as a base document, facilitate and complete the development of a **countywide strategic plan on homelessness** not later than December 31, 2022.

If your firm believes that it is better suited to only one of the two phases, it's acceptable to submit a proposal for just one phase. NOTE: The resultant contract for the selected proposer will allow the SCCDC, the CoC Board, and the County of Sonoma to stop the project after Phase 1, to complete Phase 2 with the same consultant who completed Phase 1, or to engage a different consultant for Phase 2.

Phase 1's **Homeless Action Plan** is a document required to continue to receive funding from HHAP-3 and subsequent rounds. Proposers should be familiar with the requirements of a HAP that, when adopted, would enable the successful accessing of HHAP-3 and subsequent rounds of HHAP funds.

Phase 2's **Countywide Strategic Plan on Homelessness** may be a broader, longer-term plan not directly related to HHAP-3 funding but inclusive of it. The countywide plan would address the issue of homelessness and homelessness solutions within the geography of Sonoma County, including its cities and unincorporated areas.

Development of both plans would involve the participation of the Sonoma County public including the County government, city governments, and key stakeholders. Proposers should emphasize how public outreach and the Plan(s) will include the needs and perspectives of marginalized residents, ensuring that the final plans and process are equitable and reflect the county's goal to improve housing outcomes for persons of color, persons with disabilities, persons with lived experience in homelessness, and marginalized residents.

Responses must be received no later than 4:00 pm. on October 11, 2021. Late responses will not be considered.

A. Objective: Facilitate and Develop up to two plans: (1) a Homelessness Action Plan that is compliant with the needs of HHAP-3 funding; and (2) a Countywide Strategic Plan on Homelessness.

The SCCDC is seeking interested, qualified consultants to collaboratively develop a HAP and potentially a Strategic Plan, each of which meets the goals stated below:

1. Provides for a unified approach to addressing homelessness, inclusive of the perspectives of County officials, city officials, the public, representatives of community-based service organizations (CBOs), persons with lived experience in homeless, and other key stakeholders.
2. Directly assists in securing funding from Federal, State, local, and philanthropic sources (i.e. when applicable, satisfies the needs of funding sources and streams such as HHAP-3 to have a working, effective action plan and/or strategic plan).
3. Effectively and transparently engages the public in the development of the Plan(s), including marginalized communities.
4. Completes the plan in a timely manner, such that a June 30, 2022 deadline for State approval of a local HAP is met, and that the Strategic Plan is completed and adopted on or before December 31, 2022.
5. Effectively utilizes existing data sources such as the county's Homeless Management Information Systems (HMIS) so as not to duplicate data or data gathering.
6. Effectively utilizes the assistance of CoC Board members, CoC Work Team members, and SCCDC staff members who have committed to participating in the Plans' development so as to manage Plan development costs well.

The SCCDC invites you to respond to this RFP to offer your services to this effort. This RFP does not commit the SCCDC to contract for any supply or service. The decision to award funds to a respondent to this RFP will be made by the Continuum of Care Board and/or the Sonoma County Board of Supervisors based on the information received through this RFP, as well as SCCDC staff's and the CoC Board's knowledge and understanding about the capabilities of qualified respondents.

Respondents are advised that the SCCDC will not pay for any information or administrative costs incurred in response to the RFP. All costs associated with responding to this RFP will be solely at the interested party's expense. Based on the information provided by the respondents to this RFP, a determination will be made regarding any actual contracting through a procurement process which, at the County's option, could include but not be limited to: a formal solicitation process, using an existing County contract, procurement via cooperative purchasing agreements, or piggyback of a contract established as a result of a public solicitation of another public agency. All submissions in response to this RFP become County property and will not be returned.

B. Additional information:

More information showing HAPs and Strategic Planning efforts in Sonoma County and with a precursor to the CoC board are shown below. We include the information in this RFP to help respondents better frame the context of this RFP.

- Current metrics – our System of Care's performance via our [HMIS Dashboard](#)
- Homeless Housing, Assistance and Prevention Grant Program (HHAP) - Round 3. Link is [here](#).
- Summer 2021 North County Regional Action Plan. Covers the cities of Cloverdale and Healdsburg, the Town of Windsor, and portions of unincorporated Sonoma County. Link is [here](#). For more information, contact Stephen Sotomayor of the City of Healdsburg at ssotomayor@ci.healdsburg.ca.us
- April 2021 – KPMG Report on Housing and Homelessness Programs in Sonoma County. Link is [here](#).
- March 2021 – Sonoma County 5-Year Strategic Plan, including information about Housing and Homelessness. Link is [here](#).
- February 2021 Regional Action Plan by the Regional Impact Council (Bay Area). Link is [here](#).
- 2020 Point in Time Report by ASR. Link [here](#)
- 2020 Sonoma County CoC Strategic Planning Effort (partially completed – see section on “Strategic Plan Materials” for baseline information). Link is [here](#).
- March 2019 Draft Strategic Plan Framework – City of Cloverdale. Link is [here](#).
- 2016 - City of Healdsburg HAP. Link is [here](#).
- 2014 Continuum of Care 10 Year Homelessness Plan Update. Link is [here](#).
- 2007 Sonoma County CoC HAP Planning Effort. Link is [here](#).

C. This Request for Proposal:

Responders should submit information that is concise (10 pages or less) and general in nature showing the respondent's capabilities, past experiences facilitating stakeholder groups as well as providing HAP and Strategic Plan services. This includes showing:

1. Experience and knowledge in:

- a. Coordinating meetings of participating stakeholders, including agendas, action minutes, deadlines, and action items (these meetings may occur online)
 - b. Facilitation of robust discussion between meeting participants, which will include working group members from stakeholder interests, members of the public, city and county officials, and SCCDC staff;
 - c. Effectively creating a team to prepare the Plan(s), which is likely to include and should reflect participation from existing SCCDC staff who may assist with writing portions of the plan, researching information, and related tasks.
 - d. Sonoma County's recent work in developing action and strategic plans, the region's programs to address homelessness, and the role interaction between cities, the County, the CoC Board members, CBOs and other stakeholders, and the public.
2. A Budget. A time-and-materials based rate and proposed budget or a project-specific rate and proposed budget depending on the proposer's wishes. Proposers are encouraged to submit rates and budgets for the two phases separately.
 3. A Schedule. A schedule that reflects the following:
 - a. Work start date for the HAP generally in November 2021
 - b. Completion of the HAP on or about March 31, 2022
 - c. Approval of the HAP by the CoC Board and the County Board of Supervisors on or about May 15, 2022
 - d. Approval of the HAP by the California Business, Transportation, and Housing Agency and the California Department of Housing and Community Development on or about June 15, 2022 (but not later than June 30, 2022).
 - e. If the proposer is also chosen to complete the Strategic Plan, that work may begin as the HAP is completed (March-April 2022) with a goal of completing the Strategic Plan and having it approved by the CoC Board and the Sonoma County Board of Supervisors on or about December 31, 2022.
 4. Information about any key principal(s) and other staff who will work on the project.
 5. A statement reflecting the proposer's ability to execute and work within the parameters of our professional services agreement template (Attachment A). NOTE: More information about the County of Sonoma's purchasing practices, including our local preference policy for services, is [here](#). Depending on the amount of this consultant contract, the contract award process may involve either an award at the Executive Director's level (of the SCCDC) or at the Sonoma County Board of Supervisors.

D. Resulting Contract:

There is no guarantee that we will utilize the services of any firm or individual responding to this Request for Proposals.

E. RFP Schedule:

Date	Activity
September 20, 2021	RFP advertised and posted
September 27, 2021	Bidder questions due. Please send questions to Dave.kiff@sonoma-county.org .
September 28, 2021	Answers to bidder questions publicly posted
October 11, 2021 @ 4:00 p.m. PDT	Responses to RFP due
October 12-20, 2021 (estimated)	Staff and CoC Strategic Planning Committee review of responses, including ranking.
October 27, 2021 (estimated)	Meeting of the CoC board to consider approval of the consultant's contract.
November, 2021 (if necessary)	If necessary, Sonoma County Board of Supervisors review and consideration of approval of Agreement with selected consultant.

F. Questions and Responses:

If you have questions about this RFP, including questions that we might include in the bidder questions posting, please send those to Dave Kiff at dave.kiff@sonoma-county.org

Respondents will be required to submit their responses via email on or before 4:00 pm on October 11, 2021. Please use a PDF document submitted as an attachment to your

email. You must include a signature of an officer or responsible party from the organization in your response. Responses should be sent directly to Alea Tantarelli at **Alea.Tantarelli@sonoma-county.org**

Attachment(s): Professional Services Agreement Template



CoC Charter and Policy Review Committee: Discussion & Direction

September 22, 2021

Proposed CoC Board Composition

	How selected?
City of Santa Rosa	Appointed by City
City of Petaluma	Appointed by City
Board of Supervisors	Appointed by County
County Staff: Health/Human/Probation	Appointed by CAO?; cannot be staff of Lead Agency
North County Region	Elected by membership
West County Region	Elected by membership
Sonoma Valley Region	Elected by membership
Rohnert Park/Cotati Region	Elected by membership

Proposed CoC Board

	How selected
Lived Experience	Elected by Lived Experience Advisory Board
Transition Age Youth Lived Experience	Elected by Youth Advisory Board
Largest Homeless Service Provider of HMIS Beds	Appointed by organization
Another Homeless Service Provider	Elected by general membership
Licensed Health Care Organization	Elected by general membership
Homeless Advocate (individual or organization)	Elected by general membership
At Large	Elected by general membership
At Large	Elected by general membership
At Large	Elected by general membership

CoC Board

- Two year staggered terms
- Staggered by random selection – first cycle
- Vacancies:
 - Appointed positions: Jurisdiction appoints
 - Elected positions: CoC Board appoints
- Lived Experience: Change to experience within last 5 years

CoC Board Training (Draft language)

Within 90 days of joining the CoC Board for the first time, a Board member will complete a mandatory training. The training will be developed by Lead Agency staff and will be available in a recorded medium. It will include training on the following subjects:

- Brief history of the Sonoma County CoC
- Roles and responsibilities of a CoC Board Member
- Conflict of Interest Policy
- Ethics
- Brown Act and Rosenberg's Rules of Order
- HUD objectives and requirements
- Funding and fiscal responsibilities of the Board
- Sexual Harassment Prevention
- Current state of homelessness in Sonoma County

CoC Board - Other

- Limits on who can be Board Chair TBD
- Individuals can run for no more than two seats; one must be at large
- Possible delay in December election due to potential large turn-over



**Sonoma County Continuum of Care (CoC) Board
Agenda for October 7, 2021
1:00pm-3:30pm Pacific Time**

	Agenda Item
	Welcome, Roll Call and Introductions
1.	Approve Agenda (ACTION ITEM)
2.	Rating & Ranking Approval: 2021 Continuum of Care Competition Renewal and New Projects Priority List (ACTION ITEM with Recusals)
3.	Public Comment on non-agendized items

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 Madison.Murray@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 Continuum of Care (CoC) Board
DRAFT Agenda for October 27, 2021
1:00pm-5:00pm Pacific Time**

	Agenda Item
	Welcome, Roll Call and Introductions
1.	Consent Calendar (ACTION ITEM): <ul style="list-style-type: none"> • Approve Agenda • Approve Minutes from 9/22 • Approve Minutes from 10/7
2.	Sonoma County Human Services Department (HSD) presentation: Older Adult Housing Needs
3.	Endorsing Regional Impact Council’s Regional Action Plan goal of reducing unsheltered homelessness by 75% in the 9 Bay Area counties – ACTION ITEM
4.	Staff Report
5.	Word from the Street
6.	Standing Committee Updates <ul style="list-style-type: none"> • Coordinated Entry Advisory (CEA) Committee • Strategic Plan Committee • Charter & Policy Review Committee • Homeless Management Information System (HMIS)/Data Committee • Lived Experience Advisory & Planning Board (LEAP) • Youth Action Board
7.	Review Agenda for November 17 CoC Board Meeting
8.	Board Member Questions & Comments
9.	Public Comment

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 Madison.Murray@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.