



**Sonoma County Continuum of Care
Agenda for Thursday August 10, 2023
2:00 - 4:00 pm Pacific**

Funding & Evaluation Committee Meeting

Discussions Regarding Committee Charter, Committee Guidance Doc and Problematic Definitions

Zoom Link:

<https://sonomacounty.zoom.us/j/91073983229?pwd=cW5RR0dFK1FEbk5IZEVYWkVqZHdaQT09>
Meeting ID: 910 7398 3229 Passcode: 567106

	Agenda Item	Presenter	Packet Item	Time
1.	Welcome/Call to Order	Chair	-n/a	2:00-2:05 pm
2.	Consent Calendar <ul style="list-style-type: none"> • Agenda Review • Minutes July 2023 	Chair	F&E Agenda Minutes July 13, 2023	2:05-2:15 pm
3.	DHS Staff Introductions (CoC Support Staff introductions, title, roles, and expertise)	Staff		2:15-2:25 pm
4.	F&E Charter Revisions [Action Item Potential]	Chair/Vice Chair/Committee	F&E Charter revisions to forward to CoC Governance for approval consideration	2:25-2:45 pm
5.	F&E Committee Guidance Draft Finalize initial draft of Committee Guidance document [Action Item Potential]	Chair/Vice Chair/Committee	Committee Guidance Document August 2023 draft	2:45-3:00 pm
6.	Definitions Discussion -permanent supportive housing (support services vs. units) -promising vs. proven practices -new vs. existing projects -geographic equity (client choice vs. funding allocations)	Chair/Vice Chair/Staff	Definitions research – other communities definitions; begin discussion to clarify language for future NOFA’s	3:00-3:45 pm
7.	Public Comment on Items not on the Agenda	All		3:45-4:00 pm
	Adjourn Next F&E Regular Meeting Sept 14, 2023	Chair		



PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Committee email Andrew.Akufo@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 Committee members. Public comment during the meeting can be made live by joining the Zoom meeting. Available time for comments is determined by the Chair based on agenda scheduling demands and total number of speakers.

Sonoma County Continuum of Care Funding and Evaluation Committee



Michael Gause, Ending Homelessness Program Manager, Andrew Akufo, PPEA, DHS/CDC, Chuck Mottern, Community Development Associate, Karissa White, Continuum of Care Coordinator, Ending Homelessness, Thai Hilton, Coordinated Entry Coordinator, Dave Kiff., Interim Executive Director, Daniel Howland Overbury, HMIS Coordinator, Araceli Rivera, Homeless Projects Specialist, Adam Siegenthaler, Department Information Systems Technician II, Alea Tantarelli, PPEA, DHS
Committee members: Teddie Pierce | Andrew Hening | Don Schwartz | Una Glass | Chessy Etheridge | Dennis Pocekay | Danielle Danforth | Rebekah Sammet | Kelli Kuykendall | Margaret Sluyk | Hunter Scott | John Baxter | Wendell Coleman

Funding and Evaluation Committee Meeting

Thursday, July 13, 2023

2:00pm-4:00pm

Minutes

1. Meeting called to order at 2:03pm

Present

Teddie Pierce, Dennis Pocekay, Una Glass, Don Schwartz, David France (proxy for Dannielle Danforth), Rebekah Sammet, Hunter Scott, Margaret Sluyk, Wendell Coleman, John Baxter, Matthew Verscheure

Not Present

Chessy Etheridge, Dannielle Danforth, Kelli Kuykendall

Public

2 Members

Staff

Michael Gause, Dave Kiff, Thai Hilton, Andrew Akufo, Suzanne Whipple

2. Consent calendar (00:06:47)

- Don motioned to approve the consent calendar
- Dennis seconded
- All in favor. None opposed. None abstaining. Motion passed. Absent: Kelli, Chessy
- No public comment

3. Committee Formal Introductions (00:08:19)

Funding & Evaluation Committee members introduced themselves including their work, title knowledge of the system and hopes for the Funding & Evaluation (F&E) Committee. Staff will introduce themselves at a later time.

4. Final NOFA Allocation Spreadsheet with Percentages (00:32:18)

- Teddie shared a presentation. Discussion followed.

Sonoma County Continuum of Care Funding and Evaluation Committee



Michael Gause, Ending Homelessness Program Manager, Andrew Akufo, PPEA, DHS/CDC, Chuck Mottern, Community Development Associate, Karissa White, Continuum of Care Coordinator, Ending Homelessness, Thai Hilton, Coordinated Entry Coordinator, Dave Kiff., Interim Executive Director, Daniel Howland Overbury, HMIS Coordinator, Araceli Rivera, Homeless Projects Specialist, Adam Siegenthaler, Department Information Systems Technician II, Alea Tantarelli, PPEA, DHS
Committee members: Teddie Pierce | Andrew Hening | Don Schwartz | Una Glass | Chessy Etheridge | Dennis Pocekay | Danielle Danforth | Rebekah Sammet | Kelli Kuykendall | Margaret Sluyk | Hunter Scott | John Baxter | Wendell Coleman

- No public comment
- **Staff will correct Matthew Verscheure's misspelled last name on the F&E Committee's webpage.**

5. FY 2023-24 NOFA Process F&E Debrief (01:02:29)

- Teddie shared a presentation.
- Don shared a presentation about his thoughts for funding including what should be requested and how funds should be distributed.
- Teddie will add Don's thoughts to her notes.
- Don left the meeting at 3:05pm.
- Discussion continued.
- Wendell will follow up with Dave outside of the meeting about a site he visited that isn't providing the programs they claimed on their NOFA (Notice of Funding Application).

6. Evaluation Meeting Scheduling to Dec 31st (01:47:27)

- Teddie asked if a street outreach evaluation could be organized for the next F&E Committee meeting. Dave suggested currently focusing on the NOFA.
- Teddie asked if September would be a better date to organize a street outreach evaluation. Dave will check with his team about this.
- Margaret suggested focusing on something else besides street outreach.
- John suggested starting with emergency shelters.
- **Teddie asked if an emergency shelters evaluation could be organized for the September F&E Committee instead. Dave will check with his team about this.**
- No public comment

7. Public Comment on Items not on the Agenda (01:59:06)

- Teddie shared information about upcoming national workshops, seminars and Department of Housing and Urban Development (HUD) updates.
- Public comment: Michael Hilbert expressed his displeasure about the Gold Coin project.

6. Adjourn (02:01:31)

- **Una motioned to adjourn**
- **Rebekah seconded.**
- **Meeting adjourned at 4:01pm**

Sonoma County Continuum of Care Funding and Evaluation Committee



Michael Gause, Ending Homelessness Program Manager, Andrew Akufo, PPEA, DHS/CDC, Chuck Mottern, Community Development Associate, Karissa White, Continuum of Care Coordinator, Ending Homelessness, Thai Hilton, Coordinated Entry Coordinator, Dave Kiff., Interim Executive Director, Daniel Howland Overbury, HMIS Coordinator, Araceli Rivera, Homeless Projects Specialist, Adam Siegenthaler, Department Information Systems Technician II, Alea Tantarelli, PPEA, DHS
Committee members: Teddie Pierce | Andrew Hening | Don Schwartz | Una Glass | Chessy Etheridge | Dennis Pocekay | Danielle Danforth | Rebekah Sammet | Kelli Kuykendall | Margaret Sluyk | Hunter Scott | John Baxter | Wendell Coleman

Next Meeting: August 10, 2023, 2:00-4:00PM

Virtual

PUBLIC COMMENT PRIOR TO THE COMMITTEE MEETING: Public Comment may be submitted via email to Andrew.Akufo@sonoma-county.org

DRAFT

F&E Charter Revision Recommended:

Advise or recommend the CoC Board on both short and long-term strategic funding strategies that support the system of care strategic plan goals

Operate in accordance with the prevailing CoC Governance Charter.

The Funding and Evaluation Committee shall:

- Develop and evaluate long-term funding strategies and plans to achieve the CoC's vision.
- Evaluating the performance of system of care programs and service providers to support funding decisions, inform public communications and improve the system of care.
- Serve as a knowledge base to staff* in the development of tools, benchmarks, processes, and policies that are used to make funding recommendations to the full COC Board. These may be recommendations regarding funding streams overseen by the COC as well as funding streams administered by other entities.
- Serve as a knowledge base to staff in the development of tools, benchmarks, processes, and policies that are used to make quantitative/qualitative evaluations of homelessness providers and programs that are funded through COC designated funding streams.
- Approve final versions of tools , benchmarks, processes and policies for evaluations and funding recommendations and then recommend for final approval to full COC Board.
- Provide funding recommendations to the CoC Board based on the tools, benchmarks, processes, and policies approved by the CoC Board.

Design, maintain and continuously improve CA-504 project and system level evaluation processes and structures:

- Annually plan around comprehensive homeless program funding sources for the CoC region
- Periodically review upcoming Federal, State or Local funding opportunities
- Identify and recommend funding to fill service intervention gaps in accordance with predefined right-sized analysis
- Work with Lead Agency to identify appropriate data sets, for committee evaluation use and public-facing information posting
- Collaborate with staff to design funding processes including NOFA language, application review timelines, decision support tools and member interactions
- Ensure funding recommendations support client-level equity principles including race, ethnicity and client choice
- Ensure program services are funded in accordance with Committee agreed-upon definitions of regional geographic access
- Attend committee member onboarding for newly appointed members
- Orient committee members to the relevance and use of HMIS and/or other applicable data in order to support funding recommendations from a knowledgeable perspective

Collaborate with the HMIS Committee on the design the evaluation tool and process for the annual HMIS Lead evaluation

- Encourage member representation from the Funding and Evaluation Committee to participate in the HMIS Lead Evaluation process

***Staff** – The personnel/department/division designated by the Lead Agency to support the COC Board and its Committees. As of February 2023, this is the Homelessness Services Team which is a Division under Sonoma County Department of Health Services.

Draft guidance compiled and reviewed by the following F&E Committee Members:

Hunter Scott

Matt Verscheure

Teddie Pierce

Una Glass

**Sonoma County Continuum of Care
Funding and Evaluation Guidance Policy (Draft for Discussion)
Update: August 2, 2023**

Introduction:

The Funding and Evaluation Committee is a standing subcommittee of the Sonoma County Continuum of Care. Unless otherwise delegated, the committee is tasked with evaluating and recommending funding awards to the CoC Governing Board for funding opportunities directly under the Continuum's purview in addition to periodic evaluations of homeless service projects under current contract.

This document serves to clarify the Committee's role in recommending funding awards or project performance improvements to Sonoma County homeless service providers based on the following principles:

1. Use the Guidance as a foundation to develop and conduct committee activities
2. Focus on CoC strengths, aspirations and evaluation processes to learn about the local homeless services system, develop funding recommendations based on enhancements of existing service delivery
3. Rely on knowledgeable deliberation, make recommendations based on approved priorities and goals
4. Leverage existing resources; recognize and strengthen existing resources within the CoC region
5. Ensure funding is allocated equitably based on the needs of all demographic and geographic communities within Sonoma County, following the definition agreed upon by the Committee
6. Be transparent as to roles and responsibilities of committee members, their duty to advise the CoC Governance Board and the degree of decision-making members can expect during each evaluation
7. Build member capacity through education, discussions and inclusive participation

Committee Responsibilities:

- Be knowledgeable with Federal, State and Local funding streams the Committee will be making recommendations on
- Review and make funding or project improvement recommendations in accordance with the CoC's Strategic Goals and System Right-Sizing needs
- Collaborate with Lead Agency around funding opportunity recommendations in the following areas:
 - NOFA language including strategic opportunities, application scope, funding set-a-sides for special purposes, differentiating
 - Evaluation Analysis Tools – review/approve tools that will be used to evaluate projects or for funding recommendation supports
 - Review Evaluation Processes – applicant question development, potential site visits, ex-parte communications, late submission or corrective policies, committee scoring rationales
 - Understand timelines including NOFA language review, release and due dates, materials review dates, applicant interviews and final recommendations
- Be prepared with interview questions for service providers related to the funding scope and local gaps for services needed
- Adhere to the adopted rules of Continuum of Care decorum

**Sonoma County Continuum of Care
Funding and Evaluation Guidance Policy (Draft for Discussion)
Update: August 2, 2023**

Committee Member Recusals:

For funding competitions, committee members shall recuse under the following circumstances:

-If member (or the member's family) has a direct financial interest in any agency's funding recommendation, either real or apparent including receipt of awards, employment or contractual relationships supported by funding awards (etc)

Direct financial interest means an individual's interest is a situation where they stand to receive measurable benefit over and above remuneration as a committee member

-Processes for line-item recusals as follows:

- When and if discussions/recommendation come back to a conflicted project, members must also leave the room if they've been returned to a quorum
- If less than a quorum is left after recusals – recused members will be brought back to the panel to consider projects where they have no 'direct financial interest'
- Remaining recommendation discussions should prevent the recusal process from exiting too many committee members
- Rules apply to committee member proxies

Lead Agency Responsibilities:

- Present information to the F&E Committee about future funding opportunities impacting the Sonoma County CoC region including funder information, pending release date, local administrative entity management, where funds alignment with the region's long-term funding strategy, funded intervention type and general information about local applicability [plus other elements as requested]
- Evaluate NOFA submissions for completeness and timeliness
- Implement comprehensive pre-established planning frameworks for F&E application or project review processes
- Disclose/incorporate contract monitoring concerns for decision making inclusion
- Prepare recommendation materials for evaluation meetings per Committee requested formats
- Ensure recommendation materials are reviewed for accuracy and relevance
- Inform the F&E Committee when more time is needed to prepare support materials or timelines need to change

Desired NOFA Timelines:

Locally developed NOFA's

- Information overview about relevant funding opportunities presented to F&E Committee at next meeting after information becomes available
- NOFA language review – 60 days (two meetings) prior to NOFA release date
- Evaluation approach approval – CoC Board meeting prior to NOFA release date
- NOFA submission – applicants provided minimum of 30 days to submit responses
- Committee Materials Review – Lead Agency review materials available two weeks in advance of first evaluation session

Definitions:

Sonoma County Continuum of Care
Funding and Evaluation Guidance Policy (Draft for Discussion)
Update: August 2, 2023

Staff Definition – The personnel/sub-department designated by the Lead Agency that supports the COC Board and its Committees. As of February 2023, this is Homelessness Services which is a Division under Sonoma County Department of Health Services.

Note: Draft language compiled and reviewed by the following F&E Committee Members:

Hunter Scott
Matt Verscheure
Teddie Pierce
Una Glass

Funding and Evaluation Committee

Charter - Original Language 2022

The committee is responsible for the oversight of the funding and evaluation projects of the Sonoma County Continuum of Care (CoC) responsibilities include:

- Developing recommendations for the CoC Board on use of CoC funds
- Developing recommendations for the CoC Board to comment on funding decision by other parties
- Developing and/or reviewing long-term funding strategies and plans to achieve the CoC's vision
- Making funding decisions on behalf of the CoC Board if such authority is delegated by the Board
- Evaluating the performance of the system of care, programs, and service providers to inform funding decisions, support public communications (including a dashboard of metrics) and improve the system of care
- Participating with the HMIS Committee in the evaluation of the HMIS Lead's performance particularly related to the above bullet point

Funding and Evaluation Committee

Definitions Discussion

Definitions are being discussed with the intent to clarify future NOFA language as well as support clear understandings among funding applicants as well as the Committee

- Permanent Supportive Housing PSH
- Promising vs. Proven Practices
- New vs. Existing Projects
- Geographic Equity

Funding and Evaluation Committee

Definition – Permanent Supportive Housing (PSH)

- Location and availability of long-term leased rental of units
- Accompanying supportive services
- Mixture of both units and supportive services
- What was the Spring NOFA's intent around PSH projects?

Funding and Evaluation Committee

Definition – Promising vs. Proven Practices

- Promising – strategies that have some scientific research or data showing positive outcomes
- Proven – methods demonstrated to be effective and lend themselves to replication to other entities
- Best Practice – reliant upon often-repeated advice that produces the best result if followed
- What's the F&E's definition and how will it can carry forward to future funding opportunities

Funding and Evaluation Committee

Definition – New vs. Existing Projects

- Is the project new to the funding opportunity but had been in operation prior to the submission
 - If so, how long in operation
 - Has the project been participating in the HMIS under different contract requirements
 - Have the project's activities been reduced or enhanced over time?
- Is the project in a 'concept' stage only and the application would be an initial funding request?

Funding and Evaluation Committee

Definition – Geographic Equity

- Define as Clients having 'Agency' in the community of their choice by being provided the same information, access to housing and related services and opportunity to choose the housing situation they think will lead to the best outcomes **OR**
- Amounts of funding allocated among Sonoma County regional projects based on how 'region' is defined
 - North County
 - Central
 - West County
 - Sonoma Valley
 - South County
- Other factors?