![Sonoma County Department of Health Services logo]

## Sonoma County Continuum of Care
## Agenda for Thursday October 12, 2023
## 2:00 - 4:00 pm Pacific

### Funding & Evaluation Committee Meeting

**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 | | 2:00-2:05 pm |
| 2. | Consent Calendar<br>• Agenda Review<br>• Minutes September 2023 | Chair | F&E Agenda Minutes September 14, 2023 | 2:05-2:15 pm |
| 3. | Charter and Member Responsibilities Revisions [Information only] | Chair Workgroup Members | F&E Charter revisions to forward to CoC Board for consideration of approval | 2:15-2:20 pm |
| 4. | Draft Proposed Scoring Tool Approaches (for 2024-25) | Staff | -Project Performance Measurement Tool (ES/Interim Housing)<br>-Project Performance Measurement Tool (PSH/RRH) | 2:20-3:15 pm |
| 5. | Definitions Discussion<br>-permanent supportive housing (support services vs. units)<br>-promising vs. proven practices (not included in NOFA language)<br>-new vs. existing projects<br>-geographic equity (frame as priority in NOFA language)<br>[Action Item Potential] | Chair/Vice Chair/Staff | Finalize NOFA definitions for:<br>PSH<br>Promising v. Proven<br>New v. Existing<br>Geographic Equity<br>-Slides | 3:15-3:45 pm |
| 6. | Public Comment on Items not on the Agenda | All | | 3:45-4:00 pm |
| | Adjourn<br>**Next F&E Regular Meeting November 9, 2023** | Chair | | 4:00 pm |

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, Chuck Mottern, Community Development Associate, Karissa White, Continuum of Care Coordinator, Thai Hilton, Coordinated Entry Coordinator, Dave Kiff., Executive Direcor, Daniel Howland Overbury, HMIS Coordinator, Adam Siegenthaler, Department Information Systems Technician II
**Committee members:** Teddie Pierce | 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, September 14, 2023
2:00pm-4:00pm

### Recording:
https://sonomacounty.zoom.us/rec/share/a_lJZBZbfxhngj8sQ8EClqdn0_y95jWOAdBt4SQ48kS_lN7Fh56xgCtuXy8Phyw3.1x1f5_YWb4DRBN4e

Passcode: YD$Z$ET1

### Minutes

## 1. Meeting called to order at 2:01pm (00:02:35 - 00:05:29)

Teddie Pierce called the meeting to order and summarized decorum guidelines.

**Present**
Danielle Danforth, Una Glass, Teddie Pierce, Matthew Verscheure, Rebekah Sammet, John Baxter, Dennis Pocekay, Don Schwartz, Hunter Scott, Kelli Kuykendall, Margaret Sluyk

**Not Present**
Chessy Etheridge, Wendell Coleman

**Public**
3 Members

**Staff**
Michael Gause, Dave Kiff, Thai Hilton, Andrew Akufo, Larkin Morgan, Erika Bernheimer, Chuck Mottern

## 2. Consent calendar (00:05:30 – 00:09:11)
- **Una motioned to approve the consent calendar and minutes from Aug 10, 2023**
- **Matthew seconded.**
- **Public comment: none**
- **All in favor. None opposed.**
- **Motion passed.**

Sonoma County Continuum of Care Funding and Evaluation Committee

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Teddie read the Brown Act disclosure and presented the agenda.

### 3. Charter and Member Responsibilities Revisions (00:09:12 – 00:57:23)
- **John Baxter moved** that the proposed language of these 2 documents be forwarded to the CoC Board for approval.
- **Dannielle seconded**.
- Public Comment: none
- **Motion passed with unanimous vote**.
- Teddie Pierce introduced the working group and the draft language.
- Edits were made to Charter Document
- Committee members discussed edits to the charter language. Dave and Dennis will

### 5. Funding Analysis Draft (00:57:32 – 01:19:13)
- Dave Kiff shared a spreadsheet summary of Sonoma County Programs Funding. This is in the packet addendum for this meeting. Some of the numbers are rough estimates. The summary includes sources of funding, whether they are one-time or annually renewable funds, categories for how the funds are spent.
- Coc has control over about 11-12% of annual and 6.8% one-time funds.
- Committee members expressed appreciation for this valuable collection of information and mentioned a desire to eventually add private funding sources into this summary.
- Michael is working on getting some numbers demonstrating cost-per-outcome.
- Consider updating this spreadsheet twice per year.
- Public Comment: Elizabeth Goldman

### 6. Definitions Discussion (01:19:15 -  02:11:25)
- Teddie presented slides with refined definitions, as shown in the meeting packet.
- There was a recommendation to change "Housing Units" to "Housing Subsidy"
- There was a request to add Strategic Plan pages for reference.
- Staff was asked to consider language clarification and to do form testing with services providers to make sure the language is understood by various parties.
- Una recommended to direct staff to create a framework for determining geographic equity.
- Public comment: Elizabeth Goldman
- The discussion will continue during the next meeting.

### 7. Announcements: (02:11:30 – 2:15:05)
- YouTube on CoC NOFO debrief. Teddie will email link to Andrew

Sonoma County Continuum of Care Funding and Evaluation Committee



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- o ESG – being applied for by Michael's team.
- o City of Santa Rosa – NOFA issued at end of August.
  - RFP – Support services for persons at risk of homelessness - Oct 2ⁿᵈ deadline – 2.3 million total budget in the RFP

## 8. **Public Comment on Items not on the Agenda (02:15:06 – 02:15:12)**

- o No public comment.

## 6. Adjourn (02:15:13– 02:15:58)
- o **Dannielle motioned to adjourn.**
- o **Kelli seconded.**
- o **Meeting adjourned at 4:14pm.**

**Next Meeting: October 12, 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

**Funding and Evaluation (F&E) Charter Recommended Revisions:**

The Funding and Evaluation (F&E) Committee is a standing Committee of the Sonoma County Continuum of Care. The committee's responsibilities are reflected in the Committee Charter.

In collaboration with staff, the F&E Committee shall:

- Advise the CoC Board on both the short and long-term funding allocations that support the CoC Strategic Plan goals
- Evaluate the performance of CoC programs and service providers to support funding decisions.
- Approve tools, benchmarks, processes, and policies that are used to make funding recommendations via quantitative/qualitative project evaluations to the CoC Board.
- Make recommendations to the CoC Board regarding funding streams overseen by the CoC Board and those administered by other agencies
- Provide funding recommendations to the CoC Board unless delegated to make final decisions.
- Evaluate the CoC's Lead Agency performance in using data to improve the system of care, inform funding decisions, and communicate with the public

**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.

Version – 09/14/2023 Final recommendation by Funding and Evaluation Committee; original charter language included below

# 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

Sonoma County Continuum of Care
Guidance to the Funding and Evaluation Committee (draft for discussion)
Update: September 14, 2023

Introduction:
The Funding and Evaluation Committee is a standing committee of the Sonoma County Continuum of Care (CoC). The committee's responsibilities are reflected in the Committee Charter.

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 this 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 and develop funding recommendations for the CoC Board.
3. Annually plan to consider homeless program funding sources for the CoC region
4. Evaluate submitted project applications
5. Rely on knowledgeable deliberation, make recommendations based on approved long-term funding priorities and goals
6. Evaluate how leveraged resources are being cited in applications to strengthen service provision
7. Ensure funding is allocated based on the identified needs of all demographic and geographic communities within Sonoma County, following the definition agreed upon by the CoC Board
8. Define roles and responsibilities of committee members with each funding evaluation as to their duty to advise the CoC Governance Board and the degree of decision-making members can expect during each process
9. Build member capacity through education, discussions and inclusive participation including orientation for new members

Committee Responsibilities:
- Review and be  familiar with the prevailing CoC Governance Charter including committee vacancies, selection of Committee Chairs, procedural requirement of minute taking and reporting to the Board and general availability of staff to provide support
- Be knowledgeable with Federal, State and Local funding streams the Committee will be making recommendations on
- Review and make funding recommendations in accordance with the CoC's Strategic Plan Goals and system right-sizing needs, including shifting available funds to strengthen programming gaps
- Collaborate with Lead Agency around in the following areas:
  - NOFA language including strategic opportunities, application scope, funding set-a-sides for special purposes, differentiating activity types prior to NOFA releases
  - Review Evaluation Processes – submission timelines, release and due dates, applicant questionnaire development, potential site visits, ex-parte communications, late submission or corrective policies, committee scoring rationales
  - Evaluation Analysis Tools – review/approve tools that will be used to evaluate projects or for funding recommendations including supporting client-level equity principles
  - Be prepared with interview questions for service providers related to the scope of services and how proposals meet identified gaps
- Adhere to the adopted rules of local Continuum of Care Decorum


Committee Member Recusals:

Sonoma County Continuum of Care
Guidance to the Funding and Evaluation Committee (draft for discussion)
Update: September 14, 2023
The recusal process for F&E Members to both discuss and vote on funding recommendations will follow the Conflict and Recusal policy stated in the CoC Governance Charter unless otherwise determined by a vote of the CoC Board.

Committee Workgroups:
On occasions where deeper reviews and time commitments are indicated, a workgroup may be formed to finalize policies for F&E Committee consideration. Workgroups may not constitute a quorum of the F&E, shall be time-limited to accomplish stated tasks and staffed at the discretion of staff. If Lead Agency staff are unable to support the workgroup, a member of the group will be designated to take notes and minutes.

Lead Agency Responsibilities:
- 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 a division under Sonoma County Department of Health Services
- 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]
- Develop workplans and timelines including NOFA timelines for committee approval
- Evaluate NOFA submissions for completeness and timeliness
- Implement comprehensive pre-established planning frameworks for F&E application or project review processes
- Disclose/incorporate contract or financial audit concerns for decision making inclusion
- Prepare recommendation materials for evaluation meetings per Committee requested formats
- Inform the F&E Committee when more time is needed to prepare support materials or timelines need to change

*Note: Draft language reviewed and edited Sept 14, 2023 by CoC Funding & Evaluation Members*

# Funding and Evaluation Committee
## Final Clarifications for NOFA language

## Permanent Supportive Housing

- Supportive Services (new case management supports, increasing existing salaries, and for what client acuity level)

  - Long-term (no maximum length) housing assistance and support

  - Can only serve people experiencing chronic homelessness per federal definition

  - At least one member adult or child with a disability in the household

- Housing Units (new units or continuing operational support for existing)

  - Housing units that meets FMT, RR and HQS

  - Single-site or scattered site

  - Long-term leasing or rental assistance including master leasing

- Both New Housing Units and Core Support Services

  - All above including new units being planned along with the case managed service structure that adheres to the draft long-term funding strategy

  - Still clarify questions around case management including if their newly needed supports, increases to existing capacity and/or the levels and ratios of case management for the project needed

- **For all available supportive services, who will provide them and at what acuity level will they be targeted**

# Funding and Evaluation Committee
## Final Clarifications for NOFA language

## Promising vs. Proven Practice

- Clarifications for NOFA language

  - How does any project see the incorporation of this language and how do they define in the application?

  - What fact-based data sets are being provided in the application to backup that project proposals will be effective

  - How were outcomes  originally defined and perhaps changed over time, what necessitated the change and may have improved outcomes or not worked

  - What is proof of program excellence and/or viability

  - Are any evidence-based models being used in the new program, and which ones and what evidence factors are being utilized?

  - Is the program part of the Upstream effort and if so in what capacity?

## Recommended NOFA language approach

a. State which of the three levels of evidence best fits the proposed service.
b. Provide links to documentation reflecting the stated level of evidence for the proposed service.
c. Explain in detail (which could include attaching procedures and policies) how the organization's implementation of the service will reflect the practices cited in a proposal.

# Funding and Evaluation Committee
## Final Clarifications for NOFA language

## New vs. Existing Programs

- New Program Clarification

    - New to the local funding opportunity or New as has ever been in operation, if so what was the date program began operating

    - Operator experience operating same or similar program elsewhere and for how long

    - Incorporate earlier funding history for the project

    - If operating elsewhere, what has been their experience to improve program design

    - How is the new (or any projects) culturally relevant based to service participants

## Recommended NOFA language approach

- Programs will be considered New in the following ways – New to the funding stream and/or New in program design and operation
- If considered New, questions above to be included in the NOFA language and applicants will be asked to respond accordingly

12.

# Funding and Evaluation Committee
## Final Clarifications for NOFA language

Geographic Equity



- Strategic Plan Definition

'The <u>system of</u> care <u>should allocate funds</u> based on need and aspire to provide the same access to quality services no matter where an individual lives in Sonoma County'

# Funding and Evaluation Committee
## Final Clarifications for NOFA language

Geographic Equity

NOFA language to frame geographic equity as a 'priority' based on the definition incorporated in the CoC Board's agenda packet Sept 27, 2023

3. Reflect **geographic** need by:

   a. Setting a baseline of **interim housing units** (including emergency shelter) needed in each Sonoma County region. This plan would not set a baseline of permanent supportive housing or rapid rehousing, as these are allocated countywide via Coordinated Entry). However, the CoC Board may wish to monitor the placement of PSH and RRH program units to accommodate some discretion in where clients prefer to be housed.

   b. Assuming and incorporating funding for a **subregional street outreach model** that ensured that all areas of the county were covered by outreach that is of a specific quality and standard (i.e. caseloads of 1 SO team member per 25 clients, or ideally SO pairs with 2 CMs per 50 clients).

   c. Assuming and incorporating funding for enhanced **Assertive Community Treatment (ACT) teams** that can triage and support the subregional street outreach network with higher-level interventions.

   d. Assuming and incorporating funding for a **Mobile Support Team (MST) model** that ensured that all areas of the county were covered by behavioral and physical health supports that are of a specific quality and standard.

4. Estimate and reflect a **scaled model of PSH care and units**, whereby the existing and proposed PSH units are right-sized based on client vulnerability (i.e. some units will have

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extensive, 24/7 care and supervision, other units may have lighter supportive services, and other units somewhere in between the two extremes). The LTFP would estimate the unit numbers and unit costs of these interventions.