



**Sonoma County Continuum of Care
Agenda for Thursday September 14, 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 August 2023 | Chair | F&E Agenda Minutes August 10, 2023 | 2:05-2:15 pm |
| 3. | Charter and Member Responsibilities Revisions [Action Item Potential] | Chair Workgroup Members | F&E Charter revisions to forward to CoC Board for consideration of approval | 2:15-2:45 pm |
| 4. | Funding Analysis Draft [information only] | Staff | Funding Sources Analysis draft | 2:45-3:10 pm |
| 5. | Definitions Discussion -permanent supportive housing (support services vs. units) -promising vs. proven practices -new vs. existing projects -geographic equity (client choice vs. funding allocations) [Action Item Potential] | Chair/Vice Chair/Staff | Finalize NOFA definitions for: PSH Promising v. Proven New v. Existing Geographic Equity | 3:10-3:40 pm |
| 6. | Public Comment on Items not on the Agenda | All | | 3:40-4:00 pm |
| | Adjourn Next F&E Regular Meeting October 12, 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, DHS Homelessness, Chuck Mottern, Community Development Associate, Thai Hilton, Coordinated Entry Coordinator, Dave Kiff, Homelessness Division Director, Daniel Howland Overbury, HMIS Coordinator, Adam Siegenthaler, Department Information Systems Technician II, Alea Tantarelli, PPEA, DHS
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, Aug 10, 2023

2:00pm-4:00pm

Recording:

https://sonomacounty.zoom.us/rec/share/rfL0DzkutfZxV1aKyE_nxcl5D_HvukxdHD88cT_59kE3_ZMYSRLZ1z9LJmmkYS0OP.RqDqw7ruBHZNwOE9

Passcode: 66j#*B.&

Minutes

1. Meeting called to order at 2:02pm (00:02:32 - 00:06:23)

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, Wendell Coleman

Not Present

Margaret Sluyk, Chessy Etheridge, Kelli Kuykendall

Public

4 Members

Staff

Michael Gause, Dave Kiff, Thai Hilton, Andrew Akufo, Larkin Morgan, Suzanne Whipple, Erika Bernheimer

2. Consent calendar (00:06:40 – 00:11:17)

Teddie read the Brown Act disclosure and presented the agenda.

- **Una motioned to approve the consent calendar and minutes from July 13, 2023**
- **Matthew seconded**
- **All in favor. None opposed. Danielle abstained. Motion passed. Absent: Margaret Sluyk, Chessy Etheridge, Kelli Kuykendall**
- Public comment: Gerry La Londe-Berg

3. DHS Staff Introductions (00:11:23 – 00:20:29)

Staff introduced themselves with title, role and expertise.

4. F & E Charter Revisions (00:20:30 – 00:52:14)

- Teddie Pierce shared background of the revisioning process.
- Slides of original charter language were shared
- Members discussed the issue of differentiating charter and guidance documents.
- John Baxter recommended a date and entity that conveyed the approval be identified on any final document of this type.
- **Una moved that a working group be established to determine the most concise and informative definition of the functions and responsibilities of our committee, then to further define processes and procedures for the NOFA process. Don seconded.**
- Dave Kiff clarified that staff will not be allocated to working groups.
- **All in favor. None opposed. Motion passed and workgroup was established.**
- Public comment: Gerry La Londe-Berg, Alethea Larson

5. F & E Committee Guidance Draft (00:52:15 – 00:52:43)

- This item was tabled for the working group to take on and bring back to the committee.

6. Definitions Discussion (00:52:45 - 02:00:20)

- Teddie presented slides with definitions for discussion.
- **Don moved to adopt the definition of PSH as offered by Matthew Verscheure. Wendell seconded.**
- Members discussed the definitions of:
 - Permanent Supportive Housing (PSH)
 - Promising vs. Proven Practices
 - New vs. Existing Projects
 - Geographic Equity
- **Don rescinded previous motion.**
- Public comment: Gerry La Londe-Berg, Alethea Larson

7. Public Comment on Items not on the Agenda (02:00:22 – 02:00:28)

- No public comment.

6. Adjourn (02:01:35 – 02:02:01)

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

Next Meeting: September 14, 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 Revision Recommended:

Advise the CoC Board on both the short and long-term funding allocations that support the CoC Strategic Plan goals.

Operate in accordance with the prevailing CoC Governance Charter.

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

- Evaluate funding applications and develop recommendations based on direction of the CoC Board.
- Evaluate the performance of CoC programs and service providers to support funding decisions.
- Develop tools, benchmarks, processes, and policies that are used to make funding recommendations via quantitative/qualitative project evaluations to the CoC Board.
- Make recommendations regarding funding streams overseen by the CoC and informed by funding streams administered by other entities.
- Provide funding recommendations to the CoC Board unless delegated to make final decisions.
- Advise the HMIS Committee on the annual evaluation, including designing the process and relevance of the data for use by the F&E Committee

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:

John Baxter
Dannielle Danforth
Michael Gause (staff)
Kelli Kuykendall
Teddie Pierce
Rebekah Sammet

Version – 8/25/23 Working Group Draft

**Sonoma County Continuum of Care
Guidance to the Funding and Evaluation Committee (draft for discussion)
Update: September 8, 2023**

Introduction:

The Funding and Evaluation Committee is a standing committee 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 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, develop funding recommendations based on enhancements of existing service delivery
3. Annually plan to consider homeless program funding sources for the CoC region *[take to full committee for further definition]*
4. Evaluate submitted program 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

**Sonoma County Continuum of Care
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- Adhere to the adopted rules of local Continuum of Care Decorum

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

The recusal process for F&E Members will follow the Conflict and Recusal policy stated in the CoC Governance Charter unless otherwise determined by a vote of the 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

Sonoma County Continuum of Care
Guidance to the Funding and Evaluation Committee (draft for discussion)
Update: September 8, 2023

Note: Draft language reviewed and edited Sept 8, 2023 by the following F&E Committee Members:

Dannielle Danforth

John Baxter

Kelli Kykendall

Teddie Pierce

Version – 9//23 Working Group

Draft

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

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?

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
 - What's been 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 on service participants

Funding and Evaluation Committee

Final Clarifications for NOFA language

Geographic Equity

- Strategic Plan Definition

'The system of care should allocate funds 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

- 'System' Discussion Points
 - Does the funding follow the Point in Time Count?
 - Every agency is required to serve all in the CoC region dependent on funding types
 - Are we only discussing projects not participating in Coordinated Entry
 - Reframe as a geographic access model based on client choice and where people want to live?
 - Not based on mailing or administrative address of the agency providing
 - PIT Count figures don't reflect what communities people identify with
 - Establish a methodology that considers what's already being funded in what areas if of the county combining with a three average by geo locations of the PIT data
 - Rely on data from the Coordinated Entry to inform funding access
 - Begin measuring by 'service equity' based on outreach caseloads and further measure
 - Analyze what cities contribute funding for their locality and what their geographic boundaries are
 - Need definition of geographic regions – will they be based on PIT counts, Supervisorial Districts, Cities Towns etc (what cities map to PIT breakdowns)
 - Dave to bring back baseline estimates of what's needed in each region for shelter and outreach