

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

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

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

- Advise the Homeless Coalition Board on both the short and long-term funding allocations that support the Homeless Coalition Strategic Plan goals
- Evaluate the performance of Homeless Coalition 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 Homeless Coalition Board.
- Make recommendations to the Homeless Coalition Board regarding funding streams overseen by the Homeless Coalition Board and those administered by other agencies
- Provide funding recommendations to the Homeless Coalition Board unless delegated to make final decisions.
- Evaluate the Homeless Coalition'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 Homeless Coalition 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  
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**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***