



**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 1 (Consent Calendar)
Subject: November 30, 2022, CoC Board Meeting Agenda
Meeting Date: November 30, 2022
Staff Contact: Alea Tantarelli, Alea.Tantarelli@Sonoma-County.org

SUMMARY

This staff report presents the November 30, 2022 CoC Board Meeting proposed agenda. The agenda contains all proposed items that will be discussed by the CoC Board. The proposed agenda is attached as Attachment A.

RECOMMENDED ACTION(S)

Approve November 30, 2022 agenda.



Attachment A
Sonoma County Continuum of Care (CoC) Board
Agenda for November 30, 2022
1:00pm-5:00pm Pacific Time

Public Zoom Link:

<https://sonomacounty.zoom.us/j/99261791880?pwd=djc0b1ZsU1FpOU1kbkJ0UDNOcUhfQT09>

Phone: 1 (669) 900-9128 **Webinar ID:** 992 6179 1880 **Passcode:** 650935

	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
	<i>Note: Items 1-6 below are proposed for adoption via one motion as the Consent Calendar.</i>	N/A		
1.	11-30-2022 Agenda (Consent Calendar)	Draft Agenda	Board Chair	1:05pm
2.	Minutes from 10/26/2022 (Consent Calendar)	Draft Minutes	Board Chair	
3.	Summary of Follow-ups from the Previous Meeting(s) (Consent Calendar)	Summary of Follow-ups	Board Chair	
4.	December 2022 & January 2023 Quarterly Membership Meeting (Consent Calendar)	Quarterly membership Draft for 12/15 & 1/19	Board Chair	
5.	Proposed Charter Revisions (Consent Calendar)	Proposed Revisions	Board Chair	
6.	Built for Zero Update (Consent Calendar)	Built for Zero Update	Board Chair	
7.	Reports from Lead Agency Staff <ul style="list-style-type: none"> - 2023 Point in Time (PIT) Count - CoC Board Nominations - HHAP Round 3 Delay - Updates on Data Dashboard Effort 	Staff Report for Reports from Lead Agency	CDC Staff	1:25pm
8.	Homeless Service Provider Group Update		Margaret Sluyk	1:35pm

9.	Word from the Street		Chessy Etheridge	1:45pm
10.	State Emergency Solutions Grants -Corona Virus (ESG-CV) Bonus Rapid Rehousing Funding <i>ACTION ITEM: Authorize staff to develop a NOFA and bring recommendations to the Funding & Evaluation Committee for recommendations to the full CoC Board</i>	Staff Report for State ESG-CV Bonus Rapid Rehousing Funding	CDC Staff	1:55pm
11.	Memoranda of Understanding for CoC Board <i>ACTION ITEM: Approve Proposed MOUs</i>	Staff Report for MOU for CoC Board	Andrew Hening	2:10pm
12.	10-minute break			2:50pm
13.	Reports from Standing Committees: <ul style="list-style-type: none"> • Funding & Evaluation Committee • Coordinated Entry Advisory (CEA) Committee <i>ACTION ITEM: Approve changes to policies and procedures</i> • Homeless Management Information System (HMIS)/Data Committee • Lived Experience Advisory & Planning Board (LEAP) • Youth Action Board 	Staff Report for CEA Committee	Committee Representatives	3:00pm
14.	CoC Strategic Planning Presentation <i>ACTION ITEM: Adopt the CoC Strategic Plan</i>	Staff Report for CoC Strategic Planning Presentation	Homebase	3:35pm
15.	Review Agenda for January CoC Board Meeting <ul style="list-style-type: none"> • Elect CoC Board Chair and Vice Chair • What to Expect in 2023? • Point in Time Count (PIT) 2023 	Staff Report for DRAFT Agenda 1/25/23	Board Chair	4:30pm
16.	Board Member Questions & Comments		Board Chair	4:45pm
17.	Public Comment on Non-Agendized Items		Board Chair	4:55pm

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 Araceli.Rivera@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
Agenda Report**

Item No: 2 (Consent Calendar)
Subject: Meeting Minutes from 10/26/2022
Meeting Date: 11/30/2022
Staff Contact: Araceli Rivera, Homeless Project Specialist, Araceli.Rivera@sonoma-county.org

SUMMARY

This staff report briefly summarizes the October 26, 2022, CoC Board Meeting Minutes. The attached meeting minutes contain all items discussed by the Continuum of Care Board at the October 26, 2022, CoC Board Meeting.

RECOMMENDED ACTION(S)

Approve CoC Board Meeting Minutes from October 26, 2022.

Attachment A



Sonoma County Continuum of Care Board Meeting Meeting Minutes

Wednesday, October 26, 2022
1:00 – 5:00 p.m. Pacific Time – Meeting held by Zoom

Recording of Meeting: <https://youtu.be/SVoAxup8Hlg>

Welcome and Roll Call (00:05:51 - 00:07:51)

- Tom Schwedhelm, Continuum of Care (CoC) Board Chair, called the meeting to order at 1:00 p.m. He went over the agenda and clarified Zoom rules around public comment and Brown Act guidelines.
- Roll Call was taken:
 - *Present: Ben Leroi, Santa Rosa Community Health Center; Jennielynn Holmes, Catholic Charities of the Diocese of Santa Rosa; Tom Schwedhelm, City of Santa Rosa; Dennis Pocekay, City of Petaluma; Chris Coursey, Sonoma County Supervisor; Margaret Sluyk, Reach for Home; Chris Keys, Redwood Gospel Mission; Kathleen Pozzi, Community Member; Jan Cobaleda-Kegler, Sonoma County Behavioral Health; Chessy Etheridge, Lived Experience Advisory and Planning Board; Cheyenne McConnell, Youth Community Member; Diana Rich as proxy for Una Glass, City of Sebastopol; Don Schwartz, City of Rohnert Park; John Moore, City of Cotati; Mark Krug, Burbank Housing; Madolyn Agrimonti, City of Sonoma; Stephen Sotomayor, City of Healdsburg*
 - *Absent: None*

A quorum was present.

1. Approval of Agenda (00:07:52 – 00:19:17)

Don Schwartz requested Item #3, Housing Voucher Information, be removed from the Consent Calendar for discussion later in the meeting.

Public comment: None at this time.

Don Schwartz moved to approve the Consent Calendar with the suggested removal of Item #3; seconded by Dennis Pocekay.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Margaret Sluyk, Chris Keys, Kathleen Pozzi, Jan Cobaleda-Kegler, Chessy Etheridge, Cheyenne McConnell, Diana Rich as proxy for Una Glass, Don Schwartz, John Moore, Mark Krug, Madolyn Agrimonti, Stephen Sotomayor

Noes: None

Abstain: None

Absent: None

The motion passed.

2. Approval of Minutes from September 28, 2022, CoC Board Meeting (00:19:18 – 00:20:36)

Mark Krug moved to approve the Minutes as submitted; seconded by Jan Cobaleda-Kegler.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Margaret Sluyk, Chris Keys, Kathleen Pozzi, Jan Cobaleda-Kegler, Chessy Etheridge, Cheyenne McConnell, Don Schwartz, John Moore, Mark Krug, Madolyn Agrimonti, Stephen Sotomayor

Noes: None

Abstain: Diana Rich as proxy for Una Glass

Absent: None

The motion passed.

3. Approval of Consent Calendar (00:20:37 – 00:25:09)

After further discussion on Consent Calendar Item #3, it was decided to include a discussion on vouchers at the November 30, 2022, CoC Board Meeting.

Don Schwartz moved to approve the remainder of the Consent Calendar; seconded by John Moore.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Margaret Sluyk, Chris Keys, Kathleen Pozzi, Jan Cobaleda-Kegler, Chessy Etheridge, Cheyenne McConnell, Diana Rich as proxy for Una Glass, Don Schwartz, John Moore, Mark Krug, Madolyn Agrimonti, Stephen Sotomayor

Noes: None

Abstain: None

Absent: None

The motion passed.

4. CoC Board Elections Timeline (00:25:10 – 00:35:08)

Karissa White, Continuum of Care Coordinator shared a presentation with details of the upcoming Continuum of Care Board Elections, which will take place during the Quarterly Membership Meeting on December 15, 2022, from 1:00 – 4:00 p.m.

Public Comment: None at this time.

5. Homeless Service Provider Group Update (00:35:09 – 00:46:54)

Margaret Sluyk reported the group will be meeting every other month going forward and will submit written feedback to Homebase when appropriate.

Public Comment: None at this time.

6. MOU Between CoC Board and Lead Agency (00:46:55 – 01:17:57)

Andrew Hening shared a presentation on the progress of the draft Memorandum of Understanding outlining the County of Sonoma's roles and responsibilities as Lead Agency for the CoC, which would come back to the Board for approval at the November 30, 2022, CoC Board Meeting. Feedback from Board members should be sent to Dave Kiff or Alea Tantarelli

Public Comment: Gerry La Londe-Berg, Teddie Pierce

7. Homeless Housing Advocacy & Prevention 4 (HHAP 4) (01:17:58 – 02:06:01)

Michael Gause shared a presentation on HHAP 4 for funding that will begin in July 2023, and responded to questions from the Board.

Public Comment: Teddie Pierce

Don Schwartz moved the documents be referred to the Funding and Evaluation Committee to review, amend, and approve as they see fit before forwarding to the State before the November 30, 2022, deadline; seconded by Dennis Pocekay.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Margaret Sluyk, Chris Keys, Kathleen Pozzi, Jan Cobaleda-Kegler, Chessy Etheridge, Cheyenne McConnell, Don Schwartz, John Moore, Mark Krug, Madolyn Agrimonti, Stephen Sotomayor

Noes: None

Abstain: None

Absent: Diana Rich as proxy for Una Glass

The motion passed.

8. Community Development Block Grant Corona Virus (CDBG-CV) and/or Low- and Moderate-Income Housing Asset Fund (LMIHAF) Funding Request (02:06:02 – 02:35:11)

Veronica Ortiz-De Ana, Community Development Associate, shared a presentation that provided background information, the role of the CDC, changes in program administration, and funding recommendation of \$75,000 for Homeless Action Sonoma that will be presented to the Board of Supervisors in January, 2023. Veronica and Rhonda Coffman, Community Development Assistant Manager, answered questions from the Board.

Public Comment: Gerry La Londe-Berg

Dennis Pocekay moved to support the proposed funding; seconded by Kathleen Pozzi.

Ayes: Ben Leroi, Jennielynn Holmes, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Margaret Sluyk, Chris Keys, Kathleen Pozzi, Jan Cobaleda-Kegler, Chessy Etheridge, Cheyenne McConnell, Don Schwartz, John Moore, Mark Krug, Madolyn Agrimonti, Stephen Sotomayor

Noes: None

Abstain: None

Absent: Diana Rich as proxy for Una Glass

The motion passed.

9. Word from the Street (02:35:12 – 04:41:00)

Chessy Etheridge shared information on the Samaritan Program that was initiated in Seattle, Washington, that is a support platform that encourages and empowers homeless individuals with a cash incentive program funded by the community for gaining ground towards becoming independent and housed.

Public Comment: Gerry La Londe-Berg

10. 10-Minute Break (02:41:01 – 02:50:38)

Meeting resumed; a quorum was present.

11. CoC Strategic Planning Presentation by Homebase (02:52:03 – 04:09:54)

Lauren Larin with Homebase shared a presentation on the emerging goals, strategies, and actions for the Strategic Plan and requested written feedback from the members before the special joint meeting from 9 a.m. to 12 noon on November 18, 2022, with the CoC Board, Strategic Planning Committee, and the LEAP Board. The CoC Board will be asked to adopt the final plan at the November 30, 2022, regular meeting; the Board of Supervisors will be asked to approve the final Strategic Plan on December 13, 2022.

Public Comment: Christel Querijero, Gerry La Londe-Berg, Teddie Pierce, Ludmilla Bade

12. Reports from Standing Committees: (04:09:55 – 04:23:04)

- **Funding and Evaluation Committee:** Teddie Pierce reported that Dennis Pocekay has been elected as Vice Chair; they will not be electing a Secretary as Andrew Hening is filling that role. An orientation on system level data sets was provided to Committee members at their last meeting. They are looking into using a new report card system that is being used on the East Coast that incorporates both compliance and impact information, as well as how good are programs performing and what might help them perform a little better.
- **Coordinated Entry Advisory Committee:** Thai Hilton shared a presentation on the proposed updates to coordinated entry policies and procedures.

Public Comment: None at this time.

John Moore moved to adopt the updated policies and procedures; seconded by Chessy Etheridge.

Ayes: Jennielynn Holmes, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Margaret Sluyk, Chris Keys, Jan Cobaleda-Kegler, Chessy Etheridge, Cheyenne McConnell, Don Schwartz, John Moore, Mark Krug, Stephen Sotomayor

Noes: None

Abstain: None

Absent: Ben Leroi, Kathleen Pozzi, Diana Rich as proxy for Una Glass, Madolyn Agrimonti, Stephen Sotomayor

The motion passed.

- **Strategic Planning Committee:** Tom Schwedhelm reported they are moving forward with finalizing the Strategic Plan.
- **HMIS Data Committee:** Daniel Overbury-Howland reported they did not meet in October but worked on reviewing a new release of information that is intended to combine coordinated entry and HMIS.
- **Lived Experience and Advisory and Planning (LEAP) Board:** Chessy Etheridge reported they finalized their Charter and currently have 2 vacant Board member seats.
- **Youth Action Board:** Michael Gause reported they are reconvening a homeless youth task force at VOICES in person next week with the hope it will morph into a Youth Action Board. Tom Bieri has volunteered to help administer the stipends.

Public Comment: None at this time.

10. Review Agenda for November CoC Board Meeting (04:23:05 – 04:24:59)

The draft agenda for the November 30, 2022, was reviewed. Chris Coursey suggested moving the Strategic Plan discussion towards the end of the agenda.

Public Comment: None at this time.

11. Board Member Questions and Comments (04:25:00 – 04:26:36)

Don Schwartz shared details about the ribbon cutting ceremony on October 24 at the Labath Landing Project in Rohnert Park and thanked Dave Kiff for his contributions and the CoC Board for their support.

Public Comment: None at this time.

12. Public Comment on Non-Agendized Items (04:26:37 – 04:31:35)

Public Comment: Ludmilla Bade

Meeting was adjourned at 5:26 p.m.



Sonoma County Continuum of Care Board Agenda Report

Item No: 3 (Consent Calendar)
Subject: Summary of Follow-ups from the Previous Meeting(s)
Meeting Date: November 30, 2022
Staff Contact: Michael Gause, Ending Homelessness Program Manager,
Michael.Gause@sonoma-county.org

Summary

At the previous meeting, CoC Board members and others asked for the Lead Agency staff to follow up on specific items. Staff summarized responses to present at the November 30th CoC Board meeting.

Recommended Action(s)

No recommended action

Discussion

A summary of follow-ups from the previous meeting(s). At the previous meeting, CoC Board members and others asked for the Lead Agency staff to follow up on the following questions or comments.

1. Increasing the amount of regular housing vouchers assigned to persons coming out of homelessness. Board members talked a bit about how other agencies – such as the Marin Housing Authority – had used Housing Choice Vouchers (HCVs), Emergency Housing Vouchers (EHVs), Mainstream and Project Based Vouchers (PBVs) to improve homelessness response. Staff discussed this further with Martha Cheever of the Sonoma County Housing Authority (SCHA).

While Marin did appear to get the EHV program going quickly, and today Marin has a larger percentage of vouchers leased, Sonoma County has a virtually identical number of vouchers leased today (as Marin has a smaller program).

There are improvements here that can be made, though. In SCHA's administrative plan (which can be revised regularly), the SCHA has a percentage of vouchers "turned over" (where a person passes away, or moves, or exceeds income thresholds, etc. and the voucher is returned to the Housing Authority), that go to homeless individuals. We could add a preference for

persons experiencing Chronic Homelessness. If so, Ms. Cheever recommends that there be agreements in place for supportive services and active case management for at least a year for these individuals to ensure that they stay in housing.

Ms. Cheever will be presenting the proposed Admin Plan changes to the CoC Board at the January 2023 meeting in order to solicit additional feedback from the CoC Board. With the additional change (“Proposed Addition”), the Sonoma County HA will have the following designations for turn-over vouchers:

- 20% for move-on from Permanent Supportive Housing (PSH);
- 20% for families who have successfully participated in a transitional housing, interim housing or an emergency shelter program within the County of Sonoma; and
- 10% for those experiencing chronic homelessness.

For the current year, these local preferences would represent 200 vouchers – not inclusive of homeless dedicated Project Based Vouchers (PBVs), the EHV program, and the Mainstream Voucher program. Collectively the SCHA has approximately 734 vouchers serving unhoused populations (inclusive of 158 PBVs in the development or pre-development process). This number continues to grow as the SCHA expands its PBV program.

Proposed Addition to SCHA Administrative Plan:

Limited Preference for Individuals and/or Families Experiencing Chronic Homelessness. Subject to the availability of Annual Contributions Contract authorized voucher units, the Housing Authority will allocate up to 10% of its annual turn-over program vouchers to serve households eligible for this limited preference. These vouchers are targeted for individuals and/or families experiencing chronic homelessness. In order to receive this preference applicants must be referred from Coordinated Entry (CE) or a CoC service provider that uses a Housing First model of homeless services. Any applicants for these vouchers must be provided with housing search assistance and on-going case management before and after placement. Documentation of an applicant’s chronic homeless status must be provided for consideration for this limited preference. This preference will be available even when the waiting list is closed to other applicants. Eligibility, including background checks, will be confirmed for all members of the household pursuant to this Administrative Plan.

For more information, please contact Martha at Martha.Cheever@sonoma-county.org

2. Next Steps for next round of CDBG Funds – Per Rhonda Coffman, Community Development Assistant Manager of the Community Development Commission: The next, and regular annual NOFA for federal Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Solutions Grants (ESG), and remaining CDBG Cares Act (CDBG-CV) funds, will be issued on or around December 7, 2022. This NOFA will also include the local Low Moderate Income Housing Asset Fund (LMIHAF) annual allocation. The NOFA for federal

funds is for the preparation of the Fiscal Year 2023-2024 Annual Action Plan. These funds can be used by eligible organizations for eligible activities that may include the following:

- CDBG: Approximately \$1.2 million available for affordable housing projects, non-housing capital projects (e.g. accessibility improvements/barrier removal, public infrastructure, etc.), microenterprise assistance and fair housing services;
- HOME: Approximately \$650,000 available for development and preservation of affordable rental housing and Tenant Based Rental Assistance;
- ESG: Approximately \$140,000 available for homelessness services (e.g. shelter, rapid rehousing, etc.);
- CDBG-CV: Approximately \$1.2 million available for activities that prevent, prepare for, or respond to Coronavirus and may include: acquisition of real property, housing related activities, microenterprise assistance, public facility improvements and public services (including homelessness services);
- LMIHAF: \$250,000 available for homelessness prevention and rapid re-housing services only.

There will be two technical assistance workshops for interested applicants the week of December 19, 2022. Attendance at one of the workshop or a one on one meeting with Commission staff is required in advance of application submittal. Applications will be due in mid-January 2023, with a funding recommendation process to follow that will conclude at the Board of Supervisors no later than early May 2022. The funding will be available on or after July 1, 2023.

For more information, contact Rhonda at Rhonda.Coffman@sonoma-county.org

3. Chessy Etheridge's update with Samaritan link - Continuum of Care (CoC) Board member, Chessy Etheridge shared information about Samaritan, a support platform that empowers people without a home to move forward during the October 26th CoC Board meeting. The CoC Board requested more information including a link to Samaritan's website. The link to Samaritan's website is [here](#).

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Sonoma County Continuum of Care Board Agenda Report

Item No: 5 (Consent Calendar)
Subject: Proposed CoC Charter Revisions
Meeting Date: November 30, 2022
Staff Contact: (Dave Kiff, Dave.Kiff@sonoma-county.org)

SUMMARY

CDC staff propose two relatively minor revisions to the current CoC Governance Charter that was finalized on December 29th, 2021. The first proposed revision would give additional flexibility to the County Administrator to appoint a senior County manager to the CoC Board from any County department that has a direct connection to the homelessness System of Care (versus three specific departments). The second proposed revision improves clarity around the CoC Board's ability to enter into specific memoranda of understanding (MOUs) relating to its Lead Agency and its Collaborative Applicant.

If approved today, both changes would be effective immediately. See **Attachment A** for a link to the complete CoC Governance Charter (dated December 29, 2021).

RECOMMENDED ACTION(S)

Approve the two proposed revisions to the CoC Governance Charter.

DISCUSSION

Revision #1 – Increased Flexibility for One of the Two CoC Board Seats Assigned to the County

The first suggested revision will expand the authority of the County Administrator to appoint a representative that will have the most expertise and experience rather than limiting the pool to three specific departments within the County. For example, today a person from the Sonoma County Housing Authority cannot be appointed to the CoC Board, despite the significant collaboration need between housing vouchers and homelessness.

The original (**current**) language is found on Pg 9 of the Governance Charter under **Board Composition and Terms** (1d) and states:

“One senior management representative of the Sonoma County Department of Health Services, Human Services, or Probation Department as selected by the County Administrator. The

representative may not be in the same Department nor have any reporting relationship to a County Department serving as the Lead Agency, Collaborative Applicant, or HMIS provider.”

Staff recommends that Charter section 1d be revised as follows (with added section in underline and removed section in strike-out):

“One senior management representative of ~~the~~ a department within the County of Sonoma that has a direct connection to the homelessness system of care ~~Sonoma County Department of Health Services, Human Services, or Probation Department~~ as selected by the County Administrator. The representative may not be in the same Department nor have any reporting relationship to a County Department serving as the Lead Agency, Collaborative Applicant, or HMIS provider.”

Revision #2 – Ability to Enter into MOUs for Lead Agency and Collaborative Applicant.

The second suggested revision is intended to clearly show how the CoC Board can consider adopting a Memorandum of Understanding (MOU) with varying entities or agencies to provide staff support to the CoC. This recommendation comes at the suggestion of the consultant working on proposed MOUs (Andrew Hening) and is intended to mirror language in other CoCs’ charters that include similar flexibility.

The original (**current**) language is found on Pg 14 of the Governance Charter under **Administrative Agencies** and reads:

Administrative Agencies

HUD-Designated “Collaborative Applicant”

1. *The Sonoma County Community Development Commission has been designated as Collaborative Applicant for the Continuum of Care.*
2. *For the purposes of the annual HUD NOFA application and the management of CoC Program planning grants, the Collaborative Applicant must also be a grant recipient.*
3. *The Collaborative Applicant is the only entity that may*
 - a. *Submit the CoC Consolidated Application to HUD*
 - b. *Apply for grants from HUD on behalf of the Continuum of Care.*
 - c. *Apply for and receive CoC Program planning funds on behalf of the Continuum of Care.*

To accommodate the consideration and adoption of a more formal agreement that identifies the relationship between the CoC Board and its support entities, the below change is proposed (with added section in underline and removed section in strike-out). In the middle of Page #14:

Administrative Agencies

HUD-Designated “Collaborative Applicant”

- ~~1. The Sonoma County Community Development Commission has been designated as Collaborative Applicant for the Continuum of Care.~~
- ~~2. For the purposes of the annual HUD NOFA application and the management of CoC Program planning grants, the Collaborative Applicant must also be a grant recipient.~~
- ~~3. The Collaborative Applicant is the only entity that may
 - a. Submit the CoC Consolidated Application to HUD
 - b. Apply for grants from HUD on behalf of the Continuum of Care.
 - c. Apply for and receive CoC Program planning funds on behalf of the Continuum of Care.~~

Lead Agency

The Sonoma County Continuum of Care Board will appoint a Lead Agency that will provide meeting support for the Board, and all other committees. The Lead Agency is responsible for scheduling meetings, developing agendas, issuing meeting materials and posting all relevant documents to Continuum of Care website. All responsibilities are documented in the *Continuum of Care Lead Agency Memorandum of Understanding*.

The designation of the Lead Agency is valid for a maximum of two (2) years and will be renewed automatically every year thereafter. Either party, the Continuum of Care or the Lead Agency, may terminate the MOU at a date prior to the renewal date specified in the MOU by giving 180 days written notice to the other party. The termination shall be effective on the date specified in the notice of termination. There will be no requirement for a Request for Proposal (RFP). In response to negligence or poor performance of the CoC Lead Agency, the Sonoma County Continuum of Care Board reserves the right to open an RFP process at any time and designate a new CoC Lead Agency.

At the time of the relevant amendment to this charter, the designated Lead Agency is the County of Sonoma's Community Development Commission's Ending Homelessness Division, a Division expected to transfer in 2023 to the Sonoma County Department of Health Services

Collaborative Applicant

The Continuum of Care must designate a legal entity who is also a Continuum of Care Program eligible applicant to serve as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all Continuum of Care Program funded projects within the geographic area. The Collaborative Applicant is also responsible for submitting the annual application to HUD for Continuum of Care Program funding and to apply for Continuum of Care Planning dollars. These and any additional responsibilities are documented in the Continuum of Care *Collaborative Applicant Memorandum of Understanding*.

The designation of the Lead Agency is valid for a maximum of two (2) years and will be renewed automatically every year thereafter. Either party, the Continuum of Care or the Lead Agency, may terminate the MOU at a date prior to the renewal date specified in the MOU by giving 180 days written notice to the other party. The termination shall be effective on the date specified in the notice of termination. There will be no requirement for a Request for Proposal (RFP). In response to negligence or poor performance of the CoC Lead Agency, the Sonoma County Continuum of Care Board reserves the right to open an RFP process at any time and designate a new CoC Lead Agency.

Before the submission of the annual application to HUD for Continuum of Care Program funding, the Collaborative Applicant must submit a final draft of the application to Sonoma County Continuum of Care Board for approval. Depending on the timing of the submission to HUD, the Sonoma County Continuum of Care Board and Collaborative Applicant will create a timeline for submission to the Continuum of Care.

At the time of the relevant amendment to this charter, the designated Collaborative Applicant is the County of Sonoma's Community Development Commission's Ending Homelessness Division, a Division expected to transfer in 2023 to the Sonoma County Department of Health Services.

Staff welcomes comments and questions about this item and these two proposed changes.

ATTACHMENTS:

A: CoC Governance Charter

Attachment A

The final CoC Governance Charter can be found here:

<https://sonomacounty.ca.gov/Main%20County%20Site/General/Sonoma/Sample%20Dept/Divisions/Housing%20Authority/Services/Services/ Documents/Sonoma-County-CoC-Governance-Charter-12-29-2021.pdf>

**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 6 (Consent Calendar)
Subject: Built for Zero (BFZ)
Meeting Date: November 30, 2022
Staff Contact: Thai Hilton thai.hilton@sonoma-county.org

SUMMARY

The local Sonoma County BFZ team has been working on efforts to establish sub-regional by names list (BNL) that will be combined to create a community-wide BNL. A pilot has been implemented in the Sonoma Valley and will be expanding to other areas of the county soon. CDC staff will be working with County GIS staff and stakeholders to create an outreach map to establish service areas for sub-regional BNLs.

The data that is submitted to Community Solutions monthly is consistently reliable based on Community Solutions standards. This is an important part of the “Foundations for Results” cohort that the community is participating in. Once the single-adults scorecard is complete, the community will be ready for future cohorts that focus on reduction of the community’s target population (chronically homeless).

RECOMMENDED ACTION(S)

None



**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 6

Subject: Report from the Lead Agency

1. Planning for the 2023 Point in Time Count
2. CoC Board Nominations
3. HHAP Round 3 Delay
4. Updates on Data Dashboard Effort

Meeting Date: November 30, 2022

Staff Contacts: Dave Kiff, Interim Executive Director, Dave.Kiff@sonoma-county.org

1 – 2023 Point In Time Count – The 2023 Point in Time Homeless Count will take place on January 27, 2023. The Count should have fewer restrictions than the 2022 Count and will be conducted similar to past counts with more guides and in-person teams and training. CoC staff met with provider agencies, data stakeholders, and individuals with lived experience in November 2022 to begin planning for the count and debrief challenges from the last Count.

2 – CoC Board Nominations: CoC Board Nominations opened on November 17th and will remain open until December 7, 2022. Please see full CoC Board Election Timeline below:

CoC Board Election Timeline
CoC Staff to email and post list of CoC voting members by November 1, 2022 and request any new applications be received by November 23, 2022 . (This is so if there is an issue with voting member applications, there is time for it to go to the CoC Board prior to the election)
CoC Board nominations to be solicited (emailed and posted) by November 17, 2022 (4 weeks prior to election) and due on December 7, 2022 (7 working days preceding election).
List of candidates and their applications will be published via the CoC website by Monday, December 12, 2022 (3 working days prior to the election) Election: Special CoC Membership Meeting: Dec 15, 2022 3 seats to be voted on by CoC Voting Members: 1) Lived Experience (Transitional Age Youth) 2) Homeless Advocacy Organization 3) At Large (one of the three seats)
Lived Experience Advisory Board (LEAP) elects new representative for the Adult Lived Experience Seat: December 16, 2022

First Meeting with newly elected and appointed CoC Board members: **January 25, 2023**

Of the 9 appointed CoC Board members, 1 will be returning, 5 are unknown, and 3 will not be returning.

2022 CoC Board Members

	Seat	First Name	Last Name	2023 Status
1	City of Santa Rosa	Tom	Schwedhelm	Not Returning
2	City of Petaluma	Dennis	Pocekay	Unknown
3	Board of Supervisors	Chris	Coursey	Unknown
4	County of Sonoma Safety Net	Jan	Cobaleda-Kegler	Returning until Lead Agency moves to DHS
5	Northern Region	Stephen	Sotomayor	Unknown
6	Sonoma Valley	Madolyn	Agrimonti	Not Returning
7	Western Region	Una	Glass	Unknown
8	Rohnert Park and Cotati	John	Moore	Unknown
9	Largest Homeless Services Agency	Jennielynn	Holmes	Returning

3 – HHAP Round 3 Delay – Supplemental questions for HHAP-3 as requested by the State Intragency Council on Homelessness (Cal-ICH) were submitted prior to this Board’s meeting. Supervisor Chris Coursey attended the Governor’s meeting in Sacramento on Friday, November 18, 2022, with other staff members listening in via Zoom. Many county and city officials argued that a key improvement to HHAP would be annualizing it and giving local governments more assurance that HHAP is a reliable source of funds. Governor Newsom listened to comments for about two hours but did not speak to further assurances about annualizing HHAP.

The State anticipates releasing the balance of funds (75%) to all CoCs, Counties, and large cities by December 21, 2022.

4 – Updates on Data Dashboard Effort - CoC Lead Agency Staff came together to develop a high-level data dashboard of simple graphics and key metrics to display the homeless system’s monthly performance. Five metrics that Staff conferred and decided upon are:

1. Number of people housed in the last month.
2. Number of people served by Outreach.
3. Number of people who returned to homelessness.
4. Number of people maintaining housing.
5. Average number of days people are staying in homeless shelters.

Lead Agency Staff's suggestions to provide monthly updates to the dashboard using system data and the ability to compare on a month-to-month basis have been incorporated. An information section about the dashboard's five metrics is also included on the website. The Sonoma County Homeless Data Dashboard is located at this link:

<https://sonomacounty.ca.gov/development-services/community-development-commission/divisions/homeless-services/what-we-know-about-homelessness>

**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 10
Subject: State Emergency Solutions Grant-CV (ESG-CV) Bonus Rapid Rehousing Funding
Meeting Date: November 30, 2022
Staff Contact: Michael Gause, Ending Homelessness Program Manager,
Michael.Gause@sonoma-county.org

SUMMARY

The CoC previously authorized and allocated approximately \$5.7 million in one-time Federal Emergency Solutions Grant Coronavirus (ESG-CV) funding for rapid rehousing and emergency shelter services to prepare, prevent, and respond to COVID-19. These funds, administered by State of California Department of Housing and Community Development (HCD) were allocated in full in 2022. However, due to the CoC's high performance, reallocated funds from other CoCs were made available in late November 2022.

RECOMMENDED ACTION(S)

Direct staff to prepare a Request for Proposals (RFP) for up to \$300,000 in ESG-CV Rapid Rehousing funding to be spent by September 30, 2023 and authorize Funding and Evaluation Committee to review and recommend project proposal(s).

DISCUSSION

State ESG-CV funding has an expenditure deadline of September 30, 2023 and current contracts for rapid rehousing and emergency shelter are in the midst of winding down for FY 22-23. State ESG-CV bonus funding was offered to CoC's that had successfully met expenditure deadlines in 2022. Per best practices, bonus funding is only being offered for current or new rapid rehousing projects that can expend all new funding by September 30, 2022. The CoC is being offered an additional \$300,000 in funding likely available in January 2023.

Given the short time frame, staff are prepared to prepare and disseminate a Request for Proposals for rapid rehousing funding with initial review by the Funding and Evaluation Committee with approval from the Continuum of Care Board at is January 2023 meeting.

**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 11
Subject: MOUs – Lead Agency and Collaborative Applicant
Meeting Date: November 30, 2022
Staff Contact: Dave Kiff, Dave.Kiff@sonoma-county.org,
Andrew Hening, Andrew Hening Consulting LLC (andrew@heningconsulting.com)

SUMMARY

In recent months, CoC Board members, city representatives and others (including the County Administrator) have discussed a more formal relationship between the CoC Board and its Lead Agency, Collaborative Applicant, HMIS Lead, and Coordinated Entry Lead. Most believe that establishing specific memoranda of understanding (MOUs) that describe parties' roles and duties will help improve understandings and continue to build trust and transparency.

At the direction of the CDC and Lead Agency staff, Andrew Hening has worked with city, county, and other stakeholders on two initial MOUs – one for the Collaborative Applicant (the local entity that applies to the US Department of Housing and Urban Development for the annual Continuum of Care grants); and one for the Lead Agency (the entity that provides staffing support to the Continuum of Care).

The MOUs suggest, among other things:

- The goals of the parties in executing the MOUs;
- The obligations and duties of the County of Sonoma and its staff;
- The obligations and duties of the Continuum of Care Board;
- Terms of two calendar years, with automatic extensions unless a 180-day termination provision is executed.

While the drafts attached are substantive, additional review by County Counsel, US HUD technical assistance, and others is recommended before these can be finalized. However, they are ready for Board review and approval in concept, which will allow further review. If substantive changes are made, we will return the MOUs to the CoC Board for a secondary approval.

We note that the cities and the County have had significant other conversations about items important to CoC Board members, cities, and the County. These include:

1. The allocation of Federal, State, and some local dollars and the programs which these funds benefit.

2. The role and work of the Homeless Encampment Access & Resources Team (HEART) within the safety net departments' Interdepartmental Multidisciplinary Team (IMDT).
3. Whether aspects of homeless services and programming now run by the County should be administered at the direction of the County Board of Supervisors or the Continuum of Care.
4. The hiring, evaluation, and removal of the Division Manager of the Homelessness Services Division at the Department of Health Services.

These issues are not all addressed in the two proposed MOUs, but aspects could be addressed in other documents or agreements in the future. These agreements could include MOUs between the County and cities (not the CoC), or implementation/action steps from the Continuum of Care's pending strategic plan, if agreed to by the County and Sonoma County's city governments.

RECOMMENDED ACTION(S)

1 - Approve in concept and forward two MOUs to the County of Sonoma (for the County's review and approval):

- A Lead Agency MOU
- A Collaborative Applicant MOU

2 - Authorize the Board Chair to execute the final MOUs if they are in substantially similar form to the attached. However, if significant changes are made to the documents, staff is directed to return the MOUs to the CoC Board's agenda for further review of those changes and re-approval or revision.

ATTACHMENTS:

- 1: Draft MOU for the Lead Agency
- 2: Draft MOU for the Collaborative Applicant

Attachment 1 –Lead Agency - DRAFT

MEMORANDUM OF UNDERSTANDING

BETWEEN

SONOMA COUNTY CONTINUUM OF CARE (CA-504)

AND

THE COUNTY OF SONOMA

WHEREAS, the Sonoma County Continuum of Care (the “CoC”) shall serve the geographic area of the SONOMA COUNTY CONTINUUM OF CARE (CA-504), which encompasses all of Sonoma County, to:

- Create a unified, coordinated, equitable, and integrated system with a clear vision across the community to reduce homelessness;
- Develop a system of care that ensures that all persons experiencing homelessness have a safe, supportive and permanent place to call home;
- Build a future in which there are sufficient resources, political leadership, and community involvement to end homelessness as a permanent fixture in our social landscape;
- Ensure quick access to permanent housing, stable and increased income for participants, strength-based consumer relationships, effective and financially responsible services and programming, coordination and collaboration with mainstream partners, policy and resource advocacy, and comprehensive community education;
- Provide for programming and services in all regions of Sonoma County;
- Supports policies that address the disparity we have experienced in Sonoma County, between community members’ financial resources and housing costs;
- Commit to principles of equity and inclusion and strive to engage all community members, regardless of background, throughout Sonoma County, especially those whose voices have been traditionally marginalized.
- Pursue upstream investments before problems occur, to reduce overall societal costs, including: diverting those at imminent risk of homelessness from entering shelters, engaging and empowering people who are experiencing homelessness to reclaim their dignity and to regain housing stability, avoiding high criminal justice and hospital costs and negative health outcomes with appropriate housing, income, and access to health services, and aligning public and private efforts to address the problems we share; and

WHEREAS, the CoC adopted a governance charter on December 29, 2021, which included policies and procedures conforming to the U.S. Department of Housing and Urban Development requirements detailed in 24 CFR part 578 to designate an eligible organization to serve as the Lead Agency to provide services outlined in this Memorandum of Understanding; and

WHEREAS, the CoC is represented by its governing body, the Board, and the Board is authorized to sign and execute this MOU on its behalf; and

WHEREAS, the Board finds that the County of Sonoma's Department of Health Services ("County") has extensive experience and is capable of serving as the "Lead Agency" to execute the roles and provide the services set forth herein; and

NOW, THEREFORE, the parties agree to the following:

ROLES AND RESPONSIBILITIES OF THE COUNTY, IN ITS ROLE AS THE LEAD AGENCY:

1. Staffs CoC activities, which includes but is not limited to:
 - a. Membership meetings - scheduling, noticing, logistics, agendas, minutes
 - b. CoC Board meetings - scheduling, noticing, logistics, agendas, minutes
 - c. Committee meetings - scheduling, noticing logistics, agendas, minutes
2. Provides Board and member support, with a particular focus on upholding the CoC's equity goals and strategies, including:
 - a. Maintaining membership lists
 - b. Engaging and inviting potential new members
 - c. Facilitating and supporting Board election processes
 - d. Providing Board and member development and onboarding
3. Maintains all CoC-related documents and recordkeeping functions
4. Engages within and to the community regarding CoC activities
5. Collaborates to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
6. Partners with HMIS Lead to establish appropriate performance targets by population and program in consultation with the CoC and ESG Program Grantee and sub-recipients
7. Updates and maintains any CoC-related social media (Facebook, Twitter, etc.)
8. Updates and maintains the CoC website.
9. Completes and submits State of California mandated reporting.
10. Collect and submit the annual HUD CoC Registration
11. Supports CoC planning efforts, including the development and implementation of a strategic plan
12. Supports the CoC in establishing a vision and pursuing strategic goals for how to carry out the coordination of homeless services across the CoC's geographic area.
13. Supports the CoC in setting priorities, allocating resources, and aligning short-term operations and program management with long-term goals and objectives
14. Coordinates and facilitates collaboration among agencies to ensure successful planning and partnership within the CoC geographic area
15. Researches and produces planning materials, including analysis of best practices
16. Provides and/or arranges for training and technical assistance on topics of relevance to the CoC and for agencies not meeting CoC performance standards.
17. Coordinate with the CoC to produce an annual Point-in-Time Count Census, as well as a Housing Inventory Count
18. Upholds and implements the CoC's equity goals and strategies within the activities outlined above.
19. To the extent to which the recruitment process for senior staff at the Lead Agency includes a community panel process, at least two panelists will be appointed by the CoC Board Chair and Vice Chair.

20. At the request of a majority of the CoC Board, the County (including the County Administrator and Department of Health Services Director) will meet and confer with the CoC Board or its designated representatives to discuss and seek resolution of performance issues related to this MOU, which could include specific issues with staff.

ROLES AND RESPONSIBILITIES OF THE CONTINUUM OF CARE WITH REGARD TO THE LEAD AGENCY:

1. Approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program and ESG recipients and subrecipients.
2. Ensure that any potential or perceived conflicts of interest are addressed in an effective, open, and timely manner.
3. Collaborate to secure and align local public and private funds, state funds, and federal funds to prevent and end homelessness.
4. Review and approve project applications for state and federal funding.
5. Approve CoC performance targets appropriate for each population and program type
6. Conduct an annual performance review of the CoC Lead Agency.
7. Review and approve the annual HUD CoC Homeless Assistance application, the Annual Point-in-Time Count, and the Housing Inventory Count
8. Complete an annual review the CoC Governance Charter
9. Ensure staff from the Lead Agency are not eligible to vote with the CoC Board.
10. Coordinate with the Authorized Representative(s) from the Lead Agency prior to requesting support or assistance with activities or projects not outlined in this MOU.

DURATION AND RENEWAL

Except as provided in the TERMINATION section, upon mutual execution, this MOU shall be effective through December 31, 2024, and will renew automatically on January 1st of each year thereafter unless either party gives notification pursuant to the TERMINATION section.

GRANTS & FINANCIAL SUPPORT

1. **HUD CoC Grant.** A separate MOU may designate the County as the Collaborative Applicant. If approved, this means that the County will be eligible for a grant of CoC planning funds.
2. **CoC Planning Grant.** The County, if named the CoC's Collaborative Applicant, is the only entity that may apply to HUD for CoC planning costs.
3. **County General Fund.** Historically, the County has used General Fund monies to subsidize the cost of some of the Lead Agency functions and roles. Following the first year of this agreement, the County will provide the CoC Board with a financial overview of the cost to operate the Lead Agency function, which may include the associated costs to operate any other CoC functions such as the Collaborative Applicant, the HMIS Lead, and/or the Coordinated Entry Lead. This overview will include a breakdown of funding sources. The County and the CoC will then use this analysis to determine the best strategy for funding the Lead Agency function, as well as any other related CoC functions.

COMPLIANCE

Both Parties agree to adhere to and comply with HUD's rules and regulations overseeing the Continuum of Care. The Parties agree to update, within the HUD-specified timeframe for such change, this MOU and other operational documents, as well as practices and procedures, in order to comply with any updates to HUD regulations, notices, standards, and other applicable laws that HUD dictates in notices or other HUD guidelines.

AMENDMENTS AND NOTICES

The MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to:

1. Chair of the Sonoma County CoC Board of Directors
2. Authorized Representative of the County of Sonoma

TERMINATION

Either party, the CoC and/or the County of Sonoma, may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 180 days written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

SIGNATURES:

Attachment 2 – Collaborative Applicant - DRAFT

MEMORANDUM OF UNDERSTANDING

BETWEEN

SONOMA COUNTY CONTINUUM OF CARE (CA-504)

AND

THE COUNTY OF SONOMA

WHEREAS, the Sonoma County Continuum of Care (the “CoC”) shall serve the geographic area of the SONOMA COUNTY CONTINUUM OF CARE (CA-504), which encompasses all of Sonoma County, to:

- Create a unified, coordinated, equitable, and integrated system with a clear vision across the community to reduce homelessness;
- Develop a system of care that ensures that all persons experiencing homelessness have a safe, supportive and permanent place to call home;
- Build a future in which there are sufficient resources, political leadership, and community involvement to end homelessness as a permanent fixture in our social landscape;
- Ensure quick access to permanent housing, stable and increased income for participants, strength-based consumer relationships, effective and financially responsible services and programming, coordination and collaboration with mainstream partners, policy and resource advocacy, and comprehensive community education;
- Provide for programming and services in all regions of Sonoma County;
- Supports policies that address the disparity we have experienced in Sonoma County, between community members’ financial resources and housing costs;
- Commit to principles of equity and inclusion and strive to engage all community members, regardless of background, throughout Sonoma County, especially those whose voices have been traditionally marginalized.
- Pursue upstream investments before problems occur, to reduce overall societal costs, including: diverting those at imminent risk of homelessness from entering shelters, engaging and empowering people who are experiencing homelessness to reclaim their dignity and to regain housing stability, avoiding high criminal justice and hospital costs and negative health outcomes with appropriate housing, income, and access to health services, and aligning public and private efforts to address the problems we share; and

WHEREAS, the CoC adopted a governance charter on December 29, 2021, which included policies and procedures conforming to the U.S. Department of Housing and Urban Development requirements detailed in 24 CFR part 578 to designate an eligible organization to serve as the “Collaborative Applicant” to provide services outlined in this Memorandum of Understanding; and

WHEREAS, the CoC is represented by its governing body, the Board, and the Board is authorized to sign and execute this MOU on its behalf; and

WHEREAS, the Board finds that the County of Sonoma's Department of Health Services ("County") has extensive experience and is capable of serving as the Collaborative Applicant to execute the roles and provide the services set forth herein; and

WHEREAS, the County as the Collaborative Applicant is the sole eligible applicant for HUD CoC Planning Grant funds, shall manage the required HUD process on behalf of the CoC to ensure the maximum amount of funds are received by the CoC jurisdiction, and will ensure that the CoC is in compliance with all applicable HUD rules and regulations;

NOW, THEREFORE, the parties agree to the following:

ROLES AND RESPONSIBILITIES OF THE COUNTY, IN ITS ROLE AS COLLABORATIVE APPLICANT:

1. Conducts the HUD CoC Program grant process, which will include but is not limited to:
 - a. Designing, operating and following a collaborative, fair, and transparent process for developing applications and approving submission of applications in response to a CoC Program Notice of Funding Opportunity (NOFO)
 - b. Staffing a performance, scoring, and ranking committee that
 - i. Establishes CoC priorities that align with HUD's priorities, as stated in the NOFO or related materials;
 - ii. Scores projects using an objective set of criteria based on CoC priorities, performance, and such other objective criteria deemed appropriate; and
 - iii. Ranks projects according to the NOFA's instructions
 - c. Analyzing the NOFO Score from HUD and identifying ways to improve such score to maximize funding
 - d. Determining if one or more applications will be submitted, and if more than one, designate the Collaborative Applicant
 - e. Developing an application timeline and project proposal process consistent with the requirements of the HUD CoC NOFO
 - f. Preparing the application for CoC Board approval
 - g. Submitting the consolidated application to HUD
2. Applies for HUD planning dollars and is able to provide the match required for the planning grant.
3. Develops in cooperation with CoC committees, performance targets appropriate for each population and program type based on HUD performance standards identified in HUD guidance, NOFOs and notices.
4. Conducts performance monitoring, evaluation and reporting of all CoC program and ESG program recipients and subrecipients
5. Develops a quality improvement plan (QIP) and provides technical assistance for underperforming projects.
6. Provides required reports to HUD.
7. In collaboration with CoC committees and the CoC Board, establishes written standards for funding recipients and subrecipients.
8. Serves as the liaison between CoC-funded projects and the local HUD Field Office located in San Francisco, CA.

9. Upholds and implements the CoC's equity goals and strategies within the activities outlined above.
10. To the extent to which the recruitment process for senior staff at the Collaborative Applicant includes a community panel process, at least two panelists will be appointed by the CoC Board Chair and Vice Chair.
11. At the request of a majority of the CoC Board, the County (including the County Administrator and Department of Health Services Director) will meet and confer with the CoC Board or its designated representatives to discuss and seek resolution of performance issues related to this MOU, which could include specific issues with staff.

ROLES AND RESPONSIBILITIES OF THE CONTINUUM OF CARE WITH REGARD TO THE COLLABORATIVE APPLICANT:

1. Approve policies and procedures for performance monitoring, evaluation, corrective plans and reporting for all CoC Program and ESG recipients and sub-recipients.
2. Ensure that any potential or perceived conflicts of interest are addressed in compliance with the CoC's conflict of interest policy
3. Collaborate to secure, align, and leverage local public and private funds, state funds, and federal funds to prevent and end homelessness.
4. Review and approve the funding application and response to HUD's annual CoC Program NOFO for homelessness assistance resources.
5. Approve CoC performance targets appropriate for each population and program type.
6. Approve written standards for HUD-funded and state-funded homeless projects.
7. Conduct an annual performance review of the Collaborative Applicant.
8. Ensure staff from the Collaborative Applicant are not eligible to vote with the CoC Board.
9. Coordinate with the Authorized Representative(s) from the Collaborative Applicant prior to requesting support or assistance with activities or projects not outlined in this MOU.

DURATION AND RENEWAL

Except as provided in the TERMINATION section, upon mutual execution, this MOU shall be effective through December 31, 2024, and will renew automatically on January 1st of each year thereafter unless either party gives notification pursuant to the TERMINATION section.

GRANTS & FINANCIAL SUPPORT

1. **HUD CoC Grant.** This MOU designates the County as the Collaborative Applicant, which means that the County will be eligible for a grant of CoC planning funds.
2. **CoC Planning Grant.** The County, as the Collaborative Applicant, is the only entity that may apply to HUD for CoC planning costs.
3. **County General Fund.** Historically, the County has used General Fund monies to subsidize the cost of the Collaborative Applicant function. Following the first year of this agreement, the County will provide the CoC Board with a financial overview of the cost to operate the Collaborative Applicant function, which may include the associated costs to operate any other CoC functions such as the Lead Agency, the HMIS Lead, and/or the Coordinated Entry Lead. This overview will include a breakdown of funding sources. The County and the CoC will then use this analysis to determine the best strategy for funding the Collaborative Applicant function, as well as any other related CoC functions.

COMPLIANCE

Both Parties agree to adhere to and comply with HUD's rules and regulations overseeing the Continuum of Care. The Parties agree to update, within the HUD-specified timeframe for such change, this MOU and other operational documents, as well as practices and procedures, in order to comply with any updates to HUD regulations, notices, standards, and other applicable laws that HUD dictates in notices or other HUD guidelines.

AMENDMENTS AND NOTICES

The MOU may be amended in writing by either party and is in effect upon signature of both parties. Notices shall be mailed, emailed or delivered to:

1. Chair of the Sonoma County CoC Board of Directors
2. Authorized Representative of the County of Sonoma

TERMINATION

Either party, the CoC and/or the County of Sonoma, may terminate this MOU at a date prior to the renewal date specified in the MOU by giving 180 days written notice to the other party. The termination shall be effective on the date specified in the notice of termination.

SIGNATURES:



Sonoma County Continuum of Care Board Agenda Report

Item No: 13. Reports from lead agency staff Coordinated Entry Advisory Committee (CEA)

Subject: Changes to Coordinated Entry (CE) policies and procedures

Meeting Date: November 30, 2022

Staff Contact: Thai Hilton thai.hilton@sonoma-county.org

SUMMARY

The proposed change would allow referrals for Transitional Aged Youth (TAY) who meet category 2 (Imminent Risk of Homelessness) of HUD's definition of homelessness to specific Rapid Rehousing programs. Currently, only those who meet categories 1 (Literally homeless) and 4 (Fleeing/attempting to flee domestic violence) are enrolled in CE. The proposed change was approved by the Coordinated Entry Advisory Committee on November 16, 2022.

RECOMMENDED ACTION(S)

1. Approve the proposed change to CE policies and procedures.

DISCUSSION

The TAY By-Names-List (BNL) has been depleted to zero participants who have not received a referral with current eligibility and prioritization standards. This DOES NOT mean that the community has achieved functional-zero homelessness for TAY, however. Functional-Zero homelessness for TAY has a specific definition. Currently, our community does not capture the information needed to confidently say we have achieved functional-zero homelessness.

Additionally, the 2022 Point in Time count indicated that 498 TAY were experiencing homelessness. Staff is attempting to rectify this discrepancy. Anecdotally, we have heard that some TAY who met category 2 were counted in the Point-In-Time count so this may have contributed to the discrepancy. HomeFirst is working with community partners to identify TAY who have not been assessed by CE to ensure all TAY who are literally homeless are referred to housing programs.

The proposed change would allow for TAY who are at imminent risk of homelessness to be immediately referred to RRH providers who can serve category 2. These referrals would happen outside the normal case conferencing setting due to the urgency of those who are facing imminent risk of homelessness



**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 14
Subject: CoC Strategic Plan Approval
Meeting Date: November 30, 2022
Staff Contact: Alea Tantarelli, Program Planning and Evaluation Analyst,
Alea.Tantarelli@sonoma-county.org

SUMMARY

Strategic planning consultant, Homebase, will present the final draft of the Sonoma County Five Year Plan to Prevent and End Homelessness (“Plan”) for CoC Board approval. This will include a walkthrough of the Plan’s priorities, goals, strategies, actions steps, and year 1 implementation items.

RECOMMENDED ACTION

1. Approve the Strategic Plan

DISCUSSION

The draft Plan brings together a year's worth of data and systems evaluation, diverse and frequent stakeholder guidance, and best practices informed by local and national models. The Plan will operate as a touchstone document to guide the county and the CoC efforts to respond to homelessness for the next five years. Approving the Plan is the first step towards moving from planning to implementation.

ATTACHMENTS:

- A: Draft Strategic Plan
- B: Summary PPT

Attachment A

Please use the below link to access the DRAFT CoC Strategic Plan: <https://share.sonoma-county.org/link/5co676907XM/>

**Sonoma County Continuum of Care Board
Agenda Report**

Item No: 15
Subject: January 25, 2023 CoC Board Meeting Draft Agenda
Meeting Date: November 30, 2022
Staff Contact: Alea Tantarelli, Alea.Tantarelli@Sonoma-County.org

SUMMARY

This staff report briefly summarizes the January 25th, 2023 CoC Board Meeting proposed agenda. The draft agenda contains all proposed items that will be discussed by the Continuum of Care Board at the January 25th, 2023 CoC Board Meeting. The draft agenda is attached as **Attachment A**.

RECOMMENDED ACTION(S)

None – an informational item only.



**Sonoma County Continuum of Care (CoC) Board
Agenda for January 25, 2023
1:00pm-5:00pm Pacific Time**

Public Zoom Link:

<https://sonomacounty.zoom.us/j/99261791880?pwd=djc0b1ZsU1FpOU1kbnJ0UDNOcUhfQT09>

Phone: 1 (669) 900-9128 Webinar ID: 992 6179 1880 Passcode: 650935

	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
	<i>Note: Items 1-4 below are proposed for adoption via one motion as the Consent Calendar.</i>	N/A		
1.	1/25/23 Agenda (Consent Calendar)	Draft Agenda	CDC Staff	1:05pm
2.	Minutes from 11/30/2022 (Consent Calendar)	Draft Minutes	CDC Staff	
3.	Summary of Follow-ups from the Previous Meeting(s) – (Consent Calendar)	Summary of Follow-ups	CDC Staff	
4.	Built for Zero Update - (Consent Calendar)	Built for Zero Update	CDC Staff	
5.	Elect a Board Chair & Vice Chair		CDC Staff	1:15pm
6.	Reports from Lead Agency Staff	Staff Report for Reports from Lead Agency	CDC Staff	1:35pm
7.	Homeless Service Provider Group Update		TBD	2:00pm

8.	Word from the Street		TBD	2:10pm
9.	What to Expect in 2023?		CDC Staff	2:20pm
10.	10-minute break			3:00pm
11.	Point in Time Count 2023		CDC Staff	3:10pm
12.	Reports from Standing Committees: <ul style="list-style-type: none"> • Funding & Evaluation Committee • Coordinated Entry Advisory (CEA) Committee • Strategic Plan Committee • Homeless Management Information System (HMIS)/Data Committee • Lived Experience Advisory & Planning Board (LEAP) • Youth Action Board 	Staff Report for CEA Committee	Committee Representatives	3:40pm
13.	Review Agenda for Next CoC Board Meeting	Staff Report for DRAFT Agenda Date/Time TBD	Board Chair	4:30pm
14.	Board Member Questions & Comments		Board Chair	4:45pm
15.	Public Comment on Non-Agendized Items		Board Chair	4:55pm

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 Araceli.Rivera@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.

ACRONYMS & COMMON TERMS – Updated 11-2-2022

AAF	Annual Adjustment Factor	CTAC	Cities and Towns Advisory Committee
ACC	Annual Contributions Contract	DCSS	Department of Child Services
ADA	Americans with Disabilities Act	DDA	Disposition and Development Agreement
AFFH	Affirmatively Furthering Fair Housing	DHCS	Dept of Health Care Services (State dept)
AHA	Affordable Housing Agreement	DHS	Department of Health Services (County dept)
AHDA	Affordable Housing Development Assistance (Santa Rosa)	DSLCL	Disability Services and Legal Center
AHP	Affordable Housing Program (FHLB)	DST	Downtown Streets Team (Petaluma)
AMI	Area Median Income	EA	Environmental Assessment
APE	Area of Potential Effect	EIR	Environmental Impact Report (State)
ASHC	Affordable Housing and Sustainable	EIS	Environmental Impact Statement (Federal)
BHDC	Burbank Housing Development Corporation	ELI	Extremely Low Income
CalHFA	California Home Finance Agency	ENA	Exclusive Negotiating Agreement
Cal-ICH	CA Interagency Council on Homelessness	EOP	End of Participation
CAPIT	Child Abuse Prevention, Intervention and Treatment Fund	ERAP	Emergency Rental Assistance Program
CAPSC	Community Action Partnership Sonoma County	ESG	Emergency Solutions Grants (formerly Emergency Shelter Grants)
CASp	Certified Access Specialist	ESL	English as a Second Language
CBDO	Community-Based Development Organization	FEMA	Federal Emergency Management Agency
CCC	Center for Community Change	FESG	Federal Emergency Shelter Grants Program
CCOC	Cloverdale Community Outreach Committee	FHA	Federal Housing Administration
CCofSR	Catholic Charities of Santa Rosa	FHANC	Fair Housing Advocates of Northern California
CDBG	Community Development Block Grant	FHIP	Fair Housing Initiatives Program
CDBG-CV	CDBG for Coronavirus Response	FHLB	Federal Home Loan Bank
CDBG-DR	CDBG for Disaster Recovery	FHP	Fair Housing Plan
CDC	Community Development Commission	FMR	Fair Market Rent
CE	Coordinated Entry	FONSI	Finding of No Significant Impact
CEF	California Equity Fund	FSS	Family Self-Sufficiency Program
CEQA	California Environmental Quality Act	FY	Fiscal Year
CFH	County Fund for Housing	FYE	Fiscal Year End
CFR	Code of Federal Regulations	GAO	Government Accounting Office
CHAS	Comprehensive Housing Affordability Strategy	GR	Gross Rent
CHD	California Human Development Corporation	GSE	Government-Sponsored Enterprises
CHDC	California Housing Development Corporation	HAC	Housing Assistance Committee
CHDO	Community Housing Development Organization	HAP	Housing Assistance Plan
CHFA	California Home Finance Agency	HAS	Homeless Action Sonoma
CHRB	Community Housing Resource Board	HCD	Housing and Community Development (State of California)
CHRP-O	California Housing Rehabilitation Program for Owner-Occupied Housing	HCDA	Housing and Community Development Act
CHSC	Community Housing Sonoma County	HCV	Housing Choice Voucher
CIF	Community Investment Funds (FHLB)	HDS	Housing Discrimination Study
CLG	Centro Laboral de Graton (Graton Labor Center)	HEART	Homeless Encampment Access and Resource Team (County)
C of O	Certificate of Occupancy	HEAP	Homeless Emergency Assistance Program
CoC	Continuum of Care	HELP	Housing Enabled by Local Partnerships (funded by CalHFA)
COOP	Continuity of Operations	HERO	Helping Enrich Resource Opportunity
COTS	was "Committee on the Shelterless"	HEROS	HUD Environmental Review Online System
CPI	Child Parent Institute	HHAP	Homeless Housing, Assistance and Prevention
CRI	Community Resources for Independence	HHIP	Homeless Housing Incentive Program
CRLP	Commercial Rehabilitation Loan Program	HHSC	Health and Human Services Committee
CSF	Community Services Fund	HMDA	Home Mortgage Disclosure Act
CSHHP	California Self-Help Housing Program	HMIS	Homeless Management Information System
CSN	Community Support Network	HOME	Home Investment Partnerships Program
		HOPWA	Housing Opportunities for People with AIDS
		HOST	Homeless Outreach Service Team

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HPRP	Housing Prevention Rapid Re-Housing Program	NIMBY	“Not in My Back Yard”
HQS	Housing Quality Standards	NOFA	Notice of Funding Availability
HSD	Human Services Department (County dept)	NOFO	Notice of Funding Opportunity
HUD	US Department of Housing and Urban Development	NOI-RROF	Notice of Intent to Request Release of Funds
HUD/202/811	HUD New Construction for Elderly/Handicapped	NPLH	No Place Like Home
HUD/236	HUD Mortgage Insurance & Interest Reduction Payment for Multi-Family Rental Projects	NSCS	North Sonoma County Services
HUD/8	HUD Section 8 New Construction Program	NSP	Neighborhood Stabilization Program
IG	Inspector General	OMB	Office of Management and Budget
IGR	Independent Group Residence	PASS	Plan for Achieving Self-Support
IIG	Infill and Infrastructure Grant	PBV	Project-Based Voucher
IMD	Institute of Mental Disease	PCC	Program Coordination Committee
IMDT	Interdepartmental Multi-Disciplinary Team	PHA	Public Housing Authority
InRESPONSE	Mental Health Response Team (Santa Rosa)	PHADA	Public Housing Authorities Directors Association
IOLERO	Independent Office of Law Enforcement Review and Outreach (County agency)	PHC	Partnership Health Plan California
IPA	Independent Public Accountant	PHM	Public Housing Manager
JPA	Joint Powers Authority	PHRA	Public Housing Reform Act of 1998
JRT	Joe Rodota Trail	PIC	Public and Indian Housing Information Center
LASC	Legal Aid of Sonoma County	PIH	Public and Indian Housing
LHA	Local Housing Authority	PI	Public Infrastructure (County department)
LI	Low Income	PII	Personal Identifiable Information
LIA	Live-In Aide	PJ	Participating Jurisdiction
LIHF	Low Income Housing Fund (San Francisco-based Fund Source)	PLHA	Permanent Local Housing Allocation
LISC	Local Initiatives Support Corporation	PMSA	Primary Metropolitan Statistical Area Established by the US Census
LMIHAF	Low and Moderate-Income Housing Asset Fund	PPSC	Petaluma People’s Service Center
LSA	Longitudinal Systems Analysis (HMIS)	PRA	Public Records Act
MAI	Member of the Appraisal Institute	PRMD	Permit & Resource Management Department (Sonoma County)
MAR	Monthly Activities Report	PS	Payment Standard
Measure O	¼ Cent Sales tax for housing/homelessness	PSA	Purchase and Sale Agreement
MHP	Multi-Family Housing Project (HCD)	PSH	Permanent Supportive Housing
MITCS	Multi-Family Tenant Characteristics System	PSIF	Preliminary Site Information Form (Part of the RECD Process)
MRBP	Mortgage Revenue Bond Program	PUD	Planned Unit Development
MSA	Metropolitan Statistical Area	QC	Quality Control
MSS	Mobile Supportive Services	QFHO	Qualified Fair Housing Organization
MWBE	Minority and Women’s Business Enterprises	QHWRA	Quality Housing and Work Responsibility Act of 1998
MYFS	Mendocino Youth & Family Services	R&R	Reinvestment and Revitalization Fund
NAHB	National Association of Home Builders	RCAC	Rural Communities Assistance Corporation
NAHRO	National Association of Housing and Redevelopment Officials	RCF	Residential Care Facility
NAMI SC	National Alliance on Mental Illness Sonoma County	RDIP	Rental Development Incentive Program
NAREB	National Association of Real Estate Brokers	REAC	Real Estate Assessment Center (HUD)
NBOP	North Bay Organizing Project	RECDS	Rural Economic Community Development Service
NBVR	North Bay Veterans Resource Center	REFB	Redwood Empire Food Bank
NCCLF	Northern California Community Loan Fund	RFH	Reach for Home
NDP	Neighborhood Development Program	RFP	Request for Proposals
NEPA	National Environmental Policy Act	RFQ	Request for Qualifications
NFHA	National Fair Housing Alliance	RHCP	Rental Housing Construction Program (State of California)
		RRH	Rapid Re-Housing
		RRP	Rental Rehabilitation Program
		RTA	Request for Tenancy Approval

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SAHA	Satellite Affordable Housing Associates
SAMHSA	US Substance Abuse and Mental Health Services Administration
SAVS	Sonoma Applied Village Services
SAY	Social Advocates for Youth
SCPEO	Sonoma County People for Economic Opportunity
SCFBOP	Sonoma County Faith-Based Organizing Project
SCRIMS	Sonoma County Rental Information and Mediation Services
SEMAP	Section 8 Management Assessment Program
SHPO	State Historic Preservation Office
SLE	Sober Living Environment
SMI	Severe Mental Illness
SMSA	Standard Metropolitan Statistical Area
SOS	Sonoma Overnight Support
SPARC	Site Plan and Architectural Review Committee (Petaluma)
SPMs	System Performance Measurements (HMIS)
SRO	Single Room Occupancy
SSA	Social Security Administration
SSI	Supplemental Security Income
Stella M	HUD online tool to assist in homelessness response system effectiveness
Stella P	HUD program using LSAs to show system performance
SVDP	St. Vincent de Paul
TANF	Temporary Assistance for Needy Families
TAT	Threat Assessment Team
TBA	Tenant-Based Assistance
TBRA	Tenant-Based Rental Assistance
TCAC	Tax Credit Allocation Committee
TLC	TLC Child and Family Services
TLR	The Living Room
TOD	Transit-Oriented Development
TOT	Transit Occupancy Tax (Advertising Fund)
TR	Tenant Rent
TTP	Total Tenant Payment
UA	Utility Allowance
UDAG	Urban Development Action Grant
URP	Utility Reimbursement Payment
USDA-RD	United States Department of Agriculture – Rural Development
VAMA	Voluntary Affirmative Marketing Agreements
VASH	Veterans Affairs Supportive Housing (voucher)
VAWA	Violence Against Women Reauthorization Act of 2005
VCA	Voluntary Compliance Agreement
VLI	Very Low Income
VVC	Vietnam Veterans of California
WCCS	West County Community Services
WPC	Whole Person Care
WRS	Women's Recovery Service
YIMBY	Yes in My Backyard