

HUD CoC Committee – Meeting #5

5/21/2019 – 2:00 – 4:30 pm

150 Frank Ogawa Plaza, 4th Floor, Conference Room #1, Oakland

Conference Call: Dial-in Number: (267) 930-4000

Participants: 016-849-107

AGENDA

All HUD CoC Committee Meetings are public. Homeless and Formerly Homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.

Goals For The Meeting

- Approval of past Meeting Minutes (Meeting #4– 4.23.2019)
- Turn the Curve presentation: Review of the Continuum of Care’s system performance on Length of Time Homeless (LOT) Measure
- CoC NOFA Local Process Review Update – Presentation of Final Report and Recommendations on NOFA Local Process by HomeBase/The Center for Common Concerns.
- Proposal and approval to seat the 2019 NOFA Committee
- Recommendation to adopt the Youth Action Board as a sub-committee of the HUD CoC
- 2019-2020 Project Monitoring Work Plan discussion and approval
- Other Updates/Announcements and Next Meeting/Agenda reminder

| # | Item | Purpose | Time |
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| 1 | Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair | <ul style="list-style-type: none">• Welcome and introductions and <u>roll call</u> | 2:00 – 2:05 pm |
| 2 | Public Comment | <ul style="list-style-type: none">• Public addresses HUD CoC Committee | 2:05 – 2:15 pm |
| 3 | Approval of Meeting Minutes - <u>ACTION ITEM</u> | <ul style="list-style-type: none">• Review and approve past minutes<ul style="list-style-type: none">○ Meeting #4– 4.23.19 | 2:15 – 2:20 pm |

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| 4 | Turn the Curve Conversation – Jessica Shimmin, Systems Analyst/EOH Staff - UPDATE | <ul style="list-style-type: none"> Review of the Continuum of Care’s system performance on Length of Time Homeless (LOT) Measure | 2:20 – 2:50 pm |
| 5 | CoC NOFA Local Process Review – Amanda Wehrman, Deputy Director, HomeBase/The Center for Common Concerns - PRESENTATION | <ul style="list-style-type: none"> Presentation of Final Report and Recommendations to improve Alameda County CoC NOFA Local Competition by HomeBase/The Center for Common Concerns | 2:50 – 3:30 pm |
| 6 | Proposal and approval to seat the 2019 NOFA Sub-Committee – Laura Guzmán, EOH Staff - ACTION ITEM | <ul style="list-style-type: none"> EOH share list of 2019 NOFA Subcommittee members recommendations for Committee’s review and approval, in anticipation of 2019 HUD NOFA release | 3:30 pm – 3:45 pm |
| 7 | Discussion and Approval of recommendation to adopt the Youth Action Board as Sub-committee of the HUD CoC – C’Mone Falls, SSA - ACTION ITEM | <ul style="list-style-type: none"> Presentation by C’Mone Falls on the Youth Action Board (YAB) and their recommendation that the HUD CoC Committee adopts the YAB as a subcommittee to represent youth voices. | 3:45 pm – 4:00 pm |
| 8 | 2019-2020 Project Monitoring Work Plan Discussion and Approval– Ruby Butler, Project Monitor, EOH – ACTION ITEM | <ul style="list-style-type: none"> 2019/2020 Project Monitoring Work Plan shared in April meeting will be reviewed and discussed for final approval of timeline and scope | 4:00 pm – 4:25 pm |
| 9 | Announcements and Next Meeting/Agenda Meeting will take place on Tuesday, June 21st from 2:00 to 4:30 pm at 101 Callan Avenue, Suite | <ul style="list-style-type: none"> Other Updates/Announcements <ul style="list-style-type: none"> <u>Homeless Count:</u> <ul style="list-style-type: none"> Our CoC submitted HIC-PIT data tables to HUD on 4/29/19 Press release on overall PIT numbers will be issued the week of 5/14, in coordination with other neighboring CoCs HMIS Work Plan requested revisions and invitation to continue to provide bi-monthly updates sent to HMIS Team Longitudinal System Analysis Presentation (LSA) by HMIS Lead will be rescheduled until further notice <u>Agenda will include:</u> | 4:25 – 4:30 pm |

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| | | <ul style="list-style-type: none">○ 2019 NOFA Process recommendations and (possibly) provide Strategic Direction for 2019 NOFA along NOFA Committee (pending NOFA release)○ HMIS Oversight Update○ Coordinated Entry Compliance Review – CE Self-Assessment for discussion and approval○ Work Plan review | |
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HUD CoC Committee – Meeting #4
101 Callan Avenue, Suite 230, San Leandro, CA 94577
EveryOne Home – Conference Room
 4/23/2019 – 2:00 – 4:30 pm

Meeting Minutes Draft (pending HUD CoC approval)

All HUD CoC Committee Meetings are public. Homeless and Formerly Homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.

Goals for The Meeting

- Introduction of Public Comment under new Public Participation Policy
- Approval of past Meeting Minutes (Meeting #3 – 3.19.2019)
- Share Public Participation Policy final version
- CoC NOFA Local Process Review Update, including Consultant selection and NOFA community meeting debrief on 5/9th
- 2019 Project Monitoring Work Plan presentation
- Review and approval of HMIS Work Plan
- Request to Sign Regionalism Charter and designate representative for the Home Base Regional Initiative
- Review and approval of HIC/PIT count data
- Other Updates/Announcements and Next Meeting/Agenda reminder

| # | Item | Purpose | Notes |
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| 1 | Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair | <ul style="list-style-type: none"> • Welcome and introductions and <u>roll call</u> | Attendance: <ul style="list-style-type: none"> • Doug Biggs, Chair, APC; Paulette Franklin, BHCS; C’Mone Falls, SSA; Ja’Nai Aubry, FVLC; Wendy Jackson, EOCP; Riley Wilkerson, HCD HMIS; Trevor Mells, HCD HMIS; Laura Guzman, EOH; Ruby Butler, EOH; Elaine de Cologny, EOH <ul style="list-style-type: none"> ○ By phone: Lara Tannenbaum, City of Oakland; • Absent: Marnelle Timson, Consumer • Excused: Andrew Wicker, City of Berkeley |
| 2 | Public Comment | <ul style="list-style-type: none"> • Public addresses HUD CoC Committee | <ul style="list-style-type: none"> • None. |
| 3 | Approval of Meeting Minutes - <u>ACTION ITEM</u> | <ul style="list-style-type: none"> • Review and approve minutes <ul style="list-style-type: none"> ○ Meeting #3 – 3.19.2019 | <ul style="list-style-type: none"> • Correction: Page 2, 3rd column: “exceeds” available time • Correction: Page 3, Item 7: to “be” included <ul style="list-style-type: none"> ○ Motion to approve minutes with noted corrections: |

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| | | | <ul style="list-style-type: none"> ○ Ja’Nai motions, Lara seconds. <ul style="list-style-type: none"> ▪ Motion passes. All ayes, no nays or abstains. |
| 4 | Public Participation Policy - Laura Guzmán, CoC Director, EOH - UPDATE | <ul style="list-style-type: none"> • Laura Guzmán will share one-page Committee’s Public Participation Policy final version and will briefly present on how it is reflected on the Agenda and EOH Website. | <ul style="list-style-type: none"> • Public Participation Policy is posted on HUD CoC, HMIS Oversight, and SSC webpages. Staff will recommend Policy to Leadership Board on Thursday, 4/25. • HUD CoC will perform a Roll Call for all Action Items when any members are teleconferencing into the meeting per new policy. |
| 5 | CoC NOFA Local Process Review – C’Mone Falls and Laura Guzmán - UPDATE | <ul style="list-style-type: none"> • Update on facilitated CoC Local Process Review, including Consultant selection and next steps • Community Meeting debrief led by HomeBase scheduled for May 9th from 2:00 – 3:30 pm at Oakland City Hall. | <ul style="list-style-type: none"> • Three submissions to RFP: Focus Strategies, HomeBase, and Julie Steiner, Consultant. C’Mone and Andrew reviewed all submissions and selected HomeBase. • HomeBase has begun to process of reviewing materials, comparing 2 relevant CoC’s, and have begun scheduling Stakeholder interviews. Community Meeting will be May 10th in City of Oakland - HomeBase will present findings and recommendations. <ul style="list-style-type: none"> ○ Rephrase language in first paragraph “in response to harsh criticism” and add that the recommendation was also to hire a Consultant to review the NOFA process. ○ Committee would like to receive information on where and how the RFP was advertised. |
| 6 | 2019 Project Monitoring Work Plan – Ruby Butler, Project Monitor, EOH – PRESENTATION | <ul style="list-style-type: none"> • Ruby Butler will share with Committee a proposal for the 2019/2020 Project Monitoring Work Plan, including HUD project monitoring requirements under Interim Rule 24 CFR 578.7a(7), a proposed schedule and scope, and the 2018 TA/Project Monitoring Sessions Summary of responses. <u>The item will be discussed and approved at the Committee’s May meeting.</u> | <ul style="list-style-type: none"> • Will excluding Scattered Site projects and those that underwent PM in 2018 leave enough Projects to be Monitored in 2019? <ul style="list-style-type: none"> ○ Proposed exclusion due to accessibility of Client files, HQSs, etc. ○ Recommendation to separate on Plan projects that will undergo PM in 2019 versus those in 2020 (20% at bottom of Tier 1) for clarity, including exceptions. In addition clarify how many projects will undergo PM, if scattered sites and those that underwent PM in 2018 are exempted. • Should the discussion regarding Scoring participation or pass/fail Project Monitoring needs to be held with Community? <ul style="list-style-type: none"> ○ How do we communicate and discuss this policy with the Community? |

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| | | | <ul style="list-style-type: none"> ○ Should CoC begin with mandatory participation, to be followed by a Pass/Fail system in future NOFAs? ○ Consult with HomeBase whether this topic will be raised at the NOFA Community Meeting. How does HomeBase propose HUD CoC phase in project monitoring as threshold in NOFA processes? ● How to simplify is important. Are there things in the Monitoring Process that can be removed, because they're repeated, in the NOFA? ● May Meeting will have further discussion and approval of the Project Monitoring Plan. To meet contractual obligations, HUD CoC approves Project Monitor to begin scheduling 1st Wave Projects in June 2019, post scope approval. ● Committee members are asked to send any suggestions or questions about materials to Ruby Butler at rbutler@everyonehome.org. |
| 6 | <p>Homeless Management Information System (HMIS) – Presentation on HMIS Work Plan – Trevor Mells, HCD HMIS Team – <u>ACTION ITEM</u></p> | <ul style="list-style-type: none"> ● Presentation of HMIS Work Plan for Committee's discussion and approval. | <ul style="list-style-type: none"> ● HMIS Work Plan <ul style="list-style-type: none"> ○ CES Development: List of requested features – orange items are pending discussion, pending HUD TA recommendations. ○ User Licenses: In-process of BOS approval for CESH and Boomerang funds to purchase additional licenses. ○ Data Integration: Working on an additional database to integrate other County departments into tracking client matching. Statewide database also in the works. ○ HMIS Admin: HIT/PIC, other Federal reporting ● HMIS has requests to develop Dashboards beyond RBA Performance measures – will be discussed in the Fall. RBA Dashboard is pending BOS approval this week. ● HMIS workplan approval: <ul style="list-style-type: none"> ○ Recommendation to specify timelines on HMIS Plan <ul style="list-style-type: none"> ▪ When does Q1 start? ▪ What are the deadlines? ○ Motion to approve pending specificity of timelines, with reporting to HUD CoC every other month as scheduled on Committee's Work Plan, or more often as needed. Motion by Wendy, second by Ja'Nai. <ul style="list-style-type: none"> ▪ Doug - aye |

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| | | | <ul style="list-style-type: none"> ▪ Ja’Nai - aye ▪ Paulette - aye ▪ Riley - aye ▪ C’Mone - aye ▪ Wendy - aye ▪ Lara – aye ○ Motion passes. |
| 7 | Regionalism Charter – Elaine De Coligny, EOH | <ul style="list-style-type: none"> • Request to sign Charter and designate representative for the Home Base Regional Initiative. | <ul style="list-style-type: none"> • Bay Area Regional Initiative, with HomeBase, approached CoC for inclusion. • State funding provided for Regional strategies • Santa Clara County not signing – tangible impact unknown. Would be effective for advocacy. City of Oakland and ALCO Homeless Council chose not to formally sign the charter but continue participation. • HUD CoC elects not to sign the Charter. <ul style="list-style-type: none"> ○ Riley Wilkerson as HUD CoC Representative, and Jessie Shimmin of EOH staff, will continue participating and reporting committee on developments. |
| 8 | Review and approval of PIT/HIC data –EOH staff and Trevor Mells, HCD HMIS Team - CLOSED SESSION. ACTION ITEM. | <ul style="list-style-type: none"> • PIT/HIC data set review and approval by HUD CoC Committee before submission to HUD on 4/30th. | <ul style="list-style-type: none"> • Review of submission of HIC and PIT Count data via HDX to HUD on 4/30. • Motion to approve HIC/PIT data submission presented by Trevor Mells, HMIS, on 4/30 by C’Mone. Second by Riley. <ul style="list-style-type: none"> ○ Doug - aye ○ Ja’Nai - aye ○ Paulette - aye ○ Riley - aye ○ C’Mone - aye ○ Wendy – aye ○ Lara - aye <ul style="list-style-type: none"> ▪ All ayes, no abstains or nays • Motion passes • The Committee recommends that PIT HDX data is released to the community sooner than the mid-July full report, and that we assure coordination with other CoC neighbors in its release. |

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| 9 | <p>Announcements and Next Meeting/Agenda Meeting will take place on Tuesday, May 21st from 2:00 to 4:30 pm at 150 Frank Ogawa Plaza, 4th Floor, Conference Room #1, in Oakland.</p> | <ul style="list-style-type: none"> • Other Updates/Announcements <ul style="list-style-type: none"> ○ CESH Round 1 and 2 update (Riley Wilkerson) ○ Congratulations to Alameda Care on the passage of Yes on A! ○ EOH Community Meeting will take place on 4/30 from 1 – 4 pm at 2000 Franklin Street, Laurel Room at the California Endowment in Oakland. • Agenda will include: <ul style="list-style-type: none"> ○ CoC NOFA Local Process Review update ○ 2019 Project Monitoring Work Plan approval ○ Seat 2019 NOFA Committee (and Appeals Panel) ○ Turn the Curve Conversation – Review of LOT (Length of Time Homeless) and FTH (First Time Homeless) Measures ○ Longitudinal System Analysis Presentation (LSA) by HMIS Lead | <ul style="list-style-type: none"> • April 30th from 1-4 pm is EveryOne Home Community Meeting <ul style="list-style-type: none"> ○ CA Endowment Center: 2000 Franklin St, Oakland • May 10th from 2-3 pm is HomeBase’s NOFA Debrief Community Meeting at City of Oakland: 1 Frank H. Ogawa Plaza, Public Hearing Rm 2, Oakland • Resend all invitations to EOH Committees from staff emails • Agenda Action Item added for May 21 Meeting: Request to add the Youth Action Board as a subcommittee to HUD CoC. |
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MEMORANDUM



To: HUD CoC Committee
From: EveryOne Home Staff
Date: May 13, 2019
Re: **2019 HUD CoC NOFA Committee Proposed Roster**

The HUD CoC Committee, as the Continuum of Care Board, acts on behalf of the membership to ensure the CoC responsibilities are fulfilled, including preparing an Application for Continuum of Care funds, as articulated in the Interim Rule. Under the Alameda Continuum of Care/EveryOne Home Governance Charter, the HUD CoC Committee recommends guiding principles and strategic direction to the CoC NOFA Committee based on HUD NOFA guidelines, and designs, operates and follows a collaborative process for submitting the CoC application to HUD (Governance Charter, Page 23).

The NOFA Committee, in turn, integrate funding priorities and strategic direction from the HUD CoC Committee, develop the local applications for existing and new projects and scoring criteria, read and score proposals, and approve the final priority list of projects to be included in the CoC application package, which is approved by the HUD CoC Committee prior to submittal to HUD. In addition, members of the NOFA Committee cannot be employed by or related to someone who is employed by a non-profit or government department who is a recipient of CoC or Emergency Solutions Grant (ESG) funds. Members are selected through an application process and approved by the HUD CoC Committee (Governance Charter, Page 23, Page 14). EveryOne Home, as CoC Lead, supports the recruitment, seating and convening of the NOFA Committee (Governance Charter, Page 23).

For the upcoming NOFA competition, EveryOne Home staff is recommending the following group of individuals to be selected and approved for the 2019 NOFA Committee. Please note that boldfaced names correspond to non-conflicted community members who have served several NOFA cycles on behalf of our Continuum. We have also recruited two new members, Timothy Evans and Emily Martin, who applied for NOFA committee membership last October, during our Annual membership meeting, and have gracefully accepted to serve as NOFA panel members.

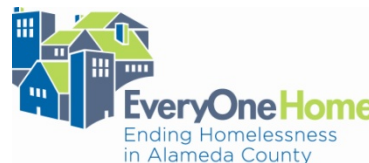
| Name | Agency |
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| Paulette Franklin | Alameda County Behavioral Health Care Services – Consumer Representative |
| Jane Micallef | Certified Professional Coach |
| Heather MacDonald-Fine | Alameda County Health Systems |

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| Laura Escobar | Bay Area United Way |
| Timothy Evans | Hamilton Families, Director of Housing and Family Services |
| Emily Martin | Consumer Representative |

Timothy Evans brings 10 years of relevant experience in Alameda County, Santa Clara County, and San Mateo County, working with BFHP and Abode Services in the past in Leadership Development, Systems Mapping and Coordination, reviewing applications and HUD NOFA APRs, and providing organizational support. He currently works as Director of Housing and Family Services for Hamilton Families and applied for EOH Leadership Board/Selected Membership Committees in the Fall of 2018.

Emily Martin is a consumer of services with lived experience of homelessness. She and her family have participated in the HCV/Section 8 program since 2001. From October 2014 – February 2015 they were literally homeless, which led Emily to study federal guidelines for HUD’s rental assistance programs and state fair housing laws. Using this knowledge, Emily was able to successfully petition HUD’s Assistant Secretary for Public and Indian Housing to increase the FMR of her HCV to meet reasonable accommodations for her Mother’s disability and locate housing. Emily also applied to EOH Leadership Board/Selected Membership Committees in the Fall of 2018.

MEMORANDUM



To: HUD CoC Committee
From: EveryOne Home Staff
Date: May 14, 2019
Re: **Alameda County CoC FY 2019-2020 Project Monitoring/Technical Assistance Workplan - UPDATE**

The Interim Final Rule (24 CFR 578.7(a)(7)) issued by the Department of Housing and Urban Development (HUD) mandates the Continuum of Care to “monitor recipient and subrecipient performance.” In FY 2017/2018, the HUD CoC Committee work plan included recommendations for a “site visit strategy” and tools for grantee monitoring as part of its monitoring and evaluating system performance. In addition, EveryOne Home - as Continuum of Care Lead, is responsible to implement full monitoring visits through its contract with Alameda County and must provide an action plan for project monitoring activities and complete five sessions by the end of June of 2019. The contract requires that project monitoring activities are coordinated with local government agencies whenever possible.

To comply with Interim Final Rule’s requirements, EOH staff has developed the following 2019-2020 Project Monitoring/Technical Assistance Workplan for your review and approval. In preparation, staff reviewed several CoCs processes and materials, and noted that monitoring is considered threshold criteria to participate in their respective NOFA local competition. HUD’s 2018 CoC Program Project Rating and Ranking Tool version 3.2 (<https://www.hudexchange.info/resource/5292/project-rating-and-ranking-tool/>) considers both participation in the monitoring process and a passing score from the monitor as Threshold criteria.

Staff also consulted with HomeBase regarding the addition of project monitoring as threshold criteria for our NOFA process. HomeBase responded that many CoC’s are beginning to use the monitoring process in NOFA local competitions nationwide, but also encouraged our CoC to seek buy-in to the process first. Because it is both a HUD compliance issue and a component of the latest HUD rating and ranking tool, staff would like for you to consider whether to include project participation in Project Monitoring/Technical Assistance as threshold criteria in 2019, as part of today’s approval and/or as a 2019 NOFA process’ recommendations.

Proposed 2019-2020 Project Monitoring/Technical Assistance Workplan:

- Timing: Monitoring process will occur off-cycle from local competition. Project Monitoring will take place year-round, with the 1st wave taking place in the 1st Quarter (April-June 2019).
- Projects that will receive Monitoring/Technical Assistance in 2019: Generally, projects who received a Monitoring Site Visit in 2018 and scattered-site projects **will be exempted from the 2019 Monitoring Process**. The CES grant will also be exempted and provided monitoring in

2020, pending recommendations from the Systems Coordination Committee and the HUD Technical Assistance team – as they embarked in the first evaluation of our Coordinated Entry system.

- The 1st Wave of Project Monitoring/Technical Assistance sessions (by the end of June 2019) will include renewal projects which placed in Tier 2, and updates from projects who have reported less than 1 program year of data (for 2 years in a row) in the 2018 NOFA Competition. A total of five projects will receive this monitoring/TA sessions, in compliance with EOH's County contract. **Newly awarded projects which received a notice of award in February will not be eligible for Monitoring in 2019 unless requested by the lead grantee.**
- The 2nd Wave of Monitoring in the 3rd Quarter (August-October) will provide monitoring and technical assistance to the approximate bottom 20% of Projects on the 2019 Rating and Ranking List (approximately 10 projects). The 3rd Wave in the 4th Quarter (October-December), will provide monitoring and assistance of the next approximate 20% of remaining CoC projects on the 2019 Rating and Ranking List (approximately 10 projects). If all Renewal projects who received TA in 2018 and Scattered Site projects are exempted, there will be a total of 15 projects to monitor in addition to 5 Milestone (new) projects, that will result in a total of 20 TA visits in 2019.
- This proposed schedule will cover approximately 30 HUD CoC-funded projects, which is more than half of the 43-total project CoC package, when combined with the 2018 project monitoring/technical assistance visits already conducted. Beginning 2020, monitoring and technical assistance will be offered year-round, on a biennial basis for all projects and off cycle from the local competition. For example, Scattered Site projects and projects who are the top 50% in 2019 would be first monitored in 2020, 2022, 2024, etc. Projects who were visited in 2018-2019 would be visited again in 2021, 2023, 2025, etc.
- Lead grantees will be informed of monitoring requests and will be expected to attend and join in to aid the CoC in understanding how they are reviewing expenses, eligibility requirements, program quality etc. as the lead. In addition, EOH Staff will try to coordinate with Lead grantees on planned monitoring sessions, to reduce the burden on project staff and accomplish this task.

In addition to this work plan, we have included for your reference the 2019 Project Monitoring Checklist Highlights, with a summary of representative items covered on other CoC's Project Monitoring processes, and drafts of the Agency Response Form and the Project Monitor Checklist we are planning to use moving forward. Projects will complete the Response Form prior to the monitoring session, and

the Checklist will be filled out by the Project Monitor to guide evaluation of the project's compliance and quality, offer opportunities for collaboration and technical assistance, and support the Project's competitiveness during NOFA evaluation. Staff has already crosschecked the Monitoring Forms with NOFA application sections and found there are no overlapping areas, as requested by HUD CoC Committee members.