1. Welcome and Introductions

2. Updates
   a. Homeless Count
   b. Results Based Accountability

3. HMIS Procurement Process

4. Elections

5. Scheduling

6. HUD CoC NOFA
   a. NOFA Debrief
   b. NOFA Analysis
      i. Underspending Document
      ii. Commitments to HUD Document
HUD CoC Committee
Meeting 1
Meeting Minutes
January 17, 2017

Attendees: M. Timson, K. Erickson, D. Biggs, L. Tannenbaum, R. Wilkerson, W. Jackson, P. Franklin
Staff: E. de Coligny, J. Ballard

1. Adoption of Minutes
   a. Resolved: December 2016 meeting minutes approved. None opposed, two abstained.

2. Updates
   a. Homeless Count:
      a. This committee will be adding a review of the PIT count process and methodology review to its work plan for 2017.
   b. RBA:
      a. Resolved: The committee determined that it wants to see the scope of work and agenda to be presented to the Leadership Board as part of its planning retreat. The agenda should address the question of how to get all relevant agencies and county entities to the table. The committee will review the materials and confer via conference call, likely in early February.
      b. Challenges may arise if decisions are not made about where responsibilities and boundaries lie between committees. Work with the consultant will be done to sort some of these issues out prior to the draft release to the Committee.

3. HMIS Procurement
   a. Resolved: The committee is in support of the HMIS sub-group’s decision to move forward with a full RFP process.
   b. The Committee will be updated on discussions with Linda Gardner about HCD’s involvement with the procurement process. This will be part of the conference call.
   c. Staff are working to determine the timeline for implementation. This will be negotiated with the vendor during the bidding, with maximum community transparency. The critical question concerns getting the community online with CES in September, at the very least, with the remainder of old data being migrated over later.

4. Elections
   a. Resolved: Rachael McNamara has been elected chair by acclimation for 2017.
   b. Resolved: The committee affirms that the three board from 2016 will remain on the Leadership Board for 2017.
5. Scheduling
   a. Resolved: Pending that the following is acceptable for the two members who are not in attendance, the Committee will meet on the third Tuesday of the month from 2-4.30pm.

6. HUD CoC NOFA
   a. The NOFA debrief is tentatively scheduled for February 28th and is the Committee’s preference. The meeting will last two hours.
   b. Resolved: The Committee agrees that both the meetings for Results Based Accountability and the NOFA Debrief can be held in the same month. During communications, staff should acknowledge that a lot will be asked of the community in the next few weeks.
   c. Resolved: The committee would like for staff to bring suggested strategies for addressing feedback at the debrief, and get additional feedback. Additionally, the meeting should focus on big-picture questions, not questions which pertain to individual agencies.
   d. Resolved: Staff should be examining NOFA processes from surrounding communities.

7. Consolidated Application Commitments
   a. Resolved: The tool for review of the consolidated application has several edits recommended by the committee. These include organizing the commitments by theme, determining which themes and questions are major vs. minor, and restructure to more closely mirror the Advocacy Matrix.
1. Welcome and introductions

2. Adoption of Minutes

3. Debriefing the Board Retreat and Next Steps

4. Homeless Count

5. HMIS Procurement

6. Committee Work Plan

7. Underspending
1. Adoption of Minutes
   a. Meeting two minutes are approved. None opposed, two abstained.

2. Debriefing the Board Retreat and Next Steps
   a. The committee felt that the suggestion of Deitre coming back to Alameda County was a good one, but that the next meeting would not need to be with the full Leadership Board. The next meeting could be a focused facilitation between HCD and EveryOne Home, with recommendations coming before the Board. Recommendations developed during the Board retreat will be distributed to this committee.
   b. Suggested: The committee would like to explore with her the true cost of these gaps in knowledge about our governance, along with resolving the topics and questions started during the Board retreat; particularly the role of Everyone Home, the HMIS lead, and the backbone organization.
   c. Resolved: Elaine will revisit the issue of consulting resources with the Hellman Foundation to try and secure additional consulting services. Additionally, she will look into local resources, like HCD, to see about securing additional dollars for this work.

3. Homeless Count
   a. The committee will be discussing the initial data from the Homeless Count in the form of HUD tables, during the April meeting to approve the data for submission to HUD. The timing for release of this data will need to be determined in that session.
   b. There were several pieces of feedback for ASR from those committee members who participated in the count, and suggestions for additional questions for addition to the volunteer survey. The committee also asked that follow up be done with a photo essayist to capture some of the artwork in encampments, which was not allowable on the day of the count.

4. HMIS Procurement
   a. Resolved: Given the lack of responsiveness from HCD, the committee will draft and send a demand letter to HCD, which cites decisions and commitments made by committees and HCD, indicating what needs to happen based on those correspondences. The letter will contain a very specific timeline, outlined date by date. If HCD is unable to demonstrate immediate, meaningful movement, they will be considered by this committee as derelict in their duties as HMIS administrator. Additionally, the letter will indicate specifically who needs to be on the review panels.
b. The letter will be sent by the committee chair, which has been authorized by the committee to make revisions and changes. Several members indicated they would send comments to the committee chair for consideration.

5. NOFA Debrief:
   a. The committee will need to take up the issue of CoC performance and strategic planning, as this was a place where Alameda County lost the majority of its points. This will be something the committee develops into its work plan for the March meeting.
   b. Overall, Alameda County scored better on the big category of Governance and Structure, a compliment to the process developed in 2016. However, the continuum’s overall score was flat.

6. Committee Work Plan
   a. Resolved: Staff will construct known elements of the work plan for 2017/2018, with the understanding there are items which are currently in flux (HMIS) or goals that will require more committee consideration. The committee will do more in depth work in a planning section of the March meeting to complete the work plan at that time.
   b. Resolved: The committee is in agreement that the monitoring element should come back under the scope of HUD CoC in the work plan. It is a requirement of the regs, and is thus under this committee’s purview.

7. Underspending
   a. Resolved: Part of this committee’s work will be to work on developing a community strategy on how to solve this issue. This may include looking into technical assistance, though from whom is not clear.
   b. The committee has requested analysis or information on how much emphasis or weight HUD is putting on underspending specifically in its scoring.
   c. The group is in favor of the local slush fund idea, which would allow for a greater amount of over leasing, thus spending more of HUD’s money.
   d. Staff will complete an analysis of recommendations made by the Spending Committee to see if there are items which will be useful to the committee’s work, or which can be adopted and sent to the Leadership Board for consideration.
1. Updates:
   a. Performance Management Committee
   b. Hiring
   c. Homeless Count

2. 2017 HUD CoC NOFA Committee

3. HMIS Procurement

4. Board Retreat Follow-up

5. Work Plan

6. Underspending
1. Updates
   a. Homeless Count: The HDX Table data should be ready for review by the April or May meeting. This committee will need to approve the data before the tables are submitted to HUD in late May.

2. 2017 NOFA Committee
   a. Resolved: The NOFA Committee members for 2017 and onwards will need to sign a conflict of interest agreement.
   b. Resolved: Contingent on no conflicts surfacing, the four returning NOFA Committee Members are seated to the 2017 Committee. This committee should be about seven people; all HUD CoC Committee members should reach out to two persons who could potentially also serve in 2017. The remaining committee seats will be filled at the April meeting. None opposed, one abstention.

3. HMIS Procurement
   a. The exact makeup of the review panels has not been finalized, but it has been recommended that EveryOne Home have two spots to fill with its representatives. There is no timeline for when the committee should receive confirmation of the panel makeup.
   b. It is the hope of HCD that the need to run parallel systems between the current vendor and new vendor for HMIS will be minimal or nonexistent. A more concrete timeline and action plan will be developed in June once all RFPs have been received and considered.
   c. Resolved: This committee will review the vendor applications in the May meeting in order to help strategize about contingencies for bridging bringing a new vendor online and bringing CES online.
   d. Resolved: During Dietre’s next visit, more work will be done on the relationships between collaborative applicant and CoC lead, as well as committee relationships and authorities.
   e. Resolved: R. McNamara and EOH will have a sit-down meeting with Linda Gardner to explain what this committee sees its responsibilities to HUD as, and give feedback on communication issues and authority in HCD’s committee representation.
4. **Board Retreat / RBA**
   a. Dietre will still be coming back for a half-day session, which this committee will be attending. Once the date is resolved, staff will communicate to committee members. The focus of that session’s work will be on wrapping up unresolved items from the board retreat, and distinguishing lines of authority between HCD, the Leadership Board, Collaborative Applicant, and CoC Lead. Hellman has confirmed that they are willing to consider a proposal from Dietre to continue working with the CoC, but will also be looking to HCD and Health Care to help fund that effort.

5. **Work Plan**
   a. The committee did a facilitated exercise updating the work plan in real time. These modifications and updates will be incorporated into the working version of the plan, and released to the committee for consideration prior to its April meeting.

6. **Underspending**
   a. Topic has been tabled to the April meeting. There was interest in knowing if Alameda County’s underspending was egregious when compared to other counties around the country.

7. **Approval of Minutes**
   a. February minutes are adopted by the committee. None opposed, one abstained.
HUD CoC Committee
Meeting 4
Agenda
April 18, 2017

1. Homeless Count

2. Adoption of Minutes

3. Updates
   a. Hiring
   b. RBA Committee and HMIS Oversight Committees
   c. RBA Leadership Board and HUD CoC ½ day session
   d. HMIS Procurement
   e. Community Meeting

4. Work Plan

5. Underspending

6. NOFA
HUD CoC Committee Meeting
Meeting 4
150 Frank Ogawa Plaza
April 18, 2017

Attendees: R. MacNamara, D. Biggs, P. Franklin, L. Tannenbaum, M. Timson, R. Wilkerson, W. Jackson

Staff: E. de Coligny, J. Ballard

1. Homeless Count
   a. Resolved: The HDX tables and PIT data are approved unanimously as ready for submission to HUD.
   b. The committee reviewed the county-wide data from the 2017 PIT Count. The data itself will be kept confidential until mid-May, when it will be released at a press conference hosted by EveryOne Home (exact date, TBD). The committee were in agreement that while the increases were large, the numbers felt truer to their experience of working or living in Alameda County.
   c. There was consensus in the room that in framing the PIT data, it would be important to craft a dialogue around trends, not just raw numbers. Several framing elements came from this discussion, which are below:
      i. Methodology Change: the change to methodology gives Alameda County a new baseline number. There are tradeoffs between what a given methodology will capture (previously, families had much higher representation, but the current methodology captures individuals much better).
      ii. System Trends: The current system design and applications remain sound, but HMIS data trends indicate that the system is not expanding fast enough to provide more shelter for individuals. While HUD’s current focus is on PSH, the inflow on the front end has been picking up steadily over the years, and capacity has not been added on to handle it. This is not about a dive in system response; the system is at capacity and requires expansion of current program designs.
      iii. Exertive Factors: We are likely seeing unresolved elements of the housing market and housing availability not catching up with the end of the recession; homelessness may be a lagging indicator of this. There may also be shortfalls in other systems of care, from which people fall into homelessness. There has also been no increase in funding for providers, and no additional affordable housing. AB109, is having similar effects of deinstitutionalization, with many people flowing back into Alameda County from state institutions. This has already had adverse effects on some systems.
   d. The group has agreed to a set of next steps for rolling out PIT count data to the public.
      i. Contact other communities who changed methodologies last year to get a sense of what changes in numbers were seen.
      ii. ASR has committed to having the executive summary of the final PIT Count report done for the Leadership Board meeting.
      iii. The next group to look at this data is Leadership Board for some broader strategy development. HUD CoC will then begin designing framing of the data release based on those recommendations. The PIT data will remain confidential until that time.
iv. The community meeting will focus on broad picture framing of the PIT count data, but no numbers will be released at that time.

v. Between now and mid-May, outreach will be done to elected officials and key stakeholders about the PIT count data, and bringing them on board for next steps and the press release.

vi. Press release will take place in mid-May.

e. We craft the requests / asks / data, LB sees it, staff does work with elected, PHAs, etc., and invite to press release to announce numbers and also craft policy ask. LB will need to approve this approach. Teams from LB and HCOC will do visits to elected, with a release event in mid-May.

f. Start the discussion with how many people were housed in 2016 and the positive progress of our system before talking about scaling it up – the system is working, its capacity is what’s failing. We are doing what we can do, what are you going to do?

2. Approval of Minutes
   a. Resolved: Pending a minor change, the March minutes are approved, with one abstention, and no objections.

3. Updates
   a. Hiring
      i. EveryOne Home staff have been fully onboarded. Laura Guzman, CoC Director, will attend the May meeting of this committee.
   b. RBA and HMIS Oversight
      i. The RBA Committee will be launching in early May. It’s membership will be open, but targeted recruitment will take place for a core group of regular members. The committee will be co-chaired by Robert Ratner and staffed by the EveryOne Home Analyst.
      ii. The HMIS Oversight Committee does not have a launch date at this time, though HUD CoC membership felt that targeted outreach would be useful at this point. Suggestions included outreach to the HMIS Procurement Review Panel. A member from the HUD CoC Committee should also serve on this committee.
   c. RBA Leadership
      i. The committee will receive a chart outlining the roles, responsibilities, and accountabilities of each committee, and asked to provide feedback to EveryOne Homes staff. The chart will be used as a tool in the RBA / Leadership Board ½ day work session with Deitre. Both HUD CoC and Leadership Board will need to approve the chart.
   d. HMIS Procurement
      i. Applications from vendors are due in early May.

4. Work Plan
   a. Resolved: the 2017 Committee work plan is approved for submission to the Leadership Board. Approved unanimously, none abstained.

5. Underspending
   a. This topic has been tabled to the May meeting.

6. NOFA
   a. The committee will reach out to those people who expressed interest and ask them to submit application documents by Monday. Final members of the NOFA Committee for 2017 will be voted on and seated by HUD CoC Committee membership via email.
1. Welcome and Introductions

2. Approve Meeting 4 Minutes

3. Updates:
   a. Community Meeting
   b. HMIS Procurement
   c. Homeless Count and Data Release
   d. Other Committees

4. Underspending

5. NOFA
1. Meeting Mins.
   a. There were not enough committee members to constitute a quorum. The minutes will be voted on and adopted in the June meeting when a quorum will be present.

2. Updates.
   a. Community meeting
      i. Both City of Oakland and Alameda County are developing documents which concern health and safety guidelines and policies for encampment management, one of which may be shared prior to formal publication. The documents should dovetail with results from the policy summit which will take place over the Summer on this same topic. EveryOne Home will work to facilitate consistency across jurisdictions on initial policies, and work with the City of Oakland and Alameda County to determine how best to create policies jurisdictions can align with.

   b. HMIS Procurement
      i. The top three vendors have been selected, with demonstrations beginning in early June. The review panel no longer has an end user from an agency, and that person cannot be replaced under HCD’s interpretation of the RFP. The demos will culminate in a recommendation from the review panel for a final vendor, with a goal of having that vendor selected by July 1, and under contract by 10/1. Resources are being secured to start working with the vendor before that date.
      ii. Committee members present requested that HCD representative on this committee report back on a timeline about how the process is moving forward.

   c. Homeless Count and Data Release
      i. The data was released on May 25th, with a lot of media attention. The message so far as been one of a call to action rather than a criticism of our system.
      ii. Elected officials have been discussing forming a special task force, which may result in policies that conflict with the ability to fulfil federal mandates, depending on the requests to staff generated from that body. The issue of encampments may be one of the elected officials to coalesce around.

   d. Other Committees:
      i. Committee members present agreed that there should be a minimum time after which a formerly conflicted person could be considered non-conflicted. That period has been suggested as one year, and will be formally adopted as a policy once quorum is in attendance.
3. Underspending
   a. The committee reviewed recommendations for addressing underspending, and made several determinations, which can be formally adopted once there is a quorum. Those recommendations included:
      i. Any fund developed to help address underspending should be based on the current amount being underspent, though it does not need to contain that full amount. It will also differ from exiting county funds in that it will be able to pay for lease costs, allowing over leasing. The fund would also require specific criteria for its use.
      ii. Where possible, projects which are underspending should not be reallocated, as they still serve as a valuable resource to the community in their present form, and reallocation would not necessarily address this problem.
      iii. Projects having difficulty spending down their dollars will work individually by the Project Monitor.
      iv. Analysis should be done on causes for underspending: projects which are issuing vouchers that cannot be used due to lack of rental opportunities is different than not issuing vouchers at all.
      v. This committee’s role will be to issue recommendations to create a fund, and those with expertise will work on actualizing it. EveryOne Home will continue pushing for maximum spending for all grantees, while the monitor will help to surface issues the projects may be having.

4. NOFA
   a. The local process does not need substantial modifications in 2017; we scored well on this in the last competition, and our focus will need to be on the analysis of system performance to score well this year.
   b. Consideration will need to be given about reallocation by policy; we don’t know the potential point gains, but will evaluate it once we have the NOFA. Agencies which are willing to reallocate their dollars have asked the committee to consider that those dollars should stay in their home communities.
   c. Communication and expediency by OHA in moving forward in the allocation of funding for TH projects is critical. This will help to resolve the issue of how much reallocation there will be in this year’s process.
1. Welcome and Introductions

2. Approve Meeting Minutes

3. Updates:
   a. HMIS Procurement
   b. Other Committees

4. Homeless Count

5. NOFA

6. Underspending

7. Scheduling
1. Approve meeting minutes
   a. Resolved: Meeting 4 (April) minutes approved unanimously. Meeting 5 (May) did not have a full quorum, so notes taken there are not minutes. Meeting 5’s notes will remain informational only, and do not require formal adoption.

2. HMIS Procurement
   a. A formal vote was not required; however it was agreed that the HMIS will continue as a standing agenda item. There was a discussion on what kind of items will be brought to the HMIS item, and it was agreed that the next CoC Meeting will focus on: 1) Riley will provide an update on the HMIS new system procurement and timeline, 2) EveryOne Home staff will present on Health Care HMIS commitment, and 3) the Committee will discuss the design of the HMIS Oversight Committee.
   b. Updates:
      i. Vendors have completed presentations, and the review panel will be making final selections in the coming week.
      ii. Health Care has committed to putting forward Whole Person Care dollars in the service of building capacity for HMIS, and will become a full partner in the process of administering the system, which will require significant enhancement to meet both Health Care and CoC needs. This includes HUD compliance, for example, assuring that Health Care housing units are under HIC—which will also increase our bed capacity.
      iii. The committee will revisit the issue of entering full partnership with Health Care, as it remains critical that HMIS meet HUD regulations, and be a viable system for CES, which should be specifically spelled out. This topic will be revisited in July, with committee discussion about resources and expertise Health Care will bring, and if a full partnership is the best option. Additionally, the committee will need to discuss issues of accountability, and from whom direction comes for this process.

3. Updates – Action Item:
   a. Resolved: A formerly conflicted person will be considered non-conflicted (for the purpose of committees such as NOFA) after one year, or one full NOFA cycle. Adopted unanimously.
4. **Homeless Count**
   a. The committee discussed strategies for release of the final report and maximizing impact around city specific data. The group is in agreement that a second press event is not necessary, but that a press release on some strategic issues arising from the full report (i.e., the percentage of unsheltered individuals in encampments, as an example) and a Community Meeting would be. The Community Meeting would be specially convened (not tied to the NOFA process Input Sessions) and be a space for people to react, discuss, and strategize. Press would be invited to attend, but the focus will be on the Community – education and response.
   b. The committee felt strongly that a common language for discussing increases around the PIT and a response would be critical to addressing these changes.
   c. Topics for this Committee to discuss in preparation for the Community Meeting include: release of the full report, updates on CES implementation, and potential strategies for community engagement (such as County Encampment guidelines, 20/20, or how are housing developers doing). The Committee also voiced the need to change the framework and highlight all the systems that are in the way of “solving homelessness,” in addition to building housing, and move forward with a community response. The Committee will also act as a sounding board and strategizing body for how to move forward.

5. **NOFA**
   a. Resolved: The Appeals Process, proposed by the NOFA Committee, has been adopted unanimously pending inclusion of language indicating that the final rating and ranking list will be issued prior to submission to HUD.
   b. Concern was raised about changing the local date ranges for reports, as the federal reporting period is not as timely. There was support in the committee for running reports for a more current time period. The NOFA Committee will continue to work on this issue, and make a final determination about additional reports. Any changes to report running protocol will be additive, and will not replace the current report run dates. The committee will discuss this topic further in July.
   c. Analysis of the 2016/2017 NOFA scoring is complete, but tabled to July.

6. **Underspending**
   a. Resolved: The underspending recommendations are approved to be put before the Leadership Board pending inclusion of language specifying that over-leasing means more people are being housed with the grant, that agencies are timely in managing their grant balances, and not overtaxing the local fund. Language should also be included which more clearly defines underspending, and provides a context for why we are looking at it. Approved unanimously.

7. **Scheduling**
   a. Committee meetings will now alternate between Oakland and San Leandro locations. The invite will clearly specify location for Committee members.
Joined HUD CoC and NOFA Committee Meeting
Meeting 7
August 1st, 2017
Agenda

1. Approval of Minutes
2. NOFA
3. Updates:
4. HMIS Oversight Committee
5. Homeless Count Report Release and Follow Up

Next CoC Committee Meetings: 8/4 (if needed) for NOFA; 8/15 Standing CoC Mtg (should we cancel it?); 9/19th September CoC Meeting in San Leandro
Joint HUD CoC and NOFA Committee Meeting
Meeting 7 Minutes
August, 1st, 2017
Location: 150 Frank Ogawa Plaza, Fourth Floor, Conference Rm 1
Time: 2pm-5pm

Attendance: G. Garret, L. Tannenbaum, R. McNamara, M. Timson, H. MacDonald-Fine, D Biggs, R. Wilkerson, K. Erickson, J. Dunner, W. Jackson, P. Franklin
Staff: E. de Coligny, L. Guzman, D. Chang.

1. Approval of June CoC Committee Minutes
   a. Motion passes pending amendment to reflect that Wilkerson was in June’s CoC Committee meeting.

2. NOFA – Action Item
   a. NOFA Release and Timelines
      i. Important deadlines to keep track of:
         • Deadline for the NOFA process is September 28th
         • From now until August 30th, come up with specific recommendations for Local Process.
         • Community Input Session on 8/7, and Bidder’s Conference August 11th at HCD.
         • September 13th - release of Rating and Ranking list
      ii. NOFA committee- EOH team will be doing scoring till Sep 1st. There will be an optional committee training and a mandatory Rating and Ranking session.
         • EOH is recruiting additional readers.
         • September 13th - release of Rating and Ranking list
         • Appeals process is during Bidders conference.
         • Scores due end of night of September 9th
         • NOFA meetings will either be on the phone or at EOHs office.
         • NOFA will meet on the 11th for rating and ranking
      iii. Appeals-
         • Clarifications: EOH will respond within 24 hours. The response will be the receipt. There is one single appeal process.
• Group suggest **adding adjustment** to the language for the appeal’s process to include projects that may get bumped into Tier 2 as a result of appeals.

• **Appeal Timeline:** Appeal should be due end of the day on **Sep 15**th for appeal and everything will be finalized by **Sep 19**th. Appeal Committee (Moe, Marnelle, and Rachael) will meet on the **Sep 18**th.
  
i. Consensus with proposed timeline.

b. **2017 Continuum of Care (CoC) Program Competition NOFA: What’s New, Changes and Highlights**
   
i. **Important Changes:**

   1) **100% PSH DedicatedPLUS Projects:** Can Projects declare themselves DedicatedPLUS? Elaine says we can, but we need to confirm with HUD. Clarify if existing PSH can classify itself as DedicatedPLUS PSH, or whether HomeStretch can modify eligibility to fit this definition – as all PSH have MOUs with HomeStretch.

   2) If renewal projects have no changes, they can submit application automatically without changes.

   3) **TH-RRH joined component HUD priority:** the challenge (and risk) is that TH projects need to close down, before they can be reallocated to a new joint TH-RRH project. It can help TH programs to choose to reallocate under this new component. 6 TH traditional projects left, about $3 million total.

   4) HUD will score the NOFA applications same as last year (Tier 1 and Tier 2) with some tweaks. Tier 2 is equal to 6 percent plus the amount we’re allowed to ask for the bonus project. Note: If we were to put bonus project at the bottom, we have almost 2 million in Tier 2. HUD will award Tier 2 for each new and renewal projects with a 100 point scale (Project Type no longer relevant).

   5) HUD’s shifting gears: It will rank CoC’s system performance – no longer concerned with project types. From design of your HMIS to the performance of the entire system.
6) HUD will continue to rank our community score in relation to all CoCs- it is in our best interest to have our Consolidated Application score as high as possible.

7) In 2016, our score was 3.75 above the national median, but 1.65 below the weighted median (since our ARD is one of the highest in the country, it appears higher ARDs do not benefit from score weight). The higher you score, the more likely you are going to get all of Tier 2.

8) In the best-case scenario, we are likely to lose 5-10 points from last year’s scores because of HUD’s shift from quality to system performance.

c. EveryOne Home NOFA Analysis and Recommendations


- ALCO will likely get zero points for the majority of subpopulations that showed increases under the PIT count; length of time increase; Veteran’s increase. We may look at loosing up to 8 points. Ending family homelessness may be the only area where we may score strongly as we showed reduction, but need to follow up with strategy to rapidly rehouse families within 30 days.
- Meeting/Phone Conference with Berkeley and Oakland ESG for NOFA collaboration requirements
- Reallocation and 90% Chronic Homeless or DedicatedPlus: may assist us to hold our score steady
- Reallocation points this year is based on adding all of ALCO’s reallocation from 2013-2016 (to date) and divide by 2013 ARD.
- We have reallocated: $3,838,056 and we need to reallocate $4,964,152: we are $1,126,096 short of this goal.
- Need to confirm DedicatedPLUS designation is possible by clarifying with HUD and HomeStretch.

ii. Staff Recommendations (5 Recommendations) – all passed through 2 Motions and specific direction as annotated below:

- Focus reallocation efforts on low performers of all types (those that score below the threshold) and helping TH programs reallocate to new TH-RRH joined component. Consider whether to make reallocation mandatory.
• Input from both CoC and NOFA Committee members – CoC Committee Motion #1 Passed unanimously (Recommendation #2 from EHO) (Rachael, Karen seconded):
• It is in the best interest of ALCO to maintain a long term, healthy HUD CoC program, and; therefore, the HUD CoC Committee recommends the reallocation of traditional TH programs to the new HUD TH/RRH joined component; strongly recommends Projects to consider TH to TH/RRH reallocation efforts; to incentivize this type of reallocation in the local NOFA Competition; and a commitment by Alameda County and its cities to keep programs in the County which is essential at a time of increased homelessness and a critical need to maintain and increase system capacity.
• The recommendation includes a commitment to increased benchmarks for next year, and to continue the reallocation of low performing projects regardless of project type -consistent with prior reallocation processes.
• Recommendations #1, #3, #4, and #5 combined. Motion(s): Passed unanimously
• Strive to have 90% of PSH either chronically homeless dedicated or DedicatedPLUS. Consider what evidence of dedication is needed, and whether to make the dedication mandatory for inclusion in the package -as we have done with low barrier and Housing First in the past. Consult with HUD DedicatedPLUS specifics (Can existing PSH not 100% dedicated to chronic homeless become a DedicatedPLUS PSH?)
• Solicit applications for bonus projects (open to expansion and new projects)
• Limit revisions to the local applications to those that increase clarity, reduce work load and/or incorporate the above recommendations
• Utilize the same guiding principles as the 2016 NOFA round.

d. HMIS Procurement update by HMIS – CLARITY is the new vendor.
   i. Plan is to try and have Oct 1st as launch date, training in September
   ii. Biggest thing is training, migrating, and administration of system.

e. Underspending strategy – Follow up with Leadership Board
   i. Some analysis of current practices to track rental assistance projects, that includes BHFP, Abode, and ACD and come up with our best practices so that we can come up with better spending scenarios.
f. Housing First TA Sessions completed (11 Projects)
   i. EOH did 11 TA sessions with providers. It was a great project to move forward for HUD NOFA and Coordinated Entry Housing First standards.

g. Announcement of EveryOne Home hired Project Monitor
   i. Ruby Butler will start on Monday, 8/7.

h. Coordinated Entry implementation
   i. HMIS and CES are linked- agreed that contractors have been selected:
      - EDEN I and R: Call Center
      - City of Oakland and City of Berkeley partnering with other agencies
      - Abode: Hubs in mid/south county with different sets of partners and cities in East County
   ii. Finished testing prioritization tool & Focus Strategies said tool performed well.
   iii. Tools read by end of month. There will be a draft for standards and procedures across community. HUD CoC Committee can join LB meeting in August to approve.
   iv. Hopes to have compliant system by January.

3. HMIS Oversight Committee
   a. Committee will discuss the design of the HMIS Oversight Committee in September’s CoC Committee Meeting

   a. While we wanted to have a follow up community meeting to discuss Homeless Count reports, it is not realistic with NOFA, Coordinated Entry Launch, etc. We will defer meeting to Fall.

5. Next Meetings:
   a. EOH will schedule conference call for NOFA committee on 8/4.
   b. HUD CoC meet on August 15th- Propose by email if it’s a conference call? Or invite to LB?
   c. CANCELLED August 15th meeting
   d. Note: Add location, start and end time on next Agenda
1. Welcome and Introductions

2. Approval of Meeting Minutes

3. NOFA Update
   a. Local Application processed completed
   b. Consolidated Application due on 9/25

4. HMIS

5. CoC-wide LGBT Housing Access Anti-Discrimination Policy and LGBT Recruitment

6. Homeless Count Report update

7. Next Meeting: 10/17/17 – 150 Frank Ogawa Plaza, 4th Floor, Conference Rm #1, Oakland
HUD CoC Committee  
Meeting #8 Minutes  
EHO Office – San Leandro  
September 19th, 2017

Present Members: K. Erickson, R. McNamara, R. Wilkerson, P. Franklin, M. Timson, D. Biggs  
EOH Staff: E. de Coligny, L. Guzman, R. Butler, J. Shimmin  
Guest: C. Young - City of Livermore

1. Approval of Meeting Minutes  
   a. Meeting #6 – June 20th, 2017 – Approved, all ayes no nayes  
   b. Meeting #7 Joint CoC-NOFA – August 1st, 2017 – Approved, all ayes no nayes

2. NOFA Update  
   a. Local Application process  
      a. Community Meeting  
      b. Bidder’s Conference  
      c. Summary of Submissions – 52 Total – 4 New Projects  
      d. Rating and Ranking List – Final will be published by the end of the day  
      e. Appeals (2)  
   b. Consolidated Application due on 9/25  
      a. Vote to Approve submission – NOFA Co-Chairperson McNamara motions to approve and direct the Collaborative Applicant (ACHCD) to submit the 2017 NOFA application as not to exceed the amount of $36,267,482 consistent with the results of the local process.  
         • Votes: All ayes, no nayes  
         • Abstains: R. Wilkerson

3. HMIS  
   a. Update on Contract with Clarity - still in process – target date 10/10  
   b. Partnership with Health Care Agency  
      a. CoC Committee official invitation for joint presentation by HCD and HCSA in 10/17 CoC Committee meeting  
          a. New system - What is the collaborative agencies' vision? Timelines for implementation (consistent with launching of CE), and expectations (of new HMIS system and those agencies transitioning to the new HMIS).  
          b. How agencies are working together - Discuss the division of labor and responsibilities of the collaborative agencies in HMIS and upcoming MOU between agencies and CoC.  
          c. HIPAA and HUD compliance - Security and privacy – How will collaborative agencies comply with HUD and HIPAA regulations – given that HUD regulations maybe subordinate to HIPAA ones.  
          d. Governance (see discussion below)  
   c. HMIS Oversight Committee – Action Item
1) Recommendation from the HUD CoC Committee regarding the creation (or not) of a Committee
   a. Staff suggests creating a sub-committee or task force to help the transition and implement the new HMIS system. HMIS Oversight Committee previously established in governance charter, to be revisited once implementation begins. Members agreed to a sub-committee (that reports to the CoC Committee) to be established after the transition to the new HMIS – sometime after January 2018.

2) CoC' recommendation on HMIS governance and oversight: HMIS Manual (Designating and Operating an HMIS describing CoC responsibilities) and 2017 HUD NOFA have some direction on governance. Some of the recommendations of what areas of HMIS may come for review and approval by CoC Committee include: 1) Annual review and approval of privacy and security plan, and data quality plan; 2) Annual review and approval budget and staffing information; 2) Provision of quarterly written update on activities/reports, including training and implementation. Co-Chairperson McNamara to prepare letter to HCD/HCSA with expectations by next week. The 2 agencies will be given the option on whether they want to do this presentation in October (17th) or November's (21st) HUD CoC Committee meeting.

4. CoC-wide LGBT Housing Access Anti-Discrimination Policy and LGBT Recruitment. Recently passed by Leadership Board. Staff recommends passing it on to contractors, grantees, and funder's collaborative.
   a. Staff looking for recommendations on LGBTQ providers/advocates to join the CoC membership
   b. HUD is expecting the CoC to begin training grantees on Equal Access Rules
   c. Riley Wilkerson recommends contacting Pacific Center and LGBTQ Center for potential recruitment and support for Alameda County to adopt the policy.

5. Homeless Count Report update
   a. Media coverage and attention has continued since the PIT count media release. Staff suggests delaying posting until after NOFA period closes with cities allowed to choose whether they want their raw data published.

6. Next Meeting: 10/17/17 – 150 Frank Ogawa Plaza, 4th Floor, Conference Rm #1, Oakland
   a. Staff to review what board members will have to renew in Oct, and if any seats will be vacant.
HUD CoC Committee
Meeting #9
150 Frank Ogawa Plaza, 4th Floor, Conference Room #1
October 17, 2017

1. Welcome and Introductions

2. Approval of Meeting Minutes

3. Action Items

4. HMIS

5. NOFA

6. Leadership Meeting

7. Annual Community Meeting on 10/30/2017

Next Meeting: 11/21/2017 – Oakland - 150 Frank Ogawa Plaza, 4th Floor, Conference Room #1
1. Welcome and Introductions
   a. Wendy, Doug, Rachael, Marnell, Laura and Elaine

2. Approval of Meeting Minutes
   a. Meeting #8 – September 19, 2017
   b. Motion passed.

3. Action Items
   a. Approval of amendments to Alameda County CoC/EveryOne Home Governance Charter
      i. Committee received full updated draft, and three pages with changes, and Memo to Leadership Board with corresponding Governance Charter Revisions.
      ii. Highlights (majority memorializing in Charter what has been already discussed/voted)
         1. Single alternate (Health Org recommendation) only item was not previously discussed
         2. Elaine reviewed all changes – good clean up language.
   b. Motion: Review revisions and recommend them to Leadership Board: **MOTION passed.**

4. HMIS
   a. Contract with Clarity was signed and executed on 10/9/2017.
   b. Joint presentation by HCD and HCSA scheduled for November CoC Committee meeting (11/21th). Awaiting formal confirmation.
   c. HCSA provided $ for HMIS Project Manager Teddy Pierce for at least 6 months – former consultant for Sonoma County and national HMIS Consultant – HMIS added staff (2 FTEs) working with Clarity on conversion. Still figuring out what Clarity can do. Strategy pursued for launch early 2018 (February at the latest). Migration of HUD required data from Service Point and program the new CE Assessment Tool into Service Point – including a first Prioritized list to migrate to Clarity. How is EOH working with HMIS consultant: Project management team formed which includes HCSA data person, Jessie from EOH (communications with users), and HMIS staff (technical).
   d. Doug and Wendy requested an email to everyone on HMIS update – who is on team, whose roles, timelines, etc.

5. NOFA
   a. Survey – due on 10/22
   b. NOFA Debrief in early January
   c. 2018 NOFA Workplan Draft
   d. Areas for potential HUD CoC Focus for 2018 – DISCUSSION AND POSSIBLE ACTION
      i. HMIS – update MOUs (responsibilities to HUD CoC) and Data Performance/Quality
1. Tools/information that we need to ensure that HMIS operating correctly – Have drafts of MOU by November meetings (MOUs between HCD, HCSA and CoC) (Doug).

2. Wendy asked about whether MOU will incorporate data-sharing among providers and partners? Highlight that to achieve outcomes on behalf of our clients, we need data sharing to a level that does not exist right now – at the operational level. Should be at the top of the chart given the investment we are making.

i. LGBTQ recruitment and TA – discrimination policy

ii. Youth – Gap Analysis? – Focus on Educational Homeless Liaison – Alameda has the strongest Liaison.

iii. Housing Authorities – small work group

iv. Educational Homeless Liaison – formalize relationships

vi. Income and benefits

1. Being proactive, rather than reactive: Annual Calendar priorities – **What are the biggest overall gap in services?** – people becoming homeless (if youth, do so – housing authorities) and getting them into housing. Developing strategies. Early 2018.

2. What are technical things we are supposed to do? Gap Analysis. Updated Plan.

3. Proposal to include Gap Analysis of overall services by December. Flash out by the CoC Committee before NOFA debrief Meeting.

6. Leadership Meeting

   a. Presentation of Updated Plan draft

   b. Elected Officials Summit – Late January convening – Draft Update on our Plan to End Homelessness – and take back to elected bodies for adoption (14 Cities and Board of Supes). Come out of that Summit with specific strategies – approaches of most pressing issues that we take together to build buy-in – and see how they can make it work on their localities.

      i. Hayward and Alameda electives: majority of our Council will be interested – so that will foster more conversation and buy-in. Unique moment of political will.

      ii. Broad invitation – Supervisor Carson is interested.

      iii. Getting other folks such as ABAC to know who to invite.

      iv. Put Gloria on the mix - how important this is for our community and beyond (to federal government).

7. Annual Community Meeting on 10/30/2017

   a. Membership seats – 1 vacant HUD CoC Committee seats need be voted at general Meeting (Karen) and one to be appointed.

      i. Andrew Wicker – run at the Committee or be recommended by HUD CoC

      ii. Committee members agree that Andrew will be a great addition to the HUD CoC – if he chooses not to run for community voting

   b. Agenda focus on CES updates, HMIS, Governance Charter, and feedback on Updated Plan

   c. NOFA debrief update
Next Meeting: 11/21/2017 – Oakland - 150 Frank Ogawa Plaza, 4th Floor, Conference Room #1 – Potentially meeting on 12/12 – if needed.
HUD CoC Committee
Meeting #10
December 12, 2017
EveryOne Home Office – 101 Callan Ave, San Leandro
Agenda

1. Welcome and Introductions

2. Approval of Meeting Minutes

3. HMIS
   a. Joint presentation by HCD and HCSA on new HMIS system
   b. HMIS Governance

4. 2017-2018 HUD CoC Work Plan update as of 12/12/2017

5. HUD CoC Membership seats

6. Happy Holidays!

Next Meeting: January 16, 2017 – 2-4:30 pm @ 150 Frank Ogawa Plaza, 4th Floor, Conference Room #1
1. Welcome and Introductions
   a. Wendy J., Riley W., Marnelle T., Teddie P., Ruby B., Laura G., Jessie S., Elaine D., Rachael M., Robert R., Lara T., Kathleen

2. HMIS
   a. Joint presentation by HCD and HCSA on new HMIS system
      i. HMIS Team written response document provided
      ii. Update from Teddie P.
         1. Deepen discovery work
         2. Active setup to be finished Feb 2018
            a. Dual-phase migration:
               i. HUD data - priority
               ii. Custom fields – secondary
      iii. Committee would like to see examples of other counties that have implemented Clarity, and the outcomes experienced, i.e. Santa Clara County
      iv. Clarity data specialist want to do the configuration and program setups, and then begin the matching/priority listing in March 2018. A reporting approach will most likely have to be used, rather than the Community Q.
      v. Committee requests that two trainings per week for a six-month period to be scheduled prior to the launch
         1. HCD is considering making HMIS Privacy and Security training an online module
      vi. As of December 12, 2017, Riley W. and Teddie P. believe Alameda County is compliant with HUD’s January 28, 2018 deadline
      vii. Implementing this system is being made difficult because agencies have difficulty finding qualified data entry staff with computer experience
      viii. HRCs are looking for a collective impact spanning multiple agencies
     ix. Clarity’s capabilities are shown in a training video online, and should be reviewed by many program analysts, so the CoC can be sure of Clarity’s capabilities prior to making decisions on system design
      x. HUD CoC asks that the HMIS team work on a way in which to communicate regularly with the HUD CoC and HMIS data users
         1. Who will send communications?
         2. Who is the target audience?
            a. HUD CoC Committee
            b. Larger community audience

3. CoC Committee suggests quarterly email updates (during implementation) and asks the HMIS/CES Project Management team to decide on a communication strategy to report back to CoC and the large community.
xi. HMIS team thinks it would be a good idea for all parties to discuss expectations on reporting, oversight, financial feasibility, and establish a written agreement. Committee members who are not a part of EOH, HCD, and HCSA should have a stronger voice.

b. HMIS Governance
   i. MOU between CoC and HMIS
      1. Four entities: EOH, HUD CoC Committee, HCD, and HCSA
      2. Committee agrees samples of other county CoC MOUs regarding HMIS would be a good place to start. The MOU should be executed prior to CES going live in February 2018
      3. The January 2018 CoC meeting, the Committee will review and decide on terms of the MOU, to be communicated to the HMIS Management team by EOH CoC staff
   ii. HMIS Oversight Sub-Committee
      1. March or April 2018 is the target for launching HMIS Oversight Sub-Committee, after the rollout of the new Clarity CES/HMIS system
      2. Review current HMIS Privacy and Security practices, and confirm they work for the new system, as well as work with live/infield data entry using tablets and open internet systems prior to CES/HMIS launch
         a. This can be done by either the HMIS Oversight Sub-Committee or the CoC Committee, acting as an oversight body
      3. CoC Committee will start recruiting for open seats
         a. HCSA suggests a Care Connect person in this position
            i. Sharing First project
            ii. Someone interested in learning about the data systems

3. 2017-2018 HUD CoC Work Plan update as of 12/12/2017
   a. HUD NOFA completed; ongoing efforts to improve Local Application process
      i. Year-long NOFA in development
      ii. Program Monitor scope in development
         1. More updates to come during NOFA debrief in 2018
   b. Data migration has sufficient progress, and currently in compliance with HUD
   c. Benchmarks/Standards/Measures for system performance have been determined by RBA Committee, and are now being reviewed and voted on by Leadership Board this week
      i. Laura proposes quarterly data reports for CoC Committee review
   d. Riley W. suggests that HMIS Oversight Subcommittee and RBA Committee be joined since the work is very closely related, and Committee Members may overlap. This will help reduce the work load on EOH staff.
   e. Discussion in January on whether Underspending will be an item on the next NOFA
      i. 2017 NOFA showed underspending was no system wide but varied by project, and most are addressing NOFA/EOH concerns on spending

4. HUD CoC Membership seats
   a. Doug Biggs was re-elected for HUD CoC Committee seat at 10/30th Annual Community Meeting
   b. Lara Tannenbaum has submitted for appointment her candidacy for seat re-election, and she has been nominated for a vote from full Board on 12/14/2017.
c. Andrew Wicker has submitted for appointment his candidacy for one of the two vacant seats, and he has been nominated for a vote from full Board on 12/14/2017.

d. One vacant seat – Recruitment of a non-conflicted member.
   a. Strong city and provider representation
   b. Staff recommends someone of color, youth, or who does not receive CoC funding
      i. Outreach workers
      ii. Interfaith/Religious organizations
      iii. Homeless/formerly homeless
      iv. Youth/TAY – though CoC may be too technical
      v. First Presbyterian Church in Castro Valley has a warming shelter and may be interested
   c. Jay Ingrim of City of Pleasanton applied, but was unresponsive to follow-up communications

5. Approval of Meeting Minutes
   d. Meeting #9 – October 20th, 2017
      i. Wendy motions, Marnelle seconds
         1. Motion passes
         2. Riley W. and Lara T. abstain since they did not attend Meeting #9

6. 2018 CoC Committee meeting schedule
   a. CoC will continue with the third Thursday of the month schedule
      i. This can be difficult for those who also attend ILC meetings
         1. EOH staff will examine if ILC is still needed weekly, and if they can alternate

7. Happy Holidays!

Next Meeting: January 16, 2017 – 2-4:30 pm @ 150 Frank Ogawa Plaza, 4th Floor, Conference Room #1