

**HUD CoC Committee – Meeting #6**

6/18/2019 – 2:00 – 4:30 pm

EveryOne Home Conference Room, 101 Callan Ave, Ste 230, San Leandro

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

Participants: 016-849-107

**AGENDA FINAL**

**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 #5– 5.21.2019)
- Introduction of the HUD HMIS Technical Assistance Project team and brief overview of their HMIS Assessment and Recommendations
- Proposal to revisit HMIS Oversight Committee seats to meet HUD 2020 data requirements and HMIS Development 3 and 5-year plans
- EOH Response to Homebase Recommendations with proposed recommended changes for 2019 NOFA (and future NOFAs), and NOFA Timeline draft
- 2019 NOFA Committee Roster – Matrix of current members, gaps, and approval of two additional candidates
- Approval of the 2019 Coordinated Entry Self-Assessment and Designation of the Administrative Entity for the California Emergency Solutions in Housing (CESH) NOFA Round 2 Application
- Other Updates/Announcements and Next Meeting/Agenda reminder

#	Item	Purpose	Time
1	Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair	<ul style="list-style-type: none"><li>• Welcome and introductions and <u>roll call</u></li></ul>	2:00 – 2:05 pm
2	Public Comment	<ul style="list-style-type: none"><li>• Public addresses HUD CoC Committee</li></ul>	2:05 – 2:15 pm
3	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"><li>• Review and approve past minutes<ul style="list-style-type: none"><li>○ Meeting #5– 5.21.19</li></ul></li></ul>	2:15 – 2:20 pm

4	Introduction of the HUD HMIS Technical Assistance Project, HMIS Team Providers from ICF - <b><u>PRESENTATION</u></b>	<ul style="list-style-type: none"> <li>• HUD HMIS TA Team introduction and overview of HMIS Assessment and Recommendations</li> </ul>	2:20 – 2:50 pm
5	HMIS Oversight Subcommittee – Proposal to revisit HMIS Oversight Committee seats, Andrew Wicker, HMIS Oversight Chair - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• Proposal to revisit current HMIS Oversight Subcommittee seats to meet HUD 2020 data requirements and HMIS Development 3 and 5-year plans</li> <li>• HMIS Plan revision on-hold, pending workgroup with HUD HMIS TA team</li> </ul>	2:50 – 3:05 pm
6	EOH Response to NOFA Local Process Homebase Recommendations, Laura Guzman, EOH Staff - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• EOH staff shares with Committee Responses to Homebase Recommendations to improve Alameda County CoC NOFA Local Competition, with proposed recommended changes for NOFA 2019 and NOFA Timeline draft</li> </ul>	3:05 – 3:45 pm
7	Proposal and vote to seat two additional members to the 2019 NOFA Committee roster – Laura Guzmán, EOH Staff - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• EOH share 2019 NOFA Matrix list of NOFA Committee roster, gaps, and vote on two additional candidates to join the approved Committee roster</li> </ul>	3:45 pm – 4:00 pm
8	Recommendation to approve the 2019 Coordinated Entry Self-Assessment and the Designation of the Administrative Entity for CESH Round 2– SCC Chair, <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• System Coordination Committee (SCC) Co-Chair will present SCC’s recommendation to approve the 2019 Coordinated Entry Self-Assessment, as a component of the annual Coordinated Entry Compliance Review (and to submit to the State for CESH Round 2 County Application)</li> <li>• Designation of Administrative Entity for CESH NOFA Round 2 County Application</li> <li>• CE Management Entity development proposal update</li> </ul>	4:00 – 4:25 pm
9	Announcements and Next Meeting/Agenda Meeting will take place on	<ul style="list-style-type: none"> <li>• Other Updates/Announcements:</li> </ul>	4:25 – 4:30 pm

		<ul style="list-style-type: none"><li>• Doug will share some highlights from the <b>2019 Collective Impact Convening</b> he attended in Chicago in May</li><li>• <b>HMIS Assessment full presentation</b>, HUD HMIS TA Team, HMIS Oversight Committee, June 19<sup>th</sup>, 9 am – 12 pm, HCD, Public Hearing Room 160, 224 W Winton Ave., Hayward</li><li>• HMIS team submitted timely to HUD <b>2018 System Performance Measures</b> (5/30/2019)</li><li>• EOH Team finalizing 2019 Homeless Count data analysis to prepare countywide full report <b>by the end of July.</b></li><li>• <u>Agenda will include:</u><ul style="list-style-type: none"><li>○ Joint meeting with NOFA Committee to discuss and prepare for 2019 NOFA Strategic Direction</li><li>○ Work Plan review and proposed updates to Plan</li></ul></li></ul>	
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**HUD CoC Committee – Meeting #5**

5/21/2019 – 2:00 – 4:30 pm

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1, Oakland

**Meeting Minutes Draft (pending approval by HUD CoC Cttee)**

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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	Notes
1	Welcome and Introductions – Doug Biggs, HUD CoC Committee Chair	<ul style="list-style-type: none"> <li>• Welcome, introductions and <u>roll call</u></li> </ul>	<p><u>Committee Attendance:</u> Ja’Nai Aubry, FVLC; Andrew Wicker, City of Berkeley; C’Mone Falls, SSA; Paulette Franklin, HCSA; Riley Wilkerson, HCD; Wendy Jackson, EOCP; and Doug Biggs, APC, CoC Chair. <u>Absent:</u> Lara Tannenbaum, City of Oakland; and Marnelle Timson, Consumer.</p> <p><u>Other attendance:</u> Laura Guzman, EOH; Ruby Butler, EOH; Jessie Shimmin, EOH; Julie Leadbetter, EOH; Amanda Wehrman, HomeBase; Tim Collar, Mercy Housing; Patrick Crosby, HCD; Bria Hudson, YAB Board Member.</p>
2	Public Comment	<ul style="list-style-type: none"> <li>• Public addresses HUD CoC Committee</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
3	Approval of Meeting Minutes - <b><u>ACTION ITEM</u></b>	<ul style="list-style-type: none"> <li>• Review and approve past minutes                             <ul style="list-style-type: none"> <li>○ Meeting #4– 4.23.19</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Corrections:</b> <ul style="list-style-type: none"> <li>○ <b>Item 5: 3<sup>rd</sup> Column – Meeting Date should be “5/10”</b></li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ <b>“HomeBase has begun the process of reviewing materials”</b></li> <li>● Motion by C’Mone Falls to approve the Meeting Minutes with amendments. Seconded by Paulette Franklin. <ul style="list-style-type: none"> <li>○ Doug – Aye</li> <li>○ Andrew - Abstain</li> <li>○ Ja’Nai - Aye</li> <li>○ Riley – Aye</li> <li>○ C’Mone – Aye</li> <li>○ Paulette - Aye</li> <li>○ Wendy – Aye</li> </ul> </li> <li>● Motion passes.</li> </ul>
4	Turn the Curve Conversation – Jessica Shimmin, Systems Analyst/EOH Staff - <b><u>UPDATE</u></b>	<ul style="list-style-type: none"> <li>● Review of the Continuum of Care’s system performance on Length of Time Homeless (LOT) Measure</li> </ul>	<ul style="list-style-type: none"> <li>● Measure 1A – worth 14 points, in 2018 the CoC scored 7 points in NOFA. <ul style="list-style-type: none"> <li>○ Mostly single adults, not Households with Children</li> <li>○ 1/3 of participants are exiting to housing they rent or own with no subsidy <ul style="list-style-type: none"> <li>▪ 33% of PH exits from transitional housing (133/404) were to unsubsidized rentals/ownership and 25% of PH exits from Emergency Shelters (116/449) were to unsubsidized rentals/ownership.</li> </ul> </li> </ul> </li> <li>● How can we build upon and grow the number of exits to unsubsidized permanent housing in order to create greater flow through shelter?</li> <li>● Committee would be interested to know more about the 393 stayers/leavers who have been in ES or TH for more than a year to see if there are common characteristics.</li> </ul>
5	CoC NOFA Local Process Review –Amanda Wehrman, Deputy Director, HomeBase/The Center for Common Concerns - <b><u>PRESENTATION</u></b>	<ul style="list-style-type: none"> <li>● Presentation of Final Report and Recommendations to improve Alameda County CoC NOFA Local Competition by HomeBase/The Center for Common Concerns</li> </ul>	<ul style="list-style-type: none"> <li>● HomeBase presented its final Report and Recommendations after review of EveryOne Home’s 2018 NOFA materials and process, 2018 NOFA Competition CoC scores, conducted a set of stakeholder interviews, and led a Community Feedback Session on 5/10 <ul style="list-style-type: none"> <li>○ If asking for Agency-level information, Scorers must ensure it is scored consistently across projects</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>○ Establish further written criteria for NOFA Committee in Governance Charter</li> <li>○ Collaborative Applicants typically are not part of CoC Board and/or NOFA Panels due to conflict, they offer consultation and submit collaborative application</li> <li>○ Adding non-conflicted HUD CoC Members who could serve in NOFA panel would be a step towards alignment</li> <li>○ Incorporate conversations about underspending into Monitoring visits</li> <li>● <b>Next steps: EOH Staff will prepare a response to the recommendations for the June meeting, articulating what is possible for 2019 NOFA and long term for HUD CoC Committee’s consideration</b></li> </ul>
6	<p>Proposal and approval to seat the 2019 NOFA Sub-Committee – Laura Guzmán, EOH Staff - <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>● EOH share list of 2019 NOFA Subcommittee members recommendations for Committee’s review and approval, in anticipation of 2019 HUD NOFA release</li> </ul>	<ul style="list-style-type: none"> <li>● Staff prepared a roster of members that have served on prior NOFA panels along with 2 additional members selected for consideration. EOH received 8 applications for specific committees at the October 2018 Membership Community meeting, and staff recommended 2 candidates for consideration. <ul style="list-style-type: none"> <li>○ Timothy Martin – Director of Housing and Family Services, Hamilton Families</li> <li>○ Emily Martin – Consumer representative</li> </ul> </li> <li>● Members discussed interest in providing additional recommendations for qualifications to the NOFA committee, and asked staff to present a Matrix with current Roster, and to articulate their expertise in housing types, subpopulations, racial and consumer representation for Committee’s analysis and to add members for the 2019 NOFA.</li> <li>● <b>Staff to provide a matrix with background information on NOFA Committee Members and gaps, and including how other 2018 Membership Applicants were seated on other EOH Committees for committee review</b></li> </ul>

			<ul style="list-style-type: none"> <li>• Motion by Andrew Wicker to approve 2019 NOFA Committee Roster, with additional discussion of needs and potential expansion of members at the June meeting. Seconded by Wendy Jackson. <ul style="list-style-type: none"> <li>○ Doug – Aye</li> <li>○ Andrew – Aye</li> <li>○ Ja’Nai – Aye</li> <li>○ Riley – Nay</li> <li>○ C’Mone – Aye</li> <li>○ Wendy – Aye</li> <li>○ Paulette - Aye</li> </ul> </li> <li>• Motion passes.</li> </ul>
7	<p>Discussion and Approval of recommendation to adopt the Youth Action Board as Sub-committee of the HUD CoC – C’Mone Falls, SSA – <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Convened in 2018 for the Youth Homeless Demonstration Project (HYDP) application to HUD. The YAB is a Collaborative effort by SSA along with ALL IN/ICPC and EveryOne Home. YHDP requires the YAB to be a formal committee of the CoC. YAB has Supported: <ul style="list-style-type: none"> <li>○ 2019 Youth Homeless Count</li> <li>○ Homeless Youth focus groups and outreach</li> <li>○ Recommendations on the HEAP Youth set-aside</li> </ul> </li> <li>• An authentic youth voice, with a formal structure in the CoC and adequate resources is critical to apply for federal funding to create a plan to prevent and end youth homelessness and expand services relevant to youth. Youth, supported by the CoC Board, must lead this effort to be competitive in the demonstration project. The 2018 Strategic Plan calls to create a plan to end youth homelessness by the end of 2019.</li> <li>• Does the Governance Charter allow for the creation of new committees? <ul style="list-style-type: none"> <li>○ Will be Ad-Hoc Committee for now as it will need revisions to the Governance Charter to formalize it as a Subcommittee.</li> <li>○ Should YAB be a subcommittee of the Leadership Board, to broaden scope? In order to apply to the</li> </ul> </li> </ul>

			<p>HYDP initiative, the YAB must be a subcommittee of the CoC Board.</p> <ul style="list-style-type: none"> <li>○ Proposal to add a Youth Seat (a representative to the YAB) to the HUD CoC Committee in the future</li> <li>○ C’Mone Falls will continue to be liaison to the YAB</li> </ul> <ul style="list-style-type: none"> <li>● Motion by Andrew Wicker to vote the Youth Action Board as a HUD CoC ad-hoc Committee. Seconded by Wendy Jackson. <ul style="list-style-type: none"> <li>○ Doug – Aye</li> <li>○ Andrew – Aye</li> <li>○ Ja’Nai – Aye</li> <li>○ Riley – Aye</li> <li>○ C’Mone – Aye</li> <li>○ Wendy – Aye</li> <li>○ Paulette – <u>No vote.</u> left meeting earlier</li> </ul> </li> <li>● Motion passes.</li> </ul>
8	<p>2019-2020 Project Monitoring Work Plan Discussion and Approval– Ruby Butler, Project Monitor, EOH – <b><u>ACTION ITEM</u></b></p>	<ul style="list-style-type: none"> <li>● 2019/2020 Project Monitoring Work Plan shared in April meeting will be reviewed and discussed for final approval of timeline and scope</li> </ul>	<ul style="list-style-type: none"> <li>● Plan was presented in April 2019 – this updated version includes some of the Committee’s recommendations in April</li> <li>● Staff must provide a Workplan to the County by the end of June as well as complete five project monitoring sessions by then.</li> <li>● Motion by Wendy Jackson to approve the Project Monitoring as a Draft Work Plan (to submit to the County) and to finalize it after considering additional recommendations provided by HomeBase, and any other recommended revisions based on the five sessions to be completed by the end of June. Seconded by Ja’Nai Aubry. <ul style="list-style-type: none"> <li>○ Doug – Aye</li> <li>○ Andrew – Aye</li> <li>○ Ja’Nai – Aye</li> <li>○ C’Mone – Aye</li> <li>○ Wendy – Aye</li> <li>○ Paulette – <u>No Vote.</u> Left meeting earlier.</li> <li>○ Riley – <u>No Vote.</u> Left meeting earlier.</li> </ul> </li> <li>● Motion passes.</li> </ul>

9	<p>Announcements and Next Meeting/Agenda Meeting will take place on Tuesday, June 21st from 2:00 to 4:30 pm at <b>101 Callan Avenue, Suite 230</b></p>	<ul style="list-style-type: none"> <li>• Other Updates/Announcements <ul style="list-style-type: none"> <li>○ <u>Homeless Count:</u> <ul style="list-style-type: none"> <li>▪ Our CoC submitted HIC-PIT data tables to HUD on 4/29/19</li> <li>▪ Press release on overall PIT numbers will be issued the week of 5/14, in coordination with other neighboring CoCs</li> </ul> </li> <li>○ HMIS Work Plan requested revisions and invitation to continue to provide bi-monthly updates sent to HMIS Team</li> <li>○ Longitudinal System Analysis Presentation (LSA) by HMIS Lead will be rescheduled until further notice</li> </ul> </li> <li>• <u>Agenda will include:</u> <ul style="list-style-type: none"> <li>○ 2019 NOFA Process recommendations and (possibly) provide Strategic Direction for 2019 NOFA along NOFA Committee (pending NOFA release)</li> <li>○ HMIS Oversight Update</li> <li>○ Coordinated Entry Compliance Review – CE Self-Assessment for discussion and approval</li> <li>○ Work Plan review</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Patrick will forward staff a final draft of the System Performance Measures with EOH staff and the HUD CoC Committee before the submittal to HUD on 5/31.</b></li> </ul>
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RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>TO REDUCE WORKLOAD</b>			
<b>PROJECT EVALUATION OF OBJECTIVE CRITERIA</b>			
<p><b>1. Notify providers in advance of date that APRs will be pulled, so that data clean-up can occur in advance.</b></p>	<p>EOH staff provided notice to all Grantees on April 29 to review HMIS data for HUD fiscal year October 1, 2017 – September 30, 2018. In addition, EOH staff agrees with HB recommendation to use data from the same period for all projects consistently.</p>		<p>EOH staff will include more lead time once reports have been run to allow applicants an additional opportunity to review their report for accuracy and make final corrections before the data is used in the competition. Support from the HMIS team (to review report and enhance data quality) and Project Monitoring/TA sessions could also be used for this purpose.</p>
<p><b>2. Preferred timeline is to complete project evaluation process in advance of NOFA release</b></p>	<p>EOH staff recommends the following timeline: 1) Convene the NOFA committee’s 1<sup>st</sup> meeting to review CoC adopted recommendations and a proposed 2019 NOFA timeline, review proposed scoring of objective criteria for renewal projects by 6/21; 2) Convene a NOFA community input session to review recommendations and receive feedback on process and scoring of objective criteria for renewal projects by 6/28; 3) Launch the project evaluation of objective criteria by 7/15; and 4) Convene a joint HUD CoC and NOFA Committee meeting for Strategic Direction discussion and recommendations by 7/16.</p>		

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p>3. Reduce the burden of application submission</p>		<p><b>For consideration by NOFA Committee:</b> Current applications (renewal and new projects) will be further streamlined and shortened to only include <u>information necessary to score projects</u>. In addition, EOH staff will consult with the NOFA Committee and the community to weigh in on a set of proposals to reduce burden for renewals, including whether projects with prior high scores under Housing First and Client Eligibility can elect those scores in lieu of submitting documentation, while projects that can benefit from enhanced scores may submit updated documentation.</p>	<p>EOH staff in consultation with the NOFA Committee and the community will consider whether other application items may become threshold, in addition to scored factors, and/or how to leverage the monitoring process to verify certain threshold factors like policies and procedures to further reduce application submission.</p>
<p>4. Test and refine APR tool in advance of use; avoid hand calculations.</p>	<p>Given current staff capacity, existing resources and timing, EOH will be unable to test and refine the existing EOH APR Tool.</p>	<p>Explore the use of a Tool Calculator (excel worksheet) in which applicants will enter numbers from their respective APR into an excel worksheet with formulas already embedded for calculation. The Calculator will assist in manual calculations but wouldn't be required for application submission.</p> <p><b>For consideration by the HUD CoC Committee:</b> Explore whether to recommend in its 2019 Strategic Direction an HMIS expansion as a "new project" to further build capacity for HMIS and the NOFA process, including building an APR tool in Clarity for NOFA purposes.</p>	<p>EOH staff recommends building an APR tool in Clarity (see under For Consideration by HUD CoC Committee) and/or building a separate APR tool. To do so requires additional resources and staffing with the requisite skills and dedicated time necessary to build and maintain such a tool.</p>

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>TO REDUCE WORKLOAD</b>			
<b>PROJECT MONITORING/TECHNICAL ASSISTANCE SITE VISITS</b>			
<p><b>5. Monitoring process should occur off-cycle from the local competition timeline</b></p>	<p>EOH staff will conduct monitoring/technical assistance sessions year-round on a rolling basis, off-cycle from the local competition. Work Plan includes recommendation to align the monitoring process for grants with subrecipients with the recipient's own monitoring of subrecipients where possible to reduce burden (per Project Monitoring/Technical Assistance Work Plan Draft, adopted by the HUD CoC Committee on 5/21/19).</p>		
<p><b>6. Clarify the purpose and goals of monitoring</b></p>	<p>The EOH Project Monitoring/Technical Assistance Work Plan Draft articulates that project monitoring is consistent with HUD expectations, other CoC's practices, and EOH County contract requirements. The Work Plan puts into place practices to oversee and support the progress of CoC-funded projects and ensure their quality and compliance in accordance with HUD and CoC protocols under HUD's Interim Final Rule (24 CFR 578.7(a)(7)).</p>		
<p><b>7. Tailor TA site visits* to each agency/project</b></p> <p><i>Technical Assistance sessions so not require site visits.</i></p>			<p>EOH will review the feasibility and resources required to tailor <u>monitoring visits</u> for each project for 2020/2021, to ensure that site visits are driven by project type/design, self-identified needs of the agency/project, and an overall emphasis on improving performance.</p>

EVERYONE HOME RESPONSES TO 2019 NOFA LOCAL COMPETITION RECOMMENDATIONS BY HOMEBASE – JUNE 2019

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p><b>8. Monitoring should occur for all projects consistently</b></p>	<p>EOH staff will use the same monitoring/TA process for each project – which combines HUD monitoring requirements and offers technical assistance to COC-funded projects to improve project performance. In addition, projects seeking to increase scoring for upcoming NOFA competition(s), enhance performance outcomes, and/or develop a plan to meet required compliance may participate in technical assistance sessions as suggested by EOH staff or upon agencies' request.</p>		
<p><b>9. Information from monitoring process should be leveraged to inform local competition</b></p>			<p><b>For consideration by HUD CoC Committee:</b> The HUD CoC Committee may consider whether the monitoring process should be threshold criteria for the local competition (such as evaluating whether Project Monitoring participation may constitute threshold criteria for the 2020 NOFA) and/or whether the monitoring process should result in a monitoring compliance score to be used as a scored factor in the rating and ranking process.</p>
<p><b>10. Reduce burden of scheduling of site visits</b></p>	<p>The EOH Project Monitoring/TA Work Plan for 2019 exempts scattered-site projects from site visits and provides flexibility and coordination with grantees in how to meet monitoring participation. EOH staff will schedule monitoring sessions with Lead grantees, who may include subgrantees</p>		

	<p>-in person or via phone, or act as representatives of subgrantees during the session. Site Visits are a monitoring tool used to evaluate a projects' capability (adequate staffing, match/additional funding, other resources,, site infrastructure, adequacy of facilities, and proper maintenance of client files, etc.) as required by HUD. EOH is required to evaluate these monitoring components on-site for certain projects, such as PSH and TH sites. EOH staff will review the feasibility of tailoring monitoring site visits to different project types in the future. See #7 above.</p>		
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RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>TO REDUCE WORKLOAD</b>			
<b>LOCAL APPLICATION FOR NEW AND RENEWAL PROJECTS</b>			
<p><b>11. Simplify the process and reduce the burden on applicants by only asking for information that is necessary to score the project</b></p>		<p><b>For consideration by NOFA Committee:</b> See responses to #3 above.</p>	
<p><b>12. Streamline written instructions for clarity (i.e., reduce length, improve readability)</b></p>		<p><b>For consideration by NOFA Committee,</b> including separating out the instructions from the application forms, so that there is greater clarity about what needs to be answered.</p>	<p>EOH to explore using a web-based portal to answer application questions with instructions and details about how questions are scored and maintained separately.</p>
<p><b>13. Create a separate agency-level request for information so that applicants with multiple projects don't have to answer the same questions multiple times</b></p>		<p>This item may be added as a feature in the Clarity system's APR tool or other APR tool build out.</p>	
<p><b>14. Limit scope of audit findings to department running project for governmental entities</b></p>		<p><b>For consideration by NOFA Committee:</b> To review Audit criteria, including whether to only request audit or monitoring findings related to the CoC Program.</p>	

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>TO IMPROVE TRANSPARENCY</b>			
<b>NOFA COMMITTEE</b>			
<p><b>15. Explain how NOFA Committee members are selected, establish criteria for membership</b></p>	<p>The HUD CoC Committee has approved a 2019 NOFA Roster in May, in accordance with the Alameda County Continuum of Care/EveryOne Home 2018 Governance Charter. NOFA Committee members are selected through an application process and approved by the HUD CoC Committee. Members 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 Grants (ESG) funds. The Committee will further refine the selection criteria and may expand the roster in June, after EOH staff provides them with a matrix with background information and areas of expertise of existing NOFA Committee members.</p>	<p><b>For consideration by HUD CoC Committee:</b> The HUD CoC Committee may consider further refinement of the criteria and selection process of NOFA Committee members (e.g., knowledge of the community, knowledge of the CoC Program, knowledge of the issue of homelessness, experience reviewing and ranking projects, etc.) to be included in the proposed amendments to the 2018 Governance Charter amendments, in September of 2019.</p>	
<p><b>16. Explore adding more non-conflicted members on HUD CoC Committee, who can then also serve on the NOFA Committee</b></p>		<p><b>For consideration by HUD CoC Committee:</b> The HUD CoC Committee may discuss and consider the potential expansion of HUD CoC seats and the recruitment of additional, non-conflicted members to serve on the HUD CoC and NOFA Committee in September of 2019.</p>	

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p>17. Explain how NOFA Cmte made decisions in alignment with CoC Cmte guidelines, including changes to rankings that deviate from scores</p>		<p><b>For consideration by NOFA Committee</b> to include information on scoring tool factors (local priority, HUD performance metric, etc.) and to clearly articulate the circumstances under which the NOFA panel rating and ranking decision process may result in any changes to rankings.</p> <p><b>For consideration by HUD CoC Committee:</b> the HUD Committee may provide recommendations to the NOFA Committee <u>in advance of the NOFA process</u> via its 2019 Strategic Direction : 1) how to rank CES, HMIS, and projects without a year of data; 2) whether to incentivize involuntary reallocation and allow mandatory reallocation; and 3) define the types of new projects that may enhance the 2019 package submission to HUD.</p>	
<p>18. Explain how NOFA Cmte scores the subjective factors, clarify point breakdowns, ensure that scoring is consistent between projects</p>		<p><b>For consideration by NOFA Committee:</b> EOH staff will ask the Committee for further clarification of points for subjective factors, while continue to emphasize the rating of objective criteria and reduction of subjective factors.</p>	

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p>19. Balance scoring so that rankings remain consistent year to year for projects whose performance remains consistent</p>		<p><b>For consideration by NOFA Committee</b>, consistent with prior competitions. For the rating process (scoring), EOH will ensure that if the project is consistent for certain measures, the scoring will be consistent year to year. In addition, EOH will further clarify how to obtain additional points, ensure the same narrative from prior years is scored consistently year-to-year, and communicate to grantees when boiler plate responses may not be applicable for specific projects. Projects, however, cannot have an expectation that their ranking will remain consistent, in spite of consistent scores, as circumstances changes, other projects become more competitive, and the NOFA Committee exercises its right to reorder project applicants based on the CoC’s NOFA Guiding principles and community needs.</p>	
<p>20. Add interview to process to meet with NOFA Cmte, explain project impact, answer questions, provide context on quantitative data (one interview per agency for all projects at once); also add interviews for appeals process</p>		<p><b>For consideration by the HUD CoC Committee</b> to consider adding an interview process to the Appeals Panel.</p>	<p><b>For consideration by the NOFA Committee</b>, EOH proposes to include an interview component in the local application process, to take place prior to the NOFA Committee’s Rating and Ranking session.</p>

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p>21. Invite providers to attend NOFA Cmte meetings</p>		<p>Providers will review scoring tools and provide feedback on any process updates for the upcoming local competition at NOFA Committee meetings (if Public Participation policy adopted) or at community meetings. In addition, EOH staff proposes for <b>consideration by the HUD CoC Committee</b> the following adjustments to the <b>current process of approval of the Rating and Ranking list:</b></p> <p>1) The NOFA Committee <b>recommends</b> the final priority list of projects to be included in the application package, 2) the recommendations are reviewed and <b>voted</b> by the HUD CoC Committee’s <b>non-conflicted members</b> (via quorum), consistent with other CoC’s practices, and 3) The HUD CoC Committee approves the Consolidated Application to HUD, <u>minus the final priority list</u>. Any Rating and Ranking meeting(s) of the NOFA Committee will not be open to the public, consistent with other CoC’s practices.</p>	<p>EOH staff will explore creating a NOFA “Funding” Committee to include the Collaborative applicant, grantees, and other relevant stakeholders to develop scoring tools and enhanced process recommendations <u>during the winter/early spring</u>, for adoption by the NOFA Committee in advance of the competition. This may require additional resources and strategic planning.</p>

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>TO IMPROVE TRANSPARENCY</b>			
<b>FACILITATION OF PROCESS</b>			
<p><b>22. Create space for a more collaborative environment among providers, including thoughtful creation of new projects.</b></p>		<p><b>For consideration by the HUD CoC Committee</b> in the discussion and issuance of its Strategic Direction, with community input at the NOFA Community planning meeting.</p>	<p>EOH team will consider using Community Meetings (or NOFA “Funding” Committee meetings) to strategically discuss new projects’ recommendations for upcoming NOFAs, based on the 2018 Strategic Plan implementation and other local community needs.</p>
<p><b>23. Community meetings need to create space for all voices to be heard</b></p>	<p>EOH staff plans to convene a NOFA community input session to review recommendations and receive feedback on process and scoring of objective criteria for renewal projects (and potentially new projects according to NOFA release date) and will consider using small group breakout discussions and soliciting written feedback prior to the launching of the 2019 NOFA Local Application. EOH will also strengthen facilitation by adding ground rules and assuring a “step up/step back” approach to participation, so that all applicants have an opportunity to ask questions and share their feedback.</p>		<p>As described under #20 above, EOH staff to explore creating a NOFA “Funding” Committee for a broad and collaborative development of scoring tools and enhanced process <u>during the winter/early spring</u>. In addition, EOH to consider using Community Meetings strategically for NOFA purposes, including soliciting written feedback in advance; small group breakout discussions; roundtables; and appropriate room set up to facilitate these discussions.</p>

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p><b>24. Changes to process/tools should come back to the community for discussion – providers need to weigh in on and be aware of changes during the competition</b></p>		<p>See responses to #20 and #23 above.</p>	
<p><b>25. Consider hiring a third-party facilitator for the process</b></p>	<p>EveryOne Home was designated by the Alameda County CoC in 2012 to serve as the non-conflicted, third-party facilitator of the NOFA Local Competition. EveryOne Home is currently under contract through 4/30/2020 to conduct activities related to the NOFA Local Competition. Local NOFA Competition activities are funded using a portion of the federal CoC planning grant.</p>	<p>HUD CoC Committee may review and recommend amendments to the contracts, scopes of work, and budgets associated with activities of the NOFA process and to prepare for the 2020 NOFA.</p>	<p>HUD CoC can use contracting, budgeting, and the local NOFA process to monitor and strengthen performance of the designated third-party entity and to determine the appropriate structures and resources necessary for the designated entity to conduct the work on the behalf of the CoC. The NOFA competition itself has opportunities for strengthening or streamlining the CoC infrastructure including funds for CoC planning, coordinated entry, and HMIS. CoC’s commonly implement, review, approve at regular intervals tools such as:</p> <ul style="list-style-type: none"> <li>• Contracts and MOUs</li> <li>• Budgets included in contracts and MOUs</li> <li>• Monitoring of associated contracts and budgets</li> <li>• Strategic use of CoC funding to support CoC infrastructure</li> </ul>

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>TO IMPROVE TRANSPARENCY</b>			
<b>COMMUNICATION &amp; REALLOCATIONS</b>			
26. Communicate early about the projected timeline for the local process		Consistent with prior NOFAs.	
27. Ensure document names include dates for version control when updated		Consistent with prior NOFAs.	EOH to explore feasibility of updating web page to create a different layout with a more accessible and flexible space to share information on the NOFA local competition process and documents. This will require additional resources.
28. Send simple, clear email updates whenever new materials are posted; keep FAQs up to date		Continue the practice of communicating with applicants when any new material is posted and keep FAQs updated weekly during the FAQ period.	
29. Explain to providers what the purpose is of each scored factor, how it ties into federal strategy and/or local priorities		See responses to #17 above.	
30. Email to providers with results in table format should be attachment, not pasted in email		Consistent with prior NOFAs.	

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
31. Show which projects have been reduced, and by how much, in priority listing		Consistent with prior NOFAs.	
32. Improve tracking of correct contacts for each project, use consistently	EOH staff has already requested that existing Grantees review and update Project Cover Sheets requesting specific contact information updates for each project.		
33. Be clear before competition starts if involuntary reallocation is a possibility		For consideration by the HUD CoC Committee in its discussion and issuance of its Strategic Direction recommendations (see responses to #17)	
34. Explain how NOFA Cmte decides reallocation amounts; determine and communicate policy in advance		For consideration by the NOFA Committee before the local competition, based on the HUD CoC Committee’s Strategic Direction recommendations. The NOFA Committee may also consider including the threshold for partial or full reallocation of projects with unspent funds, and any formula to be used to determine the amount of the reallocation. This information will be shared before or/at the Bidder’s conference.	

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p>35. Meet with agencies to discuss possibility of reallocation before it happens, think through potential impact to project/agency, evaluate most recent steps taken to address underspending</p>		<p><b>For consideration by the NOFA Committee.</b> EOH staff proposes to meet earlier in the process with agencies that have reported significant project underspending of funds, before full or partial reallocation happens. EOH also proposes to expand Spending narrative for projects to describe spending trends/steps taken during the current grant year, and any impacts to the community if the project were reduced or reallocated in full, so that the reviewers can more fully understand how reallocation would affect the CoC.</p>	<p>EOH to consider using the monitoring process in advance of the local competition to discuss underspending, provide technical assistance and possibly create a corrective action plan for agency's implementation.</p>
<p>36. Work on strategies to address underspending outside of competition process (e.g., establishing a backstop funding pool)</p>			<p>The <b>EOH Leadership Board and/or the Funding Collaborative</b> should consider again whether it is feasible to create a "backstop funding pool" whereby agencies would have a collective reserve of additional funding available if, in the effort to fully spend down their grant, they end up spending more than their grant amount. Technical assistance to individual providers through the monitoring process could also be utilized outside of the local competition process.</p>

EVERYONE HOME RESPONSES TO 2019 NOFA LOCAL COMPETITION RECOMMENDATIONS BY HOMEBASE – JUNE 2019

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<b>RECOMMENDATIONS TO IMPROVE COMPETITIVENESS</b>			
37. Continue to shift to more objective factors		<p><b>For consideration by the NOFA Committee:</b> Consistent with prior NOFAs.</p>	
38. Scale objective scoring to better address impact of smaller projects		<p><b>For consideration by the NOFA Committee:</b> Consistent with prior NOFAs, to include space for narrative responses to note context for outcome measures; train reviewers to take this into consideration and adjust scores up from the scaling as needed and note the ability to do so in the local process documents.</p>	
39. Determine how to improve scoring of cost-effectiveness		<p><b>For consideration by the NOFA Committee:</b> EOH staff will propose to eliminate cost-effectiveness from the Local competition pending the CoC's determination of a more meaningful measure of cost-effectiveness for programs and outcomes.</p>	<p>Further exploration by EOH staff and appropriate committees on how to improve this factor is warranted, as it is a critical HUD compliance requirement.</p>
40. Evaluate equity as a scored factor			<p>The CoC needs a full discussion and review of the results of the first 2018 CoC racial analysis EOH conducted for the 2018 NOFA competition, along with the steps we committed as a CoC to address such disparities as reported to HUD in the 2018 Consolidated Application, which was affirmed by the HUD CoC Committee.</p>

RECOMMENDATIONS	UNDERWAY FOR 2019	PROPOSED FOR 2019	FOR FUTURE NOFAS
<p><b>41. Award points to agencies that make hard choices in support of community strategies</b></p>		<p><b>For consideration by the NOFA Committee,</b> consistent with prior NOFAs, considering additional incentive points for voluntary reallocation of funds.</p>	
<p><b>42. Reach out to more domestic violence providers to apply for the DV Bonus</b></p>		<p>Consistent with prior NOFA. Additionally, the CoC under the leadership of the System Coordination and HUD CoC Committees, will strengthen relationships with DV providers, provide dedicated trainings and information sessions about the CoC Program, and encourage additional applications for the bonus funding (if applicable) in the implementation of the SSO-CE project in collaboration with the Domestic Violence Law Center and Building Future.</p>	

**2019 HUD CoC NOFA Timeline - Alameda County**  
**March 11th – October 2019 - For HUD CoC Committee review - DRAFT 6/10/19**

<b>Date<sup>1</sup></b>	<b>Task/Activity</b>	<b>Who</b>	<b>Goal(s)</b>
3/11 - 4/11/19	FY 2019 CoC Program Registration	Collaborative Applicant	FY 2019 CoC Program Registration completed via <i>e-snaps</i> and verified.
4/10/2019	HUD CoC Cttee Hires HomeBase as consultant to review 2018 NOFA local rating and ranking process	HUD CoC Cmte EOH staff HomeBase	HUD CoC Committee hired HomeBase (HB) to provide a review of the 2018 NOFA rating and ranking process and make recommendations to improve local process for 2019 NOFA. HomeBase team to review materials, feedback survey data, and HUD scores in the Consolidated Application. Additionally, HB to interview 10 stakeholders, lead a community meeting, and provide a set of final recommendations to the HUD CoC Committee by 5/21/19.
5/10/2019 Oakland City Hall	Community Feedback Session	HomeBase EOH staff Grantees & Project Applicants	HomeBase team solicited community input on their preliminary recommendations to improve NOFA Local rating and ranking process.
5/21/2019 150 Frank Ogawa	HUD CoC Committee Meeting #5	EOH staff HUD CoC Cmte	HomeBase's final report on recommendations to improve local process. HUD CoC Committee approved 2019 NOFA Committee roster to begin preparation for 2019 NOFA Process.
6/18/2019 EOH Offices	HUD CoC Committee Meeting #6	EOH Staff HUD CoC Cmte	HUD CoC reviews and votes on EOH set of recommendations proposed for NOFA 2019 based on Local Process improvement.
6/21/2019 EOH Offices	NOFA Committee Meeting #1	EOH Staff NOFA Cmte	NOFA Committee Orientation. Review HUD CoC Cmte adopted Recommendations for Local Process improvement. Approve 2019 NOFA proposed Timeline and provide recommendations for 2019 NOFA scoring of objective criteria for renewal projects.
6/28/2019	Community Input Session - 2018 NOFA Scores/2019 NOFA Process and scoring of renewal projects.	EOH Staff Grantees & Applicants HUD CoC Cmte NOFA Cmte	Discuss 2018 NOFA scores. Present 2019 NOFA Timeline and solicit community feedback on recommendations for 2019 NOFA process, the scoring of objective criteria of renewal projects, and creation of new projects (according to NOFA release date). At Community meeting, EOH staff will highlight the purpose of each scored factor and how they tie to federal and/or local priorities.
6/28-7/3	Community Input Period	EOH staff	Extend the period of community's written feedback via email to EOH.

<sup>1</sup> Any dates marked TBD may change after the release of the 2019 NOFA by HUD.

**2019 HUD CoC NOFA Timeline - Alameda County**  
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End of June - July 2019 (TBD)	2019 NOFA Release	HUD CoC EOH Staff	EOH publishes NOFA on website and shares NOFA via email to grantees and community at large (if NOFA has been released at this time)
7/12/2019	NOFA Committee Meeting #2	EOH Staff NOFA Cmte	Present final recommendations for NOFA Committee's approval of process for Project Evaluation of renewals.
7/15/2019	Renewals' Project Evaluation of Objective Criteria package release  <b>Applications due back on 8/2 by 5pm.</b>	EOH Staff	Release of Project Evaluation Package with instructions.
7/15 – 7/19	FAQ/Technical Support	EOH Staff	Provide Technical support and answer questions from Projects participating in project evaluation.
7/16/2019	HUD CoC Committee/NOFA Committee Joint Session	EOH staff HUD CoC Cmte NOFA Cmte	HUD CoC Committee seats 2019 Appeals Panel Present NOFA Timelines and EOH analysis and recommendations (if NOFA landed) for the 2019 HUD CoC Committee's Strategic Direction. <i>The Committee may make initial recommendations in anticipation of NOFA.</i>
7/26/2019 (TBD)	NOFA Committee Meeting #3	NOFA Cmte EOH Staff	Discuss criteria and scoring for Local Application Package. Review 2019 NOFA new projects' criteria. Determine length of FAQ period. Approve final draft of local applications (Renewal, HMIS and New projects), including affirming scoring weights and criteria for Local Competition. EOH staff to consult with NOFA Committee on how to solicit further community input on these recommendations prior to Bidder's Conference.
8/2/2019	Project Evaluation Packages due back to EveryOne Home by <b>5 pm.</b>		Submitted to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a> .
8/12/2019	Project Evaluation Reports with preliminary scores back to Project Applicants	EOH staff	Batch individual Project Reports with preliminary scores, and send to appropriate contacts for each project, including any next steps with email.
8/15/2019 (TBD)	Reallocation meetings	EOH Staff Grantees	<i>Projects likely to face any potential mandatory reallocation of funds based on Project Evaluation scores will be invited for a meeting with EOH staff to address potential reallocation and impact of funding reduction. Projects will also have the opportunity to</i>

**2019 HUD CoC NOFA Timeline - Alameda County**  
**March 11th – October 2019 - For HUD CoC Committee review - DRAFT 6/10/19**

			<i>directly address the NOFA Committee on impacts of potential reallocation to the project and community.</i>
8/19/2019 (TBD)	Bidder's Conference  <b>Applications due back on 9/6 by 5pm.</b>	EOH staff NOFA Cmte CoC Cmte	Release 2019 NOFA Renewal, HMIS and New Projects Local Application and updated Timeline.  Post to website and announce via SALSA.  PowerPoint prepped to include breakdown of scoring criteria, and any changes and opportunities as compared with the 2018 application.  All application materials and any other production posted to website.
8/19/2019 (TBD)	FAQ period opens	EOH staff NOFA Cmte	Opening of FAQ period announced via SALSA. Projects email questions to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a> which will be updated in writing each week (or more often) in consultation with the NOFA Committee.  Agency specific questions will be responded directly. Questions that may impact several applicants will be responded to directly and will be published with FAQs.
8/26/2019 (TBD)	FAQ period reminder	EOH staff	SALSA email reminder that FAQ period is closing.
8/30/2019 (TBD)	FAQ period closes	EOH staff	All FAQ documents will be posted to the website.
9/3/2019 (TBD)	NOFA Committee meeting #5 (phone, for FAQs if needed)	EOH staff NOFA Cmte	Recommendations from NOFA Committee based on FAQs.
9/6/2019 (TBD)	Local Application due back to EveryOne Home by 5 pm		Submitted to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a> .
9/7 – 9/11 (TBD)	Staff scoring of objective criteria	EOH staff	Scoring of New project applications' objective criteria, and review of renewal project applications to add notes/explanations for NOFA Committee rating and ranking activities.
9/13/2019 (TBD)	NOFA Committee and Appeals Panel training. Scoring of subjective criteria begins.	EOH staff NOFA Cmte Appeals Panel	NOFA Committee scoring orientation and review of scoring tools and criteria; Appeals panel training on Appeals process and timeline.  NOFA Committee Scoring of Local Application subjective criteria begins.
9/18/2019 (TBD)	Applications' Scoring ends	EOH staff	Score sheets emailed back from NOFA panel members. Responses mailed back electronically.

**2019 HUD CoC NOFA Timeline - Alameda County**  
**March 11th – October 2019 - For HUD CoC Committee review - DRAFT 6/10/19**

	Committee Scoring returned to EOH <b>by 5 pm</b>		All committee scores should be scanned in to drive, even if not returned electronically, and filed.
9/20/2019 (TBD)	Rating & Ranking session	EOH staff NOFA Cmte	Closed meeting to determine Rating and Ranking of all Projects.
9/26/2019 (TBD)	Scores to Project Applicants	EOH staff	Batch individual scores for Projects and send to appropriate agencies. Memos will be issued for Projects included in Tier 1, Tier 2 and those not included. Appeal process will be included with Memos.
9/26 – 9/30 (TBD)	Applicants report mathematical errors	Grantees	Projects have <u>2 business days</u> from receipt of scores to review and report any mathematical errors to EOH before Appeals Period begin.
TBD	E-Snaps Application due by close of business day (CBD)	Collaborative Applicant Grantees Project Applicants	HUD will notify CoC of due date. Collaborative Applicant will provide instructions and assistance to grantees and applicants in order to timely project applications via e-snaps.
9/30 – 10/2 (TBD)	Appeals Period	EOH Appeals Panel EOH staff	Appeals submitted to EveryOne Home will be reviewed by a non-conflicted panel of three persons, representing the EOH Leadership Board, HUD CoC Committee, and NOFA Committee. In addition,  Applicants will have until COB on Friday, 9/30/2019 to register any appeals via email. Appeals and supported documentation should be emailed to <a href="mailto:info@EveryOneHome.org">info@EveryOneHome.org</a> .  Note: All appeals will be confirmed via email within one (1) business day of submission
10/3/2019 (TBD)	Panel Review Appeals	EOH Appeals Panel	Panel will have a determined amount of time to review all submitted appeals and recommendations, and to contact projects on the status of their appeal. <i>For 2019, Panel will add a brief interview process for agencies submitting appeals on specific projects.</i>
10/4/2019 (TBD)	Recommendation and Approval of Final Rating & Ranking List	NOFA Committee	The HUD NOFA Committee will finalize the Rating and Ranking List recommendations <i>and will submit to HUD CoC Committee's non-conflicted members for final approval.</i>
10/7/2019 (TBD)	Rating and Ranking List Post-Appeals	EOH staff	A Rating and Ranking List reflective of any changes generated by appealing projects will be issued by EOH staff and published on the EveryOne Home website.
10/15/2019 (TBD)	HUD CoC Committee Meeting	EOH staff HUD CoC Cmte	Approval of Consolidated Application's submission. <i>This approval may not include the Rating and Ranking</i>

**2019 HUD CoC NOFA Timeline - Alameda County**  
**March 11th – October 2019 - For HUD CoC Committee review - DRAFT 6/10/19**

			<i>list, which will be previously approved by non-conflicted members of the HUD CoC Committee.</i>
TBD	HUD CoC NOFA Consolidated Application (all materials) Due TBD.	EOH staff HMIS team	<p>Publish full PDF of Consolidated App on the website. Full application will include all attachments and the rating and ranking list. In e-snaps, the full Consolidated App and all attachments can be downloaded and made into a single PDF.</p> <p>Screen shot must be complete of the posting of the final application before submission to HUD. In the past we have used the place marker, date stamped to the same day and then posting it once it has been submitted to HUD (it's a little bit of a chicken and an egg situation – HUD's directions are not completely clear).</p>
TBD	Celebrate!	Everyone!	The NOFA is a hard project. Take a drink, time off, whatever makes sense! We have earned it!

## Alameda County HUD CoC NOFA Committee Matrix

June 2019

Name	Agency	Region	Ethnicity/ Race	HUD Experience	Areas of Expertise
1. Paulette Franklin	Alameda County Behavioral Health Care Services	Oakland	African American	<ul style="list-style-type: none"> <li>• NOFA Committee – 1 year</li> <li>• HUD CoC Committee &amp; EveryOne One Leadership Board – 3 years</li> </ul>	Paulette is a Mental Health Specialist II (BHCS), Certified Peer Specialist and a small business owner for the past 23 years. She has been a consumer of services (homeless/housing, mental health) for many years and brings lived experience of homelessness to the Committee, in addition to her current membership in the HUD CoC Committee and EOH Leadership Board.
2. Jane Micallef	Professional Coach	Berkeley	Caucasian	<ul style="list-style-type: none"> <li>• NOFA Committee - 2 years</li> <li>• Co-chair of the previous CoC and served on the Everyone Home Board from its inception through 2015.</li> <li>• SPC grantee - 19 years</li> </ul>	Jane served as the Executive Director of the Homeless Action Center for 5 years, is a founding member of the Shelter Plus Care (SPC) Coalition and worked for the City of Berkeley as the Shelter Plus Care Coordinator in the first group of SPC grantees nationwide. Jane later became the City of Berkeley’s Homeless Policy Coordinator, and the Health, Housing & Community Services Department Director, responsible for leading the City's efforts to end homelessness. She was also responsible for managing the City's CDBG and HOME programs. She is currently a professional coach.
3. Heather MacDonald-Fine	Alameda County Health Systems	County-wide	Caucasian	<ul style="list-style-type: none"> <li>• NOFA Committee – 3 years</li> </ul>	Heather has over 20 years’ experience writing grants and working with programs that are evaluated by grant making agencies. She holds a master’s degree in Health Care Administration and completed certificates from the Institute for Health Care Improvement, which focuses on program quality and improvement. Since 2013, Heather has worked with the Alameda Health Care for the Homeless program and, in her role, applied for grants related to workforce development (ARRA, OFCY) and the Dental Reimbursement Program (HRSA) to name a few. In addition, Heather worked on 2 panels to award grants, twice for CDBG District 5 and once with HUD. She is LEAN trained, uses performance measures at various

					intervals for strategic planning and decision making, and reviews performance measures annually for the Universal Data System report to HRSA. She also facilitates discussions with local stakeholders to drive change at Alameda Health System.
4. Laura Escobar	Bay Area United Way	County-wide	Caucasian	<ul style="list-style-type: none"> <li>• NOFA Committee – 3 years</li> </ul>	Laura has managed the grant making for United Way’s Emergency Food and Shelter Program (EFSP) for the past 26 years. Locally, she manages approximately \$2.8 million in federal EFSP funding annually - overseeing funding to about 100 food, shelter and safety-net agencies in Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara and Solano Counties, as well as managing United Way’s disaster relief grant making and the Emergency Assistance Network grants in Santa Clara County. Laura also had oversight of the State of California Emergency Housing and Assistance Program funding for emergency shelters (\$6.4 million over 16 years) and a \$7 million HUD discretionary grant for a three-year regional pilot project. In addition to Alameda County’s NOFA Committee, Laura also serves on San Mateo County’s HUD NOFA review committee, the Community Action Agency Board, and the Housing and Community Development Committee and has prior experience in HUD NOFA committees in Solano and Contra Costa counties.
5. Timothy Evans	Hamilton Families	Oakland	African American	<ul style="list-style-type: none"> <li>• HUD CoC Grantee in San Francisco County for several years, and in the past, in Santa Clara and Alameda Counties.</li> </ul>	Timothy manages the Rapid Rehousing department at Hamilton Families, which submits three different APR's to the HUD competition on behalf of the San Francisco City and County CoC. He has prior experience with data cleaning in the Alameda County HMIS system, SF Clarity system, Sage, Presto, and e-snaps. He brings ten years of homeless services and housing experience, including shelters, transitional housing, PSH and RRH programs, senior, family, and TAY housing, and programs providing mental health and substance abuse services.
6. Emily Martin	Consumer Representative	City of Alameda	Caucasian	<ul style="list-style-type: none"> <li>• HCV Section 8 recipient – 18 years</li> </ul>	Emily brings lived experience of homelessness to the Committee. She and her family (one member with a permanent disability) have been part of HUD's Section 8

					Housing Choice Voucher program since 2000. Due to a lack of housing resources, Emily became an ad hoc disability and fair housing advocate, and created a workable solution by petitioning HUD itself and citing legal precedent to alter Fair Market Rent standards. For the last 5 years since, she has advised and assisted other families and individuals with disabilities who face housing insecurity issues.
7. <i>Jill Albanese*</i>	Dept. of Veteran Affairs	County-wide	Caucasian	<ul style="list-style-type: none"> <li>• SSVF NOFA – 6 years</li> <li>• HUD CoC Grantee, Boise, Idaho - 9 years</li> </ul>	Jill is the National Deputy Director for the Department of Veteran Affairs, in which she supervises and supports a 9-regional national grant program. She is a senior-level VA leader with 15+ combined years of experience in policy design, grants management, project monitoring compliance, data analysis, and process improvement. Jill has been with the VA since 2015, and previously work as the Health Care for the Homeless’ Veterans Coordinator and the HUD-VASH Coordinator.
8. <i>Donna Griggs-Murphy*</i>	Human Good & Oakland Housing Authority	Oakland	African American	<ul style="list-style-type: none"> <li>• NOFA Grantee for other CoCs – several years.</li> </ul>	Donna is the Resident Services Supervisor for Human Good and has provided resident services for the past 18 years. Currently she works out of Allen Temple Arms, and supervises 7 other communities. Donna is also currently serving as a commissioner for Oakland’s Housing Authority, is on EBHO’s Oakland Committee, was the past Chair of Alameda Counties Commission on Aging and served on the steering committee for Alameda Counties Senior Services Coalition.

**STRENGTH AND GAPS:** The 2019 Alameda County NOFA Committee Roster has a strong group of members with extensive and relevant expertise in the following areas: Lived experience of homelessness, peer counseling and as consumer of services; Emergency Shelter, Transitional Housing, and Permanent Housing (including PSH, RRH and SPC) in operations and support services; grant management and grant funding; data analysis, strategic planning and process improvement; health care access and services, including the HRSA federally funded Health Care for the Homeless program; veterans, families, and senior housing and services; participation in other Commissions and experience as HUD grantees and in NOFA/review panels in Alameda (in the past) and other Continuums of Care. One of the members, Paulette is a HUD CoC Committee and Leadership Board member. Where the NOFA Committee needs strengthening is 1) in the representation of people of color, in particular African American, Native American and Latino/a individuals; and 2) in the representation of youth and non-conflicted youth providers.

# Additional HUD CoC NOFA Committee Applicants

*(Not serving on 2019 NOFA Committee)*

October 2018

<b>Name</b>	<b>Agency</b>	<b>EOH Committee</b>	<b>Comments</b>
Marinella Goncalves	Beyond Emancipation	EOH Leadership Board Membership Representative	Marinella declined staff's invitation to serve on the 2019 NOFA Committee as she was voted in October of 2018 in the EOH Leadership Board by CoC membership.
Marvin Carter-Griffin	Consumer Representative	N/A	Consumer representative, but no experience with HUD, grant writing/grant administration, or performance evaluation.
Shirley Mychelle	AIDS Project of the East Bay	N/A	No resume submitted. Application lists no professional or volunteer experience related to HUD, grant administration/grant writing, housing/support services, or performance evaluation.
Victoria Fierce	East Bay for Everyone	Was not selected by Community to sit on EOH Leadership Board.	Victoria didn't respond to staff's invitation to serve on the 2019 NOFA Committee.