



**Housing Capacity Committee**  
**November 20, 2024**  
**12:00 – 1:30pm**  
**Minutes**

**[Link to Zoom Meeting](#)**  
**Phone: +1 386 347 5053**  
**Meeting ID: 849 5675 4929**

Meetings are public. Alameda County residents with lived experience of homelessness are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person. Click [here](#) to learn more about the public participation policy.

#### Helpful links:

- **Google Drive Folder for Housing Capacity Committee:**  
[https://drive.google.com/drive/folders/1DcTO6Wv9sDCq9fdmfBhAUtrHsZWNZJtL?usp=s\\_haring](https://drive.google.com/drive/folders/1DcTO6Wv9sDCq9fdmfBhAUtrHsZWNZJtL?usp=s_haring)
- **Website page** (on EveryOne Home website) for the Housing Capacity Committee:  
<https://everyonehome.org/about/committees/housing-capacity-committee/>
- **Acronyms and Glossary:** [https://docs.google.com/spreadsheets/d/1I8hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPIbw8/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/1I8hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPIbw8/edit?usp=drive_link)

#### Committee Purpose

The purpose of the Housing Capacity Committee is to support expansion of the supply of permanent supportive and dedicated affordable housing opportunities available to people experiencing homelessness in Alameda County. To achieve these ambitious goals the group will advocate that funding should be targeted to housing dedicated to households at 10% or less of Area Median Income (AMI), coordinate funding, track units apart from and in HMIS, coordinate with housing authority resources, and plan proactively for funding and expansion. Learn more about the Committee's purpose [here](#).



Meeting Purpose / Overview

The purpose of this month’s meeting was to: (1) receive an update on the CoC Builds Workgroup and the progress on Alameda County’s application for funding to the CoC Builds Notice of Funding Opportunity (NOFO), and (2) debrief the EveryOne Home Fall Community Meeting.

Agenda

Agenda Item
1. <b><u>Welcome/Introductions (John Lo, Co-Chair)</u></b>
2. <b><u>Review Ground Rules/Approval of Minutes (John Lo, Co-Chair)</u></b> a. Minutes for the October 16, 2024 meeting were approved.
3. <b><u>Announcements and Public Comment (John Lo, Co-Chair, and Kris Maun, Homebase)</u></b> a. EveryOne is collecting feedback on the Fall Community Meeting. Everyone is invited to give feedback by completing the <a href="#">Feedback Form</a> . b. Committee members are also reminded the Housing Capacity Committee meeting minutes and materials are all available on the <a href="#">EveryOne Home website</a> and in the <a href="#">Housing Capacity Google Drive</a> .
4. <b><u>Racial Equity Committee Report Out (Sepideh Kiumarsi, Racial Equity Liaison)</u></b> a. Ms. Shelley Gonzalez filled in for Sepideh Kiumarsi and gave the Racial Equity Committee Report Out. b. The Racial Equity Committee met on November 14 <sup>th</sup> . The Committee reviewed the Racial Equity Liaison checklist. They are in the process of designing a consistent Racial Equity Liaison report out. <a href="#">Committee members can view the checklist draft here</a> .
5. <b><u>Update on the CoC Builds Workgroup (Kate Bristol and Moe Wright)</u></b> a. <b><u>Overview of CoC Builds Notice of Funding Opportunity (NOFO)</u></b> i. \$175,000,000 is available nationally for new Permanent Supportive Housing (PSH) development projects. Twenty-five awards will be made nationally. ii. Alameda County is eligible for \$10 million for one project. iii. Seventy percent of the request must be used for acquisition, rehabilitation, or new construction. Projects must serve participants who meet the HUD definition of homelessness and have a disability. Projects must use the Coordinated Entry System to fill units.



b. Application Process and Timeline

- i. The NOFO was issued on July 19, 2024. The HUD deadline for submission is November 21, 2024.
- ii. Kate Bristol reviewed the application process and timeline. Alameda County submitted the application via the grants.gov portal on November 19, 2024.
- iii. Kate Bristol attended a recent HUD office hours and they anticipate that the awards will be announced by the end of January.

c. Selection Process and Criteria

- i. Housing Capacity Committee's CoC Builds Workgroup members scored four applications. The focus when scoring was on the HUD evaluation criteria. The goal was to identify the project that will be the most competitive nationally. Key factors were experience, leverage, and readiness.
- ii. The selected applicant was a unanimous pick as most likely to score high in the national competition.
- iii. Moe Wright was on the CoC Builds Workgroup and reviewed all the applications. He confirmed that the application that was selected was the highest scored among all applications. It is already underway and exceeded the experience requirements.
- iv. Ms. Shelley Gonzalez and Caroline Topee were also on the CoC Builds Workgroup. They shared some of the challenges for Workgroup members who were learning and for whom it was a new experience. Challenges included: Time constraints, language and application presentation, scoring criteria, not having printed materials or hard copies to work from and having to use split screens and tabs in the review.

d. Selected Project:

- i. Applicant: Abode Housing Development
- ii. Project: Edes Avenue Community Apartments (in East Oakland)
- iii. 104 Unit motel conversion, which creates 102 units of Permanent Supportive Housing (PSH) with two managers units
- iv. It will be ready for occupancy within 24 months of HUD contract (requirement is 36 months).
- v. Leverages almost 80% of budget from non-HUD sources

6. **Debrief the EveryOne Home Fall Community Meeting (John Lo, Co-Chair)**

- a. The EveryOne Home Fall Community Meeting was held on Tuesday, October 29<sup>th</sup> and Wednesday, October 30<sup>th</sup>. Committee members discussed and debriefed the Fall Community Meeting.
- b. Committee members notes that there were technical difficulties during the Community Meeting, which was a hybrid event. Committee members would have liked more breakout opportunities for Zoom attendees.

- c. Stacey Burmaster shared that she appreciated being able to be in person because we don't always get the chance to get together and discuss topics in a free and unstructured environment. But there was a lot of description of why the work is hard and she was hoping there would be more problem-solving and action-oriented comments. She would like to know what the Continuum of Care can do to address concerns raised by people with lived experience of homelessness and how they can be supported.
- d. Committee members also discussed a need for grievance policies.
  - i. In response to concerns raised by people with lived experience of homelessness at the Community Meeting, Committee members and members of the public attending the meeting discussed a need for grievance policies.
  - ii. Ms. Shelley Gonzalez shared that there is a grievance process presentation component of the CoC Standards, Compliance, and Funding's Racial Equity presentation.
  - iii. Jose Lucio shared that the CoC Standards, Compliance, and Funding Committee will be working on a model grievance policy. Housing Capacity Committee members were invited to attend and participate. Information about agendas and Committee meetings are available on the [EveryOne Home website](#).
- e. Kris Maun asked about the timing of the Community Meeting. She shared that Homebase has received some feedback that two full days of programming may be too long. She asked what timing would Committee members like to see?
  - i. Ms. Shelley Gonzalez said that two full days is good if it is two full days of action.
  - ii. Gary Tia said that two full days are hard.
- f. Committee members asked about how Committee agendas and Community Meeting agendas are set.
  - i. Kris Maun shared that Committee agendas are set by the Committee in advance of the meeting to give the community notice of what will be discussed. The Committee decides the agenda and Homebase is responsible for sending it to Committee members and posting it on the [EveryOne Home website](#).
  - ii. Arlene Hipp asked for the most part whether the Housing Capacity Committee already has an agenda designed? What are immediate needs? What are our present goals? How do we achieve them? What are our future goals? What are the resources we need?
  - iii. Ms. Shelley Gonzalez said she would like to see a more inclusive Community Meeting planning process. She would like to see people invited to participate in the planning.
  - iv. Kris Maun shared that in another Committee debrief, the Committee asked if there could be a workgroup for members across Committees to



<p>participate in developing the agenda and programming for the Community Meeting.</p> <ul style="list-style-type: none"> <li>v. Moe Wright said that Community Meetings are a space where we are supposed to be bringing everyone together to share what is happening and to engage in the work.</li> <li>vi. Vivian Wan said that the appropriate place for a Community Meeting debrief and for managing the Community Meeting work should be in the Leadership Board. This question should be asked there and not in the Housing Capacity Committee.</li> <li>vii. Nic Ming agreed with Vivian. Committees can flag items month to month, and this gets fed up to the Leadership Board. We need to change how it is discussed in Leadership Board so it is facilitated more as a conversation.</li> <li>viii. Moe Wright said we should calendar the planning of the Community Meetings with the Leadership Board earlier in the cycle.</li> </ul> <p>g. Christoverre Kohler asked for more information about EveryOne Home as an outward facing entity to both the Continuum of Care, participants, and the larger community and the role of Homebase at EveryOne Home.</p>
<p><b>7. <u>Questions and December Agenda Items</u></b></p> <ul style="list-style-type: none"> <li>a. The next meeting of the Housing Capacity Committee meeting is Wednesday, December 18<sup>th</sup> from 12pm to 1:30pm.</li> </ul>

**Committee Member Attendance**

John Lo	Present
Colleen Budenholzer	Present
Xotichl Ortiz	Present
Moe Wright	Present
Stacey Burmaster	Present
Vivian Wan	Present
Sepideh Kiumarsi	Absent
Sharon Cornu	Absent



Jared DeFig	Absent
Isamar Ochoa Dominguez	Present
Ms. Shelley Gonzelez	Present
Caroline Topee	Present

Public Attendance

- Kate Bristol
- Nic Ming
- Arlene Hipp
- Gary Tia
- Nicole Adibi
- Christoverre Kohler
- Imani Baylor