

CoC Standards, Compliance, and Funding Committee Minutes

October 9th, 2025
1:00pm-2:30pm

[Join Zoom Meeting](#)

Phone: 1 646-876-9923
Meeting ID: 88041862364

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.

Helpful links:

- **Google drive folder** for the CoC, Standards, Compliance, and Funding Committee:
https://drive.google.com/drive/folders/1ZcUw-W73sqkW7AS8tHp3ed-NCaZHnEi2?usp=drive_link
- **Website page** (on Everyone Home website) for the CoC, Standards, Compliance, and Funding Committee:
<https://everyonehome.org/about/committees/coc-standards-compliance-and-funding-committee/>
- **Acronyms and Glossary:** <https://everyonehome.org/main/continuum-of-care/coc-member-resources/>
- **Alameda County data dashboard:**
https://homelessness.acgov.org/data_homeless_response.page

Committee Purpose

The purpose of the CoC Standards, Compliance, and Funding (SCF) Committee will be to support preparation of applications for CoC funding and support the Leadership Board in fulfilling its obligations as outlined in the HUD's CoC Program Interim Rule at 24 CFR 578.8. You can learn more about the Committee Purpose [here](#).

Meeting Purpose / Overview

The October meeting of the Standards, Compliance, and Funding (SCF) Committee will act on approving the NOFO Committee volunteers to be voted on by the Nominations Committee. The agenda also includes the SCF Committee's formal evaluation of the Collaborative Applicant, in alignment with the Governance Charter and MOU.

You can submit written comments and feedback before or after our using this [survey](#).

Agenda

1. Welcome, Introductions, and Icebreaker a. Please come off mute and/or put in the chat your: Name, pronouns, affiliation (organization, etc.). b. Lyn reviewed the ground rules, agenda, and lead the Committee members in an icebreaker.
2. Approval of Minutes a. SCF Committee Meeting Minutes for September 4, 2025 were approved.
3. CoC SCF Committee Public Comment a. Marcell Lloyd asked whether he has been appointed to the SCF Committee and Homebase confirmed that he has been appointed as a voting member of the SCF Committee.
4. Announcements a. New FAQ on Measure W & the Home Together Fund available on the Alameda County Health, Housing and Homelessness (H+H) website. You can also Sign up here to receive email updates about the Home Together Plan and the Home Together Fund, including about procurement/ funding opportunities. b. Registration is now open for the Fall Community Meeting on November 18th! Please register by 11/6 at this link. You can find the full agenda and more information on the EveryOne Home website. Please email alameda@homebaseccc.org if you have any questions.
5. Evidence Based Solutions Committee (ESC) Update (Ms. Shelley Gonzalez and Sunita Garret) a. Committee members are invited to visit the ESC Webpage. b. Next Meeting: Thursday, November 13th from 11am to 1pm. Zoom Meeting Link, Meeting ID: 816 4917 6975.
6. Approval of Volunteers for NOFO Subcommittee (Kate Bristol and Lyn Nesbitt) a. Agenda Item Description: i. The Committee reviewed proposed volunteers for the NOFO Subcommittee in preparation for the upcoming HUD CoC Notice of Funding Opportunity (NOFO). b. Agenda Item Presentation (Kate Bristol and Lyn Nesbitt) i. Background: How and Why the NOFO Subcommittee is given its authority 1. The Leadership Board Role (Governance Charter, 12-13) a. The Leadership Board is responsible for delegating work to Committees and Workgroups, including work related to the HUD Notice of Funding Opportunity (NOFO).

- b. The Leadership Board has delegated some of the NOFO work to the SCF Committee, as detailed in the Governance Charter.
 - 2. The SCF Committee Role (Governance Charter, 25)
 - a. Among other responsibilities, the SCF Committee is responsible for approving the list of NOFO Subcommittee volunteers to submit to the Nominations Committee.
 - ii. Background: What is the NOFO Subcommittee role?
 - 1. The NOFO Subcommittee is only convened when the HUD NOFO is coming out.
 - 2. The NOFO Subcommittee Role (Governance Charter, 26)
 - a. The NOFO Subcommittee conducts the annual HUD NOFO Competition's local rating and ranking process for projects seeking Continuum of Care funds, reviews applications submitted and prepares ranked recommendations for funding.
 - 3. Specifically, the NOFO Subcommittee:
 - a. Integrates funding priorities and strategic direction from the Leadership Board and CoC Compliance and Funding Committees
 - b. Develops scoring criteria in compliance with the requirements of the annual NOFO
 - c. Reviews and scores proposals
 - d. Conducts the Rating and Ranking process and makes final recommendations of the Priority List of Projects which are approved by non-conflicted members of the Leadership Board to be included in the CoC Consolidated application
 - 4. We usually try to have about 15 to 20 people because there are so many applications to read. Usually in the process there are a handful of people who, for whatever reason, aren't able to complete the work.
 - iii. Background: What will happen after SCF approves the volunteers to be sent to the Nominations Committee for review?
 - 1. Pursuant to the Governance Charter, after SCF votes to approve the NOFO Subcommittee volunteers, the Nominations Committee will meet to:
 - a. Discuss the demographics, qualifications, and composition of the NOFO Subcommittee, based on the community-approved practices outlined in the Governance Charter and Policies and Procedures
 - b. Specifically focusing on the required representation of BIPOC (Black, Indigenous, and People of Color) and PWLE (People With Lived Experience) members on each committee

2. The NOFO Subcommittee volunteers will also include the Appeals Committee, which will take place further down the road in the process.
 - iv. In preparation for the discussion, Committee members have been provided a list of the proposed Subcommittee volunteers, including their name, organization, affiliations, and whether they have previously served on the NOFO Subcommittee.
- c. Discussion:
- i. In the chat, Sunita shared that she won't be able to stay but agrees with whatever Ms. Shelley says or does.
 - ii. Marcell: How many applications would you say the NOFO committee gets and needs and needs to go through?
 1. Kate Bristol: Right now, can only speak to what it is normally like. This year's NOFO, if it happens, could be different. Right now, it's coming up to almost 50 total renewal and new grants. We typically have between 3 and 10 new applications. Not all of them get scored, but about 40 of them would get scored. Not every person reads every application. Typically, try to have at least 3 but ideally 4 to 5 volunteers reach each renewal application. So that means volunteers are getting 10 to 15 renewals, as well as all the new applications. It's a lot of reading and scoring! For the time commitment, volunteers typically need a couple of days to read the applications. They are provided instructions and there are one to two meetings to attend in preparation for reading. After reading and scoring, there is a longer meeting, usually 4 to 5 hours, to come up with the final list. Consultants and Homebase staff provide technical assistance and support throughout the process.
 - iii. Ray Corona: Are there any new members who haven't done this before?
 1. Kate Bristol: About half of them are new.
 - iv. Ms. Shelley: Is this list of 20 volunteers the cap? Did every volunteer make it to this list?
 1. The facilitators clarified that everyone who volunteered has made it to the list. The Nominations Committee will conduct a review for things like conflict of interest.
 - v. Ms. Shelley: Is there a contingency plan if people drop due to capacity? Such as alternates?
 1. Kate: I don't know if there's any process concerns around adding people after this group has approved the list.
 2. Ray: As a chair, I feel like it's more confusing and more of a process to add people after we've just seated everyone.
 3. Jen: Agree with Ray
 4. Kate: Last year, said we wanted 15 and three alternates. Everyone got called upon because there's so much work to do. Not useful to have alternates, there's always work for everyone.

We're happy to have 20. Also, we may be going through all this work and they won't have anything to do yet. HUD hasn't put the NOFO out. They may put it out and not even have review and rank if they completely change the process.

vi. Ms. Shelley: In the future, could have blank alternate spot just in case we're short due to unforeseen circumstances of scheduling conflicts, it's not ad hoc. We have to convene and make agreements and go to Leadership. It would get very messy to swap people out. If there is a blank cell that could be populated with an alternate in the event that we can swap people out.

1. Lyn: Once we vote here, it goes to Nominations Committee who is responsible for the decisions. Morgan and I can bring it up to them. It follows the procedure in the Governance Charter, on page 25. We can bring up with them that SCF recommended a backup plan.

vii. Ray: Will NOFO Subcommittee members be able to request certain applications or will they be randomly assigned?

1. Kate: The applications are randomly assigned.

d. Action Item: The Committee voted to approve the proposed volunteers for the NOFO Subcommittee and forward them to the Nominations Committee for final approval.

i. C'Mone Falls made the motion. Marcell Lloyd seconded.

ii. The motion passed unanimously with 9 yeses, 0 abstentions, and 0 noes.

7. Collaborative Applicant Self Evaluation (Lyn Nesbitt, Homebase)

a. Agenda Item Description:

i. The SCF Committee will conduct a formal evaluation of the Collaborative Applicant, consistent with US Department of Housing and Urban Development (HUD) requirements and the expectations outlined in the Governance Charter and Collaborative Applicant MOU.

ii. This process is intended to promote transparency, accountability, and continuous improvement by assessing how well the Collaborative Applicant is meeting its defined roles and responsibilities.

iii. The evaluation will utilize the Collaborative Applicant Self-Evaluation Tool and provide an opportunity for SCF members to offer feedback and identify potential areas for strengthened performance and collaboration.

b. Prior to the meeting, the Committee members received the following documents for review:

i. Collaborative Applicant Evaluation Frequently Asked Questions (FAQ)

ii. Collaborative Applicant Memorandum of Understanding (MOU)

iii. Collaborative Applicant MOU FAQ

iv. Collaborative Applicant Evaluation Template

c. Collaborative Applicant Self-Evaluation Presentation

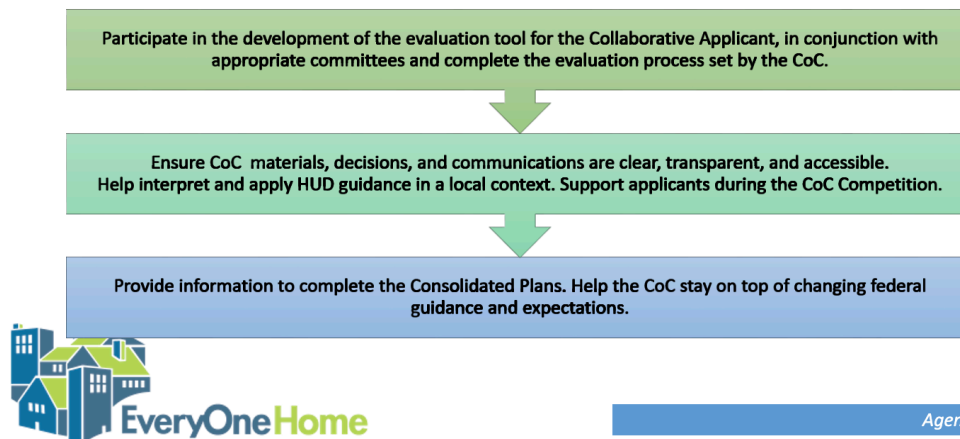
HUD Requirements for Collaborative Applicant

CoC Application and Grant Management	CoC Oversight & Compliance	Systemwide Performance & Coordination	HMIS & Data Monitoring	Financial and Administrative Oversight
- Submits the Consolidated Application for CoC Program funding (§578.9). - Applies for CoC planning funds if applicable (§578.39).	- Ensures compliance with HUD regulations for CoC-funded projects (§578.7). - Maintains CoC governance, including a written governance charter (§578.7(a)(5)).	- Coordinates CoC planning and evaluation of system-wide performance (§578.7(c)). - Oversees the Coordinated Entry System (CES) to ensure fair and efficient access (§578.7(a)(8)).	- Designates and oversees the HMIS Lead, ensuring compliance with HUD's HMIS standards (§578.7(b)). - Uses data to evaluate CoC performance and inform system improvements (§578.7(c)(2)).	- Manages fiscal responsibilities for CoC planning and administration funds (§578.39 & §578.59). - Ensures monitoring and compliance for CoC-funded recipients and subrecipients (§578.23).



Agenda Item 7

Local CoC Requirements for the Collaborative Applicant



Agenda Item 7

- i. What is a Memorandum of Understanding (MOU)?
 1. A Memorandum of Understanding (MOU) is a written agreement between organizations that outlines shared goals, roles, and responsibilities, helping to clarify and document the partnership.
 2. This MOU is between EveryOne Home and Alameda County County Housing and Homeless Services (H&H), who are in an agreement which designates H&H as the Collaborative Applicant for the HUD CoC NOFO competition.
 3. The Collaborative Applicant is the organization that applies for a grant for Continuum of Care planning funds on behalf of the CoC.
 4. EveryOne Home, the CoC, agrees to:
 - a. Designate a Collaborative Applicant
 - b. Provide oversight and governance on behalf of the CoC

5. Alameda County Housing and Homeless Services (H&H), the Collaborative Applicant, agrees to:
 - a. Lead a collaborative process to develop the HUD CoC NOFO application
 - b. Submit the application to HUD
- ii. Collaborative Applicant Evaluation
 1. Why is SCF reviewing the MOU?
 - a. Be familiar with Collaborative Applicant duties, to evaluate if H&H is fulfilling its responsibilities as the Collaborative Applicant
 - b. Ensure the evaluation is based only on the roles and responsibilities in the MOU like a job review based on a job description
 - c. Focus is on performance, *not* on CoC-funded programs
 - d. This project will not change or edit the MOU
 2. SCF Committee Role:
 - a. Lead the evaluation on behalf of the Leadership Board
 - i. Make sure the Collaborative Applicant Evaluation Template is consistent with the MOU
 - ii. Use the evaluation template to review the collaborative applicants performance
 3. If improvement is needed, the Committee will recommend actions and, with the Leadership Board and H&H, set a timeline and schedule a follow-up evaluation.

HUD Guidance on Evaluating the Collaborative Applicant Entity



Agenda Item 7

Collaborative Applicant Evaluation Template

Governance

- Apply for and enter into the planning agreement with HUD on behalf of the Leadership Board
- Oversee all contracts and services other than the Backbone Entity activities to further the CoC NOFO process

Operations

- Prepare and Administer HUD local CoC program competition Planning Grant
- Prepare and Submit Consolidated Application to HUD for CoC Program Funds
- Keep the following documentation related to establishing and operating the CoC

Evaluation & Reporting

- Recipient and Subrecipient Performance Management and Monitoring



Agenda Item 7

Next Steps



Oct - Nov: Make any updates to the evaluation tool and set and approve timeline for the Collaborative Applicant to complete the evaluation.



Nov - Dec: Provide evaluation tool and timeline to Collaborative Applicant.



Dec - Jan: Collaborative Applicant completes the evaluation and presents results to CoC SCF.



Agenda Item 7

d. Discussion

- i. C'Mone Falls: To clarify the role of reviewing the collaborative applicant: It's reviewing the duties of the CoC and ensuring that the MOU is aligned with that as well. So, if it's not, from that review we can make recommendations for changes. If we're seeing gaps that are not included that we're making those recommendations.
- ii. Ms. Shelley: Appreciate the format in this meeting. Can we clarify who is the collaborative applicant? If we're being very specific, can we clarify who the collaborative applicant is on the slides?
 1. Lyn Nesbitt: Alameda County Housing and Homelessness Services is the Collaborative Applicant.
- iii. Ray Corona: After the scoring process, will there be a review? Will the scoring process be reviewed?

1. Lyn Nesbitt: The Collaborative Applicant will present back to SCF once they have completed the self-evaluation.
 2. Kris Maun also clarified that Homebase and the SCF Committee can communicate with the Collaborative Applicant during the process, so if a question is misunderstood or there's a question then we can communicate. Also encouraged Ray and others to review the [Collaborative Applicant Evaluation Frequently Asked Questions \(FAQ\)](#) and to flag anything they think might be missing from the process for future evaluations.
- iv. C'Mone Falls had to leave the meeting but said that if there were no changes then her vote would be to approve the template.
 - v. Marcell: Are the responsibilities in the template the same as the past few years or has anything changed?
 1. Kris Maun: There have been no changes to the template from the MOU that was approved by the Leadership Board in 2024. The responsibilities in the template come directly from that MOU. Not aware of any new changes that would need to be vetted.
 - vi. Ms. Shelley: Do we have the key/legend? Definitions for each of the scoring criteria, such as "Exceeds Expectations". I'm just remembering some recommendations that we made previously. And documentation that accompanies it. So that anyone reading it knows what each of the scores mean by our rating system and what's the evidence of that.
 1. Lyn Nesbitt: So, we would be defining it as a legend or as a key that, like, same way as if you were to read a map or a graph.
 2. Ms. Shelley: Yes, and there's no facilitator available. You are even good studying on your own. If you are coming back and, you know, when you come back to the work group you have become familiar and while a facilitator is leading or moderating, in your reading, we're able to, you know, always count one thing against the other, because remember, we had to jump around a lot of screens, and back and forth, uh, to get the definition of what we were reading. And the way the tabs were set up. So, it's sort of also accommodating the learning style, but also kind of streamlining it so that it is on the page because we were going tab, tab, tab, back, forth, you know, so if we're on number 1, that one NOFO application took us so long, and that was with the special dollars. Especially for me. It was a smaller amount, but just trying to do 3 among us was expensive.
 3. Lyn Nesbitt: You're saying the legend needs to be on each tab, so you don't need to be clicking all over the place.
 4. Tunisia Owens: Would you be able to hover over Exceeds Expectation and the rubric would pop up?
 5. Lyn Nesbitt agreed that is something that Homebase can do in the formatting.
 - vii. Marcell Lloyd: Does the Collaborative Applicant know the areas where someone can exceed expectations, so if you're doing your responsibility, we're saying there's a way for someone to go above and beyond meets expectations?

1. Kris Maun: We haven't come up with a unique definition for each of those in the scoring criteria. At least not what I've seen in the template or MOU. Lyn, what do you think would be the next steps for creating those definitions to incorporate into the template?
 2. Lyn Nesbitt: I hear what you're saying. The template we have is good, we need to just define what is there so that the Collaborative Applicant and anybody who looks at this document, it makes sense. It's transparent, if that makes sense, and it defines itself.
 3. Marcell Lloyd: I agree with that statement, yes.
- viii. Kris Maun: We could modify the vote so it would be to approve the template, with the addition of definitions. Would the Committee like us to prepare drafts of those definitions and then vote to approve them at the next meeting, or just have us draft them? Does the Committee want to review and vote on definitions?
1. Ms. Shelley Gonzalez: I think it is satisfactory, as it exists, it is a functional document. Maybe vote on the document as it exists with an allowance to make format revisions that don't change the nature of the document itself that would serve to improve, simplification of language, or equitable information, reasonable hybridizing of format so that all types of learners and different commands of language so you know are able to process and because we all would say what meets expectation for me might not meet expectation for others. So, it really is our own understanding of and command of language, an expectation, but if we have that base that to build on it, and that, you know, then that kind of gives everyone the same thing to work from. But we're not trying to change the document. We only want to improve the format a bit and make us as proactive as possible without heavily relying on a facilitator to explain constantly. Moe and Kate had to really keep explaining things because, you know, due to their familiarity. They know it, like, the back of their hands. Newbies like us that came in, we did not. We're just relying on our understanding of the English language and understanding of definitions, and our judging, our ability to be judgmental of somebody's application. Right? So, would that being said, yeah, you know, we accept it as it is, as we just like us to have the, I don't want us to be non-compliant. If there's a format adjustment, or improvements added. So if we can just have the language that gives that latitude, that would be the recommendation. So not hold off, not create anything, let's process this today, so that it can go up to leadership. But let us have that space that latitude to make certain adjustments.
- ix. Kris Maun: To clarify, it sounds like our goal today is to vote to approve the template and then we will bring back definitions to the next meeting for those to be reviewed and voted on. And then we're not going to vote to approve the format of the template because that will be left up to Homebase to make adjustments that incorporate the feedback of this

committee, and make it more accessible to all types of learners. Is that accurate?

1. Ms. Shelley Gonzalez: I think that's fantastic, as long as it isn't stopping, you know, holding up our process. I absolutely want to support moving forward. And I'm going to do conjunction and making necessary tweaks to improve the format of the document. So yes, yes.
2. Ray Corona: I would like to see how it was voted on.
 - a. Kris Maun: This will be working differently from review and rank committee. So the evaluation will work differently from that.
 - b. Ray Corona: Oh, okay!
3. Marcell Lloyd: To bring the definitions back to the next meeting, is that going to hold up anything? Would that be enough for this group to move forward, or does that need that aspect of it need to be voted on? My thing is, I don't want to hold this up for I'm not sure how long.
4. Kris Maun: Our goal is by November to share this with the Collaborative Applicant so that they have time to actually do the self-evaluation. Our next meeting is November 6th. I think if Lyn and I made the commitment to getting you draft definitions in two weeks, which would put us halfway between this committee and committee meeting and the next one. If we could all make commitment to everybody giving their feedback, prior to that meeting, so we can do the bulk of the work in between today and November 6th, so then our goal would be November 6th, we vote. We decide, it's final. And then we hand it off to the collaborative applicant. I don't think that would slow it down. I think if voting on the definitions takes us into December, then we're running into problems.
5. Marcell Lloyd: Yes, committed to doing that and to making sure that we meet the November deadline. Thank you and Lyn for doing that work on the back end for the Committee.
6. Kris Maun: Well, thank y'all for doing the work of reviewing it when we sent the draft definitions!
7. In the chat, Varon said she agreed and would like to review some things in terms of definitions.
 - x. The Committee members and facilitators discussed phrasing of the final motion before coming to a consensus. It was also clarified that only employees of the Collaborative Applicant (H&H) would have conflicts of interest and need to abstain. All other Committee members were able to vote.
- e. Action Item: The Committee voted to: (1) approve the Collaborative Applicant Template, (2) vote on definitions on November 6th, and (3) allow formats by Homebase to incorporate feedback of this Committee and make it more accessible to all learners
 - i. Ms. Shelley Gonzalez made the motion. Ray Corona seconded.

ii. The motion passed with 7 yeses, 2 abstentions, and 0 noes.

8. Closing

- a. The next meeting of the Committee will be November 6, 2025 from 1:00pm to 2:30pm.

Committee Members

Jennifer Lucky	Present
Riley Wilkerson	Present
Josh Jacobs	Absent
Stanley Wong	Present
C'Mone Falls	Present
Erik Martinez	Absent
Tunisia Owens	Present
Ivan Ortiz	Present
Marcell Lloyd	Present
Lindal Sambrook	Present
Sunita Garrett	Present
Varon Brown	Absent
Ray Corona	Present
Ms. Shelley Gonzalez	Present
Annette Sanders	Absent

Public Attendance

- Lyn Nesbitt, Homebase
- Kris Maun, Homebase
- Kate Bristol