Sonoma County Continuum of Care (CoC) Board
Agenda for March 23, 2022
1:00pm-5:00pm Pacific Time

Public Zoom Link:

https://sonomacounty.zoom.us/j/99261791880?pwd=djc0b1ZsU1FpOU1kbnJ0UDNOcUhFQT09

Phone: 1 (669) 900-9128   **Webinar ID**: 992 6179 1880   **Passcode:** 650935

	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		CDC Staff	1:00pm
1.	Consent Calendar (ACTION ITEM): • Approve Agenda • Approve Minutes from 2/23/22	-3/23/22 Agenda -DRAFT 2/23/22 Minutes	CDC Staff	1:20pm
2.	CoC Board Chair & Vice-Chair Election ACTION ITEM: *Approve nominee with the majority of votes as CoC Board Chair for 2022* ACTION ITEM: *Approve nominee with the majority of votes as CoC Board Vice Chair for 2022*	Roster of 2022 CoC Board Members	CDC Staff	1:30pm
3.	Staff Report • Funding Streams & Funding Calendar 2022 • Point in Time Count Update	Staff Report for Funding Calendar 2022	CDC Staff	2:00pm
4.	ESG-CV Funding Update	Executive Summary for ESG-CV Funding Decision	CDC Staff & Board Chair	2:25pm
5.	Word from the Street		Chessy Etheridge	3:00pm
6.	5 min Break			3:10pm
7.	Committee Structure & Membership • CoC Competition Evaluation Committee ACTION ITEM: *Approve staff recommendation for Committee membership* ACTION ITEM: *Approve CoC Competition Evolution Committee*	-Executive Summary for Committee Membership - Executive Summary for CoC Competition Evaluation Committee	CDC Staff & Board Chair	3:15pm

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8.	Standing Committee Reports
	• Coordinated Entry Advisory (CEA) Committee
	    o Coordinated Entry Transition
	    o Rapid Rehousing Standards
	ACTION ITEM: *Approve Rapid Rehousing Standards*
	
	• Strategic Plan Committee
	• Homeless Management Information System (HMIS)/Data Committee
	• Lived Experience Advisory & Planning Board (LEAP)
	• Youth Action Board
		- Executive Summary for Coordinated Entry Transition
		-CE Operator Milestone Timetable
		-Executive Summary of Rapid Rehousing Standards
		-Rapid Rehousing Standards Document
			Committee Representatives	3:45pm

9.	CoC Membership Meeting Agenda ACTION ITEM: *Approve Agenda for CoC Membership Meeting*	DRAFT April 21 Meeting Agenda	CDC Staff	4:15pm
10.	Review Agenda for April CoC Board Meeting • Presentation on Current Data and Homeless Action Plan from Homebase (ACTION ITEM) • Continuum of Care Renewal Scoring (ACTION ITEM)	-DRAFT April 27 Meeting Agenda	Board Chair	4:30pm
11.	Board Member Questions & Comments		Board Chair	4:45pm
12.	Public Comment on Non-Agendized Items		Board Chair	5:00pm

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email Araceli.Rivera@sonoma-county.org . Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

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Sonoma County Continuum of Care Board Meeting
Meeting Minutes
February 23, 2022
1:00 – 4:00 p.m. Pacific Time – Meeting held by Zoom

Welcome and Introductions (00:05:17-00:07:49)

- Ben Leroi, Continuum of Care (CoC) Board Chair, called the meeting to order at 1:00 p.m. Ben went over the agenda and clarified Zoom rules around public comment and Brown Act guidelines.
- Roll Call was taken:
    o *Present: Supervisor Chris Coursey; Tom Schwedhelm, City of Santa Rosa; Ben Leroi, Santa Rosa Community Health; Dennis Pocekay, City of Petaluma; Ouida Cooper-Rodriguez, Committee on the Shelterless; Nora Mallonee-Brand, County of Sonoma Safety Net; Margaret Sluyk, Reach for Home; Ludmilla Bade, Lived Experience Representative; Cheyenne McConnell, Youth Community Member; Alena Wall, Kaiser Permanente; Don Schwartz, City of Rohnert Park; Stephen Sotomayor, City of Healdsburg Services; Lisa Fatu, Social Advocates for Youth*
    o *Absent: Angela Struckmann, Sonoma County Human Services; Jennielynn Holmes, Catholic Charities of the Diocese of Santa Rosa (arrived at approximately 2:20 p.m.)*

1. **Agenda and Minutes Approval (00:07:50-00:10:54)**

Tom Schwedhelm requested that the topic of Warming Centers be added as an emergency item to the agenda.

Public comment:
   None at this time.

Tom Schwedhelm motioned to approve the consent calendar with the addition of the Warming Centers emergency item and approve the minutes from 1/26/22; Lisa Fatu seconded.

Ayes: Ben Leroi, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Ouida Cooper-Rodriguez, Nora Mallonee-Brand, Margaret Sluyk, Ludmilla Bade (agenda only), Cheyenne McDonnell, Alena Wall, Don Schwartz, Stephen Sotomayor, Lisa Fatu
Noes: None
Abstain: Ludmilla Bade (minutes only) because she was not present at that meeting
Absent: Angela Struckmann, Jennielynn Holmes

The motion passed.

2. **State ESG-CV Expenditure Update and Revised Action (00:10:55-00:46:)**

Board members that voluntarily recused themselves:
Ouida Cooper-Rodriguez
Lisa Fatu
Margaret Sluyk
Ben Leroi

Don Schwartz volunteered to be Acting Chair.

Interim Executive Director Dave Kiff reported the Sebastopol Safe Parking Project, which was allocated $368,000, is now providing care for people and safer accommodations. Because safe parking is likely not an eligible ESG-CV expense but street outreach is, the SAV project is being moved to a project funded by the County's Safe Parking Program, which will require an action by the Board of Supervisors. The requirement that CoC State ESC-CV funds be fully obligated and spent by 7/31/2022 has been extended to at least 9/30/2022. CDC on behalf of CoC submitted waiver to request that additional flexibility be granted to 9/30/2022, request was authorized. Director Kiff proposed reallocating County Safe Parking Funds from George's Hideaway to the SAVS project and reallocating residual County HHAP-2 funds to the George's Hideaway Project, which would result in $368,000 going back to the CoC's ESG-CV committee for reallocation to either provide more support for Rapid Rehousing programs or the WCCS' West County Navigation Center. The ESG-CV Committee would report back at the March 2022 meeting.

Public comment:
None at this time.

Tom Schwedhelm made a motion that the ESG-CV Committee be reconvened to consider the possible uses for the ESG-CV funds returned by the re-programming of the SAV project, and the Committee be empowered to act on the Board's behalf in directing staff to allocate the funds according to the Committee's recommendation and resulting contract amendments and that the actions taken be reported to the CoC Board as an information update item at the March meeting. Dennis Pocekay seconded the motion. Don Schwartz offered a friendly amendment that the Board delegate the responsibility to the ESG-CV Committee to reallocate any ESG-CV funds that become available before the expenditure deadline if there's not time to come to the CoC Board for the Board's full consideration. Dennis Pocekay agreed with the amendment.

Ayes: Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Nora Mallonee-Brand, Ludmilla Bade; Cheyenne McDonnell, Alena Wall, Don Schwartz, Stephen Sotomayor
Noes: None
Abstain: None
Absent: Angela Struckmann, Jennielynn Holmes

The motion passed. Recused members were brought back into the meeting.

3. **CoC Board Lived Experience Seat Election Process (00:46:28-01:21:35)**
Andrew Akufo and Rebekah Sammet reported that the LEAP Board is fully functioning and made up of 14 members that were elected at their January 24, 2022, meeting. Leadership was established at their meeting on February 7, 2022. The majority of members voted to start with just people who have

lived experience and do not work for service providers. The Board is in the process of defining its priorities and developing its charter.

Public Comment:
    Alice Linn
    Leona Judson

Nora Mallonee-Brand moved to allow the Lived Experience Advisory and Planning Board to appoint the Lived Experience seat for all ages at the February 25th LEAP election; seconded by Supervisor Coursey.

Ayes: Ben Leroi, Tom Schwedhelm, Dennis Pocekay, Chris Coursey, Ouida Cooper-Rodriguez, Nora Mallonee-Brand, Margaret Sluyk, Cheyenne McDonnell, Alena Wall, Lisa Fatu
Noes: Ludmilla Bade, Don Schwartz, Stephen Sotomayor
Abstain: Jennielynn Holmes (just joined the meeting)
Absent: Angela Struckmann

The motion passed.

4. **HOME-ARP Allocation Plan (01:21:36-02:10:23)**
Rhonda Coffman, Community Development Assistant Manager, and Julie Garen, Program Specialist with the Santa Rosa Housing and Community Services Department, provided a joint presentation summarizing the HOME-ARP Allocation Plan (FY2021-2022). This is the beginning of the consultation process with the CoC Board and members of the public to identify needs, challenges, and gaps in resources for the qualifying populations.

Public Comment:
    Gerry La Londe-Berg

5. **5 Minute Break (02:10:24-02:14:57)**

6. **Word from the Street (02:14:58-02:33:08)**
Ludmilla Bade shared her experiences from her recent visit to the SAV Village.

Public Comment:
    Tobias Weare
    Madolyn Agrimonti
    Gerry La Londe-Berg

7. **Inclement Weather Response (Warming Centers) (02:33:09-02:52:24)**
Tom Schwedhelm suggested a work group of the Strategic Planning Committee to begin discussions and bring in other stakeholders to explore options for a coordinated response across jurisdictions. No formal motion was made on this item. It was confirmed the Coordinated System of Care Workgroup would take on this item and would bring in other stakeholders to explore options for a coordinated response across jurisdictions.

Public Comment:

8. **Standing Committee Reports (02:52:25–03:31:05)**
   a) **Strategic Planning Committee:** Stephen Sotomayor reported they are continuing to work with HomeBase on the HHAP-3 funding and overall strategic plan.
   b) **Homeless Management Information System (HMIS)/Data Committee:** Daniel Overbury-Howland shared a presentation on FY21 System Performance Measures and responded to questions from Board members.
   c) **Youth Action Board:** Michael Gause welcomed new CDC staff member Araceli Rivera and reported that they will be mirroring the LEAP group to pursue a similar format in forming this Board with 7-9 young people. The goal is to have it up and running by May.

   Public Comment:
   Alice Linn

9. **Staff Report (03:31:06-03:43:50)**
   - Point in Time Count Update: Begins in less than 48 hours. Michael Gause thanked staff, providers, and outreach workers for stepping up. Approximately 70 teams have been formed with 5 maps still not assigned.
   - Announcement of 2022 CoC Board Appointments: Karissa White shared a presentation of the confirmed appointments for the 2022 CoC Board that will commence on March 2, 2022.
   - Staff is working to finalize the list of confirmed individual voters from the approved organizations, which Karissa will distribute and post on the website either Thursday evening or Friday morning.

   Public Comment:
   None at this time.

10. **Review Agenda for March CoC Board Meeting (03:43:51–03:47:31)**
    - CoC Board Chair & Vice-Chair Election
    - CoC Membership Meeting Agenda Discussion & Approval
    - Consultation as to Proposed FY 2022-23 CoC Budget

    Don Schwartz requested funding calendars, discussion on committee structure and membership, and HMIS evaluation and possible demonstrations.

    Jennielynn Holmes would like the presentation that HomeBase gave to the Strategic Planning Committee shared with the entire Board.

    Ludmilla Bade asked if the new LEAP Board take over the **Word on the Street** agenda item going forward. She would be happy to be a guest speaker from time to time.

    Public Comment:
    None at this time.

11. **Board Member Questions & Comments (03:47:32-03:55:31)**

Ludmilla Bade shared that it would be exceptionally cold tonight, and Thursday and Friday nights as well. She asked what was being done this week to spread information and asked that the links on the website be updated. She reported that 211 does not have any information on warming centers and asked who on the CoC Board is responsible for providing information to the 211 call center. Karissa asked Ludmilla to send her the location of the links that are not working. Ben Leroi and Michael Gause said it was up to each individual organization to update their own information with 211.

Public Comment:
Alice Linn

12. Public Comments on Non-Agendized Items (03:55:32-03:56:45)

Public Comment:
John Moore

Director Kiff thanked Ben Leroi and Jennielynn Holmes for their hard work the past year being co-chairs on behalf of the lead agency staff.

Meeting Adjourned at 4:59 p.m.

Sonoma County Continuum of Care Board Roster 2022

City of Santa Rosa Seat:
Tom Schwedhelm, City of Santa Rosa

City of Petaluma Seat:
Dennis Pocekay, City of Petaluma

Board of Supervisors Seat:
Chris Coursey, BOS County of Sonoma

County of Sonoma Safety Net Seat:
Nora Mallonee-Brand, Sonoma County Behavioral Health

Northern Region Seat:
Stephen Sotomayor, City of Healdsburg

Sonoma Valley Seat:
Madolyn Agrimonti, City of Sonoma

Western Region Seat:
Una Glass, City of Sebastopol

Rohnert Park and Cotati Seat:
John Moore, City of Cotati

Largest Homeless Services Agency Seat:
Jennielynn Holmes, Catholic Charities of the Diocese of Santa Rosa

Homeless Service Provider Seat:
Lisa Fatu, Social Advocates for Youth

Licensed Health Care Organization Seat:
Benjamin Leroi, Santa Rosa Community Health

Adult Lived Experience Seat:
Chessy Etheridge, Community Member

TAY Lived Experience Seat:
Cheyenne McConnell, Community Member

Homeless Advocacy Organization Seat:
Margaret Slyuk, Reach for Home

At Large Seat:
Don Schwartz, City of Rohnert Park
Chris Keys, Redwood Gospel Mission
Kathleen Pozzi, Community Member

Sonoma County Continuum of Care Board
Agenda Report

Item No:	3: Staff Report
Subject:	Update on a Funding Calendar
Meeting Date:	March 23, 2022
Staff Contacts:	Dave Kiff, CDC Interim Director
	Dave.kiff@sonoma-county.org
	Michael Gause, Ending Homelessness Program Manager
	Michael.Gause@sonoma-county.org

In recent weeks, CoC members have asked us to prepare a broad, relatively high-level **Funding Calendar** that shows the types, timing, and possible uses of funding that the CoC Board will see, as well as some that might involve more collaboration with the Sonoma County Board of Supervisors.

A proposed draft of the funding calendar is attached. It's not a final document, and there may still be clarifications or edits that are required (as such, it should not be relied on for determinative decisions in its current format).

Staff is appreciative of comments and questions about it or its format and presentation as we work to improve and finalize it.

Thank you.

RECOMMENDED ACTIONS:

1. Review and offer comments on the draft funding information and calendar
2. Direct staff to return back to the CoC Board with suggestions for improvement or additional clarity.

ATTACHMENTS: https://share.sonoma-county.org/link/wsdb7HN6HwE/

A: Funding Streams, Funding Uses
B: Funding Calendar

Sonoma County Continuum of Care
Executive Summary

Item: Agenda Item 4: ESG-CV Executive Summary

Date: March 10, 2022

Committee members in attendance: Don Schwartz, Stephen Sotomayor, Ludmilla Bade

Staff Contact: Michael Gause, (707) 791-8140, Michael.Gause@Sonoma-County.org

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Agenda Item Overview

The CoC Board on February 23, 2022, directed that the Board's Emergency Solutions Grant for Corona Virus (ESG-CV) Ad Hoc committee should meet and make a final determination on the appropriate use of re-allocated State ESG-CV funds in the amount of $368,000.

The Committee met on Thursday March 10, 2022 at 3:00PM at a public meeting. After discussion and public comment, the committee directed the following:

1. That staff would prioritize the use of the $368,000 in State ESG-CV funding to maximize permanent housing opportunities for unsheltered individuals in NCS sites including but not limited to voucher placement assistance.
2. Any unspent State ESG-CV funds be allocated towards the West County Navigation Center; and
3. That the staff should consider applying for any re-allocated State ESG-CV funds that could also be used for the West County Navigation Center.

If CoC Board members have any questions about this direction, those comments are welcomed.

Sonoma County Continuum of Care Board
Executive Summary

Item: 7. Committee Structure and Membership

Date: March 23, 2022

Staff Contact: Michael Gause, Ending Homelessness Manager, Michael.Gause@sonoma-county.org

Agenda Item Overview

The Continuum of Care (CoC) has three standing committees currently meeting; Strategic Planning Committee, Homeless Management Information Systems (HMIS) Data Committee, and Coordinated Entry Advisory Committee. The Governance Charter and Policy Review Committee is currently on hold. Once the GC & PR Committee resumes with charter changes or any needed policy reviews, we will bring the committee's membership/structure to the full Board for approval.

As outlined within the Sonoma County CoC Governance Charter, the Board may establish and abolish committees at its discretion. The committees' duration (which can be indefinite) shall be set by the Board at the time of their formation or be until the next revision of the Charter. Committee vacancies are referred to the Board Chair and Vice-Chair to select a replacement, or committees can recommend a replacement.

The purpose of this item to solicit feedback from those new to the CoC Board on which committees they would like to participate in, if any. In addition, there has been communication on the Lived Experience Advisory Planning Board (LEAP) to include individuals with lived experience on the current committees; this was also set as a HUD priority during the federal Continuum of Care Competition for funding in FY 2021.

After meeting with the former Chair and Vice-Chair, it was recommended to keep the current committee rosters as is to continue progressing on items covered, and gauge interest from new board members to serve on them. It is up to the discretion of the CoC Board whether or not to expand the total number of individuals that are permitted to be on the committees if there is interest from new board members and/or lived experience members.

Below is a break out of current committee rosters, confirmed members who would like to proceed on the committees, unconfirmed members, and the number of vacant seats.

Strategic Planning Committee

- Current Membership Cap: 11
- Committee Members Confirmed to Continue: 9
- Committee Members Waiting Response to Continue: 1
- Confirmed Open Seats: 1
- Total CoC Board Members Participating: 6

This leaves up to two open seats to be filled unless the Board decides to expand the group based on new board requests and/or lived experience representatives to participate in the committee.

Current Monthly Schedule: Third Friday of each month, 9:00 – 10:30am

Committee Description and Meeting Information: https://sonomacounty.ca.gov/CDC/Homeless-Services/Continuum-of-Care/Strategic-Planning-Committee/

	Name	Organization if applicable	Confirmed to Continue 2022
1	Ben Leroi	Santa Rosa Community Health	yes- CoC Board Member
2	Chris Keys	Redwood Gospel Mission	yes- CoC Board Member
3	Jennielynn Holmes	Catholic Charities/Board member	yes- CoC Board Member
4	Tom Bieri	Community Support Network	yes
5	Karen Fies	County of Sonoma CAO	yes
6	Tom Schwedhelm	City of Santa Rosa	yes- CoC Board Member
7	Tim Miller	West County Community Services	yes
8	Stephen Sotomayor	City of Healdsburg	yes- CoC Board Member
9	Dennis Pocekay	City of Petaluma	yes- CoC Board Member
10	Ludmilla Bade	Lived Experience/Community Member	Unknown- no response
11	Chuck Fernandez	Committee on the Shelterless	No

Homeless Management Information Systems (HMIS) Data Committee

- Current Membership Cap: 10
- Committee Members Confirmed to Continue: 8
- Committee Members Waiting Response to Continue: 1 (member on vacation)
- Confirmed Open Seats: 1
- Total CoC Board Members Participating: 2

There is a possibility of two open seats, but it will not be confirmed until the individual returns from vacation. The seat previously occupied by another staff member TLC Child & Family Services, is currently pending approval from the committee for the April meeting. If confirmed by the committee, the recommendation will be brought forth to the Chair and Vice-Chair for approval. Currently, there is one open seat to be filled unless the Board decides to expand the group based on new board requests and/or lived experience representatives to participate in the committee.

Current Monthly Schedule: Second Monday of each month, 10:00 – 11:30am

Committee Description and Meeting Information: https://sonomacounty.ca.gov/CDC/Homeless-Services/Continuum-of-Care/HMIS-Data-Committee/

	Name	Organization if applicable	Confirmed to Continue 2022
1	Lindsey Hazelwood	Catholic Charities	Yes
2	Asya Sorokurs	Legal Aid of Sonoma County	Unknown- on vacation
3	Dennis Pocekay	City of Petaluma	yes- CoC Board Member
4	Heather Sweet	Social Advocates for Youth	Yes
5	Jenny Helbraun-Abramson	Community Member	Yes
6	Joseph Hegedus	Sonoma County DHS IMDT	Yes
7	Margaret Sluyk	Reach For Home	yes- CoC Board Member

8	Shannon Wiseman	Committee on the Shelterless	Yes
9	Sara Hunt	TLC Child & Family Services	Pending recommendation of committee
10	Marita Wallace	City of Santa Rosa	No

Coordinated Entry Advisory Committee

- Current Membership Cap: 10
- Committee Members Confirmed to Continue: 9
- Committee Members Waiting Response to Continue: 1 (member on vacation)
- Confirmed Open Seats: 0
- Total CoC Board Members Participating: 4

This leaves the possibility of one open seat, the member who has not yet confirmed is on vacation. It is likely there will be no seats open for this group outside of the membership cap of 10 individuals unless the Board decides to expand the group based on new board requests and/or lived experience representatives to participate in the committee.

Current Monthly Schedule: Third Wednesday of each month, 12:00 – 1:30pm

Committee Description and Meeting Information: https://sonomacounty.ca.gov/CDC/Homeless-Services/Continuum-of-Care/Coordinated-Entry-Advisory-Committee/

	Name	Organization if applicable	Confirmed to Continue 2022
1	Jennielynn Holmes	Catholic Charities	yes- CoC Board Member
2	Robin Phoenix	Committee on the Shelterless	yes
3	Amy Ramirez	Providence Health Care	Yes
4	Kathleen Finigan	Homeless Action!	Yes
5	Lisa Fatu	Social Advocates for Youth	yes- CoC Board Member
6	Mark Krug	Burbank Housing	yes
7	Mary Hanes	Nation's Finest	Yes
8	Margaret Sluyk	Reach for Home	yes- CoC Board Member
9	Benjamin Leroi	Santa Rosa Community Health	yes- CoC Board Member
10	Asya Sorokurs	Legal Aid of Sonoma County	Unknown- on vacation

Recommendation

Based on the direction of the previous Chair and Vice Chair, staff recommends new CoC Board members confirm their interest in participating on any of the current standing committees of the Continuum of Care. Staff also recommends guidance and/or approval from the CoC Board to include at least one member on each committee with lived experience of homelessness.

Depending on the interest from new board members and lived experience representatives, staff recommend the Board reevaluate the size of each committee and consider expanding the current committee cap to 13 members, based on the number of individuals interested serving on a committee; this would include any new Board members or LEAP members interested in serving on the committee. Any Board members or LEAP members interested in being on a committee may submit their request to staff for Chair and Vice-Chair approval as outlined within the Charter.

Sonoma County Continuum of Care Board
Executive Summary

Item: 7 Committee Structure and Membership- CoC Competition Evaluation Committee

Date: March 23, 2022

Staff Contact: Michael Gause, Ending Homelessness Manager Michael.Gause@sonoma-county.org

Agenda Item Overview

Continuum of Care (CoC) Program funding is distributed through a national competition in which the local community is scored on its planning and performance towards ending homelessness. Continuum of Care Program funding supports project activities such as permanent supportive housing, rapid re-housing, supportive services (with a focus on Coordinated Entry and the Homeless Management Information System), and planning and coordination.

As a requirement with this funding stream, the CoC needs to develop an evaluation group to evaluate/score existing and new projects. There is no set date in which HUD releases the Notice of Funding Opportunity (NOFO), but it typically happens in early summer. This requires an intense amount of staffing support to score renewing project performance, release a Request for Proposals for new projects, provide technical assistance, orient new organizations to the funding stream, and provide support in the e-snaps grant submission software.

To prepare for the NOFO, we will begin evaluations of renewal projects prior to the release of the notice of funding. We request the board to approve the CoC Competition Evaluation Committee to begin this work. We plan on releasing materials to existing CoC Program recipients and begin the approval of renewal scoring late March. During the CoC Board April agenda, we will have a scoring matrix based on previous HUD requirements that will need to be approved to move forward with project evaluations.

Given the complexities of this funding stream and the requirements from HUD, we are recommending a nine-member committee that is open to the public. Last year a priority of HUD was to include those with lived experience as well as diversity.

Staff recommends evaluating this committee, the make-up, and the application process within six months of implementation. As noted in the charter, all committee members will need to be approved by the CoC Chair and Vice-Chair prior to implementation.

Recommendation

Staff requests the Continuum of Care Board to approve the CoC Competition Evaluation Committee of nine members. The composition of the committee would include five CoC Board members and four individuals as recommended by staff to the Vice Chair/Chair of the CoC Board as approved. This would include at least one member with lived experience, whether that be a CoC Board member or a member of the LEAP, as outlined by FY 2021 HUD CoC Program priorities.

Sonoma County Continuum of Care Board
Executive Summary

Item: 7. Coordinated Entry Transition

Date: March 23, 2022

Staff Contact: Thai Hilton Thai.Hilton@sonoma-county.org

Agenda Item Overview

CDC staff, HomeFirst and Catholic Charities have been working on the Coordinated Entry (CE) transition. HomeFirst has provided the attached timeline for their transition. As you can see, Homefirst does not expect to be ready for full CE operations on April 1st.

CDC is concerned about this, and has coordinated the parties together to understand what operations will be ready on April 1st and how to cover any gap in services until HomeFirst can be ready to take over full operation.

Recommendation

None. Information only

CE Operator
Milestone Timetable

Deadline	Item
3/11/2022	Establish HF Advisory Committee
3/18/2022	Agreement on contract Scope of Work and timeline
3/25/2022	Hire Project Director
3/30/2022	Complete Transition Planning
4/1/2022	Transition hotline
4/15/2022	Needs assessment and asset mapping
4/22/2022	Host listening sessions with stakeholders
4/22/2022	Host listening sessions with Access Points
4/22/2022	Development of performance evaluation plan
4/30/2022	Draft Policies and Procedures
5/6/2022	Hire Project Support Team
5/20/2022	Team onboarding and training
5/30/2022	Start of full-service operation

Notes

Provides guidance, direction, oversight to CE Operator
team
w/CoC, CDC, ?
Includes recruitment, interviews, and selection
Working with Catholic Charities and SC CDC

Discovery Phase- identify active partners for Access Points
along with geographic locations requiring coverage; identify
existing case conferencing settings and explore the need
for additions, change, and/or modification

Explore current system from stakeholder perspective

Explore current system from Access Point provider
perspective; identify areas of strength and concern
For the system and for the operator
Includes- By Name List management, match-making
protocols, access point support, Data Management &
Evaluation, technical assistance and training plan, etc.

Led by Director; includes

HF operating at full speed

Sonoma County Continuum of Care Board
Executive Summary

Item: 8. Rapid Rehousing Standards

Date: March 16, 2022

Staff Contact: Thai Hilton Thai.hilton@sonoma-county.org

Agenda Item Overview

A working group of Rapid Rehousing (RRH) providers and CDC staff have completed an update the Rapid Rehousing Standards. Program standards are a HUD requirement and serve as a common policy framework and set minimum requirements for all RRH programs in Sonoma County. These standards had not been updated since 2015. The new version of the standards includes guiding principles, technical guidance and information about required policies. The Coordinated Entry Advisory Committee approved the standards at the March 16, 2022 meeting and have forwarded them to this board with a recommendation to approve them.

Recommendation

Approve the Rapid Rehousing standards

SONOMA COUNTY CONTINUUM OF CARE RAPID REHOUSING PROGRAM STANDARDS

Updated 3/01/2022

CONTENTS

The Continuum of Care (CoC) Program Interim Rule requires CoCs to establish and follow written standards for providing CoC assistance in consultation with recipients of the Emergency Solutions Grants (ESG) program (24 CFR 578.7(9)). The ESG Program Interim Rule requires the ESG recipient to establish and consistently follow written standards for providing assistance with ESG funds (24 CFR 576.400 (e)). At a minimum, these written standards must include:

• Policies and procedures for evaluating individuals' and families' eligibility for assistance in the CoC and ESG Program;

• Policies and procedures for determining and prioritizing which eligible individuals and families will receive assistance for Street Outreach, Emergency Shelter, Homelessness Prevention (HP), Permanent Supportive Housing (PSH), Transitional Housing (TH), and Rapid Re- Housing (RRH);

• Standards for determining what percentage of rent a program participant must contribute while enrolled in a RRH or HP project.

The County of Sonoma's Continuum of Care has adopted the following standards of care for Rapid Rehousing (RRH). This document provides guidelines for operating local RRH programs. Rapid re-housing rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Providers working collaboratively on these standards have also contributed their own best practices to its development. The core components of the RRH program are housing location, move-in assistance, short to medium-term rental assistance, and ongoing case management.

Program Standards serve as a common policy framework and the minimum standards for Sonoma County's RRH programs. All projects funded under the CoC Program, Emergency Solutions Grant (ESG) Program, shall apply the following standards consistently for the benefit of all program participants. The CoC strongly encourages projects that do not receive the above-mentioned funds to accept and utilize these standards.

GUIDING PRINCIPLES

HOUSING FIRST

On September 29, 2016, Governor Jerry Brown signed Senate Bill 1380, making California a Housing First state. This requirement applies to any program providing housing or housing-based services to people experiencing homelessness or at risk of experiencing homelessness, whether or not the program was designed to address homelessness.

The Housing First model is an approach to serving people experiencing homelessness that recognizes a homeless person must first be able to access a decent, safe place to live, that does not limit the length of stay (permanent housing), before stabilizing, improving health, reducing harmful behaviors, or increasing income.

Under the Housing First approach, anyone experiencing homelessness should be connected to a permanent home as quickly as possible, and programs should remove barriers to accessing housing, like requirements for sobriety or absence of criminal history. It is based on the "hierarchy of need" where people must access basic necessities—like a safe place to live and food to eat—before being able to achieve a quality of life or pursue personal goals.

TRAUMA-INFORMED CARE

Sonoma County homeless service providers seek to provide a trauma-informed system of care. Trauma-informed services should include case management; onsite integrated health resources; ACEs-based programs; living skills programs focused on communication skills, grief/loss, and well-being.

OPERATIONS

ELIGIBILITY

Target populations:

RRH is an effective intervention for many types of households experiencing homelessness, including those with no income, with disabilities, and with poor rental history. The only exceptions are households that can exit homelessness with little or no assistance, those who experience chronic homelessness and who need permanent supportive housing, and households who are seeking a therapeutic residential environment, including those recovering from addiction. The Coordinated Entry System (CES) will refer clients experiencing homelessness with VI-SPDAT scores of 0-8. Upon receiving the referral, the agency will determine if the client is eligible to receive services from their agency.

COORDINATED ENTRY

Coordinated Entry will refer eligible clients to projects upon request. Clients referred will have a vulnerability score of 0-8. Upon receiving the referral, the agency will be responsible for determining if the client is eligible for RRH services. If the individual is found to be ineligible for the RRH program, the agency will reject the referral and must request another. If a family/individual has a VI score that 9 or above, but the agency feels the vulnerable client can successfully be served by the RRH program, the agency may submit a mitigation form to CES for consideration. Mitigation forms will also be submitted by CES to the agency if the client is above the VI score but CES feels that the client may be successful in the RRH program.

PROGRAM DESIGN

Sonoma County RRH providers will work consistently within the frame of Housing First, as it applies to various forms of funding and target demographics. The Sonoma County Coordinated Entry System defines baseline eligibility for entry into RRH Programs across the Continuum of Care based on local, state, and federal regulations.

There are various vulnerable populations in need of housing services in Sonoma County including, but not limited to, survivors of domestic violence or trafficking, and transitional age youth. There is a variety of potential funding streams for RRH programs when more flexible funding is available, agencies are encouraged to work with County staff to ensure that any flexibility (per the funding specific guidelines) is utilized to more efficiently serve the homeless population in our community.

All RRH participants must meet the federal definition of 'Literally Homeless' or 'Fleeing/ Attempting to Flee DV' and be referred through the Coordinated Entry System. Homeless verification must be gathered by providers prior to entry despite enrollment in CES.

- ESG RegulationCategory 1 & 4 only, those who meet category 4 must also be literally homeless (24 CFR part 576.104)
- CoC Regulation: Category 1 & 4 only
- Other CDC Funding Regulation: Category 2 & 3 for special populations allowable with support and approval by CDC. (see "prevention" below)

VARIANCE

As previously mentioned, Emergency Solutions Grants (ESG) will be the guiding regulations for RRH programs in Sonoma County. ESG Regulations guide project models and service delivery. A project may be guided by ESG regulations and project definitions despite not having ESG dollars in their budget. If a different funding source offers more flexible use of funds, or a variance is needed to better serve clients experiencing homelessness, RRH providers may submit a variance request to the Sonoma County Community Development Commission (CDC) for support and consideration. Information on requesting variances can be found at https://sonomacounty.ca.gov/CDC/Homeless-Services/Providers/

Variance requests do not pertain to the CoC Program rapid-rehousing projects. If the agency receives CoC RRH dollars, CoC Program regulations will guide use of funds.

WAIVERS

If waivers to the normal ESG regulations are available for more flexible uses of RRH funding, providers are encouraged to contact CDC staff to ensure they remain in compliance with the waivers and regulations.

Waivers through the CoC Program are only available as released by HUD. Waivers are to be requested directly through HUD for approval. CoC recipients should communicate these requests to the CDC if requested and if approved.

PREVENTION

Local policy states that agencies with Homeless Prevention (HP) funds may not serve categories 2 and 3 with their RRH funds. If an agency has RRH funds only, they can serve categories 2 and 3, but the agency must submit a breakout request. The agency must allocate a specific amount of funds for HP which cannot be more than 30% of their RRH funds. If an agency has a HP project, they cannot submit a breakout request.

This section does not pertain to the CoC RRH as homeless prevention is not eligible to Sonoma County through the CoC Program.

VERIFICATION OF ELIGIBILITY

RRH providers are responsible for the verification of eligibility. The preference is for third party documentation. Second party documentation (observation by a homeless services provider) is acceptable if third party documentation is not available. At a minimum, client self- certification will be accepted. Lack of 3rd party documentation must not prevent an individual or family from being immediately admitted to a RRH program. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of 3rd party documentation and intake worker observations.

DETERMINING AMOUNT AND DURATION OF RENTAL ASSISTANCE

DURATION OF ASSISTANCE

RRH providers will create individualized service plans with program participants to support the participant while maximizing the use of limited funds. The maximum length of time a program participant may receive rental assistance through ESG is 24 months during any 3-year period. Short term rental assistance is for up to 3 months. Medium-term rental assistance is for more than 3 months, but not exceeding 24 months. Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears. The limit of up to 24 months of payments must include the arrears payments. For example, if a participant received assistance for 6 months of rental arrears, the maximum amount of monthly rental assistance they may receive is 18 months. Providers must run a report in HMIS to determine if the client received previous RRH assistance and adjust the duration of assistance accordingly.

Under the CoC Program, rental assistance can be provided for up to 24 months and the provider can provide supportive services to the participant no longer than 6 months after the rental assistance stops.

AMOUNT OF RENTAL ASSISTANCE

RRH providers will establish policies and procedures to determine how much assistance to provide a participant on an individual basis. These policies and procedures must comply with the Rent Reasonableness and Fair Market Rent standards while making every effort to maximize funds. Below are some examples of how assistance may be administered.

A RRH provider may design RRH rental assistance so that:

> • each program participant pays a fixed percentage of income toward rent;
>
> • each program participant pays a rent contribution based on an incremental, sliding scale;
>
> • each program participant pays a fixed amount or percent of the rent (e.g., $1000 per month or 50% of the monthly rent); or
>
> • each program participant pays a rent contribution that increases over time until the program participant is paying 100% of the monthly rent

ROOM SHARE RENTAL

ESG or ESG-CV funds may be used under the Rapid Rehousing or Homelessness Prevention component to help eligible program participants who are **not part of the same household** rent a shared unit - including shared room arrangements if safe and appropriate - as long as they meet ESG standards as defined below. However, to be considered a separate household for ESG eligibility, each household assisted with ESG rental assistance must have a **separate lease** with the property owner or a sublease with the primary leaseholder if ESG-CV or annual ESG (used for COVID purposes) funds are used.

With regard to being placed with roommates, as with all tenant-based rental assistance, it is up to the program participant to select a housing unit in which to live and the people with whom they will share that housing (if any). While the ESG Interim Rule does not prohibit **sharing a bedroom** or housing unit, HUD recommends that when using such a model, a recipient/sub recipient carefully assesses the needs of each program participant and the appropriateness of the shared living situation for the individual. For some program participants, a roommate situation may not support long-term stability in permanent housing. However, CoC Program rental assistance funds can only be used in a shared bedroom situation if the participants present as a household.

If a recipient/subrecipient is going to house people in shared housing/roommate situations, there are certain requirements that must be met, and other considerations to keep in mind.

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1. The purpose of ESG assistance is to help program participants *achieve stability in permanent housing*. ESG funds may not be used to move an individual or family into a situation you know will not be stable.

2. Conducting an inspection may also help the recipient/subrecipient assess whether this can be a permanent living situation for the program participant.

Additionally, the RRH provider must make sure that the assisted unit meets with Fair Market Rent (FMR) and Rent Reasonableness standards. CoC RRH funds can be above FMR as long as the unit is still found to be Rent Reasonable. Providers are encouraged to seek guidance from the CDC if they are considering placement of a program participant in a shared room situation.

SOBER LIVING ENVIRONMENT (SLE)

In very limited circumstances it is possible to use ESG or ESG-CV funds to provide rental assistance to help an individual who would reside in a shared room or Sober Living Environment (SLE). For this to be possible, the individual must be an eligible program participant and the unit must qualify as permanent housing. Please note, however, as provided by the CARES Act and section III.F.12 of Notice CPD-21-08, people experiencing homelessness cannot be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services funded with ESG grants provided under the CARES Act. Therefore, ESG-CV/annual ESG funds used to prevent, prepare for, and respond to coronavirus cannot be used if the program requires any prerequisites, including sobriety for admission or ongoing residence, testing, or treatment.

If the program does not require program participants to perform any prerequisite activities as a condition for receiving assistance, a subrecipient could focus their program on providing services for individuals in recovery. However, access to rental assistance cannot be limited to those in recovery. A subrecipient may target this subpopulation, but they would be required to serve any eligible individual or family seeking rental assistance, regardless of recovery needs.

To determine whether it is possible to help this individual with ESG assistance, you will need to consider multiple factors including whether the housing is considered permanent and whether the unit complies with rent reasonableness and Fair Market Rent (FMR) standards. The CDC has received HUD guidance on how to properly determine if a shared unit can be approved and how to properly calculate utility rates in a shared situation. RRH providers are encouraged to contact the CDC for guidance if they are considering placement of a program participant in an SLE.

HABITABILITY STANDARDS

All units that are assisted with RRH funds must meet the applicable Housing Standards under 24 CFR § 576.403 (a) (c). All units must be inspected and meet the minimum standards mentioned above prior to any assistance being paid for the unit.

RENT REASONABLENESS AND FAIR MARKET RENT

The ESG program Interim Rule allows for RRH rental assistance to be provided to eligible participants only when the rent, including utilities (gross rent), does not exceed the Fair Market Rent established by HUD for each geographic area **AND** the rent is determined to be reasonable as established under 24 CFR 982.507. FMR is published by HUD annually by fiscal year for 530 metropolitan areas. Current FMRs can be found here: https://www.huduser.gov/portal/datasets/fmr.html

The CoC Program Interim Rule permits rental assistance in units that are above FRM, as long as the unit is still found to be rent reasonable.

FAIR MARKET RENT

Whether a household is seeking to maintain its current housing or relocate to another unit to avoid homelessness (Homelessness Prevention) or exiting homelessness into new housing (Rapid Re-Housing), the process for determining acceptable rent amounts is the same:

- The recipient or subrecipient first compares the gross rent for the current or new unit within current FMR limits, which are updated annually. Gross rent is the cost of the rent and utilities that the tenant is responsible for paying. Utility costs include: gas, electric, water, sewer, and trash. Telephone, cable, or internet costs are not included in determining gross rent.

- If the unit's gross rent is at or below FMR, the recipient/subrecipient next uses current data to determine rent reasonableness (more information is provided below on how to determine and document this).

RENT REASONABLENESS

The rent reasonableness standard is designed by HUD to ensure that the rent being paid is reasonable in comparison to similar units in the same market. In determining comparability, the RRH provider must consider the following elements where appropriate and practical: location, quality, size, type, and age of the unit, and any amenities, maintenance, and utilities to be provided by the owner. Comparable rents can be checked by using a market study of rents charged for units of different sizes in different locations or by reviewing advertisements for comparable rental units. Providers must develop their own policies and

procedures for determining if a rent is reasonable and this must be documented in the client file.

If the gross rent is at or below the FMR and is determined to be reasonable, ESG funds can be used to pay rental assistance. If the rent exceeds FMR or the rent is not reasonable, ESG funds cannot be used to pay rental assistance. However, these requirements do not apply when a participant receives assistance with rental application fees, security deposits, moving costs, case management, legal services, and credit repair. If the reasonable rent is higher than the FMR and you are using CoC rental assistance funds, you can pay more than the FMR, up to the reasonable rent.

HUD's Rent Reasonable Checklist:
https://files.hudexchange.info/resources/documents/RentReasonableChecklist.pdf

PROGRAM TRANSFERS RRH-PSH

A participant may be transferred from a RRH program to a PSH program if the PSH program better meets their needs. Individuals must meet all PSH program requirements including chronic homelessness status. Individuals or families who participate in a RRH project maintain their Chronically Homeless status while in the program. It is important to note that program participants maintain their Chronically Homeless status for purposes of eligibility for other programs. The RRH assisted unit is considered permanent housing therefore participants are not considered homeless for purposes of the CoC's point in time count.

PROGRAM TRANSFERS RRH-RRH

A participant may be transferred from one RRH program to another if one program better suits their needs. These transfers must be done in coordination and agreement with both providers through case conferencing to ensure a warm handoff. Additionally, the duration of the assistance may not exceed 24 months in a 3-year period.

TRANSFERS TO OTHER HOUSING PROGRAMS

If a RRH participant has the ability to move to a different subsidized housing program like a Housing Choice Voucher, the participant may receive a second deposit to secure the unit. An additional deposit may also be paid to a transitional aged youth (TAY) who is aging out of a TAY RRH program. In general, if a RRH participant has an opportunity to transition to another assisted housing program, RRH providers are encouraged to contact the CDC to see what services the client may be eligible for.

EMERGENCY TRANSFER PLAN

An Emergency Transfer Plan provides for emergency transfers for survivors of domestic violence residing in permanent housing while receiving rapid rehousing assistance.

A client qualifies for an emergency transfer if:

1. The client is a survivor of domestic violence, dating violence, sexual assault, human trafficking, assault, or stalking;
2. The client expressly requests the transfer; and
3. Either:
    a. The tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying; or
    b. In the case of a tenant who is a victim of sexual assault, either the tenant reasonably believes there is a threat of imminent harm from further violence if the tenant remains within the same dwelling unit that the tenant is currently occupying, or the sexual assault occurred on the premises during the 90-calendar-day period preceding the date of the request for transfer.

If a participant needs an emergency transfer, the RRH provider will assist the client in locating more suitable housing as quickly as possible. The provider will also refer the client to other services such as victim services providers and referrals to temporary housing options like shelter (internal and external shelters).

Additionally, the RRH provider will continue to assist the client until the client is able to secure alternate housing. The provider should bring the situation to the CES case conferencing meeting to explore transfer options and seek assistance. The provider should also refer the client to centralized housing location services, if available, to assist in location of alternate housing.

PROGRAM TRANSFER

If a client requests an emergency transfer, the client has priority over all other applicants for ESG or CoC-funded housing assistance, **provided the household meets all eligibility criteria required by HUD and the program**. RRH providers should assist the client in accessing shelter, internally or externally, while they look for housing.

RESOURCES/HOTLINES

In all cases, please provide the individual seeking an emergency transfer or even contemplating an emergency transfer, with our local victims' services contact information. In case of an emergency, do not hesitate to call 9-1-1.

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YWCA 24/7 domestic violence hotline: 707-546-1234

Verity 24/7 sexual assault crisis hotline: 707-545-7273

Family Justice Center Sonoma County (business hours only): 707-565-825

EMERGENCY TRANSFER RECORD KEEPING

To request an emergency transfer, the client should submit a written request to program staff, certifying that they meet the emergency transfer qualification requirements. The program may – but is not required to – request additional documentation of the occurrence for which the client is requesting an emergency transfer.

Programs must retain records of all emergency transfer requests and their outcomes for a period of 5 years following the grant year of the program in which the household was a participant and report them to HUD annually.

PROTECTION MEASURES FOR EMERGENCY TRANSFERS

Written verification of the client's situation or any documents pertaining to the abuse shall **not** be stored electronically in HMIS for protection. This includes uploaded documents as well as case notes.

The individual should be notified immediately during project entry of their right to enroll into the new project anonymously in HMIS to secure their personal information.

GRIEVANCE PROCEDURE

RRH providers will develop their policies and procedures for participant grievances. Grievances include appeals of decisions that impact RRH participants (exits, extensions, etc.) and grievances regarding RRH policies or perceived unfair/inequitable treatment by agency staff. Participants should inform clients about their grievance policy upon intake or orientation. Copies of the grievance policy should be provided to participants upon intake into the RRH program. RRH staff will make grievance forms available to clients upon request. Clients should be informed of how their grievances will be handled and given a timeframe for the completion of each step of the process.

REASONABLE ACCOMMODATIONS

The Sonoma County Continuum of Care is committed to providing equal opportunity and reasonable accommodations to participants with disabilities to provide them with full access to RRH programs. RRH providers must develop their reasonable accommodation policies and communicate them clearly to RRH participants.

A reasonable accommodation is a change, exception, or adjustment to a program, service, building, or dwelling unit that will allow a qualified person with a disability to

- Participate fully in a program;
- Take advantage of a service;
- Live in a dwelling

To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. When a client requires an accessible feature(s), policy modification, or other reasonable accommodation, the program must provide the requested accommodation unless doing so would result in a fundamental alteration in the nature of the program or an undue financial and administrative burden. A fundamental alteration is a modification that is so significant that it alters the essential nature of the program. In such a case, if possible, the program will offer an alternative solution that would not result in fundamental alteration of the program or a financial or administrative burden. RRH providers will report the number of Reasonable Accommodation requests, as well as the number of denials and the reasons for denials on their quarterly reports.

RENTAL ASSISTANCE AGREEMENTS

The rental assistance agreement between the RRH provider and the property owner must set forth the terms under which rental assistance is being provided. It must contain all of the requirements set forth in ESG regulation 24 CFR § 576.106(e) or CoC regulation 24 CFR § 578.51(a), depending on the project funding source.

LEASE REQUIREMENTS

Each RRH participant receiving assistance must have a legally binding lease for the rental unit. The lease must be between the owner and the program participant and must comply with all requirements set forth in ESG regulations 24 CFR § 576.106(g) or CoC regulation 24 CFR 578.51(L)(1), depending on the project funding source.

VIOLENCE AGAINST WOMEN ACT (VAWA) PROTECTIONS

VAWA protections apply to RRH participants. RRH providers must provide participants with a notice of occupancy rights under the Violence Against Women Act. Housing providers are prohibited from denying admission to, denying assistance under, terminating from participation in, or evicting from housing on the basis or as a direct result of the fact that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy. Additionally, victims of domestic violence, dating violence, sexual assault, or stalking are entitled to all protections contained in 24 CFR § 5.2005 until the expiration of the rental assistance agreement. If RRH assistance is limited to deposit assistance, VAWA protections do not apply.

ADMINISTRATION

RECORD RETENTION AND STORAGE

It is the common practice of Sonoma County homeless service providers to retain paper records for 7 years. The Continuum of Care's preference is that all data be entered into HMIS. HMIS meets all HIPAA, privacy and security requirements, more completely than most paper systems. Private user information can be drawn from the meta-data. Participating providers may scan documents and upload them to HMIS. Under HUD's data standards, the HMIS vendor will be responsible for regular secure storage of data retained beyond the required periods. To the extent possible, providers will move toward such electronic records, with the understanding some agencies will be required to retain paper records for monitoring by their funders

Files containing personal information shall be stored in locked and safe locations to maintain confidentiality. Shelter providers will maintain policies and procedures that detail their agency's retention times and how release-of-information requests are processed.

CARRY OVER PROCESS

Funding Agreements for Homeless Services projects, funded through The Sonoma County Continuum of Care, allocate funding on a Fiscal Year basis. These one-year Funding Agreements contain budgets that often consist of dollars from multiple sources comprised of State, Federal, and/or Local funds. SCCDC policy allows Rapid Rehousing (RRH) and Homeless Prevention (HP) projects to provide financial support such as rental assistance and utility assistance to program participants for up to 24 months during any three years. Since this is a time frame longer than the single year covered by the Funding Agreement, the SCCDC recognizes that situations may arise where Funding Agreements and/or funding sources are ending despite participants requiring ongoing service.

If program participants require ongoing services beyond the end date of the Funding Agreement and/or when one funding source is exhausted during the same fiscal year, participants may be able to continue with services despite the changing funding source. Subrecipients may ask to "carry over" those program participants to the period covered by the new funding source. This allowance can ensure that the participant receives ongoing services to the extent that they are eligible per the original funding source.

Potential changes in the funding levels, sources of funds, available dollars, or funding regulations may lead to fluctuations in the annual amount of public dollars available for homeless services. For this reason, Rapid Rehousing and Homelessness Prevention projects should not make guarantees of ongoing support past the end of the contract term. A copy of the "Request to Carry Over Program Participants" procedure can be found at https://sonomacounty.ca.gov/CDC/Homeless-Services/Providers/ For assistance with this process, please contact the CDC.

This section does not pertain to the CoC Program funded RRH projects.

ELIGIBLE COSTS

Some eligible costs are listed below however, RRH providers should refer to their funding agreements for a complete list of eligible activities.

Eligible activities for the ESG Program can be found here
https://www.govinfo.gov/content/pkg/CFR-2018-title24-vol3/xml/CFR-2018-title24-vol3-part576.xml#seqnum576.104

Eligible activities for the CoC Program can be found here:
https://www.govinfo.gov/content/pkg/CFR-2017-title24-vol3/xml/CFR-2017-title24-vol3-part578.xml

RENTAL ASSISTANCE

- ESG Rental Assistance
  - Short-term rental assistance (up to 3
  - months)
  - Medium-term rental assistance (4 to 24
  - months)
  - Rental arrears (one-time payment of up to 6 months of rent in arrears, including any late
    fees on those arrears)

- CoC Rental Assistance
  - Short-term rental assistance (up to 3 months)
  - Medium-term rental assistance (4 to 24 months)

RENTAL ASSISTANCE TYPE

- Tenant-based rental assistance
- Project-based rental assistance
  - If the recipient or subrecipient identifies a permanent housing unit that meets ESG requirements and becomes available before a program participant is identified to lease the unit, the recipient or subrecipient may enter into a rental assistance agreement with the owner to reserve the unit and subsidize its rent in accordance with the requirements found in 24 CFR 576.106 (i) Please contact the CDC for guidance on project based RRH assistance.

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HOUSING LOCATION AND STABILIZATION

- ESG Financial Assistance Costs
  - Rental application fees
  - Security deposits (up to 2 months)
  - Last month's rent
  - Utility deposits and payments (up to 24 months, including up to 6 months for payments in arrears)
  - Moving costs
- CoC Financial Assistance Costs
  - Security deposits (up to 2 months)
  - First and last month's rent
  - Property damage

- ESG Supportive Service Costs
  - Housing search and placement
  - Housing stability case management
  - Mediation
  - Legal services
  - Credit repair

- CoC Supportive Services Costs
  - Case management
  - Child Care
  - Education Services
  - Employment assistance and job training
  - Food
  - Housing search and counselling services including mediation, credit repair, and payment of rental application fee
  - Legal services
  - Life Skills training
  - Mental Health services
  - Moving Costs
  - Outpatient health services
  - Outreach services
  - Substance abuse treatment services
  - Transportation

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

All RRH providers are required to participate in HMIS in accordance with 24 CFR 578. Providers are required to receive referrals from CES through HMIS and to complete all entry, annual and exit touchpoints.

Victim Service Providers (VSP) are prohibited from participation in HMIS and must maintain client records through a comparable database.

REPORTING

Programs are required to be timely on any required reporting. If a program is not able to meet the deadline for a required report, the program administration will provide notice of an estimated time frame for when reports can be received. For detailed reporting requirements view agency contract/grant. Reports can be made available upon request by contacting the Community Development Commission.

PROGRAM MONITORING

RRH providers can expect the Sonoma County Community Development Commission to monitor their program annually to ensure adherence to these standards.

In addition to monitoring by the Sonoma County Community Development Commission, CoC Program RRH providers and are subject to direct HUD monitoring.

RESOURCES

RRH providers are encouraged to use all of the resources that HUD makes available to providers to better understand program rules and regulations and to better implement programs. Below are resources that can assist providers:

- ESG Laws and Regulations
  https://www.hud.gov/program_offices/comm_planning/esg/regulations
- ESG program Interim Rule: https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/
- ESG Rent Reasonableness and FMR:
  https://www.hudexchange.info/resource/3070/esg-rent-reasonableness-and-fmr/
- CoC Laws and Regulations:
  https://www.hud.gov/program_offices/comm_planning/coc
- CoC Program Interim Rule: https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule/
- CoC Rent Reasonableness and FMR:
  https://www.hudexchange.info/resource/4424/coc-rent-reasonableness-and-fair-market-rent/

- Rapid Rehousing ESG v. CoC: https://www.hudexchange.info/resource/2889/rapid-rehousing-esg-vs-coc/
- 24 CFR 576: https://www.law.cornell.edu/cfr/text/24/part-576
- HUD Virtual Binders ESG/CoC: https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/
- CDC Service Providers webpage: https://sonomacounty.ca.gov/CDC/Homeless-Services/Providers/

Sonoma County Continuum of Care (CoC)
Membership Meeting
Agenda April 21, 2022
1:00pm-4:00pm Pacific Time

Agenda

1. **Welcome and Introductions**
2. **CoC Board Orientation and Trainings**
3. **Questions and Comments**

In accordance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Sonoma County Community Development Commission at (707) 565-7500 (voice) or (707) 565-7555 (TDD). Translators and American Sign Language interpreters for individuals with hearing disabilities will be available upon request. A minimum of 48 hours is needed to ensure the availability of translation services.

Sonoma County Continuum of Care (CoC) Board
Agenda for April 27, 2022
1:00pm-5:00pm Pacific Time

Public Zoom Link:

https://sonomacounty.zoom.us/j/99261791880?pwd=djc0b1ZsU1FpOU1kbnJ0UDNOcUhFQT09

Phone: 1 (669) 900-9128   **Webinar ID**: 992 6179 1880   **Passcode:** 650935

	Agenda Item	Packet Item	Presenter	Time
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
1.	Consent Calendar (ACTION ITEM): - Approve Agenda - Approve Minutes from 3/23/22	-4/27/22 Agenda -DRAFT 3/23/22 Minutes	Board Chair	1:05pm
2.	Staff Report		CDC Staff	1:15pm
3.	Presentation on Current Data and Homeless Action Plan from Homebase (ACTION ITEM)		Homebase	1:30pm
4.	Word from the Street			2:30pm
5.	5 min Break			2:40pm
6.	Continuum of Care Renewal Scoring (ACTION ITEM)		CDC Staff	2:45
7.	Standing Committee Reports - Coordinated Entry Advisory (CEA) Committee - Strategic Plan Committee - Charter & Policy Review Committee - Homeless Management Information System (HMIS)/Data Committee - Lived Experience Advisory & Planning Board (LEAP). - Youth Action Board		Committee Representatives	3:15pm
8.	Review Agenda for May CoC Board Meeting	-DRAFT 5/25/22	Board Chair	3:35pm
9.	Board Member Questions & Comments		Board Chair	3:45pm

10.	Public Comment on Non-Agendized Items		Board Chair	4:00pm

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email Araceli.Rivera@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

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