

San Mateo County – Continuum of Care Steering Committee
July 8, 2016
Minutes

Present: Pastor Paul Bains, Antione Brooks, Steve Carey, Cindy Chan, Teri Chin, Diane Dworkin, Peter Ehrhorn, Anita Farrell, Katherine Finnigan, Gloria Flores-Garcia, Brian Greenberg, Amy Hsieh, Amanda Johnson, Melissa Lukin, Linda Nguyen, Melissa Platte, Robin Rudikoff, Lenelle Suliguin, Jason Blair, La Trice Taylor, Danielle Thoe, Stephanie Weisner, Nadine Makki

Staff/Committee Support: Jessica Silverberg, Brian Eggers, Selina Toy Lee, Beth Falls, Tammie Sweetser, and Kate Bristol by phone

Topic	Discussion
Welcome and Introductions Melissa Platte	Melissa Platte called meeting to order at 10:38 A.M.
CalFresh Updates Alejandra Haro, HSA	<p>Alejandra Haro, who is the CalFresh Outreach Coordinator for HSA, presented an overview of the CalFresh program. CalFresh Outreach is done throughout the County and works with some non-profits to educate the community about CalFresh and who is eligible. CalFresh Outreach is interested in collaborating with homeless and safety net providers to spread the word about CalFresh, such as having a table at an outreach event a provider may have.</p> <p>The Outreach Team has also created by a dietitian with specialized information about preparing meals using a CalFresh budget or preparing meals without access to a kitchen.</p> <p>For more information, questions about CalFresh, or requests for materials or requests for presentations, please contact Alejandra at aharo@smcgov.org or 650-599-3862.</p> <p>Handouts- CalFresh Flyers Healthy Kid Snacks Better Food for Better Living</p>

Topic	Discussion
<p>CoC Steering Committee Membership- Jessica Silverberg</p>	<p>Membership of the Steering Committee is being reviewed to ensure that there is representation from key stakeholder groups. All members of the community will continue to be welcome to attend all CoC Steering Committee meetings and participate in discussions at the meetings, however, when the Steering Committee takes official action on a motion, Steering Committee members are the individuals who will vote on the item.</p> <p>Voting on new members: Affordable housing/housing development representative - Nevada Merriman (MidPen Housing) AOD treatment provider representative - Jim Stansberry (Project 90) Housing advocate representative - Nadine Makki (Housing Leadership Council of San Mateo County) Youth/youth advocate representative - Peter Ehrhorn (StarVista) Mental health system representative - Diane Dworkin (BHRS)</p> <p>Teri Chin made a motion and Linda Nguyen seconded the motion to add the individuals listed above as members of the CoC Steering Committee. All in attendance voted in favor. No one opposed.</p> <p>There will continue to be review of membership and representation from key stakeholder and community groups.</p> <p>Handout- CoC Steering Committee Roster 7/8/16</p>

Topic	Discussion
<p>2016 CoC NOFA- ranking and performance standards Kate Bristol, Jessica Silverberg, Brian Eggers</p>	<p>Reviewed the following handouts.</p> <ul style="list-style-type: none"> • Highlights of the 2016 Continuum of Care NOFA • Draft 2016 CoC Competition Project Review and Ranking Process <p><u>Overview of 2016 CoC NOFA</u></p> <p>2016 NOFA fairly similar to 2015 NOFA Annual Renewal Demand for 2016 is \$8,160,635 Tier 1- \$7,589,390 Tier 2- \$571,245</p> <p>Bonus funding may be requested for new Rapid Re-Housing (RRH) or Permanent Supportive Housing (PSH) projects serving single adults, families or youth. We can apply for up to \$408,031 (5% of our Annual Renewal Demand), and can also apply for new RRH or PSH with funds that have been reallocated from lower performing projects.</p> <p>CoCs are required to rate and rank projects based on objective assessment of performance and strongly encouraged to re-allocate lower performing projects.</p> <p>HUD Policy Priorities</p> <ol style="list-style-type: none"> 1. Create a Systemic Response to Homelessness 2. Strategically Allocate Resources 3. End Chronic Homelessness 4. End Family Homelessness 5. End Youth Homelessness 6. End Veteran Homelessness 7. Use a Housing First Approach

Topic	Discussion
2016 CoC NOFA, cont.	<p>Important changes since 2015</p> <ul style="list-style-type: none"> • CoCs that have a history of re-allocating lower performing projects will receive a competitive advantage. • Analysis of system performance is required. CoCs that complete and submit system performance measures by August 1, 2016 receive points in the competition. • Applicants may now count rent collected from program participants as match. <p>Potential amendments to the governance charter</p> <p>HSA is reviewing the CoC governance charter and will be making proposals regarding revisions and additions to the governance charter, potentially including the following.</p> <ul style="list-style-type: none"> • Expand on policy on prioritizing chronically homeless people for turnover units in permanent supportive housing • Add details on strategies to reach functionally zero homeless people; drawn from the Strategic Plan. Include details on how strategies will be implemented • Expand on project monitoring procedures; including monitoring for compliance with CoC regulations • Update HMIS Policies and Procedures • Expand written standards for rapid re-housing assistance <p><u>Project Ranking and Rating Process and Performance Standards</u></p> <p>Reviewed proposed draft ranking and rating process, performance standards, and scoring factors for renewal and new projects applications. The performance subcommittee (which was open to anyone who was interested) met in June and reviewed an earlier draft of this document. Since that meeting, HSA has revised this document to incorporate feedback from that group.</p>

Topic	Discussion
2016 CoC NOFA, cont.	<p>The NOFA requires that each CoC conduct a transparent and objective process to review and rank all applications for renewal of existing projects and creation of new projects. Ranking of renewal projects must demonstrate the use of established objective criteria used to review project applications. Additionally, the CoC must place projects into Tier 1 and Tier 2, with projects in Tier 2 having to compete nationally for funding.</p> <p>Rating and Ranking Process and Criteria</p> <p>On July 12, 2013, the CoC Steering Committee adopted objective Project Performance Standards for all program types within the continuum. In June 2016 these standards were updated to align with HUD's System Performance Measures and to reflect the most recent available data on current performance of San Mateo County programs and performance targets recommended by Focus Strategies as part of their technical assistance work on H.S.A.'s new Strategic Plan to End Homelessness 2016-2020.</p> <p>Application Process</p> <p>On or about July 11, 2016, HSA will release an announcement of available funding for both new and renewal CoC projects. These will be distributed broadly via email to the provider community. The announcement for new projects will also be posted to the H.S.A. website. The announcements explain the process for submitting application, as well as the review criteria and process</p> <p>On or about July 25, 2016 renewal applicants will receive a Project Performance Report from HSA summarizing their progress in meeting the established performance standards using data from the Clarity HMIS system. This report provides each renewal project applicant the opportunity to provide any narrative explanation or clarification. This document also includes supplemental narrative questions.</p> <p>On or about August 10, 2016, all applicants (new and renewal) must complete their Project Application(s) (Exhibit 2) in e-snaps, but please do not submit in e-snaps. Renewal applicants must also submit their completed Project Performance Reports including any clarifications and responses to the supplemental narrative, as well as supporting documentation. New applicants must also submit their completed supplemental narrative.</p> <p>HSA will convene an unbiased and non-conflicted Review Panel composed of representatives from neutral (non-applicant) organizations. The Panel may include staff from the County of San Mateo, cities and towns within the County, funders and non- profit housing and social services organizations.</p> <p>The Review Panel will meet on or about August 22, 2016 to determine the ranking of the project in accordance with the Project Review and Ranking Process.</p>

Topic	Discussion
2016 CoC NOFA, cont.	<p>The project rankings will be brought to the Continuum of Care Steering Committee for approval on August 26, 2016.</p> <p>All applicants will be notified no later than August 30, 2016 whether their project is being included in the application as well as their rank on the Project Priority listing.</p> <p>Applicants may appeal any of the following decisions. Appeals must be submitted following the process outlined in the Project Review and Ranking Process.</p> <ul style="list-style-type: none"> • Placement of project into Tier 2 • Reduction of renewal grant amount (i.e. renewal grant partially re-allocated to a new project) • Elimination of renewal grant (i.e. entire grant re-allocated to a new project) <p>Discussion of APR reports that will be used to create the project performance reports for renewal applicants- discussed what time frame should be used. Feedback was that APR reports should be submitted for June 1, 2015 – May 31, 2016. Renewal applicants must send their APRs to Brian Eggers and Jessica Silverberg by July 15, and these APRs will be used to help create the project performance reports.</p> <p>Discussed the performance standards and targets for each project type.</p> <p>The committee reviewed all components of the draft Project Review and Ranking Process, including the following: Performance Standards Revised June 2016- Attachment A; Scoring Factors for Renewal Projects-Attachment B; Scoring Factors for New Projects- Attachment C; and Ranking and Tiering Policies-Attachment D.</p> <p>The committee then voted to approve the Project Review and Ranking Process, including the performance standards and all other attachments.</p> <p>The motion to approve the ranking and rating process including the performance standards and all other attachments was made by Diane Dworkin and seconded by Teri Chin. All non-conflicted members present voted to approve. (Members whose agencies receive or are applying for CoC funds did not participate in the vote due to potential conflicts of interest.)</p> <p>A Special CoC Steering Committee meeting has been scheduled. This meeting will include approving final project ranking for the NOFA. The meeting will be August 26, 11 am- 12:30 pm., HSA, 1 Davis Drive, Belmont in the Montara Room</p> <p>An information session for potential applicants has been scheduled for July 13, 2016 at 10:30 am- 12:00 pm at HSA's office at 400 Harbor Blvd, Belmont, Building B, in the Belize room. The information shared at the meeting will also be posted on the 2016 NOFA website.</p>

Topic	Discussion
HUD System Performance Measures Brian Eggers	Reviewed the following handout. <ul style="list-style-type: none"> • HUD System Performance Measures Reviewed the HUD System Performance Measures. Data on our community's performance on these measures will be submitted to HUD for the first time as part of the 2016 NOFA. The data from federal fiscal year 14-15 is due to HUD August 1, 2016. HSA is currently working on reviewing the data from HMIS related to these measures. The data will be shared with the HMIS users group on July 19.
HSA's CalWORKs Housing Support Program (HSP) application Jessica Silverberg	HSA is currently applying for a grant through the CalWORKs Housing Support Program (HSP). This state program provides funding for a Rapid Re-housing program that can serve families who are enrolled in CalWORKs employment services and who are homeless. HSA's Center on Homelessness and the Employment Services branch are working on the application together. It is a competitive grant, so it's unknown if the grant will be awarded and if so, what level of funding will be awarded. HSA will submit the application at the end of July and should receive a response in October.
Continuum of Care Roundtable All	Announcements/Updates El Concilio will be moving their office to 2396 University Avenue, East Palo Alto in late July.
Adjournment Melissa Platte	Meeting adjourned at 12:03

Next meetings:

Special CoC Steering Committee meeting – including approving final project ranking for the NOFA- August 26, 11 am- 12:30 pm., HSA, 1 Davis Drive, Belmont in the Montara Room

Regular CoC Steering Committee meeting - October 14, 2016, 10:30-12,-400 Harbor Blvd, Belmont, Building B- Bali Room