

**San Mateo County Continuum of Care (CoC) Steering Committee
Special Meeting on the 2017 NOFA
August 7, 2017
Minutes**

Present: Paul Bains, Jesus Contreras, Brian Greenberg, Cindy Chan, Linda Nguyen, Christiana Weidanz, Sandy Council, Melissa Platte, Jason Cameron, Fatima Soares, Robin Rudikoff, Caitlin Billings, Gloria Flores-Garcia

Staff/Committee Support: Brian Eggers, Kat Chan, Jessica Silverberg, Ruby Tomas, Tammie Sweetser, Kate Bristol

Topic	Discussion
Welcome and Introductions Melissa Platte, MHA	Melissa Platte called meeting to order at 1:35PM
CoC NOFA- Discussion and cote on Draft Project Review and Ranking Process Kate Bristol (Focus Strategies), Jessica Silverberg (HSA), Brian Eggers (HSA)	<p>HSA reviewed the draft 2017 Project Review and Ranking Process policy, focusing on the changes from the 2016 policy. The draft document was emailed to the CoC email list (Steering Committee members, providers, and stakeholders) on August 3, 2017.</p> <p>-Section I -edits to reflect the 2017 NOFA funding amounts</p> <p>-Section I- only edits were updated dates</p> <p>-Attachment A (performance standards), no changes</p> <p>-Attachment B (scoring factors for <u>renewal</u> projects), the following changes are being proposed:</p> <ol style="list-style-type: none"> a) leveraging was removed as a scoring factor (as HUD no longer requires leverage) and the 7 points that had been included for leverage were distributed to other scoring factors b) Scoring factor 10, modified this factor to include accessibility for highest need households, adding "<i>Is the project accessible for households with the highest needs and housing barriers? Does the project take affirmative steps to make housing and services accessible to people with significant vulnerabilities, including: having experienced abuse or victimization (including domestic violence, sexual assault, and child abuse), criminal histories, chronic homelessness, low or no income, current or past substance abuse?</i>" c) In terms of methodology for the renewal scoring factors, the following changes are being proposed. <ul style="list-style-type: none"> • Factor 1-8 (project performance standards) only change is the date range for the APR and HMIS data: <i>March 1, 2016 to February 28, 2017</i> (renewal applicants have previously been notified of the date range for their planning purposes) • Factor 9 (housing first) added: The projects with "<i>written policies that clearly document low barriers and no service participation requirements</i>" will receive higher scores.

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	<ul style="list-style-type: none"> • Factor 10 added: <i>“Accessibility for”</i> Highest Need Households, added that applicants will be asked in the narrative to also provide information on <i>“if/how the project takes affirmative steps to make housing and services accessible to people with significant vulnerabilities.”</i> • Factor 12 added clarification about how cost effectiveness will be calculated • Factor 13 added: <i>“DedicatedPLUS projects will not receive points for serving chronically homeless individuals because they do not only serve chronically homeless individuals”</i>. This is being recommended because HSA has evaluated whether there is a need for DedicatedPLUS in our community at this time, using available data on the homeless population and the population of people who are accessing PSH. Given that there are many individuals in the community who have long lengths of homelessness and high needs and meet the chronic homelessness definition, HSA is recommending that DedicatedPLUS projects are not prioritized at this time in order to maintain PSH capacity dedicated for chronically homeless persons. <p>Attachment C (scoring factors for applications for <u>new</u> projects), the following changes are being proposed:</p> <ul style="list-style-type: none"> • Rating factor #7 applicant capacity: last year was 20 points, recommending change to 10 points • Rating factor # 9: New category <i>“Project Type Prioritization.”</i> Points are as follows <ul style="list-style-type: none"> • TH/RRH - 0 points • PSH/DedicatedPLUS - 3 points • RRH - 5 points • PSH Dedicated to Chronically Homeless People - 10 points <ul style="list-style-type: none"> ○ These point allocations are being recommended because HSA has evaluated whether there is a need for TH/RRH and/or DedicatedPLUS in our community at this time, using available data on the homeless population, the population of people who are accessing the existing programs, and existing shelter/interim housing capacity. HSA is recommending that DedicatedPLUS projects are not prioritized at this time in order to maintain PSH capacity dedicated for chronically homeless persons and is recommending that TH/RRH projects are not prioritized at this time as new RRH and/or new PSH are prioritized as the most significant needs in our system to have the greatest impact. <p>There were no questions regarding the Project Review and Ranking Process.</p> <p>A motion to approve the 2017 Project Review and Ranking Process was made by Linda Nguyen and seconded by Fatima Soares. All non-conflicted members present voted to approve the motion; there were no votes against the motion. (Members whose agencies receive or are applying for CoC funds did not participate in the vote due to potential conflicts of interest.) A discussion was held about extending the voting by asking members not present to vote by email, since some members could not attend this meeting in person due to schedule conflicts. However, another non-conflicted committee member arrived and voted for the motion, which met the threshold for number of non-conflicted members in attendance to vote, so motion was passed.</p> <p>Handout: Draft 2017 Project Review and Ranking Process</p>

Topic	Discussion
<p>CoC NOFA Updates- Preliminary information about proposed changes to the Governance Charter Kate Bristol (Focus Strategies), Jessica Silverberg (HSA)</p>	<p>Kate and HSA are reviewing the Governance Charter and will be working on making recommendations regarding updates and edits to the Governance Charter.</p> <p>Potential updates/changes to the Governance Charter include the following:</p> <ul style="list-style-type: none"> • Updates to standards for emergency shelter, transitional housing, and Coordinated Entry • Add information on training provided by the CoC • Updates to the subcommittee structure <p>Additional ideas for potential revisions from the committee:</p> <ul style="list-style-type: none"> • Create a process for members to vote by proxy and/or vote ahead of time (if a member can't be present at the meeting) • Explore making a more streamlined process for voting in a new member if an existing member leaves their agency or otherwise becomes unavailable to participate • Explore creating an option for a conference call meeting if there are meetings with brief agendas <p>HSA will also work with the Committee Chair to review membership and consider recommending adding additional members to the committee.</p> <p>Kate and HSA will work on drafting the proposed edits to the Governance Charter, which will be shared prior to the next CoC Steering Committee meeting and will then be discussed at meeting and voted upon.</p>
<p>Adjournment Melissa Platte</p>	<p>Attendees shared various program updates and then Melissa adjourned the meeting at 2:01PM</p>

Next meetings:

September 12, 2017, 10:30-12:00 (Special NOFA Meeting) at the HSA office at 1 Davis Drive, Belmont- Montara Room

October 13, 2017, 10:30-12:00 at the HSA office at 1 Davis Drive, Belmont- Montara Room