

**Sonoma County Homeless Coalition Board  
Agenda Report**

**Item No:** 1 (Consent Calendar)  
**Subject:** November 20, 2024, Sonoma County Homeless Coalition Board Meeting  
Agenda  
**Meeting Date:** November 20, 2024  
**Staff Contact:** Araceli Rivera, [Araceli.Rivera@Sonoma-County.org](mailto:Araceli.Rivera@Sonoma-County.org)

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**SUMMARY**

This staff report presents the November 20, 2024, Sonoma County Homeless Coalition Board Meeting proposed agenda. The agenda contains all proposed items that will be discussed by the Board. The proposed agenda is attached as Attachment A.

**RECOMMENDED ACTION(S)**

Approve November 20, 2024, agenda.

Attachment A



**Sonoma County Homeless Coalition**

**Board Meeting Agenda**

**November 20, 2024**

**1:00pm-4:30pm Pacific Time**

**Public Zoom Link:**

<https://sonomacounty.zoom.us/j/97657584390?pwd=bkdNcjFnM2dhcE5GWkZuRE4zUzZjUT09>

**Phone: +16694449171 Webinar ID: 976 5758 4390 Passcode: 047199**

	<b>Agenda Item</b>	<b>Packet Item</b>	<b>Presenter</b>	<b>Time</b>
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
	<b><i>Note: Items 1-4 below are proposed for adoption via one motion as the Consent Calendar.</i></b>	N/A		
1.	11/20/24 Agenda (Consent Calendar)	Draft Agenda	Staff	1:05pm
2.	Minutes from 10/23/24 (Consent Calendar)	Draft Minutes	Staff	
3.	Summary of Follow-ups from the Previous Meeting(s) (Consent Calendar) <ul style="list-style-type: none"><li>• Housing First/Safety</li><li>• MOU Between SoCo Homeless Coalition and Lead Agency</li><li>• Homeless Coalition Committees</li><li>• Strategic Planning Update</li></ul>	Summary of Follow-ups	Staff	

4.	Reports for Standing Committee Updates <i>(Consent Calendar)</i> <ul style="list-style-type: none"> <li>• CEA Committee</li> <li>• Funding &amp; Evaluation Committee</li> <li>• HMIS Committee</li> <li>• Lived Experience Advisory &amp; Planning Board (LEAP)</li> </ul>	Staff Report for Standing Committees	Staff	
5.	Reports from Lead Agency Staff Potential ACTION ITEM <ul style="list-style-type: none"> <li>• Heart Team</li> <li>• SoCo Homeless Coalition 2025 Elections</li> </ul>	Staff Report	Staff	1:25pm
6.	Service Provider Roundtable (SPR) Update & Presentation  Potential ACTION ITEM		Margaret Sluyk	1:40pm
7.	Lead Agency Designation Potential ACTION ITEM	Staff Report	Staff	1:50pm
8.	10-minute break			3:15pm
9.	Word from the LEAP Board Potential ACTION ITEM		LEAP Board Chair	3:25pm
10.	Review Agenda for December Coalition Board Meeting Potential ACTION ITEM	Staff Report for DRAFT Agenda	Board Chair	3:35pm
11.	Board Member Questions & Comments Potential ACTION ITEM		Board Chair	3:55pm
12.	Public Comment on Items not on the Agenda		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](mailto: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.*



**Sonoma County Homeless Coalition  
Minutes Staff Report**

**Item No:** 2 (Consent Calendar)  
**Subject:** Meeting Minutes 10/23/2024

**Meeting Date:** 11/20/24

**Staff Contact:** Kim Holden, Senior Office Assistant, [Kim.Holden@sonoma-county.org](mailto:Kim.Holden@sonoma-county.org)

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**SUMMARY**

This staff report briefly summarizes the October 23, 2024, Sonoma County Homelessness Coalition Meeting Minutes. The attached meeting minutes contain all items discussed by the Sonoma County Homeless Coalition Board at the October 23, 2024, Sonoma County Homelessness Coalition Meeting.

**RECOMMENDED ACTION(S)**

Approve Sonoma County Homeless Coalition Minutes from the 10/23/2024 Sonoma County Homeless Coalition Board Meeting.

## Homeless Coalition Board Meeting Minutes

Wednesday, October 23, 2024

1:00 – 5:00 PM, Pacific Time – Meeting held via Zoom

Zoom Recording:

[https://sonomacounty.zoom.us/rec/share/so4HUAZvgTM\\_3u81t\\_4p1wHpZC0AdIA2Q9nBcjS9bk7L2oVP\\_T5iLuyx-I7YtsrkR.QYexLMegU2qXXILC](https://sonomacounty.zoom.us/rec/share/so4HUAZvgTM_3u81t_4p1wHpZC0AdIA2Q9nBcjS9bk7L2oVP_T5iLuyx-I7YtsrkR.QYexLMegU2qXXILC)

Passcode: Y@WjJVQ8

### Welcome and Roll Call Introductions (00:05:36–00:08:09)

Jennielynn Holmes called the meeting to order at 1:01 pm and explained the Zoom rules regarding public comment and Brown Act guidelines.

**Present:** Jennielynn Holmes, Catholic Charities | Ben Leroi, Santa Rosa Community Health | Natalie Rogers, City of Santa Rosa | Dennis Pocekay, City of Petaluma | Chris Coursey, Sonoma County Board of Supervisors | Martha Cheever, Community Development Commission | Una Glass, City of Sebastopol | Jackie Elward, City of Rohnert Park | Dannielle Danforth, West County Community Services | Margaret Sluyk, Reach For Home | Chessy Etheridge, Lived Experience Advisory Board (LEAP) | Chris Cabral, Committee on the Shelterless (COTS) | Salvina Norris, Sonoma County Indian Health Project (SCHIP) | Kristi Lozinto, Member At-Large | Ron Wellander, City of Sonoma | Angelica Smith, Tribal Seat | Aaron Mello, LEAP Board

**Absent:** Cheyenne McConnell, TAY Representative

A quorum was present.

### 1 - 4. Approval of Consent Calendar (00:08:11 – 00:10:00)

- Jennielynn Holmes, CoC Board Chair, presented the consent calendar items:
  1. 10/23/24 meeting agenda
  2. 9/25/24 meeting minutes
  3. Summary of Follow-ups from Previous Meeting(s)
  4. Reports for Standing Committee Updates
- **Public Comment:** None
- **Motion:** Natalie Rogers moves to approve the Consent Calendar.  
**Second:** Martha Cheever seconds the motion.

**Abstentions or Objections:** None.

**Motion passes.** The consent calendar is approved.

**5. Housing First Presentation: Alignment with Support Services & Safety (00:10:04–1:35:35)**

- Helene Schneider provided a slide presentation informing the HC Board about the US Interagency Council on Homelessness (USICH), and providing an overview of federal “Housing First” policy. As Senior Regional Advisor for USICH, Helene is based in Santa Barbara and covers the State of California for this small stand-alone federal interagency. USICH is led by US Department of Health and Human Services (HSS) Secretary Xavier Becerra, and is dedicated solely to preventing and ending homelessness in the United States. Additional information is included in the meeting packet of materials for Item 5, or at the following website: <https://www.samhsa.gov/homelessness-programs-resources>.

- **Public Comment:** Gregory Fearon

Informational item only: no action taken

**6. Reports from the Lead Agency: (01:35:41 – 1:50:22)**

- Heart Team Information: James Alexander, Homelessness Services Division Director, reported that he has convened monthly meetings with representatives for the various street outreach subregions, with the goal of enhancing collaboration and coordination to reduce the number of unsheltered individuals.

A new Health Program Manager for the Homeless Encampment Access and Resource Team (HEART) should be in place within the next month.

- Transitional Age Youth (TAY) Seat: Araceli Rivera reported that a tracking sheet has been created to record HC Board absences and use of proxies. This oversight will allow for communication and support to those who may be experiencing difficulty in maintaining attendance.
- Funding Priorities and Next Steps: Michael Gause relayed that the Continuum of Care Notice of Funding Opportunity (NOFO) is being finalized this week, and work will soon begin on the local Notice of Funding Availability (NOFA) for next year, which should be released in December or early January.
- Point in Time (PIT) Count: Michael Gause reported that the Lead Agency will be convening a meeting in November with the PIT Count consultant (Applied Survey Research) and city partners to plan and brainstorm about training and coordination for the upcoming January 2025 PIT Count.

Additional information concerning Lead Agency reports are available in the meeting packet of materials for Item #6.

- **Public Comment on Item #6:** Gregory Fearon

Informational item only; no action taken

Note: Vice Chair Una Glass will preside over the meeting proceedings from 3:00 – 3:30 PM as Chair Jennielynn Holmes must step away for a short time due to a prior commitment.

**7. Service Provider Roundtable (SPR) Update (01:50:24 – 01:54:29)**

- Margaret Sluyk reported that discussion at the recent Service Provider Roundtable centered around safety issues and also focused on providers' desire to explore concerns they may have regarding the County as the Lead Agency, but for which they may be reluctant to express as much of their funding is provided via the County.
- **Public Comment:** None.

Informational item only; no action taken.

**8. MOU Between Sonoma County Homeless Coalition and Lead Agency: (01:54:30 – 02:26:28)**

- Jennifer Solito, Interim DHS Director, shared her screen to display a red-lined version of the draft Lead Agency version of the Memo of Understanding (MOU) between the Homeless Coalition and the Lead Agency, and explained the suggested edits she had added to the document subsequent to her review with County Counsel.

Note: Due to the length of the previous agenda items, Item #10, the 10-minute break, occurred out of agenda order and was taken prior to the conclusion of Item #8, in advance of Item 9.

**10. 10-Minute Break: 3:20 – 3:30 PM (2:26:32 – 2:35:40)**

- Upon return from the break, roll call was taken to confirm that a quorum remained.

**8. Continued: (02:37:02 – 2:54:47)**

- Jennifer Solito shared a second draft MOU, between the Homeless Coalition and the Collaborative Applicant, to resume the MOU discussion. The two documents are very similar, but a Collaborative Applicant must be designated in order to apply for almost \$4.6 million in Continuum of Care (CoC) grant funding available from the Department of Housing and Urban Development (HUD). Many agencies represented by the HC Board will receive this funding, but the application must be submitted through a unified agency. Suggested red-lined edits for this document are virtually identical to the MOU with the Lead Agency that was just presented.

A particular suggestion of note was that the HC Board consider amending the time frame for termination of the MOU from the stated 180 days written notice to conceivably a year or more, given the complexities of making the transition to another entity, which is an expensive, time-consuming, and difficult process.

Many aspects of the draft MOU and the realities inherent in making a change of Lead Agency were discussed and will continue at the November 20, 2024 HC Board meeting.

Informational item only; no action taken.

Note: **(2:54:50)** At this time, Chair Jennielynn Holmes returned to preside over the remainder of the meeting.

- **Public Comment: None.**

**9. Word from the Leap Board: (02:54:56 – 3:03:40)**

- Chessy Etheridge reported that there has been an increase in newly homeless families with children, and described the complexities in finding space in family shelters.

Informational item only; no action taken.

- **Public Comment:** Amy Appleton, Ludmilla Bade

**10. 10-Minute Break:** Taken previously, during Item #8.

**11. Homeless Coalition Committees: (03:03:46 –00:34:12, 2<sup>nd</sup> recording)**

- Jennielynn Holmes provided a PowerPoint report regarding the various HC Board Committees and proposing some new committee structures, including the discontinuation of the Strategic Planning Committee and the addition of a membership selected Ad Hoc. Options were also provided for discontinuing or restructuring the Funding & Evaluation Committee, or establishing a project scoring ad-hoc in lieu of the Committee.

Jennielynn led the HC Board in an in-depth discussion regarding the proposed changes and suggested options.

- **Public Comment:** Ludmilla Bade, John Baxter
- **Motion #1:** Chris Coursey moved to approve the following recommendations. Ben Leroi seconds.
  1. Continue the Coordinated Entry Advisory Committee
  2. Continue the HMIS Committee
  3. Continue the Governance Charter review ad hoc with attention to Brown Act
  4. Discontinue the Strategic Planning Committee
  5. Add a member selection ad hoc



**Abstentions/Objections:** None

**Motion is approved.**

- **Motion #2 (Funding & Evaluation Committee)**

Angelica Smith moves to discontinue the F&E Committee and replace with a working group of non-conflicted members, similar to the Continuum of Care workgroup. Margaret Sluyk seconds.

**Roll Call Vote:**

**Approve:** Dennis Pocekay, Jennielynn Holmes, Natalie Rogers, Chris Coursey, Margaret Sluyk, Chris Cabral, Angelica Smith, Kristi Lozinto, Martha Cheever, Chessy Etheridge, Una Glass, Ron Wellander, Salvina Norris.

**Oppose:** Jackie Elward

**Abstain:** Dannielle Danforth, Ben Leroi

**Motion is approved.**

**12. Review Agenda for November Coalition Board Meeting: (00:34:15 – 00:38:12)**

- There will be two HC Board meetings in November:
  - November 4<sup>th</sup>, 10:30 AM Special meeting - regarding one CoC Builds NOFO application
  - November 20<sup>th</sup>, 1-5 PM Regular HC Board Meeting

Jennielynn Holmes displayed the agenda for the November 20<sup>th</sup> Regular Board Meeting.

Una Glass requests, on behalf of Dennis Pocekay, that a presentation from an expert regarding Lead Agency issues be provided by February 2025.

Jennielynn Holmes confirmed that the safety issues mentioned today will be included in the November Lead Agency staff report.

- **Public Comment:** None.

**13. Board Member Questions and Comments : (00:38:15 – 00:41:40)**

Angelica Smith – after a two-year effort, a park in Healdsburg was renamed in honor of an indigenous person, Laura Somersall Park; also, the City of Santa Rosa will be acknowledging the Pomo and Wappo people in the month of October.

Ron Wellander – suggests evaluating a different frequency or time frame for HC Board meetings to alleviate meetings that are four hours in length.

- **Public Comment:** None.

**12. Public Comment on Items not on the Agenda: (00:41:15 – 00:43:48)**

- Ludmilla Bade – comments on Strategic Plan Committee and process

**Adjournment: 4:56 PM (00:43:49 – 00:44:11)**

DRAFT

## Sonoma County Homeless Coalition Follow-ups Staff Report

**Item No:** 3 (Consent Calendar)  
**Subject:** Summary of Follow-ups from the Previous Meeting(s)  
**Meeting Date:** November 20, 2024  
**Staff Contact:** Michael Gause, Michael.Gause@sonoma-county.org

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### Summary

At the previous meeting, Coalition Board members and others asked for the Lead Agency staff to follow up on specific items. Staff summarized responses to present at the February Sonoma County Homeless Coalition Board meeting.

### Recommended Action(s)

Receive and file.

### Discussion

At the previous meeting, Coalition Board members and others asked for the Lead Agency staff to follow up on the following questions or comments:

- 1. Housing First and Safety:** Staff will attend the next Providers Roundtable meeting (November 22<sup>nd</sup>) to discuss follow up from the presentation on Housing First at the October Coalition Board meeting. Safety concerns can likely be addressed at existing IMDT meetings, Coordinated Entry Case Conferencing meetings, and Regional By Names List meetings, all of which discuss specific referrals and require releases of information to protect privacy and confidentiality.
- 2. MOU between Sonoma County Homeless Coalition and Lead Agency:** The MOUs between the Coalition and Lead Agency/Collaborative Applicant were reviewed at the October Coalition meeting. The MOUs will be brought back for further discussion at the December Coalition meeting, following the Lead Agency discussion planned for the November Coalition meeting.
- 3. Homeless Coalition Committees:** The Strategic Planning Committee was discontinued at the direction of the Coalition Board after the October Board meeting. The Funding and Evaluation Committee is in the process of transitioning to a Working Group that will focus on specific funding requests as needed, modeled after the Continuum of Care NOFO Working Group. The

F/E Committee will meet on November 14<sup>th</sup> to plan next steps, including assessing interest in non-conflicted F/E members to continue serving as well as inviting other members from the CoC NOFO Working group to review proposals for the upcoming Local Homelessness Services Notice of Funding Availability (NOFA). That NOFA is slated for release in December 2024.

An additional meeting of the F/E Committee may be scheduled for December. The other Working Group under the F/E assessing the Long-Term Investment Strategy with All Home will continue on.

## Sonoma County Homeless Coalition Board Agenda Report

**Item No:** 4 (Consent Calendar)  
**Subject:** Reports from the Coalition’s Standing Committees and the LEAP Board  
**Meeting Date:** November 20, 2024  
**Staff Contact:** Michael Gause, Michael.Gause@sonoma-county.org

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### Summary

This agenda item contains summaries of Standing Committees’ work in the recent month, as well as information from the Lived Experience Advisory Planning Board (LEAP). Committee Chairs were asked to prepare brief summaries for their respective Committee.

### Recommended Action(s)

Approve policy change described under the Coordinated Entry Advisory Committee update.

### Discussion

#### 1.Coordinated Entry Advisory Committee (CEA):

1) CEA did not meet in November; however, CEA approved a minor Coordinated Entry (CE) policy change in October. The change provides clarification to the PSH prioritization. The change makes it clear that Chronic Homeless status need only to be met by the time the household is projected to be enrolled in the project they are being referred to.

There was confusion in a recent CES Case Conference about why someone was referred to a PSH project when they had not yet met the time requirements for the Chronic Homelessness definition, but were projected to by the time they moved in. This clarification is especially important in cases where CE is filling new large project-based PSH complexes which require referrals well in advance of the actual enrollment/move in date. This clarification ensures that participants are not being screened out due to referral timelines unrelated to their vulnerability and prioritization level.

This change was unanimously approved by CEA.

2) When HomeFirst was selected as the CE operator, the Coalition board voted to approve them as the operator for 3 years. The third year will expire in June of 2025. The lead agency has been very satisfied with HomeFirst’s performance. The lead agency did not have time to run a Request for Proposal (RFP) process before the next FY and decided to extend the CE contract with HomeFirst for an additional year. In February 2025, CEA and the Coalition board will receive a report of HomeFirst’s performance as the CE operator. The Coalition board can consider how

they would like to proceed. The Coalition can decide to run a RFP process or extend the CE contract again for another year.

## **2.Funding & Evaluation Committee (F&E):**

The Funding and Evaluation Committee met on November 14, 2024, during its regular monthly meeting to discuss the transition process to an ad-hoc workgroup. For the time being, the F&E Committee will continue to operate in its current state until most if not all the scoring tool recommendations have been approved before transitioning. Once transitioned, the new ad-hoc workgroup will meet on an as-needed basis and be made up of non-conflicted members.

The All Home workgroup will continue meeting as normal.

Discussions about the funding process were finalized during the November 2024 meeting. A new element was added in the September discussion to assure that applicants have at least a full week to review their draft scores prior to the start of funding recommendations.

The committee started project type evaluations for PSH projects using the scoring elements we've been discussing.

## **3.HMIS Committee:**

The HMIS Data Committee did not convene in November due to scheduling conflicts, as the meeting coincided with Veterans Day. Additionally, the committee is awaiting updates before advancing with the agenda items. The next meeting is planned for December 9th, 2024, from 10:00 AM to 11:00 AM.

## **5.Lived Experience Advisory & Planning Board (LEAP):**

- Currently made up of 11 board members. 3 new board seats available
- Established a new public email for the LEAP Board: [leap.board.sonoma@gmail.com](mailto:leap.board.sonoma@gmail.com)
- Selected a member to represent lived experience on the Racial Equity workgroup.
- Working on surveys and solutions to help improve shelter standards.
- Working with HomeFirst in planning and preparation of Homeless Memorial Day event
- Following up with contacts to potentially fill TAY seat on Homeless Coalition Board

**Sonoma County Homeless Coalition Board  
Agenda Report**

**Item No:** 5  
**Subject:** Report from the Lead Agency  
**Meeting Date:** November 20  
**Staff Contacts:** Michael Gause, Michael.Gause@sonoma-county.org

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**1 – HEART Team Information**

I am pleased to announce that our new HEART Program Manager is in office as of 11/12/24. He will be responsible for managing and coordinating plans for outreach services across Sonoma County, approving and monitoring shelter placements, and managing contracts. The next (our third) monthly Street Outreach Team meeting is scheduled for December 2, 2024. We hope these collaborative meetings will be beneficial in our shared goal of reducing the unhoused population in Sonoma County.

**2- SoCo Homeless Coalition 2025 Elections**

Staff sent out the Sonoma County Homeless Coalition Board election materials on October 24<sup>th</sup> through several forms of communication. Nominations and Statement of Interest forms are due by November 21st. To date of this staff report, we have received zero nominations.

Currently, there are four vacancies to be filled during this year’s elections:

- **One (1) Homeless Advocacy Seat:** One homeless advocate or representative of a homeless advocacy organization, as elected by Homeless Coalition voting members.
- **One (1) BIPOC Led/Serving Organizations:** One representative from organizations led by and serving Black, Brown, Indigenous, and other People of Color, as elected by the Coalition’s voting members.
- **One (1) Transitional Age Youth Lived Experience:** Any individual who is 18-24 years of age that is currently experiencing homelessness or who has experienced homelessness within five years (at the time of election) prior to the Board election; elected by Youth Advisory Board (YAB), in the event that YAB is not operational the Lived Experience

Advisory Planning Board (LEAP) shall assume responsibility for electing the individual to this seat.

- **One (1) Adult Lived Experience:** Adult individual currently experiencing homelessness or who has experienced homelessness within five years (at the time of election) prior to the Board election; elected by the Lived Experience Advisory Planning Board (LEAP).

Staff have shared this information across various networks and social media platforms. We kindly request assistance from board members in spreading this information further, either by sharing it within their own networks or by nominating individuals who may be interested.

Information on the Homeless Coalition Board elections and nomination information can be located on our website using the following link: <https://sonomacounty.ca.gov/sonoma-county-homeless-coalition-board-2025-elections>



## Sonoma County Homeless Coalition Board Agenda Report

**Item No:** 7

**Subject:** Lead Agency Designation

**Meeting Date:** November 20, 2024

**Staff Contact:** Michael Gause, Ending Homelessness Manager, [Michael.Gause@sonoma-county.org](mailto:Michael.Gause@sonoma-county.org)

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### Summary

In this item, Lead Agency staff provide an overview of the core functions of a lead agency (as described in the proposed MOUs between the Lead Agency/Collaborative Applicant and the Sonoma County Homeless Coalition (CoC). This also includes information on similar sized CoCs in California as well as a breakdown of costs for staff supporting the CoC, including supplemental funding contributions from the Lead Agency towards CoC staffing and administrative costs.

### Recommended Action(s)

Informational presentation only. No recommended action.

### Discussion

#### Lead Agency and Collaborative Applicant Responsibilities

As defined by HUD, Continuums of Care (CoCs) are responsible for coordinating and setting policy for homelessness and setting system wide program standards for homelessness interventions (permanent supportive housing, rapid rehousing, emergency shelter, and street outreach) as well as monitoring system performance data and addressing gaps in the system of care. CoCs also serve to connect CoC members with resources and disseminate information from HUD and State partners on best practices for addressing homelessness, and act as “convener” of all stakeholders in the local system of care.

The Lead Agency serves as the organization administering and convening the Continuum of Care, while the Collaborative Applicant (typically the same entity as the respective Lead Agency) serves as the designated agency to apply for annual federal Continuum of Care funding (approximately \$4.6 million for Sonoma County) and submit applications on behalf of local providers to HUD. Lead Agencies also serve as the point for other funding designated to the Continuum of Care, such as State Homeless Housing Assistance and Prevention (HHAP) and State Emergency Solutions Grant (ESG) funding. The Collaborative Applicant is the only entity able to apply for annual HUD CoC funding and other funding opportunities from HUD.

The Lead Agency has additional annual responsibilities, most notably:

- Conducting a Point in Time Homeless Count at least every 2 years. This is done annually in Sonoma County.
- Operating the Homeless Management Information System (HMIS).
- Operating and/or overseeing the Coordinated Entry System (CES).
- Submitting annual federal reports including: the Longitudinal Systems Analysis (LSA) report, Point in Time Count Report, Housing Inventory Report, and System Performance Measures (SPM) report; and disseminating information to all CoC partners and the community.
- Convening CoC members and providing outreach/invitations to new members.
- Analyzing racial and ethnic disparities and system gaps.
- Creating a local competitive process for CoC Federal funding as well as monitoring all CoC and ESG projects.
- Serving as a conduit for the local Consolidated Plan jurisdictions (Urban County, City of Petaluma, and City of Santa Rosa).

#### Similar Continuums of Care and Lead Agencies in California

Attachment 3 (link below) provides information regarding the structure of 21 CoCs, comparable to the Sonoma County Homeless Coalition (known as CA-504). These CoC Lead Agencies have populations between 200,000 and 1 million and include neighboring CoCs. Of the 21 counties listed, 7 have CoCs run by CBOs. The rest are managed by the counties. None are managed by cities. The seven CBOs operating as CoC Lead Agencies also provide substantial service such as homeless prevention services, CalAIM coordination, and other direct services. Links with additional details are provided in Attachment 3.

#### Lead Agency Costs and Staffing Considerations

Attachments 1 and 2 (link below) provide a summary of administrative costs associated with the County operating as the Lead Agency, and a breakdown of staffing positions, costs, and funding sources, for positions providing direct support to the CoC. The Administrative Budget is updated from the budget presented to the Coalition Board in July 2024, reflecting the approximately \$1.3 million in funding provided by the Lead Agency (Department of Health Services) to ensure full staffing, full HMIS costs, and operational costs such as equipment, supplies, and training. CoC grants such as the HUD Planning Grant and annual ESG and HHAP grants provide admin rates ranging from 3% - 7% and do not provide full coverage of costs for the Lead Agency.

The staffing breakdown includes the fully loaded cost (salary and benefits) for all 10 positions within the Ending Homelessness Team. Information also provides a rough estimate of the percentage of time each position spends working on CoC-specific duties, versus other DHS-directed, non-CoC work. As shown, certain funding sources, such as the Homelessness Housing Incentive Program (HHIP), Measure O, and local funding (General Fund/R&R/CSF) are allocated by the Lead Agency and County in order to provide additional support for core CoC program work which is unfunded by the CoC.

Job duties vary for certain sections of the Ending Homelessness Team, though each member spends a majority of their time on Coalition work. Examples of other work include:

- HMIS work that is required to support and train other entities not a part of the Coalition, such as city and county projects as well as affordable housing projects.
- Reporting and work under County auspices, such as reporting to the Board of Supervisors, contracting processes for non-Coalition projects (i.e., Measure O, County HHAP funding, etc).
- Contract and project work for operational costs for Homekey projects such as Labath Landing and L&M Village that are under Coalition purview, as well as support for Encampment Resolution Fund (ERF) projects with Healdsburg and County ERF funding.
- Outreach to other partners in the system of care, including Safety Net Departments (Human Services homelessness projects, Probation transitional housing projects, etc.) and cross-sector work.
- Reporting for both Coalition work (HUD reporting and State of California reporting) as well as other projects with the Lead Agency that serve individuals experiencing homelessness.
- Ending Homelessness staff are also working to support other initiatives external to the County – such as the By Names List endeavor with subregions (not a CoC requirement) and supporting aligning monitoring and oversight efforts for County-run homelessness programs with HUD approved monitoring and reporting standards already in place for Coalition-led projects.

#### Process for Changing Lead Agencies

Due to the complexity of deadlines associated with the annual CoC Competition as well as annual reporting requirements, changes in Lead Agency typically take several years of planning and preparation, in addition to the time required by HUD to execute an official Lead Agency change. Failure to apply for CoC funding or submit mandated reports results in loss of funding if a Lead Agency is not in place. A change in Lead Agencies typically takes 2-3 years to fully execute. Additionally, other State agencies (such as Housing and Community Development) designate funds to CoC Leads and require various levels of resolutions and technical issues to navigate.

#### Conclusion

Changing Lead Agencies is a complicated process that requires intensive work with HUD reporting and financial systems. The intra-County change took over one year to fully complete and some issues are still being ironed out. Should the CoC wish to change Lead Agencies, the Board will need to work closely with the County and DHS on a transition plan, timeline, and wind-down funding, in order to avoid a lapse in funding and required processes. Further analysis can be done at the request of the Coalition Board.

Attachments can be viewed here: <https://share.sonoma-county.org/link/gSWRsoyDemw/>



**Sonoma County Homeless Coalition**

**Board Meeting Agenda**  
**DRAFT December 18, 2024**  
**1:00pm-4:30pm Pacific Time**

**Public Zoom Link:**

<https://sonomacounty.zoom.us/j/97657584390?pwd=bkdNcjFnM2dhcE5GWkZuRE4zUzZjUT09>

**Phone: +16694449171 Webinar ID: 976 5758 4390 Passcode: 047199**

	<b>Agenda Item</b>	<b>Packet Item</b>	<b>Presenter</b>	<b>Time</b>
	Welcome, Roll Call and Introductions		Board Chair	1:00pm
	<b><i>Note: Items 1-4 below are proposed for adoption via one motion as the Consent Calendar.</i></b>	N/A		
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2.	Minutes from 11/20/2024 (Consent Calendar)	Draft Minutes	Staff	
3.	Summary of Follow-ups from the Previous Meeting(s) (Consent Calendar)	Summary of Follow-ups	Staff	
4.	Reports for Standing Committee Updates (Consent Calendar) <ul style="list-style-type: none"> <li>• CEA Committee</li> <li>• Funding &amp; Evaluation Committee</li> <li>• HMIS Committee</li> <li>• Lived Experience Advisory &amp; Planning Board (LEAP)</li> </ul>	Staff Report for Standing Committees	Staff	
5.	Reports from Lead Agency Staff Potential ACTION ITEM	Staff Report	Staff	1:25pm
6.	Service Provider Roundtable (SPR) Update & Presentation		Margaret Sluyk	1:40pm

	Potential ACTION ITEM			
7.	MOU Between SoCo Homeless Coalition and Lead Agency Potential ACTION ITEM	Staff Report	Staff	2:00pm
8.	10-minute break			2:50pm
9.	Word from the LEAP Board Potential ACTION ITEM		LEAP Board Chair	3:00pm
10.	Point in Time (PIT) Count Potential ACTION ITEM	Staff Report	Staff	3:10pm
11.	Quarterly Membership Meeting January Agenda Potential ACTION ITEM	Staff Report	Staff	3:30pm
12.	Review Agenda for January Coalition Board Meeting Potential ACTION ITEM	Staff Report for DRAFT Agenda	Board Chair	3:40pm
13.	Board Member Questions & Comments Potential ACTION ITEM		Board Chair	3:50pm
14.	Public Comment on Items not on the Agenda		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](mailto: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.*

## ACRONYMS & COMMON TERMS – Updated 11-2-2022

AAF	Annual Adjustment Factor	CTAC	Cities and Towns Advisory Committee
ACC	Annual Contributions Contract	DCSS	Department of Child Services
ADA	Americans with Disabilities Act	DDA	Disposition and Development Agreement
AFFH	Affirmatively Furthering Fair Housing	DHCS	Dept of Health Care Services (State dept)
AHA	Affordable Housing Agreement	DHS	Department of Health Services (County dept)
AHDA	Affordable Housing Development Assistance (Santa Rosa)	DSLCL	Disability Services and Legal Center
AHP	Affordable Housing Program (FHLB)	DST	Downtown Streets Team (Petaluma)
AMI	Area Median Income	EA	Environmental Assessment
APE	Area of Potential Effect	EIR	Environmental Impact Report (State)
ASHC	Affordable Housing and Sustainable	EIS	Environmental Impact Statement (Federal)
BHDC	Burbank Housing Development Corporation	ELI	Extremely Low Income
CalHFA	California Home Finance Agency	ENA	Exclusive Negotiating Agreement
Cal-ICH	CA Interagency Council on Homelessness	EOP	End of Participation
CAPIT	Child Abuse Prevention, Intervention and Treatment Fund	ERAP	Emergency Rental Assistance Program
CAPSC	Community Action Partnership Sonoma County	ESG	Emergency Solutions Grants (formerly Emergency Shelter Grants)
CASp	Certified Access Specialist	ESL	English as a Second Language
CBDO	Community-Based Development Organization	FEMA	Federal Emergency Management Agency
CCC	Center for Community Change	FESG	Federal Emergency Shelter Grants Program
CCOC	Cloverdale Community Outreach Committee	FHA	Federal Housing Administration
CCofSR	Catholic Charities of Santa Rosa	FHANC	Fair Housing Advocates of Northern California
CDBG	Community Development Block Grant	FHIP	Fair Housing Initiatives Program
CDBG-CV	CDBG for Coronavirus Response	FHLB	Federal Home Loan Bank
CDBG-DR	CDBG for Disaster Recovery	FHP	Fair Housing Plan
CDC	Community Development Commission	FMR	Fair Market Rent
CE	Coordinated Entry	FONSI	Finding of No Significant Impact
CEF	California Equity Fund	FSS	Family Self-Sufficiency Program
CEQA	California Environmental Quality Act	FY	Fiscal Year
CFH	County Fund for Housing	FYE	Fiscal Year End
CFR	Code of Federal Regulations	GAO	Government Accounting Office
CHAS	Comprehensive Housing Affordability Strategy	GR	Gross Rent
CHD	California Human Development Corporation	GSE	Government-Sponsored Enterprises
CHDC	California Housing Development Corporation	HAC	Housing Assistance Committee
CHDO	Community Housing Development Organization	HAP	Housing Assistance Plan
CHFA	California Home Finance Agency	HAS	Homeless Action Sonoma
CHRB	Community Housing Resource Board	HCD	Housing and Community Development (State of California)
CHRP-O	California Housing Rehabilitation Program for Owner-Occupied Housing	HCDA	Housing and Community Development Act
CHSC	Community Housing Sonoma County	HCV	Housing Choice Voucher
CIF	Community Investment Funds (FHLB)	HDS	Housing Discrimination Study
CLG	Centro Laboral de Graton (Graton Labor Center)	HEART	Homeless Encampment Access and Resource Team (County)
C of O	Certificate of Occupancy	HEAP	Homeless Emergency Assistance Program
CoC	Continuum of Care	HELP	Housing Enabled by Local Partnerships (funded by CalHFA)
COOP	Continuity of Operations	HERO	Helping Enrich Resource Opportunity
COTS	was “Committee on the Shelterless”	HEROS	HUD Environmental Review Online System
CPI	Child Parent Institute	HHAP	Homeless Housing, Assistance and Prevention
CRI	Community Resources for Independence	HHIP	Homeless Housing Incentive Program
CRLP	Commercial Rehabilitation Loan Program	HHSC	Health and Human Services Committee
CSF	Community Services Fund	HMDA	Home Mortgage Disclosure Act
CSHHP	California Self-Help Housing Program	HMIS	Homeless Management Information System
CSN	Community Support Network	HOME	Home Investment Partnerships Program
		HOPWA	Housing Opportunities for People with AIDS
		HOST	Homeless Outreach Service Team

## ACRONYMS & COMMON TERMS – Updated 11-2-2022

HPRP	Housing Prevention Rapid Re-Housing Program	NIMBY	“Not in My Back Yard”
HQS	Housing Quality Standards	NOFA	Notice of Funding Availability
HSD	Human Services Department (County dept)	NOFO	Notice of Funding Opportunity
HUD	US Department of Housing and Urban Development	NOI-RROF	Notice of Intent to Request Release of Funds
HUD/202/811	HUD New Construction for Elderly/Handicapped	NPLH	No Place Like Home
HUD/236	HUD Mortgage Insurance & Interest Reduction Payment for Multi-Family Rental Projects	NSCS	North Sonoma County Services
HUD/8	HUD Section 8 New Construction Program	NSP	Neighborhood Stabilization Program
IG	Inspector General	OMB	Office of Management and Budget
IGR	Independent Group Residence	PASS	Plan for Achieving Self-Support
IIG	Infill and Infrastructure Grant	PBV	Project-Based Voucher
IMD	Institute of Mental Disease	PCC	Program Coordination Committee
IMDT	Interdepartmental Multi-Disciplinary Team	PHA	Public Housing Authority
InRESPONSE	Mental Health Response Team (Santa Rosa)	PHADA	Public Housing Authorities Directors Association
IOLERO	Independent Office of Law Enforcement Review and Outreach (County agency)	PHC	Partnership Health Plan California
IPA	Independent Public Accountant	PHM	Public Housing Manager
JPA	Joint Powers Authority	PHRA	Public Housing Reform Act of 1998
JRT	Joe Rodota Trail	PIC	Public and Indian Housing Information Center
LASC	Legal Aid of Sonoma County	PIH	Public and Indian Housing
LHA	Local Housing Authority	PI	Public Infrastructure (County department)
LI	Low Income	PII	Personal Identifiable Information
LIA	Live-In Aide	PJ	Participating Jurisdiction
LIHF	Low Income Housing Fund (San Francisco-based Fund Source)	PLHA	Permanent Local Housing Allocation
LISC	Local Initiatives Support Corporation	PMSA	Primary Metropolitan Statistical Area Established by the US Census
LMIHAF	Low and Moderate-Income Housing Asset Fund	PPSC	Petaluma People’s Service Center
LSA	Longitudinal Systems Analysis (HMIS)	PRA	Public Records Act
MAI	Member of the Appraisal Institute	PRMD	Permit & Resource Management Department (Sonoma County)
MAR	Monthly Activities Report	PS	Payment Standard
Measure O	¼ Cent Sales tax for housing/homelessness	PSA	Purchase and Sale Agreement
MHP	Multi-Family Housing Project (HCD)	PSH	Permanent Supportive Housing
MITCS	Multi-Family Tenant Characteristics System	PSIF	Preliminary Site Information Form (Part of the RECD Process)
MRBP	Mortgage Revenue Bond Program	PUD	Planned Unit Development
MSA	Metropolitan Statistical Area	QC	Quality Control
MSS	Mobile Supportive Services	QFHO	Qualified Fair Housing Organization
MWBE	Minority and Women’s Business Enterprises	QHWRA	Quality Housing and Work Responsibility Act of 1998
MYFS	Mendocino Youth & Family Services	R&R	Reinvestment and Revitalization Fund
NAHB	National Association of Home Builders	RCAC	Rural Communities Assistance Corporation
NAHRO	National Association of Housing and Redevelopment Officials	RCF	Residential Care Facility
NAMI SC	National Alliance on Mental Illness Sonoma County	RDIP	Rental Development Incentive Program
NAREB	National Association of Real Estate Brokers	REAC	Real Estate Assessment Center (HUD)
NBOP	North Bay Organizing Project	RECDS	Rural Economic Community Development Service
NBVR	North Bay Veterans Resource Center	REFB	Redwood Empire Food Bank
NCCLF	Northern California Community Loan Fund	RFH	Reach for Home
NDP	Neighborhood Development Program	RFP	Request for Proposals
NEPA	National Environmental Policy Act	RFQ	Request for Qualifications
NFHA	National Fair Housing Alliance	RHCP	Rental Housing Construction Program (State of California)
		RRH	Rapid Re-Housing
		RRP	Rental Rehabilitation Program
		RTA	Request for Tenancy Approval

## ACRONYMS & COMMON TERMS – Updated 11-2-2022

SAHA	Satellite Affordable Housing Associates
SAMHSA	US Substance Abuse and Mental Health Services Administration
SAVS	Sonoma Applied Village Services
SAY	Social Advocates for Youth
SCPEO	Sonoma County People for Economic Opportunity
SCFBOP	Sonoma County Faith-Based Organizing Project
SCRIMS	Sonoma County Rental Information and Mediation Services
SEMAP	Section 8 Management Assessment Program
SHPO	State Historic Preservation Office
SLE	Sober Living Environment
SMI	Severe Mental Illness
SMSA	Standard Metropolitan Statistical Area
SOS	Sonoma Overnight Support
SPARC	Site Plan and Architectural Review Committee (Petaluma)
SPMs	System Performance Measurements (HMIS)
SRO	Single Room Occupancy
SSA	Social Security Administration
SSI	Supplemental Security Income
Stella M	HUD online tool to assist in homelessness response system effectiveness
Stella P	HUD program using LSAs to show system performance
SVDP	St. Vincent de Paul
TANF	Temporary Assistance for Needy Families
TAT	Threat Assessment Team
TBA	Tenant-Based Assistance
TBRA	Tenant-Based Rental Assistance
TCAC	Tax Credit Allocation Committee
TLC	TLC Child and Family Services
TLR	The Living Room
TOD	Transit-Oriented Development
TOT	Transit Occupancy Tax (Advertising Fund)
TR	Tenant Rent
TTP	Total Tenant Payment
UA	Utility Allowance
UDAG	Urban Development Action Grant
URP	Utility Reimbursement Payment
USDA-RD	United States Department of Agriculture – Rural Development
VAMA	Voluntary Affirmative Marketing Agreements
VASH	Veterans Affairs Supportive Housing (voucher)
VAWA	Violence Against Women Reauthorization Act of 2005
VCA	Voluntary Compliance Agreement
VLI	Very Low Income
VVC	Vietnam Veterans of California
WCCS	West County Community Services
WPC	Whole Person Care
WRS	Women's Recovery Service
YIMBY	Yes in My Backyard