

SANTA MARIA/SANTA BARBARA COUNTY CONTINUUM OF CARE

BOARD MEETING

THURSDAY, June 6, 2019
2:00pm-4:00pm
Goleta City Council Chambers
130 Cremona Drive #B
Goleta, 93117

MEETING AGENDA

If you wish to address any item listed on the Agenda, please feel free to participate in the discussion. The Santa Maria / Santa Barbara County Continuum of Care does not discriminate against persons with disabilities and holds meetings in accessible facilities. If you wish to attend this meeting and you require assistance in order to participate, please email CoC staff (jblack@sbccsd.org) at least 48 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting. For items not listed on the Agenda, please see items from the public comment section below.

CoC Conflict of Interest Policy

CoC Members, including Members of the CoC Board, may not participate in or influence decisions concerning the award of a grant or other financial benefits to the organization that Member represents (24 CFR 578.95). Members will recuse themselves from such discussions.

****PLEASE REMEMBER TO SIGN IN****

- I. Call to Order
- II. Public Comment
- III. Additions or Deletions to the Agenda
 - A. Approval of the Agenda ACTION
- IV. Consent Calendar
 - A. Approve CoC Board Minutes of the May 2, 2019 Regular Meeting ACTION

HANDOUT: **IV.A MAY 2 MINUTES**

V. Presentations

- A. Welcome New Members DISCUSSION
- a. Introductions
 - b. New and Renewing Board Member Training Date
- HANDOUT: **V.A.1 BOARD ROSTER, V.A.2 CONFLICT LIST, V.A.3 CALENDAR**

- B. Phase I Strategy Steps DISCUSSION
- The board will discuss the strategies outlined in the Phase I Plan to Address Community Homelessness. Members will give input on action steps to implement the strategies.*
- HANDOUT: **V.B.1 PHASE I STRATEGIES, V.B.2 CoC STRATEGIES**

VI. Funding

- A. HUD FY 19 CoC Program Competition Funding Update DISCUSSION
- The board will receive an update on the 2019 CoC Program Competition. The content of this update is dependent on the HUD NOFA release date. The application timeline will also be discussed*

VII. Administrative/ Governance

- A. CoC Quarterly Monitoring DISCUSSION
- Jett Black-Maertz will present the new CoC quarterly monitoring report. Kanika Mahajan, HCD Data and Program Analyst, will be available to answer technical questions regarding data.*
- HANDOUT: **VII.A CoC QUARTERLY MONITORING REPORT**

- B. Coordinated Entry System Policies ACTION
- The CoC Board will consider the addition of Transitional Housing/Rapid Re-Housing Joint Program and the Flexible Housing Subsidy Pool to the CES policies.*
- HANDOUT: **VII.B CES POLICIES**

- C. Proposed General Rank and Review Policies ACTION
- The Board will consider rank and review policies to be used as guidelines for non-HUD restricted CoC funding sources for the purpose of evaluation and recommendation, individual funding source requirements will be incorporated to any local funding evaluation process.*
- HANDOUT: **VII.C GENERAL R&R POLICIES**

- D. Staff Report
- The CoC Board will be asked to review the staff report submitted by Kim Albers and Jett Black-Maertz*
- HANDOUT: **VII.D STAFF REPORT**

ADJOURN

**Santa Maria/Santa Barbara
County Continuum of Care**

Regular Board Meeting
June 6th, 2019

Public Comment

Approval of Agenda

**Approval of Minutes
from
May 2nd Meeting**

Item IV.A

Introductions

Welcome New Members!

Items V.A.1, V.A.2, V.A.3

**Phase 1 Strategy
Action Steps**

Item V.B

Increase access to safe, affordable housing

- Increase the Pool of Funding Available to Provide Housing and Services.
- Expand homeless prevention services throughout the County.
- Build relationships with landlords who will agree to rent to program clients who would otherwise be screened out, including by establishing a risk mitigation fund and/or landlord incentive fund.

Use best practices to deliver tailored supportive services and meet individual needs

- Implement: Housing First, low barrier housing, harm reduction practices, Trauma Informed care.
- Expand and improve upon discharge planning from criminal justice, health care, foster care, and other institutional settings.
- Consider family reunification programs.
- Employ methods of Harm Reduction and Trauma Informed Care

Build a Collective Action Plan; Improve Data Sharing

- Craft a Collective Response to Homelessness
- Improve Data Collection Countywide, including tracking service activities and encouraging voluntary participation by non-CoC agencies.
- Improve Data Sharing with Medical and Behavioral Health Care Providers

Strengthen Support System Available to Help Residents Obtain and Maintain Housing

- Improve Prevention and Diversion Programs
- Create a Flexible Source of Funding Administered through Coordinated Entry System
- Reach Out to Those Least Likely to Apply for Help

Build Provider Capacity to Address the Needs of Specific Populations

- Build Provider Capacity to Address the Needs of:
 - Survivors of Domestic Violence
 - Families with Children
 - Homeless Veterans
 - Homeless Youth
 - Vehicular Homeless
 - Adults with Serious Mental Disorders
 - Children with Serious Emotional Disturbance

2019 CoC Program Competition Update

Item VI.A

CoC Quarterly Monitoring

Item VII.A

Monitoring

[The CoC shall] Consult with recipients and subrecipients to establish performance targets appropriate for population and program type. Work with the Lead Agency and relevant committee(s) to monitor recipient and sub- recipient performance, review HUD monitoring reports, evaluate outcomes, and take action against poor performers (page 12 – CoC Governance Charter).

Lead Agency Responsibilities

Data Collection

- The Lead Agency must collect and present to the CoC board or appointed committee(s) performance and monitoring data related to:
 - Outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program;
 - HMIS participation and data quality;
 - Regulatory compliance.

Diversion/Rapid Resolution

I. FRAMEWORK FOR DIVERSION/RAPID RESOLUTION

- Diversion Diversion/Rapid Resolution/Problem Solving is a 'light touch' strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. A client and case manager should work together to develop creative solutions to the current housing problem if possible. *Financial assistance should only be considered when absolutely necessary for an immediate resolution to re-enter housing.*

CES referral process

- Individuals and families do not need to be referred through CES to receive diversion services. *If financial assistance is part of the diversion service, please notify CES Lead Agency of the Client ID, service and amount within 48 hours. Staff must consult HMIS for concurrent enrollments.*

Flexible Housing Subsidy Pool

- **CES Referral Process** Individuals and families are referred through CES to receive Flexible Housing Subsidy Pool assistance.
- **Goals** The goal of the FHSP is to permanently house vulnerable individual and families prioritized for a housing intervention.
- **Eligibility** The FHSP is available to individuals and families on the Coordinated Entry System List who have been prioritized for a housing intervention.

Flexible Housing Subsidy Pool

"In order to take full advantage of a permanent housing opportunity— FHSP resources may be distributed through the Coordinated Entry System with increased flexibility at the discretion of the CES Coordinating Agency. Rather than allow permanent housing opportunities to go unused because no person in a higher Priority Group has a permanent housing opportunity, the Coordinated Entry System may offer the available resource to an individual or family prioritized for a housing intervention that can put the resource to use. Moreover, when substantially all of the households in a higher Priority Group are already in the process of receiving assistance from the Coordinated Entry System, a household prioritized for a housing intervention may be provided with a FHSP resource in order to take advantage of a Housing Choice Voucher or other permanent housing opportunity that is available to that household."

Transitional Housing/Rapid Re-Housing Hybrid Joint Component Type

- **CES Referral Process** Individuals and families are referred through CES to receive Transitional Housing/Rapid Re-Housing Joint component assistance.
- **Goals** The goal of the Transitional Housing/Rapid Re-Housing Joint Component type is to provide a safe place for people to stay with wrap around supportive services that moves them quickly to permanent housing.
- **Eligibility** The Transitional Housing/Rapid Re-Housing Hybrid Joint Component type is available to all individuals and families on the Coordinated Entry System List who have been prioritized for Rapid Re-Housing.

Transitional Housing/Rapid Re-Housing Hybrid Joint Component Type

"Transitional Housing/Rapid Re-Housing Hybrid. The Coordinated Entry System Lead Agency and the referring agency will peruse all local housing resources and attempt to find assistance and housing in the location where a household has a support network. If relocation is considered households need to be made aware of all potential impacts with the eligible household being the decision maker on whether to relocate. CES Staff or Physical Entry Point Staff should complete a Housing Preference Form to determine where the client is willing to accept housing. Once a transitional housing opportunity becomes available and a match(es) for that opportunity has been suggested providers shall spend up to five business days attempting to locate the matched client(s) and five business days to determine eligibility. If the client is eligible for the program, then then the provider has an additional five business days to enroll the client in to their program. If a client cannot be located or enrolled within these time periods after a match or referral has been made, he or she shall be returned to the Coordinated Entry System to be considered for future match opportunities. If, after being referred to a housing program, a client misses his or her lease signing appointment, and does not complete the lease signing process within five business days from the initial missed appointment, the then referral shall be revoked and the client shall be returned to the Coordinated Entry System to be considered for future match opportunities."

Proposed General Rank and Review Policies

Item VII.C

General Policies

- The Review and Rank Committee met 2/27, 3/18, and 4/22 to discuss and draft a set of policies to govern the Review and Rank process in the event that a non-HUD restricted CoC funding source is identified.

Committee Members Included:

- Sylvia Barnard
- Alice Gleghorn
- Alice Villarreal-Redit
- Valerie Kissell
- Rob Fredericks
- Emily Allen
- Liz Stotts
- Kristine Schwarz

Upcoming Meetings

- **June 19, 2019** - Funders Collaborative
9:30-11:30am
SYV Marriott, 555 McMurray Rd, Buellton
- **June 19, 2019** - Housing First Training with Sam Tsemberis, as part of the Funders Collaborative
9:30-1:30 (Stakeholders)
1-4pm (Service Providers)
- **July 9, 2019** – Motivational Interviewing Training with SBC Behavioral Wellness
9am-3pm
For more information on this training please contact the Department of Behavioral Wellness at: bwelltraining.co.santa-barbara.ca.us
- **August 15, 2019** - CoC Planning Committee
2 - 3:30 PM
Lake Cachuma

SANTA MARIA/SANTA BARBARA COUNTY CONTINUUM OF CARE

BOARD MEETING

THURSDAY, May 2, 2019
2:00pm-4:00pm

Cachuma Lake Clubhouse
1 Lakeview Dr
Santa Barbara, 93105

Call-in Locations:

Unitarian Society of Santa Barbara
1535 Santa Barbara St
Santa Barbara, 93101

Good Samaritan Shelter Office
245 East Inger Drive Suite 103B,
Santa Maria, CA 93454

Monterey Plaza Hotel Lobby
400 Cannery Row
Monterey CA, 93490

Minutes

Board Members Present

Emily Allen
Ralph Barbosa
Sylvia Barnard
Fr. John Hedges
John Polanskey
Rosie Rojo
Kristine Schwarz
Elizabeth Stotts
Edwin Weaver

Alternates Present

Dinah Lockhart
Katherine Soto
Eddie Taylor

Community Members Present

Carolyn Wylie
Claudia Dato

Board Members Present in Santa Barbara

Erin Wilson
Wayne Mellinger
Alice Gleghorn
Megan Rheinschild

Board Members Present in Santa Maria

Dolores Daniel
Rick Gulino

Community Members Present in Santa Maria

Juan Torres
Mateo Ogaz
Patricia Torres
Joe Hassell
Alexis Nshamamba

Board Members Present in Monterey

Rob Fredericks

- I. Call to Order Sylvia Barnard called the Meeting to order at 2:05pm
- II. Public Comment Claudia Dato stated that each jurisdiction within the CoC should have board representation.
- III. Additions or A. Approval of the Agenda
Deletions to the
Agenda
- IV. Consent A. Approve CoC Board Minutes of the April 4, 2019 Regular Meeting
Calendar Action: Approve the Minutes of the 4/4/19 CoC Board meeting
1: John Polanskey
2: George Chapjian
Motion Passes

V. Presentations

A. Youth Homelessness Demonstration Project (YHDP)

- a. Youth Action Board
- b. YHDP Team Participation Letters

The goal of the Youth Homelessness Demonstration Program (YHDP) is to support up to 25 communities in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. The Youth Action Board must have full membership in the CoC or be a formal committee within the CoC. This is a requirement of the YHDP application. Jett Black-Maertz presented.

There was discussion about whether foster children are considered homeless.

Clarification was provided that time in foster care does not qualify a person to be considered homeless.

A vote was taken on the approval of the Strategies and Actions to Address Youth Homelessness.

1: George Chapjian

2: Edwin Weaver

Motion Passes

A vote was taken to approve the PCWA letter of participation. It was requested that the letter include the City of Santa Barbara's FUP program.

1: Emily Allen

2: John Polanskey

Motion Passes on the condition that the suggested change is made.

VI. Funding

A. HUD FY 19 CoC Program Competition Funding

- a. Program Competition Scoring Tools

The CoC Board considered scoring tools for the FY 2019 HUD CoC Program Competition and a modification to the 2019 policies to include numeric "normalizing." Carolyn Wylie presented.

A vote was taken to adopt the Renewal Scoring Tool.

1: Rob Fredericks

2: Kristine Schwarz

Motion Passes

A vote was taken to adopt the New Scoring Tool.

1: John Polanskey

2: Rob Fredericks

Motion Passes

A vote was taken to include normalization language in the 2019 Rank and Review Policies. It was requested that an example or formula be included.

1: Liz Stotts

2: Ralph Barbosa

Motion Passes with the condition of the addition of the formula or example.

VII. Administrative/ Governance

A. Proposed CoC Governance Charter Revision

The CoC Board considered revisions to the CoC Governance Charter that were originally presented at the April 4th meeting. These include changes to board composition, the addition of a 27th seat, the addition of a Youth Action Board Standing Committee, an attendance policy, Lead Agency responsibilities and other revisions. The Charter ensures an orderly structure and management of the local CoC. Jett Black-Maertz presented.

Emily Allen raised the issue that whether a supportive housing seat was needed when 2 affordable housing seats are already included. Sylvia Barnard and John

Polanskey explain the justification and the difference in seats. Rick Gulino stated that people didn't know what they were voting on last time when the disability seat was replaced with a seat for Department of Social Services. Separating the combined business and philanthropic seat into 2 seats was also suggested.

A vote was taken to adopt revisions to the Governance Charter.

1: John Polanskey

2: Kristine Schwarz

Motion Passes

B. Coordinated Entry System Policies

The CoC Board considered the addition of diversion/rapid resolution and the flexible housing subsidy pool to the CES policies.

A vote was taken to include the Diversion/Rapid Resolution language in the CES Policies.

1: Liz Stotts

2: John Polanskey

Motion Passes

There was discussion on whether HCV vouchers could be combined with the flexible Housing Subsidy Pool. Kristine Schwarz asked that "priority" be clarified before the Flexible Housing Subsidy language is adopted. The vote was postponed until the next meeting.

C. Proposed General Rank and Review Policies

The Board will consider rank and review policies to be used as guidelines for non-HUD restricted CoC funding sources for the purpose of evaluation and recommendation, individual funding source requirements will be incorporated to any local funding evaluation process.

This item was moved to the next meeting due to time constraints.

D. General Meeting and Election

a. Extension of nomination form date

b. Single ballot with designated voting member

The CoC Board discussed the logistics of the June, 2019 General Election

ADJOURN

SANTA MARIA / SANTA BARBARA COUNTY COC BOARD ROSTER										
	Category	First Name	Last Name	Agency	Election Date	Email	Primary Phone	Alternate First Name	Alternate Last Name	Alternate Email
1	Elected Official			VACANT						
2	Coordinated Entry Coordinating Agency	Emily	Allen	United Way	Appointed Seat	Emily@liveunitedsbc.org	805-403-5224			
3	Public Health	Ralph	Barbosa	Health Care Programs Coordinator, Healthcare for the Homeless, Public	6/6/2019	Ralph.Barbosa@sbcphd.org	805-681-5363			
4	Families	Sylvia	Barnard	Good Samaritan	6/6/2019	goodsamshelter@gmail.com	805-331-0877			
5	Public Sector	George	Chapjian	County of Santa Barbara - Community Services Dept.	3/12/2018	gchapjian@sbcscsd.org	805-568-2467	Dinah	Lockhart	dlockhart@sbcscsd.org
6	Education	Dolores	Daniel	Santa Barbara County Education Office	3/12/2018	ddaniel@sbceo.org	805-964-4710 x4415	Kathy	Hollis	khollis@sbceo.org
7	Chronically Homeless	Katherine	Soto-Vasquez	PATH Santa Barbara	6/6/2019	chuckf@epath.org	805-884-0173			
8	Affordable Housing	Rob	Fredericks	Housing Authority of the City of Santa Barbara	6/6/2019	rfredericks@hacsb.org	805-897-1051	Alice	Villarreal Redit	aredit@hacsb.org
9	Healthcare	Amelia	Grover	Dignity Health	3/12/2018	amelia.grover@dignityhealth.org	805-739-3333 x2338	Courtney	Warren	courtney.warren@dignityhealth.org
10	Supportive Housing	Rick	Gulino	People's Self Help Housing	6/6/2019	rickg@pshhc.org	805-540-2498	Catherine	Manning	catherinem@pshhc.org
11	Law Enforcement	Fr. Jon	Hedges	SB County Sherriff, UCSBPD	3/12/2018	frhedges@stathanasius.org	805-405-2869			
12	Unaccompanied Youth	Valerie	Kissell	YMCA Youth and Family Svcs/Noah's Anchorage	3/12/2018	valerie.kissell@ciymca.org	805-569-1103 X32			
13	Outreach			VACANT						
14	Member-At-Large (Elected Official in 2020)	Chuck	Madson	Family Service Agency	3/12/2018	cmadson@fsacares.org	805-928-1707 x201			
15	Formerly Homeless	Wayne	Mellinger	N/A	6/6/2019	waynemellinger@gmail.com	805-570-3425			
16	Affordable Housing	John	Polanskey	Housing Authority of the County of Santa Barbara	6/6/2019	johnpolanskey@hasbarco.org	805-736-3423	Sanford	Riggs	sanfordriggs@hasbarco.org
17	LGBT+	Colette	Schabram	Pacific Pride Foundation	3/12/2018	colette@pacificpridefoundation.org	805-963-3636			
18	Veterans	Kristine	Schwarz	New Beginnings	6/6/2019	kschwarz@sbnbcc.org	805.963.7777 ext 144			
19	Public Sector				6/6/2019					
20	Youth Services	Edwin	Weaver	Fighting Back Santa Maria Valley	3/12/2018	edwin@fbsmv.com	805-346-1774	Sol	Guerro	sol@fbsmv.com
21	Faith-Based	Erin	Wilson	Unitarian Society of Santa Barbara	3/12/2018	erin@ussb.org	805-965-4583x225	Rev. Julia	Hamilton	Julia@ussb.org
22	Business/Philanthropic				6/6/2019					
23	Public Sector	Rosie	Rojo	City of Santa Maria	7/25/2018	rrojo@cityofsantamaria.org	805-925-0951 x2381	Alicia	Vela	avela@cityofsantamaria.org
24	Mental Health	Alice	Gleghorn	Dept, of Behavioral Wellness	7/25/2018	agleghorn@sbcswell.org	805-681-5220	Laura	Zeit	lazeitz@co.santa-barbara.ca.us
25	Youth or Formerly Homeless Youth			VACANT						
26	Victims Services	Megan	Riker-Rheinschild	Victim Witness	7/25/2018	mriker@co.santa-barbara.ca.us	805-568-2408	Yleana	Anda	yanda@co.santa-barbara.ca.us
27	Department of Social Services	Noel	Lossing	Child Welfare Services	Appointed Seat	n.lossing@sbcsocialserv.org	805-737-6019			

2019 Fund Recipients

CoC Grant	ESG	HEAP	CESH
Good Samaritan*	Good Samaritan*	City of Santa Barbara*	Legal Aid
HACSB*	PATH*	Fighting Back Santa Maria Valley*	SYV PHP
PATH*	New Beginnings*	Good Samaritan*	Good Samaritan*
Behavioral Wellness*		HASBARCO*	
New Beginnings*		Salvation Army	
SB Community Housing Corp.		PATH*	
HCD*		Cottage Health	
United Way HFG*		City Net	
SUBRECIPIENTS		United Way Home for Good*	
Willbridge		Domestic Violence Solutions*	
Path Point			
Sarah House			
Sanctuary Centers			
Mental Wellness Center			

*Agency holds a seat on the CoC Board. In accordance with the CoC Conflict of Interest policy, agencies should recuse themselves from all discussions and votes taken concerning the funding source(s) for which they are a recipient.

2019 Santa Maria/Santa Barbara County Continuum of Care Meeting Calendar

CoC Board Bi-Monthly

First Thursday, 6 times per year

~~February 7, 2019 ~ 2-4 pm~~

~~April 4, 2019 ~ 2-4 pm – Santa Maria Public Library~~

June 6, 2019 ~ 2-4 pm - Goleta City Council Chambers

August 1, 2019 ~ 2-4 pm - Goleta City Council Chambers

October 3, 2019 ~ 2-4 pm – Santa Maria

December 5, 2019 ~ 2-4 pm - Goleta City Council Chambers

CoC Planning Quarterly

Third Thursday, 4 times per year

~~January 17, 2019 ~ 10 – 11:30 am~~

~~April 18, 2019 ~ 10 – 11:30 am~~

August 15, 2019 ~ 2 - 3:30 am, Lake Cachuma

October 17, 2019 ~ 2 - 3:30 am, Lake Cachuma

CoC CES – Quarterly

Last Wednesday 4 times per year

~~January 30, 2019 ~ 10 – 11:30 am~~

~~April 24, 2019 ~ 10 – 11:30 am~~

May 22, 2019 ~ 9 - 11am, Lake Cachuma

July 31, 2019 ~ 10 – 11:30 am, Lake Cachuma

October 30, 2019 ~ 10 – 11:30 am, Lake Cachuma

Trainings and Events

June 6, 2019 – Bi-Annual General Membership Meeting and CoC Board Election
11:30am-1pm – Goleta City Council Chambers

June 19, 2019 - Funders Collaborative
9:30-11:30am
SYV Marriott, 555 McMurray Rd, Buellton

June 19, 2019 - Housing First Training with Sam Tsemberis, as part of the Funders Collaborative
9:30-1:30 (Stakeholders),
1-4pm (Service Providers)

July 9, 2019 – Motivational Interviewing Training with SBC Behavioral Wellness
9am-3pm
For more information on this training please contact the Department of Behavioral Wellness at:
bwelltraining.co.santa-barbara.ca.us

Phase I Community Action Plan to Address Homelessness Strategies and Action

	Activities in Progress	Activities to be Initiated
Increase Access to Safe, Affordable Housing	<ul style="list-style-type: none"> • CESH/HEAP funding allocated to increase available housing • CoC and ESG projects increase access in 2019-2020 • Public Housing Authorities (PHAs) providing additional housing opportunities through subsidies and affordable housing projects 	<ul style="list-style-type: none"> • Increase affordable housing available for those experiencing or at risk of homelessness • Increase the Pool of Funding Available to Provide Housing and Services • Expand Shelter System and Create Low Barrier Options • Develop and Improve Partnerships with Landlords
Use Best Practices to Deliver Tailored Supportive Services to Meet Individual Needs	<ul style="list-style-type: none"> • Trainings provided on harm reduction, Trauma informed care • CoC-funded projects using Housing First through Coordinated Entry System (CES) referrals for Permanent Housing • Significant increase in client income and improved connection to mainstream benefits 	<ul style="list-style-type: none"> • Implement Housing First, Low Barrier Housing • Engage in Harm Reduction • Provide Trauma Informed Care • Expand Supportive Services to Meet Client Needs • Connect Clients to Mainstream Services
Build a Collective Action Plan; Improve Data Sharing	<ul style="list-style-type: none"> • Significant investments in open HMIS • Year-over-year improvements in HMIS bed coverage rates • Agreement with PHAs • Drafting a common Release Of Information 	<ul style="list-style-type: none"> • Craft a Collective Response to Homelessness • Improve Data Collection Countywide • Implement an Open HMIS System • Improve Data Sharing with Medical and Behavioral Health Care Providers
Strengthen Support System Available to Help Residents Obtain and Maintain Housing	<ul style="list-style-type: none"> • CESH/HEAP funding allocated for prevention and diversion • Broad CES outreach program covers all regions and populations 	<ul style="list-style-type: none"> • Improve Prevention and Diversion Programs • Create a Flexible Source of Funding Administered through Coordinated Entry System • Reach Out to Those Least Likely to Apply for Help
Build Provider Capacity to Address the Needs of Specific Populations	<ul style="list-style-type: none"> • At least one existing provider already specializes in serving the needs of homeless survivors, families, veterans, youth, seniors adults with serious mental illness, and the vehicular homeless 	<p>Build Provider Capacity to Address the Needs of:</p> <ul style="list-style-type: none"> • Survivors of Domestic Violence • Families with Children • Homeless Veterans • Homeless Youth • Vehicular Homeless • Adults with Serious Mental Disorders • Children with Serious Emotional Disturbance

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE

Strategies for Ending Homelessness

Strategies for At-Risk Populations

- Build relationships with landlords who will agree to rent to program clients who would otherwise be screened out, including by establishing a risk mitigation fund and/or landlord incentive fund. (PATH HEAP Project, HA Incentives, State TA developing landlord engagement toolkit)
- Expand homeless prevention services throughout the County, including a flexible funding source administered through CES. (HP funded under CESH, H4G has Flexible housing subsidy pool in HEAP project, GSS has Rapid Resolution in HEAP project)
- Support programs that improve discharge planning for persons leaving the criminal justice system, foster care, hospitals, mental health programs and drug and alcohol treatment programs to ensure that they are not released into homelessness. (SB 1152 implementation for hospitals, GSS In jail)

POTENTIAL PARTNERSHIPS: New Beginnings, HCD, CES, Planning Committee

Strategies for Reducing Length of Time Homeless

- Develop more supportive housing. This may include developing a scatter-site permanent housing programs tied to in-home, intensive case management. (HEAP Capital Projects, HA Move on Strategy)
- Expand Rapid Rehousing throughout the County, including a flexible funding source administered through CES.
- Expand and improve upon discharge planning from criminal justice, health care, foster care, and other institutional settings. (SB 1152 implementation, PATH/Cottage Recuperative Model)

POTENTIAL PARTNERSHIPS: New Beginnings, HCD, CES, Planning Committee, Data Committee

Strategies for Permanent Housing Placement and Retention

- Develop more permanent supportive housing and affordable, permanent independent living units county-wide. (HCV expansion)
- Build relationships with landlords who will agree to rent to program clients who would otherwise be screened out, including by establishing a risk mitigation fund and/or landlord incentive fund. (PATH HEAP Project, HA Incentives, State TA developing landlord engagement toolkit)
- Consider family reunification programs, which provide resources to reunite homeless individuals and households with family members and/or supportive systems outside of the County – only in instances when permanent housing is available through the reunification process. (H4G HEAP Project)

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE

Strategies for Ending Homelessness

POTENTIAL PARTNERSHIPS: County Housing Authority, City of SB Housing Authority, New Beginnings, HCD

Strategies to Increase Access to Employment and Non-Employment Cash Sources

- Work with the local WIB, State EDD, community colleges and other adult education providers on developing job training programs for homeless and formerly homeless individuals. These training programs should be targeted to local hiring needs.
- Identify and address barriers to employment using a trauma informed approach
- Have all CoC providers use assessment tool to screen clients for possible employability or mainstream benefits eligibility

POTENTIAL PARTNERSHIPS: HCD, CES, Data Committee

CoC/ESG Monitoring Report
Quarter 1, 2019
Prepared for June 6, 2019

Provider ID	Provider	Project Type	Total Persons served	No. of Leavers	New Enrollments	PII (% client refused/ doesn't know)	Other UDE (error rate)	CH Status (not calculated)	Destination (error rate)	Income at Start (error rate)	Income at Annual Assessment (error rate)	Income at Exit (error rate)	Timely Data	Housing Stability Rate PSH	Housing Stability Rate RRH	Length of Stay	% w/ Cash Income	% w/ other Mainstream Benefits	% w/ Health Insurance	Bed Utilization
		CA	298	3	130	13%	25%	0%	0%	21%	100%	0%	29%	99%	0%	56.5	4%	6%	6%	195
		CA	78	1	13	17%	48%	0%	0%	31%	100%	0%	9%	100%	100%	140.5	5%	65%	0%	67
		ES	462	233	221	6%	7%	4%	0%	8%	100%	6%	23%	58%	16%	59.5	55%	25%	84%	232
		ES	461	283	313	11%	2%	27%	3%	7%	100%	7%	47%	41%	5%	15.5	37%	19%	72%	104
		PSH	12	1	1	0%	0%	0%	0%	0%	0%	0%	8%	100%	100%	3522	100%	33%	89%	11
		PSH	41	3	6	0%	0%	0%	0%	0%	30%	0%	12%	100%	100%	987	27%	55%	64%	34
		PSH	19	0	2	0%	0%	0%	0%	5%	0%	0%	11%	100%	0%	251.5	100%	100%	100%	19
		PSH	8	0	0	0%	0%	0%	0%	0%	5%	0%	0%	100%	0%	544	50%	17%	50%	8
		PSH	89	2	3	0%	0%	0%	0%	4%	23%	0%	3%	100%	100%	1065	75%	49%	82%	87
		RRH	25	8	6	4%	0%	0%	0%	0%	0%	0%	20%	96%	88%	121	42%	5%	75%	18
		RRH	15	1	4	7%	0%	0%	0%	8%	0%	0%	20%	100%	100%	134.5	100%	0%	100%	12
		RRH	19	7	7	0%	0%	16%	0%	6%	0%	0%	68%	89%	71%	91	86%	29%	86%	9
		RRH	60	8	44	8%	21%	4%	0%	16%	0%	0%	15%	92%	38%	54.5	10%	3%	88%	21

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE COORDINATED ENTRY POLICY ADDITIONS AND CHANGES

I. FRAMEWORK FOR DIVERSION/RAPID RESOLUTION

Diversion Diversion/Rapid Resolution/Problem Solving is a ‘light touch’ strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. A client and case manager should work together to develop creative solutions to the current housing problem if possible. Financial assistance should only be considered when absolutely necessary for an immediate resolution to re-enter housing.

CES Referral Process Individuals and families do not need to be referred through CES to receive diversion services. If financial assistance is part of the diversion service, please notify CES Lead Agency of the Client ID, service and amount within 48 hours. Staff must consult HMIS for concurrent enrollments.

Goals The goal of diversion is to prevent a household’s entry into a shelter or the streets by diverting them to other safe, appropriate options or resources provided by the household’s social support network and/or community resources.

Eligibility The diversion process takes place during an individual or family’s initial contact with a provider. An exploratory conversation should take place between the individual or family and a provider staff member to determine if their current housing issue could be solved using this approach. Diversion conversations should be had with all households seeking homeless service assistance.

II. FLEXIBLE HOUSING SUBSIDY POOL

A program for vulnerable individuals and families prioritized for a housing intervention called the Flexible Housing Subsidy Pool (FHSP). Based on the underlying philosophy that housing is a crucial form of healthcare for patients without a stable living situation, the goal of the FHSP is to secure quality affordable housing for people who are experiencing homelessness and have complex physical and behavioral health conditions. When rental subsidies are available FHSP can assist with other move-in costs and intensive case management services provided by local community organizations for clients. These organizations use a “whatever it takes” approach when providing services to clients as they move from homelessness to permanent housing.

CES Referral Process Individuals and families are referred through CES to receive Flexible Housing Subsidy Pool assistance.

Goals The goal of the FHSP is to permanently house vulnerable individual and families prioritized for a housing intervention.

Eligibility The FHSP is available to individuals and families on the Coordinated Entry System List who have been prioritized for a housing intervention.

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE COORDINATED ENTRY POLICY ADDITIONS AND CHANGES

Recommended changes to CES Policies re: Flexible Housing Subsidy Pool

In order to take full advantage of a permanent housing opportunity– FHSP resources may be distributed through the Coordinated Entry System with increased flexibility at the discretion of the CES Coordinating Agency. Rather than allow permanent housing opportunities to go unused because no person in a higher Priority Group has a permanent housing opportunity, the Coordinated Entry System may offer the available resource to an individual or family prioritized for a housing intervention that can put the resource to use. Moreover, when substantially all of the households in a higher Priority Group are already in the process of receiving assistance from the Coordinated Entry System, a household prioritized for a housing intervention may be provided with a FHSP resource in order to take advantage of a Housing Choice Voucher or other permanent housing opportunity that is available to that household.

III. TRANSITIONAL HOUSING/RAPID RE-HOUSING HYBRID JOINT COMPONENT TYPE

A new type of project that combines the activities of a transitional housing project with those of a rapid re-housing project. They provide a new way to meet some of the pressing challenges that communities are facing. They provide a safe place for people to stay – crisis housing – with financial assistance and wrap around supportive services determined by program participants to help them move to permanent housing as quickly as possible. Stays in the crisis housing portion of these projects should be brief and without preconditions, and participants should quickly move to permanent housing.

CES Referral Process Individuals and families are referred through CES to receive Transitional Housing/Rapid Re-Housing Joint component assistance.

Goals The goal of the Transitional Housing/Rapid Re-Housing Joint Component type is to provide a safe place for people to stay with wrap around supportive services that moves them quickly to permanent housing.

Eligibility The Transitional Housing/Rapid Re-Housing Hybrid Joint Component type is available to all individuals and families on the Coordinated Entry System List who have been prioritized for Rapid Re-Housing.

Recommend changes to CES Policies re: Transitional Housing/Rapid Re-Housing Joint Component Type

Transitional Housing/Rapid Re-Housing Hybrid. The Coordinated Entry System Lead Agency and the referring agency will peruse all local housing resources and attempt to find assistance and housing in the location where a household has a support network. If re-location is considered households need to be made aware of

SANTA MARIA / SANTA BARBARA COUNTY CONTINUUM OF CARE COORDINATED ENTRY POLICY ADDITIONS AND CHANGES

all potential impacts with the eligible household being the decision maker on whether to relocate. CES Staff or Physical Entry Point Staff should complete a Housing Preference Form to determine where the client is willing to accept housing. Once a transitional housing opportunity becomes available and a match(es) for that opportunity has been suggested providers shall spend up to five business days attempting to locate the matched client(s) and five business days to determine eligibility. If the client is eligible for the program, then then the provider has an additional five business days to enroll the client in to their program. If a client cannot be located or enrolled within these time periods after a match or referral has been made, he or she shall be returned to the Coordinated Entry System to be considered for future match opportunities. If, after being referred to a housing program, a client misses his or her lease signing appointment, and does not complete the lease signing process within five business days from the initial missed appointment, the then referral shall be revoked and the client shall be returned to the Coordinated Entry System to be considered for future match opportunities.

SANTA MARIA/SANTA BARBARA COUNTY CONTINUUM OF CARE GENERAL REVIEW AND RANK POLICIES

THE REVIEW AND RANK PROCESS

As the Santa Maria/Santa Barbara County Continuum of Care is informed of local, state, federal, and private funding opportunities where a local Notice of Funding Availability (NOFA) or Request for Proposals (RFP) process is required, the Santa Maria/Santa Barbara County Continuum of Care (CoC) has adopted the following procedure to serve as a guideline to review and rank applications for opportunities outside of the HUD-funded Continuum of Care and Emergency Solutions Grant Programs. The substantive provisions of this policy are subject to change depending on the specific requirements of a released NOFA or other funder-related requirements.

1. PRIOR TO A LOCAL NOFA RELEASE

The CoC Review and Rank committee will evaluate these General Review and Rank policies and shall make recommendations regarding changes to the General Review and Rank process so as to make them applicable to specific funder requirements. The Committee shall also make recommendations regarding the proposed scoring criteria or tools to be utilized during the competition. Those recommendations shall be reviewed and approved by the CoC Board if applicable.

The Review and Rank Committee shall review the policies of the available funding and shall make recommendations to revise the Review and Rank policies in alignment with those policies and priorities. The Committee shall also make recommendations regarding changes to the scoring tools to be utilized during the competition for all project types. Those recommendations shall be reviewed and approved by the CoC Board.

APPROVED by the CoC Board on xxxx, 2019

Santa Maria/Santa Barbara County Continuum of Care | *General Review and Rank Policies*

2. NOFA RELEASE AND TECHNICAL ASSISTANCE WORKSHOP

- A. Before the release of a local NOFA, the Lead Agency will review the currently adopted scoring tools for all project types and ensure they are in alignment with funder requirements. In the event the existing scoring tools do not comport with the funder's requirements, changes will be made and adopted prior to the use of the tools in the competition. All changes will be presented to and approved by the CoC Board with input from the Review and Rank Committee members.
- B. Upon publication of a local NOFA, the Lead Agency or Competition Facilitator will schedule and announce a time and date for a Technical Assistance Workshop where details about the funding opportunity and the process will be provided. These details will be distributed to the public via listserv, email, posting, and any other method appropriate to ensure broad awareness of the opportunity.
- C. All applicants/potential applicants are required to participate in the **NOFA Overview Technical Assistance Workshop**.
 - i. At the workshop, the Lead Agency will present an overview of the funder requirements and local NOFA, including details about available funding.
 - ii. Applicants will also be oriented to the process for reviewing and ranking applications, which will cover any supplemental application materials, the scoring tools and applicable dates.
 - iii. Applicants will also have the opportunity to ask any questions they have about the application processes.
 - iv. Applicants will be provided written guidance on the appeals process, including details on when an appeal is appropriate and the steps they must take to initiate an appeal (see page 11 for full appeals process).
- D. **Any Applicant who fails to attend the mandatory Technical Assistance Workshop will be excluded from the funding competition.**
 - i. An Applicant who fails to attend the Technical Assistance Workshop due to an unforeseeable emergency may be allowed to participate in the funding competition at the discretion of the Competition Facilitator and provided they attend an alternate training.

3. PROJECT APPLICATION SUBMISSION PROCESS FOR REVIEW AND RANK

A. All projects will be required to submit detailed information about their proposed project(s) so that the Review and Rank Panel can evaluate the merits of each project. This information shall be submitted and evaluated using ZoomGrants unless another format is preferred or required. The Review and Rank Panel will evaluate projects based on the information provided by each applicant.

B. Sources of Information

Below is a list of items typically requested as part of a local competition. This list should not be considered exclusive or exhaustive, and will be modified to reflect the requirements of each funding source.

i. **Non-Profit Agencies should typically provide:**

a. Articles of Incorporation and By Laws, Tax Exemption Letter for all applicants that have tax exempt status, Organizational Chart, Board of Directors Roster, Conflict of Interest Statement, Most Recent Audited Financial Statements, IRS Form W-9, IRS Form 990, Agency Budget or Financial Plan, any programmatic audit findings or clearance letters.

ii. **For-Profit Organizations should typically provide:**

a. Articles of Incorporation and By Laws, Organizational Chart, Board of Directors Roster, Conflict of Interest Statement, Most Recent Audited Financial Statements, IRS Form W-9, Most Recent Tax Return, Agency Budget or Financial Plan, and Application Certification.

iii. **Units of Local Government should typically provide:**

a. Tax Exemption Letter, if applicable, for any proposed sub-recipients, Application Certification, and IRS Form W-9 (county departments may substitute a budget and any relevant audit findings in lieu of IRS Form W-9), any programmatic audit findings or clearance letters.

iv. **Site Control**

- a. Capital Projects are defined as new construction, expansion, renovation, or replacement of existing and/or new facility or facilities.
- b. Agencies applying for capital housing development and capital improvement funds must demonstrate that they have site control prior to the submission of the application. This could include:

- 1) A deed, lease agreement, or conditionally accepted purchase offer with a contingency of the receipt of the competition funds.
- 2) The applicant agency must be listed on the site control documents.
- 3) If a rare situation occurs where site control is not required, the applicant agency must sufficiently demonstrate a level of project readiness required to begin work on the project upon award of competition funds.

v. **Performance data, including HMIS information and HMIS-generated APRs, as available.**

- a. The Applicant may be allowed to submit equivalent objective performance data if they are not an HMIS participating organization.

C. When possible, depending upon the funding amount and source of funding, the Continuum of Care prefers that projects of different component types be scored separately and funding availability be allocated into project types. For example, a Shelter Operations application would not be combined with a Rapid Re-Housing Application. The applicant would complete two applications if applying for funding under both project types. Each discrete project should be able to stand on its own merits and not be dependent on the other component type(s) for which the agency applied. The applicant agency must show that if partial funding is awarded, the project, within reason, could be scaled down and implemented as proposed. The type of information requested may vary based on project type*:

- i. Capital Housing Development
- ii. Capital Improvements
- iii. Rapid Re-Housing
- iv. Homeless Prevention
- v. Permanent Supportive housing
- vi. Transitional Housing
- vii. Services
- viii. Emergency Shelter/Interim Housing

*This is not an exhaustive list of project types. Other criteria, such as eligible project types, regionality, and minimum and maximum award caps will be determined by the funding source and CoC Board prior to the local NOFA release.

D. All projects will receive access to the local NOFA Application in the appropriate format no later than the date of the Technical Assistance Workshop. All projects will have at least two weeks from receipt of the Application to supply

all of the information requested in the Application. All Applications and supporting materials must be received in the proper format by the stated application deadline. The Application cannot be changed after the deadline for submission has expired.

- E. The Competition Facilitator will review all applications submitted by the deadline for attainment of any threshold criteria and the Rank and Review Panel will review the application for completeness. The information on which the review is based will not be allowed to change after the application submission deadline.

F. Late penalties

- i. Late applications will not be considered by the Review and Rank panel or the CoC Board.
 - ii. Incomplete applications will be scored based on the information and documents received at the submission deadline.
- G. All materials shall be ready for review by the Review and Rank Panel at the earliest possible date to allow Panelists to have ample time for careful review and scoring.

4. PROPOSED REVIEW AND RANK PROCESS

- A. For each funding opportunity, the Competition Facilitator must convene a Review and Rank Panel composed of ideally 7 and at least five (5) impartial and non-conflicted Panel members who are familiar with providing services and resources to individuals and families experiencing homelessness, and grants management. This may include qualified, non-conflicted individuals from adjacent communities.

The Panel shall conduct its business in accordance with the Code of Conduct provisions in the Santa Maria/Santa Barbara County CoC Governance Charter.

- B. The Panel shall receive a training from the Competition Facilitator on the use of the ZoomGrants system, the local competition, and their responsibilities as Review and Rank Panelists. This training may be conducted via videoconference at the convenience of the Panel.
- C. The Panel shall review the applications and supplemental project information individually and will use the prescribed scoring tools to assign a preliminary score to each project prior to the scheduled Review and Rank Panel meeting.
- D. The Panel shall meet in person to discuss the applications submitted as part of the funding competition. Individual Panelists scores will be anonymized. Panelists will discuss applications, then be given the opportunity to privately adjust their scores. This meeting shall be closed to the public and applicants will be contacted to answer questions on an as-needed basis.
- E. All projects will be required to have a senior staff person on call by telephone on the day of the Review and Rank meeting in order to answer any questions that the Panel may have. If staff cannot be reached by telephone within a reasonable period of time, then the project will be bound by the Panel's interpretation of its application materials.
- F. Depending upon the funding opportunity, ranked lists will be prepared. Typically, ranked lists will be made based on project type using a compilation of Review and Rank Panel final scores.
 - a. Those applications that do not meet certain threshold requirements (as detailed on the scoring tool) will not be included in the ranked lists.
 - b. Scoring policies and priorities will be developed prior to the release of a local NOFA in accordance with local needs and the requirements of the funding opportunity.

- c. Panelist instructions will be developed prior to the release of the local NOFA to reflect the policies and procedures.
- G. The ranked lists and funding recommendations will be presented to the CoC Board for approval by the Rank and Review Panel. This meeting will be open to the public and be compliant with the Brown Act's noticing and participation requirements. However, applicants will not be permitted to make presentations regarding their projects or otherwise attempt to influence the Board's decision. Board members with a conflict of interest may not participate in the action item.
- H. Project applicants will be notified of the award results within three business days of the CoC Board Meeting. Shortly thereafter, project applicants will receive a full list of project scores along with a scoring breakdown for their own project.
- I. Applicants and Panelists shall not have any ex-parte communication with each other or members of the CoC Board concerning specific project applications.

REVIEW AND RANK PANEL MEMBERSHIP

Review and Rank Panel members are:

- Knowledgeable about homelessness and housing
- “Neutral,” meaning that they are not employees, staff, or otherwise have a business/financial or specific personal conflict of interest with the applicant organizations;
- Have grants management experience or knowledge about housing or service grants in some capacity.
- Willing to review projects with the best interest of homeless persons in mind.

Review and Rank Panel members agree to:

- Dedicate time for individual application review and Review and Rank Panel meeting;
- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement.

Note: If a person or an organization believes there is a conflict of interest that would exclude a Review and Rank Panel Member, it needs to be brought to the attention of the Competition Facilitator within three calendar days of the announcement of the Review and Rank Panel membership. The concerned person/organization would need to provide specific and substantial information regarding the alleged conflict to allow the facilitator to conduct a fair evaluation.

STATEMENT OF SUPPORT FOR VICTIM SERVICE PROVIDERS

The Santa Maria/Santa Barbara Continuum of Care is **committed to fully including** projects submitted by Victim Service Providers (VSPs) on an equal basis in local competition funding. The Lead Agency will provide support as necessary to ensure that VSPs have access to all of the tools, data, and assistance they need in order to compete fairly, and that VSPs are not disadvantaged in any way by their need to protect the privacy and safety of survivors of domestic violence, dating violence, sexual assault, stalking, and/or sex trafficking.

DE-IDENTIFIED AGGREGATE DATA

The Santa Maria/Santa Barbara Continuum of Care uses de-identified aggregate data from comparable databases to assess project-level performance, identify gaps in coverage for domestic violence survivors in the community, assess the specialized needs related to domestic violence and homelessness, and prepare to better meet those needs. Technical assistance is always available to victim service providers to help them:

- Collect client-level data that is responsive to the community's targets
- De-identify client-level data to protect client privacy and safety
- Aggregate de-identified data so that it becomes project-level data
- Ensure that project-level data is incorporated into system performance measures and other community-wide "dashboards" or indicators
- Engage in strategy discussions about how data from victim service providers can best be used to end homelessness among domestic violence survivors.

SUPPLEMENTAL PROJECT FUNDING

In some circumstances, there may be an opportunity after the application deadline for programs to submit application materials for additional funding. The Santa Maria/Santa Barbara County CoC will issue a Supplemental Project Application when:

1. After receiving all project applications, it appears there is additional funding available; or,
2. After conducting the threshold review of the submitted project applications, it appears there is additional funding available; or,
3. After conducting the Review and Rank process, the Panel has recommended a program for reallocation and there are not adequate new project applications for those funds.

APPROVED by the CoC Board on xxxx, 2019

Santa Maria/Santa Barbara County Continuum of Care | *General Review and Rank Policies*

In the event that supplemental funding is available and there are unfunded, qualified applications, the Competition Facilitator will:

1. Contact the unfunded applicant with the highest Review and Rank score and discuss specifics whether the project application, as submitted, could move forward successfully with the amount of funding available.
2. If the unfunded applicant with the highest Review and Rank score declines the supplemental funding, the Competition Facilitator will contact the next highest scoring applicant agency.
3. The Competition Facilitator will move forward in such a fashion until the supplemental funds are awarded or a predetermined low-score limit is reached.

In the event that supplemental funding is available, but there are no qualified, unfunded project applications above the low-score limit, or the amount of supplemental funding is not sufficient to fully fund an unfunded projects, The Competition Facilitator may divide the supplemental funding among the underfunded projects.

In the event that there are no qualified, unfunded or underfunded applications and Supplemental Applications are required, the Competition Facilitator will:

4. Email the CoC and other interested parties (all homeless service and housing providers in the CoC area) with specifics regarding how much money is available and which type(s) of programs qualify.
5. The Competition Facilitator will provide technical assistance and guidance, as needed, to ensure applicants understand the funding requirements.
6. Any additional applications for these funds will be due as soon as possible after this email is distributed, as determined by the funding opportunity submission deadline.
7. The Review and Rank Panel will reconvene either via telephone, video conference, or in person depending on availability and convenience to evaluate the applications.

For this type of process, the timeline will be short and may make an application burdensome; however, expanding an already submitted application, applying in collaboration, and a community consensus on how to spend the funds are also viable options.

APPEALS PROCESS

The Review and Rank Panel reviews all applications and ranks them to make funding recommendations to the CoC Board. Applicants may request anonymized, individual panelists' scores after the funding award announcement. Applicants may appeal the decision by following the process set forth below.

1. MEMBERS OF THE APPEALS PANEL

The Appeals Panel shall consist of three (3) members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with experience in grant administration and homelessness projects.

The Appeals Panel will be selected by the Competition Facilitator of the Review and Rank process.

Appeals Panel members must not have a conflict of interest with any of the agencies or parties applying for funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel awards no funding
2. The Review and Rank Panel awards only partial funding

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made only on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure of the panel as a whole, or individual panel members, to follow the Review and Rank process resulting in a reduced score
- A review of scoring shows an inconsistency in the way the scoring factor(s) was/were applied

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible. An objection to the Ranked List

APPROVED by the CoC Board on xxxx, 2019

Santa Maria/Santa Barbara County Continuum of Care | *General Review and Rank Policies*

based on any of these concerns must be brought, if at all, to the Continuum of Care Board, and not to the Appeals Panel.

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline. Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

- A. Project Applicants will have a specific number of days after the issuance of the decision to provide notice to the Competition Facilitator of an intent to appeal. The number of days will be stated in the local NOFA and may vary depending of the funder's timeline. This notice must be sent via email at an address included in the NOFA and must include:
 - i. A statement as to why the project is eligible to appeal.
 - ii. The basis for the appeal.
 - iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the facilitator a sufficient understanding for the basis of the appeal.
- B. The Competition Facilitator will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.
- C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official timeline provided in the local NOFA.
 - i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.
 - ii. The Formal Appeal must be sent as an attachment to the Competition Facilitator at the email provided in the local NOFA.
- D. Upon timely receipt of the Formal Appeal, the Competition Facilitator will convene the Appeal Panel and set a time and date for the Appeal Hearing. The Appeal Hearing shall be closed to the public.
- E. The Appeal Hearing shall be conducted according to the following procedure:
 - i. The Appeal Hearing will be conducted telephonically.
 - ii. The Appeal Panel will join the call with the Competition Facilitator and a representative of the Review and Rank Panel.
 - iii. The Competition Facilitator will explain the facts of the appeal and answer any procedural questions.

- iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank from the Panel's perspective and what information the Panel considered in evaluating the Project Applicant.
- v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted time to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call. The Review and Rank Panel member also leaves the call after taking any final questions.
- vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.

F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final. The only exception is that the Continuum of Care Board may alter the final funding recommendations of the Review and Rank Panel for a legitimate reason after the Appeal Panel has issued its decision(s). In so doing, the Continuum of Care Board must consider both the needs of the community and the obligation to issue funding based on the published criteria and aligned with the process.



HOUSING AND COMMUNITY DEVELOPMENT DIVISION COMMUNITY SERVICES DEPARTMENT

STAFF REPORT PREPARED FOR CONTINUUM OF CARE BOARD

*Submitted by: Kimberlee Albers and Jett Black-Maertz
June 3, 2019*

I. YOUTH HOMELESS DEMONSTRATION PROJECT

- HCD responded to a HUD Notice of Funding Availability for Round 3 of the Youth Homeless Demonstration Project, \$75 million is available for 25 communities. HUD has funding committed from Congress for a Round 4 in 2020. A strong group of youth stakeholders met over a six week period to submit the application. The new Youth Action Board made up of youth 24 and under met four times in preparation for submission. The YAB and YHDP working group will continue to meet to address youth homelessness and prepare to be competitive in Round 4 of the funding if Santa Barbara County is not selected in Round 3. A copy of the submitted application can be found [here](#).

II. HOMELESS EMERGENCY AID PROGRAM (HEAP)

- The HEAP sub recipient agreements for the City of Santa Barbara, Domestic Violence Solution, PATH, Northern Santa Barbara County United Way, and Good Samaritan Shelters have been executed by the Board of Supervisors. The first reporting period will conclude on June 30, 2019. Four capital projects are moving forward.

III. HOMELESS MANAGEMENT INFORMATION SYSTEM

- The 2018 System Performance Measure reports were submitted to HUD on May 31. Thank you to all the providers for working diligently to fix data errors. An increase in the length of time persons are spending homeless and a decrease in incomes for leavers of the system in the CoC service area are noted. The HMIS team will be providing a presentation on the data at the August CoC Board meeting.
- HCD has received confirmation that our submitted full budget and proposal for the HUD HMIS Capacity Building NOFA is complete and awards will be coming in early fall of 2019.

IV. HOMELESS PLAN

- A presentation of the Phase I Community Action Plan to address homelessness will be provided to the Board of Supervisors on June 18. The purpose of the Phase I Homeless Plan was to capture current efforts and data as well as outline strategies to address homelessness locally.
- HCD is awaiting a second proposal for assistance with the Phase II Community Action Plan to address homelessness. The second phase will include another community input process, define further action steps, and provide a more comprehensive look at data and costs. New state funding includes several requirements in a regional homeless planning effort. Timeline for Phase II plan development is August 2019-March 2020.



V. LEGISLATIVE UPDATES

- The Governor's May budget revision includes over \$1 billion dollars to address homelessness in California. The largest portion, \$650 million, is being described as the Homeless Aid Planning and Shelter (HAPS) program. Joint regional plans will be required to be eligible for funding. Draft trailer bill language can be found [here](#).
- California Senate Bill 573 is pending vote on the CA Assembly floor. SB 573 proposes on-going Homeless Emergency Aid Program funding in the amount of \$250 million annually. ([SB 573 Fact Sheet](#))

VI. STATE HCD TECHNICAL ASSISTANCE FOR HOUSING FIRST AND HOUSING STABILITY

- A Housing First Training was provided by Homebase, sponsored by State of CA Housing and Community Development on April 22, over 60 persons participated. Four smaller peer cohorts to strategize for Housing First implementation were held the last week of May at the Housing Authority of the City of Santa Barbara, PATH, Good Samaritan Shelter and County Public Health.
- Sam Tsemberis will be giving further training on Housing First implementation on June 19. Please select from the two options.
- Option 1: Housing First Implementation at The Funders Collaborative
Day: Wednesday, June 19. Time: 9:30-11:30am (Stakeholders). Location: Santa Ynez Valley Marriott, 555 McMurray Rd, Buellton. This meeting is open to all staff and stakeholders, but is likely best suited for Elected Officials, Executive Directors, Department Directors, Health Care Providers, Business, Faith Community Leaders and Funders. [Register](#) here.
- Option 2: Housing First Implementation for Service Providers.
Day: Wednesday, June 19. Time: 1:00-4:00pm (Service Providers). Location: Santa Ynez Valley Marriott, 555 McMurray Rd, Buellton. This training is open to all staff and stakeholders, but is likely best suited for homeless service and housing provider managers, supervisors and frontline staff. [Register](#) here.