

# Project Review Committee (PRC) Meeting Minutes

Tuesday, Jan. 28, 2025 | 10:00 am to 11:00 am



SACRAMENTO  
STEPS FORWARD

**This meeting is not recorded.** The chat is below the minutes.

## Attendance:

Member	Membership Status	Present
Bridget Alexander	Voting	Yes
Caitlyn (Cait) Fournier	Voting	Yes
Carol Roberts	Non-Voting	No*
David Husid	Non-Voting	Yes
Dawn Basciano	Voting	Yes
Erica Plumb	Non-Voting	Yes
Kristy Smith	Voting	Yes
Majorie Beazer	Voting	Yes
Sarah Bontrager	Voting, Co-Chair	Yes

*\*Notified SSF Staff they would be absent in advance/excused.*

SSF Staff	SSF Title
Geoffrey Fralick	Program Analyst - Youth
Jesse Archer	CoC Program Manager
Michelle Charlton	Interim Senior Program Analyst

Stacey Fong	Grants Manager
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Agenda Item	Presenter(s):	Time	Item Type
<p><b>I. Welcome, Introductions, &amp; Announcements</b></p> <p><b>Approval of 12/18/24 Meeting Minutes</b></p> <p>Supporting Material:</p> <ul style="list-style-type: none"> <li>• <a href="#">12/18/24 PRC Meeting Minutes</a></li> </ul>	Dawn Basciano, PRC Co-Chair	10:00 am (5 minutes)	Action
<p>Dawn called the meeting to order around 10:02 AM.</p> <p><b>Motioned for Approval of 12/18/24 Meeting Minutes:</b> 1st – David Husid, 2nd – Kristy Smith.</p> <p>Motion Approved.</p>			
<p><b>II. Approval of the 2025 PRC Work Plan</b></p> <p>Supporting Material:</p> <ul style="list-style-type: none"> <li>• <a href="#">Draft Work Plan</a></li> </ul>	Sarah Bontrager, PRC Co-Chair	10:05 AM (15 minutes)	Action
<p>The 2025 PRC work plan was reviewed. No changes were recommended by the PRC.</p> <p><b>Motioned for Approval of 2025 PRC Work Plan:</b> 1<sup>st</sup> - Chris Marzan, 2<sup>nd</sup> – Erica Plumb.</p> <p>Motion Approved.</p>			
<p><b>III. Revisit PRC Target Recruitment</b></p>	Dawn Basciano	10:20 AM (10 minutes)	Discussion

Dawn shared:

- Here is the [current PRC roster](#).
- A PRC couple members decided to no longer renew their membership this year
- We will have a seat transition for the REQC Voting Seat and REQC Alternate Voting Seat. Marjorie will be moving to the REQC Voting Seat. Additional outreach will be made to the REQC to gauge their interest for the REQC Alternate Voting Seat.
- In previous PRC recruitment discussions, we have discussed target recruitment for the following areas: Sac City, Sac County, and possibly YAB. Dawn asked if there were any additional areas in mind to recruit new PRC members.
- Keep in mind for future CoC NOFOs:
  - The number of conflicted / non-voting PRC members
  - Recruitment for the Review & Rank panel can be a challenge
- This Spring 2025 (April/May 2025) the CoC Committee Recruitment Period will launch. This recruitment will mirror CoC Board recruitment efforts.

**Action Item:**

- SSF staff will email the Racial Equity Committee (REQC) to gauge interest for the PRC REQC Alternate Voting Seat.

<b>IV. 2024 CoC Committee Overview Presentation – PRC Slides</b>	Sarah Bontrager	10:30 AM (10 minutes)	Discussion
<p>Sarah provided an overview of the PRC-specific slides found within the 2024 Committee Overview Presentation in preparation for the March 2025 CoC Board presentation. The PRC slides focused on 2024 Accomplishments &amp; 2025 Goals. Members who would like a headshot photo included in the presentation should email those images to <a href="#">Geoffrey</a>.</p>			
<b>V. CoC Grant's Manual:</b> <ul style="list-style-type: none"> <li>• Recent Actions</li> <li>• Next Steps</li> </ul>	Stacey Fong, SSF Interim Grants Manager	10:40 AM (10 minutes)	Discussion
<p>Stacy provided a brief overview of the approved CoC Grants Manual. No questions were asked.</p>			
<b>VI. FY2024–2025 NOFO CoC Program Competition:</b>	Jesse Archer,	10:50 AM (30 minutes)	Discussion

<ul style="list-style-type: none"> <li>Award Announcement</li> <li>Debrief Next Steps</li> <li>Scoring Tools</li> </ul> <p>Supporting Material:</p> <ul style="list-style-type: none"> <li><a href="#">Scoring Tools Matrix</a></li> </ul>	SSF Interim CoC Program Manager		
<p>Jesse shared an overview of HUD’s recent award announcement and highlighted the significant increase in funding for our community. Updates included both new, defunded, and additionally funded Tier 2 projects. A side-by-side comparison of five CoC’s (Sacramento, Los Angeles, Atlanta, Montgomery, Clark County [Las Vegas], and San Francisco) was presented. The Scoring Tool Comparison Matrix can be found <a href="#">here</a>. Jesse opened the Scoring Tool topic to the PRC for discussion:</p> <ul style="list-style-type: none"> <li>Sarah emphasized the different Racial Equity metrics used in different communities as an area of interest. These metrics could be addressed later in the year based on guidance from HUD around DEI language &amp; policy.</li> <li>Bridget was interested in San Francisco’s model for the different scoring processes based on project type and sub-population.</li> <li>Sarah mentioned the differences in scoring weight and how that is something that the PRC should evaluate.</li> <li>Additional conversations about the Scoring Factors will occur at future PRC meetings.</li> </ul>			
<b>VII. Open Discussion on Recent Actions / Events</b>	Open to All	11:20 AM (10 minutes)	Discussion
<p>Several PRC members voiced their agency-level and community-level concerns regarding the recent federal Executive Orders and Memos regarding the federal fund disbursement freeze, removal of DEI efforts and questions surrounding citizenship/immigration. There was a desire to engage in these conversations beyond the PRC as a community.</p>			
<p><b>VIII. Meeting Adjourned</b></p> <p><b>The next PRC Meeting:</b> Tuesday, Feb. 25, 2025, 10:00 AM to 11:30 AM.</p> <p><b>2025 PRC Meetings:</b> Jan 28   Feb 25   Mar 25   Apr 22   May 27   Jun 24   Jul 22   Aug 26   Sept 23   Oct 28   Nov/Dec meeting date is TBD.</p>			

## Meeting Chat

10:00:10 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/01/01.2025-PRC-Agenda.pdf>

10:01:11 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: We have quorum.

10:01:17 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/01/01.2025-PRC-Agenda.pdf>

10:04:38 From Erica Plumb (she, her) to Everyone: good morning everyone

10:05:09 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: **Approval of 12/18/24 Meeting Minutes:**

10:05:19 From Erica Plumb (she, her) to Everyone: yes

10:05:19 From Sarah Bontrager to Everyone: Yes

10:05:27 From David Husid non voting to Everyone: Motrin to approve eye

10:05:32 From Dawn Basciano to Everyone: yes

10:05:33 From Cait Paulson, Sac County HEART to Everyone: Yes

10:05:34 From David Husid non voting to Everyone: Motion lol

10:05:36 From Chris Marzan to Everyone: yes

10:10:08 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: **Approval of 2025 PRC Work Plan**

10:10:12 From Sarah Bontrager to Everyone: Yes

10:10:14 From David Husid non voting to Everyone:  
Yes

10:10:18 From Chris Marzan to Everyone:  
Approve

10:10:19 From Dawn Basciano to Everyone:  
yes

10:10:20 From Kristy Smith to Everyone:  
Yes

10:10:26 From Erica Plumb (she, her) to Everyone:  
yes

10:10:30 From Cait Paulson, Sac County HEART to Everyone:  
Yes

10:10:49 From iPhone to Everyone:  
Yes

10:18:39 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Here is the current roster: <https://sacramentostepsforward.org/wp-content/uploads/2025/01/PRC-Roster-2025-.pdf>

10:19:14 From Chris Marzan to Everyone:  
Thank you everyone. Have a great year with the work each of you do on the PRC and for our community. I will be signing off now.

10:21:52 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
CoC Grants Manual : <https://sacramentostepsforward.org/wp-content/uploads/2025/01/Grant-CoC-Manual-V1.pdf>

10:22:32 From Erica Plumb (she, her) to Everyone:  
Hi all, I need to step away for a couple minutes.

10:23:38 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
FY 2024–2025 CoC Program Competition webpage:  
<https://sacramentostepsforward.org/2024-continuum-of-care-coc-program-competition/>

10:24:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

See page 5-6: [https://www.hud.gov/sites/dfiles/CPD/documents/CoC/CoC-2024-CA\\_Press.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/CoC/CoC-2024-CA_Press.pdf)

10:27:05 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
This matrix: <https://sacramentostepsforward.org/wp-content/uploads/2025/01/Scoring-Tool-Review.pdf>

10:32:45 From Kristy Smith to Everyone:  
I liked the San Francisco one as well. I still have to look more into them all.

10:33:59 From Kristy Smith to Everyone:  
I agree unfortunately

10:38:46 From Bridget Alexander (she/her/hers) to Everyone:  
3 KEY WAYS TO ADVOCATE TODAY:  
Call your lawmakers' D.C. offices  
The Capitol Hill switchboard is (202) 224-3121. A switchboard operator will connect you directly with the House or Senate office you request. Don't know what to say? Please use this script or change it to convey your own message.  
"The freeze on federal grants, loans, and other financial assistance directed by the Trump Administration will have immediate and harmful impacts in our community. Rent payments will be delayed to landlords, services will be disrupted, and frontline staff will likely miss their pay. I urge you your boss to contact the White House immediately and demand that this memorandum be rescinded, and federal agencies be instructed to continue operating their programs, as directed by Congress."  
Please be sure to provide your name and address so the staff know you are a constituent, take you seriously, and will send you a written response.

10:42:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
**The next PRC Meeting: Tuesday, Feb. 25, 2025, 10:00 AM to 11:30 AM.**

10:43:02 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
**2025 PRC Meetings: Jan 28 | Feb 25 | Mar 25 | Apr 22 | May 27 | Jun 24 | Jul 22 | Aug 26 | Sept 23 | Oct 28 | Nov/Dec meeting date is TBD.**