Project Review Committee (PRC) Meeting Minutes

Tuesday, Feb. 25, 2025 | 10:00 am to 11:00 am

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

Attendance:

Member	Membership Status	Present
Bridget Alexander	Voting	Yes
Caitlyn (Cait) Paulson	Voting	Yes
Carol Roberts	Non-Voting	Yes
David Husid	Non-Voting	No*
Dawn Basciano	Voting, Co-Chair	No*
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

Marjorie Delgadillo	Family Collaborative Director

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome, Introductions, & Announcements **Approval of 1/28/25 Meeting Minutes** Supporting Material: • 1/28/25 PRC Meeting Minutes Resources: • 2025 PRC Work Plan • CoC PRC Private Webpage *(password: prccoc)* • CoC Meetings Webpage • List of Acronyms • CoC Governance Charter	Sarah Bontrager, PRC Co-Chair	10:00 am (5 minutes)	Action

Sarah called the meeting to order around 10:05 AM.

Motioned for Approval of 1/28/25 Meeting Minutes: 1st – Kristy Smith, 2nd – Caitlyn Paulson.

Motion Approved.

Announcement:

- Marjorie Delgadillo shared an update on the soon to be released Request for Proposal (RFP) for the Bezos Day 1 Family Fund re-grant opportunity. She presented the scope of work being requested and expected deliverables for this funding opportunity. RFP Scope of Work. She plans to send an email to the PRC Co-Chairs with additional information and next steps for providing comments and feedback.

II. CoC PRC Recruitment Follow Up: **A. CoC REQC Voting Seats:** • Marjorie Beazer, PRC REQC Voting Seat • Vacant PRC REQC Alternate Voting Seat **B. Targeted Areas of Representation:** Sac County, Sac City, YAB, & Other Supporting Material: • Feb. 2025 PRC Roster	Dawn Basciano, PRC Co-Chair	10:05 AM (5 minutes)	Informational
Sarah shared updates on recruitment for the PRC: **A. CoC REQC Voting Seats:** • At the Feb, 2025 CoC Board meeting, the CoC Board approved Marjorie Beazer to the PRC REQC Voting Seat. This means there is a vacant PRC REQC *Alternate* Voting Seat. Currently, no other REQC member has expressed interest in this seat, however we will do additional follow-up. **B. Targeted Areas of Representation: Sac County, Sac City, YAB, & Other** • We have ~150 applicants from the CoC Community who expressed interest to join the PRC. SSF staff and the PRC Chairs are currently reviewing these applications and will provide an update at an upcoming PRC meeting.			
III. FY2024–2025 CoC NOFO Program Competition Debrief • Debrief Presentation • Next Steps Supporting Materials: • NOFO Debrief Presentation • NOFO Debrief Report	Jesse Archer, SSF CoC Program Manager	10:10 AM (15 minutes)	Discussion

Jesse the CoC Program Competition Debrief Presentation to the committee which included information on the final FY24-25 Program NOFO awards, the debrief strategy, and the common themes from applicants, PRC members, SSF Staff, PWLEC members. Jesse also discussed the Process Documentation sessions that SSF staff participated in and the proposed next steps moving forward.

IV. 2026 NOFO Prep: Scoring Factors – Part 1 Supporting Material: • Scoring Tools Matrix	Jesse Archer	10:25 AM (45 minutes)	Discussion

Jesse reviewed the Scoring Tool Comparison document that was reviewing during the January PRC meeting. Discussion/feedback from the PRC on:

- **Increase or Maintain Income:** we have set a high bar and do struggle. Do we know if there are other areas within the doc that are accounted for? Is income prioritized? A review on Atlanta and Montgomery was discussed in comparison Sacramento. Is it a goal we want to help people increase their income vs maintain income? This is a variable by population (e.g. Youth, Seniors) given these are snap shots/a point-in-time. It is worth revisiting this conversation given we are bringing in the YHDP. We need to consider Youth and what metrics we want to set for Youth. We can do a measure set for increased income and an additional review of data would be helpful. RRH (and look into other programs) we want to see them increase their rent.
- **Bed and/or Unit Utilization**: Historically, HomeBase provided some analysis on Sacramento's Scoring Tool and found a lot of variations. It was decided that rewarding high bed/unit utilization was important. SSF staff recommends that this metric is calculated by dividing daily client nights by bed/unit utilization across the reporting period. Currently, this metric is calculated through a quarterly point in time model. Several members of the PRC supported this recommendation. It was asked if providers should have the ability to choose between reporting on Bed vs. Unit utilization. Not in favor of splitting out Youth in the Unit utilization category. We want to know more from the Providers (What is the reality?) Flexibility in this allows/accounts for case-by-case scenarios and more detail on the process would be helpful/fair.
- **Cost Effectiveness**: only 2 CoCs (LAHSA and Montgomery) measure this and they are not consistent.
    - LAHSA: This is somewhat confusing. The cost is low. Is this CoC funding or cost per unit? SSF can look into/contact LAHSA for clarity on how this

works in their community. The cost per person is unsettling. Looks to be an objective measure.
    - Montgomery: their approach is clear, there is a benchmark, do we have the data to do/replicate this? This is preferred vs LAHSA. Reach out and see if they have project types like ours or different.
    - It was mentioned that this metric might be more helpful for only scoring new projects.
- **Returns to Homelessness**: Good measure for success. Does our community have the data to do this? What kind of data do we have on our existing projects? We need to check in with Trent/Aziz, SSF HMIS/Data Team. How do we define "Return to Homelessness"? Certain populations are going to have more returns to homelessness. We need to be careful not to wipe our RRH programs. Do we use/reference 211? Can we partner with a group/org. to obtain relatable data? The one-year time frame, is this an industry standard? Where did the one year come from? We can review the Community Standards to confirm this. From a PLE perspective, one-year does not seem reasonable/long enough. Could this metric be balanced with the existing housing retention factor. A recommendation was made to test out this metric as an unscored factor. Keep in mind what gets us close to the net-zero goal of ending homelessness.

At the March 2025 PRC meeting, we will discuss:

- Housing Retention – Round 2
- Severity of Needs & Special Considerations
- Quality of Services
- BONUS: Organization Commitment to Racial Equity

Action Items:

- SSF Staff will follow up:
    - on Increase or Maintain Income and specifically review potential TAY-specific metrics.
    - For bed/unit utilization, see if there are any scoring tool examples that allow for a program to be scored on either bed or unit utilization. Is the ability to choose between the two found in other communities? Especially for TAY-serving programs.
    - do further research on both LAHSA & Montgomery's Cost Effectiveness metrics and potentially request further information on how this factor is calculated in those communities. SSF will plan to prepare a deeper dive on LAHSA's methodology for this metric.

- Review the various methodologies used for calculating the Returns to Homelessness metric. Additionally, ask the HMIS team if this data is currently being collected within our community.
- At the March 2025 PRC meeting, we will discuss:
  - Housing Retention – Round 2
  - Severity of Needs & Special Considerations
  - Quality of Services
  - BONUS: Organization Commitment to Racial Equity

V. Open Discussion on Recent Actions / Events	Open to All	11:10 AM (5 minutes)	Discussion

No announcements were made.

VI. Meeting Adjourned

The next CoC PRC Meeting: Tuesday, Mar. 25, 2025, 10:00 AM to 11:30 AM.

2025 CoC 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.

Meeting Chat

10:02:45 From Michelle Charlton, Sacramento Steps Forward to Everyone:
Welcome! Here is today's agenda: https://sacramentostepsforward.org/wp-content/uploads/2025/02/02.2025-PRC-Agenda.pdf

10:05:03 From Erica Plumb (she, her) to Everyone:
hello! sorry had trouble logging in. hello everyone!

10:05:07 From Michelle Charlton, Sacramento Steps Forward to Everyone:
Welcome! Here is today's agenda: https://sacramentostepsforward.org/wp-content/uploads/2025/02/02.2025-PRC-Agenda.pdf

10:06:05 From Michelle Charlton, Sacramento Steps Forward to Everyone:
Approval of Minutes:

10:06:12 From Waking the Village to Everyone:
Yes

10:06:12 From Sarah Bontrager to Everyone:

Yes

10:06:21 From Cait Paulson to Everyone:
yes

10:06:23 From Marjorie beazer to Everyone:
Approve

10:07:41 From Michelle Charlton, Sacramento Steps Forward to Everyone:
PRC Roster: https://sacramentostepsforward.org/wp-content/uploads/2025/02/2.2025-PRC-Roster.pdf

10:17:53 From Michelle Charlton, Sacramento Steps Forward to Everyone:
NOFO Debrief Report: https://sacramentostepsforward.org/wp-content/uploads/2025/02/Sacramento-CoC-FY-24-25-Program-NOFO-Debrief-2.10.25.pdf

10:19:51 From Marjorie Delgadillo - (s/her) to Everyone:
RFP Scope of Work: 51582851-dfde-41ec-bd0b-37f7a5dc2973.pdf for Housing Accelerator Pilot Project

10:23:04 From Marjorie Delgadillo - (s/her) to Everyone:
Please make comments to the RFP scope of work and scoring on this form: here is the link:
https://forms.office.com/Pages/ResponsePage.aspx?id=b64o0FHtJ0e_Ouj8q3YgNdXLP77eSkVEhP0PENcqlKJUNUNRNk44OTNUTUxCMVo4NUxQWlRWNVdPUC4u

10:27:11 From Michelle Charlton, Sacramento Steps Forward to Everyone:
Agenda Item IV. 2026 NOFO Prep: Scoring Factors – Part 1

10:28:02 From Waking the Village to Everyone:
My audio is acting up. When did we find out that YHDP will be competing in the competition? Will this mean LSS has to compete for their first round of renewals?

10:28:57 From Michelle Charlton, Sacramento Steps Forward to Everyone:
This doc:

10:28:57 From Michelle Charlton, Sacramento Steps Forward to Everyone:
Scoring Tool Review 1.pdf
Kristy Smith: 👍

10:30:11 From Geoffrey Fralick to Everyone:
Replying to "My audio is acting up. When did we find out that Y...":

HUD is supposed to provide guidance for grants that received extensions.

10:34:28 From Geoffrey Fralick to Everyone:
Alabama?

10:35:04 From Michelle Charlton, Sacramento Steps Forward to Everyone:
Maryland

10:37:26 From Kristy Smith to Everyone:
I was just looking at Montgomery too

11:00:48 From Carol Roberts to Everyone:
Apologies. I need to leave for another meeting.

11:20:04 From Kristy Smith to Everyone:
I agree

11:26:08 From Geoffrey Fralick to Everyone:
SF has some interesting Racial Equity scoring factors as well

11:26:46 From Jesse SSF, CoC Program Manager to Everyone:
brb!

11:26:50 From Michelle Charlton, Sacramento Steps Forward to Everyone:
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11:27:03 From Michelle Charlton, Sacramento Steps Forward to Everyone:
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