Project Review Committee (PRC) Meeting Minutes
Tuesday, April 22, 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	No*
Carol Roberts	Non-Voting	Yes
David Husid	Non-Voting	Yes
Dawn Basciano	Voting, Co-Chair	Yes
Erica Plumb	Non-Voting	Yes
Kristy Smith	Voting	No
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 3/25/25 Meeting Minutes** Supporting Material: • 3/25/25 PRC Meeting Minutes Resource: • CoC PRC Private Webpage *(password: prccoc)*	Sarah Bontrager, PRC Co-Chair	10:00 am (5 minutes)	Action
Sarah called the meeting to order at 10:05 AM. **Announcements/Introductions**: There were no announcements or new introductions at this meeting. **Motioned for Approval of 3/25/25 Meeting Minutes:** 1st – Bridget Alexander, 2nd – Dawn Basciano. Motion Approved.			
II. Family Rehousing Accelerator: RFP Update Supporting Materials: • Housing Families First Collaborative webpage • RFP	Marjorie Delgadillo, SSF Family Collaborative Director	10:05 AM (10 minutes)	Informational
Marjorie shared a presentation on the Family Rehousing Accelerator RFP. Members of the HFFC were shared, along with the Co-Chairs of that group. The eighteen 2025 applicants for the Family Rehousing Accelerator RFP were shared along with			

the specific service areas each applied for within this re-grant opportunity. The names of the Rank & Review panelists for this RFP were also shared.

III. CoC PRC Recruitment Update Supporting Material: • Feb. 2025 PRC Roster	Dawn Basciano, PRC Co-Chair	10:15 AM (5 minutes)	Informational

Dawn shared the PRC Chairs and SSF staff have reviewed the list of CoC PRC applicants. We've reached out to 6 CoC PRC applicants to reconfirm their interest and capacity to serve on the CoC PRC. Given the CoC PRC purpose and responsibilities we decided to have "New CoC PRC Member Interviews" which are scheduled during the first few weeks of May for the PRC Chairs and SSF staff to meet the CoC PRC applicants to discuss their interest and knowledge on the CoC NOFO. We will follow up with the CoC PRC after these interviews are held and move forward with the CoC ad hoc recruitment process to appoint new CoC PRC members within the upcoming months. We look forward to welcoming new members to the CoC PRC. Thank you for your patience during this recruitment process.

IV. Q2 2025 Review of PRC Workplan Supporting Material: • 2025 PRC Work Plan	Dawn Basciano	10:20 AM (5 minutes)	Discussion

Dawn shared Q2 PRC objectives from the PRC Workplan. No questions were asked from the group. The May in-person PRC meeting will take place on **Tuesday, May 27, 2025 at 10:00 am to 11:30 am:**
- **In-Person Meeting Location:** 2520 Venture Oaks Way, Suite 205, Sacramento, CA 95833
- Directions Map
- The conference room is located on the Second Floor
- No access code required to enter
- **Parking**: free parking around building

V. 2026 NOFO Prep - Scoring Factors Continued:	Jesse Archer, SSF CoC Program Manager	10:25 AM (45 minutes)	Discussion

• Lived Experience Involvement • Monitoring Findings • Accurate Data • Timely Data Supporting Material: • [Scoring Tools Matrix](#)			

Jesse shared the following: [Scoring Tool Matrix.](#) The following metrics were reviewed & discussed by the group:

Lived Experience Involvement:
- Clark County has a higher percentage of points. Clark and ATL are narrative based. Clark is flexible and has a range for a "strong/average/weak" response which can be useful for us.
- Would a metric like this be impacted within the Federal Executive Orders around DEI?
- Could this be a good substitute for the Racial Equity work?
- We can look at this from a "trauma informed" approach
- A discussion about Youth participation

Accurate Data:
- SF scale is much larger than the other CoCs with a larger point spread. Sac definitions are preferred/straight forward. Overall, nothing specific stands out.
- Does the current 5% error rate seem appropriate from the Provider perspective? For CoC-funded programs, there is already an incentive to have excellent data, this may not be the case community-wide.

Timely Data:
- Sac has 2%. LA is unique as if they can only lose points for this metric. ATL has a higher standard, double as Sac.
- What counts as "late" for LA?
- This is not a harder metric to score. If we don't have issues/concerns, then we should leave as is. Our intention is to review the tool fully during this "off time" for the NOFO.

May PRC Meeting Discussion:
In prep for the May PRC in person meeting, what topics are preferred to discuss:
- DEI discussion, what reframing looks like, and our next steps (Meeting Focus)

- Can we invite specific consultants/others to this meeting?
- Panel of CoC Providers - "Listening Circle" asking them what is your experience filling out your apps/looking at your data/telling their story (pros/cons). Dive into specific questions (e.g. involvement in the CoC)
- Develop a "Summer Strategy" for the CoC PRC & identify areas of collaboration with other departments at SSF (Finance, Grants, or HMIS) or other committees of the CoC.
- Monitor Findings How will the "Monitor Findings" factor be further fleshed out?

Action Items:
- Ask the HMIS/Data team if a 5% error rate seems aligned with their expectations.
- Look into the formula for "Timely Data" that penalizes programs that have same day data entries. The equation does not currently take those scenarios into account.
- Prepare an analysis on YHDP-specific scoring tools for a future meeting.
- SSF Staff to discuss/draft the May CoC PRC meeting agenda with the CoC PRC Chairs and share out in prep for the May CoC PRC meeting.

VI. Parking Lot Idea - Standards for New Projects – Part 1: • Limit how many Projects one Provider can submit in the NOFO • Allow space for new projects • Require new Providers to our community to be ranked before submitting another project Supporting Material: • [2025 PRC Work Plan](#)	Sarah Bontrager	11:10 AM (15 minutes)	Discussion

Sarah discussed and the PRC feedback was asked:
- Limit how many Projects one Provider can submit in the CoC Program NOFO:
  - They need to provide their track record: you cannot submit more Projects until you successfully ramp a previous CoC project.

- This is especially important for non-local agencies that submit excellent applications but have a limited local presence/understanding of the Sacramento community.
- Allow space for new projects:
  - How can smaller, more grassroots agencies fairly compete against much larger organizations?
- Require new Providers to our community to be ranked before submitting another project:
  - Should high-performing projects have an advantage when it comes to submitting additional new projects? Could high performing agencies submit more than one new project application?
  - Perhaps this advantage is reserved for projects that build-upon existing relationships with site-based developers. If CoC-funding would ensure the developer's project's success.
  - Should there be dollar limits on new CoC applications?

Action Item:
- Develop a report that analyzes the start of a program's funding and how long that program was/is funded. This comparison may be valuable for a year-by-year comparison.

VII. Conclusion: Questions & Comments	Open to All	11:25 AM (5 minutes)	Discussion

No announcements were made.

VIII. Meeting Adjourned

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Meeting Chat

09:59:57 From Michelle Charlton, SSF to Everyone:
Welcome! Here is today's agenda: https://sacramentostepsforward.org/wp-content/uploads/2025/04/04.2025-PRC-Agenda.pdf

10:00:01 From Erica Plumb to Everyone:
Good morning! I'm traveling for conference so won't be on camera but am here!

10:00:40 From Michelle Charlton, SSF to Everyone:
Thank you Erica!

10:01:46 From Michelle Charlton, SSF to Everyone:
Welcome! Here is today's agenda: https://sacramentostepsforward.org/wp-content/uploads/2025/04/04.2025-PRC-Agenda.pdf

10:03:59 From Michelle Charlton, SSF to Everyone:
Approval of 3/25/25 Meeting Minutes:

10:04:05 From Sarah Bontrager to Everyone:
Yes

10:04:07 From Carol Roberts to Everyone:
Yes

10:04:08 From David Husid (non-voting) to Everyone:
Abstain

10:04:09 From Bridget Alexander (she/her) to Everyone:
Yes

10:04:16 From Dawn Basciano to Everyone:
yes

10:04:29 From Erica Plumb to Everyone:
Yes

10:10:05 From Michelle Charlton, SSF to Everyone:
This presentation:

10:10:11 From Michelle Charlton, SSF to Everyone:
4-22-2025 PRC Meeting.pdf

10:13:28 From Marjorie Beazer to Everyone:
👋🏽

10:13:52 From Michelle Charlton, SSF to Everyone:
Here is the work plan: https://sacramentostepsforward.org/wp-content/uploads/2025/01/2025-PRC-Workplan.pdf

10:14:27 From Michelle Charlton, SSF to Everyone:
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10:16:42 From Michelle Charlton, SSF to Everyone:
This worksheet: https://sacramentostepsforward.org/wp-content/uploads/2025/04/042025-April-PRC-Scoring-Tool-Review-v2.pdf

10:20:55 From Erica Plumb to Everyone:
Agree. I appreciate ours is straightforward and seems correctly weighted

10:29:48 From Geoffrey Fralick to Everyone:
I'm not seeing any additional context in LAHSA's Scoring Formula Notebook

10:36:03 From Carol Roberts to Everyone:
I like that idea.

10:35:17 From Geoffrey Fralick to Everyone:
As we consider YHDP folding into the larger CoC Program NOFO, I would advocate for a Lived Experience Involvement metric for our TAY programs. Some infrastructure is already in place within our YHDP programs. It could be formalized in this scoring tool. Just throwing that idea out there.

10:39:54 From Erica Plumb to Everyone:
Good point

10:43:18 From Geoffrey Fralick to Everyone:

YHDP uses a Continous Quality Improvement Plan as the formalized process for including Youth Action Board members in program design & improvement processes.

10:49:12 From Erica Plumb to Everyone:
Stepping away for min

10:57:57 From Michelle Charlton, SSF to Everyone:
Standards for New Projects – Part 1:
Limit how many Projects one Provider can submit in the NOFO
Allow space for new projects
Require new Providers to our community to be ranked before submitting another project

11:02:31 From Marjorie Beazer to Everyone:
👌🏾 👍🏾

11:04:19 From David Husid (non-voting) to Everyone:
I have another meeting at 11 I will need to jump off. Looking forward to seeing all of you next meeting

11:04:33 From Erica Plumb to Everyone:
Agree- that's what I was having trouble getting out

11:18:51 From Jesse SSF, CoC Program Manager to Everyone:
Just wanted to note SSF staff have an 11:30 so we do need to end right on time.

11:23:46 From Bridget Alexander (she/her) to Everyone:
Agree. DV has been uniquely silo-ed and it impacts renewals.

11:24:50 From Michelle Charlton, SSF to Everyone:
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