

Project Review Committee (PRC) Meeting Minutes

Tuesday, May 28, 2024 | 10:00 am to 11:30 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	Yes
Chris Marzan	Voting	Yes
David Husid	Non-Voting	Yes
Dawn Basciano	Voting	Yes
<i>Erica Plumb</i>	<i>Non-Voting</i>	<i>No*</i>
Kristy Smith	Voting	Yes
Majorie Beazer	Voting	Yes
Sarah Bontrager	Voting, Co-Chair	Yes
Sher Singh	Voting	Yes

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

SSF Staff	SSF Title
Geoffrey Fralick	Program Analyst - Youth

Jesse Archer	CoC Analyst
Jodi Weiner	Learning & Development Specialist
Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Rachel Bereza	Deputy CEO
Tom Albanese	SSF Consultant

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome, Introductions, & Announcements Approval of 5/9/24 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> • 5/9/24 PRC Meeting Minutes 	Sarah Bontrager, PRC Co-Chair	10:00 am (5 minutes)	Action
Sarah called the meeting to order around 10:06 AM. Motioned for Approval of 5/9/24 Meeting Minutes: 1st – Kristy Smith, 2nd – Chris Marzan Motion Approved.			
II. Review & Approval of the 2024 NOFO Policies & Tools: Supporting Materials:	Michele Watts, SSF Chief Planning Officer	10:05 am (85 minutes)	Action

- [Updated Summary of Revisions](#)
- [2024 Renewal Project Scoring Tool with Track Changes](#)
- [2024 New Project Scoring Tool with Track Changes](#)

Michele shared her efforts since the last meeting and the tables below summarize changes to the FY2024 CoC NOFO local renewal and new projects scoring tools and the competition policies. The PRC has used this tool over the course of several meetings in April and May. For today's, the PRC will review the highlighted items in each table followed by action to approve each tool and the policies.

Renewal Projects Scoring Tool Revisions	
Section	Changes?
1. Threshold Factors	<ul style="list-style-type: none"> ✓ Reworded several factors to better define the <u>requirements</u>; ✓ Added Financial Audit threshold requirement
2. Housing Performance	✓ Reworded w/o substantive change
3. Income Performance	✓ No changes
4. Utilization Performance	<ul style="list-style-type: none"> ✓ Pending change to how utilization is calculated dependent upon SSF data team <u>determination</u>; ✓ Consider rewording of spenddown factor specific to SSF Subrecipients
5. Severity of Need and Service Quality	<ul style="list-style-type: none"> ✓ Removed specific points for PSH serving 100% CH - 3 points removed/moved to the remaining <u>elements of 5</u>; ✓ Added CAS Extremely Vulnerable Households <u>criteria</u>; ✓ Added households not served by other federal, state, or local PSH or RRH (but still eligible for CoC Program federal funding); ✓ Proposed language to incorporate Community <u>Standards</u>; ✓ Split of points evenly between new 5A and 5B. ✓ Additional revised language.
6. Compliance	<ul style="list-style-type: none"> ✓ Moving Audit component to Threshold <u>Factors</u>; ✓ Proposal to reword the Monitoring <u>component</u>; ✓ Consider more robust measures for Data Quality
7. Community	✓ No changes
8. Enhancing Capacity	✓ No changes
9. BONUS Factors	<ul style="list-style-type: none"> a) Removed bonus points for CE <u>participation</u>; b) Add reference and specify points for projects that address disparities identified in the All In Sacramento plan appendix for Commitment to Racial Equity Bonus Points.

New Projects Scoring Tool Revisions	
Section	Changes?
1. Threshold Factors	a) Reworded several factors to better define the <u>requirements</u> ; b) Added Financial Audit threshold requirement
2. Housing	a) Strengthened safety <u>expectation</u> ; b) Strengthened landlord engagement criteria
3. Services	a) Added language requiring adherence to Community <u>Standards</u> ; b) Added several requirements for RRH <u>projects</u> ; c) Added landlord engagement requirement for <u>PSH</u> ; d) Added supportive services detail based on discussion of moving emphasis from 4a for match in excess of 25% to Services based on PRC's desire to emphasize rich services. e) Additional minor rewording
4. Agency Capacity	a) Moving Audit component to Threshold <u>Factors</u> ; b) Proposal to reword the Monitoring <u>component</u> ;
5. Prioritization, option of: a. Prioritization for New Projects Except for DV Bonus b. Prioritization for DV Bonus	a) Changes TBD, based on Project Type Prioritization <u>discussion</u> ; b) Note to incorporate any new HUD priorities that might be published in the FY24 NOFO
6. Community	a) Proposal to develop a training and TA series and awarding points for participating in it

Michele shared the updated renewal tool which included large changes (see tracked changes within the [document](#)) to:

- 1. Threshold Factors under the Financial Audit section:
 - Edit to say federal funding to be better aligned with requirements.
- 4A. Bed and/or Unit Utilization
 - Transitioning to units for utilization.
 - Organizations are asked why they may need to use beds over units for this measure.
 - Tom suggested that SSF scores this and the Review & Rank committee can determine if an alternative score may be needed.
 - Bridget suggested a list of allowable reasons for using beds over units.
 - Suggestion to have SSF make approvals for justification.
 - Michele will be going back to remove excess language and clarify.
 - During the collection of APR data, SSF will ask if beds needed to be used instead of units and SSF will prepare that info ahead of time.
 - SSF will work with Providers to determine if beds or units will be best and provide a recommendation to the Panel. This will happen during the APR stage.
- The “5A . Chronic Homeless” section was removed and reallocated the points to this section; see [2024 Renewal Project Scoring Tool with Track Changes](#)

- 5A. Severity of Needs & Special Considerations (now is “Up to 10 points”):
- 5B. Quality of Services (now is “Up to 10 points”):
 - This section may need more guidance so that Providers can answer the questions correctly.

Action Items:

- SSF staff will make additional edits on the materials as discussed in today’s meeting and share with the PRC
- SSF staff will send a poll to meet for an additional meeting next week/week of June 3rd for more review and vote on the materials.

III. Meeting Adjourned at 11:31am

The next PRC Meeting: Tuesday, June 25, 2024, 10:00 AM to 11:30 AM.

Remaining 2024 PRC Meetings: Sep 24 | Oct 22

Meeting Chat

10:01:45 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Welcome! Here is today’s agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/05/5.28.24-PRC-2024-Agenda.pdf>

10:07:22 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: **Approval of 5/9/24 Meeting Minutes**

10:07:29 From Waking the Village to Everyone:
Yes

10:07:30 From Sarah Bontrager to Everyone:
Yes

10:07:32 From Chris Marzan to Everyone:
Yes

10:07:32 From Cait Fournier, Sac County BHS HEART to Everyone:
abstain

10:07:32 From David Husid CHI to Everyone:
Abstain

10:07:33 From Dawn Basciano to Everyone:
Yes

10:07:37 From Kristy Smith to Everyone:
Yes

10:11:04 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Materials shared on Friday:

10:11:05 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

- [Updated Summary of Revisions](#)
- [2024 Renewal Project Scoring Tool with Track Changes](#)
- [2024 New Project Scoring Tool with Track Changes](#)

11:00:04 From David Husid CHI to Everyone:
Just to clarify what Tom stated earlier that after this competition the next NOFO won't be for another two years. Is that correct?

11:00:40 From Jesse SSF, CoC Analyst to Everyone:
Replying to "Just to clarify what..."

Correct - the CoC NOFO is moving to every other year.

11:00:56 From David Husid CHI to Everyone:
Replying to "Just to clarify what..."
Perfect thanks 😊