

# Sonoma County Continuum of Care- Homeless Coalition

c/o Sonoma County Department of Health Services, 1450 Neotomas Ave, Santa Rosa, CA 95405  
Continuum of Care Coordinator (707) 565-4080 • [Karissa.white@sonomacounty.gov](mailto:Karissa.white@sonomacounty.gov)  
Community Development Specialist (707) 565-7067 • [Jynessa.Lazzaroni@sonomacounty.gov](mailto:Jynessa.Lazzaroni@sonomacounty.gov)

## Sonoma County Continuum of Care Program

### 2026 Renewal Evaluation Application Questionnaire – Due April 6<sup>th</sup>

Agency Name:

Project Name(s):

Project Type:

---

*Please answer the following questions related to your Continuum of Care (CoC) renewing project(s). If you have multiple renewing projects, please answer each of the following questions with reference to all projects, separated by name. In situations in which policies/practices are the same, please answer the question confirming this in your responses. If you are currently in the process of transferring a grant, please answer the following questions on your plan to operate the project.*

#### Project(s) Overview (Not Scored)

1. What does your project do? What's working and not? Include any key barriers the agency has faced in serving clients and how these were addressed. Also include any specific populations that your project serves (ex: veterans, families, transition-aged youth, victims of domestic violence, etc.).
2. Please list any key personnel changes in your agency's leadership as well as project staffing in the past two years. If there were changes in CoC program staffing in the last two years, how was this communicated to the Lead Agency?

#### Coordinated Entry Participation

3. Please describe your agency's involvement with Coordinated Entry, including participation in Coordinated Entry Case Conferencing and Coordinated Entry Advisory Committee meetings if applicable.

#### Data Informed Program Research

4. How do you use data to enhance your project(s) design and/or service delivery? How often is it reviewed and what data sources are used? Do you rely on HMIS data for your own planning?
5. Please provide at least one example of how you have used data within the past year to enhance programming either agency wide or CoC Program project specific.

## Supportive Services Requirements

6. Please describe how your project plans to implement supportive service requirements if included as a priority in the 2026 CoC NOFO. If applicable, include any details related to conflicts with other funding the project is currently receiving and a plan to address if implementation is required.

## Contract Spenddown of Funds and Match

7. If your agency was unable to fully spend down the grant, including the required match during the previous contract term, please explain why and detail your plan to address this for the upcoming contract term.
8. Describe your agency's fiscal management structure, including staff size and qualifications, any recent staffing changes, and who is responsible for monitoring expenses, making budget modifications, and drawing funds.
9. Describe your financial systems and procedures for tracking CoC project funds separately from other projects, including how match (cash and/or in-kind) is documented and monitored.

## Capacity for CoC Awards & Contract Administration

10. Does the last two Annual Performance Reports (APR) accomplish the outcomes promised in the relevant project application? If not, what challenges, obstacles, or problems did you have or do you foresee in the future?
11. Who submits the APR? If there were any errors on either of the last two APR submissions and/or if they were late, what measures have you taken to prevent this from occurring again?
12. What steps does the agency take to ensure project and grants administration knowledge is communicated to new staff? What role does the Board of Directors take in ensuring institutional knowledge is maintained?

## Disability Access

13. Describe your agency's denial of service policy and grievance procedure.
14. How do you notify program participants of their rights under disability rights laws? How are staff trained on obligations under the Americans with Disability Act, fair housing laws, and other disability rights laws and how often these trainings take place?

15. Please describe the process for someone to file a reasonable accommodation with your agency; this includes through the Coordinated Entry referral process as well as your internal policy for individuals who request an accommodation while already residing in your project(s).

### Local and HUD Priorities

16. Does your agency collaborate with corrections/law enforcement partners? If yes, please describe below.
17. Please describe your project's procedure for screening clients for appropriate and relevant mainstream resources for which they may be eligible and how your agency provides access to training for staff related to accessing mainstream services (e.g., Medi-Cal, CalFresh, TANF, substance abuse programs, employment assistance, etc.).
18. Please describe how your project promotes and supports volunteering, community engagement, and employment services among individuals experiencing homelessness or recently housed in your project.
19. Describe your agency's ability to partner with other service organizations to reduce administrative and operational overhead costs and prevent duplication of services. Include examples of shared resources or coordinated efforts (such as payroll, human resources, or other administrative functions), and explain how these partnerships improve efficiency and maximize the use of funding, including any cost savings to your agency or the broader system (e.g., county resources).

### Lived Experience Feedback Process

20. Does your agency have a client advisory board, or do you have lived experience members on your advisory board? If you have a client advisory board, how often do they meet? What are their responsibilities? If you are in the process of developing one, please provide details.
21. How do you obtain and evaluate client feedback (is there a form, monthly meetings, etc.)? What do you do with the feedback you receive and how do you use the feedback to improve service delivery? How does the perspective of individuals with Lived Experience guide policymaking, process, and program development in your agency?
22. Please discuss one example of how client feedback led to a change in your project or agency's practices in the past year.

## Implementation of Treatment and Recovery Services

23. If included as a priority in the 2026 NOFO, describe how the project will implement treatment and recovery services and what supports will be available to participants. In your response, specify whether services will be provided by individuals or partner organizations with appropriate certifications or licenses (e.g., Certified Alcohol and Drug Counselor (CADC I, II, or III) or Certified Addiction Treatment Counselor (CATC)), and how these qualifications will support the delivery of effective substance use treatment.

## CoC Program Staff Trainings (Not Scored)

24. In the past year, what CoC, DHS, or HUD training has your CoC program staff participated in? What additional training would be helpful?

## Continuum of Care Feedback (Not Scored)

25. In the following section, please provide any feedback you have for CoC Staff. What is going well? What needs are not being addressed? Are there any ongoing issues or needs not being met for your organization?

## Required Attachments for Submission

1. Grievance Procedure and any client forms if applicable (e.g., is there a form the participant can fill out to file the grievance in addition to the procedure?)
2. Termination Policy
3. Reasonable Accommodations (RA) Policy and any forms if applicable (e.g., is there a form the participant can fill out to request a RA?)- client and staff level
4. Americans with Disabilities Act Procedure
5. Agency Outreach Materials used for program participants (including bilingual material)
6. Anti-Discrimination Policy
7. CoC Program Standard Operating Policies and Procedures (as required in [24 CFR 578.103\(a\)](#) )
8. Annual Performance Report- PDF exported from SAGE Reporting System. Please include the last two reports submitted in Sage. If your project was newly awarded in the last funding competition, you may skip this attachment.
9. Most recent Financial Audit and monitoring reports for the last two years