

**HOMELESS SERVICES OVERSIGHT COUNCIL**

**HSOC Meeting**

**May 6, 2020 1:00 p.m.**

**Physical Location: Room 101, Department of Social Services, 3433 Empleo St, San Luis Obispo, CA**

**Members and the public were also able to participate by phone.**

**Call In Number: (717) 275-8940**

**PIN #: 798 2958**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>	<b>STAFF &amp; GUESTS</b>	
Amelia Grover Anne Robin Bettina Swigger Carlyn Christianson Grace McIntosh Janna Nichols Joe Thompson Kristen Barneich Kristen Richards (alt for Jessica Thomas) Marianne Kennedy Mariam Shah Mark Lamore Scott Smith Steve Martin Susan Funk	Adam Hill Caroline Hall Deanna Cantrell Devin Drake Jessica Thomas Marcia Guthrie Marlys McPherson Paul Worsham Shay Stewart Theresa Scott Tim Waag	Airlin Singewald Angela Smith George Solis Jan Maitzen Jeff Al-Mashat Jessica Lorange Laurel Weir Liz Snyder Rick Gulino Russ Francis Susan Morris Tom Sherman Tony Navarro Wendy Lewis	
<b>AGENDA ITEM</b>		<b>CONCLUSIONS/ACTIONS</b>	<b>FOLLOW UP</b>
1. Call to Order and Introductions	Mariam opened the meeting at 1pm.		
2. Public Comment	None.		
3. Consent: Approval of Minutes		Carlyn made a motion to approve the minutes, seconded by Janna. All were	

		in favor, apart from Steve Martin who abstained as he was not at the previous meetings.	
4. Action/Information/Discussion			
4.1. Discussion Item: COVID-19 impacts, responses, and resources			
4.1.1. Discussion Item: Combined Request for Proposals for COVID-19 Emergency Funding, Community Development Block Grant (CDBG) Funding, Federal Emergency Solutions Grant COVID-19 (ESG-CV) Funding, State Emergency Solutions Grant COVID-19 (ESG-CV) Funding	<p>Laurel explained that Congress passed the CARES Act in April, which provides funding to address the COVID pandemic. This includes supplemental appropriations to assist people who are homeless and on low incomes, through several programs:</p> <ol style="list-style-type: none"> <li>1. CDBG-CV (Community Development Block Grant CoronaVirus)</li> <li>2. Federal ESG-CV (Emergency Solutions Grant CoronaVirus)</li> <li>3. State ESG-CV</li> <li>4. COVID-19 Emergency Homelessness Funding Grant Allocation from HCFC (California Homeless Coordinating and Financing Council)</li> </ol> <p>The County has released a combined</p>		

	<p>RFP (Request for Proposals) for these grants. Each of the applications has slightly different rules; information about each grant is available on the HSOC web page as well as on the Department of Planning &amp; Building's web page.</p> <p>Tony gave some background on the CDBG program. The CARES Act has reduced the amount of time allocated to public review and comment for the action plan, and so the County decided to amend its 2019 action plan in order to get funds to recipients much faster. The CARES Act has also waived the 15% public services cap normally applied to CDBG funds. HUD (US Department of Housing and Urban Development) has released a guide to eligible activities under CDBG. The funding can be used to re-establish old community buildings and assets if this is related to preparation for and prevention of COVID. Small businesses (five or fewer employees, including the owner) can receive CDBG loans and grants if they are income eligible and undertaking COVID-related activities. CDBG funds can be retroactive to March 1, if expenses related to COVID</p>		
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	<p>have been documented.</p> <p>Laurel gave some more background on the two ESG funds. The rules of the Federal and State ESG programs are similar, although California has not yet issued its NOFA (Notice of Funding Availability). The NOFA is expected within the next week. ESG funding is generally for Rapid Rehousing, eviction prevention, street outreach, and shelter activities. HUD have indicated that shelter renovations, which are usually eligible under ESG, will be less of a priority this time, in favor of renovations needed to create isolation areas for people in shelters or to deal with COVID-related safety issues. The State ESG program includes isolation capacity, street outreach, and services related to emergency shelter of people who are COVID-positive or at a high risk of infection.</p> <p>The deadline for applications is May 15. HSOC will review recommendations on May 19, and HSOC's recommendations will go to the Board of Supervisors at their June 16 meeting.</p>		
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	<p>Tony clarified that duplication of funding is not allowed under CDBG – so if an agency receives CDBG and ESG funds for the same Rapid Rehousing project, they cannot use both funds to support the same clients. But agencies are able to coordinate the funds – CDBG has a three month limit on assistance to individual clients, so ESG funding could replace this after three months and be used to support the same clients.</p> <p>Susan Funk asked about the availability funding through Project Roomkey. Laurel clarified that Project Roomkey refers to FEMA approval for reimbursing local governments which are placing homeless people who are COVID-positive or who have documented exposure to COVID, and people who are at high risk of homelessness, into motel rooms. Nonprofit agencies also engaged in this work or wanting to become involved in this work are not able to secure funding through Project Roomkey, but can apply for funding through grant programs including those discussed above.</p>		
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<p>4.1.2. Discussion Item: Local impact and response</p>	<p>Laurel shared that County Public Health has been going to key meal programs across the County to talk to unsheltered people and take swabs from anyone who is symptomatic. This will help the County to know whether homeless people are experiencing COVID, and to intervene if there are any outbreaks. The County has also been working with homeless agencies, particularly shelters, to identify people who are symptomatic.</p> <p>The State is providing testing sites in Grover Beach and Paso Robles. People from eligible populations (which includes employees of homeless services) can go there to be tested. Appointments must be booked in advance and can only be booked online (see the Emergency SLO website for details). Individuals do not have to be symptomatic to get tested.</p>		
<p>4.2. Action Item: Vote to approve the Ad Hoc Grant Review Committee's recommendations regarding prioritization for funding allocations for the pass through federal Emergency Solutions Grant Continuum of</p>	<p>Laurel explained that this is the vote on recommendations for the State ESG program allocation. The NOFA for this program was published on February 28. The County published an RFP and received one application. This is a joint application from 5Cities</p>	<p>Bettina made a motion to approve the Ad Hoc Grant Committee's recommendations. Susan Funk seconded the motion. The motion passed with all in favor, apart from Grace</p>	

<p>Care Allocation from the State of California</p>	<p>Homeless Coalition with CAPSLO (Community Action Partnership of SLO) and ECHO (El Camino Homeless Organization), to carry out Rapid Rehousing and street outreach activities for \$116,255. On April 27, an ad hoc Grant Review Committee met to discuss the application, and recommended that the application go to the full HSOC then the Board of Supervisors for approval, including an additional \$3,366 for the County's administration and staffing (as Administrative Entity for HSOC), making a total of \$119,621.</p> <p>The agencies applying for funding have received funding in prior years. County staff determined that their previous years' performance was satisfactory, and that the application meets all thresholds.</p> <p>Mariam noted that, in Appendix A to Attachment 4.2, SLO County receives the least money in the ESG Formula Allocation, compared to other counties. Laurel explained that this is because of the formula that the State uses, which favors large urban areas and older areas, particularly with housing stock built before 1940.</p>	<p>and Janna who abstained.</p>	
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<p>4.3. Action Item: Vote to approve the Finance &amp; Data Committee's recommendations for San Luis Obispo Continuum of Care Homeless Management Information System documents</p>			
<p>4.3.1. Action Item: Vote to approve the Finance &amp; Data Committee's recommendations for San Luis Obispo Continuum of Care Homeless Management Information System Privacy Notice and Privacy Posted Notice</p>	<p>George explained that in 2004, HUD published their privacy and security standards. These sought to protect the confidentiality of PII (Personally Identifiable Information) while allowing for responsible uses and disclosures of data. These standards apply to any homeless assistance organizations that process PII for a HMIS (Homeless Management Information System). County staff worked with HUD TA (Technical Assistance) to update the HMIS Privacy Notice, which informs clients about what agencies do with their personal data. There are two items that the Finance &amp; Data Committee has recommended for approval – the HMIS Privacy Notice, which describes SLO County CoC (Continuum of Care)'s privacy standards, and the HMIS Privacy Posted Notice, which must be posted at each intake location where client data is recorded. Both documents have been approved</p>	<p>Janna made a motion to approve the Finance &amp; Data Committee's recommendations. Susan Funk seconded the motion. The motion passed with all in favor.</p>	

	<p>by County Counsel. George clarified that it is not necessary to print out and give a physical copy of the Privacy Notice to all clients, though this should be provided if a client requests a copy of the notice.</p>		
<p>4.3.2. Action Item: Vote to approve the Finance &amp; Data Committee's recommendations for San Luis Obispo Continuum of Care Homeless Management Information System Data Quality Plan</p>	<p>HUD TA has suggested that all CoCs implement a data quality plan. A CoC's data quality impacts its competitiveness for funding, both for CoC and ESG grants. The HMIS Data Quality Plan will therefore help SLO County CoC to become more competitive by helping to provide more accurate reporting for federal and state grants.</p> <p>The HMIS Data Quality Plan has been approved by County Counsel, and the Finance &amp; Data Committee has recommended it for approval by HSOC. The Plan is a working document, to be reviewed and updated at least annually based on the CoC's needs.</p> <p>Mark asked for clarification on the data timeliness requirement of client data being entered into HMIS within three business days of the data being captured. Laurel clarified that this</p>	<p>Kristen Barneich made a motion to approve the Finance &amp; Data Committee's recommendations. Susan Funk seconded the motion. The motion passed with all in favor.</p>	

	<p>requirement comes directly from HUD TA, and that three days is a compromise, as HUD ultimately wants agencies to be entering data within 24 hours of the data being captured, but considered three days to be a reasonable first step for SLO County CoC. Janna added that there has been extensive discussion about this at committee level, and that there is a significant amount of data duplication taking place. Avoiding this duplication will help agencies improve their data timeliness. The Finance &amp; Data Committee is looking into next steps on this.</p> <p>Susan Funk asked for clarification on how this Plan defines beds in the context of warming centers. Laurel clarified that the count for warming centers is different, and HUD has historically asked how many people were in the center, not the number of beds as for regular centers. An agency would not therefore be penalized for a warming center sheltering people above normal capacity.</p>		
5. Committee Reports	Finance & Data Committee: Janna reported that this committee's work is covered in the above items.		

	No other committee reports were made.		
6. Future Discussion/Report Items	<ul style="list-style-type: none"> <li>• The four grants as discussed above (item 4.1) need to be approved at the full HSOC meeting on May 29, in order to be approved by the Board of Supervisors before the deadline for the funds being obligated. Laurel asked attendees to please send alternates if they are not able to attend.</li> <li>• Revisiting the overall homeless services plan to be discussed at the next HSOC Executive Committee meeting (June 17).</li> <li>• If applicable, a report on challenges that Paso Robles and 5Cities Homeless Coalition are experiencing due to CalTrans requirements impacting their ability to deliver on a HEAP funded program.</li> </ul>		
7. Next Meeting Date: May 29, 2020			
8. Adjournment	Mariam adjourned the meeting at 2:15pm.		