HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
Finance & Data Committee Meeting Agenda

June 27, 2023, 9:00am

Committee members must participate in person (except for just cause reasons approved by the HSOC):

Room 356, County of San Luis Obispo Department of Social Services,
3433 South Higuera St, San Luis Obispo, CA 93401

Members (those with just cause reasons approved by the HSOC staff) and the public may participate by Zoom video call:

https://us06web.zoom.us/j/81084069000?pwd=RWxTdWZBRUo3Z3VUT1ozMDB1NkF2QT09

Or dial in:
+1 16694449171
Meeting ID: 810 8406 9000
Passcode: 237012

1. Call to Order and Introductions

2. Public Comment

3. Consent: Approval of Minutes

4. Action/Information/Discussion

   4.1. Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight

      4.1.1. Discussion Item: Homeless Management Information System (HMIS)

4.1.1.1. Discussion Item: HMIS Vendor Selection Process Update

4.1.1.2. Discussion Item: HMIS System Administrators Monthly Call Report

4.1.1.3. Discussion Item: Data Quality

4.1.1.4. Discussion Item: AB (Assembly Bill) 977 Office Hours Report

4.1.1.5. Discussion Item: HUD (US Department of Housing and Urban Development) Data Standards Update

4.1.2. Action Item: Recommend the HSOC Approve a Census (Complete Coverage) Approach for the Methodology for the 2024 Unsheltered Point-in-Time (PIT) Count

4.1.3. Discussion Item: Homeless Housing, Assistance and Prevention Program Round 3 (HHAP 3) Outcome Data

4.2. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources

4.2.1. Action Item: Vote to Recommend the HSOC Approve the Universal Grant Application Threshold Review and Scoring Rubric, to be Used by ad hoc Grant Review Committees as the Basis for Scoring All Grants for Which the HSOC Makes Funding Recommendations

4.2.2. Discussion Item: Housing and Homelessness Incentive Program (HHIP): Round 2 Funding and Application

5. Future Discussion/Report Items

6. Next Regular Meeting: July 25, 2023, at 9am

7. Adjournment

The full agenda packet for this meeting is available on the SLO County HSOC web page:

https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Homeless-Services-Oversight-Council-(HSOC).aspx

HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE MEETING MINUTES

Date
May 23, 2023

Time
9:00-10:30 am

Location
Room 356, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

Members Present
Carrie Collins
Kate Swarthout
Lauryn Searles
Mark Lamore
Shay Stewart
Sstoz Tes

Members Absent
Brandy Graham
Janna Nichols
Jessica Thomas
Kate Swarthout
Mimi Rodriguez

Staff and Guests
Christy Nichols
Erica Jaramillo
George Solis
Kari Howell
Kate Bourne
Kristin Ventresca
Laurel Weir
Merlie Livermore
Russ Francis

Staci Dewitt
Suzie Freeman

1. Call to Order and Introductions
Mark called the meeting to order at 9 am. Introductions were made by those present at the meeting.

2. Public Comment
Kate Swarthout reported that ECHO (El Camino Real Homeless Organization) has housed 64 people so far this year.
Carrie Collins shared that Transitional Food & Shelter has unit openings, one for a medically fragile adult and one unit for a family. The referrals need to be connected through the Department of Social Services.

3. Consent: Approval of Minutes
Previous minutes were presented. Lauryn made a motion to approve the minutes. Carrie seconded. Minutes were approved via voice vote with no objections.

4. Action/Information/Discussion
4.1. Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight
4.1.1. Discussion Item: Homeless Management Information System (HMIS)
Kristin gave a general update on the RFP (Request for Proposals) process for a possible new vendor and vendor selection process. She mentioned that it is a 4-stage process. Step 1, which involved initial scoring and response to proposals, has already been closed and completed. All-day vendor interviews occurred last week. This week the selection committee needs to make a selection. Contract negotiations are set to take place in June and July, with a contract to be presented to the Board of Supervisors in August.

4.1.1.1. Discussion Item: HMIS System Administrators Monthly Call
Kari mentioned that the call mostly focused on the upcoming changes in the data standards coming from HUD (US Department of Housing and Urban Development). Such changes include gender identity, combining race and ethnicity into one

selection, and collecting only the last four digits of the social security number. Kate also shared there are also changes in the Coordinated Entry fields. Kristin shared that a listing of these HUD changes will be provided to the Finance and Data Committee next meeting. Also, there will be training and meetings to go over these changes. HUD wants each of the vendors to have the mapping specifications in their HMIS training system sites at least for the month of September, to allow enough practice time in demo sites before the October 1 live date. Kari also shared that during the call, information was shared regarding the upcoming conference in October and a 1-day summit to be held in July.

4.1.1.2. Discussion Item: Data Quality
Kate mentioned that she sent out a general quality report generated from HUD's Eva tool, which is designed to help assess the accuracy of HMIS data and its completeness. She mentioned the report, which was for the month of April, narrowed down different error types and the emphasis is to focus on and address high priority errors. She mentioned that the number one high priority error across all the County partners is no head of household. This is an important thing to note when entering an individual into the system. Each household needs the head of household to track them across the system.

4.1.2. Discussion Item: Methodology for Unsheltered Point-in-Time (PIT) Count 2024
Kristin shared that the Homeless Services Division is looking at doing the upcoming PIT count internally instead of hiring an outside contractor. The formation of the new Homeless Services Division has brought in more staff whose time and skills can be utilized in the pre-planning stage of the PIT count. Doing the PIT count internally will give the Division a much better handle on the data in terms of having the data back much faster than working with an outside contractor. There are also non-profit organizations as resources for volunteer and recruitment for this project. Working with Cal Poly for data interpretation was also mentioned as another way to utilize local resources. According to Kristin, calls are being made to other counties to see how much it costs them to do their count internally.
This idea was presented to the Finance and Data Committee to gather thoughts and ideas about this proposed methodology.
Lauryn mentioned that in their 2022PIT Count, King County used the Respondent-Driven Sampling method, which is a commonly used method for sampling from

hard-to-reach human populations connected by an underlying social network of relations. They used incentives such as gift cards to create more participation from the targeted community.

Christy shared that in the HHIP (Housing and Homelessness Incentive Program) Investment Plan, there is already a $70,000 fund suggested to go to the PIT Count. George announced that starting 2024, the PIT count will be done annually to get more accurate data.

4.1.3. Discussion Item: Point-in-Time (PIT) Count and Housing Inventory Count (HIC) Data

Kari and Kate presented summary data gathered through January 24, 2023.

4.1.4. Discussion Item: Homeless Housing, Assistance, and Prevention Program round 3 (HHAP 3) Outcome Data

Kristin shared an update. She mentioned that there is progress being made in tracking how data is set up in the HMIS system.

4.2. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources
4.2.1. Discussion Item: U.S. Department of Housing and Urban Development (HUD) Continuum of Care Grant

Erica reported that there are currently no updates regarding the CoC grant. However, she mentioned that she is currently gathering data regarding youth experiencing homelessness or at risk of becoming homeless for an application to the YHDP (Youth Homeless Demonstration Program) due June 27.

5. Future Discussion/Report Items

PIT Count-in house methodology.

6. Next Regular Meeting

June 27, 2023, at 9am

7. Adjournment

Mark adjourned the meeting at 9:48 am.

FY 2024 HMIS Data Standards Manual: A Guide for HMIS End Users and HMIS Leads/System Administrators

The full data standards manual can be accessed here:

https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual-2024.pdf

CA State Measures - Outcome Goals Compared

Report Run Date: 6/13/2023 - 1:20:56 PM

Reporting Period: 07/01/2022-05/31/2023

Measure	Baseline Data	Total Difference	Total Difference as Percentage of Baseline Data	Total in HMIS
M1a - Estimate of number of people accessing services who are experiencing homelessness	2441	-695	-28.47%	3136
M2 - Estimate of people who become homeless for the first time	1471	-601	-40.86%	2072
M3 - Estimate of people exiting homelessness into permanent housing	201	-411	-204.48%	612
M4 - Average LOT in Days persons enrolled in SO, ES, TH, SH projects and time prior to move-in for persons enrolled in RRH and permanent housing projects	267	-53	-19.85%	320
M5 - Percent of people who return to homelessness within 6 months of exiting homelessness to permanent housing	5%	-1.99999999999996E-02%	-0.4%	5.02%
M6 - Number of people served in SO projects who exit to ES, SH, TH, or permanent housing destinations	36	-21	-58.33%	57

Funding Application Threshold Review – PRELIMINARY VERSION
San Luis Obispo County

Project Name: _____ **Agency Name:** _____ **Date:** _____

Type of Project: _____ **Renewal or Expansion:** _____

Time Period of Last Annual Performance Report (APR): _____ **Number of Clients Served in Last APR:** _____ **Cost per Client:** _____

Project Eligibility Threshold			
	YES	NO	COMMENTS
Active SAM (System for Award Management) registration			
Applicant has Valid UEI (Unique Entity Identifier) number			
Applicant has no Debarments and/or Suspensions			
Applicant has no Outstanding Delinquent Federal Debts			
Eligibility of Proposed Activities and Population Served			
HMIS (Homeless Management Information System) or Equivalent Participation			
Sufficiency of Financial Management System: organization or fiscal agent has recent audit, most recent audit found no exceptions to standard practices, identified agency as 'low risk', and indicates no findings; and applicant demonstrates adequate accounting structure			
Project applicant participates in Coordinated Entry			
Project applicant implements Housing First (for housing programs) and/or Low Barrier approach (for non-housing programs)			
Project aligns with the State's guidance on Promising & Evidence-Based Practices (for State grants)			
Project contributes to meeting at least one Line of Effort from the Strategic Plan			
Project meets specific needs of population prioritized by program (e.g. the project serves youth if the funding is youth-specific)			
Diversity and Equality Impact Statement: The agency has anti-discrimination policies in place			
The proposed project has provided a description of how it will address accessibility for communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities			
Program materials will be available in English and Spanish, and interpretation services will be provided			
Documented Match funding at or above minimum level required (if applicable)			
Applicant passes threshold review:			

Funding Application Core Elements Scoring Rubric[1] – PRELIMINARY VERSION
San Luis Obispo County

Project Name: _____   **Agency Name:** _____   **Date:** _____

Type of Project: _____   **Renewal or Expansion:** _____

Time Period of Last Annual Performance Report (APR): _____   **Number of Clients Served in Last APR:** ____   **Cost per Client:** ____

A	Applicant Experience						

		Application Question	Points Available:				
A1	**Organizational Capacity**		*Weak*	*Adequate*	*Exceptional*	**SCORE**	**COMMENTS**
	Experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing or services similar to that proposed in the application						
	Project uses hired staff dedicated to proposed project, rather than rely on volunteers						
	History and strength of partnerships, if applicable						
	Evidence of local support						
A2	**Financial Management**						
	Applicant Experience in effectively utilizing federal, state and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring						

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[1] This document is intended to contain core elements that would be included regardless of funding source. Additional elements would be added to the rubric based on the priorities and rules of the particular grant, as well as changing or emerging local priorities.

	findings, and timely submission of required reporting on existing grants					
	Budgeted costs are realistic, reasonable, allocable and allowable					
	Sufficient funding for continued operation following grant expiration					
	Expenditure timeline – funds will be expended by grant deadline					
A3	**Data Management and Experience**					
	Level of experience with a Coordinated Entry system or equivalent					
	Level of experience using an HMIS (Homeless Management Information System) or equivalent data management system					
	Project applicant's data quality is at or above 90%					
					Subtotal:	

B	**Performance**					

		Application Question	**Points Available:**			
B1	**Exits to Permanent Housing/ Retention**		*Weak*	*Adequate*	*Exceptional*	**SCORE**	**COMMENTS**
	The percentage of households who remained in a permanent housing program as of the end of the operating year or exited to permanent housing; or for new projects, estimated percentage of the same						
					Subtotal:	

C	Design of Housing and Supportive Services						

		Application Question	**Points Available:**				
C1	**Needs of Clients to Be Served**		*Weak*	*Adequate*	*Exceptional*	**SCORE**	**COMMENTS**
	Applicant demonstrates understanding of the needs of the clients to be served						
	Applicant demonstrates that supportive services offered to program participants meets the needs of clients to be served						
	Applicant demonstrates how clients will be assisted in obtaining mainstream benefits						
C3	**Leveraging Resources**						
	The extent to which the project leverages housing, healthcare or other resources to augment the proposed program						
					Subtotal:		

D	Severity of Needs Served						

		Application Question	**Points Available:**				
D1	**Severity of Needs Served**		*Weak*	*Adequate*	*Exceptional*	**SCORE**	**COMMENTS**
	Percentage of participants to be served will be chronically homeless						
	Percentage of participants to be served will have no or low income						
	Percentage of participants to be served that have history of victimization/abuse, domestic						

violence, sexual assault, childhood abuse					
			Subtotal:		

E   Timeliness

		Application Question	**Points Available:**				
E1	**Timeliness**		*Weak*	*Adequate*	*Exceptional*	**SCORE**	**COMMENTS**
	Applicant has a plan for rapid implementation of the program, documenting how the project will be ready to begin serving the first program participant. Applicant provided a detailed schedule of proposed activities for implementation after grant award and timeline is reasonable for type of project						
					Subtotal:		

F   Project Effectiveness

		Application Question	**Points Available:**				
F1	**Cost Effectiveness**		*Weak*	*Adequate*	*Exceptional*	**SCORE**	**COMMENTS**
	Project cost per person is comparable to other similar projects						
	Performance outcomes (number of persons served in relation to type of project)						
	The extent to which project utilizes financial or in-kind leveraging						
F2	**State and Local Priorities**						

Extent to which project aligns with the State's guidance on Promising Evidence-Based Practices					
Extent to which project aligns with Five Year Plan and Lines of Effort					
Project strengthens the county's existing homeless services network					
Project improves the County's ability to assist people experiencing or at risk of homelessness					
			Subtotal:		

G   Equity Factors

	Application Question	**Points Available:**			
G1 Equity Factors				SCORE	COMMENTS
Applicant has under-represented individuals (BIPOC, LGBTQ+, etc.) in managerial and leadership positions					
Applicant has identified barriers to participation for underserved communities and populations, and has identified actions that the organization will take to eliminate these barriers					
Applicant has a plan to ensure that LGBTQ+ individuals and families receive assistance, free from discrimination					
			Subtotal:		

H   Involvement of Individuals with Lived Experience of Homelessness

	Application Question	**Points Available:**			SCORE	COMMENTS
H1	**Involvement of Individuals with Lived Experience**					
	Applicant's Board of Directors includes more than one person with lived experience of homelessness					
	Applicant's staff includes people with lived experience of homelessness					
	Project applicant has ongoing process for receiving and incorporating feedback from people with lived experience of homelessness					
	Applicant provided examples of professional development and employment opportunities provided to individuals with lived experience of homelessness					
				Subtotal:		

	Subtotals:	
A	**Applicant Experience**	
B	**Performance**	
C	**Design of Housing and Supportive Services**	
D	**Severity of Needs Served**	
E	**Timeliness**	
F	**Project Effectiveness**	
G	**Equity Factors**	
H	**Involvement of Individuals with Lived Experience of Homelessness**	
	TOTAL SCORE:	

Housing and Homelessness Incentive Program:
Round 2 Funding & Application

HSOC Homeless Services Committee
June 27, 2023

Round 2 DHCS allotment

	Potential to earn	Actual earned	%
San Luis Obispo County	$ 3,614,531.83	**$ 2,168,719.10**	60%

Round 2 Priorities

1 Ensure DHCS metrics are met to draw down Round 3 funding

2 Develop an application, review, and approval process

3 Streamline the funding agreement process

HHIP Application

➢ **Application includes 3 components:**

Section 1 - Organization Information

Section 2 - Overview of Proposal

Section 3 - Proposal Details

HHIP Application Questions

Section 1 - Organization Information

- What do they do?

- Who & where do they serve?

- How do they address disparities?

- How do they support existing infrastructure?

HHIP Application Questions

Section 2 - Overview

- What funding areas and metrics will be supported?

- Overview of funding proposal (amount requested, how it will be used, communities served, timeline, etc.)

4. Data and Partnerships

The following metrics are available for HHIP funding:

☐ **Metric 1.1 – Engagement with the CoC:** Example of funding includes but is not limited to PIT count support.

☐ **Metric 1.2 – Connection and integration with the local Coordinated Entry System:** Example of funding includes but is not limited to increasing staff capacity to become a Coordinated Entry access point.

☐ **Metric 3.1 – Percent of MCP Members screened for homelessness/risk of homelessness:** Example of funding includes but is not limited to increasing staff capacity to screen for homelessness.

☐ **Metric 3.3 – MCP members experiencing homelessness who were successfully engaged in ECM:** Example of funding includes but is not limited to increasing staff capacity through training to screen, refer, and enroll members to ECM providers/services.

☐ **Metric 3.4 – MCP members experiencing homelessness receiving at least one housing-related Community Supports:** Example of funding includes but is not limited to increasing staff capacity through training to screen, refer, and enroll members in Community Support services.

HHIP Application Questions

Section 3 - Proposal Details

- Needs the funding will address

- Measures of performance and project benchmarks

- Desired outcomes

- Anticipated total number of participants served

- Sustainability

HHIP due date: 7/14/2023 @ 5pm

Access the application at:

- www.cencalhealth.org/housing-homelessness-incentive-program/

Email to: hhip@cencalhealth.org

Housing and Homelessness Incentive Program Funding Application

Apply Now

Questions?