



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

July 25, 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/85169939867?pwd=eFMwR1hzcnhELzlrTFdUTmNTZS8xUT09>

Or dial in:

+1 16694449171

Meeting ID: 851 6993 9867

Passcode: 594597

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 2 - Focus Efforts to Reduce or Eliminate the Barriers to Housing Stability for Those Experiencing Homelessness or at Risk of Homelessness, Including Prevention, Diversion, Supportive Services, and Housing Navigation Efforts
 - 4.1.1. Discussion Item: Changes to Public Benefits Programs



- 4.1.1.1. Discussion Item: Reinstatement of Annual Redetermination for Medi-Cal Eligibility
 - 4.1.1.2. Discussion Item: Housing Choice Voucher Update
 - 4.1.1.3. Discussion Item: Impact on Homeless Housing, Assistance and Prevention Program (HHAP) and Housing and Homelessness Incentive Program (HHIP) Outcomes
 - 4.1.1.4. Discussion Item: Client Release of Information and Privacy Posted Notice
- 4.2. 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
- 4.2.1. Discussion Item: Homeless Management Information System (HMIS)
 - 4.2.1.1. Discussion Item: HMIS Vendor Selection Process Update
 - 4.2.1.2. Discussion Item: Update on Implementation of AB (Assembly Bill) 977
 - 4.2.1.3. Discussion Item: HMIS System Administrators Monthly Call Report
 - 4.2.1.4. Discussion Item: Data Quality
 - 4.2.1.5. Discussion Item: HUD (US Department of Housing and Urban Development) Data Standards Update
 - 4.2.2. Discussion Item: Homeless Housing, Assistance and Prevention Program Round 3 (HHAP 3) Outcome Data
- 4.3. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources
- 4.3.1. 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

5. Future Discussion/Report Items
6. Next Regular Meeting: August 22, 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](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

June 27, 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
Christy Nichols
Kate Swarthout
Lauryn Searles
Mark Lamore
Wendy Lewis (alternate for Mimi Rodriguez)

Members Absent

Brandy Graham
Janna Nichols
Jessica Thomas
Kate Swarthout
Shay Stewart

Staff and Guests

Deborah Erb
Devon McQuade
Erica Jaramillo
Elaine Archer
Kari Howell
Kate Bourne
Kristin Ventresca
Laurel Weir
Merlie Livermore
Russ Francis
Staci Dewitt

1. Call to Order and Introductions

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

2. Public Comment

Elaine Archer reported that some of HASLO's housing vouchers are being reclaimed by HUD (US Department of Housing and Urban Development). Elaine shared that she drafted a letter appealing the HUD's decision.

Wendy Lewis shared that ECHO has now housed 82 individuals this year.

Deborah Erb shared how she is very impressed by the collaboration and partnerships of the different teams involved in the Finance and Data committee.

3. Consent: Approval of Minutes

Christy made a motion to approve the minutes. Carrie seconded. Minutes passed via voice vote.

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)

4.1.1.2 Discussion Item: HMIS System Administrators Monthly Call Report

Kate shared a quick summary of what was shared during the monthly call. On July 12, there will be a NHSDC (National Human Services Data Consortium) Virtual Summer Institute that will cover topics related to HMIS and HUD standards. Kate also mentioned that the system admin call covered logistics and backend updates for the data standards updates that will be happening on October 1. An earlier update version released some minor wording corrections. HUD also previewed the system shells for the gender, race, and ethnicity changes. In addition, there were also some extended discussions on the Coordinated Entry data collection. HUD is pausing on the plans to make changes to the Coordinated Entry data collection elements for the data standard updates. Kate also shared that there were some data standard changes on rapid rehousing subtypes. Rapid rehousing projects will now be identified as either services only or rapid rehousing with or without services. Kate's team will be working with a vendor in partnership with agencies' staff to make the updates and have reclassifications mapped accurately before October 1.

4.1.1.3 Discussion Item: Data Quality

For data quality, Kate reported that high priority errors were looked at for the months of April and May. Special mention was made to Sstoz of CAPSLO for addressing their high priority errors quickly. The next set of errors to be addressed on going forward are the general errors. She also mentioned that a new tab was added for agencies that have overlapping data for the same clients. For help with issues regarding rectifying errors, agencies should reach out to the HMIS Help Desk first and if escalation is needed, Bell Data will be consulted. Kate also shared that for May reports, there were conflicting health insurance and non-cash benefits information errors. Lastly, she mentioned that Coordinated Entry error reports will be sent out to different agencies who participate in Coordinated Entry programs.

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

Kari reported that the outreach to different agencies has been completed. AB 977 is requiring projects that were not previously entered into HMIS to now be entered into HMIS. This resulted in

one new agency being onboarded. The County is waiting for a couple of agencies to get back and provide more information by July 1st to meet compliance. She also mentioned there will be a State upload in August to determine data report progress.

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

Kate reported that Bell Data will be hosting a training on Sept 12 at 10 am. A calendar appointment will be sent out. Kate also shared a summary of the whole data standards changes.

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

Kristin asked for approval to do census complete count. Carrie moved the motion to be approved, Christy seconded. Roll was called. Motion passed.

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

Kristin referred to the table attached to the agenda packet (CA State Measures-Outcome Goals Compared for reporting period 07/01/2022-05/31/2023).

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

Laurel presented the revised documents to the Committee. The Committee requested clarification in the Data Management and Experience category, specific to “Project applicant’s data quality is at or above 90%” before recommending to HSOC for approval. The documents will be brought back to the next Committee meeting.

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

Christy from Cencal Health reported on available HHIP funding and the application requirements and process.

5. Future Discussion/Report Items

- Finance regarding HASLO losing vouchers
- Medicaid-people losing benefits
- Round table for case managers-housing navigators

6. Next Regular Meeting

July 25, 2023, at 9am

7. Adjournment

Mark adjourned the meeting at 10:23 am.

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 Rubric¹ – 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

		<i>Application Question</i>	Points Available:			SCORE	COMMENTS
A1	Organizational Capacity		<i>Weak</i>	<i>Adequate</i>	<i>Exceptional</i>		
	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						

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					
	Extent to which data quality meets homeless services division recommended standards for project activity type and grant type					
	Applicant meets recommended data quality standards					
					Subtotal:	

B Performance

		<i>Application Question</i>			Points Available:	
B1	Exits to Permanent Housing/Retention	<i>Weak</i>	<i>Adequate</i>	<i>Exceptional</i>	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		<i>Weak</i>	<i>Adequate</i>	<i>Exceptional</i>	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		<i>Weak</i>	<i>Adequate</i>	<i>Exceptional</i>	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	<i>Weak</i>	<i>Adequate</i>	<i>Exceptional</i>	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	<i>Weak</i>	<i>Adequate</i>	<i>Exceptional</i>	SCORE	COMMENTS
	Project cost per person is comparable to other similar projects					
	Performance outcomes (number of persons served in relation to type of project)					

F2	The extent to which project utilizes financial or in-kind leveraging					
	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

		<i>Application Question</i>	Points Available:	SCORE	COMMENTS	
G1	Equity Factors					
	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:

H1	Involvement of Individuals with Lived Experience			SCORE	COMMENTS
	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:	