ORANGE COUNTY
CONTINUUM OF CARE BOARD
Wednesday, May 26, 2021
2 p.m. – 4 p.m.

Webinar:
https://ocgov.webex.com/ocgov/j.php?MTID=m27923e86076d2aac0433668233a5d1bc

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AGENDA

Board Members

Jeanne Awrey, OC Dept. of Education
Matt Bates, City Net
Judson Brown, City of Santa Ana
Natalie Bui, Veteran Affairs CRRC
Donald Dermit, The Rock Church
Becks Heyhoe, OC United Way [Secretary]
Tim Houchen, Hope4Restoration
Patti Long, Mercy House

Dawn Price, Friendship Shelter
Albert Ramirez, City of Anaheim
Maricela Rios-Faust, Human Options [Vice Chair]
Soledad Rivera, Families Together of OC
George Searcy, Jamboree Housing
Tim Shaw, Individual [Chair]
Christina Weckerly Ramirez, Health Care Agency

Call to Order – Tim Shaw, Chair

Board Member Roll Call – Becks Heyhoe, Secretary

Public Comments: Members of the public may address the Continuum of Care (CoC) Board on items listed within this agenda or matters not appearing on the agenda so long as the subject matter is within the jurisdiction of the CoC Board. Members of the public may address the CoC Board with public comments on agenda items in the business calendar after the CoC Board member discussion. Comments will be limited to three minutes. If there are more than five public speakers, this time will be reduced to two minutes.

To address the CoC Board, members of the public are to enter their name and agenda item number in the WebEx chat box to be placed in a queue. CoC Board staff will call your name in the order listed in the chat box.

CONSENT CALENDAR
All matters are approved by one motion unless pulled by a Board Member for discussion or separate action. The CoC Board requests that only pertinent information be discussed during this time.

1. Approve Continuum of Care Board Meeting Minutes from April 28, 2021.

BUSINESS CALENDAR

1. **Orange County System of Care Update** – Jason Austin, Director, Office of Care Coordination

2. **Orange County Continuum of Care (CoC) Update** – Zulima Lundy, CoC Manager

3. **Presentation on the 2021 Housing Inventory Count and Point in Time Count –** Zulima Lundy, CoC Manager and Erin DeRycke, 2-1-1 Orange County
   a. Presentation on the 2021 Housing Inventory Count and Point in Time Count submitted to the U.S. Department of Housing and Urban Development (HUD).

4. **Policies, Procedures and Standards (PPS) Committee Recommendations –** Zulima Lundy, CoC Manager and Maricela Rios-Faust, Vice Chair
   a. Establish a Nominating Committee to review CoC Board membership and election process.
   b. Extend term of expiring CoC Board seats until January 2022 to allow for election process.
   c. Approve the HMIS Access and Minimum Participation Requirements Policy.
   d. Establish a schedule and review process for the HMIS Policies and Procedures.

5. **Coordinated Entry System Committee Chair Appointment –** Zulima Lundy, CoC Manager and Tim Shaw, Chair
   a. Appoint Natalie Bui as the Chair of the Coordinated Entry System Committee.

6. **Emergency Housing Vouchers –** Doug Becht, Director of Operations and Zulima Lundy, CoC Manager
   a. Overview of the Emergency Housing Vouchers
   b. Authorize the County of Orange Office of Care Coordination as the Administrative Entity of the orange County Continuum of Care to enter into Memorandum of Understanding negotiations with the four Orange County Public Housing Agencies for the Emergency Housing Vouchers provided by HUD

7. **Longitudinal System Analysis (LSA) Ad Hoc Recommendation –** Zulima Lundy, CoC Manager
   a. Establish an Ad Hoc to review the Orange County CoC LSA. The Ad Hoc will present findings and recommendations to the PPS Committee.

8. **Homeless Housing, Assistance and Prevention (HHAP) Funding Recommendation** – Zulima Lundy, CoC Manager
   a. Approve the use of up to $66,000 in HHAP funding to support capital improvement and program costs for the City of Laguna Beach's contract.

9. **FY2021 CoC Notice of Funding Availability (NOFA) –** Zulima Lundy, CoC Manager
   a. Establish an Ad Hoc for the FY 2021 CoC NOFA Competition.

Next Meeting: Wednesday, June 23, 2021, from 2 p.m. to 4 p.m.

ORANGE COUNTY
CONTINUUM OF CARE BOARD
Wednesday, April 28, 2021
2 p.m. – 4 p.m.

MINUTES

Board Members

Jeanne Awrey, OC Dept. of Education
Matt Bates, City Net
Judson Brown, City of Santa Ana
Natalie Bui, Veteran Affairs CRRC
Donald Dermit, The Rock Church
Becks Heyhoe, OC United Way [Secretary]
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Maricela Rios-Faust, Human Options [Vice Chair]
Soledad Rivera, Families Together of OC
George Searcy, Jamboree Housing
Tim Shaw, Individual [Chair]
Christina Weckerly Ramirez, Health Care Agency

Call to Order – Tim Shaw, Chair

Chair Tim Shaw called the meeting to order at 2 p.m.

Board Member Roll Call – Becks Heyhoe, Secretary

Present: Jeanne Awrey, Matt Bates, Natalie Bui, Judson Brown, Donald Dermit, Becks Heyhoe, Tim Houchen, Patti Long, Dawn Price, Albert Ramirez, Maricela Rios-Faust, Soledad Rivera, George Searcy, Tim Shaw, and Christina Weckerly-Ramirez.

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- No public comments.

<u>CONSENT CALENDAR</u>

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1. Approve Continuum of Care Board Meeting Minutes from February 24, 2021.

2. Receive and file comparable data for 2018 and 2019 provided to Orange County United Way per CoC Board directive during the March 24, 2021, meeting.

   Dawn Price motioned to approve the items on the Consent Calendar. Vice Chair Maricela Rios-Faust seconded the motion. The motion passed by unanimous consent.

<u>BUSINESS CALENDAR</u>

1. **Orange County System of Care Update** – Jason Austin, Director, Office of Care Coordination

   a. **Emergency Rental Assistance (ERA) Program –** The second open application period for the County of Orange's ERA Program opened April 1, 2021 and will close April 30, 2021. Up to $10,000 is available per rental household. Eligible households include households with income at or below 50 percent of the Area Median Income (AMI), or households with one or more members currently experiencing unemployment for 90 days or more at the time of application and have an annual income at or below 80% AMI.

   b. **State Emergency Rental Assistance Program –** The State of California's ERA Program is referred to as California COVID-19 Rent Relief or Housing is Key. The application period for residents in Orange County will begin on May 1, 2021. For more information visit HousingIsKey.com or call (833) 430-2122.

   c. **Project Roomkey –** The County of Orange (County) continues to operate Project Roomkey for individuals experiencing homelessness who are COVID-19 sick or symptomatic. Referrals into the Project Roomkey are made by the Public Health Services, hospitals, shelters, street outreach teams, and law enforcement.

   d. **COVID-19 Vaccination Efforts –** The second round of vaccine clinics at shelter sites started Monday, April 19, 2021. To date a total of 840 vaccines have been administered at shelter sites. The Office of Care Coordination (OCC) is working with the Public Health Services to develop a plan to vaccinate the unsheltered homeless population.

   e. **Homekey Program Round 2 Request for Information –** The County is seeking developers that have experience with the acquisition, rehabilitation and use of property for permanent supportive housing and may have identified sites or are willing to work with the County on potential sites for the Homekey Program.

   f. **The American Rescue Plan Act –** Congress has passed the American Rescue Plan Act of 2021 to deliver more aid to those impacted by COVID-19. The American Rescue Plan Act of 2021 provides emergency rental assistance, homeowner assistance fund, emergency housing vouchers, and homelessness assistance and supportive services program.

<u>MINUTES</u>   April 28, 2021

g. **Public Comments**

    i. Nikki Buckstead requested more information on how the Homekey program can be developed and utilized for families.

2. **Orange County Continuum of Care (CoC) Update** – Zulima Lundy, CoC Manager

    a. **Housing Inventory Count (HIC) and Point In Time (PIT) Update –** The HIC and PIT are due on May 14, 2021, to the U.S. Department of Housing and Urban Development (HUD). A presentation on the submitted HIC and PIT will be shared with the CoC Board during the May 2021 meeting.

    b. **Equal Access Rules for Homelessness Resources –** HUD withdrew the proposed changes in the Equal Access Rule. The Equal Access Rule ensures that all individuals – regardless of sexual orientation or gender identity-have equal access to the homelessness programs, shelters, other buildings and facilities, benefits, services, and accommodations.

    c. **Homeless Services Programs Update –** The Homeless Emergency Aid Program (HEAP) service contract renewals have been approved by the Board of Supervisors for Families Forward, City of Laguna Beach, Family Assistance Ministries, City Net, and Mercy House. Project C: COVID-19 Responsive Homelessness Services were approved by the Board of Supervisors on April 27, 2021, for Interval House and Orange County United Way. The Project C Contract for the North Service Planning Area (SPA) did not move forward and a Request for Proposals will be released by the OCC for the North SPA.

    d. **Alternative Shelter Placement Update –** The OCC is utilizing additional state funding sources to continue provision of Alternative Shelter Placement services through June 30, 2021.

    e. **Lived Experience Advisory Committee –** The application period to join the Lived Experience Advisory Committee opened in early April 2021. The OCC and CoC Board are seeking a diverse membership, this includes people experiencing homelessness in North, Central, or South Service Planning Area and subpopulations representation. Based on feedback received one additional seat in the Lived Experience Advisory Committee has been added for seniors (ages 62 and older).

    f. **Coordination Entry System (CES) Update –** CES for Individuals has completed the majority of the data migration into the Homeless Management Information System (HMIS). The goal is to have CES for Individuals fully in HMIS by mid-May 2021.

    g. **CoC Board Comments**

      i. Dawn Price commented on the 2021 CoC Notice of Funding Availability Competition and noted that it has been four to five years since there has been an increase in staff funding. Dawn Price recommended a review of the allocation process to see if it is possible to increase project funding to pay for increased staff costs.

3. **Presentation on Community Care Response Team (CCRT) Program: Pathway Home –** Albert Ramirez, Grace Stepter, Jorge Cisneros, and Sandra Lozeau, City of Anaheim
    a. Chief Police Jorge Cisneros, Interim Community & Economic Director Grace Stepter, Community Preservation & Licensing Manager/Homeless Liaison Sandy Lozeau, and Albert Ramirez, Community and Economic Development Project Manager, presented on the City of Anaheim 's CCRT Team program and Pathway Home. The CCRT is a partnership between the City of Anaheim and City Net. The CCRT Program's goals are to divert non-emergency and non-criminal calls to CCRT; shelter, house

and help more people experiencing homelessness; and regionalize the pilot program countywide. The live hotline is available seven days a week from 7 a.m. to 9 p.m. and the phone number is 714-820-9090. The CCRT is comprised of outreach workers, mental health clinicians, nurse practitioners, and plain-clothes safety officers.

For more information visit the CCRT website at: https://www.anaheim.net/5808/Community-Care-Response-Team or see the full presentation on slide 17 to 23 on the OCC Website: https://www.ochealthinfo.com/sites/hca/files/2021-05/April%2028%202021%20-%20CoC%20Board%20Meeting%20Presentation%20-%20Final%204.29.pdf

   b. Public Comments
      i. Terry Reigns shared that the City of Westminster is working on a similar project and looks forward to partnering with the City of Anaheim.
      ii. Tamara Jimenez is excited to partner with the City of Anaheim and City Net.
      iii. John Underwood is seeking more information about the qualification of the CCRT Program.

4. **Homeless Coordinating and Financing Council (HCFC) Update –** Zulima Lundy, CoC Manager
   a. **Overview of the 2020 Annual Funding Report** – The 2020 Annual Funding Report provides an update on two grants — HEAP and Round 1 of the Homeless Housing, Assistance, and Prevention Program (HHAP). The 2020 Annual Funding Report can be found here: https://www.bcsh.ca.gov/hcfc/documents/2020_grants_annual_report.pdf

   b. **Overview of the Homeless Data Integration System (HDIS)** – HDIS is a statewide data warehouse that compiles HMIS data from the 44 CoCs in California. HDIS establishes California's first repository of common homeless data that will assist in identifying statewide patterns of service usage, support efforts to identify and address racial and other inequities among people experiencing homelessness. HDIS Website Link: https://www.bcsh.ca.gov/hcfc/hdis.html

   a. **Overview of the Action Plan for Preventing and Ending Homelessness** – The Action Plan drives progress across five Action Areas, inclusive of the full range of actions necessary to prevent and end homelessness. The Action Plan identifies objectives that cover the State's FY 20-21 through FY 22-23 and focuses on the highest-priority strategies and efforts that will have the greatest impact. The Action Plan for Preventing and Ending Homelessness can be found here: https://www.bcsh.ca.gov/hcfc/documents/action_plan.pdf

5. **Longitudinal System Analysis (LSA) Overview –** Zulima Lundy, CoC Manager and Erin DeRycke, 2-1-1 Orange County
   a. HUD submits an Annual Homeless Assessment Report (AHAR) to congress. The AHAR is a national-level report that provides information about homeless service providers, people and households experiencing homelessness, and various characteristics of that population. It informs strategic planning for federal, state, and local initiatives designed to prevent and end homelessness.

The Longitudinal Systems Analysis (LSA) report is produced from each CoC's HMIS and includes Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, and Other Permanent Housing projects that are participating in HMIS during the reporting period. The reporting period is October 1st through September 30th. All data is for Funding Year (FY) 2020, which is 10/01/19 - 09/30/20, unless otherwise noted. Erin DeRycke provided an overview of the Orange County CoC LSA submitted to HUD. the 2020 LSA can be found on the OC HMIS webpage: http://ochmis.org/wp-content/uploads/2021/04/LSA-Report-FY-2020-Final.pdf

   b. CoC Board Member Comments
      i. Vice Chair Mariela Rios-Faust noted that the CoC Board will review the document and return with any questions to explore the system analysis.
      ii. Chair Tim Shaw recommended that the OCC and the CoC Board explore the data to determine how the information can create a system improvement or actionable items.

   c. Public Comments
      i. David Duran recommended a report card for homeless service providers be created to demonstrate to the public how services are going.

6. **CoC Committee Updates**
   a. Policies, Procedures and Standards (PPS) Committee – Maricela Rios- Faust, Vice Chair
      i. The PPS Committee has been reviewing the recruitment strategies for the Lived Experience Advisory Committee and in May 20201. The PPS Committee will the reviewing the policy on HMIS Access.

   b. Housing Opportunities Committee – Judson Brown
      i. The Housing Opportunities Committee is made up of housing providers, housing authorities and developers in Orange County. The Housing Opportunities Committee has been reviewing the HMIS System Performance Reports and is working on update the Housing Opportunities Charter.

   c. Coordinated Entry System Committee
      i. Zulima Lundy shared that the CES Chair Patti Long has resigned as Mercy House is supporting the operations of the Individual Component of CES.

Meeting Adjourned: 3:58pm
Next Meeting: Wednesday, May 26, 2021, from 2 p.m. to 4 p.m.

Date: May 26, 2021

Subject: Policies, Procedures and Standards (PPS) Committee Recommendations

Recommended Action:

a. Establish a Nominating Committee to review the Continuum of Care Board (CoC) membership and election process.
b. Extend term of expiring CoC Board seats until January 2022 to allow for election process.

Background:

In 2020, there were eight (8) CoC Board seats that expired and needed to go through the election process to appoint members to the CoC Board seats. The 2020 CoC Board election process was the first year in which the process as outlined in the Orange County CoC Governance Charter was largely followed. Given the COVID-19 pandemic, there were initial delays and impacts to the operationalization of the process as outlined. Following the 2020 CoC Board election, the CoC Board requested that this process be reviewed in detail and updated as appropriate.

In 2021, there are seven (7) CoC Board seats that are set to expire in July 2021. These seven CoC Board sets are as follows:

- One (1) seat for a Veteran or veteran service agency representative
- One (1) seat for Education/McKinney-Vento representative
- One (1) seat for Emergency Solutions Grant Program funded agency or recipient agent
- Four (4) seats for At-Large representatives.

Currently the four seats for At-Large representation are filled by individuals with expertise in:
- Affordable Housing Development
- Expertise on homeless services / representation of homeless service providers
    o Emergency shelter operator
    o Permanent supportive housing operator
    o Landlord incentive program operator

Per the Orange County CoC Governance Charter there is a need to establish a Nominating Committee. The Nominating Committee is to be comprised of three to five voting members appointed by the CoC Board Chair and confirming the CoC Board. The Nominating Committee is responsible for recruiting candidates, confirming candidate's willingness to serve and reviewing the qualifications of candidates in collaboration with the Collaborative Applicant.

Per the Orange County CoC Governance Charter, the following is the timeline for the CoC Board Election process.

Month	Timeline Tasks
April	Board Chair appoints Nominating Committee
May	Nominating Committee convenes
June	Nominations made to the CoC Board
August	Full membership meeting vote to elect the CoC Board and Officers. CoC Board seating takes place. Incoming CoC Board members to complete training about the CoC.

Analysis:

During the PPS Committee meeting in May 2021, the CoC Board selection process was discussed. This included a presentation on the 2020 election process and the election process as outlined in the Orange County CoC Governance Charter. The PPS Committee determined that the Nominating Committee should be appointed at the upcoming meeting of the Orange County CoC Board. Additionally, the PPS Committee determined that the Nominating Committee could evaluate the current membership and process to elect new CoC Board membership and bring recommendations on updating this section of the Orange County CoC Governance Charter to the PPS Committee. These activities will support the Orange County CoC in updating its process to be reflective of feedback and lessons learned from the 2020 process, as well as expanding membership.

As the election process was reviewed during the PPS Committee, it was noted that the election process is scheduled to occur during the Summer months which coincides with the CoC Notice of Funding Availability (NOFA) process. Given the important of the CoC NOFA and related activities, it was recommended that the election process be shifted to the last quarter of the year so that new memberships can begin their CoC Board term in January, aligning with the calendar year.

Recommended Action:

c. Approve the Homeless Management Information System (HMIS) Access and Minimum Participation Requirements Policy.
d. Establish a schedule and review process for the HMIS Policies and Procedures

Background:

During the PPS Committee meeting in March 2021, 2-1-1 Orange County as the HMIS Lead presented a proposed policy for HMIS minimum participation requirements and agency access. The presentation was shared to begin a dialogue on the needed policy, as it resulted as an action items during the HMIS User License Fee Policy development and outlined different levels of access and data sharing. The PPS Committee and members of the public provided initial feedback and comments. The PPS Committee recommended creating an ad hoc with members of the PPS Committee and CoC Board to develop the HMIS Access and Minimum Participation Requirements Policy.

During the Orange County CoC Board meeting in March 2021, an update on the PPS Committee was provided, including the request to create an ad hoc comprised of CoC Board members to work in collaboration with the PPS Committee membership to advice on and develop a policy for HMIS access and

agency minimum participation requirements and bring a recommended to the CoC Board in May 2021. During the meeting, the following timeline for the HMIS Access and Minimum Participation Requirements Policy was outlined:

- Ad Hoc to meet and provide feedback on proposed draft policy
- Updated proposed policy to be presented at the PPS Committee meeting on April 13, 2021, opportunity for public comment.
- Feedback and comment period from April 13 to April 27, 2021; opportunity for public comment via email at carecoordination@ochca.com
- Feedback, comments and final draft policy to be discussed at PPS Committee meeting on May 11, 2021, opportunity for public comment.
- PPS Committee to make policy recommendation to the CoC Board at the meeting of May 26, 2021, opportunity for public comment.
- Changes in HMIS access to be updated once proposed policy is approved.

The ad hoc was comprised of two PPS Committee members – Maricela Rios-Faust and Matt Bates, and three CoC Board members – Dawn price, Donald Dermit and George Searcy. The ad hoc meet four times to discuss and explore the following topics in detail:

- Purpose and role of HMIS as defined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act
- Policies, procedures and standards that govern HMIS utilization and functionality as provided by the U.S. Department of Housing and Urban Development
- Review of HMIS policies and procedures as established by other CoCs in California and across the nation
- Review of current organizations participating in the Orange County HMIS and the project types set up within HMIS
- Balance between access to HMIS and maintaining client's privacy

There was no public comment or feedback provided via email to the Office of Care Coordination or via HMIS Help Desk. The only public comment received was during the initial presentation of the proposed policy during PPS Committee meeting in March 2021.

During the PPS Committee and CoC Board meetings, updates on the progress by the ad hoc as it related to the HMIS Access and Minimum Participation Requirements policy were provided.

The final version of the HMIS Access and Minimum Participation Requirements Policy was presented at the May 2021 meeting of the PPS Committee. The presentation included an overview of the policy and provided an opportunity for the ad hoc and PPS Committee membership to discuss the thoughtful process and discussion that took place to arrive at the proposed policy.

Analysis:

Approval of the HMIS Access and Minimum Participation Requirements Policy as recommended by the PPS Committee will provide a framework for 211OC as the HMIS Lead Agency to evaluate request from organizations seeking access to HMIS. The Policy also outlines the criteria and process by which organizations can expect their request to be evaluated.

Upon approval of the HMIS Access and Minimum Participation Requirements Policy, the Office of Care Coordination and 211OC will work to develop an implementation plan, establish the HMIS Access Ad Hoc and work with current HMIS participating organizations on next steps.

Approval of the recommendation by the ad hoc to establish a schedule and review process for the HMIS Policies and Procedures will allow the Orange County CoC to plan, prepare and conduct a review of the HMIS Policies and Procedures at length. Additionally, it will provide the opportunity to evaluate recently approved or updated policies to be revisited to ensure the intended purpose and goal of the policy is being achieved. If there are needed modifications or updates these will be presented and coordinated with the PPS Committee prior to being recommended to the Orange County CoC Board.

Attachment:

A – HMIS Access and Minimum Participation Requirements Policy
B – State and Federal Funding Sources Requiring HMIS Participation

Attachment A – HMIS Access and Minimum Participation Requirements Policy

HMIS Access and Participation Requirement Policy

The HMIS Access and Participation Requirement Policy (Policy) establishes the minimum criteria that organizations must meet to be granted HMIS access. For organizations that meet the minimum criteria to be granted HMIS, the Policy further outlines the data entry and related activities that must be completed by the agency to maintain HMIS access.

HMIS Access

In order to be granted HMIS Access, an organization must be able to meaningfully contribute information related to homeless assistance projects and/or homelessness prevention projects to the Orange County Continuum of Care.

An organization that at minimum meets one of the following criteria will be granted access to HMIS:

- Manage a homeless assistance project and has the project included in HMIS to support an increase in bed coverage for the Continuum of Care. The following homeless assistance project types will increase bed coverage: emergency shelter, transitional housing, rapid rehousing, permanent supportive housing, and/or other permanent housing.

- Receive federal and/or state funding for the implementation and operations of a homeless assistance project and/or homelessness prevention project that requires HMIS participation. Attachment B details federal and state funding sources that requires HMIS participation.

    o Organizations receiving funding that requires HMIS participation will be given data entry access, but this does not necessarily include data sharing with other agencies. Law enforcement agencies and legal service providers receiving funding that requires HMIS participation will be given data entry access only.

    o Victim service providers and legal service providers that are recipients of funds requiring participation in HMIS, but do not directly enter data into an HMIS, must use a comparable database. A comparable database allows the collection of the aggregate data needed for reporting while respecting the sensitive nature of the client-level information if it complies with all HMIS data, technical and security standards.

Organizations that do not meet the above listed criteria, will be required to submit an HMIS Access Application for review and consideration by the HMIS Access Ad Hoc to further evaluate the request. The HMIS Access Ad Hoc will be comprised of two to three CoC members appointed Board by the Continuum of Care Board membership, the CoC Collaborative Applicant and the HMIS Lead. The HMIS Access Ad Hoc will meet on an as-needed basis for the purposes of evaluating HMIS Access Applications.

The HMIS Access Application requires organizations to detail how their organization's participation in HMIS will be able to meaningfully contribute information related to homeless assistance projects or homelessness prevention projects to the Orange County Continuum of Care and how the HMIS access will improve the provision of homeless services in the Orange County Continuum of Care. The HMIS Access Application will also assist the HMIS Access Ad Hoc evaluate the organization's HMIS Data Sharing capabilities.

The HMIS Access Application will request the following information from the organization:

- Organization's Name
- Type of Organization: non-profit, for-profit, or government organization
- Mission of the organization
- Years of experience
- Description of the role of the organization within the Homeless Service System
- Description of the role of the target population served
- Description of services or assistance offered
- Does the organization participate in HMIS in another Continuum of Care? If so, which one(s)?
- Description of services or project types to be set up within HMIS
- Does the organization have a contractual obligation to enter data into HMIS?
- How will HMIS access improve the provision of services to clients?
- Will your organization be able to meaningfully contribute information related to homeless assistance projects or homelessness prevention projects to the Orange County Continuum of Care? If so, how?
- Will your organization be able to meet the HMIS Participation Requirements?
- Provide details on the type of staff that will have HMIS access and the role the staff plays in the delivery of homeless assistance projects or homeless prevention projects.
- Will the persons participating in HMIS be volunteers or paid staff?

Organizations that meet the requirements for HMIS Access must be incompliance with all other aspects of the HMIS Policies and Procedures, including the HMIS Participating Agency Agreement and the Data Sharing Agreement.

The HMIS Access Ad Hoc and the HMIS Lead reserve the right to remove HMIS Access if the access is not being used to improve service provision for clients or contributing meaningful data to the Orange County Continuum of Care. Examples of unacceptable uses of HMIS include but are not limited to:

- Using HMIS data to monitor the whereabouts or service utilization of participants for purposes outside of housing-focused case management
- Using HMIS data as an information gathering tool
- Using data in HMIS as a reason to not serve a client (ie. substance use history, mental health issues, etc.)
- Sharing client identifying data with persons or groups not permitted to access HMIS

HMIS Participation Requirements

An organization that is granted HMIS access is required to be a Contributing HMIS Organization.

As part of the data entry requirements, organizations are expected to utilize HMIS for the following activities related to the homeless assistance project and/or homelessness prevention project:

- Have a minimum of one active enrollment at all times.
- For participants that are enrolled in HMIS, completion of client intake, case management and service tracking, assessments, uploading related documents and/or client exit are to be recorded in HMIS.
- Update at least one HMIS record per month. Updates can be related to enrollment, service, update/annual assessment, file, and/or exit.
- Have a minimum of one active HMIS User at all times.

- Complete any reporting, data quality, data entry, or other requirements outlined by the U.S. Department of Housing and Urban Development (HUD), the Coordinated Entry System (CES) Lead, or the HMIS Lead.

Organizations found to not meet one or more of the guidelines above may be contacted by the HMIS Lead Agency to discuss the appropriateness of the agency's continued participation in the OC HMIS, the HMIS Lead may inform the HMIS Access Ad Hoc to determine the appropriateness of the agency's continued participation in the OC HMIS, and the organization may have HMIS Access revoked.

Definitions

For the purpose of this Policy, the following terms are defined as follows:

Homeless Management Information System (HMIS) is the information system designated by the Orange County CoC to comply with the HMIS requirements prescribed by HUD. The local HMIS platform is Bitfocus Clarity.

HMIS Lead is the entity designated by the Orange County CoC to manage and operate the HMIS on its behalf. The local HMIS Lead is 2-1-1 Orange County.

Organization refers to a non-profit organization, for-profit organization and/or government organization whose primary focus is the delivery of homeless services in the Continuum of Care.

Contributing HMIS Organization refers to organizations that have access to HMIS and enters information related to homeless assistance projects or homelessness prevention projects into HMIS. This is the term used by HUD in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. Locally, the term "Participating Agency" is also utilized.

HMIS Access Ad Hoc will be comprised of two to three members appointed by the Continuum of Care Board, the CoC Collaborative Applicant and HMIS Lead.

Attachment B – State and Federal Funding Sources Requiring HMIS Participation

The following is a list of the identified Federal and State funding sources that require such participation. Please note that this list may not be all exhaustive and may change over time.

- U.S. Department of Housing and Urban Development (HUD):
  - Continuum of Care (CoC) Program
  - Emergency Solutions Grants (ESG)
  - Housing Opportunities for Persons with AIDS (HOPWA)

- U.S. Department of Health and Human Services (HHS):
  - Projects for Assistance in Transition from Homelessness (PATH) funded by the Substance Abuse and Mental Health Services Administration (SAMHSA)
  - Runaway and Homeless Youth (RHY) projects funded by the Administration for Children and Families' Family and Youth Services Bureau (FYSB)

- U.S. Department of Veterans Affairs (VA):
  - Domiciliary Care for Homeless Veterans (DCHV)
  - Grant and Per Diem (GPD)
  - HUD-Veterans Affairs Supportive Housing (VASH)
  - Supportive Services for Veteran Families (SSVF)
  - Veterans Homelessness Prevention Demonstration (VHPD)

- State Funding Sources
  - California Emergency Solutions and Housing (CESH)
  - CalWORKs Housing Support Program (HSP)
  - Community Development Block Grant (CDBG)
  - Homeless Emergency Aid Program (HEAP)
  - Homeless Housing, Assistance and Prevention (HHAP)
  - Housing and Disability Advocacy Program (HDAP)
  - Permanent Local Housing Allocation (PLHA)
  - State Emergency Solutions Grant (ESG)

Date: May 26, 2021

Subject: Emergency Housing Vouchers Memorandum of Understanding

Recommended Action:

a. Authorize the County of Orange Office of Care Coordination as the Administrative Entity of the Orange County Continuum of Care (CoC) to enter into Memorandum of Understanding (MOU) negotiations with the four Orange County Public Housing Agencies for the Emergency Housing Vouchers provided by U.S. Department of Housing and Urban Development (HUD).

Background:

On May 5, 2021, the HUD Office of Public and Indian Housing (PIH) published PIH Notice 2021-15, Emergency Housing Vouchers-Operating Requirements, which outlines the requirements for Public Housing Authorities (PHAs) who will be invited to administer approximately 70,000 vouchers nation-wide. These vouchers are a strategic investment of $5 billion funded as part of the American Rescue Plan Act of 2021, which provides over $1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, state and local governments, individuals, and businesses.

The eligible populations for the Emergency Housing Vouchers (EHVs) are individuals and families who are:

- Experiencing homelessness;
- At-risk of homelessness;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability, including clients in rapid rehousing and permanent supportive housing programs.

EHVs provide a unique opportunity to creatively and equitably house some of the most vulnerable people in our communities. To encourage partnerships and community collaboration, HUD is requiring that PHAs administering EHVs partner with their local CoCs and receive referrals from the local Coordinated Entry System (CES). HUD expects local communities, including the CoC and PHAs, to work together to ensure that these resources are targeted to those with the most need in the community and to work together to ensure that these voucher holders are successfully housed and receive needed supportive services to maintain their housing.

On May 10, 2021, the four PHAs in Orange County were notified of their allocation. A total of 1,033 EHV were awarded countywide:

- Orange County Housing Authority – 557 vouchers
- Anaheim Housing Authority – 272 vouchers

- Garden Grove Housing Authority – 117 vouchers
- Santa Ana Housing Authority – 87 vouchers

The CoC must enter into MOU with the PHAs to establish a partnership for the administration of the EHVs. The primary responsibility of the CoC under the MOU is to make direct referrals of qualifying individuals and families to the PHA. Additionally, CoCs are encouraged to offer or make connections to supportive services for households that are referred to the PHA, including, but not limited to, short- or long-term case management, collecting necessary verifications to support referrals, housing counseling, housing search assistance and utility deposit assistance.

The MOU must include at a minimum:

1. The PHA's and CoC's commitment to administering the EHVs in partnership.
2. The goals and standards of success in administering the EHVs.
3. The staff position for each organization that will serve as the lead EHV liaison.
4. A statement that all parties agree to cooperate with any program evaluation efforts undertaken by HUD, or a HUD-approved contractor, including compliance with HUD evaluation protocols and data sharing requests.
5. The specific population eligible for the EHV assistance that will be referred to the PHA by the CoC or other partnering referral agency.
6. The services, including financial assistance, that will be provided to assist EHV applicants and participants and who will provide them.
7. The roles and responsibilities of the PHA and CoC, including but not limited to the CoC making direct referrals of families to the PHA through the CES.

Analysis:

Authorization of the County of Orange Office of Care Coordination as the Administrative Entity of the Orange County Continuum of Care to enter into MOU negotiations with the four Orange County Public Housing Agencies will support the planning and requirements of the Emergency Housing Vouchers provided by HUD.

Date: May 26, 2021

Subject: Homeless Housing, Assistance and Prevention (HHAP) Funding Recommendation

Recommended Action:

a. Approve the use of up to $66,000 in HHAP funding to support capital improvement and program costs for the City of Laguna Beach's contract.

Background:

The City of Laguna Beach contracts with Friendship Shelter for the emergency shelter operations of the Alternative Sleeping Location program. The City of Laguna Beach was awarded Homeless Emergency Aid Program (HEAP) funding to support a capital improvement project and expanded hours of operations for the Alternative Sleeping Location Program.

The COVID-19 pandemic impacted the City of Laguna Beach's plans and budgets for capital improvements and program operations. In an effort to maintain emergency shelter capacity and not disrupt the operations of the program, the City of Laguna Beach incurred additional costs.

Analysis:

Approval of the use of up to $66,000 in HHAP funding will support the increased capital improvement and program costs that the City of Laguna Beach experienced as a result of the COVID-19 pandemic. This funding will supplement the capital improvement and shelter program funding that the City of Laguna Beach received through the HEAP.

The Office of Care Coordination is working diligently to maximize the use of all HEAP funding as the grant expenditure deadline is June 30, 2021. As such, the requested amount is a maximum of $66,000 as there may be unclaimed HEAP funding through the other contracts that can be allocated to cover the increased capital improvement and program costs.