

**County of Riverside Continuum of Care  
2017 Continuum of Care Application  
U.S. Department of Housing and Urban Development  
Independent Review Panel Meeting  
DPSS Staff Development Office, Moreno Valley, CA**

**June 7, 2017**

1. Monitoring Response Jill Kowalski
  - City of Riverside
  - Housing Authority
  - US Vets
  - RUHS-BH
  
2. Finalize Recommendation for BOG Angelina Coe
  - Review unspent funds
  - Grants reduced
  - Grants reallocated (continue review of DMH RRH)
  - HMIS expansion
  - Project ranking – Tier 1 and Tier 2
  
3. Review and Evaluate Coordinated Entry System (CES) grant performance
  
4. RFP Timeline DPSS HPU staff
  - Release RFP for new projects – June 8
  - Mandatory Bidders Conference – June 20
  - Deadline for new project application – July 6
  - Review Panel meeting – July 12
  - BOG meeting - July 13 or July 20
  
5. Other Matters

**County of Riverside Continuum of Care  
2017 Continuum of Care Application  
U.S. Department of Housing and Urban Development  
Independent Review Panel Meeting  
DPSS Staff Development Office, Moreno Valley, CA**

**June 7, 2017  
Summary of meeting**

Review Panel attendees:

Steve Falk  
Angelina Coe  
Frankie Riddle  
Paul Flores  
Lt. Dean Spivacke  
Sterlon Sims  
Robin Gilliland

DPSS staff present:

Jill Kowalski  
Rowena Concepcion  
Linda Salas  
Elizabeth Hernandez  
Veronica Ramirez

Consultant:

Joe Colletti

1. Monitoring Response: Four agencies submitted written responses to their most recent monitoring reports. The responses were emailed to the review panel members and discussed during the meeting. The agencies that submitted written responses are:
  - City of Riverside
  - Housing Authority
  - U.S. Vets
  - RUHS-BH

DPSS staff provided an initial analysis of each response and is still reviewing the documents submitted with the responses. The panel focused its review on the projects that had been recommended for reallocation due to the timing of the BOG meeting on June 15.

Based on the review of the monitoring responses, the review panel did not change any of the recommendations for reallocation that the BOG will decide on June 7.

The following documents will be posted to the DPSS website under the 2017 CoC Program Competition:

- ***2017 HUD CoC Program Application Review Process and Timeline***
  - **Sub-recipient concerns regarding scorecard and monitoring reports**
    - RUHS-BH: Concerns about scorecard and DPSS/Review Panel response (dated May 18)
    - RUHS-BH responses to monitoring reports (HHOPE, Rapid Rehousing, Riverside PH and Women's PH) (dated June 5)
    - Housing Authority: Concerns about scorecard and DPSS/Review Panel response (dated May 18)
    - Housing Authority: responses to monitoring report (All County I and II) (dated May 31)
    - U.S. Vets: Response to monitoring report for CHAMPS PSH project (dated June 6)
    - City of Riverside: responses to monitoring reports for Chronic PSH and RRH projects (dated May 31)
    - City of Riverside: response to scorecard for Disabled PSH project (dated June 5)

**Note:** there were some attachments in these documents that were not included in the posting because they contain client information.

During the discussion of the sub-recipient responses, the review panel considered several factors, including:

- **Whether any finding could be removed:** in the case of all of the agencies with findings, there was more than one finding for each project. The scoring criteria are that a project may receive 5 points for no findings; and 0 points if there are one or more findings. The following description of a concern vs. finding was provided in written responses by DPSS and the review panel:

*DPSS follows HUD monitoring guidelines for sub-recipients. When a monitoring visit is conducted, any issues that are found are initially addressed as concerns and discussed with the sub-recipient during an exit interview. If the issues cited as concerns are not corrected in subsequent monitoring visits, they become findings. The exception for when an initial concern is immediately elevated to a finding is if there is a violation of HUD regulations. This would be the case in any Housing Quality Standards (HQS) and/or ineligible clients being served. The monitoring reports with findings are due to concerns cited in previous reports not being addressed.*

In the case of the sub-recipients with findings, there were concerns documented in at least two consecutive years prior to becoming a finding.

The review panel also noted that of the 20 renewal projects reviewed, eight (8) projects had no monitoring findings; and another nine (9) projects had findings, but scored higher in other areas to receive a higher score threshold. The score is based on multiple metrics and not just the monitoring reports.

The review panel also contended that all of the findings for each project would need to be removed to receive the full 5 points. They did not recommend any findings be removed based on the responses and documentation provided by the agencies impacted.

It was also brought to the attention of the review panel that some of the documents submitted in the monitoring response/corrective action plan were different from those in the file at the time of the monitoring. When DPSS staff conducts monitoring visits, they copy or take a photo of each document, especially if it means there will be a finding. The review panel directed DPSS to do a thorough and complete review of all of the attachments submitted by each agency to show that a finding should be overturned. DPSS will provide this information to the review panel at the July 12 meeting.

**The review panel recommendation to the BOG on June 15 remains unchanged.**

## 2. Finalize Recommendations for BOG

- **Review unspent funds:** the review panel reviewed the report from DPSS fiscal on the history of funding for each project (dating back 3 years or more) and whether there were unspent funds. Based on this analysis, the review panel made the following recommendation to the Board of Governance (to be included on the agenda June 15):

**Recommendation:** *The review panel recommends reallocating \$20,000 from the Behavioral Health Men's Permanent Housing project due to a history of unspent funds for this project. The funding will be reallocated for new projects to be included in the application. The motion passed unanimously.*

The review panel also discussed the significant amount of funding that is projected by DPSS fiscal staff to be left unspent in two Path of Life RRH projects. The projections, based on an analysis of spending to date, are:

- POL RRH (year 2): \$120,000 projected to be unspent

- POL RRH East County (year 1): \$185,000 projected to be unspent

The panel did not make a recommendation to reallocate unspent funds on these two projects; however, this will be reviewed again next year and if there are unspent funds, they will be recommended for reallocation. DPSS staff have reached out to Path of Life and asked them to consider giving any unspent funds in any project back to the CoC (before a recommendation is made to reallocate). DPSS will follow up with Path of Life to encourage them to voluntarily give back any unspent funds in the 2017 HUD NOFA.

- **Recommendations for reallocation:** the review panel also continued its review on the RUHS-BH Rapid Rehousing project. The biggest concern by the review panel regarding this project is that in the first seven months of the project, only one family has been housed (out of 10 households contracted). This was cited as a concern in the most recent monitoring report:

**Concern 1: Unit utilization:** the unit utilization for the project is only 10%. RUHS-BH response to this concern is (from the monitoring response submitted by RUHS-BH on June 5) is:

**Concern 1: Unit utilization**

**Response :**

- 1) As this is in the early phase of a new grant cycle , we have had three other families in the preparation for using this grant, who have not completed all the application documents nor have they located a site in which they can lease.
- 2) RUHS-BH is currently utilizing the CES. As a Rapid Re-Housing program for families. The CES has had minimal families that met the criteria due to shelters being resistant to enter into the CES system due to a Section 8 priority for families in shelters.

**Plan:** RUHS\_BH has notified all of our children’s clinics and adult clinics about the opportunity and is conducting Vi-SPDATS for appropriate families over the last few weeks.

This Review Panel confirmed this Concern stands based on the following:

- The grant started November 1 and as of May 31, only one unit (8 beds) has been filled (out of 10 units/20 beds). The grant is in its 7<sup>th</sup> month and still only has one unit occupied.
- In the previous year (2014) the bed utilization rate for this project was 31% (unit utilization was 30% (see attached bed utilization history).

Additional considerations by the review panel:

- The RUHS-BH RRH spent 100% of the Supportive Services for the project while only housing one family.
- RUHS-BH should be pulling families from the Coordinated Entry System.
- In the application for this project, RUHS-BH states it will serve families with a “severe mental health diagnosis.” This seems to be a barrier in identifying families eligible for the project, especially since it is stated in the agency’s corrective action plan (see above) that they are trying to identify eligible families from mental health clinics, while there are families in CES and the CoC that are eligible for RRH but do not have a severe mental health diagnosis.

Based on this, the review panel made the following recommendation to the BOG, to be decided upon June 15:

**Recommendation:** *The review panel recommends reallocating the full amount of funding for the Behavioral Health Rapid Rehousing project in the 2017 HUD CoC Program Consolidated Application based on low performance. The funding for this project, \$142,117, will be reallocated for new projects to*

be included in the application. The motion passed unanimously. The review panel also recommended that to have full bed utilization in this project, the population to be served should be amended to include all clients/families experiencing homelessness and not just those with a mental health condition.

- **HMIS expansion:** In the 2017 CoC Program Application Registration, HUD indicated it will allow funding for new projects that include expanding the Homeless Management Information System (HMIS). DPSS staff presented an HMIS expansion request and a comparison of staffing levels for other CoCs in Southern California (both are attached). Based on the information, the review panel made the following recommendation:

**Recommendation:** the review panel recommended designating \$196,182 in any reallocated funds toward an HMIS expansion grant to be included in the 2017 HUD CoC Program Consolidated Application. The motion passed unanimously.

- **Project ranking – Tier 1 and Tier 2:** Since the 2017 HUD NOFA has not been released, the review panel will table this until the July 12 meeting.
3. **Review and Evaluate Coordinated Entry System (CES) grant performance:** the CES grant started in December 2016. There is no available evaluation tool to assess performance. DPSS staff is consulting with Margaret McFaddin, HUD consultant, to assist our CoC with CES implementation during the week of June 12. DPSS will consult with Margaret and the CES Oversight Committee on performance metrics for CES. The review panel expressed interest in meeting with Margaret to provide feedback on her findings based on her interviews and analysis of the CES satisfaction survey.
4. **RFP Timeline:**
- Release RFP for new projects – June 8
  - Mandatory Bidders Conference – June 20
  - Deadline for new project application – July 6
  - Review Panel meeting – July 12
  - BOG meeting - July 13 or July 27

<b>Total recommended reallocated amount =</b>	<b>\$1,380,997</b>
<b>HMIS expansion</b>	<b>\$ 196,182</b>
	<b>\$1,184,815</b> available for new reallocated projects (if approved by the BoG on June 15)

The review panel meeting adjourned at 3:25 p.m.

2017 HUD-CoC Program Competition SCORECARD

Renewal Permanent Housing Projects (Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH))

				Performance Measures (15)			Access to Mainstream Benefits and Supportive Services for Participants (5)						HMIS (10)			Program Compliance (10)		1 - 11 Score (40)			
Project Name		Project Type	# of Units	# of Beds	1	2	3	4	5	6	7	8	9a	9b	9c	10	11				
					Housing Stability (80%) (5)	Employment and Income Growth (5)	Bed Utilization (5)	Transportation Assistance (1)	Referrals to Mainstream Programs (1)	Conducts Regular follow-up with participants (1)	SSI/SSDI Technical Assistance (1)	Staff SOAR Training (1)	Timeliness (4)	Accuracy (3)	Completeness (3)	APR received on time (5)	Monitoring Reports (Findings) (5)				
1	Behavioral Health Coachella Valley Permanent Housing		PSH	13	25	4	5	5	1	1	1	1	1	1	1	4	3	3	5	5	39
2	Behavioral Health HHOPE Consolidated Permanent Housing	HHOPE	PSH	42	95	5	5	5	1	1	1	1	1	1	1	4	3	3	5	0	35
3		Women's PH	PSH	12	17	5	5	5	1	1	1	1	1	1	1	4	3	3	5	0	35
4	Behavioral Health Men's Permanent Housing		PSH	18	23	5	5	5	1	1	1	1	1	1	1	4	3	3	5	5	40
5	Behavioral Health Rapid Rehousing		RRH	10	20	5	5	0	1	1	1	1	1	1	1	0	0	3	5	0	23
6	Behavioral Health Riverside Permanent Housing		PSH	13	25	4	5	5	1	1	1	1	1	1	1	4	3	3	5	0	34
7	City of Riverside PSH Chronically Homeless		PSH	8	8	5	5	5	1	1	1	1	1	1	1	0	0	0	5	0	25
8	City of Riverside PSH for Disabled		PSH	8	11	5	5	5	1	1	1	1	1	1	1	4	0	3	5	0	32
9	City of Riverside Rapid Re-Housing		RRH	8	22	3	5	4	1	0	0	0	1	1	1	0	0	0	5	0	19
10	County of Riverside CES Project		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11	Desert Horizon PSH		PSH	10	18	5	5	5	1	1	1	1	1	1	1	4	3	3	5	5	40
12	Housing Authority Consolidated (All County I and II)		PSH	51	51	5	5	5	0	0	0	0	1	1	1	0	0	0	0	0	16
13	Housing Authority Consolidated All County (ECON)		PSH	41	92	5	5	5	0	0	0	0	1	1	1	4	3	3	0	0	26
14	Housing Authority EHOP		PSH	4	5	5	5	5	0	0	0	1	1	1	1	4	3	3	0	0	27
15	Housing Street to Home Chronic Homeless Project		PSH	13	13	5	5	5	0	0	0	0	1	1	1	4	3	3	5	0	31
16	JFS Desert Vista Permanent Supportive Housing		PSH	34	40	5	5	5	1	1	1	1	1	1	1	4	3	3	5	5	40
17	Lighthouse Social Service Center Permanent Housing for Disabled Women with Children		PSH	12	36	5	5	4	1	1	1	1	1	1	1	4	3	3	5	5	39
18	Lighthouse SSC Rapid Rehousing		RRH	12	40	3	5	2	1	1	1	1	1	1	1	4	3	3	5	0	30
19	Path of Life PSH		PSH	80	92	5	5	4	1	1	1	1	1	1	1	4	3	3	5	5	39
20	Path of Life Rapid Rehousing		RRH	13	38	0	5	5	1	1	1	1	1	1	1	4	3	3	5	5	35
21	POLM RRH East County (first year 7/1/16 - 6/30/17)		RRH	15	27	new project	new project	new project	1	1	1	1	1	1	1	0	0	3	new project	5	n/a
22	Shelter Plus Care Project Based w/OSH		PSH	13	13	5	5	4	1	1	1	1	1	1	1	4	3	3	5	0	34
23	Stepping Up Riverside		PSH	51	59	new project	new project	new project	1	new project	new project	new project	1	new project	new project	new project	new project	new project	new project	new project	n/a
24	Stepping Up Riverside Bonus		PSH	30	38	new project	new project	new project	1	new project	new project	new project	1	new project	new project	new project	new project	new project	new project	new project	n/a
25	US Vets Riverside Permanent Housing		PSH	25	25	5	5	5	1	0	0	0	1	1	1	0	0	0	5	0	22

2017 HUD-CoC Program Competition SCORECARD

Renewal Permanent Housing Projects (Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH))

		Financial Management and Reporting (20)				HUD-CoC Priorities/Requirements (40)												12 - 27 Score (60)	Comments	Total Score (100)
		12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27			
Project Name		Monthly Submission of Claims (5)	Recaptured Funds (unspent funds) (5)	Cost-effective case management and other supportive services (5)	Match (5)	Quickly move parts into permanent housing (5)	Housing First (5)	CES (5)	Outreach from Eligible Locations (5)	Participation of homeless in decision-making (1)	Participation of homeless through employment or volunteerism (1)	Engagement in religious activities (1)	Involuntary family separation (1)	Discrimination Policy (1)	CoC Part. (5)	HQS Compliance (5)	HQS Corrective Action Plan (5)			
1	Behavioral Health Coachella Valley Permanent Housing	5	5	0	5	5	5	5	5	1	1	1	1	1	5	5	5	55	Cost per bed \$19,938.72.	94
2	Behavioral Health HHOPE Consolidated Permanent Housing	HHOPE	5	3	5	5	5	5	3	1	1	1	1	1	5	0	5	51	Recaptured funds 2014 & 2015.	86
3		Women's PH	4	4	5	N/A	5	5	5	4	1	1	1	1	1	5	0	5	47	4 Findings (program). This grant was consolidated with HHOPE. The fiscal information for both grants was used to populate HHOPE. This project has 82 of 95 possible points.
4	Behavioral Health Men's Permanent Housing	5	3	5	5	5	5	5	1	1	1	1	1	1	5	5	5	54	Returned funds 2012, 2013, 2014 & 2015.	94
5	Behavioral Health Rapid Rehousing	3	5	5	5	5	5	5	5	1	1	1	1	1	5	0	5	53	3 Findings (Program & HMIS). 2 late claims in last full grant period.	76
6	Behavioral Health Riverside Permanent Housing	3	5	3	5	5	5	5	5	1	1	1	1	1	5	0	5	51	1 Finding (Program). 2 late claims in last full grant period; Cost per bed \$14,389.72.	85
7	City of Riverside PSH Chronically Homeless	2	5	0	5	5	5	5	5	1	1	1	1	1	5	5	5	52	4 Findings (Fiscal, Program, HMIS). Cost per bed \$15,499.75.	77
8	City of Riverside PSH for Disabled	3	5	5	5	5	5	5	1	1	1	1	1	1	5	0	0	44	HMIS Finding, HQS & lease non-compliance.	76
9	City of Riverside Rapid Re-Housing	3	5	2	5	5	5	5	5	1	1	1	1	1	5	0	0	45	7 Findings (Fiscal, Program, HMIS). Cost per bed \$10,442.18.	64
10	County of Riverside CES Project	N/A	N/A	N/A	5	n/a	5	5	5	1	1	1	1	1	5	N/A	N/A	n/a	This project does not have one full grant period so there is no historical data.	n/a
11	Desert Horizon PSH	0	5	0	5	5	5	5	5	1	1	1	1	1	5	5	5	50	5 late claims in last full grant period; Cost per bed \$23,976.50.	90
12	Housing Authority Consolidated (All County I and II)	3	3	5	5	5	5	5	5	0	1	1	1	1	5	5	5	55	5 Findings (Program & HMIS), late APR submission; 2 late claims in last full grant period; Recaptured funds 2014 & 2015.	71
13	Housing Authority Consolidated All County (ECON)	5	2	5	5	5	5	5	0	0	1	1	1	1	5	5	5	51	1 Program Finding; Recaptured funds 2015.	77
14	Housing Authority EHOP	5	1	5	5	5	5	5	5	0	1	1	1	1	5	5	5	55	1 Program Finding, late APR submission; Returned funds 2014.	82
15	Housing Street to Home Chronic Homeless Project	5	3	5	5	5	5	5	4	0	1	1	1	1	5	5	5	56	1 Program Finding (not providing supportive services); Recaptured funds 2015.	87
16	JFS Desert Vista Permanent Supportive Housing	0	5	0	5	5	5	5	5	1	1	1	1	1	5	5	5	50	6 late claims in last full grant period; Cost per bed \$17,103.70.	90
17	Lighthouse Social Service Center Permanent Housing for Disabled Women with Children	5	3	5	5	5	5	5	5	1	1	1	1	1	5	5	5	58	Returned funds 2014.	97
18	Lighthouse SSC Rapid Rehousing	5	5	5	5	5	5	5	5	1	1	1	1	1	5	5	5	60	2 Findings (Program & Fiscal).	90
19	Path of Life PSH	0	3	3	5	5	5	5	5	1	1	1	1	1	5	5	5	51	8 late claims in last full grant period; Returned funds 2014; Cost per bed \$14,286.46.	90
20	Path of Life Rapid Rehousing	0	5	5	5	5	5	5	5	1	1	1	1	1	5	5	5	55	8 late claims in last full grant period.	90
21	POLM RRH East County	N/A	N/A	N/A	5	5	5	5	new project	1	1	1	1	1	5	5	5	n/a	This project does not have one full grant period so there is no historical data.	n/a
22	Shelter Plus Care Project Based w/OSH	1	N/A	5	5	5	5	5	3	0	1	1	1	1	5	5	5	48	There are only 95 possible points for this project; 4 late claims in last 12 month period.	82
23	Stepping Up Riverside	N/A	N/A	N/A	5	5	5	5	new project	1	1	1	1	1	5	new project	new project	n/a	This project has not started yet so there is no historical data.	n/a
24	Stepping Up Riverside Bonus	N/A	N/A	N/A	5	5	5	5	new project	1	1	1	1	1	5	new project	new project	n/a	This project has not started yet so there is no historical data.	n/a
25	US Vets Riverside Permanent Housing	5	3	2	5	5	5	3	1	1	1	1	1	1	5	0	0	39	7 Findings (Program, HMIS), ineligible clients, HQS non-compliance; Recaptured funds 2015; Cost per bed \$15,011.68.	61

NOTE: Did not count if claim less than 5 days late  
 Measures whether the project returned any funds in the last 3 years (completed).  
 Cost effectiveness based on avg cost per bed of \$11,044.57  
 Measures the percentage of match requirement (25%) as part of the overall project budget and documentation.

**2017 HUD-CoC Program Competition SCORECARD  
Projects by Score**

	<b>Project Name</b>	<b>Type</b>	<b>Project Amount</b>	<b>Total Score (100)</b>
<b>1</b>	Lighthouse Social Service Center Permanent Housing for Disabled Women with Children	PSH	\$ 232,149.00	<b>97</b>
<b>2</b>	Path of Life Rapid Rehousing	Rapid Rehousing	\$ 345,549.00	<b>95</b>
<b>3</b>	Behavioral Health Coachella Valley Permanent Housing	PSH	\$ 498,468.00	<b>94</b>
<b>4</b>	Behavioral Health Men's Permanent Housing	PSH	\$ 149,366.00	<b>94</b>
<b>5</b>	Lighthouse SSC Rapid Rehousing	Rapid Rehousing	\$ 263,274.00	<b>91</b>
<b>6</b>	Desert Horizon PSH	PSH	\$ 431,577.00	<b>90</b>
<b>7</b>	JFS Desert Vista Permanent Supportive Housing	PSH	\$ 684,148.00	<b>90</b>
<b>8</b>	Path of Life PSH	PSH	\$ 1,314,354.00	<b>90</b>
<b>9</b>	Housing Street to Home Chronic Homeless Project	PSH	\$ 114,993.00	<b>87</b>
<b>10</b>	Behavioral Health Riverside Permanent Housing	PSH	\$ 359,743.00	<b>85</b>
<b>11</b>	Behavioral Health HHOPE Consolidated Permanent Housing (average score between HHOPE (86) & Women's (82))	PSH	\$ 495,415.00	<b>84</b>
<b>12</b>	Housing Authority EHOP	PSH	\$ 42,739.00	<b>82</b>
<b>13</b>	Shelter Plus Care Project Based w/OSH	PSH	\$ 72,803.00	<b>82</b>
<b>14</b>	City of Riverside PSH Chronically Homeless	PSH	\$ 125,598.00	<b>77</b>
<b>15</b>	Housing Authority Consolidated All County (ECON)	PSH	\$ 448,217.00	<b>77</b>
<b>16</b>	Behavioral Health Rapid Rehousing	Rapid Rehousing	\$ 142,117.00	<b>76</b>
<b>17</b>	City of Riverside PSH for Disabled	PSH	\$ 123,556.00	<b>76</b>
<b>18</b>	Housing Authority Consolidated (All County I and II)	PSH	\$ 510,304.00	<b>71</b>
<b>19</b>	City of Riverside Rapid Re-Housing	Rapid Rehousing	\$ 229,728.00	<b>65</b>
<b>20</b>	US Vets Riverside Permanent Housing	PSH	\$ 375,292.00	<b>61</b>

*	County of Riverside CES Project		\$ 500,000.00	<b>n/a</b>
*	HMIS Consolidated		\$ 344,072.00	<b>n/a</b>
*	POLM RRH East County	Rapid Rehousing	\$ 377,260.00	<b>n/a</b>
*	Stepping Up Riverside	PSH	\$ 888,903.00	<b>n/a</b>
*	Stepping Up Riverside Bonus	PSH	\$ 526,501.00	<b>n/a</b>





**DBH - RRH GRANT****11/2016-3/2017**

RA	\$3,547.48	1 client; sec dep and rent for 3 months
CASE MGMT	\$1,876.20	\$238.46-Staff; \$1,637.74-Cell phones
FOOD	\$1,208.57	Client food from Stater Bros & Costco
HOUSING/COUNSELING	\$238.53	All for staff
OUTREACH	\$86,060.70	\$83,110.94-Staff; \$1,099.62 computer equip; assorted Outreach supplies \$1,850.14
HMIS/EQUIPMENT	\$50.83	Tablet cases
<b>TOTAL</b>	<b>\$92,982.31</b>	

**DBH - RRH GRANT  
11/2016-3/2017**

	2015 Project Renewal Proposed	2015 Proposed Grant Percentage	2015 Project Renewal Awarded	2015 Awarded Grant Percentage	Proposed HH Units	Grant Cost per Bed	Actual HH Units Served	Actual Project Cost per bed	Actual Grant Percentage	2015 Actual Costs 11/2016-3/2017	Actual	
Rental Assistance	\$46,524	33%	\$48,264	34%	10	\$14,037.70	1	\$92,982.31	4%	Rental Assistance	\$3,547.48	1 client; sec dep and rent for 3 months
Supportive Services	\$89,384	64%	\$89,384	63%						Supportive Services	\$89,384.00	
Case Management	\$23,839									CASE MGMT	\$1,876.20	\$238.46-Staff; \$1,637.74-Cell phones
Outreach Services	\$65,545									FOOD	\$1,208.57	Client food from Stater Bros & Costco
HMIS	\$1,746	1%	\$1,746	1%						HOUSING/COUNSELING	\$238.53	All for staff
Services	\$732									OUTREACH	\$86,060.70	\$83,110.94-Staff; \$1,099.62 computer equip; assorted Outreach supplies \$1,850.14
Personnel	\$1,014											
Administration	\$2,723	2%	\$2,723	2%				0%	HMIS	\$50.83	Tablet cases	
									0%	Administration	\$0.00	
<b>Total</b>	<b>\$140,377</b>		<b>\$142,117</b>							<b>TOTAL</b>	<b>\$92,982.31</b>	after 5 claims.

Housing Authority All County II			
NOFA 2013 - 07/07/2014 to 07/06/2015		NOFA 2014 - 07/07/2015 to 07/06/2016	
<b>Bed Utilization Rate:</b>		<b>Bed Utilization Rate:</b>	
Average Daily Utilization Rate	100%	Average Daily Utilization Rate during	104%
Point-in-Time bed utilization rate on the last Wednesday in:		Point-in-Time bed utilization rate on the last Wednesday in:	
January	108%	January	104%
April	108%	April	100%
July	84%	July	100%
October	104%	October	108%

Housing Authority All County II			
NOFA 2013 - 07/07/2014 to 07/06/2015		NOFA 2014 - 07/07/2015 to 07/06/2016	
<b>Unit Utilization Rate:</b>		<b>Unit Utilization Rate:</b>	
Point-in-Time unit utilization rate on the last Wednesday in:		Point-in-Time unit utilization rate on the last Wednesday in:	
January	104%	January	104%
April	108%	April	100%
July	80%	July	100%
October	100%	October	108%

Total Beds Proposed 23  
 Total Units Proposed 23

Total Beds Proposed 23  
 Total Units Proposed 23

*Housing Authority All County I & All county II  
were consolidated to  
Housing Authority Consolidated*

Housing Authority All County I		Housing Authority Consolidated - Grant Period: 8/01/2016 - 7/31/2017	
<b>NOFA 2013 -09/01/2014 to 8/31/2015</b>	<b>NOFA 2014 - 09/01/2015 to 08/31/2016</b>	<b>NOFA 2015 - 8/01/2016 to Current</b>	
<b>Bed Utilization Rate:</b>		<b>Bed Utilization Rate:</b>	
Average Daily Utilization Rate	Average Daily Utilization Rate during	Average Daily Utilization Rate during	Average Daily Utilization Rate during
73%	89%	99%	99%
Point-in-Time bed utilization rate on the last Wednesday in:		Point-in-Time bed utilization rate on the last Wednesday in:	
January	January	January	January
68%	89%	96%	96%
April	April	April	April
81%	89%	98%	98%
July	July	July	July
89%	86%	102%	102%
October	October	October	October
62%	92%	100%	100%

		Housing Authority Consolidated - Grant Period: 8/01/2016 - 7/31/2017	
<b>NOFA 2013 -09/01/2014 to 8/31/2015</b>	<b>NOFA 2014 - 09/01/2015 to 08/31/2016</b>	<b>NOFA 2015 - 08/01/2016 to Current</b>	
<b>Unit Utilization Rate:</b>		<b>Unit Utilization Rate:</b>	
Point-in-Time unit utilization rate on the last Wednesday in:		Point-in-Time unit utilization rate on the last Wednesday in:	
January	January	January	January
68%	89%	96%	96%
April	April	April	April
81%	89%	98%	98%
July	July	July	July
89%	86%	102%	102%
October	October	October	October
62%	92%	100%	100%

Total Beds Proposed      28  
Total Units Proposed        28

Total Beds Proposed      28  
Total Units Proposed        28

Total Beds Proposed      51  
Total Units Proposed        51

**RCDMH Rapid Rehousing - Grant Period: 11/01 - 10/31**

NOFA 2013 - 11/01/2014 to 10/31/2015	NOFA 2014 - 11/01/2015 to 10/31/2016	NOFA 2015 - 11/01/2016 to Current
<b>Bed Utilization Rate:</b>	<b>Bed Utilization Rate:</b>	<b>Bed Utilization Rate:</b>
Average Daily Utilization Rate	Average Daily Utilization Rate during	Average Daily Utilization Rate during
111%	31%	40%
Point-in-Time bed utilization rate on the last Wednesday in:	Point-in-Time bed utilization rate on the last Wednesday in:	Point-in-Time bed utilization rate on the last Wednesday in:
January	January	January
183%	54%	40%
April	April	April
183%	60%	40%
July	July	July
83%	19%	
October	October	October
72%	0%	

**RCDMH Rapid Rehousing - Grant Period: 11/01 - 10/31**

NOFA 2013 - 11/01/2014 to 10/31/2015	NOFA 2014 - 11/01/2015 to 10/31/2016	NOFA 2015 - 11/01/2016 to Current
<b>Unit Utilization Rate:</b>	<b>Unit Utilization Rate:</b>	<b>Unit Utilization Rate:</b>
Point-in-Time unit utilization rate on the last Wednesday in:	Point-in-Time unit utilization rate on the last Wednesday in:	Point-in-Time unit utilization rate on the last Wednesday in:
January	January	January
90%	50%	10%
April	April	April
90%	57%	10%
July	July	July
40%	14%	
October	October	October
40%	0%	

Total Beds Proposed      20  
 Total Units Proposed      10

Total Beds Proposed      20  
 Total Units Proposed      10

Total Beds Proposed      20  
 Total Units Proposed      10

RCDMH Men's - Grant Period: 2/01 - 1/31					
<b>NOFA 2013 - 2/01/2014 to 1/31/2015</b>		<b>NOFA 2014 - 2/01/2015 to 1/31/2016</b>		<b>NOFA 2015 - 2/01/2016 to 1/31/2017</b>	
<b>Bed Utilization Rate:</b>		<b>Bed Utilization Rate:</b>		<b>Bed Utilization Rate:</b>	
Average Daily	74%	Average Daily	88%	Average Daily	66%
Utilization Rate during		Utilization Rate during		Utilization Rate during	
Point-in-Time bed utilization rate on the last		Point-in-Time bed utilization rate on the last		Point-in-Time bed utilization rate on the last	
Wednesday in:		Wednesday in:		Wednesday in:	
January	57%	January	88%	January	69.57%
April	78%	April	76%	April	65.22%
July	78%	July	94%	July	65.22%
October	70%	October	88%	October	65.22%

RCDMH Men's - Grant Period: 2/01 - 1/31					
<b>NOFA 2013 - 2/01/2014 to 1/31/2015</b>		<b>NOFA 2014 - 2/01/2015 to 1/31/2016</b>		<b>NOFA 2015 - 2/01/2016 to 1/31/2017</b>	
<b>Unit Utilization Rate:</b>		<b>Unit Utilization Rate:</b>		<b>Unit Utilization Rate:</b>	
Point-in-Time unit utilization rate on the last		Point-in-Time unit utilization rate on the last		Point-in-Time unit utilization rate on the last	
Wednesday in:		Wednesday in:		Wednesday in:	
January	56%	January	86%	January	72.22%
April	83%	April	71%	April	66.67%
July	78%	July	93%	July	66.67%
October	67%	October	86%	October	66.67%

Total Beds Proposed 11  
Total Units Proposed 11

Total Beds Proposed 20  
Total Units Proposed 15

Total Beds Proposed 23  
Total Units Proposed 18

## Homeless Management Information System (HMIS) Expansion Request

**Rationale:** In 2001, Congress directed the U.S. Housing and Urban Development (HUD) to provide data and analysis on the extent and nature of homelessness and the effectiveness of the McKinney Act Programs. HUD began requiring communities to implement Homeless Management Information Systems (HMIS) 15 years ago.

Per HUD, to end homelessness, communities must be able to analyze data at both the system and project levels and to evaluate their efforts by subpopulation, across project types, and in other ways. Not only must communities continue increasing HMIS bed coverage and improving data quality, they also should be using data to gain a more holistic picture of the communities' progress toward ending homelessness.

**HMIS Lead Agency:** The County of Riverside Department of Public Social Services (DPSS) is the designated HMIS Lead agency and has the "responsibility to establish, support and manage HMIS in a manner that will meet HUD's standards for data quality, privacy, security, and other requirements for organizations participating in HMIS." DPSS responsibilities include:

- Grant Administration requirements
- Reporting requirements for HUD CoC and ESG programs as well as other federal partners like Health and Human Services (HHS) and the U.S. Department of Veterans Affairs (VA)
- Training and technical support
- Monitoring and ensuring good data quality
- Generating data necessary for CoC application
- Customized reports as required by the BoG, CoC and HMIS Council

The County of Riverside CoC HMIS has received funding in the amount of \$344,072 to support three full time staff:

- 2 - Administrative Services Analyst II
- 1 - Administrative Assistant I

In addition to supporting these staff positions, the HMIS grant also supports administrative costs for DPSS fiscal staff to processes claims and costs to contract with our HMIS vendor, Eccovia (formerly Client Track) to provide user licenses, software, upgrades, set up, etc.

Attached is a comparison of HMIS staffing in other CoC's in Southern California.

**Since 2012, there has not been an increase in funding to HMIS.** Based on the 2017 HUD CoC Program Registration, HUD will allow reallocated funding to be used for HMIS expansion. This is a "window" that is not always available from year-to-year.



**HMIS Data:** The use of HMIS has expanded to include not just HUD CoC and ESG programs but other federal programs for the following agencies: Dept. of Veterans' Affairs (like VASH, GPD and SSVF), Dept. of Health and Human Services (RHY) and Substance Abuse and Mental Health Services Agency (SAMSHA). To date, the CoC HMIS has:

- 75 projects
- 147 users
- 6,555 unduplicated clients
- 10 reporting requirements
  - ✓ Annual Homeless Assessment Report (AHAR)
  - ✓ Annual Performance Report (APR)
  - ✓ Emergency Solutions Grant (ESG) Consolidated Annual Performance and Evaluation Report (CAPER)
  - ✓ Housing Inventory Count (HIC)
  - ✓ Substance Abuse and Mental Health Services (SAMHSA) Projects for Assistance in Transition from Homelessness (PATH) Annual Report
  - ✓ Point in Time Count (PIT)
  - ✓ Runaway Homeless Youth (RHY)
  - ✓ Supportive Services for Veteran and Families (SSVF)
  - ✓ System Performance Measures (SPM)

**Budget Request:** Through the years, there has been increasing demands to use data and ensure data quality. Every year, the CoC Program Competition continues to increase the role of system-level performance, and encourage communities to use their data for local decision making. DPSS is requesting funding for an HMIS System Administrator that is highly skilled/technical to function as the HMIS Administrator responsible for software maintenance, system upgrade/changes and the overall security and privacy of the system. This position will also assist in the implementation of the Coordinated Entry System in HMIS.

It is important to note that this position – because of the high level of technical skills needed – must be contracted by the Riverside County Information Technology (RCIT) department. DPSS will contract with RCIT for this position to be 100% dedicated to HMIS.

Below is a break-out of the budget request for the HMIS Expansion.

- Business Systems Analyst III - \$153,348
  - Additional cost for Eccovia - \$ 25,000\*
- Total = \$178,348**

\*The additional cost for Eccovia is requested to cover an increase in the service contract that includes user license fees, database maintenance, etc.

## HMIS Staffing

HMIS Lead Agency	HUD Grant Amount – 2016	Number of CoC Projects	Number of Staff	Position Titles
Glendale	\$2,371,801	13	2	HMIS System Administrator HMIS Program Assistant
LAHSA, Los Angeles	\$104,971,653	800	18	1 HMIS Director 5 Data Analysts 3 Program Reports 2 Training Staff 2 Programmatic Specialist 2 IT Hardware Support 3 Data Specialists
Long Beach	\$7,641,265	23	3	Program Coordinator Data Analyst Program Assistant
OC Partnership	\$22,354,847	150	6	1 - SR Program Manager 3 – Data Analysts 1 – Jr Analyst 1 – Program Assistant
Pasadena	\$3,176,554	15	2	HMIS System Administrator HMIS Program Assistant
Riverside	\$9,912,027	75	3	2 - Administrative Services Analyst II 1 - Administrative Assistant I
San Bernardino	\$10,339,584	111	5	Business Systems Analyst III Automated Systems Analyst Automated Systems Technician Program Specialist I OA II
San Diego	\$18,229,194	220	6	3 - Data Analysts 3 - Project Analysts
Ventura	\$2,174,740	21	2.5	1 – HMIS Program Manager 1 – CES Program Specialist 1 - HMIS Technical Support (pt)

**DBH - CES GRANT**

**12/2016-3/2017**

HOUSING/COUNSELING	\$66,895.95	\$66,895.95-Staff \$1,979.84-Cell phones; \$140.11-Costco (folding chairs & tables); \$1,257.01-County Purchasing (more folding chairs, various office supply items); \$3,224.26-Event tents, table
OUTREACH	\$6,948.60	covers, wristbands; \$347.38 Star lapel pins
TRANSPORTATION	\$246.05	Fleet costs
<b>TOTAL</b>	<b>\$74,090.60</b>	

**DBH - RRH GRANT  
11/2016-3/2017**

	2015 Project Renewal Proposed	2015 Proposed Grant Percentage	2015 Project Renewal Awarded	2015 Awarded Grant Percentage	Proposed HH Units	Grant Cost per Bed	Actual HH Units Served	Actual Project Cost per bed	Actual Grant Percentage	2015 Actual Costs 11/2016-3/2017	Actual	
Rental Assistance	\$46,524	33%	\$48,264	34%	10	\$14,037.70	1	\$92,982.31	4%	Rental Assistance	\$3,547.48	1 client; sec dep and rent for 3 months
Supportive Services	\$89,384	64%	\$89,384	63%						Supportive Services	\$89,384.00	
Case Management	\$23,839									CASE MGMT	\$1,876.20	\$238.46-Staff; \$1,637.74-Cell phones
Outreach Services	\$65,545									FOOD	\$1,208.57	Client food from Stater Bros & Costco
HMIS	\$1,746	1%	\$1,746	1%						HOUSING/COUNSELING	\$238.53	All for staff
Services	\$732									OUTREACH	\$86,060.70	\$83,110.94-Staff; \$1,099.62 computer equip; assorted Outreach supplies \$1,850.14
Personnel	\$1,014											
Administration	\$2,723	2%	\$2,723	2%				0%	HMIS	\$50.83	Tablet cases	
									0%	Administration	\$0.00	
<b>Total</b>	<b>\$140,377</b>		<b>\$142,117</b>							<b>TOTAL</b>	<b>\$92,982.31</b>	after 5 claims.