Meeting Agenda
Continuum of Care (CoC) Board
Wednesday, October 11, 2017
1:00pm-2:30pm

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Community Room
Camarillo, CA 93012

1. Call to Order.

2. Approval of, Minutes of the meeting of Governance Board held September 13, 2017.

3. Public Comment/Board Comments

Continuum of Care Governance Board Business

4. Review and file an update on FY17 CoC NOFA submitted on Tuesday September 26, 2017 to the United States Department of Housing and Urban Development.

5. Adopt funding priorities to address highest unmet needs in Ventura County homeless services system to disseminate to all HUD entitlement jurisdictions.

6. Receive a report on the 2018 Homeless Count utilizing the "Counting Us" Simtech Solutions mobile app and plans for improving the 2018 Homeless Count.

7. Board review of CoC Collaborative Applicant and HMIS Lead agency per section 10.07 of the CoC Alliance Governance Charter.

8. Receive and file CoC Committee and Staff updates.

Meeting Minutes
Continuum of Care (CoC) Board
Wednesday, September 13, 2017
1:00pm-2:30pm

Ventura County Community Foundation
4001 Mission Oaks Blvd.
Community Room
Camarillo, CA 93012

1. Call to Order.

   Chair Mike Taigman called the meeting to order at 1:05pm

   Attendees: <u>Staff:</u> Tara Carruth, Jennifer Harkey, Christy Madden

   <u>Board members:</u> Sommer Barwick, Carolyn Briggs, Dawn Dyer, Susan Englund, Martin Hernandez, Pam Marshall, Michael Nigh, Mike Powers, Mike Taigman

   <u>Absent:</u> Kevin Clerici (excused), Drew Powers (excused), Carmen Ramirez (excused), Nancy Wharfield

   <u>Public Attendees:</u> Judy Alexandre, Beryl Alfino, Linda Ayerza, Nick Birck, Linda Braunschweiger, Gane Brooking, Juan Cordova, Judy Crenshaw, Emily Farag, Martin Hernandez, Diane Lopez, Kate Mills, Ron Mulvihill, JC Oberst, Clyde Reynolds, Jennifer Santos, Maryza Seal, Erik Sternad, Tish Taylor, Sandra Troxell

2. Approval of, Minutes of the meeting of Governance Board held Friday, July 21, 2017. Minutes approved with motion by Carolyn Briggs, seconded by Susan Englund to approve minutes of July 21, 2017. Unanimous approval with Dawn Dyer and Sommer Barwick abstaining.

3. Public Comment/Board Comments
   Public attendees commented on their support of the crisis resolution being presented by the CoC Housing and Services Committee. Linda Braunschweiger, CEO of the Ventura County Housing Trust Fund, expressed the desperate need for affordable housing in our community, highlighted the proposed State legislation to dedicate funding for development and encouraged local businesses to invest in this issue. Erik Sternad, Executive Director of Interface, explained that housing issues are the greatest unmet need among those who contact 2-1-1 for assistance.

   Board members commented on the Orange County model that incorporates collaboration between the County and several Cities to fund homeless shelter and services. Several County staff and Supervisor Kelly Long visited the Orange County shelter recently and agree that it's a good model for our community, with leveraged resources.

4. Approval of the 2017 CoC Written Standards for CoC and ESG funded programs, as recommended by the CoC Data Performance & Evaluation Committee.

   Staff presented the revised CoC Written Standards. Board members commented on the importance of the modifications prior to the CoC NOFA submission. Sommer Barwick moved to approve with Pam Marshall seconding the motion. Unanimous board approval.

5. Approval of the Data Committee's recommendation for FY17 NOFA question "Does our community have adequate resources to end veteran homelessness?"
   Staff reviewed the report highlighting local resources to address veteran homelessness and explained the response from the Data Committee, in which committee members were in favor of answering "no" due to the limited shelter beds and shortage of rental units available. Mike Powers moved to approve with Sommer Barwick seconding motion. Unanimous board approval.

6. Approval of the final recommendations from CoC Data Performance & Evaluation Committee on new and renewal projects for FY17 CoC NOFA, project re-allocation and selection of projects for permanent supportive housing bonus funding. Direct staff to submit the FY17 CoC final program competition application to HUD by the application due date of September 28, 2017.
   Staff presented the CoC funding recommendations developed by the CoC Data committee. Recommendations include reallocating unspent grant funds from the Housing Authority of the City of San Buenaventura (HACSB). Board members discussed the challenges with the HACSB grant in finding available units for rent. Staff explained that the reallocated funds are being recommended for an expansion of Many Mansions Esseff Village, to add five additional units. Also, the Health Care Agency Whole Person Care proposal has been recommended for the Permanent Supportive Housing bonus funding, which would be utilized for housing only by leveraging resources for supportive services. Recommendations were developed following the FY17 Review and Rank process adopted by the Board and considered specific needs and vulnerabilities of homeless populations served by each project in the rank and review process. Projects all propose projects following low barrier/Housing First model.
   Sommer Barwick moved to approve with Martin Hernandez seconding motion. Unanimous Board approval with Mike Powers and Dawn Dyer abstaining from the vote.

7. Approval of the Social Media proposal from CoC Public Information & Outreach Committee. Directing staff to develop a Facebook page, dedicated to the Ventura County CoC, for the purpose of education on homelessness issues, establishing a landlord engagement campaign, highlighting housing initiatives and marketing the coordinated entry system.
   Staff reviewed the proposal from the CoC Public Information & Outreach Committee to develop a CoC dedicated Facebook page. Board members inquired about the messaging and potential expansion to other social media platforms. Carolyn Briggs moved to approve with Pam Marshall seconding motion. Unanimous board approval.

8. Study Session with CoC Housing and Services Committee on crisis resolution for addressing critical needs in countywide homeless services system.

CoC Housing and Services Committee Co-Chairs Clyde Reynolds and Ron Mulvihill presented information to the Board and recommended support of a crisis resolution to address the need for extremely affordable housing, shelter development, identifying dedicated funding sources and develop a public outreach campaign.

Board members agreed with the overall concept of the resolution; however, recommend reducing to one page with supplemental attachments as guidance. The Board directed CoC staff to condense the resolution and create an Action Plan. The information will be used to address the City Managers and City Councils, as the CoC Board continues to advocate for leaders to take action on this vital issue. CoC Board Chair, Mike Taigman, recommended a strategy with choices around it for each City and include a map of actions that involve other CoC committees. Board members also recommend incorporating youth in the call to action, be as specific as possible to direct action and include State representatives. CoC staff will bring back an Action Plan and revised Resolution for the Board to review.

Meeting adjourned. Next meeting on October 11th at 1:00pm at Ventura County Community Foundation.

October 11, 2017

CoC Governance Board

SUBJECT: Receive and file an update on the FY17 CoC NOFA submitted on Tuesday September 26, 2017.

BACKGROUND: The FY17 CoC NOFA was submitted on September 26, 2017. Staff recommends the Board review the application and key issues to make Ventura County Continuum of Care more competitive in FY18.

DISCUSSION: HUD continues to focus on low barrier/housing first programs and prioritizing HUD funds for permanent housing options. The following are priority areas to be considered for improving the VC CoC application in FY18. Staff will continue to work with community partners and homeless service providers to achieve the following objectives.

- Ensure the CoC actively recruits new members from various sectors.
- Engage family and childcare providers including early education providers.
- Ensure persons fleeing domestic violence are served through seamless partnerships with victim service providers.
- Work with Public Housing Authorities to implement a homeless preference for housing vouchers and public housing. (*Santa Paula and Port Hueneme do not currently have a preference in place but Santa Paula is filling some new dedicated units through Pathways to Home*).
- 85% or greater HMIS coverage for all program types. (*Emergency Shelter (77.5%), Transitional Housing (77%) and Permanent Supportive Housing (70.5%) fall below the threshold.*)
- Focus on System Performance. Make data-driven funding decisions for HUD and other funding for homeless services programs.
- Focus on all serving all subpopulations. Ventura County should have a plan to address homelessness of families with children, veterans, youth and the chronically homeless population.
- System should link homeless persons to mainstream benefit programs focused on health, basic needs and employment/education/training.

October 11, 2017

CoC Governance Board

SUBJECT: Receive a report on the 2018 Homeless Count planning process including use of Simtech Solutions "Counting Us" mobile application. Provide feedback and direction on the 2018 Ventura County Homeless Count Implementation Plan.

BACKGROUND: The Point in Time (PIT) Count is a regulatory requirement of communities that receive HUD Continuum of Care (CoC) funding. HUD regulations require the count be conducted on one night in the last 10 calendar days of January. The count includes a survey of persons who are considered sleeping in places not meant for human habitation (unsheltered) as well as those who are temporarily living in emergency shelters or transitional housing programs (sheltered). In 2018, the PIT Count is scheduled to take place on the night of January 22rd (sheltered count) and the morning of January 23th (unsheltered/street count).

The VC CoC's adopted PIT methodology and de-duplication method was developed in partnership with Joe Colletti, PhD with Urban Initiatives. Dr. Colletti has been contracted to provide technical assistance with the PIT Count since the VC CoC began conducting annual PIT counts in 2007.

The attached Point-In-Time Homeless Count Implementation Plan covers the following activities including planning and preparation, conducting the count and activities following the count. These activities include but are not limited to:

1. Defining geographic areas to include and exclude from the count (cities, unincorporated areas, national forest, etc)
2. Identifying Count Leaders and Regional groups for planning including homeless and formerly homeless persons in all count areas.
3. Identifying locations where homeless persons receive services, park, camp, etc.
4. Raising public awareness and community involvement
5. Recruit volunteers
6. Establish a methodology that covers unsheltered and sheltered count with de-duplication
7. Prepare a Youth Count
8. Plan for reporting out to the community

DISCUSSION:

The 2017 VC CoC Homeless Count Implementation Plan was approved by the CoC Board in November of 2016 (Exhibit 1). The survey has been historically conducted with paper surveys which require passing on to a consultant for data entry, de-duplicating and reporting. Utilizing the Counting Us app, a mobile based platform funded with Continuum of Care Planning Grant funds, will allow for instant data upload and ease of report writing. Historically, the report is released in April or May, a full 4 months or more after the survey is completed in the community. It is anticipated that the 2018 report will be available by the end of March if not sooner.

Presentation: Staff demo of the tool for the full Board.
Exhibit 1: 2017 VC CoC Homeless Count Implementation Plan

October 11, 2017

CoC Governance Board

SUBJECT: Identifying Highest Unmet Needs for HUD Entitlement Funding Consideration

BACKGROUND: Every jurisdiction in the County, directly or through participation in the County's HUD Cooperating Agreement, receives CDBG Entitlement funding. As indicated elsewhere in this agenda, CDBG remains one of only two sources of HUD funding available for the development of emergency shelters and the only HUD source for creation of certain public facilities (i.e. treatment centers, respite care beds, etc.) to meet the needs of our homeless population.

DISCUSSION: As communities throughout the County solicit projects for FY 2018-19 HUD Entitlement funding, it is recommended that the CoC disseminate information about the highest unmet needs for our homeless around the County. It is hoped that jurisdictions will take these priorities into consideration, convey unmet needs to prospective applicants, and dedicate some if not all of this funding to help close service and housing gaps.

Key priorities are as follows:

- New dedicated housing units for homeless, particularly single adults
- Permanent emergency shelters/options with supportive services
- New and dedicated drug and alcohol treatment beds
- Street outreach with direct links to Pathways to Home (coordinated entry system)

The Point-in-Time Homeless Count and Survey Implementation Plan

The Ventura County Homeless Count and Survey will take place on January 23.

The Point-in-Time (PIT) Homeless Count and Survey Implementation Plan (Plan) consists of three parts: I) activities prior to the night of the count; II) activities during the night of the count; and III) activities after the night of the count.[1]

I.   Activities Prior to the Point-in-Time Count:

a. Point-in-time count must be carried out on one night during the last 10 days of January

The U.S. Department of Housing and Urban Development (HUD) requires that a count of sheltered and unsheltered persons who are homeless (as defined in Appendix A) must be carried out on one night in the last 10 calendar days of January unless a request to count outside of this period of time is granted by HUD.[2]

b. Ensure that the sheltered and unsheltered count occur during the same time period

HUD states that

> "A critical step to ensuring that the same number of persons is reported on the HIC and the PIT is to conduct both counts during the same time period. HUD requires that CoCs identify the date on which the count was conducted; however, the term 'night' signifies a single period of time from sunset to sunrise, which spans two actual dates. The 'night of the count' begins at sunset on the date of the count and ends at sunrise on the following day, as shown in the illustration below."[3]

It is important to note that "HUD strongly recommends that CoCs conduct the sheltered and unsheltered count, and the HIC, at the same time."[4]

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[1] "CoCs must designate a single night for their count so that the sheltered and unsheltered counts, as well as the Housing Inventory Count (HIC), are all based on the same night (2014 Point-in-Time Methodology Guide, p. 23)."

[2] "Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program," August 4, 2016, p. 18.

[3] Ibid., p. 20

[4] Point-in-Time Count Methodology Guide: 2014, p. 23.

c. Guarantee that the point-in-time count accurately reflects the entire geographic area

HUD states that

"In some CoCs, there might be geographic areas that CoCs are not required to incorporate into the count. These might include deserts, dense forests, and other remote locations that are uninhabitable by people. Additionally, there are some areas where the CoC may have counted for several years and found no persons experiencing homelessness. In making the decision to exclude some geography, it is important that CoCs discuss these regions with people knowledgeable about the areas, and then document the decision-making process that is used to decide if a specific area will not be included in the PIT count. Areas that are excluded from a CoCs unsheltered count should be identified in the CoC's PIT count plan that is approved by the CoC governing board. CoCs should be prepared to provide this information to HUD through HUD's CoC Program Competition."[5]

d. Organize the point-in-time count by geography

Organizing the point-in-time count by geography will consist of the following four actions:

a. the county will be divided into organizational regions;
b. the organizational regions will be divided into planning communities;
c. the planning communities will be divided into implementation areas; and
d. the implementation areas will be divided into count zones.

e. County will be Divided into Organizational Regions

The County will be divided into the following organizational regions:

- East County
- West County

f. Organizational Regions will be Divided into Planning Communities

Planning communities will consist of incorporated cities and unincorporated areas.

East County will include:

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[5] Ibid., p. 18.

Cities

- Fillmore
- Simi Valley
- Thousand Oaks
- Moorpark

Unincorporated areas:

- Piru
- Casa Conejo

West County will include:

Cities

- Camarillo
- Ojai
- Oxnard
- Port Hueneme
- Santa Paula
- Ventura

Unincorporated areas include:

- Casitas Springs
- El Rio
- Meiners Oaks
- Mira Monte

g. **Planning Communities will be Divided into Implementation Areas**

Each of the Planning Communities will be divided into Implementation Areas which will be designated as Red, Yellow, or Green Areas according to the definitions below.

- **Red Areas** will be defined as implementation areas where there are no homeless persons as determined by local community representatives and stakeholders;

- **Yellow Areas** will be defined as implementation areas where only professional outreach workers might go. These areas may prove too difficult to cover and/or unsafe for volunteer counters, such as community representatives or stakeholders, in their effort to count and survey homeless persons. Immediately prior to, or immediately after the count, local professional representatives involved in the homeless count such as law enforcement or street outreach workers will verify if homeless persons lived in these areas and determined the number of homeless persons who will be included in the count;

- **Green Areas** will be defined as implementation areas where homeless persons can be found as determined by local community representatives.

All of the incorporated cities in the county, along with significant areas within their surrounding unincorporated territory, will likely be identified by local key person teams as Green Areas.

h. Implementation Areas will be Divided into Count Zones

Implementation Areas that were designated as Green Areas will be divided into Count Zones. Teams of Counters will be deployed to designated count zones within each of the Green Areas. Teams of Counters will not be deployed to Yellow or Red Areas.

i. Coordinate the Count and Subpopulation Survey

Coordinating the count and subpopulation survey will include implementing the following activities in each local Planning Community: 1) establishing a key person team; 2) distinguishing areas within the planning community where homeless people live; 3) identifying places where homeless people live within the identified areas; 4) identifying places where homeless people receive social services; 5) raising public awareness and community involvement; and Implementing the Count and Subpopulation Survey.

1. Establishing a Community Key Person Team

A Community Key Person Team will be established for each planning community and consist of representatives from public and private organizations who are knowledgeable about homelessness and where homeless persons live. Such key persons will include representation from business, civic, educational, faith-based, law enforcement, local government, neighborhood, and nonprofit organizations. Homeless and formerly homeless persons will also be encouraged to join.

2. Distinguishing Implementation Areas within the Planning Community

Each Community Key Person Team will distinguish implementation areas within their planning community where homeless people can be found. Such areas will include a quadrant or section of a city or unincorporated area or an entire neighborhood. Those sections of the planning

community where homeless persons could be found will be designated as Green Areas. Conversely, those sections where homeless persons are known not to live or spend time will be designated Red Areas.

3. Identifying Verifiable Places where Homeless People Live/Congregate

Each Community Key Person Team will also identify specific locations where homeless people live and/or congregate within their designated Green Areas. Such places will include abandoned buildings, commercial areas, parks, sidewalks, vacant lots and vehicles. Known encampments will also be specifically identified within Green Areas. Other places may include a whole neighborhood or a specific length of a street. Such information will be kept confidential.

4. Identifying Places where Homeless People Receive Social Services

Each Community Key Person Team will also identify non-residential locations and/or programs where homeless people go to receive social services and other forms of assistance. Programs will include locations that distributed packaged food and/or clothing, serve meals, and provide shower or laundry services, including those operated by faith-based organizations. Other program sites will include those that were known to provide domestic violence, health care, mental health care, substance abuse, transportation, and veteran services for homeless persons.

5. Raising Public Awareness and Community Involvement

The primary purpose of raising public awareness and community involvement will be to recruit volunteers to help implement the count in each planning community. Volunteers will be recruited both locally and countywide from a wide-range of sources including city and county employees, homeless service providers, other social service agencies, non-profit organizations, faith-based institutions, local businesses, civic organizations, educational institutions, currently and formerly homeless individuals and other interested community stakeholders.

Flyers and other materials will be developed for distribution at community meetings and forums, media outlets and various public facilities, service locations, churches, college campuses and other public locations. A project website will be established with general project information and volunteer outreach materials. Volunteer registration will also be promoted through the web site during the months leading up to the day of the count.

Community involvement will include creating teams of volunteers to count homeless persons in designated Green zones. Teams will include persons who are involved in community service or interested in community service. Teams will also include persons who have considerable exposure as well as little exposure to homelessness.

j. Establish a methodology consistent with HUD requirements

HUD requires that point-in-time counts "be conducted in compliance with HUD counting standards and related methodology guidance, as described in HUD's *Point-in-Time Count Methodology Guide* available on the HUD Exchange.[6]

Unsheltered Count

HUD requires Continuums of Care (CoC) to indicate the methods used to count unsheltered homeless persons in the annual Continuum of Care Program application which include those listed below. The methods checked will be those used to complete the unsheltered count.

☐ Night of the Count Complete Census: The CoC canvassed the entire geographic area covered by the CoC.

☒ Night of the Count Known Locations: The CoC canvassed only specific neighborhoods, blocks, census tracts, or other geographic areas within the CoC to count unsheltered homeless people staying in those locations.

☐ Night of the Count Random Sample: The CoC identified all geographic areas in the community where people who are unsheltered might be located and selected a random sample of these areas to canvas. The CoC then extrapolated the data from the random sample to derive the unsheltered count estimate.

☒ Service Based Count: The CoC surveyed people at various social service locations or other public or private locations to identify people who were unsheltered, but not counted, on the night of the count (either because CoCs did not use a night of the count approach or because unsheltered people were missed on the night of the count). In order to obtain an unduplicated count, every person interviewed in a service-based count must be asked where that person was sleeping on the night of the most recent count.

☒ HMIS: CoCs may use HIMIS with their street outreach to survey people within the geographic area.

HUD also requires Continuums of Care (CoC) to note what approaches were used to collect demographic and subpopulation data for unsheltered homeless persons and to report those approaches used in the annual point-in-time chart due to HUD during the spring through its Homelessness Data Exchange (HDX) website. The approaches checked below will be those used to complete the unsheltered count.

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[6] Ibid., p. 19.

☒ Surveys/interviews of people identified as unsheltered on the night of the PIT count

☐ Surveys/interviews of people identified as unsheltered on the night of the PIT count, but completed at a later date

☐ Surveys/interviews of people identified within 7 days following the night of the PIT count night who may have been unsheltered on the night of the PIT count (e.g., "service-based" surveys at locations where people who are homeless go for assistance

☒ HMIS data from street outreach and/or other providers

☐ Other (Please Specify)

In regards to the survey/interview, HUD also asks that CoCs verify in HDX whether "all people who were encountered during canvassing on the night of the count or during post night of the count PIT activities asked to complete a survey/interview." The answer is "yes" and will be reported to HUD in HDX as follows:

☒ All people encountered were surveyed

☐ A subset of people were surveyed

Also, in regards to the survey/interview, HUD also asks that CoCs verify in HDX the information or method(s) "used to produce an unduplicated total count of homeless people across your sheltered and unsheltered populations."

☒ Comparison of personally identifying information (PII), such as name, date of birth, and Social Security Number

☒ Comparison of unique client identifiers (notPII)

☐ Blitz count of unsheltered people (i.e., sheltered and unsheltered counts occurred at same time to avoid double counting

☐ Interview survey question(s) with screening questions (e.g., have you already completed a count survey)

☐ No specific approach was used

☐ Other (Please Specify)

In order to ensure data quality collection, HUD requires that CoCs engage

> "in activities to reduce the occurrence of counting unsheltered homeless persons more than once during a PIT count. These strategies are known as deduplication techniques. Deduplication techniques should always be implemented when the PIT count extends beyond a single night or when the PIT count is conducted during the day at service locations used by homeless people as well as at night shelters."[7]

Within the annual CoC Program Application, HUD lists steps and asks that CoCs select those steps "taken to reduce the occurrence of counting unsheltered homeless persons more than once during the 2016 PIT count." The steps checked below will be those used to ensure persons are not counted more than once.

> ☒ Training: The CoC conducted training(s) for PIT enumerators or CoC staff;
> ☐ Blitz Count: The CoC used a "blitz" approach, or a one-night count that was completed on the same night as the sheltered count, where the CoC counts persons experiencing homelessness at a time when it is unlikely they would be counted more than once by different counters (i.e., late in the night or early in the morning);
> ☒ Unique Identifier: The CoC used a unique identifier, such as a combination of date of birth, first and last name initials, or gender assigned to unsheltered homeless persons to ensure accuracy of data collected;
> ☒ Survey Question: The CoC asked specific survey question(s) of each participant, including asking if they have already been interviewed, to ensure accuracy of data collected; or
> ☒ Enumerator Observation: The enumerator(s) recorded observations of unsheltered homeless persons that assisted in ensuring the data quality.

Sheltered Count

HUD requires CoCs to update their Housing Inventory Count (HIC) and identify all projects listed as emergency shelter (ES), Safe Havens (SH), or Transitional Housing (TH) because all persons residing in these projects should be included in the sheltered PIT count. Any new projects should be added and any projects no longer in existence should be deleted.

HUD States that

> "For the sheltered count, preparations should begin as early as practical to identify and confirm emergency shelter, Safe Haven, and transitional housing projects in the CoCs that should be included in the PIT count. These are the same projects CoCs must inventory and include in their HIC. CoCs should review their HIC to ensure that they are including all

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[7] "FY 2016 Continuum of Care (CoC) Application Detailed Instructions," p. 42.

projects listed in the count. On an ongoing basis, but minimally when updating the HIC, CoCs should seek to identify any new projects to ensure the HIC is a complete inventory, including projects that might not have been on the previous year's HIC because they are new or have not cooperated with the CoCs in the past."[8]

The unsheltered count and survey instrument will be used to collect required data for those emergency shelters, safe havens, and transitional housing programs that do not participate in HMIS including those that serve survivors of domestic violence.

HUD also requires Continuums of Care (CoC) to indicate the methods used to count sheltered homeless persons in the annual Continuum of Care Program application which include those listed below.[9] The methods checked will be those used to complete the unsheltered count.

⊠ **Complete Census Count:**
a. providers counted the total number of sheltered homeless persons residing in each program on the night designated as the PIT count.
b. CoCs that relied completely on their HMIS to conduct their sheltered PIT count should select this option.

☐ **Random Sample and Extrapolation:**
a. the CoC used a random sample and extrapolation techniques to estimate the number and characteristics of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.
b. the random sample may be based on HMIS data or some other data source.

☐ **Non-random Sample and Extrapolation:**
a. the CoC used a non-random sample and extrapolation techniques to estimate the number and characteristic of sheltered homeless persons from data gathered at most emergency shelters and transitional housing programs.
b. the non-random sample may be based on HMIS data or some other data sources.

HUD also requires Continuums of Care (CoC) to indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons in the annual Continuum of Care Program application which include those listed below.[10] The methods checked will be those used to complete the unsheltered count.

⊠ **HMIS**–The CoC used HMIS to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data;

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[8] Point-in-Time Count Methodology Guide: 2014, p. 26.
[9] Ibid., p. 36.
[10] Ibid., p. 37.

☐ **HMIS plus Extrapolation**-The CoC used HMIS data and extrapolation techniques to estimate the subpopulation information of sheltered homeless persons in the CoC. Extrapolation techniques accounted for missing data;

☐ **Interview of sheltered persons–**The CoC conducted interviews in emergency shelters, Safe Havens, and transitional housing to gather subpopulation information on sheltered homeless persons without extrapolating for any missing data;

☐ **Sample of PIT interviews plus extrapolation**-The CoC conducted interviews with a sample of sheltered homeless adults and unaccompanied youth to gather subpopulation information. The results from the interviews were extrapolated to the entire sheltered homeless populations to provide statistically reliable estimates for all sheltered persons.

In order to ensure data quality collection, HUD requires that CoCs indicate the "methods used to ensure the quality of data collected during the sheltered PIT count."[11] Within the annual CoC Program Application, HUD lists methods and asks that CoCs select those methods taken to ensure that "high quality was collected on sheltered persons. The methods checked below will be those used to ensure data quality.

☒ **Training:** The CoC trained providers on the protocol and data collection forms used to complete the sheltered PIT counts;

☒ **Follow-up:** The CoC reminded providers about the sheltered PIT count and followed-up with providers to ensure the maximum possible response rate from all programs;

☒ **HMIS:** The CoC used HMIS to verify data collected from providers for the sheltered PIT count;

☒ **Non-HMIS Un-duplicated techniques:** The CoC used non HMIS based strategies to verify that each sheltered homeless person was only counted once during the sheltered PIT count;

k. Establish a timeline

	Date(s):
October Activities:	
Organize planning committees	October 20, 2016
Recruit key persons	October 19, 2016
Begin volunteer recruitment	October 24, 2016
Begin updating Housing Inventory Chart	October 2016
Begin reviewing count and survey instrument	October 2016

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[11] Ibid., p. 39.

Meet with entitlement jurisdictions	Late October
Complete implementation plan	
November Activities:	
Continue volunteer recruitment	
Continue updating Housing Inventory Chart	
Continue reviewing count and survey instrument	
Meet with key persons	
December Activities:	
January Activities:	
February Activities:	
Enter, clean, and analyze unsheltered count and survey data	
Continue to collect sheltered data	
Analyze sheltered data	
March Activities:	
Provide draft of homeless count and survey report for review by stakeholders	
April Activities:	
Submit final homeless count and survey report to stakeholders	
Submit Point-in-Time Chart to HUD in HDX	
Provide final report to all entitlement jurisdictions	

I. **Publicize the count**

Per HUD's suggestion, the CoC will designate "one person to discuss with the media the purpose, plan, and limitations of the PIT count, as well as how the PIT count data are utilized by both the CoC and HUD."

"This person can work with the media to:

- **Draw attention to local homelessness issues.** Publicizing current local data on homelessness can garner additional funding and resources to support the count and local programming to help homeless people. Take the opportunity to educate volunteers about the homeless data and plans in the CoC.
- **Recruit volunteers.** Volunteer recruitment should begin by late fall. To recruit volunteers, CoCs should briefly describe the different roles for volunteers and which dates their assistance is needed.
- **Increase participation among the unsheltered population.** Informing and educating unsheltered homeless people about the unsheltered count will help to prevent widespread avoidance of the enumerators (see Chapter 5, *Executing the Unsheltered Count*, for more information on this topic).
- **Report count results.** After all of the data has been tabulated, unduplicated, and verified, the CoC membership should review and interpret the count totals."[12]

Key media tips by HUD will also be considered which include:

- Use local and statewide media outlets to both publicize the event and recruit volunteers to assist with the count.
- Use the media to report the PIT count results to communities.
- Create a press release. The release can either focus on local data or cumulative statewide results (for Balance of State CoCs).
- Address trends in data. Provide contextual information that might help explain trends.
- Articulate the uses *and* the limitations of count data. The CoC's count results alone might not answer 'why' questions, but they will usually provide good answers to 'where' and 'who' questions. Personalize data, provide anecdotes–but do not compromise the privacy rights of homeless persons.

Also, per HUD's suggestions, the CoC will leverage community support. HUD notes that "Gaining political support and active participation from several key partner organizations can lead to wider community participation."

HUD also notes that "Some potential options for leveraging community support include:

- **Local government officials (city, county, state):** Contact the local mayor's office or town/city council. Invite them to participate in the count. Ask if they can provide publicity, financial support, and if necessary, a letter encouraging reluctant or non-participating providers to participate. It is especially important to engage local government officials

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[12] Ibid.

responsible for submitting Con Plans because PIT count data will be used to complete their Con Plans.

- **Community leaders/homelessness advocates:** Often communities have people who are well connected and influential in the community who have a particular interest in ending homelessness. Look to local homeless coalitions, or boards of directors for these individuals. They can be very helpful in leveraging other necessary support and resources.
- **Local funders:** Community foundations and United Way can fund a number of human service organizations and have wide outreach capacity and influence. The organizations might be able to fund a particular part of the count or provide a volunteer base.
- **Faith-based community:** Religious leaders often have wide influence in their respective religious communities and larger community, and often have their own programs to serve homeless people. The leaders can be particularly influential in engaging the cooperation of faith-based missions that might be reluctant to participate in the PIT count.
- **Local colleges and universities:** Staff or faculty of local colleges or universities can assist in the development of count methodology, data analysis, and sampling tools. In addition, students can obtain field work experience by serving as PIT count volunteers.
- **Local law enforcement:** Local law enforcement (e.g., police and sheriff departments) can be a valuable resource for the unsheltered count. Officers can provide accurate information about known locations where people who are homeless live and sleep. Police officers are also sometimes needed to accompany enumerators and surveying areas that are known to be unsafe (e.g., abandoned buildings and alleys). In addition, increased vehicle patrols in higher crime areas might improve volunteer safety and participation.

However, CoCs should carefully consider how extensively they should involve law enforcement officers in the PIT count, especially if they will be in uniform and driving official vehicles. There is a fine line between providing safety and protection for enumerators and the potential suspicion and fear a law enforcement presence might elicit among people who are homeless, especially among people with criminal records, who could be engaged in illegal activities, or those who have had negative experiences with police."[13]

m. Engaging reluctant service providers

CoC will pursue the following HUD tips to gain the participation of service providers reluctant to participate in the count and survey:

- Meet in person with providers to address and alleviate their concerns directly.
- Hear their specific concerns in the planning process; integrate their ideas when practicable.
- Offer volunteer resources to assist them in conducting interviews and collecting data.
- Discuss the value of data collection for understanding local needs and securing needed resources and offer data and information gleaned from the count in return for their

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[13] Ibid., pgs 32 and 33.

participation. This practice helps providers better understand the characteristics of homeless people outside of the clients they serve and offers information that can be used for resource development or other purposes.

In the event a provider chooses not to participate with its own staff, CoCs should ask if the provider would allow the CoC to send volunteers to administer surveys or at least conduct a basic observation-based count. If a provider continues to refuse, CoCs must strive to report as accurately as practicable about the homeless population residing in that project.[14]

n. Preparing for a youth count

CoC will develop a specific strategy to count homeless youth that will include the following activities encouraged by HUD:

- **Collaborate with local school district homeless liaisons.** Schools can be important partners for PIT counts. Local school districts should be contacted to help conduct outreach and increase awareness about the count. Schools liaisons have crucial insights about how best to access and communicate with homeless youth, and can be important resources for spreading information about events and organizations associated with the CoCs' PIT counts. CoCs should also collaborate with the local school district homeless liaisons to help identify all homeless children who are unsheltered or staying in a shelter on the night designated for the count are included in the PIT count. Since schools use a more expansive homeless definition than HUD's definition used for the PIT count, it is important to confirm that only children and youth meeting the HUD definition are included in the PIT count results reported to HUD.
- **Recruit currently or formerly homeless youth to assist with the count.** For the unsheltered count, communities that have successful strategies for conducting counts of unsheltered youth often enlist homeless or formerly homeless teenagers and young adults to assist with the count. Before the count, these youth can assist in identifying where unaccompanied youth might be staying or congregating. They can also provide input on survey design, provide assistance to outreach efforts on the night of the count, and engage homeless children and youth in the PIT count process.
- **Engage organizations serving homeless youth.** Identify and engage all stakeholders that might encounter or serve unaccompanied, homeless youth age 24 or under to participate in local PIT count planning meetings. Key providers include:
    - Runaway and Homeless Youth (RHY) programs
    - Youth shelters
    - Youth drop-in centers
    - Street outreach teams
    - Youth-focused transitional housing programs
    - Faith-based organizations and youth groups

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[14] Ibid., p. 34.

- o   Local churches that serve hot meals
- o   Health clinics–youth-based and adult, including mobile health outreach
- o   Local middle schools, high schools, and alternative education programs
- o   Youth employment programs
- o   Food banks

- **Identify locations where homeless youth congregate.** Get input from youth and youth providers to identify locations, or "hot spots," which might include:
  - o   Abandoned buildings
  - o   High traffic urban areas (i.e., nightclubs, tattoo parlors, record stores, arcades)
  - o   Pizza places, soda shops, etc. near high schools
  - o   Parks
  - o   Malls
  - o   Fast food restaurants
  - o   LGBTQ friendly gathering spots (school support groups, bookstores, coffee houses identified by LGBTQ service providers and youth)
  - o   Encampments inside and outside of urban areas

- **Hold magnet events.** Develop special events located at easily accessible and non-threatening locations that include activities, food, or other appropriate incentives that might draw in youth who do not typically use shelters and services and are difficult to locate on the streets.
- **Use social media to raise awareness and outreach.** Data from studies indicates that even youth living on the street use social media. Social media can be used to spread the word about the count, including information about location and incentives, which could lead to a larger number of youth participating in the count.
- **Identify a lead homeless youth PIT count coordinator to facilitate data collection, engage other youth providers, and coordinate collection of data from locations where homeless youth congregate.**
- **Provide services, food, and incentives to youth being counted.** The incentive could be advertised as part of the general mobilization effort to attract youth to participate in the count. Observations and anecdotal evidence from Youth Count! partners suggest that the incentives work for many youth. Examples of incentives include two-way public transportation tickets, a credit card with $10 credit, a backpack filled with hygiene items and information about services, a $5 restaurant card, bag lunches, and/or providing food, movies, and games, and a warm, dry place to spend time with friends for the night.
- **Survey locations during multiple times throughout the day of the count.** Youth might not be visible on the street during school hours. Consider assessing count routes prior to the count to ensure that teams are in the right places at the right times. A location that is crowded in the morning might be empty only a few hours later. A CoC may choose to extend the hours of the count into the evening hours to reach youth during the time between when drop-in programs close for the day and when they retire for the night. CoCs choosing to do this must take the steps necessary to ensure people are not double

counted. CoCs surveying an area multiple times throughout the day must use an interview that allows for deduplication.[15]

II. Activities during the night of the count

Unsheltered Count

The following activities will occur during the night of the count

a. Homeless count volunteers will gather at deployment centers before 6 am on the night of the count

Before 6 am homeless count volunteers will gather at their assigned deployment centers on the night of the count.

b. Teams of homeless count volunteers will begin counting at 6 am within their count zones on the night of the count

Before sunrise of the night of the count, teams of homeless count volunteers will begin counting at 6 am within their count zones until 10 am.

c. Counters must return to deployment centers after they are finished counting

Counters will return to their assigned deployment center after they are finished counting within their assigned count zones.

d. Who should be included in the count

As required by HUD, counters "must count all individuals or families who meet the criteria in paragraph (1)(i) of the homeless definition in 24 CFR 578.3."

This includes individuals and families

"with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground" on the night designated for the count. RRH assisted households who are still unsheltered on the night

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[15] Ibid., pgs 62 and 63.

of the count (e.g., staying in an encampment and being assisted by a RRH project to obtain housing) must be included as part of the unsheltered count."

e. **Who should <u>not</u> be included in the count**

Also, as required by HUD, the CoC must <u>not</u> count households residing in the following locations:

- Persons residing in PSH programs, including persons housed using HUD Veterans Affairs Supportive Housing (VASH) vouchers.
- Persons residing in RRHD projects, funded in the FY2008 CoC Competition.
- Persons residing in OPH housing, including persons in a GPD Transition in Place (TIP) project on the night of the count.
- Persons counted in any location not listed on the HIC (e.g., staying in projects with beds/units not dedicated for persons who are homeless).
- Persons temporarily staying with family or friends (i.e., "doubled-up" or "couch surfing").
- Persons residing in housing they rent or own (i.e., permanent housing), including persons residing in rental housing with assistance from a RRH project on the night of the count.
- Persons residing in institutions (e.g., jails, juvenile correction facilities, foster care, hospital beds, detox centers).[16]

f. **Who should be included in the survey**

All persons counted will be surveyed. However, before surveying someone, counters will inform persons that

- the Ventura County Continuum of Care is conducting a count of persons who are homeless;
- their participation is **completely anonymous and confidential**;
- they will not be asked their name, social security number, or any personal information that can be linked to the person;
- their participation will help provide better programs and services for people who are homeless.

Safety Comes First

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[16] "Notice for Housing Inventory Count (HIC) and Point-in-Time (PIT) Data Collection for Continuum of Care (CoC) Program and the Emergency Solutions Grants (ESG) Program," August 4, 2016, p. 18.

All counters will be given the following instructions:

- **If you believe a person is homeless and if the individual does not wish to speak to you --** thank them and complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).

- **If you believe a person is homeless and if you do not wish to disturb the person because the person is sleeping** --complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).

- **If you believe a person is homeless and if you feel it is unsafe for you to engage the person--** complete questions 4 through 7 based upon your observations ONLY if you are certain that the person meets HUD's criteria of sleeping in a place not meant for human habitation (e.g., sidewalk, abandoned building, tent, vehicle, park bench, etc.).

- **NOTE**: The goal is to have all of your questions answered by at least 90% of all persons counted. Therefore, please ask each person that you are counting each question unless noted otherwise. For example, asking a question may be contingent on the answer of the previous question.

- Having all questions answered will help ensure that enough data has been collected for each subpopulation that is required by HUD for each city within the county. The less data the less chances of accurate data.

g. **Subpopulation data must be collected by counters**

HUD requires all CoCs to "provide demographic data for both sheltered and unsheltered persons according to the following three household types:

- **Persons in households with at least one adult and one child**. This category includes households with one adult and at least one child under age 18.
- **Persons in households without children**. This category includes single adults, adult couples with no children, and groups of adults (including adult parents with their adult children).
- **Persons in households with only children.** This category includes persons under age 18, including children in one-child households, adolescent parents (under age 18) and their children, adolescent siblings, or other household configurations composed only of children."

Also, "CoCs must collect and report information on the demographic characteristics of all people reported as sheltered or unsheltered by household type and, within each household type, by age category, gender, race, and ethnicity. CoCs must also report information by household type for veteran and youth households."[17]

HUD also requires CoCs to collect data regarding the following subpopulations:

- Adults with a serious mental illness
- Adults with a substance use disorder
- Adults with HIV/AIDS
- Chronically homeless individuals
- Chronically homeless families
- Veterans
- Victims of Domestic Violence (optional)
- Youth – unaccompanied under age 18 (includes parenting youth and their children)
- Youth – unaccompanied ages 18 – 24 (includes parenting youth and their children?)

The count and survey instrument that will be used to meet HUD requirements will include the following:

1. Did you sleep outdoors in an abandoned building, park, tent, canopy, box, or vehicle last night? (note: do not count person if they slept in a shelter or transitional housing program or couch-surfing)
2. First initial of First Name Only
3. First initial of Last Name Only
4. Gender
   M=Male; F=Female; T=Transgender;
   O=Does not identify as male, female, and transgender

5. Are you Hispanic or Latino?
6. What is Your Race?
   1=African American or Black; 2=American Indian or Alaskan Native;
   3=Asian; 4=Native Hawaiian or Pacific Islander; 5=White;
   6=Multiple Races or Other; 7=don't know; and 8=refused to answer
7. Age

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[17] Ibid., p. 21.

<div align="center">1=(under 18); 2=(18 to 24); 3=(25 to 39); 4=(40 to 49);

5=(50 to 61); 6=(62 to 69); 7=(70+)</div>

8. State Born

<div align="center">Please record the initials for State Born (i.e., CA = California)

If the person was born in another country please abbreviate country (i.e., Mexico = MX)

NOTE: Do not abbreviate the state or region of another country.</div>

9. Have you served on active duty in the U.S. Armed Forces or called into active duty as a member of the National Guard or a Reservist?
10. Did you become homeless for the first time during the past 12 months?
11. Have you been living in a shelter and/or on the streets or in abandoned buildings for the past year or more?
12. Have you stayed in a shelter or lived on the streets at least 4 separate times in last 3 years including now?
13. If yes, was combined length of time 12 months or more?
14. Do You Have a Permanent Physical Disability?
15. Do You Have a Permanent Developmental Disability?
16. Do You Have an On-going Drug or Alcohol Problem that limits your ability to live independently?
17. If yes, has it continued for a long time or indefinitely?
18. Do You Feel You Have a Serious Mental Health Problem that limits your ability to live independently?
19. If yes, has it continued for a long time or indefinitely?
20. Do you have a Chronic Health Condition such as Diabetes, Heart Trouble, High Blood Pressure, Seizures, Hepatitis, Respiratory Problems, Epilepsy, Tuberculosis, or Arthritis?
21. If yes, has it continued for a long time or indefinite & impede your ability to live independently?
22. Have you ever been diagnosed w/AIDS or Tested Positive for HIV?
23. Has a healthcare provider ever said you have post-traumatic stress disorder (PTSD)?
24. Have you ever been a victim of domestic violence by an intimate partner?
25. During the Last 12 Months, Were You Released from Jail or Prison After Serving a Court-Ordered Sentence?
26. Were you released early from jail or prison because of California Proposition 47, the Reduced Penalties for Misdemeanor Crimes Initiative?
27. How much is your monthly income including public assistance?

<div align="center">1=(no income); 2=(between $1 and $250); 3=(between $251 and $500);

4=(between $501 - $1,000); 5=(more than $1,000);</div>

28. How many kids under Age 18 are living with you today?
    NOTE: If 18 or older please enter the persons as an adult
29. How many children are female?
30. How many children are male?

31. How many children are Hispanic or Latino?
32. How many children are African American or Black?
33. How many children are American Indian or Alaskan Native?
34. How many children are Asian?
35. How many children are Hawaiian or Pacific Islander?
36. How many children are White?
37. How many children are multiple races or other?
38. Do you have any pets living with you?

NOTE: End your questioning by asking the person if they have a spouse or partner who is also homeless and living with him or her. If you can see the person, ask the same questions to the spouse or partner and record the answers in the next column.

>   *A Partner is a person you live with and share a common family life but are not joined in a traditional marriage.*

h. Service-based counts

Service-based counts will be conducted during the three days after the night of the count. The persons counted, per HUD's requirements, "must ensure that the persons counted are limited to persons who were unsheltered on the night chosen for the PIT count." Also, all unique identifier information must be completed in the homeless count and survey instrument in order to de-duplicate.[18]

In order to help CoCs determine the use of a service based count, HUD raised the following question and provide an answer

>   "Does the CoC believe that there might be people experiencing homelessness that enumerators are not likely to identify during an unsheltered count or are there other barriers that could limit the ability of enumerators to conduct interviews during the night of the count?
>
>   >   If yes, the CoC may combine a known locations count on the night of the count with a service-based count approach to attempt to account for any homeless persons who might not have been identified on the night of the count."[19]

HUD further states that

>   "Service-based counts may only be conducted within the 7-day period after the designated count night. Service-based counts are conducted at locations frequented by

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[18] Point-in-Time Count Methodology Guide: 2014, p. 17.
[19] Ibid., p. 20.

people who are homeless, including soup kitchens, day shelters, libraries, and other community locations and include interviews to determine whether people were unsheltered on the night of the count, as well as their characteristics."[20]

Also, as noted by HUD,

"If CoCs' methodology involve counting homeless persons over multiple days, they must use a survey instrument as part of its deduplication strategy. If CoCs want to complete a multi-day count without a survey that allows for deduplication, they must seek an exception from HUD. The exception must include a justification for why the count must occur over multiple days and why the CoCs do not intend to use a survey instrument for deduplication purposes."[21]

HUD also notes that

"The level of training required for a service-based count is typically higher, since service-based enumerations require more detailed interviews and typically rely on a combination of service provider staff (or other personnel at the location being canvassed), outreach workers, and volunteers. Service providers, especially mainstream service providers such as welfare agencies, might not ordinarily ask clients about their homeless status and housing needs. As a result, service providers and staff at other locations who are directly involved in post-night counts will require instructions on conducting the interviews and a clear and simple survey form. PIT count volunteers will similarly require considerable training."[22]

i. Provision of incentives

HUD notes that

Many CoCs provide incentives to homeless people who participate in the PIT count. These items can include bus passes, meal gift cards, toiletries, backpacks, blankets, and socks. Some CoCs compile significant donations from local hotels, volunteer groups, and restaurants. Other communities hold drives at local sporting events, schools, or churches. Incentives not only provide necessities of daily living to those participating in the count, but also can raise community awareness about the count and homelessness. In addition, providing participants with distinctive and visible incentives can assist the enumerators in

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[20] Ibid., p. 19.
[21] Ibid., p. 26.
[22] Ibid., p. 39.

identifying those who have already been counted and help to reduce duplicate counting.[23]

j. Outreach and engagement

Veterans

k. Youth count

Note:
CoCs that count unaccompanied children and youth under the age of 18 should consult with local justice, child welfare, and other social services officials to develop a protocol for interviewing these children and youth and connecting them to appropriate services in the community. CoCs should consider whether questions asked of youth should be stated differently than questions asked of homeless adults.

Sheltered Count

HUD strongly encourages CoCs "to use HMIS to generate PIT data for projects with 100 percent of their beds participating in HMIS." The unsheltered count and survey instrument will be used to collect required data for those emergency shelters, safe havens, and transitional housing programs that do not participate in HMIS including those that serve survivors of domestic violence.

The CoC will also prepare the HMIS for the sheltered count and survey by carrying out the suggestions made by HUD which are noted below:

- "Generate data quality reports for each participating project.
- Identify and correct any deficiencies in the data (e.g., have projects collect and enter missing data, correct obvious errors, ensure correct entry and exit dates).
- Produce a system-level occupancy report that includes all projects for review. It might be useful to break out the report by project type and household type to determine whether sufficient data are collected for extrapolation purposes. It might also be helpful to examine bed inventory and utilization information for projects on the night of the count. For many CoCs, this is a standard off-the-shelf report provided by the HMIS

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[23] Ibid., p. 27.

vendor. Consider contacting the HMIS vendor to see if this type of report is available for use.

- Generate a data quality report that provides the percentage of records with missing or nonresponsive (Don't Know or Refused) values in HMIS data elements used for the count and subpopulation information.
- Hold regular count meetings involving the HMIS administrator for the CoC and the PIT count committee to help address these issues and finalize the CoC's PIT count plan."[24]

III. Activities after the night of the count

Activities after the night of the count will include the following:

a. Collect all sheltered data in HMIS which will include the following steps

- refer to their Housing Inventory Count (HIC) and identify all projects listed as emergency shelter (ES), Safe Havens (SH), or Transitional Housing (TH) and all people residing in these projects should be included in the sheltered PIT count.

- verify with project staff that HMIS data are complete and correct for the night of the PIT count and that exit dates have been entered for all persons who exited the project on or before the date of the PIT.

- use the Project Descriptor Data Elements to filter these projects in HMIS.

- identify the universe of people to include in the sheltered count using Universal Data Elements.

- use other Universal Data Elements and Program Specific Data Elements to identify demographic and other subpopulation data.[25]

NOTE: A summary of data elements that CoCs will need to query in HMIS is described in the "Sheltered PIT Count and HMIS Data Element Crosswalk" which can be obtained through the following link: https://www.hudexchange.info/resources/documents/Sheltered-PIT-Count-and-HMIS-Data-Element-Crosswalk.pdf.

b. Collect data sheets from all projects that do not participate in HMIS and include in data collected in HMIS

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[24] Ibid., p. 43.
[25] "Sheltered PIT Count and HMIS Data Element Crosswalk," p. 1.

c. **Collect, enter, clean, and analyze unsheltered data after de-duplicating data**

d. **Write draft homeless count and survey reports for local stakeholders to review including recommendations for next steps**

e. **Complete a final homeless count and survey report that incorporates stakeholder comments and changes**

f. **Enter homeless count and survey data into HUD's Point-in-Time Chart and submit to HUD through the HUD Data Exchange (HDX) web site as required by HUD**

NOTE: HUD states that the "PIT count and Housing Inventory Count (HIC) are integrally related. The sum total number of persons reported in emergency shelter, Safe Haven, and transitional housing projects in the PIT count fields of the HIC must match the sum total of sheltered persons reported in the PIT count. This constitutes the universe of sheltered people for whom CoCs must provide actual or estimated demographic characteristics for the sheltered PIT count. Because the PIT and HIC data must match, it is critical that CoCs conduct their PIT count and HIC at the same time."[26]

g. **Submit relevant homeless count and survey data to the entity responsible for each Consolidated Plan jurisdiction as required by HUD.**

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[26] Point-in-Time Count Methodology Guide: 2014, p. 15.

October 11, 2017

CoC Governance Board

SUBJECT: Board review of CoC Collaborative Applicant and HMIS Lead agency per section 10.07 of the CoC Alliance Governance Charter.

BACKGROUND: The CoC governance charter states in section 10.07 that the Governance Board will conduct and document an annual review of the Infrastructure Organization(s) (CoC Lead/Collaborative Applicant and HMIS Lead) capacity to fulfill HUD mandated functions and fiscal accountability. If the review is unsatisfactory, the organization will provide the Board a written corrective action plan within 30 days. The Governance Board will conduct a subsequent review 90 days following the original unsatisfactory annual review to determine if the corrective action plan is being followed and that performance is improving. If the Governance Board determines the Infrastructure Organization's performance continues to be unsatisfactory, the Governance Board may remove the underperforming Infrastructure Organization by a two-third's vote.

DISCUSSION: Although, Section 10.07 indicates the CoC Board should evaluate the performance of the Infrastructure Organization(s), it does not provide a method for conducting this review. Staff is looking to the Board to make recommendations and provide direction about how this review should be conducted, and what information should be reviewed and presented to the Board to complete this annual review.

October 11, 2017

CoC Governance Board

SUBJECT: Receive and file CoC Committee and Staff updates

HMIS Steering: Ongoing efforts to onboard the City Center Transitional Housing, Pacific Clinics TAY Tunnel and the Help of Ojai. Additional licenses have been issued for 2-1-1 staff participating in the Coordinated Entry System. Several nonprofit agencies have requested assistance with licensure fees for HMIS access (The City Center, Pacific Clinics TAY Tunnel, Help of Ojai, Gold Coast Veterans Foundation, Housing Authority of Ventura). Staff will bring recommendations to the CoC Board on possible ways to fund HMIS licenses for non-HUD funded organizations that need assistance.

Data, Performance & Evaluation: Monitoring System Performance and evaluating funding recommendations for FY17 CoC NOFA. Providing recommendations for data dashboards.

Housing & Services: Committee is currently working with CoC staff to revise the Resolution, based on feedback from the CoC Board in September 2017.

Pathways to Home: See attached data on the number of referrals and placements. CoC and HMIS staff will begin Coordinated Entry Technical Assistance provided through HUD. All CoCs must comply with HUD coordinated entry requirements by 1/23/18.

Public Information and Outreach: Developing plans for the implementation of a CoC Facebook page, pursuing options for data performance dashboards and CoC website improvements, requesting input from committee members on volunteer recruitment for the 2018 Homeless Count. Connected with Cumulus radio to broadcast a message on homeless Veterans with VASH vouchers seeking housing units, for landlord engagement.

Veterans Committee: Ongoing review of potentially eligible veterans for VASH and SSVF. CoC staff have incorporated a Veteran identifier into the Pathways to Home case conferencing process. A collaborative meeting with the local Housing Authorities, SSVF staff, Veteran Affiairs (VA) staff and the CoC staff is being held on October 17, 2017 to discuss our prioritized list of homeless veterans seeking housing placements.

Youth Committee: Committee continues to work with the HUD Technical Assistance provider. Developing plans for data collection from youth providers to identify the appropriate sub-populations in need of services. CoC staff have been collaborating with Interface for Runaway & Homeless Youth (RHY) data elements, in order to explore a short-term survey option for further data analysis.

Staff: Year Round and Seasonal Emergency Shelter planning with Cities and County; Provided training to front line providers on 2017 HUD Data Standards.