

ORANGE COUNTY
CONTINUUM OF CARE BOARD
Wednesday, May 22, 2024
2:00 p.m. – 5:00 p.m.

Location:

**County Administration South (CAS) Building
Conference Center
425 West Santa Ana Blvd. Room 104/106
Santa Ana, CA 92701-4599
[Click Here](#) for parking information.**

Virtual Meeting Option*:

**Zoom Meeting Link: [Click here for meeting link](#)
Join by phone: +1 669 900 9128
Webinar ID: 963 2370 2539**

****Listen-in option only***

AGENDA

Board Members

Judson Brown, City of Santa Ana
LaVal Brewer, South County Outreach
Dr. Kelly Bruno-Nelson, CalOptima Health
Andrew Crowe, Scholarship Prep
Nichole Gideon, Individual [Secretary]
Becks Heyhoe, OC United Way
Sandra Lozeau, City of Anaheim
Frank Luna, Individual
Melanie McQueen, PATH
Nishtha Mohendra, Families Forward

Robert “Santa Bob” Morse, Individual
Talesha Payne, Jamboree Housing
Jason Phillips, Individual
Dawn Price, Friendship Shelter
Maricela Rios-Faust, Human Options
Ami Rowland, Covenant House California
George Searcy, City of Irvine
Dr. Shauntina Sorrells, Individual [Vice Chair]
Tim Shaw, Individual [Chair]
Christina Weckerly Ramirez, Health Care Agency

In compliance with the Americans with Disabilities Act, and County Language Access Policy, those requiring accommodation and/or interpreter services for this meeting should notify the Office of Care Coordination 72 hours prior to the meeting at (714) 834-5000 or email CareCoordination@ocgov.com. Requests received less than 72 hours prior to the meeting will still receive every effort to reasonably fulfill within the time provided.

Supporting documentation is available for review by the public at least 72 hours prior to regular meetings and at least 24 hours prior to special meetings of the CoC Board. Those wishing to review supporting documentation can visit the CoC Webpage [here](#) or the lobby of the CAS Building, located 601 N. Ross Street., Santa Ana, CA 92701-4599, and request a copy of the meeting materials from the Office of Care Coordination during normal business hours of 8:00 a.m. – 5:00 p.m. Monday through Friday (excluding holidays).

Call to Order – Tim Shaw, Chair

Board Member Roll Call – Nichole Gideon, Secretary

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To address the CoC Board, members of the public who are attending in person are to complete a Request to Address the CoC Board form prior to the beginning of each agenda item and submit it to CoC Board staff. Staff will call your name in the order received.

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Board Member Comments: Members of the CoC Board may provide comments on matters not appearing on the agenda so long as the subject matter is within the jurisdiction of the CoC Board.

CONSENT CALENDAR

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1. **Approve CoC Board Meeting Minutes from April 24, 2024**

BUSINESS CALENDAR

1. **Orange County 2024 Point In Time Count Presentation** – Doug Becht, Director, Office of Care Coordination and Sarah Jones, CoC Manager, Office of Care Coordination
2. **Homeless Housing, Assistance and Prevention (HHAP) Program Ad Hoc Recommendations** – Sarah Jones, CoC Manager, Office of Care Coordination; Dr. Shauntina Sorrells, Vice Chair and HHAP Program Ad Hoc Membership
 - a. Approve the following recommendations for the programming of remaining HHAP Round 1, 3 and 4 funding allocated to the Orange County CoC, as recommended by the HHAP Program Ad Hoc:
 - i. Authorize the Office of Care Coordination to issue a Request for Proposals (RFP) to program the remaining HHAP Rounds 3 and 4 funds under Services Coordination and Services Coordination Youth Set-Aside eligible use categories, to solicit proposals for supportive services only projects with a multiple year contract that will preferably leverage CalAIM funding, and serve individuals and/or families experiencing homelessness, prioritizing any of the following special populations: youth (ages 18 – 24), survivors of domestic violence, Black/African American households experiencing homelessness, Native American/Indigenous households experiencing homelessness and older adults.
 - ii. Authorize the Office of Care Coordination to issue a RFP to program the remaining HHAP Rounds 3 and 4 funds under the Permanent Housing Delivery and Permanent Housing Delivery Youth Set-Aside eligible use categories, to solicit proposals for permanent housing projects with a multiple year contract that will preferably leverage CalAIM funding, and

serve individuals and/or families experiencing homelessness, prioritizing any of the following special populations: youth (ages 18 – 24), survivors of domestic violence, Black or African American households experiencing homelessness, Native American or Indigenous households experiencing homelessness and older adults.

- iii. Authorize the Office of Care Coordination to program the remaining HHAP Rounds 1 funds under the Prevention and Shelter Diversion eligible use category to Covenant House California, to augment the current Emergency Shelter Operations and Services for Transitional Age Youth (TAY) contract for Operating Subsidies/Youth Set-Aside.
- iv. Authorize the Office of Care Coordination to issue a RFP to program the remaining HHAP Round 4 funds under the Prevention and Shelter Diversion eligible use category to solicit proposals for prevention and diversion services.
- v. Approve the Office of Care Coordination to request a budget modification from the California Interagency Council on Homelessness (Cal ICH) to move remaining HHAP Round 1 funds under the Landlord Incentives and Outreach and Coordination eligible use categories to the Operating Subsidies eligible use category, to combine with remaining HHAP Round 4 funds under the Operating Subsidies and Operating Subsidies Youth Set-Aside eligible use categories and current allocated funding, to ensure sustained funding for HHAP CoC-funded emergency shelter contracts through years four and five.
- vi. Program the remaining HHAP Round 4 under the Rental Assistance/Rapid Rehousing and Rental Assistance/Rapid Rehousing Youth Set-Aside eligible use categories to PATH, Families Forward and Covenant House California, to support with renewal of current HHAP CoC-funded Rapid Rehousing contracts for a third year.
- vii. Program the remaining HHAP Round 1 funds under the Infrastructure Development eligible use category to Friendship Shelter, Inc. for the Coordinated Entry System (CES) for Individuals project.
- viii. Program the remaining HHAP Round 3 and 4 funds under the System Support eligible use category to system support activities for the Orange County CoC, with the following prioritization of activities to be funded:
 1. Compensation for people with lived experience partnering with the Orange County CoC
 2. Homeless Management Information System (HMIS) User Fees
 3. Additional relevant system support activities

3. Policies, Procedures and Standards (PPS) Committee Recommendations – Sarah Jones, CoC Manager, Office of Care Coordination; Nishtha Mohendra, PPS Committee Chair and CoC Code of Conduct Ad Hoc Membership

- a. Approve the Orange County CoC Code of Conduct as recommended by the Code of Conduct Ad Hoc and PPS Committee.
- b. Approve the Orange County CoC Conflict of Interest Policy and Procedure as recommended by the Code of Conduct Ad Hoc, inclusive of additional revisions made by the Office of Care Coordination, as recommended by the PPS Committee.
- c. Approve revisions to the Orange County CoC Governance Charter to incorporate the Orange County CoC Code of Conduct and the Orange County CoC Conflict of Interest Policy and Procedure, as recommended by the PPS Committee.
- d. Approve revisions to the CES Housing Assessment, including the addition of accessibility questions, as recommended by the PPS Committee.

4. CoC Governance Charter Review Ad Hoc Recommendation – Sarah Jones, CoC Manager, Office of Care Coordination

- a. Establish a CoC Governance Charter Review Ad Hoc to be appointed by the CoC Board Officers and PPS Committee Chair to review and propose recommended changes to the Orange County CoC Governance Charter.
5. **Orangewood Foundation's HMIS Data Integration Request** – Sarah Jones, CoC Manager, Office of Care Coordination; Erin DeRycke, Director, Data Analytics, 2-1-1 Orange County, Orange County United Way; Rose Buenaventura, Senior Director, Digital Solutions, Orange County United Way and Tiffany Mitchell, Chief Programs Officer, Orangewood Foundation
 - a. Approve the import of data from Orangewood Foundation's case management software to HMIS, as detailed in Orangewood Foundation's data integration request.
 - b. Approve the export of data from HMIS to Orangewood Foundation's case management software, as detailed in Orangewood Foundation's data integration request.
6. **FY 2023 Longitudinal Systems Analysis Report** – Elizabeth Andrade, Executive Director and Erin DeRycke, Director, Data Analytics, 2-1-1 Orange County, Orange County United Way
7. **Orange County Homelessness Updates** – Doug Becht, Director of Office of Care Coordination and Sarah Jones, CoC Manager, Office of Care Coordination
 - a. System of Care Update
 - b. CoC Update
8. **Next Meeting:** Wednesday, June 26, 2024, from 2:00 p.m. – 5:00 p.m.

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MINUTES

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LaVal Brewer, South County Outreach
Kelly Bruno-Nelson, CalOptima Health
Andrew Crowe, Scholarship Prep
Nichole Gideon, Individual [Secretary]
Becks Heyhoe, OC United Way
Sandra Lozeau, City of Anaheim
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Call to Order – Dr. Shauntina Sorrells, Vice Chair

Vice Chair Dr. Shauntina Sorrells called the meeting to order at 2:01 p.m.

Board Member Roll Call – Nichole Gideon, Secretary

Present: Judson Brown, LaVal Brewer, Kelly Bruno-Nelson, Andrew Crowe, Nichole Gideon, Sandra Lozeau, Frank Luna, Melanie McQueen, Robert “Santa Bob” Morse, Jason Phillips, Dawn Price, Maricela Rios-Faust, Ami Rowland, George Searcy, Dr. Shauntina Sorrells, and Christina Weckerly Ramirez.

Absent Excused: Becks Heyhoe, Nishtha Mohendra, Talesha Payne, and Tim Shaw.

Christina Weckerly Ramirez arrived during Public Comments.

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- No public comments.

Board Member Comments: Members of the CoC Board may provide comments on matters not appearing on the agenda so long as the subject matter is within the jurisdiction of the CoC Board.

- Dawn Price drew attention to the Help Them Home fundraiser that is being held for Orange County community foundations and shared that people can look up the fundraiser to learn more about giving back to their favorite charities.
- Ami Rowland shared attendance of the Coalition for Youth in Sacramento where over 200 youth attended and discussed how to lift youth voices. Seven (7) legislative visits were conducted with people from Orange County. Ami Rowland also shared that the young people discussed Homeless Housing, Assistance and Prevention funds and Victims of Crime Act (VOCA) budget cuts.

CONSENT CALENDAR

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1. **Approve CoC Board Meeting Minutes from March 27, 2024**
2. **Agencies and Jurisdictions Approved for Homeless Management Information System (HMIS) Access**
 - a. Receive and file list of agencies and jurisdictions approved for HMIS access from January 13, 2024, through April 19, 2024.

Robert “Santa Bob” Morse motioned to approve items 1 and 2 and on the Consent Calendar. Maricela Rios-Faust seconded the motion. Judson Brown, LaVal Brewer, Kelly Bruno-Nelson, Andrew Crowe, Nichole Gideon, Sandra Lozeau, Frank Luna, Melanie McQueen, Robert “Santa Bob” Morse, Jason Phillips, Dawn Price, Maricela Rios-Faust, Ami Rowland, George Searcy, Dr. Shauntina Sorrells, and Christina Weckerly Ramirez voted yes. The motion passed with unanimous consent.

BUSINESS CALENDAR

1. Homeless Housing, Assistance and Prevention (HHAP) Program Update – Sarah Jones, CoC Manager, Office of Care Coordination

The HHAP Program grant funding is administered by the California Interagency Council on Homelessness (Cal ICH). The HHAP Program provides local jurisdictions with funds to support regional coordination to expand or develop local capacity to address their immediate homelessness challenges as well as prevent and end to homelessness in their communities, including but not limited to projects related to permanent housing, interim housing, and services and system support. To support the Office of Care Coordination with the planning and programming of HHAP Program Rounds 1-4 remaining funds allocated to the Orange County CoC, the CoC Board approved the establishment of a HHAP Program ad hoc at the March 28, 2024, meeting. The HHAP Program ad hoc convened on April 17, 2024, and aims to bring recommendations for allocation of unspent funding from HHAP Program Rounds 1-4 at a future CoC Board meeting.

The HHAP Round 5 Notice of Funding Availability (NOFA) was made available in September 2023 with an application submission deadline of March 27, 2024. The Office of Care Coordination as the Administrative Entity completed the HHAP Round 5 grant application by the submission deadline, on behalf of the CoC and County, and worked alongside the cities of Anaheim, Irvine, and Santa Ana as regions were required to apply together and submit a single Regionally Coordinated Homelessness Action Plan. The Office of Care Coordination worked with the cities of Anaheim, Irvine, and Santa to develop an Memorandum of Understanding (MOU) that commits to participation and compliance with the Regionally Coordinated Homelessness Action Plan. Approval of the HHAP Round 5 MOU between the Orange County CoC, the County of Orange, City of Anaheim, City of Irvine, and the City of Santa Ana will ensure that the regions are compliant with HHAP Round 5 application requirements and ensure commitment to participation and compliance with the Regionally Coordinated Homelessness Action Plan.

Recommended Action b: Approve the HHAP Round 5 Memorandum of Understanding (MOU) between the Orange County CoC, the County of Orange, City of Anaheim, City of Irvine, and the City of Santa Ana.

Kelly Bruno-Nelson motioned to approve Recommended Action b. Dawn seconded the motion. Judson Brown, LaVal Brewer, Kelly Bruno-Nelson, Andrew Crowe, Nichole Gideon, Sandra Lozeau, Frank Luna, Melanie McQueen, Robert “Santa Bob” Morse, Jason Phillips, Dawn Price, Maricela Rios-Faust, Ami Rowland, George Searcy, Dr. Shauntina Sorrells, and Christina Weckerly Ramirez voted yes. The motion passed.

CoC Board Member Discussion:

- Sandra Lozeau shared that the City of Anaheim is slated to bring the MOU for approval soon. Sandra Lozeau stated that there is information coming from the State that potentially HHAP recipients may be eligible for the next round of Project Homekey funding.

2. CalOptima Health Housing and Homelessness Incentive Program (HHIP) Update and HMIS Data Request – Sarah Jones, CoC Manager, Office of Care Coordination and Kelly Bruno Nelson, Executive Director, Medi-Cal/CalAIM, CalOptima Health

In September 2022 and January 2023, the CoC Board approved an HMIS data request from CalOptima Health (CalOptima) to receive regular and recurring (monthly) data downloads of all persons, including adults and

children, within HMIS to allow for member matching with CalOptima enrollment data. The original data request approved by the CoC Board in September 2022 was granted to support reporting for Housing and Homelessness Incentive Program (HHIP) – of which ended on March 31, 2024. CalOptima is returning to the CoC Board with a request to renew the data request for one (1) additional year, and to include additional data elements. Having continued access to HMIS data will enable CalOptima to provide or coordinate appropriate housing related support services to individuals and families whose records are found in both the HMIS system and are CalOptima members.

Recommended Action b: Approve the renewal of CalOptima Health’s HMIS data request, inclusive of additional data elements, for a period of one year to support CalOptima Health’s coordination of appropriate housing related supportive services to individuals and families in Orange County whose records are found in HMIS and are CalOptima Health members.

Robert “Santa Bob” Morse motioned to approve Recommended Action b. LaVal Brewer seconded the motion. Judson Brown, LaVal Brewer, Andrew Crowe, Nichole Gideon, Sandra Lozeau, Frank Luna, Melanie McQueen, Robert “Santa Bob” Morse, Jason Phillips, Dawn Price, Maricela Rios-Faust, Ami Rowland, George Searcy, Dr. Shauntina Sorrells, and Christina Weckerly Ramirez voted yes. Kelly Bruno-Nelson recused herself during discussion and abstained from voting. The motion passed.

CoC Board Member Discussion:

- Kelly Bruno-Nelson clarified that the only two new data elements that were being requested in the data request were elements 5.01 and 5.02 Kelly Bruno-Nelson shared that CalOptima was successful in drawing 90% of the HHIP funds that CalOptima was eligible for. Kelly Bruno-Nelson shared the CoC Board for approving the previous data requests as the data was integral and stated that a continued data request will allow CalOptima to continue connecting individuals.
- Dawn Price asked for clarification on the two new data elements for the data request.
- Vice Chair Dr. Shauntina Sorrells asked for clarification on the social security data element and asked if it was the full social security number.
- Christina Weckerly Ramirez shared a piece of information that was learned was that that CalOptima matches and identifies CalOptima members, as well as non-members.
- Maricela Rios-Faust shared that with the current VOCA budget cuts the reduced money in the overall system, when looking at CalOptima and CalAim, it is important to be thinking about the larger funding issue and the CoC needs to understand that better as a system.

3. CoC Committee Updates – CoC Committee Chairs and Member

- a. Policies, Procedures and Standards (PPS) Committee – Maricela Rios-Faust shared updates on behalf of PPS Committee Chair Nishtha Mohendra. Maricela Rios-Faust shared that the PPS Committee had it’s first in-person meeting, however, due to the lack of quorum, the PPS Committee was unable to vote on items. The PPS Committee discussed the code of conduct and conflict of interest policies and expansion of committee membership. The PPS Committee meeting also received a presentation to review HMIS user fees and any proposed adjustments in the future. Maricela Rios-Faust noted that an update on the Request for Information (RFI) for the Development and Operations of a People with Lived Experience of Homelessness Financial Compensation Coordination Program was provided and stated that it would be a good idea to think of the barriers that may prevent people from applying for the RFI.
- b. Domestic Violence (DV) Committee – Maricela Rios-Faust shared that the DV Committee had it’s first in-person meeting and explained that the DV Committee has been very vocal on the difficulty of joining in-person meetings. Maricela Rios-Faust stated that a hybrid meeting model should be the solution and the Orange County CoC should look into other counties to identify hybrid models that are engaging. The DV Committee discussed VOCA budget cuts and how the populations should be prioritized in other

funding opportunities, as well as the metrics of information that people would like to see from CES for Survivors.

- c. Coordinated Entry System (CES) Steering Committee – Andrew Crowe shared metrics of Individual CES, Family CES, Transitional Age Youth (TAY) Registry, and Veteran Registry metrics from the March 2024 CES Steering Committee meeting. Andrew Crowe stated that 205 veterans were housed from 2/1/23 to 1/31/24.
- d. Housing Opportunities Committee – Judson Brown shared the metric of the 81% vouchers utilization and explained the importance of the information as it relates to housing updates. Judson Brown emphasized that housing ends homelessness and shared that relative updates are being provided at the Housing Opportunities Committee meetings. Judson Brown shared that personal research showed that it takes approximately 3 years and 9 months to finance permanent supporting housing meanwhile tenant-based vouchers take approximately 3 to 6 months. Judson Brown encouraged attendance to the next Housing Opportunities Committee meeting.
- e. Service Provider Forum – Melanie McQueen thanked the Health Care Agency for providing the space of the March 2024 Service Provider Forum meeting. The March 2024 Service Provider Forum had presentations from Friendly Center, CalOptima, and Sabil USA. The next Service Provider Forum will have a training on diversity, equity, and inclusion (DEI) and an update from Volunteers of America Los Angeles (VOALA) regarding Housing and Disability Advocacy Program (HDAP). Melanie McQueen shared that the Service Provider Forum has launched Peer Recognition Shout-Outs and individuals can nominate a peer that went above and beyond in their role.
- f. TAY Collaborative Committee – Ami Rowland shared that the March 2024 meeting of the TAY Collaborative Committee focused on discussion as to how to work better to collaborate. There was discussion led by Dee Balliet from Abt Global on youth action boards and the need to build momentum. Additionally, there was an update on the Youth Homelessness System Improvement (YHSI) application that was submitted by Orange County United Way. Ami Rowland shared upcoming presentation topics for the TAY Collaborative Committee meetings.
- g. Lived Experience Advisory Committee (LEAC) – Nichole Gideon explained that the LEAC has been wanting to partner with other committees and most recently, was able to partner with the CES Steering Committee regarding their input on CES. Nichole Gideon shared that the LEAC is in the process of recruitment for a youth representative on the LEAC.

CoC Board Member Discussion:

- Christina Weckerly Ramirez asked how providers are selected for the service provider highlights in the Service Provider Forum. Christina Weckerly Ramirez shared that it would be fruitful to do an annual survey asking input from other providers on information or topics they would like to hear at the Service Provider Forum.
- Kelly Bruno-Nelson shared that CalOptima attended a LEAC meeting as CalOptima noticed that their street medicine program failed to include the voices of people with lived experience, therefore, to rectify the problem, CalOptima obtained input from the LEAC.
- Vice Chair Dr. Shauntina Sorrels gave an example of how the VOCA funding helps providers and shared that people should be alarmed at the VOCA funding cuts.

4. Orange County Homelessness Updates – Doug Becht, Director of Office of Care Coordination and Sarah Jones, CoC Manager, Office of Care Coordination

- a. System of Care Updates – Doug Becht provided the following System of Care Update:
 - On January 23, 2024, a MOU was established between the City of Anaheim (City) and the County of Orange (County) for the City to provide up to 50 emergency shelter beds during cold and

inclement weather for individuals experiencing homelessness from February 1, 2024, through April 15, 2024. The City's Cold Weather Emergency Shelter Program was activated six times over a 12-night period from February 1 to March 30, 2024. During this time, 67 persons experiencing homelessness were served. Of the six activations, five were due to rain and one was cold temperatures below 45 degrees.

- At the December 13, 2023, meeting, the Commission to End Homelessness received and filed the Homelessness Prevention and Stabilization Pilot Program as proposed by Supervisor Vicente Sarmiento. The Office of Care Coordination issued a Request for Proposals (RFP) from qualified organizations to operate the Homeless Prevention and Stabilization Pilot (HPSP) Program. The RFP launched on March 21 and closed on April 11, 2024.
- The County Procurement Office is hosting an annual Supplier Outreach Day and is encouraging all interested vendors and service providers to attend. Attendees will gain knowledge on County procurement and contracting processes and will learn how to better partner with the County to serve the community. The event will be held on May 16, 2024, from 10:00 a.m. – 2:00 p.m. at Mile Square Park, Freedom Hall. Reservation for the event is required and can be completed on Eventbrite: <https://www.eventbrite.com/e/2024-supplier-outreach-event-registration-758041531627>

b. CoC Updates – Sarah Jones provided the following CoC Updates:

- For the FY2023 NOFO, the Orange County CoC had a total application score of 158 compared to the national median score for all CoCs being 151.5. The highest score of any CoC was 185.5 and the lowest score for any CoC was 54.5.
- The Office of Care Coordination provides regular updates on the calendar of activities for the Orange County CoC. For the beginning of Quarter 2, highlighting activities and meetings.
- Upcoming meetings:
 - Coordinated Entry System Steering Committee (IN PERSON): Wednesday, May 1, 2024, from 2:00 p.m. – 3:00 p.m.
 - Location: 1501 E. St Andrew Pl., Santa Ana, CA 92705
 - Transitional Age Youth Collaborative Committee (IN PERSON): Friday, May 10, 2024, from 1:00 p.m. – 2:00 p.m.
 - Location: Orangewood Foundation, 1575 17th St, Santa Ana, CA 92705
 - Policies, Procedures and Standards Committee (IN PERSON): Tuesday, May 14, 2024, from 3:30 p.m. – 5:00 p.m.
 - Location: County Administration South (CAS) Multipurpose Rooms 103/105, 601 N Ross St, Santa Ana, CA 92701
 - Service Provider Forum (IN PERSON): Thursday, May 16, 2024, from 9:00 a.m. – 11:00 a.m.
 - Location: To be determined.
 - Veterans Committee (IN PERSON): Thursday, May 16, 2024, from 2:00 p.m. – 3:30 p.m.
 - Location: Orange County United Way, 18012 Mitchell South, Irvine, CA 92614
- The Office of Care Coordination as the Collaborative Applicant and Administrative Entity of the Orange County CoC has issued a Request for Information (RFI) for the Development and Operations of a People with Lived Experience of Homelessness Financial Compensation Coordination Program. For more information, visit the following link: [Development and Operations of a People with Lived Experience of Homelessness Financial Compensation Coordination Program RFI](#)
- On April 17, 2024, Department of Housing and Urban Development (HUD) announced that the release of the HMIS Data Standards has been pushed back to FY 2027. The reason for this delay is to allow more time for communities and partners to provide feedback on what changes are necessary because it is critically important people impacted by the data weigh in. HUD will be

sending out a listserv on how people can better engage in the process of proposing changes to the HMIS Data Standards in the coming months.

CoC Board Member Discussion:

- Dr. Shauntina Sorrells asked for clarification on whether the consultant is for the strategic invest planning initiative.
- LaVal Brewer asked if the upcoming meetings were standing dates and asked if the Office of Care Coordination can send the list of upcoming meetings.
- Maricela Rios-Faust asked if the County can be the administrator of the Development and Operations of a People with Lived Experience of Homelessness Financial Compensation Coordination Program if there are no applicants for the RFI.
- Dawn Price shared personal experience of interest applying for the RFI and due to policies, it can be difficult to do the right thing.

Melanie McQueen motioned to adjourn the meeting. Robert “Santa Bob” Morse seconded the motion. The motion passed with unanimous consent. Meeting adjourned at 3:13 p.m.

5. Next Meeting: Wednesday, May 22, 2024, from 2:00 p.m. – 5:00 p.m.

Date: May 22, 2024

Subject: Orange County 2024 Point In Time Count Presentation

Background and Analysis

The U.S. Department of Housing and Urban Development (HUD) requires that all Continuum of Care (CoC) jurisdictions across the nation complete a biennial unsheltered count and an annual sheltered count of all persons experiencing homelessness in the community on a single point in time during the last ten days of January.

The County of Orange in partnership with the Orange County CoC conducted the sheltered count the night of Monday, January 22, 2024. The unsheltered count process took place over three days, Tuesday, January 23, 2024, through January 25, 2024, to ensure the 800 square mile Orange County jurisdiction was canvassed effectively. The 2024 Point In Time Count data collected participant-level information including household compositions, subpopulations, and disabling conditions information, such as substance abuse disorder, serious mental illness and physical disability, amongst other demographic factors.

The 2024 Point In Time Count found a total of 7,322 persons experiencing homelessness in Orange County, of which 3,149 persons were sheltered and 4,173 persons were unsheltered. The 2024 Point in Time Count Data Summary can be referenced in **Attachment A**.

To ensure communication with local stakeholders and community members, the Office of Care Coordination provided the 2024 Point in Time Count Data Summary to the CoC membership, CoC Board, Commission to End Homelessness, and Orange County Board of Supervisors via email.

Attachments

Attachment A – Orange County 2024 Point in Time Count Data Summary



EVERYONE COUNTS

2024 POINT IN TIME SUMMARY



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Introduction

Since 2019, the County of Orange (County), its cities, the State and Federal government, as well as the non-profit community have made large investments to address homelessness in the county. While this summary's primary focus is to provide information related to the Orange County 2024 Point in Time (PIT) Count, it will also explain the following:

1. Resources brought online to address homelessness in Orange County since 2019;
2. Highlight the additional resources currently being planned and implemented to address homelessness;
3. Compare and contrast Point in Time Count data from Orange County, the Southern California region and the entire State;
4. Provide context on the greatest challenge Orange County faces in its efforts to address homelessness – the lack of housing.

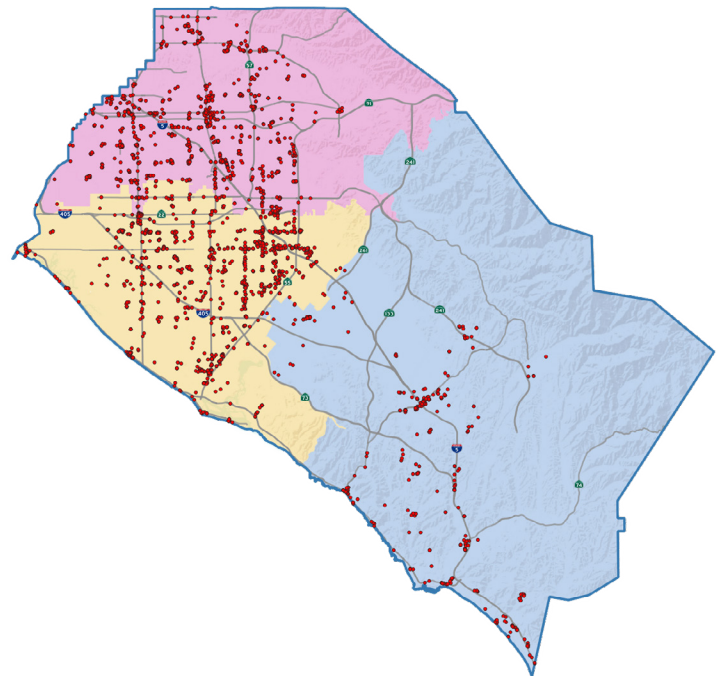
The PIT Count summary contains much of the same information seen in the 2019 and 2022 summaries. Policymakers and Orange County residents alike are encouraged to examine the information in this summary and compare it to the prior years' summaries.

Lastly, addressing homelessness in the County requires dedicated leadership from all levels of government and nonprofit partners. This summary highlights the tremendous effort and work invested to successfully address homelessness. While also highlighting the continued need for investment and work to further address homelessness in Orange County.

For more information about homelessness in Orange County, visit the Office of Care Coordination website below:

ceo.ocgov.com/office-care-coordination

2024 COUNTY GIS MAP



Each red dot represents a survey that was completed during the Orange County 2024 Point In Time Count.



Orange County's Homeless Service System

Since 2019, Orange County has created a comprehensive and robust homeless service system.



Prevention

1,553 traditional Housing Choice vouchers issued

Since 2022, over 1,800 families provide CalWORKs emergency housing assistance

BeWell Orange Campus



Outreach & Supportive Services

OC Outreach & Engagement

Care Coordination programs serving over 800 experiencing chronic homelessness

Over 25 city specific homeless outreach teams

CalOptima Health's Garden Grove Street Medicine Program



Shelter

61 emergency shelters able to serve over 3,000 people, representing 730 additional beds since 2019



Housing

1,364 affordable and supportive housing units completed/built since 2018

217 veterans dedicated permanent supportive housing units

This data has been collected through information from the County of Orange's Office of Care Coordination, OC Community Resources, Orange County Social Services Agency and OC Health Care Agency



What's Coming Online...



Prevention

Homeless Prevention and Stabilization Pilot Program¹

Emergency Rental Assistance Pilot Program²

BeWell Irvine Campus



Outreach & Supportive Services

CalOptima Health's Anaheim and Costa Mesa Street Medicine Programs

HOPE Center outreach expansion into 6 additional North Orange County Cities



Shelter

Tri-City Navigation Center

120+ Behavior Health Bridge Housing beds

CalOptima Health's 50 room Street Medicine Support Center (Garden Grove)



Housing

1,673 affordable and supportive housing units under construction, closing their construction loans or securing their funding³

1: Sponsor: District 2 - passed unanimously by County of Orange Board of Supervisors

2: Sponsor: District 4 - passed unanimously by County of Orange Board of Supervisors

3: OCCR's Board Memo: Status Report: April 2024 Update- Housing Funding Strategy/Supportive Housing- 4-30-24



HOMELESS SYSTEM OF CARE: SHELTER-TO-HOUSING

Homeless shelters in the County provide more than just beds for persons experiencing homelessness. Shelters are considered a gateway to housing and provide a variety of services to support people experiencing sheltered homelessness to obtain and sustain housing. On April 4, 2024, the County conducted a “point-in-time” snapshot of the County’s two shelters, Yale Navigation Center and Bridges at Kraemer Place, in an effort to understand the current state of the shelter-to-housing pipeline. The results were astonishing and spoke to the need to increase housing in the county for those experiencing homelessness.

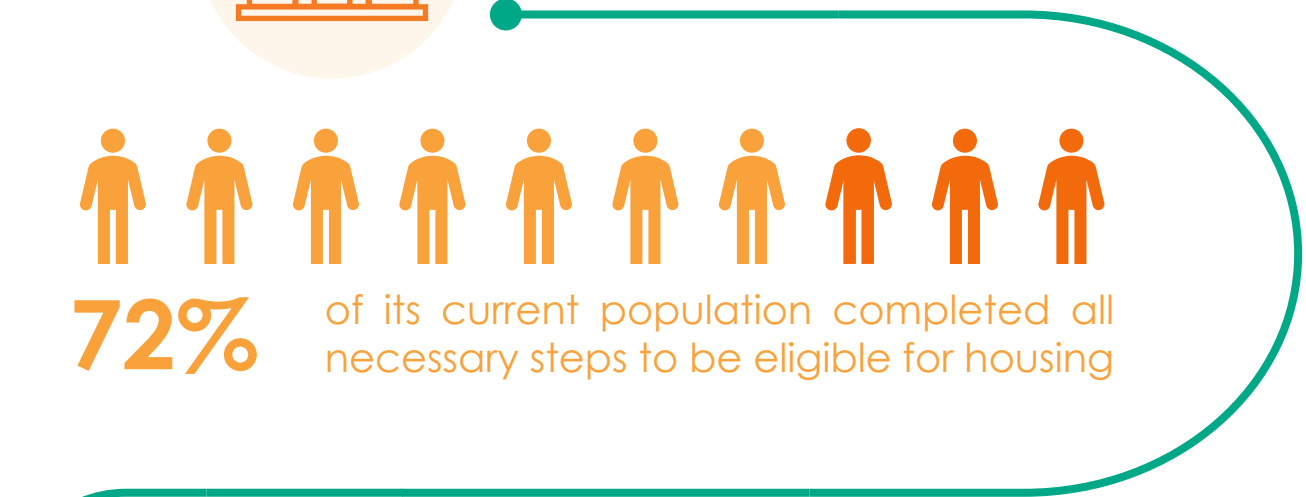


Yale Navigation Center & Bridges at Kraemer Place

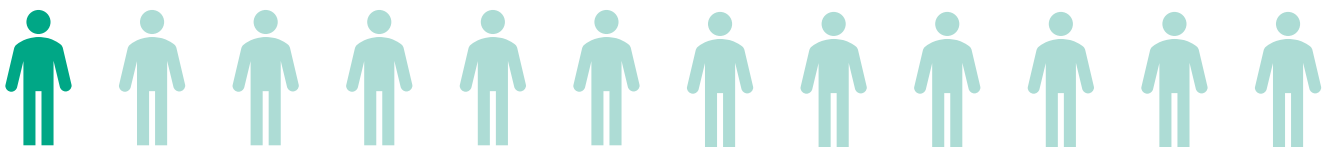


72%

of its current population completed all necessary steps to be eligible for housing



Housing



Only 1 out of every 12 were connected to housing



Background

Orange County's PIT Count, branded as Everyone Counts OC, provides a critical opportunity for the County to establish a baseline for its efforts in building a System of Care that is both comprehensive and responsive to meeting the needs of individuals and families experiencing homelessness across the county. The County and Orange County Continuum of Care conducted the 2024 PIT Count during the week of January 22, 2024, as required biennially by the U.S Department of Housing and Urban Development (HUD). The sheltered count took place on the night of Monday, January 22, 2024, and the unsheltered count occurred between Tuesday, January 23, 2024, through Thursday, January 25, 2024.

Methodology

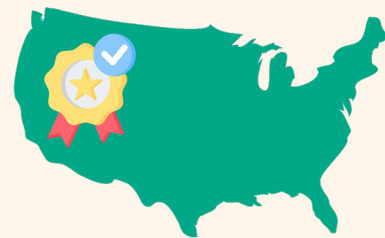
The County's 2024 PIT Count is in compliance with HUD guidelines. These guidelines provide specific data points to be collected, including but not limited to, information regarding chronic homelessness, disabling conditions, demographic information such as single adults, families, and specific subpopulations, including veterans, survivors of domestic violence and youth. The 2024 PIT Count utilizes the same methodology as the 2019 and 2022 PIT Counts. By keeping the methodology consistent, parallel comparisons can be made between the three counts.

The methodology for the unsheltered population is a simple canvassing of the entire county by volunteers equipped with ArcGIS maps and a mobile survey application. This methodology identifies people experiencing unsheltered homelessness through surveying people encountered on the street during the count. The survey included questions required by HUD, as well as additional demographics and details the County required in order to deepen its understanding of those experiencing homelessness in Orange County. Once complete, the County's Office of Care Coordination (OCC), in partnership with City Net and Hub for Urban Initiatives reviews and investigates any discrepancies and redundancies in the data to ensure the final count is accurate. Survey results are then compiled and analyzed for the PIT Count summary.

Highlights of the 2024 Point in Time Count



2024 marks the third PIT Count conducted



Aligns with National best practices

1,251

Highest number of volunteers in PIT history



2024 POINT IN TIME COUNT BY THE NUMBERS

7,322
Persons

North: 3,227 Persons
Central: 3,454 Persons
South: 641 Persons

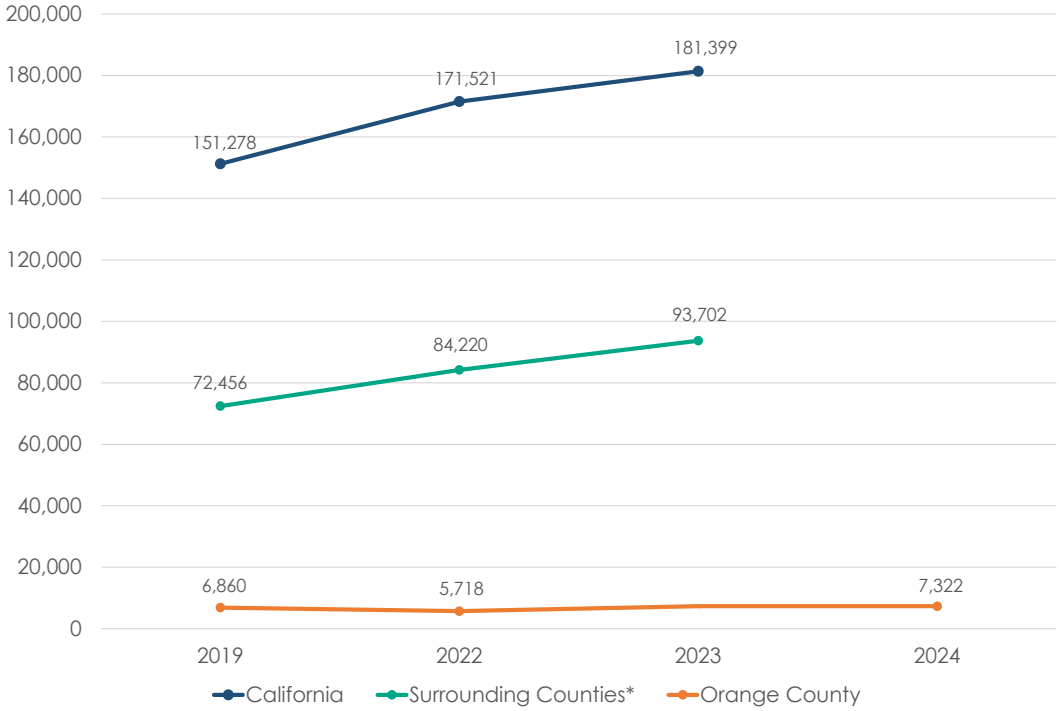


328
VETERANS
Persons who served in the U.S. Armed Forces, National Guard or Reserves

308
TRANSITIONAL AGED YOUTH
Persons ages 18 to 24

869
SENIORS
Persons ages 62 and older

GROWTH TRENDS OF CALIFORNIA HOMELESS POPULATION



5 YEAR RATE OF GROWTH

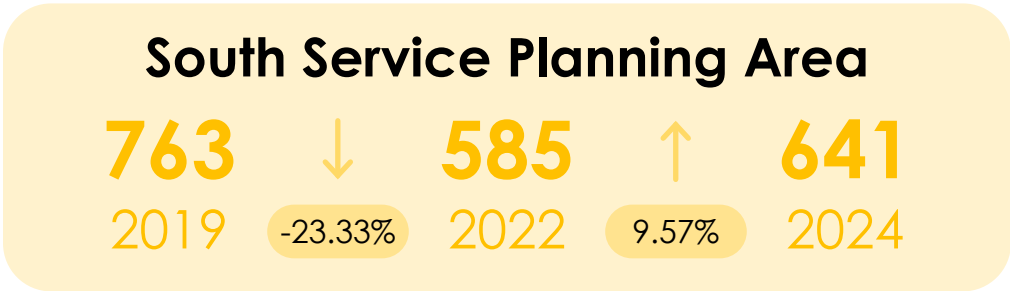
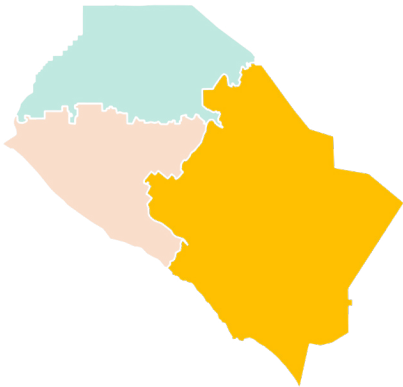
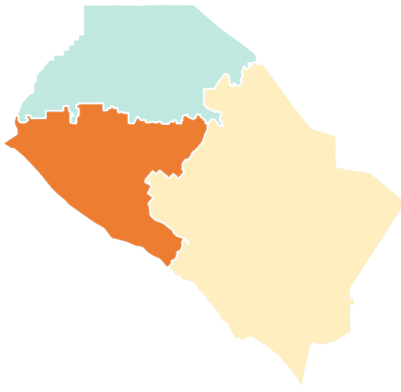
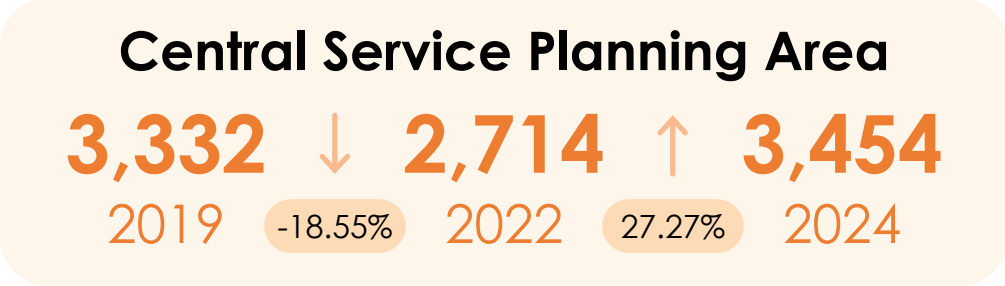
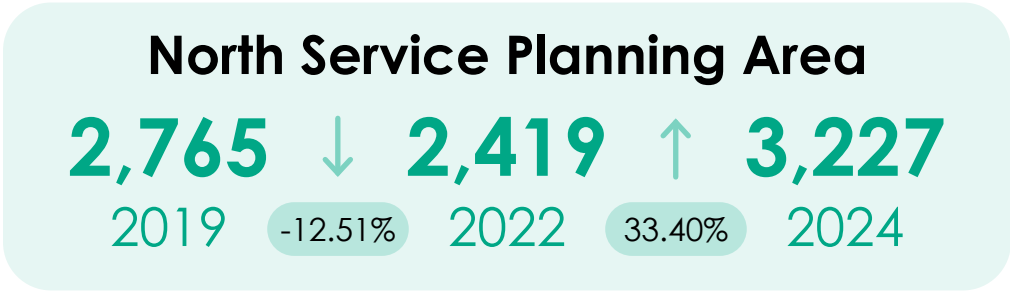
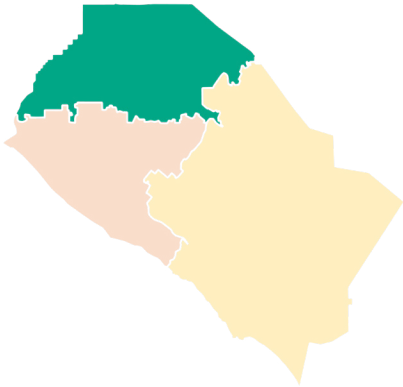
California: 20%
Surrounding Counties: 29%
Orange County: 7%

Surrounding Counties include: Los Angeles County, Riverside County, San Bernardino County and San Diego County

2023 AHAR: Part 1 - PIT Estimates of Homelessness in the U.S. (HUD Office of Policy Development and Research)



SERVICE PLANNING AREA COMPARISON



WHAT CHANGED BETWEEN 2022-2024

The County acknowledges that there is an increase between 2022 and 2024 PIT numbers. Pinpointing the exact cause of the increase is a challenge given the number of variables that could influence the fluctuation of the numbers. The County does know, however, that certain resources existed in 2022 that did not exist during the 2024 PIT Count. Some of those include:

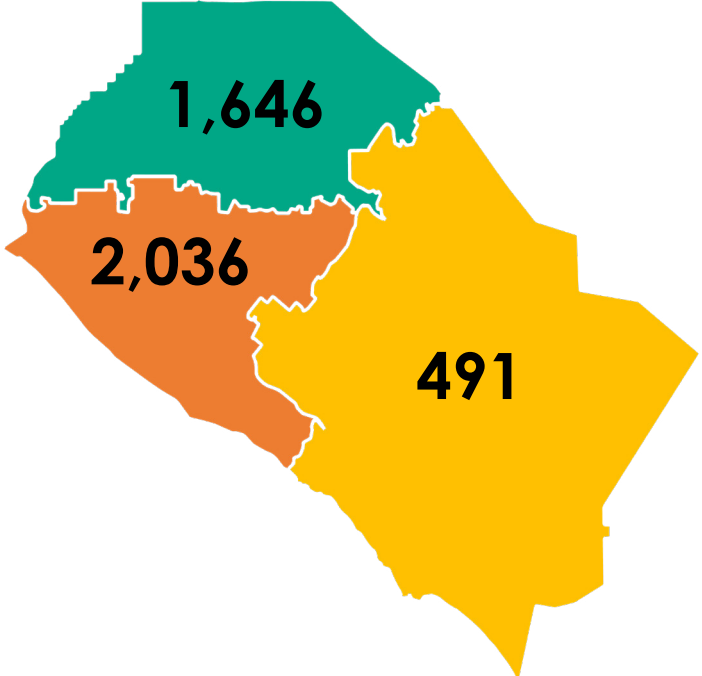
1. The Emergency Rental Assistance Program (ERA). Approximately \$300M in rental assistance were awarded by the County and state to Orange County residents to prevent evictions due to Covid-19.
2. The Eviction Moratorium pursuant to the Covid-19 pandemic was still in effect; the moratorium ended on May 31, 2022.

While it may never be possible to identify the exact causes of the increase between 2022 and 2024, Orange County never stopped addressing homelessness. Between the 2022 and 2024 PIT Counts, Orange County:

1. Added 681 shelter beds; thereby growing the total number of shelter beds capacity to 3,920.
2. Built an additional 859 housing units between January 2022 and May 2024; of which 194 units can be attributed to the 4 additional Project Homekey sites completed between 2022 and 2024.



UNSHELTERED COUNT



4,173

UNSHELTERED TOTAL

248

VETERANS

Persons who served in the U.S. Armed Forces, National Guard or Reserves

162

TRANSITIONAL AGED YOUTH

Persons ages 18 to 24

413

SENIORS

Persons ages 62 and older

MAPS & VOLUNTEERS

1,251

Volunteers - including nonprofit and faith-based service providers, County and City government, and representatives from law enforcement - covered all 34 cities and County unincorporated areas.

279

Field teams of volunteers deployed into the community to canvas maps and survey people experiencing homelessness.

492

Maps were canvassed at least twice during the 2024 Point In Time Count effort.





SHELTERED COUNT

80

VETERANS

Persons who served in the U.S. Armed Forces, National Guard or Reserves

146

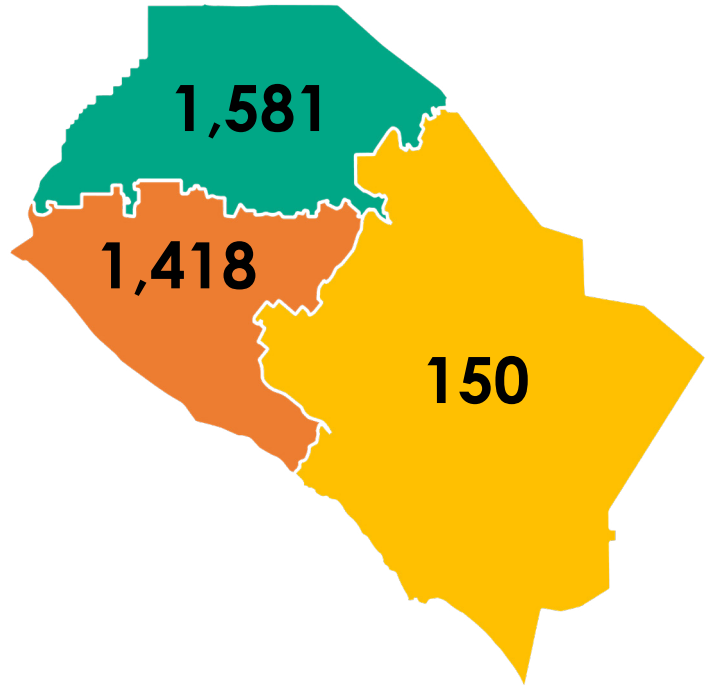
TRANSITIONAL AGED YOUTH

Persons ages 18 to 24

456

SENIORS

Persons ages 62 and older



3,149

SHELTERED TOTAL

THANK YOU TO ALL THOSE INVOLVED

- **County of Orange** – including County Executive Office, Health Care Agency, Social Services Agency, OC Community Resources, OC Parks, OC Public Works, OC Sheriff's Department and OC Information & Technology
- **Continuum of Care Board & Agencies**
- **Nonprofit and faith-based service providers**
- **34 Cities and law enforcement agencies**
- **Community volunteers from every part of Orange County**
- **Commission to End Homelessness**
- **Hub for Urban Initiatives** – Lead Agency for HUD methodology and survey tool design
- **City Net** – lead agency for unsheltered count
- **Orange County United Way** – lead agency for sheltered count





SUBPOPULATIONS & DISABLING CONDITIONS

	UNSHELTERED	SHELTERED
ADULTS	4,074	2,557
CHRONIC HOMELESSNESS	38.44% 1,566 Adults	34.30% 877 Adults
SUBSTANCE USE DISORDER	49.85% 2,031 Adults	23.46% 600 Adults
PHYSICAL DISABILITY	31.42% 1,280 Adults	29.88% 764 Adults
SERIOUS MENTAL ILLNESS	30.68% 1,250 Adults	35.31% 903 Adults
DEVELOPMENTAL DISABILITY	17.43% 710 Adults	0.20% 5 Adults
DOMESTIC VIOLENCE	10.01% 408 Adults	10.40% 266 Adults
HIV/AIDS	2.26% 92 Adults	6.84% 175 Adults

Notes:
Data only includes adults ages 18 and older. Some adults may identify with more than one subpopulation and/or report more than one disabling condition.



Age	Unsheltered 4,173 Persons	Sheltered 3,149 Persons
Under 18	2.37% 99 Persons	18.80% 592 Persons
18-24	3.88% 162 Persons	4.64% 146 Persons
25-34	22.05% 920 Persons	13.46% 424 Persons
35-44	26.84% 1,120 Persons	16.01% 504 Persons
45-54	21.90% 914 Persons	17.02% 536 Persons
55-61	13.06% 545 Persons	15.59% 491 Persons
62-64	4.58% 191 Persons	5.34% 168 Persons
65+	5.32% 222 Persons	9.15% 288 Persons

Gender	Unsheltered 4,173 Persons	Sheltered 3,149 Persons
Woman (Girl if Child)	26.98% 1,126 Persons	44.71% 1,408 Persons
Man (Boy if Child)	71.68% 2,991 Persons	54.81% 1,726 Persons
Culturally Specific Identity	0.05% 2 Persons	0.00% 0 Persons
Transgender	0.29% 12 Persons	0.10% 3 Persons
Non-Binary	0.00% 0 Persons	0.22% 7 Persons
Questioning	0.07% 3 Persons	0.00% 0 Persons
Different Identity	0.10% 4 Persons	0.00% 0 Persons
More than one Gender	0.84% 35 Persons	0.16% 5 Persons

Notes:

The gender options have been updated to align with HUD guidance for gender reporting.



DEMOGRAPHICS

Race and Ethnicity	Unsheltered 4,173 Persons	Sheltered 3,149 Persons
American Indian, Alaska Native, or Indigenous	1.80% 75 Persons	1.14% 36 Persons
American Indian, Alaska Native, or Indigenous & Hispanic/Latina/e/o	0.67% 28 Persons	2.89% 91 Persons
Asian or Asian American	3.93% 164 Persons	3.27% 103 Persons
Asian or Asian American & Hispanic/Latina/e/o	0.17% 7 Persons	0.25% 8 Persons
Black, African American, or African	5.34% 223 Persons	10.45% 329 Persons
Black, African American, or African & Hispanic/Latina/e/o	0.17% 7 Persons	0.41% 13 Persons
Hispanic/Latina/e/o	36.16% 1,509 Persons	1.17% 37 Persons
Middle Eastern or North African	0.96% 40 Persons	0.03% 1 Persons
Middle Eastern or North African & Hispanic/Latina/e/o	0.05% 2 Persons	0.00% 0 Persons
Native Hawaiian or Pacific Islander	1.08% 45 Persons	1.68% 53 Persons
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o	0.12% 5 Persons	0.38% 12 Persons
White	42.46% 1,772 Persons	35.57% 1,120 Persons
White & Hispanic/Latina/e/o	4.91% 205 Persons	40.49% 1,275 Persons
Multi-Racial & Hispanic/Latina/e/o	0.34% 14 Persons	0.64% 20 Persons
Multi-Racial & not Hispanic/Latina/e/o	1.85% 77 Persons	1.62% 51 Persons

Notes:

Race and ethnicity categories have been combined and expanded to align with HUD guidance for race and ethnicity reporting.



HOUSEHOLD STATUS



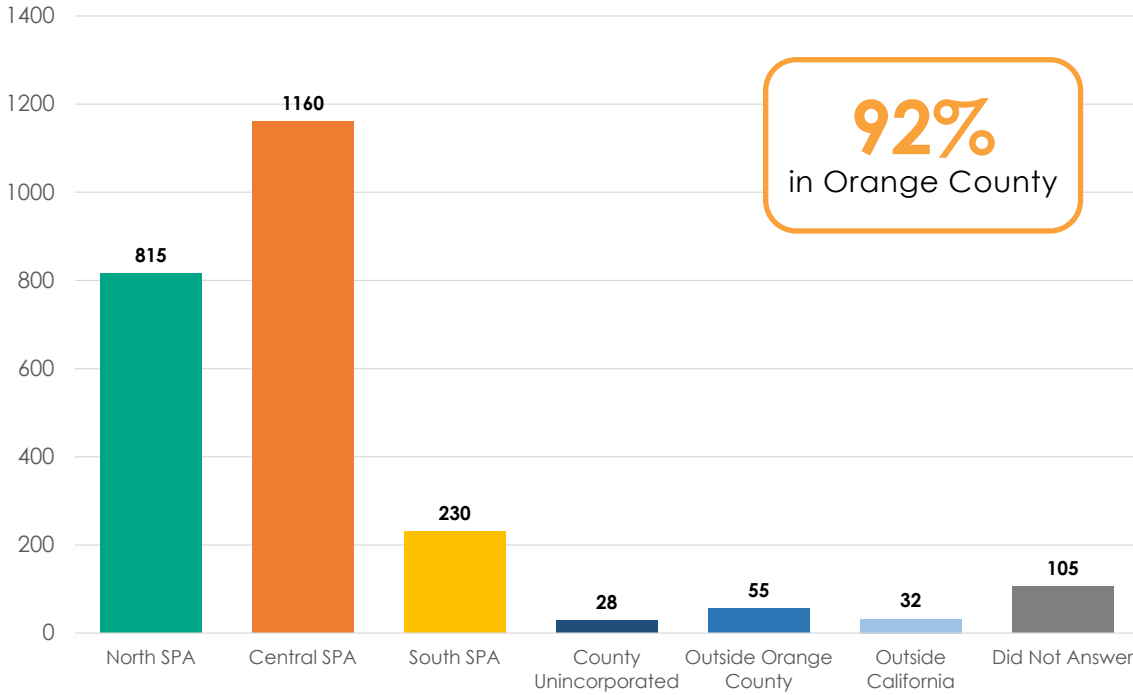
2024 HOUSEHOLD STATUS

Population	Description	Unsheltered (3,803) Households	Sheltered (2,456) Households	Total (6,259) Households
Individuals	Households with only adults 18 and older	3,747 Households 3,993 Persons	2,159 households 2,195 Persons	5,906 Households 6,188 Persons
Families	Households with at least one adult 18 and older and one child 17 or younger	56 Families 180 persons in households: 81 Adults 99 Children	291 Families 948 persons in households: 362 Adults 586 Children	347 Families 1128 persons in households: 443 Adults 685 Children
Unaccompanied Minors	Minors, 17 and younger not accompanied by an adult	0	6 households and 6 persons	6 households and 6 persons



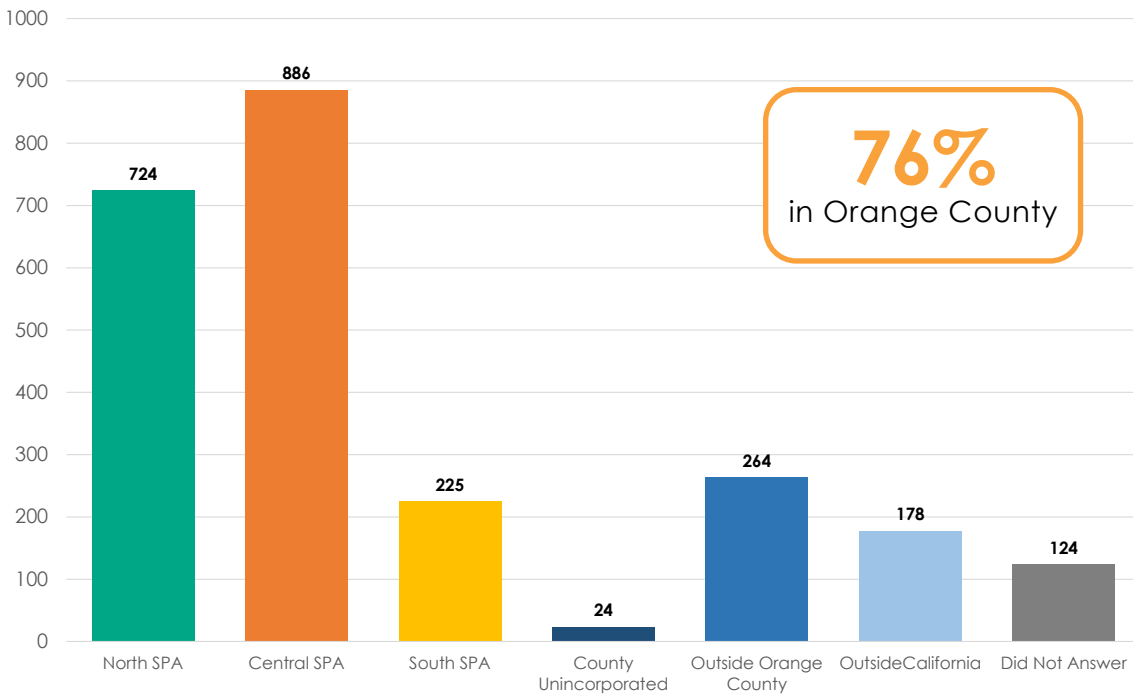
**COMMUNITY TIES:
UNSHeltered ADULTS**

REPORTED CITY WHERE MOST SPENT TIME WHILE HOMELESS



- City in North SPA**
815 Persons (33.61%)
- City in Central SPA**
1,160 Persons (47.84%)
- City in South SPA**
230 Persons (9.48%)
- County Unincorporated**
28 Persons (1.15%)
- Outside Orange County**
55 Persons (2.27%)
- Outside California**
32 Persons (1.32%)
- Did Not Answer**
105 Persons (4.33%)

REPORTED CITY OF LAST PERMANENT ADDRESS



- City in North SPA**
724 Persons (29.86%)
- City in Central SPA**
886 Persons (36.54%)
- City in South SPA**
225 Persons (9.28%)
- County Unincorporated**
24 Persons (0.99%)
- Outside Orange County**
264 Persons (10.89%)
- Outside California**
178 Persons (7.34%)
- Did Not Answer**
124 Persons (5.11%)

Notes:
SPAs refer to Service Planning Areas.
This data is based off the 2,425 unsheltered Adults surveyed.



COMMUNITY TIES: UNSHeltered ADULTS



48.33%
1,172 Persons

Experiencing homelessness for the first time in the past 12 months



51.75%
1,255 Persons

Have family in Orange County



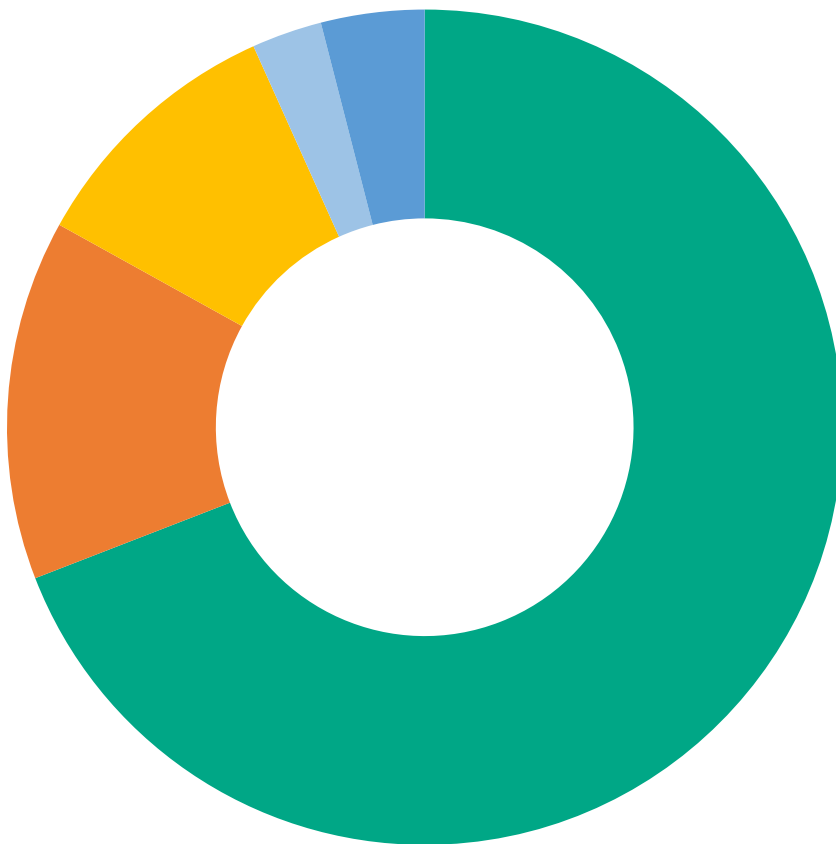
43.09%
1,045 Persons

Attending or have attended school in Orange County



63.42%
1,538 Persons

Currently working or have ever worked in Orange County



CURRENT EMPLOYMENT STATUS

Unemployed
1,676 Persons, 69.11%

Full-Time, Part Time, Seasonally Employed
338 Persons, 13.94%

Retired, Disabled
248 Persons, 10.23%

Other
66 Persons, 2.72%

Did Not Answer
97 Persons, 4.00%

Notes:
This data is based off the 2,425 unsheltered Adults surveyed.



CITY BY CITY

City	Unsheltered	Sheltered	Total
Anaheim	601	816	1,417
Brea	82	0	82
Buena Park	186	193	379
Cypress	46	6	52
Fullerton	208	226	434
La Habra	76	0	76
La Palma	17	0	17
Los Alamitos	1	3	4
Orange	214	155	369
Placentia	37	145	182
Stanton	169	37	206
Villa Park	0	0	0
Yorba Linda	3	0	3
County Unincorporated	6	0	6
Domestic Violence Program	N/A	0	0
North Service Planning Area	1,646	1,581	3,227

City	Unsheltered	Sheltered	Total
Costa Mesa	218	79	297
Fountain Valley	114	0	114
Garden Grove	163	76	239
Huntington Beach	173	260	433
Newport Beach	71	0	71
Santa Ana	871	557	1,428
Seal Beach	29	0	29
Tustin	88	335	423
Westminster	288	0	288
County Unincorporated	21	14	35
Domestic Violence Program	N/A	97	97
Central Service Planning Area	2,036	1,418	3,454

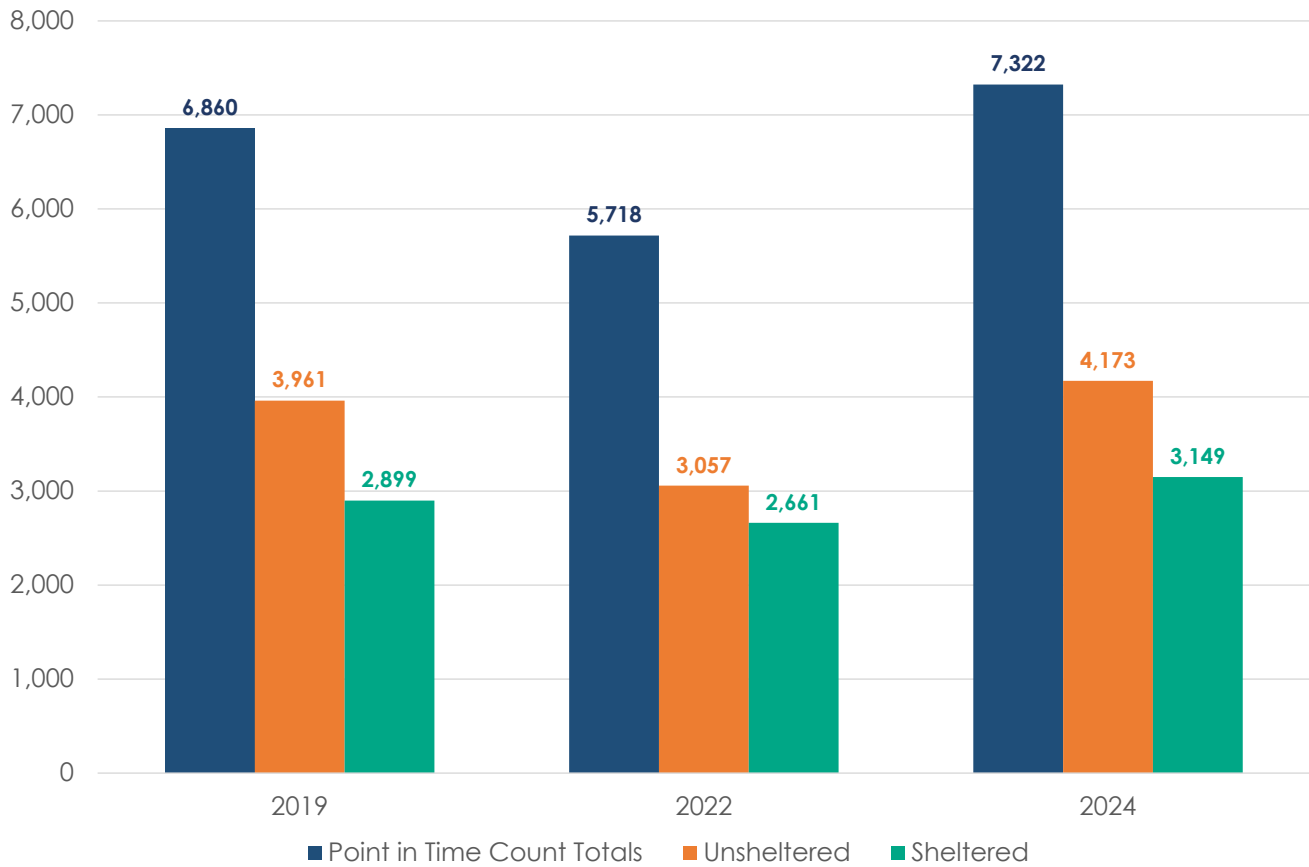
City	Unsheltered	Sheltered	Total
Aliso Viejo	6	5	11
Dana Point	24	0	24
Irvine	50	0	50
Laguna Beach	46	54	100
Laguna Hills	36	0	36
Laguna Niguel	48	5	53
Laguna Woods	22	0	22
Lake Forest	104	0	104
Mission Viejo	34	1	35
Rancho Santa Margarita	6	0	6
San Clemente	65	36	101
San Juan Capistrano	47	3	50
County Unincorporated	3	0	3
Domestic Violence Program	N/A	46	46
South Service Planning Area	491	150	641

Notes:

Domestic Violence Program Count includes all Domestic Violence Shelter beds and is not applicable to the unsheltered count.



TOTAL COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT



COMPARISON OF 2019, 2022 & 2024 UNSHELTERED COUNTS BY SERVICE PLANNING AREA

Service Planning Area	2019 Unsheltered		2022 Unsheltered		2024 Unsheltered	
	#	%	#	%	#	%
North	1,596	40.29%	1,113	36.41%	1,646	39.44%
Central	1,827	46.12%	1,522	49.79%	2,036	48.79%
South	538	13.58%	422	13.80%	491	11.77%
Total	3,961		3,057		4,173	

COMPARISON OF 2019, 2022 & 2024 SHELTERED COUNTS BY SERVICE PLANNING AREA

Service Planning Area	2019 Sheltered		2022 Sheltered		2024 Sheltered	
	#	%	#	%	#	%
North	1,169	40.32%	1,306	49.08%	1,581	50.21%
Central	1,505	51.91%	1,192	44.80%	1,418	45.03%
South	225	7.76%	163	6.13%	150	4.76%
Total	2,899		2,661		3,149	



**UNSHeltered COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT -
SUBPOPULATIONS & DISABLING CONDITIONS**

Subpopulations & Disabling Conditions	2019 Unsheltered 3,714 Adults	2022 Unsheltered 2,936 Adults	2024 Unsheltered 4,074 Adults
Chronic Homelessness	52.02% 1,932 Adults	55.07% 1,617 Adults	38.44% 1,566 Adults
Substance Use Disorder	33.74% 1,253 Adults	41.45% 1,217 Adults	49.85% 2,031 Adults
Physical Disability	31.18% 1,158 Adults	32.19% 945 Adults	31.42% 1,280 Adults
Serious Mental Illness	26.82% 996 Adults	29.53% 867 Adults	30.68% 1,250 Adults
Developmental Disability	14.03% 521 Adults	14.27% 419 Adults	17.43% 710 Adults
Domestic Violence	9.50% 353 Adults	9.84% 289 Adults	10.01% 408 Adults
HIV/AIDS	1.80% 67 Adults	1.77% 52 Adults	2.26% 92 Adults

**SHELTERED COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT -
SUBPOPULATIONS & DISABLING CONDITIONS**

Subpopulations & Disabling Conditions	2019 Sheltered 2,166 Adults	2022 Sheltered 2,060 Adults	2024 Sheltered 2,557 Adults
Chronic Homelessness	26.27% 569 Adults	38.40% 791 Adults	34.30% 877 Adults
Substance Use Disorder	26.64% 577 Adults	20.19% 416 Adults	23.46% 600 Adults
Physical Disability	14.82% 321 Adults	24.85% 512 Adults	29.88% 764 Adults
Serious Mental Illness	31.21% 676 Adults	28.06% 578 Adults	35.31% 903 Adults
Developmental Disability	4.85% 105 Adults	1.89% 39 Adults	0.20% 5 Adults
Domestic Violence	8.54% 185 Adults	10.97% 226 Adults	10.40% 266 Adults
HIV/AIDS	1.80% 39 Adults	3.74% 77 Adults	6.84% 175 Adults

Notes:
Data only includes adults 18 and older. Some adults may identify with more than one subpopulation and/or report more than one disabling condition.



TOTAL COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT - HOUSEHOLD STATUS

Household	2019 Total	2022 Total	2024 Total
Individuals	5,296	4,510	5,906
Families	466 families 1,550 persons in households: 584 adults 966 children	389 families 1,201 persons in households: 486 Adults 715 Children	347 families 1,128 persons in households: 443 Adults 685 Children
Unaccompanied Minors	14	7	6

UNSHeltered COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT - HOUSEHOLD STATUS

Household	2019 Unsheltered	2022 Unsheltered	2024 Unsheltered
Individuals	3,562	2,806	3,747
Families	110 families 396 persons in households: 152 adults 244 children	94 families 251 persons in households: 130 Adults 121 Children	56 families 180 persons in households: 81 Adults 99 Children
Unaccompanied Minors	3	0	0

SHELTERED COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT - HOUSEHOLD STATUS

Household	2019 Sheltered	2022 Sheltered	2024 Sheltered
Individuals	1,734	1,704	2,159
Families	356 families 1,154 persons in households: 432 Adults 722 children	295 families 950 persons in households: 356 Adults 594 Children	291 families 948 persons in household: 362 adults 586 children
Unaccompanied Minors	11	7	6

Descriptions:

Individuals: Households with only adults 18 and older.

Families: Households with at least one adult 18 and older and one child 17 or younger.

Unaccompanied Minors: 17 years and younger not accompanied by an adult.



North Service Planning Area

COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT – CITY BY CITY

City	2019 Unsheltered #	2022 Unsheltered #	2024 Unsheltered #	2019 Sheltered #	2022 Sheltered #	2024 Sheltered #	2019 Total #	2022 Total #	2024 Total #
Anaheim*	694	485	601	508	589	816	1,202	1,074	1,417
Brea	30	24	82	0	0	0	30	24	82
Buena Park*	142	85	186	145	181	193	287	266	379
Cypress	39	28	46	0	0	6	39	28	52
Fullerton	308	202	208	165	70	226	473	272	434
La Habra	45	45	76	0	0	0	45	45	76
La Palma	9	8	17	0	0	0	9	8	17
Los Alamitos	1	4	1	21	9	3	22	13	4
Orange	193	134	214	148	116	155	341	250	369
Placentia*	55	31	37	108	167	145	163	198	182
Stanton	71	62	169	45	148	37	116	210	206
Villa Park	0	0	0	0	0	0	0	0	0
Yorba Linda	1	4	3	0	0	0	1	4	3
County Unincorporated	8	1	6	0	0	0	8	1	6
Domestic Violence Program	N/A	N/A	N/A	29	26	0	29	26	0
North SPA Total	1,596	1,113	1,646	1,169	1,306	1,581	2,765	2,419	3,227

***Notes:**

The thirteen cities in the North Service Planning Area jointly fund two regional shelters located in the Cities of Buena Park and Placentia to serve individuals experiencing homelessness in the North Service Planning Area.

The City of Anaheim hosts a Homekey Program site that was operating as shelters at the time the 2024 Point In Time Count was conducted and will transition to permanent housing.



South Service Planning Area

COMPARISON OF 2019, 2022 & 2024 POINT IN TIME COUNT – CITY BY CITY

City	2019 Unsheltered #	2022 Unsheltered #	2024 Unsheltered #	2019 Sheltered #	2022 Sheltered #	2024 Sheltered #	2019 Total #	2022 Total #	2024 Total #
Aliso Viejo	1	13	6	0	4	5	1	17	11
Dana Point	32	27	24	0	0	0	32	27	24
Irvine	127	60	50	3	0	0	130	60	50
Laguna Beach*	71	28	46	76	55	54	147	83	100
Laguna Hills	24	12	36	0	0	0	24	12	36
Laguna Niguel	7	29	48	3	0	5	10	29	53
Laguna Woods	5	7	22	0	0	0	5	7	22
Lake Forest	76	65	104	36	11	0	112	76	104
Mission Viejo	22	26	34	9	2	1	31	28	35
Rancho Santa Margarita	15	7	6	0	0	0	15	7	6
San Clemente	96	81	65	49	50	36	145	131	101
San Juan Capistrano	62	65	47	0	0	3	62	65	50
Unincorporated County	0	2	3	0	0	0	0	2	3
Domestic Violence Program	N/A	N/A	N/A	49	41	46	49	41	46
South SPA Total	538	422	491	225	163	150	763	585	641

***Notes:**
The City of Laguna Beach's sheltered numbers include a regional shelter within their city that serves the South SPA.

Date: May 22, 2024

Subject: Homeless Housing, Assistance and Prevention (HHAP) Program Ad Hoc Recommendations

Recommended Actions:

- a. Approve the following recommendations for the programming of remaining HHAP Round 1, 3 and 4 funding allocated to the Orange County CoC, as recommended by the HHAP Program Ad Hoc:
 - i. Authorize the Office of Care Coordination to issue a Request for Proposals (RFP) to program the remaining HHAP Rounds 3 and 4 funds under Services Coordination and Services Coordination Youth Set-Aside eligible use categories, to solicit proposals for supportive services only projects with a multiple year contract that will preferably leverage CalAIM funding, and serve individuals and/or families experiencing homelessness, prioritizing any of the following special populations: youth (ages 18 – 24), survivors of domestic violence, Black/African American households experiencing homelessness, Native American/Indigenous households experiencing homelessness and older adults.
 - ii. Authorize the Office of Care Coordination to issue a RFP to program the remaining HHAP Rounds 3 and 4 funds under the Permanent Housing Delivery and Permanent Housing Delivery Youth Set-Aside eligible use categories, to solicit proposals for permanent housing projects with a multiple year contract that will preferably leverage CalAIM funding, and serve individuals and/or families experiencing homelessness, prioritizing any of the following special populations: youth (ages 18 – 24), survivors of domestic violence, Black or African American households experiencing homelessness, Native American or Indigenous households experiencing homelessness and older adults.
 - iii. Authorize the Office of Care Coordination to program the remaining HHAP Rounds 1 funds under the Prevention and Shelter Diversion eligible use category to Covenant House California, to augment the current Emergency Shelter Operations and Services for Transitional Age Youth (TAY) contract for Operating Subsidies/Youth Set-Aside.
 - iv. Authorize the Office of Care Coordination to issue a RFP to program the remaining HHAP Round 4 funds under the Prevention and Shelter Diversion eligible use category to solicit proposals for prevention and diversion services.
 - v. Approve the Office of Care Coordination to request a budget modification from the California Interagency Council on Homelessness (Cal ICH) to move remaining HHAP Round 1 funds under the Landlord Incentives and Outreach and Coordination eligible use categories to the Operating Subsidies eligible use category, to combine with remaining HHAP Round 4 funds under the Operating Subsidies and Operating Subsidies Youth Set-Aside eligible use categories and current allocated funding, to ensure sustained funding for HHAP CoC-funded emergency shelter contracts through years four and five.
 - vi. Program the remaining HHAP Round 4 under the Rental Assistance/Rapid Rehousing and Rental Assistance/Rapid Rehousing Youth Set-Aside eligible use categories to

- PATH, Families Forward and Covenant House California, to support with renewal of current HHAP CoC-funded Rapid Rehousing contracts for a third year.
- vii. Program the remaining HHAP Round 1 funds under the Infrastructure Development eligible use category to Friendship Shelter, Inc. for the Coordinated Entry System (CES) for Individuals project.
 - viii. Program the remaining HHAP Round 3 and 4 funds under the System Support eligible use category to system support activities for the Orange County CoC, with the following prioritization of activities to be funded:
 1. Compensation for people with lived experience partnering with the Orange County CoC
 2. Homeless Management Information System (HMIS) User Fees
 3. Additional relevant system support activities

Background and Analysis

At the March 27, 2024, meeting, the CoC Board approved the establishment of a HHAP Program ad hoc (Ad Hoc) to support the Office of Care Coordination with the planning and programming of HHAP Rounds 1- 4 remaining funds allocated to the Orange County CoC. The HHAP funding remaining to be programmed for each round is detailed in Table 1 below and further detailed in **Attachment A**.

Table 1

Round 1	Round 2	Round 3	Round 4
\$866,457.36	\$0	\$2,822,592.59	\$7,068,782.95

The Office of Care Coordination supported the CoC Board Officers to appoint the Ad Hoc membership that is comprised of LaVal Brewer, Kelly Bruno-Nelson, Brian Frejo and Dr. Shauntina Sorrells. The Ad Hoc convened three times on April 17, May 6, and May 13, 2024, to explore options for programming the remaining funds, with special consideration for populations experiencing homelessness at disproportionate rates or expressing gaps in resource needs. Additionally, the Office of Care Coordination provided the Ad Hoc with information on the various eligible use categories for each round of HHAP funding, as well as deadlines for funding obligation and/or spend down. The proposed recommendations, with connected funding and eligible use categories, are detailed below:

	Recommended Action	Current or New Project to be Funded	HHAP Rounds and Eligible Use Categories
a.i.	Authorize the Office of Care Coordination to issue a Request for Proposals (RFP) to program the remaining HHAP Rounds 3 and 4 funds under Services Coordination and Services Coordination Youth Set-Aside eligible use categories, to solicit proposals for supportive services only projects with a multiple year contract that will preferably leverage CalAIM funding, and serve individuals and/or families experiencing homelessness,	New	<ul style="list-style-type: none"> • Round 3 Services Coordination: \$1,000,000.00 • Round 4 Services Coordination: \$760,082.95 • Round 3 Services Coordination Youth Set-Aside: \$426,730.39

	prioritizing any of the following special populations: youth (ages 18 – 24), survivors of domestic violence, Black/African American households experiencing homelessness, Native American/Indigenous households experiencing homelessness and older adults.		
a.ii.	Authorize the Office of Care Coordination to issue a RFP to program the remaining HHAP Rounds 3 and 4 funds under the Permanent Housing Delivery and Permanent Housing Delivery Youth Set-Aside eligible use categories, and solicit proposals for permanent housing projects with a multiple year contract that will preferably leverage CalAIM funding, to serve individuals and/or families experiencing homelessness, prioritizing any of the following special populations: youth (ages 18 – 24), survivors of domestic violence, Black or African American households experiencing homelessness, Native American or Indigenous households experiencing homelessness and older adults	New	<ul style="list-style-type: none"> • Round 3 Permanent Housing Delivery: \$1,321,862.20 • Round 4 Permanent Housing Delivery: \$1,520,172.00 • Round 4 Permanent Housing Delivery Youth Set-Aside: \$380,040.00
a.iii.	Authorize the Office of Care Coordination to program the remaining HHAP Rounds 1 funds under the Prevention and Shelter Diversion eligible use category to Covenant House California, to augment the current Emergency Shelter Operations and Services for Transitional Age Youth (TAY) contract for Operating Subsidies/Youth Set-Aside	New	<ul style="list-style-type: none"> • Round 1 Prevention and Diversion: \$23,912.00
a.iv.	Authorize the Office of Care Coordination to issue a RFP to program the remaining HHAP Round 4 funds under the Prevention and Shelter Diversion eligible use category to solicit proposals for prevention and diversion services.	Current	<ul style="list-style-type: none"> • Round 4 Prevention and Shelter diversion: \$1,140,128.00
a.v.	Approve the Office of Care Coordination to request a budget modification from	Current	<ul style="list-style-type: none"> • Round 1 Landlord Incentives: \$100,000.00

	<p>the California Interagency Council on Homelessness (Cal ICH) to move remaining HHAP Round 1 funds under the Landlord Incentives and Outreach and Coordination eligible use categories to the Operating Subsidies eligible use category, to combine with remaining HHAP Round 4 funds under the Operating Subsidies and Operating Subsidies Youth Set-Aside eligible use categories and current allocated funding, to ensure sustained funding for HHAP CoC-funded emergency shelter contracts through years four and five.</p>		<ul style="list-style-type: none"> • Round 1 Outreach & Coordination: \$496,167.99 • Round 1 Operating Subsidies/Reserves: \$239,910.00 • Round 4 Operating Subsidies/Reserves: \$1,140,128.00 • Round 4 Operating Subsidies/Reserves Youth Set-Aside: \$380,040.00
a.vi.	<p>Program the remaining HHAP Round 4 under the Rental Assistance/Rapid Rehousing and Rental Assistance/Rapid Rehousing Youth Set-Aside eligible use categories to PATH, Families Forward and Covenant House California, to support with renewal of current HHAP CoC-funded Rapid Rehousing contracts for a third year.</p>	Current	<ul style="list-style-type: none"> • Round 4 Rental Assistance/RRH: \$1,140,128.00 • Round 4 Rental Assistance/RRH Youth Set-Aside: \$380,040.00
a.vii.	<p>Program the remaining HHAP Round 1 funds under the Infrastructure Development eligible use category to Friendship Shelter, Inc. for the Coordinated Entry System (CES) for Individuals project.</p>	Current	<ul style="list-style-type: none"> • Round 1 Infrastructure Development: \$6,467.37
a.viii.	<p>Program the remaining HHAP Round 3 and 4 funds under the System Support eligible use category to system support activities for the Orange County CoC, with the following prioritization of activities to be funded:</p> <ol style="list-style-type: none"> 1. Compensation for people with lived experience partnering with the Orange County CoC 2. Homeless Management Information System (HMIS) User Fees 3. Additional relevant system support activities 	Current	<ul style="list-style-type: none"> • System Support Round 3: \$74,000.00 • System Support Round 4: \$228,024.00

Approval of the recommended actions for programming the remaining HHAP funding allocated to the Orange County CoC will support a strategic and thoughtful approach to addressing needs presenting in the homeless service system for both new and current HHAP CoC-funded projects.

Attachments

Attachment A – Remaining HHAP Rounds 1 – 4 Funding

Attachment B – HHAP Eligible Use Category Descriptions

Item 2. Attachment A

HHAP CoC Rounds 1-4 Unspent Funds

Eligible Use Categories	Round 1	Round 3	Round 4	Total Remaining to be Allocated	Total Youth Set-Aside to be Allocated
Expenditure Deadline	Deadline: 100% expended by June 30, 2025	Deadline: 100% expended by June 30, 2026	Deadline: No less than 75% of initial disbursement (\$2,850,315.71) <u>obligated</u> by May 31, 2025; No less than 50% of initial obligation (\$1,900,210.47) <u>expended</u> by May 31, 2025		
Total Allocation/Spent	\$ 866,457.36	\$ 2,822,592.59	\$ 7,068,782.95	\$ 10,757,832.90	\$ 1,566,850.39
Rental Assistance/Rapid Rehousing			\$ 1,140,128.00	\$ 1,140,128.00	
Rental Assistance/Rapid Rehousing Youth Set-Aside			\$ 380,040.00	\$ 380,040.00	\$ 380,040.00
Operating Subsidies/ Reserves	\$ 239,910.00		\$ 1,140,128.00	\$ 1,380,038.00	
Operating Subsidies/ Reserves Youth Set-Aside			\$ 380,040.00	\$ 380,040.00	\$ 380,040.00
Landlord Incentives	\$ 100,000.00			\$ 100,000.00	
Outreach & Coordination	\$ 496,167.99			\$ 496,167.99	
Systems Support		\$ 74,000.00	\$ 228,024.00	\$ 302,024.00	
Permanent Housing Delivery		\$ 1,321,862.20	\$ 1,520,172.00	\$ 2,842,034.20	
Permanent Housing Delivery Youth Set-Aside			\$ 380,040.00	\$ 380,040.00	\$ 380,040.00
Prevention & Shelter Diversion	\$ 23,912.00		\$ 1,140,128.00	\$ 1,164,040.00	
Infrastructure Development (Coordinated Entry System or HMIS)	\$ 6,467.37			\$ 6,467.37	
Services Coordination		\$ 1,000,000.00	\$ 760,082.95	\$ 1,760,082.95	
Services Coordination Youth Set-Aside		\$ 426,730.39		\$ 426,730.39	\$ 426,730.39

Budget modification approved to allocate New Navigation Centers/Emergency Shelter funds to Operating Subsidies/Reserves

Updated 5-15-24

Homeless Housing, Assistance, and Prevention (HHAP) Grant Program

Comparison of HHAP Rounds 1 - 5

Document Published: 12/1/23

IV. Eligible Uses

	HHAP-1 (Round 1)	HHAP-2 (Round 2)	HHAP-3 (Round 3)	HHAP-4 (Round 4)	HHAP-5 (Round 5)
Eligible Uses	<p>Rental assistance and rapid rehousing.</p> <p>Incentives to landlords, including, but not limited to, security deposits and holding fees.</p> <p>Delivery of permanent housing and innovative housing solutions such as hotel and motel conversions.</p> <p>Prevention and shelter diversion to permanent housing.</p>	<p>Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.</p> <p>Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.</p> <p>Prevention and shelter diversion to permanent housing, including rental subsidies.</p>	<p>Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.</p> <p>Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.</p> <p>Prevention and shelter diversion to permanent housing, including rental subsidies.</p>	<p>Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.</p> <p>Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.</p> <p>Prevention and shelter diversion to permanent housing, including rental subsidies.</p>	<p>Rapid Rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.</p> <p>Delivery of Permanent housing and Innovative Housing Solutions, such as services for people in permanent housing programs.</p> <p>Prevention and Shelter Diversion to permanent housing, including homelessness prevention through rental assistance, rapid rehousing and other programs.</p> <ul style="list-style-type: none"> • HHAP-5 Changes: change of eligible population to include "at-risk" of homelessness, and prioritization of households with incomes at or below 30 percent of the area median income, who pay more than 50 percent of their income in housing costs, and who meet criteria for being at highest risk of homelessness through data-informed criteria.
	<p>Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.</p>	<p>Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.</p>	<p>Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.</p>	<p>Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.</p>	<p>Operating Subsidies - Permanent Housing, including operating costs for programs such as Homekey.</p> <p>Operating Subsidies - Interim Housing, including subsidies that support ongoing operation and availability of existing interim housing.</p>
	<p>New navigation centers and emergency shelters based on demonstrated need.</p>	<p>New navigation centers and emergency shelters based on demonstrated need.</p>	<p>Interim housing, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of</p>	<p>Interim housing, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation</p>	<p>Interim Housing, including acquisition of land and improvement or renovation of land or building being used as interim housing.</p> <ul style="list-style-type: none"> • HHAP-5 Changes: No HHAP-5 resources may be used to fund new interim housing solutions, until both of the following occurs: (1) the

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		<p>existing navigation centers and shelters based on demonstrated need</p> <p>Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters.</p> <p>Improvements to existing emergency shelters to lower barriers and increase privacy.</p>	<p>centers and shelters based on demonstrated need</p> <p>Any new interim sheltering funded by round 4 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters.</p> <p>Improvements to existing emergency shelters to lower barriers and increase privacy.</p>	<p>applicant has demonstrated that the region has dedicated sufficient resources to long-term permanent housing solutions and (2) the applicant has received written permission from Cal ICH (HSC §50236(c).) This limitation does not apply to new interim housing solutions for youth under the 10% youth set-aside.</p> <p>Improvements to Existing Interim Housing, including maintenance of an interim housing facility and minor/major rehabilitation or renovation of an interim housing facility.</p>
<p>Outreach and coordination, which may include access to job programs, to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing.</p> <p>Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.</p>	<p>Street outreach to assist persons experiencing homelessness to access permanent housing and services.</p> <p>Services coordination, which may include access to workforce, education, training programs, or other services needed to promote housing stability in supportive housing.</p> <p>Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.</p>	<p>Street outreach to assist persons experiencing homelessness to access permanent housing and services.</p> <p>Services coordination, which may include access to workforce, education, training programs, or other services needed to promote housing stability in supportive housing.</p> <p>Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.</p>	<p>Street outreach to assist persons experiencing homelessness to access permanent housing and services.</p> <p>Services coordination, which may include access to workforce, education, training programs, or other services needed to promote housing stability in supportive housing.</p> <p>Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.</p>	<p>Street Outreach, including services for people experiencing unsheltered homelessness, including, but not limited to persons experiencing homelessness living in encampment sites and being engaged through the Encampment Resolution Grant program to help them transition to permanent housing with services attached.</p> <p>Services Coordination, including access to workforce, education, and training programs and other services needed to promote housing stability in supportive housing.</p> <p>Systems Support, including incorporating regional data into housing needs, collaborating on regional housing strategies, funding HMIS and HHAP-5 regional planning and application process.</p> <ul style="list-style-type: none"> HHAP-5 Changes: The 1% Planning Allocation may be used to support the regional application process. These funds are available to Eligible Applicants as a retroactive reimbursement upon approval of the Regionally Coordinated Homelessness Action Plan and HHAP-5 application. Allowable costs are reimbursable back to the date of NOFA publish (9/29/2023) OR as an advance for eligible applicants that do not have any available funds to cover the planning period. <p>If an applicant does not require funds for the application process, these funds will still be included in the grantee's HHAP-5 initial allocation for use on any other HHAP-5 eligible activity.</p>
<p>Up to 5 percent of an applicant's program allocation may be expended for the following uses that are intended to meet federal requirements for housing funding: (1) Strategic homelessness plan, as defined in section 578.7(c) of Title 24 of the Code of Federal Regulations.</p>	<p>Up to 5 percent of an applicant's round 2 program allocation may be expended for the following uses that are intended to meet federal requirements for housing funding: (1) Strategic homelessness plan, as defined in Section 578.7(c) of Title 24 of the Code of Federal Regulations.</p>			

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<p>(2) Infrastructure development to support coordinated entry systems and Homeless Management Information Systems.</p>	<p>(2) Infrastructure development to support coordinated entry systems and Homeless Management Information Systems.</p>			
<p>The applicant shall not use more than 7 percent of a program allocation for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this subdivision, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.</p>	<p>The applicant shall not use more than 7 percent of a program allocation for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this subdivision, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.</p>	<p>The applicant shall not use more than 7 percent of a program allocation for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this subdivision, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.</p> <p>"Initial" allocation may be used for technical assistance or contracted entities to support the completion of the homeless action plan.</p> <p>Priority for initial funds, above the costs of completing the application, shall be for systems improvement, including, but not limited to, all of the following:</p> <p>(A) Capacity building and workforce development for the jurisdiction's administering staff and providers, including technical assistance to culturally specific providers.</p> <p>(B) Funding existing evidence-based programs serving people experiencing homelessness.</p> <p>(C) Investing in data systems to meet reporting requirements or strengthen the recipient's</p>	<p>The applicant shall not use more than 7 percent of a program allocation for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this subdivision, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.</p>	<p>The applicant shall not use more than 7 percent of a program allocation for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this subdivision, "administrative costs" does not include staff or other costs directly related to implementing activities funded by the program allocation.</p> <p>Additional 1% for HMIS, to be transferred directly to the HMIS lead entity to cover expenses including system licenses, training, system operating costs, and costs associated with carrying out related activities.</p> <ul style="list-style-type: none"> • HHAP-5 Changes: The Council may authorize applicants to allocate an additional one percent of funds to the HMIS lead entity to cover expenses associated with the HMIS. See below for more information.

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Item 2. Attachment B

			Homeless Management Information System. (D) Improving homeless point-in-time counts. (E) Improving coordinated entry systems to eliminate racial bias or to create a youth-specific coordinated entry system.		
Youth Set Aside	At least 8% of the allocation must be expended on services for unaccompanied youth between 12 and 24 years old experiencing homelessness	At least 8% of the allocation must be expended on services for unaccompanied youth between 12 and 24 years old experiencing homelessness	A program recipient shall use at least 10% of the funds allocated under this section for services for homeless youth populations	A program recipient shall use at least 10% of the funds allocated under this section for services for homeless youth populations	A program recipient shall use at least 10% of the funds allocated under this section for services for homeless youth populations. The limitations on new interim housing options does not apply to the 10% youth set aside. This limitation would apply to any dollars spent over the 10% youth set aside amount.
Demonstrated Need for New Shelters / Interim Housing, Based On:	The number of available shelter beds; shelter vacancy rate in the summer and winter months; percentage of exits from emergency shelters to permanent housing solutions; and a plan to connect residents to permanent housing	The number of available shelter beds; shelter vacancy rate in the summer and winter months; percentage of exits from emergency shelters to permanent housing solutions; and a plan to connect residents to permanent housing	The number of available shelter beds; <i>number of people experiencing unsheltered homelessness in the PIT count</i> ; shelter vacancy rate in the summer and winter months; percentage of exits from emergency shelters to permanent housing solutions; and a plan to connect residents to permanent housing	The number of available shelter beds; <i>number of people experiencing unsheltered homelessness in the PIT count</i> ; shelter vacancy rate in the summer and winter months; percentage of exits from emergency shelters to permanent housing solutions; and a plan to connect residents to permanent housing	The number of available shelter beds; <i>number of people experiencing unsheltered homelessness in the PIT count</i> ; percentage of exits from emergency shelters to permanent housing solutions; and a plan to connect residents to permanent housing

This resource is provided to improve clarity for CAL ICH grantees. The contents of this document do not have the force and effect of law and are not binding in any way. Existing requirements under law or agency action govern.

Date: May 22, 2024

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

Recommended Actions:

- a. Approve the Orange County CoC Code of Conduct as recommended by the Code of Conduct Ad Hoc and PPS Committee.
- b. Approve the Orange County CoC Conflict of Interest Policy and Procedure as recommended by the Code of Conduct Ad Hoc, inclusive of additional revisions to be made by the Office of Care Coordination, as recommended by the PPS Committee.
- c. Approve revisions to the Orange County CoC Governance Charter to incorporate the Orange County CoC Code of Conduct and the Orange County CoC Conflict of Interest Policy and Procedure, as recommended by the PPS Committee.
- d. Approve revisions to the CES Housing Assessment, including the addition of accessibility questions, as recommended by the PPS Committee.

Background and Analysis

Code of Conduct

At the September 11, 2023, meeting, the CoC Board established the Code of Conduct Ad Hoc to develop and recommend code of conduct for the Orange County CoC Board and committee meetings, considering the Ralph M. Brown Act (Brown Act) and other local policies.

In accordance with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act requirements prescribed by the U.S. Department of Housing and Urban Development (HUD), the Orange County CoC Governance Charter (Charter) includes a code of conduct and recusal process for the CoC Board membership, its Chair(s) and any person acting on behalf of the CoC Board. Included in the code of conduct, the Charter notes “[CoC] Board members are expected to carry out the mandate of the Orange County CoC to the best of their ability and to maintain the highest standards of integrity while interacting with other members of the CoC Board, Orange County CoC representatives, service recipients, service providers, and the public.” However, prior to the annual review of the Charter, it was noted that the Charter does not include a code of conduct for CoC General members and public participating in meetings of the CoC. As such, there was an identified need to develop a code of conduct that would be applicable to attendees of CoC Board, committee, ad hoc and working group meetings. Additional legal implications were also to be considered regarding the Brown Act requirements and applicable State or County of Orange (County) policies relating to the facilitation of public meetings.

On October 23, 2023, the Code of Conduct Ad Hoc convened to discuss the current code of conduct policy included in Charter. The Code of Conduct Ad Hoc met four times from October through December 2023 and included participation from Ami Rowland, Maricela Rios-Faust, and Robert “Santa Bob” Morse. Upon initial review of the Charter’s code of conduct section, the Code of Conduct Ad Hoc proposed designing a format for an Orange County CoC Code of Conduct that could serve as a printed document to be referenced at meetings of the CoC. To support the vision of the Code of Conduct Ad Hoc members, the Office of Care

Coordination saw the expansion of the code of conduct section could best be reflected in the form of an attachment to the Charter. The Code of Conduct Ad Hoc proposed a structure for the Orange County CoC Code of Conduct that uplifted the core values found within the CoC Board Leadership Vision and Orange County Racial Equity Roadmap Final Brief produced by C4 Innovations, highlighting equity, dignity, and safety. The Code of Conduct Ad Hoc expressed the intention to expanding the applicability of the code of conduct section detailed in the Charter from CoC Board and committee members only, to be inclusive of CoC established ad hoc and working group members, Collaborative Applicant staff, CoC General Members and members of the public attending CoC meetings. The proposed Orange County CoC Code of Conduct includes language that is person-center and trauma-informed, such as ensuring communication styles that will meaningfully engage the public, providing meeting materials with accessibility in mind, creating safety and security within meeting spaces, and the commitment of orienting public to the process of how to share input and engage in meeting space.

In response to the direction of the CoC Board, the Office of Care Coordination also reviewed potential Brown Act and other State or County policies that would need to be reflected in the Orange County CoC Code of Conduct. Senate Bill (SB) 1100, which amends the Brown Act, was signed into law to provide clarification regarding the authority of a governing body to remove a disruptive member of the public from an open meeting. Under SB 1100, the presiding officer (i.e., CoC Board or committee Chair) must first warn an individual that their behavior is disruptive and that failure to halt their disruptive behavior could result in removal from the meeting. The Office of Care Coordination worked with the Code of Conduct Ad Hoc to ensure the Orange County CoC Code of Conduct includes a progressive response to violations, including disruptive behavior and/or verbal threats and/or physical threats of violence. Further, the Office of Care Coordination reviewed the Orange County CoC Code of Conduct and shared proposed revisions with the Code of Conduct Ad Hoc from December 2023 through March 2024. Minor changes to Charter, as detailed in **Attachment A**, are also being recommended, to show the expansion of the Charter's code of conduct section and include reference to the Orange County CoC Code of Conduct as an attachment to the Charter. A clean version of the Charter with proposed revisions can be referenced in **Attachment B**. The final proposed draft of the Orange County CoC Code of Conduct can be referenced in **Attachment C**.

At the May 14, 2024, meeting of the PPS Committee, the Orange County CoC Code of Conduct and revised Charter were approved by the PPS Committee membership for recommendation to the CoC Board. The PPS Committee also noted it could be beneficial to create a simplified statement, centering the values of equity, dignity and safety, that could be read at the start of each CoC Board and committee meeting. The Orange County CoC Code of Conduct and revised Charter is being presented to the CoC Board for approval.

Approval of the Orange County CoC Code of Conduct will provide clarity of guidelines and core values of all CoC meetings, while also ensuring that the CoC meetings provide safety and security for those in attendance.

Conflict of Interest Policy and Procedure

Through ongoing work with a HUD technical assistance coach, the Office of Care Coordination as the Collaborative Applicant for the CoC, received guidance that a more robust conflict of interest policy and procedure would be beneficial for the members of the CoC Board and committees. Section V.B.7 of the Charter currently describes the conflict of interest policy and recusal process for members of the CoC Board, however, there was no ongoing procedure for ensuring CoC Board and committee members were disclosing and documenting any conflicts of interest beyond self-disclosure within the meeting context.

At the September 11, 2023, special meeting of the CoC Board, a new recusal process was implemented utilizing guidance from the HUD technical assistance coach to ensure CoC Board members recuse themselves from discussion and voting on items for which they are conflicted. During a CoC Board planning meeting, the Office of Care Coordination and the CoC Board officers' considerations for creating a more robust conflict of interest policy and disclosure form for members of the CoC Board and committees, ad hocs, and working groups. **Attachment D** details the Orange County CoC Conflict of Interest Policy and Procedure created in partnership with the Code of Conduct Ad Hoc. Additionally, minor changes to the CoC Governance Charter are being recommended to ensure consistency and include reference to the CoC Conflict of Interest Policy and Procedure as an attachment to the Governance Charter.

At the May 14, 2024, meeting of the PPS Committee, the PPS Committee reviewed and recommended the Orange County CoC Conflict of Interest Policy and Procedure for approval by the CoC Board, with revisions to be incorporated by the Office of Care Coordination. Feedback was provided by the PPS Committee to provide clarification regarding employment and familial conflict of interests, as well as a disclaimer that the examples of common conflicts of interests is not an exhaustive list. The Orange County CoC Conflict of Interest Policy and Procedure was revised by the Office of Care Coordination and is being presented to the CoC Board for approval.

Approval of the Orange County CoC Conflict of Interest Policy and Procedure will create clear expectations for the CoC Board members and demonstrate the Orange County CoC's commitment to the highest standards of integrity, fairness, and conduct. Additionally, the Orange County CoC Conflict of Interest Policy and Procedure will ensure that the Orange County CoC remains compliant with HUD expectations and regulations.

CES Housing Assessment

The Office of Care Coordination, as the CES Lead for the Orange County CoC, received feedback from people participating in CES, CES Access Points, housing providers, shelter providers, and CES Administrators with the recommendation of adding updated descriptions to the housing interest options and additional questions regarding accessibility. In response to the feedback, the CES Housing Assessment was revised to incorporate housing opportunity descriptions and accessibility questions. To ensure involvement of CoC and CES partners in the design of the revised assessment, the Office of Care Coordination established a timeline for sharing the revised CES Housing Assessment with the CoC and members of the public.

On May 1, 2024, the updated CES Housing Assessment was presented to the Lived Experience Advisory Committee (LEAC) for review and feedback. At this meeting, the Office of Care Coordination provided an overview of the proposed changes to the CES Housing Assessment, updated the LEAC on the anticipated next steps and received feedback on the current proposed changes. The updated CES Housing Assessment was also presented to the CES Steering Committee meeting on May 1, 2024, for review. The CES Steering Committee took action to recommend the CES Housing Assessment move forward for review and approval by the Policies, Procedures and Standards (PPS) Committee. On May 2, 2024, the public review and feedback period began and an updated draft of the Housing Assessment was distributed to the CoC distribution list and all CES partners. Public feedback was invited through written feedback via email to CoordinatedEntry@ocgov.com, until May 10, 2024. The updated CES Housing Assessment with the proposed revisions is included as **Attachment E**. Feedback received from the LEAC, CES Steering Committee and members of the public, inclusive of CoC and CES partners, is included in **Attachment G**.

At the May 14, 2024, meeting of the PPS Committee, the PPS Committee reviewed and discussed the recommended revisions to the CES Housing Assessment. The PPS Committee shared that the updated

housing interest options descriptions within the CES Housing Assessment would benefit from additional review of the at the CES Steering Committee Feedback before being recommended to the CoC Board for approval. To ensure questions related to accessibility are elevated as a priority, the PPS Committee recommended the addition of accessibility questions to proceed for approval as part of the revised CES Housing Assessment. The Office of Care Coordination will support with bringing the housing descriptions portion of the CES Housing Assessment back to the CES Steering Committee for further review, and then return to the PPS Committee in July or August 2024 with recommended changes.

The CES Housing Assessment, including the addition of accessibility questions, is being presented to the CoC Board for approval. Recommended action will allow for the CES to operate more inclusively in responding to accessibility needs related to housing.

Attachments

- Attachment A – CoC Governance Charter Section V.B.7. – V.C. – Redline Version
- Attachment B – CoC Governance Charter – Clean Version
- Attachment C – Orange County CoC Code of Conduct
- Attachment D – Orange County CoC Conflict of Interest Policy and Procedure
- Attachment E – CES Housing Assessment – Redline Version
- Attachment F – CES Housing Assessment – Clean Version
- Attachment G – CES Housing Assessment Feedback Received

Orange County CoC - CA - 602 Governance Charter Section V.B.7 – V.C

B. Orange County CoC Board

7. ~~Continuum of Care CoC Board Conflict of Interest and Recusal Process Code of Conduct~~
~~Members must comply with the conflict of interest and recusal process found in~~
~~§578.95 Conflicts of interest in the HEARTH Act and any additional requirements~~
~~per the Continuum of Care Board Governance Charter.~~

1. Conflict of Interest – Members ~~serv~~ing on the CoC Board or any of ~~of the CoC~~
~~Board and any of~~ its committees, ad hocs and/or and
working groups, shall abstain from voting on any issue in which they may be
personally vested to avoid a conflict of interest in accordance with County,
State and Federal laws, regulations and ordinances and shall refrain from
engaging in any behavior that conflicts with the best interest of ~~County~~the
CoC. Members must comply with the conflict of interest and recusal process
found in the § 578.95 Conflicts of interest of the Homeless–Emergency
Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act)¹ and any
additional requirements as outline in this the eCharter and the Orange County
CoC Conflict of Interest Policy and Procedure (Attachment A).

a. Members ~~of the CoC Board~~ shall not vote nor attempt to influence any
other ~~Board Mm~~ember on a matter under consideration by the CoC Board
or any of its committees, ad hocs or working groups or subcommittees, as
follows:

~~i.~~ Regarding the provision of services by such member (or by an entity
that such member represents); or

i.

~~ii.~~ By providing direct financial benefit to such member or the immediate
family of such member; or

ii.

iii. Engaging in any other activity determined by County, State or Federal
law, regulations and ordinances to constitute a conflict of interest.

b. Determining Whether a Conflict of Interest Exists – If a question arises as
to whether a conflict exists that may prevent a ~~member~~ Member from
voting, the CoC Board Chair ~~person~~ or designee may consult with
designated Collaborative Applicant staff ~~County Staff~~ to assist ~~them~~ in
making that determination.

¹ CFR 24 578.95 § 578.95 Conflicts of Interest: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

- c. Neither the CoC Board nor any of its ~~members~~ Members shall promote, directly or indirectly, any political party, political candidate or political activity using the name, emblem or any other identifier of the CoC Board.
 - d. No assets or assistance provided by ~~County~~ the Collaborative Applicant to the CoC Board shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.
2. Code of Conduct – ~~The m~~ Members serving on of the CoC Board or any of its committees, ad hocs or working groups, are entrusted with specific responsibilities related to use of public funds invested in addressing homelessness. ~~Board~~ Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities. In the performance of their duties, ~~CoC Board~~ Members are expected to carry out the mandate of the Orange County CoC to the best of their ability and to maintain the highest standards of integrity while interacting with other ~~members~~ Members of the Board, Orange County CoC representatives, service recipients, service providers, and the public, as outlined in the Orange County CoC Code of Conduct (Attachment B).
- a. The Orange County CoC prohibits the solicitation and acceptance of gifts or gratuities by the CoC Board, ~~Ranking C~~ committees, ad hocs or working groups, Voting Members, or employees and agents of the Collaborative Applicant from anyone who intends to receive personal benefit or preferential treatment. Violation of any portion of this ~~code~~ Code of Conduct could subject a CoC Voting Member to immediate termination from membership as determined by the CoC Board;
 - b. The Orange County CoC promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. Individuals should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question fairness;
 - c. ~~Officers, Voting Members and Committee Members shall~~ Members shall:
 - i. Put forth honest effort in the performance of their duties;
 - ii. Not knowingly make unauthorized commitments or promises of any kind purporting to bind the Orange County CoC without previous CoC Board approval;
 - iii. Disclose waste, fraud, abuse and corruption to the appropriate authorities;
 - iv. Adhere to all laws and regulations that provide equal opportunity to all United States citizens regardless of race, color, religion, sex, gender, sexual orientation, national origin, age, or disability, or any other protected category;

- v. Conduct themselves with courtesy and respect. Personal relationships should not result in special considerations that influence the performance of their official duties in a manner contrary to the interest of the broader Orange County CoC. ~~CoC Board~~ Members ~~and Officers~~ are expected to exercise adequate control and supervision over matters for which they are individually responsible.
- vi. Assure that the resources entrusted to them are used for conducting official business only. Members ~~and Officers~~ of the CoC Board must abide by the Conflict of Interest Policies established for CoC Board operations (See Section V.B.7.1.).
- vii. Protect any confidential information provided to, or generated by, the activities of the Orange County CoC; and
- viii. Not use confidential information of the Orange County CoC for any purpose or disclose such confidential information to any third party, except as necessary to perform their duties and responsibilities as members of the CoC Board.

- 3. Termination Policy - Any ~~CoC Board~~ Member, or the entire CoC Board, may be removed for cause by a two-thirds (2/3) vote of the Orange County CoC Voting Membership at a specially called meeting. Cause is constituted by a violation of the ~~C~~onflict of ~~I~~nterest regulations or a violation of the Code of Conduct and ethics.

C. Orange County CoC General Membership

CoC General Membership is based upon organizations within the Geographic Area participating in the responsibilities of the Orange County CoC by having organizational representatives actively participate in CoC ~~board~~Board, committees, ad hocs and working groups.

As noted in § 578.5 Establishing the ~~Continuum of Care~~CoC. Relevant organizations will include:

~~nonprofit~~Nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.”

Additionally, the Orange County CoC will strive to ensure representation from diverse and public agencies including those dedicated to behavior health; substance use recovery services; health; employment training and development; youth; the two-spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual/aromantic and all other

sexual orientations and genders (2SLGBTQQA+) ~~LGBTQ~~ community, and housing and community development.

a. Nominations for Orange County CoC General Membership

A public invitation within the Geographic Areas of the CoC will be extended annually for new members to join in accordance with the HEARTH Act as described in § 578.7 Responsibilities of the ~~Continuum of Care~~ CoC.

b. General Membership Terms

There is no term limit. Membership, however, may be terminated by the Orange County CoC in accordance with subsection I. Removal below.

c. Continuum of Care Meetings

The Orange County CoC will hold meetings of the full membership with published agendas at least twice a year. The Orange County Service Provider Forum serves to facilitate CoC full membership meetings.

d. Quorum

A number equal to a majority of those belonging to the Orange County CoC will constitute a quorum for the transaction of business at any general membership meeting.

e. Voting

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes will be by voice or ballot at the will of the majority in attendance. The exception to this rule is a vote to elect ~~CoC Board members~~ Members, in this case a vote will be held by secret ballot. Each active organization will have one vote given by one representative even when more than one organizational representative is present. No active organization may vote on any item which presents a real or perceived conflict-of-interest.

f. Conflict of Interest

CoC General Members must comply with the conflict of interest and recusal process found in the § 578.95 Conflicts of interest of ~~the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009~~ (HEARTH Act)² and any additional requirements as outline in this charter ~~the Charter and the Orange County CoC Conflict of Interest Policy and Procedure (Attachment A).~~

~~“(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict of interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).~~

² CFR 24 578.95 § 578.95 Conflicts of Interest: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

~~(b) Continuum of Care board members. No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.~~

~~(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or subrecipient participates in making rent reasonableness determinations under § 578.49(b)(2) and § 578.51(g) and housing quality inspections of property under § 578.75(b) that the recipient, subrecipient, or related entity owns.~~

~~(d) Other conflicts. For all other transactions and activities, the following restrictions apply:~~

~~(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.~~

~~(2) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.~~

~~(i) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:~~

~~(A) Disclosure of the nature of the conflict, accompanied by a written assurance, if the recipient is a government, that there has been public disclosure of the conflict and a description of how the public disclosure was made; and if~~

~~the recipient is a private nonprofit organization, that the conflict has been disclosed in accordance with their written code of conduct or other conflict of interest policy; and~~

~~(B) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law, or if the subrecipient is a private nonprofit organization, the exception would not violate the organization's internal policies.~~

~~(ii) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the threshold requirements under paragraph (c)(3)(i) of this section, HUD must conclude that the exception will serve to further the purposes of the Continuum of Care program and the effective and efficient administration of the recipient's or subrecipient's project, taking into account the cumulative effect of the following factors, as applicable:~~

~~(A) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;~~

~~(B) Whether an opportunity was provided for open competitive bidding or negotiation;~~

~~(C) Whether the affected person has withdrawn from his or her functions, responsibilities, or the decision-making process with respect to the specific activity in question;~~

~~(D) Whether the interest or benefit was present before the affected person was in the position described in paragraph (c)(1) of this section;~~

~~(E) Whether undue hardship will result to the recipient, the subrecipient, or the person affected, when weighed against the public interest served by avoiding the prohibited conflict;~~

~~(F) Whether the person affected is a member of a group or class of persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; and~~

~~(G) Any other relevant considerations.~~

g. Code of Conduct

Members will ensure a commitment to the Orange County CoC Code of Conduct (Attachment B).

g.h. Removal

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Any ~~member~~ CoC General Member of the Orange County CoC may be removed by a two-thirds majority of all organizations present during a scheduled meeting.

Orange County CoC - CA - 602 Governance Charter

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Introduction: In accordance with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (the “HEARTH Act”) which was enacted into law on May 20, 2009, the Orange County Continuum of Care in consultation with the Collaborative Applicant (County of Orange), Continuum of Care and Emergency Solution Grant funded agencies and Homeless Management Information System (“HMIS”) Lead Agency has developed a governance charter which includes procedures and policies needed to comply with the HEARTH Act requirements as prescribed by U.S. Department of Housing and Urban Development (HUD); and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board.

In addition to HEARTH Act compliance and in alignment with the Regional System of Care, the Continuum of Care (“CoC”) will operate to enhance, inform and implement services addressing the complex case management and housing needs of individuals and families experiencing homelessness in Orange County. Services supported by the Orange County CoC will also demonstrate best practices and evidence-based practices ensuring a client-centered approach, client choice and client rights and responsibilities are clear and service standards are consistently met.

The Orange County CoC designates the County of Orange as the collaborative applicant and fiscal entity for administering planning and funding for homelessness assistance program throughout the Orange County CoC.

I. Name:

The technical name of the organization is CoC CA-602 hereinafter referred to as the “Orange County CoC”.

II. Geographic Boundaries:

The Orange County CoC covers all the geography within the boundaries of Orange County, including its 34 cities and unincorporated areas as regionalized within North, Central and South Service Planning Areas.

III. Purpose:

The Orange County CoC serves as the locally-designated primary decision-making group whose purpose and scope is to implement the Continuum of Care program (the “CoC”) which is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). As noted in CFR 24 Part 578.1 Purpose and scope of the HEARTH Act, the program is designed to:

- A. Promote communitywide commitment to the goal of ending homelessness through regional coordination and collaboration;
- B. Advocate for funding and resources to end homelessness and provide funding for proven efforts by nonprofit providers and local governments to quickly rehouse people experiencing homelessness, while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness;
- C. Promote access to and effective utilization of mainstream programs by homeless individuals and families; and

- D. Promote implementation of best practices and evidence-based approaches to homeless programming and services.

IV. Responsibilities of the Orange County CoC

The four major responsibilities of the Orange County CoC consists of:

- 1. Operating the Continuum of Care,
- 2. Designating and operating an HMIS for the Continuum of Care,
- 3. Planning for the Continuum of Care, and
- 4. Preparing an application for funds which is in accordance with § 578.7 Responsibilities of the Continuum of Care and in the HEARTH Act and § 578.79.

A. Operating the Continuum of Care.

The Orange County CoC will:

- 1. Hold meetings of the full membership, with published agendas, at least semi-annually;
- 2. Make a public invitation for new members to join available within the geographic area at least annually;
- 3. Adopt and follow a written process to select a board to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least every five (5) years;
- 4. Establish committees, subcommittees and ad hoc groups to address specific functions of the Orange County CoC, as needed;
- 5. Work with the Collaborative Applicant to develop and update annually a governance charter, which will include all procedures and policies needed to comply with HUD mandates, HEARTH Act regulations and a code of conduct and recusal process for the board, its chair(s), and any person acting on behalf of the board;
- 6. Consult with recipients and subrecipients to establish performance targets appropriate for population and program type, monitor Continuum of Care and Emergency Solutions Grant funded agencies performance, evaluate outcomes, and take action to address poor performers;
- 7. Evaluate outcomes of projects funded under the Emergency Solutions Grants program and the Continuum of Care program, and report performance measures to HUD as required;
- 8. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and operate a Coordinated Entry System that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must maintain specific policy to guide the operation of the Coordinated Entry System on how its system addresses the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers in compliance with any requirements established by HUD Notice; and

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9. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establish and consistently follow written standards for providing Continuum of Care assistance. At a minimum, these written standards must include:
 - a. Policies and procedures for evaluating individuals' and families' eligibility for assistance;
 - b. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - c. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
 - d. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid rehousing assistance;
 - e. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - f. Where the CoC is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

B. Designating and operating a Homeless Management Information System.

The Orange County CoC will:

1. Designate a single Homeless Management Information System (HMIS) for the geographic area;
2. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
3. Review, revise and approve a privacy plan, security plan, and data quality plan for the CoC HMIS;
4. Ensure consistent participation of recipients and subrecipients in the HMIS;
5. Ensure the HMIS is administered in compliance with requirements prescribed by HUD;
6. Ensure the HMIS operates efficiently and effectively to promote HUD funded and non-funded agency participation, system coordination, and utilization and performance is achieved; and
7. Ensure that HMIS captures the Coordinated Entry System Core Elements of Access, Assessment, Prioritization and Referral through program participation by recipients and subrecipients.

C. Continuum of Care Policies, Procedures and Standards

The Orange County CoC will:

1. Have a Policies, Procedures and Standards Committee that meets at least two times a year or as needed for the review of policies, procedures and standards of the Orange County Continuum of Care;

Item 3. Attachment B

2. Have its various committees, subcommittees, and ad hocs proposed drafts, revisions and/or updates to policies, procedures and/ or standards be submitted to the Policies, Procedures and Standards Committee;
3. Have all proposed policies, procedures and standards reviewed and vetted by the Policies and Standards Committee to ensure adherence to the HEARTH Act, HUD Notices and regulations, best practices and evidenced-based approaches, prior to being presented to the CoC Board for adoption; and
4. Engage the public, including homeless and formerly homeless individuals, in policy and standards development and/or revisions that affect the operations of the CoC and ESG funded programs.

D. Continuum of Care Planning.

The Orange County CoC and the Collaborative Applicant (County of Orange) will develop a plan that includes:

1. Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals, including unaccompanied youth, and families. At a minimum, this system encompasses the following:
 - a. Outreach, engagement, and assessment;
 - b. Shelter, housing, and supportive services;
 - c. Prevention and diversion strategies.
2. Planning for and conducting an annual shelter homeless count and a biennial unsheltered homeless count by Service Planning Area that meets the following requirements:
 - a. Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons;
 - b. Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons; and
 - c. Other requirements established by HUD Notice or to meet local objectives.
3. The HMIS Lead Agency will assist the Collaborative Applicant in conducting an annual gaps analysis of the homeless needs and services available within the geographic area and/or Service Planning Areas;
4. Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area;
5. Consulting with State and local government Emergency Solutions Grants program recipients within the CoC's geographic area on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of

Emergency Solutions Grants program recipients and subrecipients. Emergency Solutions Grant entitlements include:

- County of Orange
- Santa Ana
- Anaheim
- Garden Grove

E. Annual Competitive Application for Continuum of Care Funding

The Orange County CoC will:

1. Design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a Notice of Funding Availability (NOFA) published by HUD;
2. Establish priorities for funding proposals to meet needs within in the geographic area;
3. Support the Collaborative Applicant in compiling the required application information from all projects within the geographic area that the CoC has selected for funding; and
4. Retains all of its responsibilities, even if it designates one or more eligible applicants other than itself to apply for funds on behalf of the CoC. This includes approving the CoC application.

V. Orange County CoC Structure:

The operations and management of the Orange County CoC and its responsibilities are structured in four segments.

A. CoC Collaborative Applicant and Fiscal Agent

The Orange County CoC designates the County of Orange as Collaborative Applicant and Planning Grant recipient for homelessness assistance programs throughout the Orange County CoC. The County of Orange will comply with the provisions of 24 CFR 578.7, including coordinating with the development of the CoC system, CoC planning, Coordinated Entry System, HMIS and the support of the various functions and activities as required by the HEARTH Act.

In addition, the Orange County CoC Board designates the County of Orange as administrative and fiscal entity for homeless funding to support the development of the System of Care. The County of Orange is the administrative and fiscal entity for state and local funding from homeless programming that designates the CoC as the eligible applicant and requires the local government entity to be the fiscal agent.

B. Orange County CoC Board

As noted in §578.5(b) of the HEARTH Act, “The Continuum of Care must establish a board to act on behalf of the Continuum using the process established as a requirement by § 578.7(a)(3) and must comply with the conflict-of-interest requirements at § 578.95(b).”

The Continuum of Care Board is therefore acting on behalf of the members of the Orange County CoC. To this end, the Orange County CoC will strategically comprise a governing board that represents the stakeholder groups enumerated in the HEARTH Act which require the CoC Board to be representative of relevant organizations and of projects serving homeless subpopulations within Orange County, including at least one (1) homeless or formerly homeless individual.

1. Continuum of Care Board Responsibilities

The Continuum of Care Board will:

- a. Conduct the hands-on work and facilitate the committees, subcommittees and ad hoc groups of the Orange County CoC. Every member of the CoC Board must serve on a minimum of one committee;
- b. Build community awareness of the needs of all homeless and at-risk populations identified in the county;
- c. Ensure, to the greatest extent possible, access to services by the subpopulations enumerated in this charter;
- d. Ensure relevant organizations and projects serving various homeless and at risk subpopulations are represented in the planning and decision-making for the overall coordination of homeless services Continuum of Care;
- e. Ensure Regional Coordination and collaborative work across the CoC through the use of the Coordinated Entry System;
- f. Coordinate the CoC Programs and set goals and priorities for ending homelessness in Orange County;
- g. Approve Orange County CoC policies as recommended by service providers and/or Committees;
- h. Create committees, subcommittees and ad hoc groups necessary for the proper and efficient functioning of the Orange County CoC, including the CoC program Notice of Funding Opportunity (NOFO); and
- i. Dissolve committees, subcommittees and ad hoc groups, if they are determined to be unnecessary for the proper and efficient functioning of the Orange County CoC.

2. Continuum of Care Board Composition

The CoC Board is comprised of an odd number of members, between seventeen (17) to twenty-one (21) members in total, who are elected by the voting General Membership. A quorum consists of fifty percent (50%) plus one (+1) voting members present. The CoC Board shall be comprised of members that provide a well-balanced perspective with multiple identities, experiences, and backgrounds to best lead the response to homelessness in the Orange County CoC.

The CoC Board designations are:

- a. The CoC Board includes three (3) Officers, who shall be elected by the CoC Board each year. These positions include:
 - i. Chair: Responsible for leading the monthly CoC Board meetings and facilitating the work of the Orange County CoC, as determined in this Charter.
 - ii. Vice-Chair: Responsible for chairing CoC Board meetings in the absence of Chair or when Chair must recuse themselves
 - iii. Secretary: Responsible for tracking attendance and motions for CoC Board meetings, reviewing the draft CoC Board meeting minutes, and chairing CoC Board meetings in the absence of both the Chair and Vice Chair, or when Chair and Vice Chair must recuse themselves

- b. The CoC Board shall have an odd number of members with seventeen (17) to twenty-one (21) total CoC Board member seats in any given year. By January 2025, the makeup of the CoC Board shall include at least the following number of people with each of these identities, experiences, and backgrounds. One person may represent more than one of these identities, experiences, and backgrounds.
 - i. People who have experienced homelessness or housing instability. By January 2025, at least 30% of the CoC Board must be comprised of people with lived experience, though the CoC Board can prioritize including more in any given year. In January 2024, the Board must include at least 4 people with lived experience. This includes:
 1. One (1) seat will be determined by the Lived Experience Advisory Committee (LEAC). This could be the LEAC chair or someone else.
 2. It is important to the CoC Board that people with lived experience represent an array of household and age makeups. However, because some people with lived experience may not want to disclose that experience publicly, there are no required seats for people from specific household types or age groups. Ideally, the Board is recommended but not required to include at least one person from each of the following groups:
 - a. Lived experience of homelessness as a Transitional Age Youth (TAY) in the last 5 years
 - b. Lived experience of homelessness as a single adult
 - c. Lived experience of homelessness with their family

- d. Lived experience of homelessness as an older adult
- ii. People with identities and experiences that reflect the diversity of the CoC. By January 2025, the CoC Board must include at least the following number of people with each of the following identities or experiences. This includes Board members who have and have not experienced homelessness:
 1. Black [at least two (2)]
 2. Indigenous or Native American [at least two (2)]
 3. Person of Color (including but not limited to people who are: Asian, Asian-American, Pacific Islander, Native Hawaiian, Latino/a/e/x, Central American, South American, Caribbean, Middle Eastern, North African) [at least three (3)]
 4. LGBTQIA+ [at least two (2)], including at least one (1) person who identifies as LGBTQIA+ based on their:
 - a. Sexual orientation: Lesbian, gay, bi, queer+
 - b. Gender identity: Trans, non-binary, intersex, non-conforming+
 5. Disabled and/or neurodivergent [at least two (2)]
 6. Veteran/military service experience or part of a veteran/military service family [at least one (1)]
 7. Experience of domestic violence/intimate partner violence [at least one (1)]
 8. Older adult [at least one (1)]
- iii. People with personal or professional experience with:
 1. Veteran/military service-focused agency [at least one (1)]
 2. Emergency Solutions Grant (ESG) Program funded agency or recipient agency [at least one (1)]
 3. Public Housing Agency (PHA) [at least one (1)]
 4. Domestic violence agency [at least one (1)]
 5. Education field / McKinney-Vento liaison [at least one (1)]
 6. Behavioral health field [at least one (1)]
 7. Faith-based organization or community [at least one (1)]
 8. Health care field [at least one (1)]
 9. Affordable housing development background [at least one (1)]
 10. People with experience with the following parts of the system. Ideally, the CoC Board will include members who represent all parts of the system, but at minimum the CoC Board must include members who represent at least three (3) of the following:
 - a. Diversion
 - b. Street Outreach
 - c. Prevention
 - d. Emergency Shelter
 - e. Rapid Rehousing
 - f. Permanent Supportive Housing

- g. TAY Agency
- h. Family Agency

c. Continuum of Care Board Support

- i. Collaborative Applicant – As the Collaborative Applicant the Continuum of Care Manager and/or other County of Orange staff will facilitate the Continuum of Care Board business and will utilize resources to continue the development of the CoC system.
- ii. HMIS Lead Agency – The HMIS Lead Agency will assist the Collaborative Applicant in providing CoC utilization, performance and gaps data and regional Service Planning Area resource information to the CoC Board.
- iii. Coordinated Entry System Lead Agency – The Coordinated Entry System Lead Agency will assist the Collaborative Applicant in providing performance and gaps data information to the CoC Board.

3. Continuum of Care Board Selection Process

In advance of each term expiration, the following steps are to be completed to select new CoC Board Members:

- a. A Nominating Ad Hoc of at least six (6) people will be appointed annually by the CoC Board Chair.
 - i. At least one (1) member of the Nominating Ad Hoc will be a CoC Board member whose seat is not up for election.
 - ii. At least one (1) member of the Nominating Ad Hoc will be a Voting General Member or represent an organization that has a Voting General Member.
 - iii. At least four (4) members of the Nominating Ad Hoc will not be current CoC Board members.
- b. The Nominating Ad Hoc will review the CoC Governance Charter (Charter) and make any proposed revisions needed to ensure the CoC Board composition, selection process, and qualifications align with the community's priorities and the identities, background, and experiences of key partners, including people with lived experience, in the community. The Nominating Ad Hoc will review the most recently available data to provide due diligence to ensure that the CoC Board membership identity, background, and experience recommendations align with current trends in who experiences homelessness in Orange County. The recommended Charter changes will go to the CoC Board for approval. Should the CoC Board provide feedback or recommendations to the proposed changes, the Nominating Ad Hoc will review feedback and incorporate the CoC Board recommendations into the Charter to inform the nomination and election process. In the event that the Nominating Ad Hoc is not in agreement with the CoC Board feedback and recommendations to the Charter, the Nominating Ad Hoc will submit a new version of the Charter for the CoC Board to review and approve before the rest of the CoC Board nomination and election process moves forward.
- c. The Nominating Ad Hoc will support the Collaborative Applicant in outreach to potential CoC Board candidates to make them aware of the upcoming CoC Board

election. These outreach efforts will help ensure adequate representation of identities, backgrounds, and experiences listed in the CoC Board composition.

- d. The Voting General Membership will be notified of the nomination period, start and end, as well as the process to nominate a candidate or express interest in being a candidate.
- e. The Nominating Ad Hoc will support the Collaborative Applicant in reviewing submitted applications and verifying qualifications and identities, background, and experience of all candidates who apply to serve as CoC Board Members or Officers. The Nominating Ad Hoc will interview all applicants who appear to meet minimum qualifications and refer all applicants whom they verify to meet minimum qualifications to the CoC General Membership as qualified candidates.
- f. The CoC General Membership will vote by secret ballot on the slate of qualified candidates. The Nominating Ad Hoc will utilize a prioritization tool that identifies candidates with the highest votes and ensures desired representation of various identities, experiences, and backgrounds for the CoC Board membership. The selected candidates will be presented to the CoC Board for ratification.
- g. The Lived Experience Advisory Committee (LEAC) will select one person to represent them on the CoC Board. The CoC General Membership will not vote on this person's participation on the CoC Board.
- h. The same process as outlined above in items a. through f. will be completed to fill any vacancies left by a member before the expiration of the term of that member, should the designated CoC Board composition require their seat to be filled. Appointments made to fill a vacancy left by a member before the expiration of the term of that member shall be for the remaining term of that member.
- i. The traditional nominating and election timeline is as follows:
 - i. August/September – CoC Board Chair appoints Nominating Ad Hoc
 - ii. September/October – Nominating Ad Hoc convenes to review and update sections of the Charter that pertain to the CoC Board composition, selection process, and qualifications
 - iii. October/November – Nominating Ad Hoc outreaches to potential CoC Board candidates. The Nominating Ad Hoc will interview eligible CoC Board candidates who meet criteria.
 - iv. November/December – Candidates who moved forward based on their interview are presented to the CoC General Membership for voting/election.
 - v. December – CoC Board ratifies slate of elected candidates by the CoC General membership.
 - vi. January – CoC Board seating takes place. Outgoing CoC Board and Board staff will provide training and orientation for incoming CoC Board.
- j. At the first meeting of the calendar year, the CoC Board will elect the Board Officers (Chair, Vice-Chair and Secretary) to serve for one-year (1) terms. CoC Board Officers may serve for more than one (1) term.

4. Continuum of Care Board Qualifications

All CoC Board members must bring a commitment to the work to end homelessness using best practices adopted locally. CoC Board members with lived experience of homelessness who are not also representing a local organization will be compensated for their time and expertise using the CoC's current compensation methods and rates.

1. The Orange CoC Board Members and Officers are selected to represent various identities and personal and professional backgrounds, experiences, and entities. As a whole, the Board should:
 - i. Be diverse and reflect the identities, backgrounds, and experiences of people who experience homelessness in Orange County;
 - ii. Have complementary skill sets;
 - iii. Represent a balance of community partners in the region; and
 - iv. Willingness to collaborate with other potential CoC Board Members and bring in new leaders.

 - b. Potential and current CoC Board Members must be current voting General Members who demonstrate:
 - i. A high level of ethical behavior, including compliance with the Conflict of Interest and Recusal process as defined in this Charter;
 - ii. Working knowledge of, compassion about, and commitment to:
 1. ending homelessness
 2. furthering equity and inclusion within the CoC Board and across the CoC's work.
 - iii. Leadership and collaborative spirit in the best interest of the Orange County CoC.
 - iv. Willingness and ability to consistently attend meetings and participate in Committees.

 - c. All CoC Board members must attend at least seventy-five percent (75%) of meetings each year and not be absent for three (3) consecutive meetings in order to remain in good standing. All CoC Board members must also participate in at least one (1) committee, working group, or ad-hoc, and attend at least seventy-five percent (75%) of committee meetings. Board Members and Officers failing to meet the attendance standard will be subject to removal by majority vote fifty percent plus one (50% + 1) of the CoC Board.
5. Continuum of Care Board Meetings
1. All meetings will be open to the public except as otherwise determined by the CoC Board. Any person who attends an Orange County CoC meeting may be asked by the CoC Board Chair to leave if the person is disruptive; if a conflict of interest applies; or if an agenda business item(s) is deemed by the CoC Board Chair to be of such nature that it involves only Orange County CoC closed session business.

2. Robert’s Rules of Order Abridged-Revised will guide the process during all meetings.
 3. An annual calendar of the CoC Board meetings will be recommended to the CoC Board for adoption at the CoC Board meeting in October and presented at the Service Provider Forum meeting in November. The CoC Board meetings calendar will be distributed to all members electronically and published on the County of Orange – Homeless Services website.
6. Continuum of Care Board Documentation
1. The Orange County CoC Board will conduct and transact business in a fair and transparent manner. To this end, the CoC Board will maintain records of all Orange County Continuum of Care agendas and minutes and make these available upon request.
 2. The Collaborative Applicant will keep record of all HEARTH Act policies, calendars, meeting minutes, and records.
7. CoC Board Conflict of Interest and Code of Conduct
1. Conflict of Interest – Members serving on the CoC Board or any of its committees, ad hocs and/or working groups, shall abstain from voting on any issue in which they may be personally vested to avoid a conflict of interest in accordance with County, State and Federal laws, regulations and ordinances and shall refrain from engaging in any behavior that conflicts with the best interest of the CoC. Members must comply with the conflict of interest and recusal process found in the § 578.95 Conflicts of interest of the HEARTH Act¹ and any additional requirements as outline in the Charter and the Orange County CoC Conflict of Interest Policy and Procedure (Attachment A).
 - a. Members shall not vote nor attempt to influence any other Member on a matter under consideration by the CoC Board or any of its committees, ad hocs or working groups as follows:
 - i. Regarding the provision of services by such member (or by an entity that such member represents); or
 - ii. By providing direct financial benefit to such member or the immediate family of such member; or
 - iii. Engaging in any other activity determined by County, State or Federal law, regulations and ordinances to constitute a conflict of interest.
 - b. Determining Whether a Conflict of Interest Exists – If a question arises as to whether a conflict exists that may prevent a Member from voting, the

¹ CFR 24 578.95 § 578.95 Conflicts of Interest: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

CoC Board Chair or designee may consult with designated Collaborative Applicant staff to assist in making that determination.

- c. Neither the CoC Board nor any of its Members shall promote, directly or indirectly, any political party, political candidate or political activity using the name, emblem or any other identifier of the CoC Board.
 - d. No assets or assistance provided by the Collaborative Applicant to the CoC Board shall be used for sectarian worship, instruction, or proselytization, except as otherwise permitted by law.
2. Code of Conduct – Members serving on the CoC Board or any of its committees, ad hocs or working groups, are entrusted with specific responsibilities related to use of public funds invested in addressing homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities. In the performance of their duties, Members are expected to carry out the mandate of the Orange County CoC to the best of their ability and to maintain the highest standards of integrity while interacting with other Members, Orange County CoC representatives, service recipients, service providers, and the public, as outlined in the Orange County CoC Code of Conduct (Attachment B).
- a. The Orange County CoC prohibits the solicitation and acceptance of gifts or gratuities by the CoC Board, committees, ad hocs or working groups, Voting Members, or employees and agents of the Collaborative Applicant from anyone who intends to receive personal benefit or preferential treatment. Violation of any portion of this Code of Conduct could subject a CoC Voting Member to immediate termination from membership as determined by the CoC Board;
 - b. The Orange County CoC promotes impartiality in performing official duties and prohibits any activity representing a conflict of interest. Individuals should not act on a matter if a reasonable person who knew the circumstances of the situation could legitimately question fairness;
 - c. Members shall:
 - i. Put forth honest effort in the performance of their duties;
 - ii. Not knowingly make unauthorized commitments or promises of any kind purporting to bind the Orange County CoC without previous CoC Board approval;
 - iii. Disclose waste, fraud, abuse and corruption to the appropriate authorities;
 - iv. Adhere to all laws and regulations that provide equal opportunity to all United States citizens regardless of race, color, religion, sex, gender,

sexual orientation, national origin, age, or disability, or any other protected category;

- v. Conduct themselves with courtesy and respect. Personal relationships should not result in special considerations that influence the performance of their official duties in a manner contrary to the interest of the broader Orange County CoC. Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.
 - vi. Assure that the resources entrusted to them are used for conducting official business only. Members of the CoC Board must abide by the Conflict of Interest Policies established for CoC Board operations (See Section V.B.7.1.).
 - vii. Protect any confidential information provided to, or generated by, the activities of the Orange County CoC; and
 - viii. Not use confidential information of the Orange County CoC for any purpose or disclose such confidential information to any third party, except as necessary to perform their duties and responsibilities as members of the CoC Board.
3. Termination Policy - Any Member, or the entire CoC Board, may be removed for cause by a two-thirds (2/3) vote of the Orange County CoC Voting Membership at a specially called meeting. Cause is constituted by a violation of the Conflict of Interest regulations or a violation of the Code of Conduct.

C. CoC General Membership

CoC General Membership is based upon organizations within the Geographic Area participating in the responsibilities of the Orange County CoC by having organizational representatives actively participate in CoC Board, committees, ad hocs and working groups.

As noted in § 578.5 Establishing the CoC. Relevant organizations will include:

“Nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans and homeless and formerly homeless individuals.”

Additionally, the Orange County CoC will strive to ensure representation from diverse and public agencies including those dedicated to behavior health; substance use recovery services; health; employment training and development; youth; the two-spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, asexual/aromantic and all other sexual

orientations and genders (2SLGBTQQA+) community; and housing and community development.

a. Nominations for Orange County CoC General Membership

A public invitation within the Geographic Areas of the CoC will be extended annually for new members to join in accordance with the HEARTH Act as described in § 578.7 Responsibilities of the CoC.

b. General Membership Terms

There is no term limit. Membership, however, may be terminated by the Orange County CoC in accordance with subsection I. Removal below.

c. Continuum of Care Meetings

The Orange County CoC will hold meetings of the full membership with published agendas at least twice a year. The Orange County Service Provider Forum serves to facilitate CoC full membership meetings.

d. Quorum

A number equal to a majority of those belonging to the Orange County CoC will constitute a quorum for the transaction of business at any general membership meeting.

e. Voting

At all meetings, business items may be decided by arriving at a consensus. If a vote is necessary, all votes will be by voice or ballot at the will of the majority in attendance. The exception to this rule is a vote to elect Members, in this case a vote will be held by secret ballot. Each active organization will have one vote given by one representative even when more than one organizational representative is present. No active organization may vote on any item which presents a real or perceived conflict-of-interest.

f. Conflict of Interest

CoC General Members must comply with the conflict of interest and recusal process found in the § 578.95 Conflicts of interest of HEARTH Act² and any additional requirements as outline in the Charter and the Orange County CoC Conflict of Interest Policy and Procedure (Attachment A).

g. Code of Conduct

Members will ensure a commitment to the Orange County CoC Code of Conduct (Attachment B).

h. Removal

Any CoC General Member of the Orange County CoC may be removed by a two-thirds majority of all organizations present during a scheduled meeting.

² CFR 24 578.95 § 578.95 Conflicts of Interest: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

D. Collaboration with Commission to End Homelessness

The Commission to End Homelessness focuses on regional policy and implementation strategies, affordable housing development, data and gaps analysis, best practice research, social policy and systemic change to promote an effective response to homelessness within the County of Orange. The CoC Board will regularly provide information and recommendations around CoC funded homeless programs to the Commission to End Homelessness. This will ensure regional alignment of efforts to resolve homelessness.

1. The CoC Board will collaborate with the Commission to End Homelessness to:
 - a. Address gaps within the System of Care;
 - b. Strengthen operational performance;
 - c. Ensure regional access and alignment;
 - d. Receive expertise related to each System of Care component in support of the CoC System integration objectives; and
 - e. Identify, secure and prioritize funding opportunities that provide system enhancements within the five components of the System of Care” Community Corrections, Behavioral Health, Healthcare, housing, Benefits and Support Services.
2. The CoC Board will at least annually report to the Commission to End Homelessness on the progress of the Orange County CoC. These reports may include:
 - a. HUD System Performance Measures (SPM) Report
 - b. Housing Inventory Chart (HIC)
 - c. Gaps Analysis Reports
 - d. Point-in Time (PIT) Count (unsheltered biennially and sheltered annually)
 - e. Funding priorities, grants and funding awards from federal and state government
 - f. Any other reports requested by the Commission to End Homelessness to help further system of care policy recommendations and regional system development.
3. The chairperson of the CoC Board and the Commission to End Homelessness may establish ad hoc committees to provide recommendations regarding time-limited tasks that support the goals of the Commission to End Homelessness and assist in the functions of the CoC Board.

4. Non-conflicted Commission to End Homelessness members may participate on review panels concerning the award of a grant or other program funding related to the CoC when there is a conflict of interest among CoC Board members.

VI. Continuum of Care Legal Entity

The County of Orange is the Collaborative Applicant who will submit grants to HUD on behalf of the project applicants comprised in the Orange County CoC. All contracts funded by the CoC competition have direct contracts with HUD. Submission will be in compliance with § 578.9. The County of Orange is the designated administrative entity and fiscal agent for homeless services system funding awards that intersect with the CoC and the System of Care programs.

VII. Public Statement and Media Policy

In the interest of presenting a unified voice in the community, the Collaborative Applicant, County of Orange, is the designated spokespersons and media points of contact for the Orange County CoC for inquiries or official statements related to the Orange County CoC. Members will refrain from making public comments or speaking to the media on behalf of the Orange County CoC, unless the Collaborative Applicant determines that the interests of the Orange County CoC are best served by another member speaking on behalf of the group. When making public statements or speaking to the media on issues related to homelessness, Members will make clear, to the best of their ability, whether they are speaking in their own organization's/individual's name or on behalf of the Orange County CoC.

Orange County Continuum of Care Code of Conduct

Overview

The Orange County Continuum of Care (CoC) Code of Conduct (Code of Conduct) is a commitment to creating safe, inclusive spaces and opportunities for authentic engagement amongst CoC Board members (Members); committee, ad hoc and working group members; CoC staff; CoC general members; and members of the public attending CoC meetings, including people with lived experience of homelessness and community partners. The commitment to ensure a safe, inclusive space happens within all meetings of the CoC, including but not limited to meetings of the CoC Board, committees, ad hocs and working groups.

Applicability

All participants of all CoC meetings are accountable to one another and encouraged to follow this Code of Conduct to ensure everyone in attendance feels safe, respected and included. The Code of Conduct is applicable to:

- CoC Board members
- CoC committee, ad hoc and working group members
- Collaborative Applicant staff
- CoC general members
- Members of the Public attending CoC meetings

Core Values

The CoC Board is committed to fostering diversity within the CoC Board and its committees, ad hocs and working groups to reflect the identities and experiences of people experiencing homelessness in Orange County. Further, the CoC Board is committed to valuing and respecting the dignity of all persons, and establishing inclusion and equity within the practices of meeting preparation and facilitation. As such, the CoC Board instructs that the Orange County CoC is driven by the core values listed below:

1. **Equity.** Authentically engage and center diverse voices, including people with lived expertise, within the decision-making process of the CoC.
2. **Dignity.** Every person has the right to be treated ethically, and to be valued and respected.
3. **Safety.** Create an environment where all feel safe, valued and treated with dignity.

Code of Conduct Guidelines

The core values of the Orange County CoC are lived out through the Code of Conduct Guidelines at all CoC meetings.

1. **Every person participating in CoC meetings will be engaged with value, inclusivity and dignity.**
 - Meeting facilitators and participants will treat one another with dignity and respect.
 - Authentic engagement of people with lived expertise will be centered in decision-making processes.
 - CoC Board and Committee membership will receive public comment for consideration before voting on a recommended action.

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- Public comments are opportunities to lift thoughts, concerns and feedback. Members of the public will be provided opportunities to share verbally or in writing at least 24 hours before the meeting and special accommodations will be made as needed to ensure inclusive participation.
 - All persons will receive equitable treatment without discrimination of race, color, national origin, religion, sex (including pregnancy and gender identity), age, marital and parental status, disability, sexual orientation, or genetic information.
- 2. Communication of meeting topics and expectations for facilitation and/or participation in CoC meetings will be accessible.**
- Meeting materials will be accessible online and in-person, as requested and in accordance with the Brown Act requirements, to remove barriers to participation from members of the public.
 - Value-based communication, person centered, or strength-based communication centered around the values and vision of the CoC, will be the goal.
 - All CoC meeting participants will seek to communicate in ways that are not harmful, even in disagreement. Communication styles, nonverbal body language, posturing and/or and word choices will not seek to further escalate a conversation or conflict.
- 3. Uphold and maintain a safe and secure environment for all meeting spaces.**
- Disruptive behavior is prohibited from all meeting spaces to ensure safety and security of meeting participants. “Disruptive behavior” means behavior that disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
 - If a meeting participant’s behavior is disruptive, the CoC Board officers, Committee Chairs, or Committee Vice Chairs of the CoC meeting will warn the meeting participant of their behavior. If the meeting participant does not stop the disruptive behavior, they will be asked to leave the meeting.
 - Verbal or physical threats or violence – including name-calling, bullying, or othering of meeting participants – will not be tolerated.

Implementation and Accountability

The CoC Board, and those facilitating CoC meetings such as, the CoC Committee Chairs and Vice Chairs and Collaborative Applicant are committed to ensuring these values are honored and willing to respond and provide the leadership that is needed to implement the Code of Conduct within CoC meetings.

There is a commitment to orienting the public as to how to share input and engage in meeting space. For each CoC Board meeting and committee meeting, there is a description on the process of providing public comment and engaging within the public meeting space. The Code of Conduct will be publicly available on the CoC webpage and can be made available at meetings of the CoC Board and committees.

Violations of the Code of Conduct can result in a verbal warning, being removed from a meeting space, and other consequences in accordance with local laws.

No Code of Conduct can cover every possible situation, therefore, if you have any concerns about the Code of Conduct or related questions, the Office of Care Coordination, as the Administrative Entity and Collaborative Applicant for the Orange County CoC, can be contacted by phone at (714) 834-5000 or by email at CareCoordination@ocgov.com.

Orange County Continuum of Care Governance Charter Attachment A.

Orange County Continuum of Care Conflict of Interest Policy and Procedure

Background

The purpose of the Orange County Continuum of Care (CoC) Conflict of Interest Policy and Procedure (Conflict of Interest) is to avoid a conflict of interest, financial interest, or the appearance of a conflict of interest or financial interest, of a member of the CoC Board (Member), CoC General Member (General Member), member of a CoC committee, ad hoc or working group and demonstrate the Orange County CoC's commitment to the highest standards of integrity, fairness, and conduct.

Definitions

- Member(s): Elected members of the CoC Board, including the CoC Board Chair, Vice Chair and Secretary.
- General Member(s): Any voting CoC General Member, including voting CoC General Members serving as appointed members of a CoC committee, ad hoc or working group.
- Other Individual(s): Any person serving as an appointed member of a CoC committee, ad hoc or working group who is not a voting CoC General Member or CoC Board member.
- Conflict of Interest: A conflict of interest is defined as a situation that exists when a Member, General Member, or Other Individual participating on a CoC committee, ad hoc or working group, has competing commitments, obligations, duties or goals with the interest and activities of the CoC. A conflict of interest may exist due to a personal or professional relationship of a Member, General Member, or Other Individual (i.e. immediate family¹, parent, spouse, partner, child, sibling, etc.). Examples of common conflicts of interests may include, but are not limited to, situations in which the Member, General Member, or other individual:
 - Is employed by an agency that receives CoC funds as a recipient, subrecipient or contractor
 - Has a relative that is employed by an agency that receives CoC funds as a recipient, subrecipient or contractor
 - Has a spouse or domestic partner who provides consulting services to or is on the Board of an agency that is seeking CoC funds
 - Is employed by an organization that has an investment in one or more CoC funded projects (e.g., a government agency or intermediary organization that provides match, capital funding, or tax credit syndication).
 - Has a child who is receiving services from a CoC funded project.
 - Owns property that receives rental payments from a CoC recipient.
 - Has a sibling who owns a business that provides goods or services to a CoC funded project.Please note, this list is not exhaustive of all potential conflicts of interest that may arise.
- Financial Interest: A Member, General Member, or Other Individual has a financial interest if they have, directly or indirectly, through business, investment, or family:
 - An ownership or investment interest in any entity with which the CoC has a transaction or arrangement;

¹ The HEARTH Act does not define "Immediate Family" but the term can be understood to include, at a minimum, a parent, spouse, domestic partner, child, or sibling, etc.

Item 3. Attachment D

- A management position in any entity which has a financial interest, such as serving on the Board of an organization with a financial interest in the CoC;
- A compensation arrangement with the CoC or with any entity or individual with which the CoC has a transaction or arrangement; or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CoC is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists, in accordance with this policy. Members, General Members or Other Individuals with lived experience of homelessness receiving compensation for their participation on the CoC Board or CoC committees, ad hocs or working groups, should not be seen as having a competing financial interest.

Please note, this list is not exhaustive of all potential financial interests that may arise.

Policy:

Members, General Members, and Other Individuals must comply with the conflict of interest and recusal process found in §578.95 Conflicts of Interest in the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act)² and any additional requirements per the CoC Governance Charter (Sections V.B.7.1. and V.C.f.).

Procedures

1. Recusal of Self – A Member, General Member, or Other Individual shall recuse themselves at any time from involvement in any discussion or decision in which the Member believes they have or may have a conflict of interest or financial interest. A Member, General Member, or Other Individual shall not vote nor attempt to influence any other Member, General Member, or Other Individual on a matter under consideration by the CoC Board and/or its affiliated committees, ad hocs or working groups as follows:
 - Regarding the provision of services by such Member, General Member, or Other Individual (or by an organization or entity that such Member, General Member, or Other Individual represents, is employed by, and/or has other strong affiliations); or
 - By providing direct financial benefit to such Member, General Member, or Other Individual or the immediate family, parent, spouse, domestic partner, child, or sibling, etc., of such Member, General Member, or Other Individual; or
 - Engaging in any other activity determined by the County, State or Federal law, regulations, and ordinances to constitute a conflict of interest.
2. Duty to Disclose – It is within the Conflict of Interest that a Member, General Member, or Other Individual must disclose the existence of any conflicts of interest and/or financial interest in relation to their involvement with the CoC. It is the duty of the Member, General Member, and Other Individual participating on a CoC committee, ad hoc or working group to review meeting agendas and inform the CoC Board and/or Committee Chairs and/or Vice Chairs of any perceived, actual, or potential conflicts of interest prior to the meeting.
3. Determining Whether a Conflict of Interest Exists – If a question arises as to whether a conflict of interest exists that may prevent a Member, General Member, or Other Individual from voting, the

² CFR 24 578.95 § 578.95 Conflicts of Interest: <https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

Item 3. Attachment D

Chair or designee may consult with the Collaborative Applicant staff to assist in making that determination.

4. Violation of the Conflict of Interest Policy – If the CoC Board officers, Committee Chairs, Committee Vice Chairs or the Collaborative Applicant has reasonable cause to believe a Member, General Member, or Other Individual has failed to disclose actual, possible or perceived conflicts of interest, they shall inform the Member, General Member, or Other Individual of the basis for such belief and afford an opportunity to explain the alleged failure to disclose. If, after hearing the response of the Member, General Member, or Other Individual, and after making further investigation as warranted by the circumstances, the CoC Board determines there was a failure to disclose an actual, possible or perceived conflict of interest, additional action may be taken.

Annual Statements

Each Member, General Member, or Other Individual will sign a statement upon being elected or appointed, and annually in January thereafter, that verifies they have received, reviewed, and agreed to comply with the Orange County CoC Conflict of Interest Policy and Procedure at the start of each term served on the CoC Board or a CoC committee, ad hoc or working group. If there are any situations where any new conflicts arise and/or the disclosure and statement of conflicts may need revisions, the Member, General Member, or Other Individual shall disclose such changes to the CoC Collaborative Applicant and needed revisions at the earliest opportunity.

Exceptions and Changes

The CoC reserves the right to make an exception to the Orange County CoC Conflict of Interest Policy and Procedure based on communication from HUD that impacts the CoC's ability to carry out the policy and procedure as described above. The CoC also reserves the right to amend the policy and procedure on an annual basis.

Orange County Continuum of Care Conflict of Interest Disclosure and Statement

I, _____, as a Member, General Member, or Other Individual participating on the Orange County Continuum of Care (CoC) Board, and/or its affiliated committees, ad hocs or working groups, confirm that I have received and reviewed the Orange County CoC Conflict of Interest Policy and Procedure and that I agree to comply with that policy and the procedures it establishes.

I also agree to report promptly to the CoC Board Chair, Vice Chair and/or Secretary and the County of Orange staff as the Collaborative Applicant for the Orange County CoC, any **future** situation of an actual, possible or perceived conflict of interest between my outside interests and the best interests of the CoC. _____ (initial)

I furthermore certify that I have below disclosed all relationships, positions, funding, or other circumstances in which I am involved and believe could contribute to any actual, possible or perceived conflict of interest as a Member of the Orange County CoC Board and/or its affiliated committees, ad hocs or working groups. _____ (initial)

DISCLOSURE OF ANY QUALIFIED CONFLICTS OF INTEREST:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

By signing this statement, I agree that the information provided is accurate, to the best of my knowledge. If any changes to this information arise, I will complete a new disclosure and statement form.

Signature

Date

Printed Name

Client Name: _____



Coordinated Entry Housing Needs Assessment

PRE-ASSESSMENT

Assessment Date (MM/DD/YYYY): ____/____/____

Assessment City Location: _____

Assessment Type: Phone Virtual In Person

Assessment Level: Crisis Needs Assessment Housing Needs Assessment

OF THE HOUSING OPPORTUNITIES THE HOUSEHOLD IS ELIGIBLE FOR, WHICH OF THE FOLLOWING HOUSING TYPES IS THE HOUSEHOLD INTERESTED IN?

1. Rapid Re-Housing Yes No

2. Housing Choice Voucher Yes No

3. Permanent Supportive Housing Yes No

ACCESSIBILITY NEEDS

If you, or anyone in your household, have a disability, you may need accessible housing. This may mean you need ramps or wider entrances, space for medical equipment or a wheelchair, or special light switches, electrical outlets, and other fixtures.

If you, or anyone in your household, need accessible housing, you will only be considered for housing options that can meet your needs. There will be more housing options available to you if accessibility is not a concern.

These questions are about some common needs. If you have needs not covered by these questions, please list them at the end of the assessment.

1. Do you require a mobility accessible unit due to a physical disability? Yes No

2. Do you require a sensory accessible unit due to loss of hearing or sight? Yes No

3. Do you require some accommodations but not all the features of an accessible unit? Yes No

Please indicate your needs below:

a. no stairs Yes No

b. grab bars Yes No

c. seat in tub or shower Yes No

d. other Yes No If other, please specify _____

4. Is there anything else about your accessibility needs that we should know?

SELECTING THE PRIVATE CHECKBOX MEANS ONLY USERS WITH ACCESS TO THE CURRENTLY SELECTED AGENCY WILL BE ABLE TO SEE THIS ASSESSMENT

Is this client private? Yes No

Client Name: _____



Coordinated Entry Housing Needs Assessment

PRE-ASSESSMENT

Assessment Date (MM/DD/YYYY): ____/____/____

Assessment City Location: _____

Assessment Type: Phone Virtual In Person

Assessment Level: Crisis Needs Assessment Housing Needs Assessment

OF THE HOUSING OPPORTUNITIES THE HOUSEHOLD IS ELIGIBLE FOR, WHICH OF THE FOLLOWING HOUSING TYPES IS THE HOUSEHOLD INTERESTED IN?

1. Rapid Re-Housing Yes No

2. Housing Choice Voucher Yes No

3. Permanent Supportive Housing Yes No

ACCESSIBILITY NEEDS

If you, or anyone in your household, have a disability, you may need accessible housing. This may mean you need ramps or wider entrances, space for medical equipment or a wheelchair, or special light switches, electrical outlets, and other fixtures.

If you, or anyone in your household, need accessible housing, you will only be considered for housing options that can meet your needs. There will be more housing options available to you if accessibility is not a concern.

These questions are about some common needs. If you have needs not covered by these questions, please list them at the end of the assessment.

1. Do you require a mobility accessible unit due to a physical disability? Yes No

2. Do you require a sensory accessible unit due to loss of hearing or sight? Yes No

3. Do you require some accommodations but not all the features of an accessible unit? Yes No

Please indicate your needs below:

a. no stairs Yes No

b. grab bars Yes No

c. seat in tub or shower Yes No

d. other Yes No If other, please specify _____

4. Is there anything else about your accessibility needs that we should know?

SELECTING THE PRIVATE CHECKBOX MEANS ONLY USERS WITH ACCESS TO THE CURRENTLY SELECTED AGENCY WILL BE ABLE TO SEE THIS ASSESSMENT

Is this client private? Yes No

2024 CES HOUSING ASSESSMENT FEEDBACK

The CES Housing Assessment was presented to the Lived Experience Advisory Committee (LEAC) and CES Steering Committee on May 1, 2024. The CES Housing Assessment was then made available for public review and feedback from May 2, 2024, through May 10, 2024. The feedback below was received during the Lived Experience Advisory Committee Meeting, the CES Steering Committee Meeting and in writing through the Coordinated Entry email inbox.

I would like to make a suggestion on the Accessibility Needs statement: "If anyone, in your household, (including yourself) need accessible housing, housing options that can meet those needs will only be available for consideration. There are more housing options available if accessibility is not a concern."

Instead of YES/NO options for the accessibility needs section, provide an answer scale of "not required, preferred, or required"

Replace "... with tenant paying 30% of their income towards housing," with "to assist the tenant with paying rent."

In the Accessibility Needs section, replace the term "need accessible housing" with "requires accessible housing."

Thank you for the draft Housing Needs Assessment form. I think this is very helpful in providing the necessary information for each CES partner to review with the participant. In addition, the last question about is the client private, if more info can be added there that would help clarifying the question for new CES partners/providers.

I wanted to add one more item. In the options for housing, to add shared housing as an option.

I like the new description for the type of housing support offered; however, for ease of reading...I would place the choice first and the description to follow:

Example:

3. PSH

Description

The rest looks fine and appropriate.

Thanks for soliciting feedback. A few suggestions. First, simpler language (suggestions below) may make it easier to use. Second, when sending out emails for feedback it may be best to use the response email as the address for the initial communication. This way folks can just hit reply. Third, it may be easier to send out a Word document that can be edited so folks won't have to retype or copy over text. Some suggested revisions:

Rapid Rehousing (RRH): the Rapid Rehousing program provides rental assistance along with supportive services for a limited amount of time. The goal of Rapid Rehousing it to increase or maintain income levels so that clients can afford to continue paying rent once the rental assistance and support ends.

Housing Choice Voucher (HCV): Housing Choice Vouchers provide ongoing rental assistance, with the tenant paying 30% of their income towards housing. This program provides limited or no supportive services.

Permanent Supportive Housing: Permanent Supportive Housing provides ongoing rental assistance with thorough ongoing support. Participation in that support is voluntary. This program primarily targets households experiencing enduring or chronic homelessness.

Item 3. Attachment G

Yes, I over looked the draft, looks good.

Feedback

1. Service animals and emotional support animals needs to be addressed.
 2. Handicap Parking accessibilty.
-

It's beautiful.

This makes a lot more sense to me. I like the rendition.

The form looks really good! The extra information is a great addition.

I like the new form.

Date: May 22, 2024

Subject: Continuum of Care (CoC) Governance Charter Review Ad Hoc

Recommended Action:

- a. Establish a CoC Governance Charter Review Ad Hoc to be appointed by the CoC Board Officers and Policies, Procedures and Standards (PPS) Committee Chair to review and propose recommended changes to the Orange County CoC Governance Charter.

Background and Analysis

The U.S. Department of Housing and Urban Development (HUD) mandates that each CoC develop and follow a governance charter that details and outlines the roles and responsibilities assigned by the CoC to the Board and all CoC committees. CoCs are to provide an annual review of their governance charters and provide any needed updates.

At the October 25, 2023, meeting of the CoC Board, the CoC Board approved revisions to the CoC Board Governance Charter, as recommended by the CoC Nominating Ad Hoc, which included the following changes:

- Removed designated seats and replaced this section with minimum number of people who have specified identities, experiences, and backgrounds.
- Required personal or professional connections to key partners and systems without prescribing someone as a designated seat for partners or systems.
- Specified commitment to furthering equity and inclusion.
- and additional changes that are summarized [here](#).

Through feedback received from a HUD technical assistance coach and the CoC Board, the Office of Care Coordination noted that the Orange County CoC Board Governance Charter would need to undergo further revisions in Calendar Year 2024. The CoC Board Officers and PPS Committee Chair will work with the Office of Care Coordination to confirm the CoC Governance Charter Review ad hoc membership, should the CoC Board Committee approve the establishment of the ad hoc. The CoC Governance Charter Review Ad Hoc will review the CoC Governance Charter in its entirety and make proposed revisions. The establishment of a CoC Governance Charter Review Ad Hoc will support the Office of Care Coordination in making needed revisions or updates to better meet the needs of the Orange County CoC.

Date: May 22, 2024

Subject: Orangewood Foundation's Homeless Management Information System (HMIS) Data Integration Request

Recommended Actions:

- a. Approve the import of data from Orangewood Foundation's case management software to HMIS, as detailed in Orangewood Foundation's data integration request.
- b. Approve the export of data from HMIS to Orangewood Foundation's case management software, as detailed in Orangewood Foundation's data integration request.

Background

In September 2022, the Continuum of Care (CoC) Board approved the addition of a Data Integration policy to the [HMIS Policies and Procedures](#). As detailed in the HMIS Policies and Procedures, requests for data import or export must be submitted through the Data Integration Request Form. While agencies requesting exports of their own data do not require approval from the CoC Board, all other requests are decided by the CoC Board in conjunction with the CoC Lead and the HMIS Lead. On March 12, 2024, 2-1-1 Orange County (211OC), on behalf of the Orange County CoC, received a data integration request from Orangewood Foundation. Orangewood Foundation currently has one Supportive Services project participating in HMIS and is also completing data entry into another case management software. The data integration request is for bidirectional automated data transfer between HMIS and Orangewood Foundation's case management software every 24 hours. Over the past several months, Orange County United Way and 2-1-1 Orange County have developed a tool to allow automated transfer of data between HMIS and other case management software solutions, which would support with carrying out the data integration request. The developed tool is expected to be made available in July 2024.

Projects Included in Integration Request:

- Orangewood Resource Program – Youth Emergency Services (Supportive Services Only)
- Casa de Rosemary (Transitional Housing)
- Light House and Graduate Apartments (Transitional Housing)
- Rising Tide (Transitional Housing)
- County of Orange – Individual and Family Coordinated Entry Projects
- Orange County United Way – WelcomeHomeOC (Services Only)

Data Elements Included in Integration Request:

All U.S. Department of Housing and Urban Development (HUD) required data elements and custom Orange County data elements will be **imported** into HMIS. Required documentation for client consent and Coordinated Entry System (CES) documentation will also be imported.

CES and Bed Reservation data regarding clients served by Orangewood Foundation will be **exported** from HMIS to the Orangewood Foundations case management software. The purpose of this exported data is to

allow Orangewood to remain apprised of the status of their clients that are participating in the Coordinated Entry System and Bed Reservation System without having to access HMIS.

See **Attachment A** for specific data elements to be imported and exported as part of the data integration request.

Analysis

The integration of data between Orangewood Foundation’s case management software and HMIS would allow for enhanced service provision for TAY and support a more accurate representation of TAY experiencing homelessness in Orange County. There is no specified timeline for the data integration request, however, as noted in the HMIS Policies and Procedures, all approved data integrations are subject to an annual review by the HMIS Lead, CoC Lead, and CoC Board. Orangewood Foundation currently has three Transitional Housing projects for TAY that are not participating in HMIS due to the burden of completing data entry into multiple software solutions. Approval of the data integration request, including the import of data from Orangewood Foundation’s case management software and export of data from HMIS to Orangewood Foundation, would allow the Transitional Housing project data to be entered into HMIS, which would increase the bed coverage rate for Transitional Housing projects in the Orange County CoC.

Attachments

Attachment A – Data Elements to be Imported to and Exported from HMIS

Attachment B – Orangewood Foundation Letter of Support

Data Elements Imported into HMIS

Data elements are subject to change to remain in compliance with HUD and local data collection requirements.

HUD Required Data Elements

- 3.01 Name (first, middle, last)
- 3.02 Social Security Number
- 3.03 Date of Birth
- 3.04 Race and Ethnicity
- 3.06 Gender
- 3.07 Veteran Status
- 3.08 Disabling Condition
- 3.10 Project Start Date
- 3.11 Project Exit Date
- 3.12 Destination
- 3.15 Relationship to Head of Household
- 3.20 Housing Move In Date
- 3.917 Prior Living Situation
- 4.02 Income And Sources
- 4.03 Non-Cash Benefits
- 4.04 Health Insurance
- 4.05 Physical Disability
- 4.06 Developmental Disability
- 4.07 Chronic Health Condition
- 4.08 HIV/AIDS
- 4.09 Mental Health Disorder
- 4.10 Substance Use Disorder
- 4.11 Domestic Violence
- 4.12 Current Living Situation
- 4.19 Coordinated Entry Assessment
- 4.20 Coordinated Entry Event
- C4 Translation Assistance Needed
- 5.01 Date Created
- 5.02 Date Updated
- 5.03 Data Collection Stage
- 5.04 Information Date
- 5.05 Project Identifier
- 5.06 Enrollment Identifier
- 5.07 User Identifier
- 5.08 Personal Identifier
- 5.09 Household Identifier

Orange County Forms

- Chronic Homelessness Verification
- Disability Verification: Written verification from the Social Security Administration
- Homelessness Verification: Self Certification
- Homelessness Verification: Third Party
- Disability Verification: Verification from Licensed Professional
- Disability Verification: Disability Check
- MHSA Certification
- Santa Ana Registry
- CES Authorization Form
- At Risk of Homelessness Verification: Third Party
- Client Consent Form

Orange County Custom Data Elements

- What city were you in immediately prior to entry into this project?
- Which individual access point is serving this household?
- Which family access point is serving this household?
- Have you or someone in your family ever been legally evicted?
- How many legal evictions?
- Primary Language
- Is anyone in the household currently pregnant?
- How far along?
- Are you in the process of reunifying with any minor children?
- Assessment Date
- Assessment Location
- Assessment Type
- Assessment Level
- Of the housing opportunities the household is eligible for, which of the following housing types is the household interested in? (Rapid Re-Housing, Permanent Supportive Housing, Housing Choice Voucher)
- Has anyone in your household ever been convicted of a felony?
- How long ago did this felony occur?
- Is this felony considered violent?
- Does anyone in this household currently have an open warrant?
- Does anyone in the household currently have an open felony warrant?
- Is any adult in the household a registered sex offender?
- Does the household require any special accommodations?
- If yes, please describe
- Do you require a mobility accessible unit due to a physical disability?
- Do you require a sensory accessible unit due to loss of hearing or sight?
- Does the household include any of the following: Pets, Service Animals, Emotional Support Animals
- How many pets are in the household?
- How many service animals are in the household?
- How many emotional support animals are in the household?
- Do all animals in the household have proper documentation and shots?
- Are you interested in a congregate shelter?
- Are you interested in a non-congregate shelter?
- Which SPAs is your household willing to be sheltered in? (North, Central, South)
- Is your household willing to be sheltered in San Clemente?
- Does your household currently include a child ages 0-5 years old?
- Do you have at least 50% custody of at least one child that will be housed with you?
- Do you have full custody of at least one child that will be housed with you?

Data Elements Exported out of HMIS

Data elements are subject to change to remain in compliance with HUD and local data collection requirements.

- Reassigned (Match) Date
- Referring Agency
- Referral Status
- Accepted Date
- Denied Date
- Removed from Community Queue Date
- Removed from Community Queue Reason
- Agency Referred To
- Project Referred To
- Project Type Referred To
- Coordinated Entry Exit Date



Date: May 14, 2024

To: Orange County Continuum of Care Board (COC)

From: Orangewood Foundation

Subject: Data Transfer Between Apricot Database and Clarity (HMIS)

Orangewood Foundation is seeking access to implement data integration between Orangewood Foundation's client management database, Apricot, and Clarity. Orangewood Foundation serves as an access point for Transitional Age Youth (TAY) through the Individual Coordinated Entry System as well as a closed access point to the Family Coordinated Entry System. The 2024 Point in Time Count shows 308 transitional age youth in Orange County. This is a 30% increase in Transitional Age Youth across all of Orange County since 2022. Between January 1st, 2024, and April 30th, 2024, one of our HMIS participating projects served 181 unique clients or 58% of the 2024 Point in Time count total. During this same time, we served 439 Transitional Age Youth clients a total of 2,260 times by providing basic needs, care coordination, and case management services. Many of these clients and services are not currently entered into HMIS as doing so represents a significant burden on our staff. As the largest TAY serving agency in Orange County, we are deeply invested in serving more youth in the most efficient manner possible. While we are seeing a rise in the Point in Time Count totals, we also know that the number of Transitional Age Youth who exist in Orange County far outnumber the totals represented in the Point in Time Count. Data integration will enable Orangewood Foundation and the CoC to represent a more accurate picture of Transitional Age Youth who are experiencing homelessness in Orange County because it will allow us to submit data across all our programs and not just our current HMIS participating programs.

Additionally, data integration between Apricot and HMIS will decrease security vulnerabilities. Orangewood Foundation currently uses a Data Entry Specialist and Data Entry Coordinator to manually audit and transfer case notes from Apricot to HMIS. This process requires staff to spend valuable time on manual data transcription which can be prone to human error. During the third quarter of Fiscal Year 2024 (January-March 2024) Orangewood Foundation directly interacted with HMIS 503 times by entering case notes, ROIs, Enrollments, etc. An API integration removes the element of human error present in manual data transcription as the data is automatically transferred from Apricot to HMIS. The proposed integration between Apricot and HMIS can push and pull data between both databases so it will significantly reduce the number of direct HMIS touch points which reduces the likelihood that there is a breach of any kind. Orangewood Foundation plans to continually audit data daily in

Apricot through using existing data quality reports prior to data moving from Apricot into HMIS. Furthermore, data integration decreases the number of people who have access to HMIS and therefore reduces security risk overall.

Data integration into HMIS is essential for the following reasons:

1. Efficiency and Productivity- Integration streamlines data entry processes, reduces duplication of efforts, and minimizes the risk of error through automation. This will improve our operational efficiency and free up staff time for more strategic tasks.
2. Enhanced client care- The transfer of data from our Client Management System (Apricot) into HMIS will enable us to input more than the minimum HMIS required data, thus allowing for a more holistic view of clients' needs, preferences and progress.
3. Improved Reporting- Apricot's reporting features can complement HMIS capabilities, providing additional tools for generating detailed reports on program effectiveness, client demographics, and other key metrics. This will improve data-driven decision-making and reporting requirements.
4. Data quality- The integration between Apricot and HMIS will support us in maintaining data consistency and accuracy across the two systems, ensuring reliable information for reporting and analysis.
5. Compliance- Allowing the data integration into HMIS ensures data compliance and regulatory standards are consistent across systems and continuously met.

In summary, integrating Apricot with HMIS will enhance data management, reporting capabilities, operational efficiency, client care, and overall organizational effectiveness for Orangewood Foundation.

Kind regards,

Josh Meyers
Associate Director of Data & Evaluation
Orangewood Foundation
jmeyers@orangewoodfoundation.org

Date: May 22, 2024

Subject: FY 2023 Longitudinal Systems Analysis Report

Background and Analysis

A critical aspect of the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. Due to this development, Continuums of Care (CoCs) are required to measure their performance annually as a coordinated system through the Longitudinal Systems Analysis (LSA) report.

The LSA report is produced from each CoC's Homeless Management Information System (HMIS) and compiled to create the Annual Homeless Assessment Report (AHAR) report submitted to the United States Congress by the U.S. Department of Housing and Urban Development (HUD). The AHAR is a national-level report that provides information about homeless service providers, people and households experiencing homelessness, and various characteristics of that population. It also informs strategic planning for federal, state, and local initiatives designed to prevent and end homelessness. The LSA includes Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, and Other Permanent Housing projects that are participating in HMIS during the reporting period, which is October 1st through September 30th.

The LSA report is submitted annually to HUD via the Homelessness Data Exchange (HDX) 2.0 and provides HUD and CoCs with critical information about how people experiencing homelessness use the homeless service system.

Orange County United Way's 2-1-1 Orange County (211OC) serves as the HMIS Lead and worked to complete the FY 2023 LSA Report in advance of the deadline. The FY 2023 LSA Report (**Attachment A**) was prepared by Orange County United Way's 211OC using data submitted to HUD.

Attachments

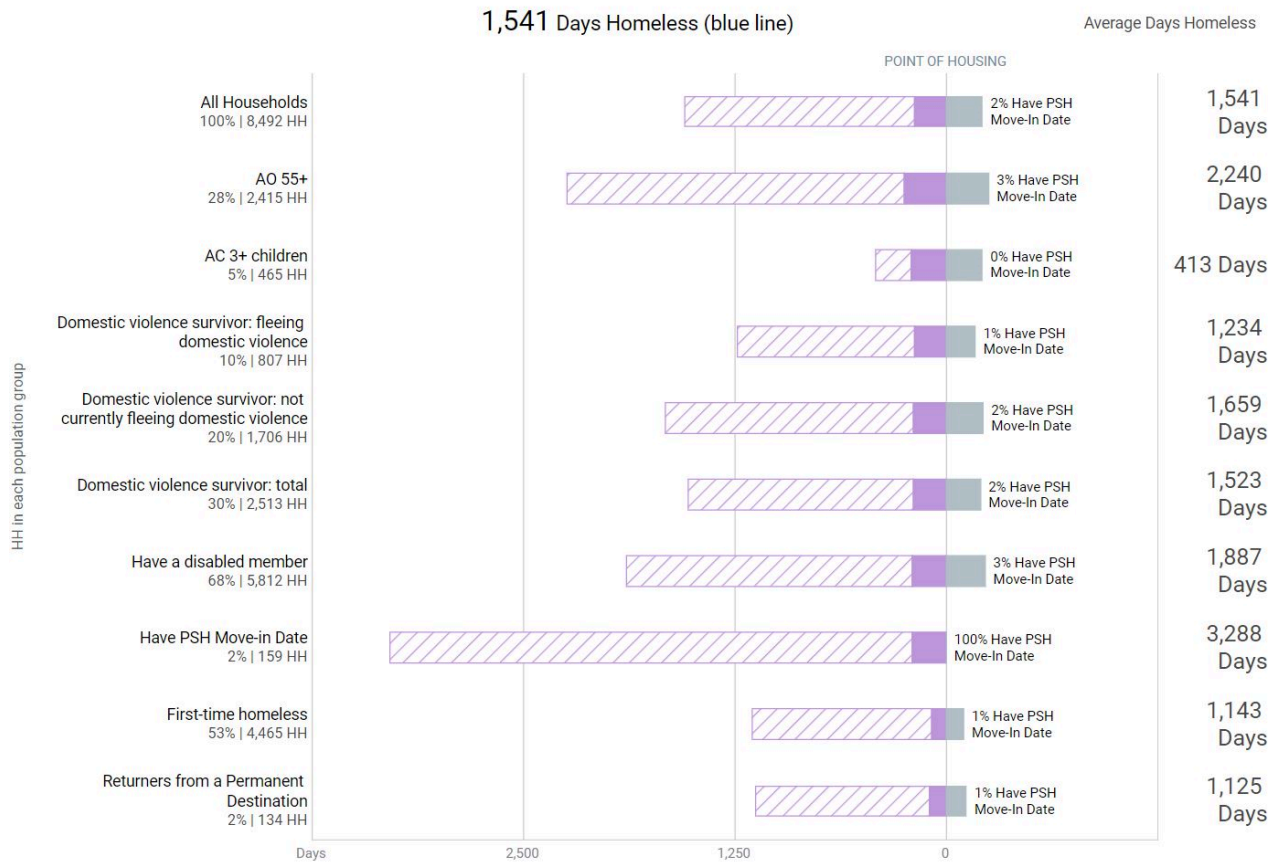
Attachment A – FY 2023 LSA Report

Longitudinal Systems Analysis (LSA) FY 2023

Every year, HUD submits an Annual Homeless Assessment Report (AHAR) to the US Congress. The AHAR is a national-level report that provides information about homeless service providers, people and households experiencing homelessness, and various characteristics of that population. It informs strategic planning for federal, state, and local initiatives designed to prevent and end homelessness. The LSA report is produced from each CoC's Homeless Management Information System (HMIS), and is compiled to create the AHAR report to Congress. The LSA includes Emergency Shelter, Safe Haven, Transitional Housing, Rapid Re-Housing, Permanent Supportive Housing, and Other Permanent Housing projects that are participating in HMIS during the reporting period, which is October 1st through September 30th. All data is for Funding Year (FY) 2023, which is 10/01/22 - 09/30/23, unless otherwise noted.

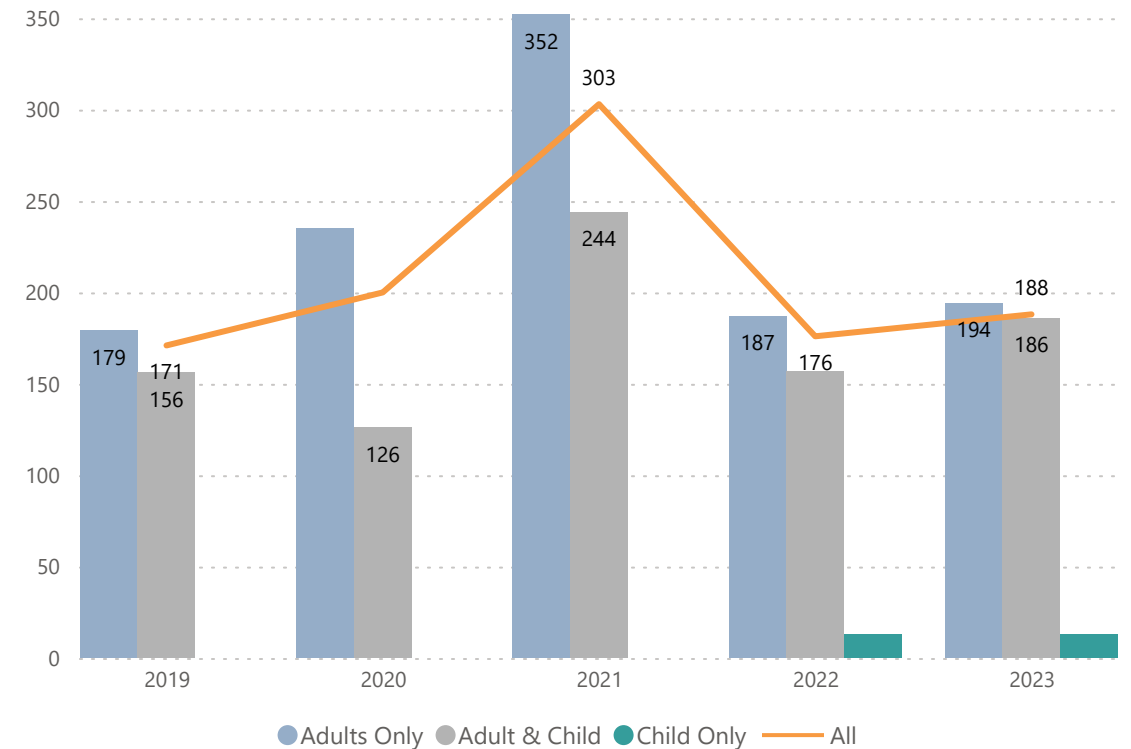
Days Homeless by Population Group

Percent and number of households in population group and average cumulative days homeless for each population group.



Days Homeless Trend by Household Types

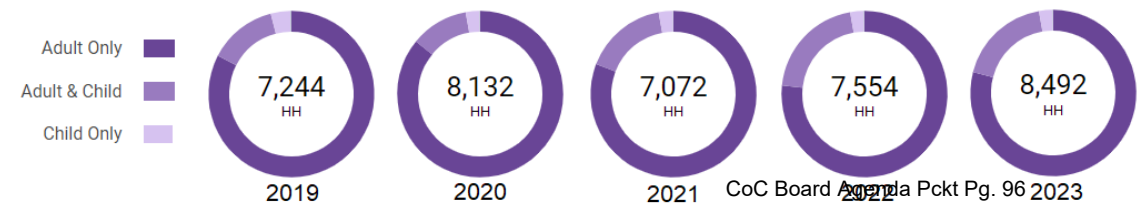
For each reporting year, the average cumulative, unduplicated number of days that households were served in ES, SH, or TH projects; and days in RRH or PSH prior to move-in.



Days Homeless
 Emergency Shelter/Safe Haven (ES/SH), Transitional Housing (TH), and Rapid Re-Housing: Housing with or without services (RRH)/Permanent Supportive Housing (PSH) prior to housing move-in

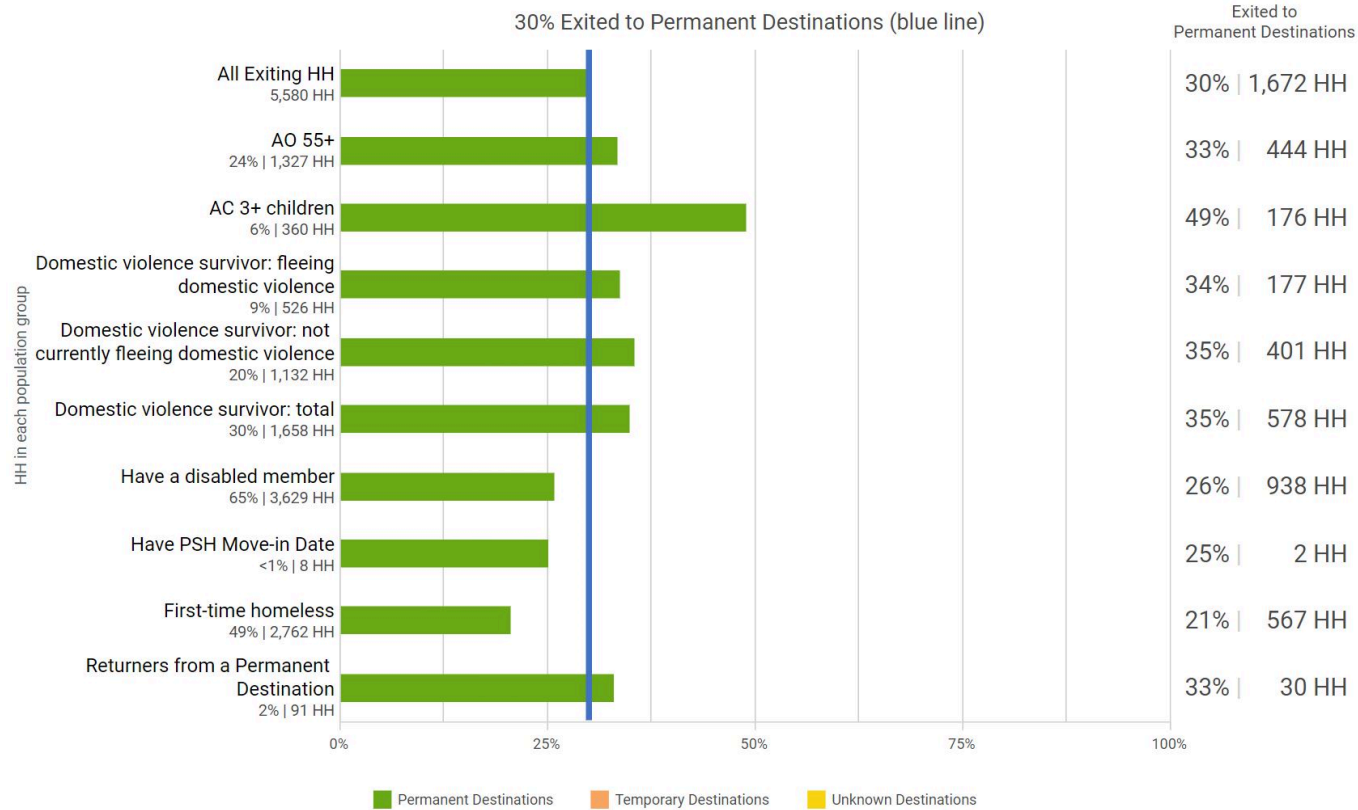
Days Housed
 Rapid Re-Housing: Housing with or without services (RRH:H)

Show Additional Data
 Self-reported days homeless (hatched), Longstayers (red)



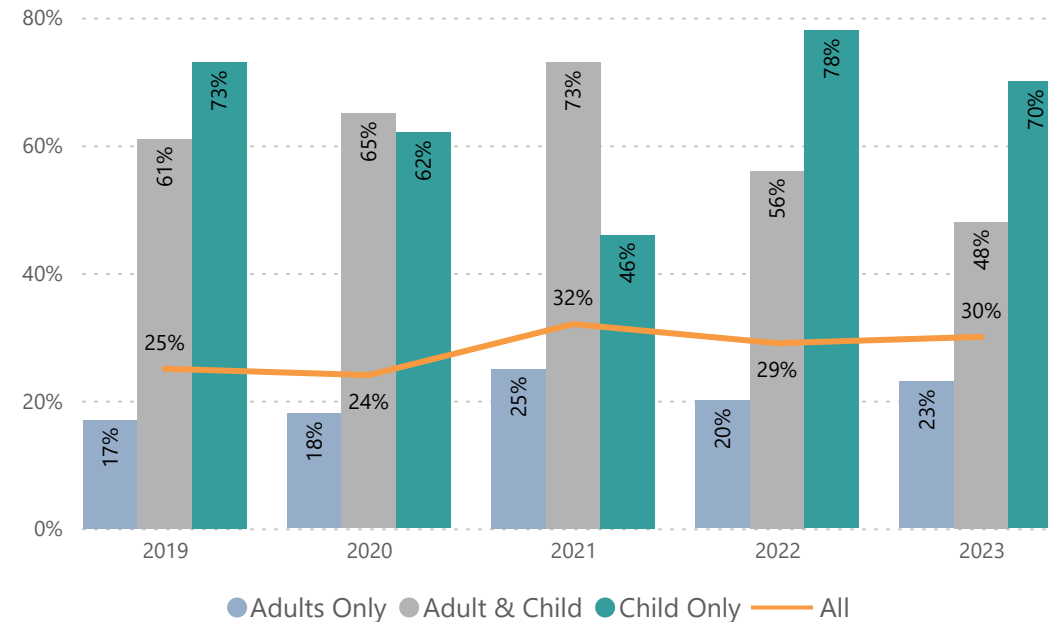
Exits by Pathways

Percent and number of households in each population group that exited to permanent destinations.



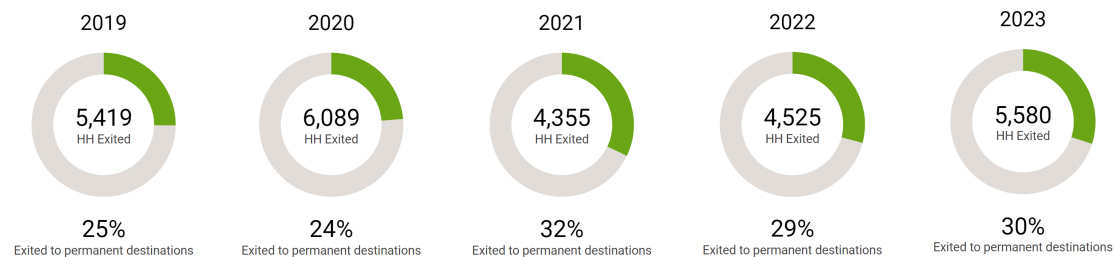
Exits to Permanent Destinations

Percent that exited to permanent destinations within each of the past five years.



Exits to Permanent Destinations Trend

Number of households that exited from the homeless system and percent that exited to permanent destinations within each of the past four years.



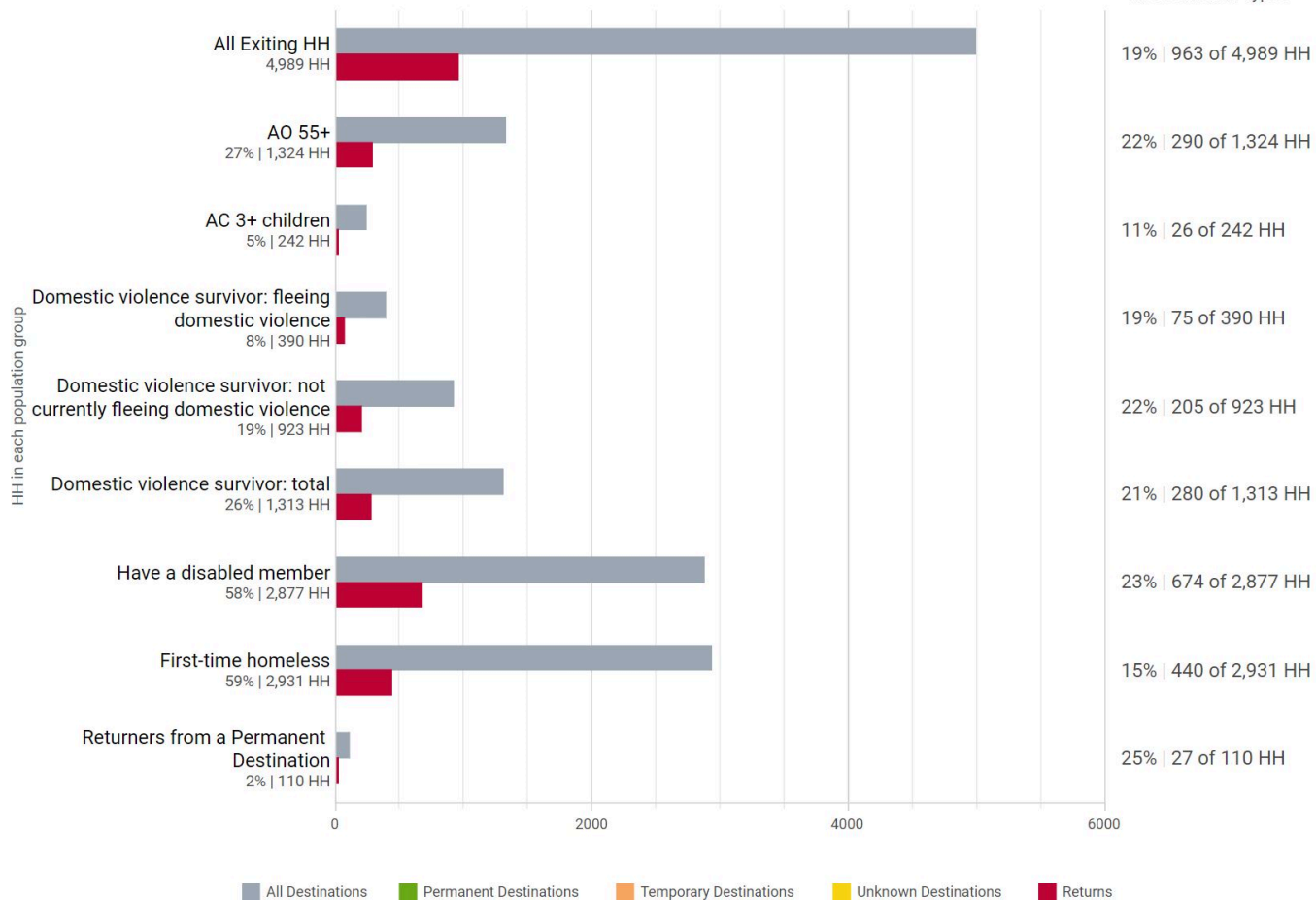
Return to Homelessness

The percent of households returned includes data from 12 months prior (10/01/21 - 09/30/22) to the current reporting period of exiting the homeless system.



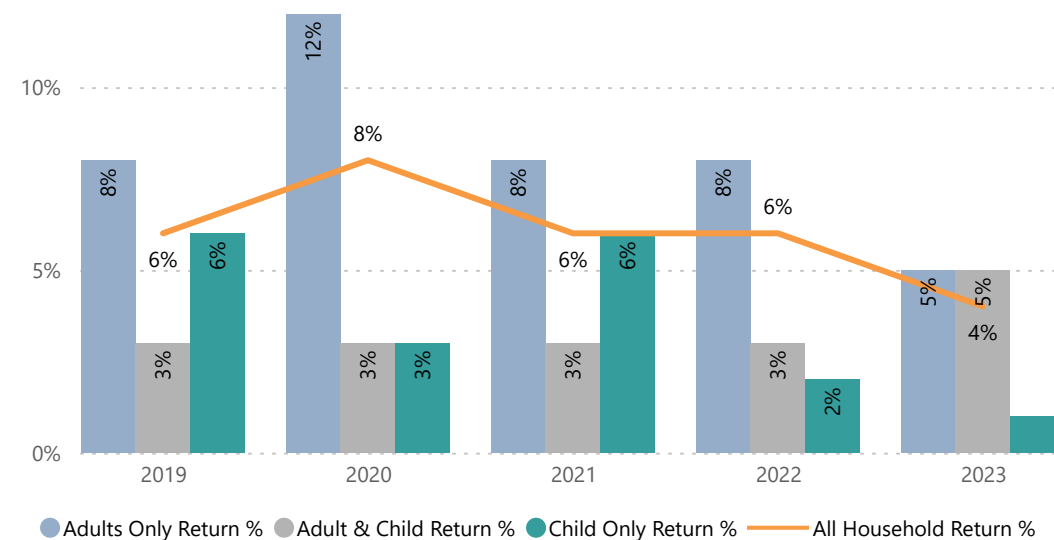
Return to Homeless by Pathways

19% Returned within 6 months



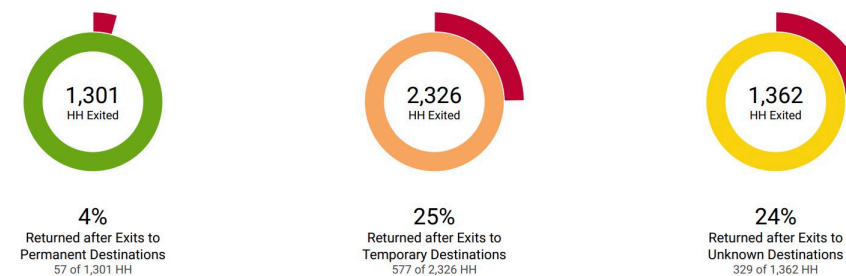
Return to Homeless System

Percent of households that returned to the homeless system within six months of exiting to a permanent destination within each of the past four years. For the current report period, the universe for the chart is households that exited within the first six months of the report period.



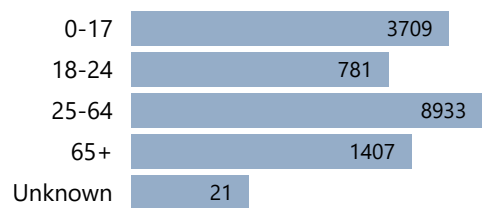
Return by Destination Type

The percent of households that returned within six months of exiting the homeless system to permanent, temporary, or unknown destinations.

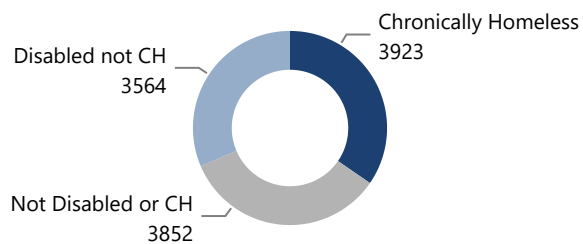


Demographics

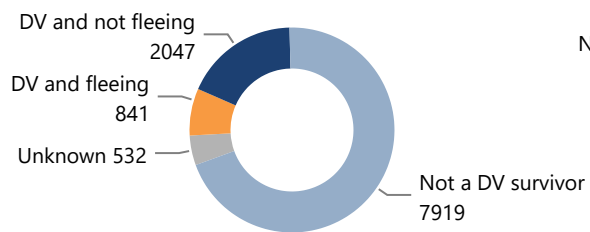
Age Tier



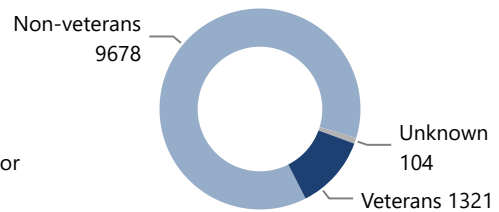
Homeless Status



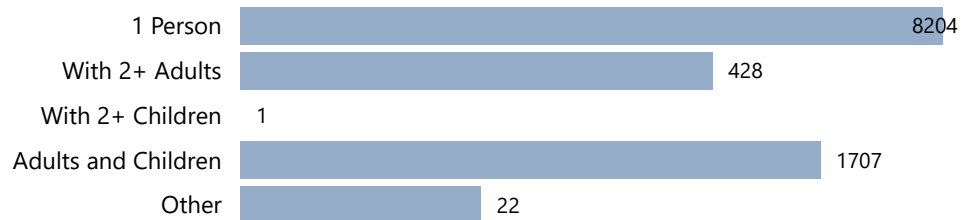
DV Status



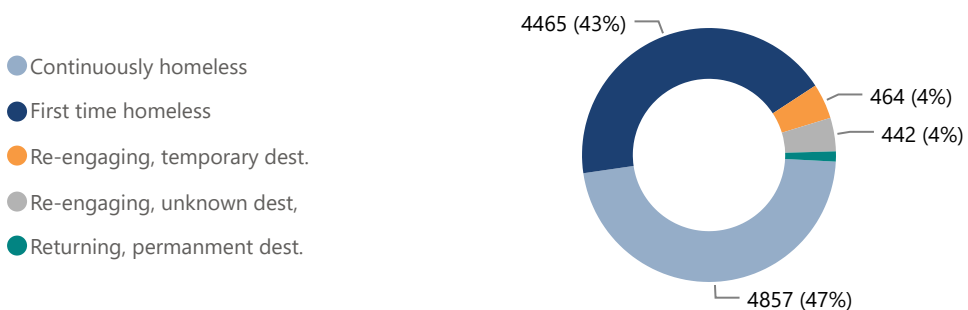
Veteran Status



Household Composition



System Engagement



System Performance Map

Households use different combinations of project types during the time they are served in the homeless system. These project type combinations are referred to as pathways. Each pathway has different average cumulative days homeless, exits to permanent housing and returns to the homeless system.

