



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

MINUTES OF THE

LOS ANGELES HOMELESS SERVICES AUTHORITY PROGRAMS & EVALUATION COMMITTEE MEETING

Held Friday, July 16, 2010

The Los Angeles Homeless Services Authority Commission Programs & Evaluation Committee meeting held at 453 S. Spring Street, 12th Floor, Los Angeles, California was called to order at 9:03 a.m. by Commissioner Ollague.

Attendance

LAHSA Commissioners Present:

Cecil L. Murray
Owen Newcomer
Louisa Ollague

LAHSA Commissioners Absent:

None

LAHSA Staff:

Michael Arnold, Executive Director
Scott Chamberlain, Funding Manager
Steve Andryszewski, Chief Financial Officer
Erin Hollander, Board Liaison

Call to Order/Roll Call/Establishment of Quorum

Roll was called and a quorum was established at 9:03 a.m.

1.0 Review and approve minutes of meeting held June 18, 2010.

Public Speaker(s): There were no public speakers.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the minutes.

Action: The motion passed unanimously.

Commissioner Ollague requested that Items 3.0 and 4.0 be heard out of order.

Motion: It was moved by Commissioner Murray and seconded by Commissioner Newcomer that the Programs & Evaluation agenda be heard in the following order: Item 3.0, Item 4.0, Item 2.0, Item 5.0, Item 6.0 and Item 7.0.

Action: The motion passed unanimously.

3.0 Approve release of the 2010 Year-Round Emergency Shelter Program Request For Proposals (RFP) for families.

Public Speaker(s): There were no public speakers.

Motion: It was moved by Commissioner Murray and seconded by Commissioner Newcomer to approve the release of the 2010 Year-Round Emergency Shelter Program RFP for families.

Action: The motion passed unanimously.

4.0 Approve release of the Targeted Winter Shelter Program Hollywood-Van Nuys Request For Proposals (RFP).

Public Speaker(s): There were no public speakers.

Motion: It was moved by Commissioner Murray and seconded by Commissioner Newcomer to approve the release of the Targeted Winter Shelter Program Hollywood-Van Nuys RFP.

Action: The motion passed unanimously.

2.0 Approve quality review results and hear potential appeals for the 2010 Permanent Supportive Housing Program (SHP) Request for Proposals (RFP). Proposals passing quality review will move to the next level of review by the Continuum of Care Coordinating Council, which will include ranking of all proposals submitted to LAHSA and those submitted to local Housing Authorities under the 2010 HUD SuperNOFA.

Scott Chamberlain, Funding Manager, gave the report:

- On April 16, 2010, LAHSA released the 2010 Permanent Supportive Housing RFP, in anticipation of HUD issuing a Super Notice of Funding Availability (SuperNOFA) for its Continuum of Care (CoC) Homeless Assistance Programs later this summer.
- In response to the RFP, a total of 15 proposals were received prior to the deadline.
- The 15 proposals were reviewed for satisfaction of the threshold criteria as specified in the RFP; 14 successfully passed threshold review and were then reviewed for quality.
- There was a review of the quality evaluation standard process and procedures.
- There were two appeals: City of Santa Monica Housing Authority, and First to Serve.

Appeal 1 – City of Santa Monica Housing Authority

Basis of Appeal: The City of Santa Monica Housing Authority's appeal was based on the following claims:

- **HMIS Scoring:** The City of Santa Monica Housing Authority claims that their score of 0 for HMIS was not founded due to their use of ServicePoint as a data system. They state that ServicePoint is compliant with HUD data standards. They also state that they have sent three data exports over the past year, and are working with LAHSA to further refine the data migration.

Public Speaker: Barbara Collins, Housing Manager for the City of Santa Monica

Ms. Collins discussed the success of the City of Santa Monica's existing programs. The basis of the appeal is the score of the City's participation in the Los Angeles Continuum's (CoC) HMIS. The City of Santa Monica has been in communication with LAHSA regarding their issues with integrating their HMIS software, Service Point, with the CoC's HMIS software and urged the Commission to reconsider their HMIS score.

Public Speaker: Richard Bloom, Santa Monica City Council Member

Mr. Bloom stated that Santa Monica is committed to fully integrating their data collection with the CoC's HMIS. He requested that the appeal be sustained.

Public Speaker: Grace Shin, HMIS Analyst for the City of Santa Monica

Ms. Shin noted that currently the City of Santa Monica is in the final states of integrating their data with the CoC's HMIS and is expecting the final integration to be resolved without delay.

Staff response:

The proposal was evaluated based on the stated guidelines of the RFP, and the scoring was based on current data.

Staff reported that during discussions regarding the CoC HMIS system, the City of Santa Monica expressed the desire to utilize Service Point to manage client information. LAHSA provided conditional approval to allow the City and certain agencies on the West Side to utilize Service Point so long as the product would integrate with the CoC HMIS system and all required HUD data could be regularly uploaded into

the CoC HMIS system. The City agreed that the system would be integrated as of October, 2009, where data would be uploaded and populate the CoC HMIS system with all required data. As of June 7, 2010, successful data migration has not occurred, and the CoC's HMIS is still not able to successfully receive data from the City of Santa Monica or other agencies on Service Point.

Staff also noted that the City of Santa Monica had stepped up efforts over the past few weeks with the data integration project and has been working closely with the LAHSA HMIS team to ensure successful data migration between SharePoint and the CoC's HMIS.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Murray to authorize LAHSA staff to defer the scoring of the HMIS criteria until up to 24 hours prior to the meeting of the Coordinating Council for the purpose of ranking SuperNOFA projects, at which time all proposals affected by the data integration will be re-scored.

Action: The motion passed unanimously.

Appeal 2 – First to Serve

Basis of Appeal: First to Serve's appeal was based on the following claims:

- **Program Budget:** First to Serve claimed that the budget scoring for the sections stated in the RFP did not reflect the financial stability and status of their organization. They felt that there were errors in the scoring of this category.
- **Program Readiness:** First to Serve claimed that their project renovations were minimal and can be completed very quickly. They refuted the scoring in this category.
- **Facility Rating:** First to Serve questioned the low scores in this category. They stated that their proposal addressed four out of the five items in the RFP and yet received a low score.
- **ADA Compliance:** First to Serve claimed that the ADA compliance was not specified in the RFP as a requirement. They state that their long history with LAHSA indicates their ability to comply to ADA standards.
- **Overall Proposal Scoring:** First To Serve claims that having the same two individuals review both of their proposals, does not create objectivity. They are questioning the review process and the reviewer assignments.

Public Speaker, Keith Baker, Consultant for First to Serve

Mr. Baker reviewed the guidelines and First to Serve's proposal score, noting the number of individuals served in the agency, budget and financial issues, program readiness and ADA compliance. He further discussed the potential bias of reviewers, and asked that the First to Serve proposal be reevaluated.

Public Speaker, Reverend Richard Reed, Executive Director of First to Serve

Reverend Reed noted that First to Serve has been providing housing services in SPA 6 for over 10 years. First to Serve scored a 73.8 instead of the required 75 on the quality evaluation and met with LAHSA staff to discuss the scoring of the facility. The panel of reviewers was in agreement that the 16:5 individuals/room ratio was too high to operate a permanent supportive housing facility. Reverend Reed relayed this information to First to Serve's Board of Directors, who reduced the ratio to 10 individuals to 5 rooms.

Staff Response: Staff review of the appeal does not reveal any procedural error in the review and scoring of the application, and recommends the appeal be denied. LAHSA has established and followed standard procedures for quality review of proposals submitted for funding competition under this RFP.

Commissioner Murray commended First to Serve's success and spoke about their need for funding.

There was further discussion regarding First to Serve's facility and program readiness and the possibility of alternate sources of funding.

Motion: It was moved by Commissioner Ollague and seconded by Commissioner Murray to uphold the staff recommendation to deny the First to Serve appeal. LAHSA staff was directed to support First to Serve in securing alternate sources of funding.

Action: The motion passed unanimously.

5.0 **Approve release of the Venice Streets to Homes Program Request For Proposals (RFP).**

Scott Chamberlain, Funding Manager, gave the report:

- Staff recommended two amendments to the name of the RFP, removing the word, "Venice" and to change: "Safe Parking" to "Streets to Homes" Program RFP.
- There was an additional recommendation to approve the release of the RFP, pending input from Council District 11 concerning the amount, term and outcomes within the RFP

Public Speaker: Mike Bonin, Chief of Staff for Councilman Rosendahl

Mr. Bonin commended LAHSA, discussed the challenges relative to the program and the commitment to working with the County to making this a successful program.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the release of the Streets to Homes Program RFP with the stated amendments, and pending CD11 input concerning the amount, term and outcomes within the RFP.

Action: The motion passed unanimously.

6.0 **Update on status of LAHSA's Emergency Response Team's efforts to assist families on Skid Row.**

Michael Arnold, Executive Director, gave the report:

- On December 2, 2009, LAHSA's Emergency Response Team (ERT), in collaboration with the Skid Row Families Assessment Team accelerated efforts in working with the homeless families encountered at the Union Rescue Mission (URM).
- At that time, there were 64 families staying at the URM. Through collaborative efforts with homeless service providers over the past 7 months, families have been assisted with motel vouchers and/or emergency shelter, transitional housing placements and other services. Since January, 203 families have left the mission and 176 new families have arrived. LAHSA is continuing to work on minimizing the number of families entering Skid Row that have been referred by agencies and 211. LAHSA's goal is to ensure that families can be supported and served in their own communities.
- The Executive Director commended the ERT Team and Jeanette Rowe, Director of Homeless Services for their efforts.

7.0 **Public Participation**

There were no requests for public participation.

Adjournment

The meeting was adjourned at 10:29 a.m.