

Agenda



Metro

600 NE Grand Ave.
Portland, OR 97232-2736

Meeting: SHS Oversight Committee Discussion Group: SHS Annual Report & Meeting Calendar
Date: June 27, 2022
Time: 9:30 a.m. to 11:00 a.m.
Place: Virtual meeting ([Zoom link](#))
Purpose: Update on the annual report template progress; provide high-level input on critical components of the annual report to staff; review and receive feedback on draft calendar of oversight committee meetings for next fiscal year.

9:30 a.m. Welcome
9:40 a.m. Framing presentation
9:50 a.m. Discussion: Annual report
10:55 a.m. Next steps
11:00 a.m. Adjourn

Supportive housing services annual report requirements and template summary reference document

Supportive Housing Services (SHS) Oversight Committee Optional Discussion Meeting
June 27, 2022

Guiding principles from the SHS Work Plan:

SHS program implementation will be guided by the following principles, which were developed by the stakeholder advisory table:

- Strive toward stable housing for all;
- Lead with racial equity and work toward racial justice;
- Fund proven solutions;
- Leverage existing capacity and resources;
- Innovate: evolve systems to improve;
- Demonstrate outcomes and impact with stable housing solutions;
- Ensure transparent oversight and accountability;
- Center people with lived experience, meet them where they are, and support their self-determination and well-being;
- Embrace regionalism: with shared learning and collaboration to support systems coordination and integration; and
- Lift up local experience: lead with the expertise of local agencies and community organizations addressing homelessness and housing insecurity.

Annual report due date

- **October 31 for the prior program year** (the annual report for Fiscal Year 21-22 is due October 31, 2022).

What the annual report will likely include

This document summarizes and simplifies the requirements for the annual report, which are found in the SHS work plan and intergovernmental agreements. Also included in this list are additional components that are under negotiation as part of the template development process.

Recommended & required contents:

- **Overall Implementation Progress Updates**
 - Reports must summarize progress and outcomes under the local implementation plan
 - Reporting on annual progress to goals
 - Narrative that summarizes implementation progress that year
 - Types of programs launched, services provided, by population type (A/B)
 - Summary of LIP goals for the year and progress with respect to those goals
- **Financial Report**
 - The report will describe how the county spent SHS Funds in the previous Fiscal Year (July 1 to June 30) and how those expenditures contributed to outcomes as defined by their Local Implementation Plan (LIP) and regional outcome metrics.

- Full financial reporting: total year budget and expenditures
 - Budget/expenditures by program type
 - Total disbursements received/loans provided
 - Administration allocations/expenses for each of
 - County lead administration
 - Housing authority/rent assistance administration
 - Service provider administration
 - Any allocations/expenses for reserves as required by the IGA
 - Regional Investment Fund (TCPB)
 - Stabilization reserve
 - Program reserve
- A certification that the county did not reduce funding commitments (did not displace funds) for SHS in the Fiscal Year
- **Outcomes & Data**
 - Reporting on all required regional outcome and equity metrics, regional measurable goals, and any applicable performance evaluation metrics
 - Reporting on LIP goals achievement data (e.g. # of shelter beds, # of people served), disaggregation for data that includes people served
 - Data disaggregation by race/ethnicity for all data about people/households
 - Data disaggregation by disability status
 - Data disaggregation by gender and sexual orientation
 - Population A and Population B breakdown by program type (permanent supportive housing, shelter, rapid re-housing, other programs)
 - An analysis of how SHS program investments have contributed to the values and goals of the SHS program;
- **Evaluation/Quality Improvement**
 - Any strategies to adjust or augment SHS programming to improve performance and outcomes in future years
 - Demonstration that improvement strategies are grounded in data
 - Any evaluation activities planned and performed (required in Year 3)
- **Equity Analysis**
 - An equity analysis incorporated into all facets of the report, including reporting on the success or failure of racial inequity mitigation strategies and steps being taken to improve racial equity outcomes
 - Analysis of disaggregated outcomes data
 - Culturally specific provider expansion strategies and the impact of these
 - What disparities and gaps remain
- **Provider Capacity & Expansion**
 - A list of all the services providers under contract with each county that received Program Funds, and the amount of funds received by each contractor.
 - Description of how procurement processes were equitable and transparent
- **Likely Additions**
 - Success stories
 - Challenges and opportunities

- Data reporting on specific programs (RLRA)
- SHS/Affordable Housing Bond alignment updates and data reporting
- Regional coordination of access to services between partner jurisdictions
- Alignment with and leverage of other public funding sources

Who creates report templates?

From the IGA: A template for the Annual Progress Report will be developed by Metro with input from the three counties.

Oversight Committee role with respect to the annual report:

(From the SHS Work Plan) The oversight committee will:

- Review each Annual Progress Report and may recommend changes to the Local Implementation Plan to achieve regional goals and/or to better align the Local Implementation Plan with the Work Plan;
- Present annual report to Metro Council and county boards
- (not necessarily tied to the annual report) At least annually the Regional Oversight Committee will consider whether Metro's collection and administrative costs and each Local Implementation Partner's administrative costs could or should be reduced or increased. The Regional Oversight Committee will recommend to the Metro Council at least once a year as to how Metro can best limit collection and administrative costs.

For Reference: Regional goals & metrics (SHS Work Plan) and recommended reporting frequency

(All outcomes that reflect people served will be disaggregated by populations A and B as well as by race and ethnicity.)

A. Housing stability

Measurable goals:

- Housing equity is advanced by providing access to services and housing for Black, Indigenous and people of color at greater rates than Black, Indigenous and people of color experiencing homelessness.
- Housing equity is advanced with housing stability outcomes (retention rates) for Black, Indigenous and people of color that are equal or better than housing stability outcomes for non-Hispanic whites.
- The disparate rate of Black, Indigenous and people of color experiencing chronic homelessness is significantly reduced.

Metric	Reporting Frequency	Will this be disaggregated?
Number of supportive housing units created and total capacity, compared to households in need of supportive housing.	Annual	No
Number of households experiencing housing instability or homelessness compared to households placed into stable housing each year and outflow.	Annual	Yes
Number of housing placements and homelessness preventions, by housing intervention type (e.g. supportive housing, rapid rehousing) and priority population type. This will measure people being served.	Quarterly	Yes
Housing retention rates	Annual (possibly some will be every 6 months)	Yes
Length of homelessness and returns to homelessness	Annual	Yes
Funds and services leveraged through coordination with capital investments and other service systems such as healthcare, employment and criminal justice.	Annual	No

B. Equitable service delivery

Measurable goals:

- Increase culturally specific organization capacity with increased investments and expanded organizational reach for culturally specific organizations and programs.
- All supportive housing services providers work to build anti-racist, gender-affirming systems with regionally established, culturally responsive policies, standards and technical assistance.

Metric	Reporting Frequency	Will this be disaggregated?
Scale of investments made through culturally specific service providers to measure increased capacity over time.	Annual	No
Rates of pay for direct service roles and distribution of pay from lowest to highest paid staff by agency to measure equitable pay and livable wages.	Annual	Yes
Diversity of staff by race, ethnicity, sexual orientation, gender identity, disability status and lived experience.	Annual	Yes

C. Engagement and decision-making

Measurable goals:

- Black, Indigenous and people of color are overrepresented on all decision-making and advisory bodies.
- Black, Indigenous and people of color and people with lived experience are engaged disproportionately to inform program design and decision making.

Metric	Reporting Frequency	Will this be disaggregated?
Percent of all advisory and oversight committee members who identify as Black, Indigenous and people of color or as having lived experience of housing instability or homelessness	Annual	Yes