

SUPPORTIVE HOUSING SERVICES QUARTERLY REPORT

SUBMITTED BY (COUNTY): CLACKAMAS

FISCAL YEAR: 2022-2023

QUARTER: FOURTH

SUPPORTIVE HOUSING SERVICES

QUARTERLY REPORT

The following information should be submitted 45 calendar days after the end of each quarter, per IGA requirements. When that day falls on a weekend, reports are due the following Monday.

	Q1	Q2	Q3	Q4
<i>Report Due</i>	Nov 15	Feb 15	May 15	Aug 15
<i>Reporting Period</i>	Jul 1 – Sep 30	Oct 1 – Dec 31	Jan 1 – Mar 31	Apr 1 – Jun 30

Please do not change the formatting of margins, fonts, alignment, or section titles.

Section 1. Progress narrative

Executive Summary

In the fourth quarter of FY 2022-2023, Clackamas County's housing services team continued to build on the expansion and improvement of the county's internal systems that support the operation of both internal and external housing services. New investments were also made in law enforcement assisted diversion and culturally specific services. Staff continued their work regionalizing housing services data standards with Multnomah and Washington counties, as well as supporting the expansion of specialized housing services for people experiencing homelessness or housing instability while receiving behavioral or mental health treatment.

The second year of programming funded by the Supportive Housing Services (SHS) Measure has seen the largest expansion of housing services in Clackamas County's history. Over the past year, the county launched its first ever coordinated outreach system, reinvigorated its coordinated entry system to become more equitable and efficient, and launched or expanded 20 service contracts spanning the entire continuum of services from outreach to permanent supportive housing. As the program has grown, so has its spending: increasing from just \$3.3 million last year to over \$17.8 million this year. This is still just the beginning: the county's housing services system will continue to see significant growth in the third year of the SHS Measure with additional investments into new pilot programs, capital infrastructure, rental assistance, and system development.

This year SHS-funded services achieved or surpassed many important goals:

- Housed 619 people (393 households) in permanent supportive housing – bringing the total to 794 people (518 households) placed in permanent supportive housing since SHS funding began.
- Prevented evictions for 643 people (286 households)
- Supported 140 emergency/transitional shelter units
- Launched the first coordinated outreach system in the county's history

New Investments in Services

Law Enforcement Assisted Diversion (LEAD)

Clackamas County's Law Enforcement Assisted Diversion (LEAD) program utilizes an integrative service model managed through a partnership with Central City Concern, in collaboration with Clackamas County law enforcement agencies and the District Attorney's Office. Services divert households experiencing or at risk of experiencing homelessness from arrest and incarceration toward voluntary engagement in case management and housing placement services. This program is an integrative model for providing outreach and engagement, connections to stable housing, supportive housing stabilization services, and wraparound supports to program participants.

In the fourth quarter, this program was expanded with an influx of additional SHS funding. These new resources will support additional vehicles for outreach and engagement work throughout the County, new administrative staff to shift administrative functions off of case managers and allow them to focus their time in the field, an increase in client support funding to further facilitate housing placements for LEAD clients, and a new case manager assigned to work within the City of Milwaukie. This new case manager will partner with a Milwaukie Police Department behavioral health specialist to provide collaborative outreach, engagement, and follow-up care for individuals referred for targeted outreach.

Culturally Specific Services

This quarter the housing services team continued to expand the county's culturally specific service capacity by significantly expanding the contract with Up and Over, a grassroots provider that specializes in serving Black individuals and families experiencing homelessness. Utilizing SHS resources, Up and Over's newly amended contract expands their capacity by adding new housing navigation services for at least 30 households a year as well as providing new funding for dedicated mental and behavioral health support and new administrative support. Beginning in FY 2023-24 Up and Over will also be one of the first recipients of newly available SHS-funded technical assistance, which will help develop their organization's capacity and capabilities even further.

Regional Data Coordination

In the fourth quarter, the housing services data team worked diligently with partners at Metro, Multnomah County, and Washington County to further align our data collection and reporting standards. The expansion of the data team in the third quarter has enabled the county to sustainably engage in regional alignment efforts to define, design, and endorse regional SHS priority measure performance goals in the fourth quarter.

This quarter the data team also continued its work with Multnomah County on the regional Homeless Management Information System (HMIS) implementation and the creation of a new community services database that will be used by all services providers in Clackamas, Multnomah, and Washington Counties. HMIS is a locally implemented data system used to record and analyze client, service, and housing data for individuals and families who are experiencing homelessness or at risk of homelessness. The new system will share some participant information with all system users throughout the Portland Metro region. This new system will expedite finding client information and reduce the creation of duplicate client records — a longstanding concern across jurisdictions and with the service provider community.

Behavioral Health Support

This year the county hired two new SHS-funded behavioral health case managers in the county's Health Centers Division. Clackamas County Health Centers is a Federally Qualified Health Center that delivers physical, behavioral, and dental health care services to low-income households. The work of these two positions over the last few months has been a new nexus between the county's housing and behavioral health divisions. These positions are dedicated to supporting individuals experiencing homelessness or housing instability who require higher levels of behavioral and mental health support to find and remain

in permanent housing. Increasing coordination between the housing and behavioral health divisions is essential for the health of our community as housing is a key determinant of mental and physical health. Experiencing homelessness or housing insecurity is extremely traumatic and exacerbates existing physical, behavioral, and mental health struggles.

Throughout the fourth quarter, the behavioral health case managers continued integrating into the housing services system to access the full continuum of services. They have worked particularly closely with SHS-funded partners such as LoveOne, The Father's Heart Street Ministry, Northwest Family Services, and the Immigrant & Refugee Community Organization. SHS-funded providers support a robust system of services available to support the 106 referrals the team received for housing services in FY 22-23. Everyone referred for these services are homeless or housing insecure, experiencing severe and persistent mental illness, and are actively engaged in mental health treatment services. The county allocated newly dedicated flexible funding this quarter for this team to significantly enhance their ability to move clients into housing and provide the necessary supports to keep them housed.

System Improvements

Regional Long-term Rent Assistance Resources

This quarter, the Regional Long-term Rent Assistance team launched a new website to show participants and caseworkers prescreened apartments that are available for rent. These units are reserved for RLRA participants through Clackamas County's Landlord Partnership Program, have already passed a health and safety inspection, and otherwise meet program requirements. Having these prescreened apartments readily available to view saves program participants and caseworkers time searching the private market, thus decreasing housing move-in times. The website has already proven quite successful in connecting these units with program participants, as the previous system relied on email distributions which could easily be missed. This website provides pictures and other details about each apartment and includes all information needed to apply. The RLRA team has already received extremely positive feedback from both program participants and caseworkers who are happy to have this website available, saying it makes finding and securing apartments much faster and more efficient.

Coordinated Housing Access

In the fourth quarter, Clackamas County worked extensively to design and implement an improved coordinated entry process. This work included a deep dive analyzing the existing system, collecting and reviewing service provider feedback, and identifying areas of opportunities for advancing racial equity in the process. One issue that was identified and has been addressed is access to Coordinated Housing Access (CHA) and length of time waiting to get an assessment. CHA was originally designed in 2015 to assist people in equitably gaining access to a small number of programs funded by the U.S. Department of Housing & Urban Development. Over the past eight years, it grew to include additional services, but did not add new staff. This growth, combined with pressures associated with the COVID-19 pandemic, led to a system that was not equipped to manage the incoming volume, resulting in significant backlog of over 1,800 calls and weeks-long wait times for calls to be returned. The CHA team significantly expanded throughout FY 2022-23, particularly in the third and fourth quarters, to clear this backlog.

With the backlog cleared and new staff fully trained, the CHA team has returned to answering live calls and providing in-office assistance during business hours.

CHA's coordinated entry process was also simplified this quarter by eliminating the Eligibility Determination Tool, streamlining the assessment process for both clients and assessors. This tool was used to provide a pre-screening for programs and help guide assessors on which waiting lists to place clients. The influx of SHS funding and the accompanying expansion of new services has allowed the CHA team to retire this tool and shift entirely to using the county's new by-name list, which has expedited the assessment process and connecting people to housing services. This shift is also making CHA assessments more efficient and trauma-informed, and allowing housing providers to more easily assist the most vulnerable individuals in our system.

Service Provider Data Quality

This quarter, the data team began creating an HMIS Data and Quality Monitoring Plan that will be implemented this Fall. This plan will support analyzing the quality of HMIS data, recommend useful strategies to HMIS users to improve data quality, and offer a year-round approach to managing data quality.

Data quality improvements efforts are also being conducted through the county's work on the Built for Zero (BfZ) initiative. Communities in the BfZ initiative work toward measurably ending homelessness for all by strengthening data-driven systems that can continuously reduce homelessness in communities. This quarter the data team worked extensively on data quality clean-up, identifying areas of workflow adherence, and areas of process improvement which will enable the team to establish consistent processes to collect, document, and use the BfZ data.

The housing services data team has also increased its frequency of virtual and in-person technical training on HMIS data entry and reporting for service providers – eight new training sessions were provided in the fourth quarter alone. The data team also hosted an HMIS/CHA assessment training in May during the quarterly CHA Housing First Aid Workshop.

Outreach & Engagement

The fourth quarter saw continued development of the county's new outreach & engagement services. This year, SHS resources enabled the county to create the first ever coordinated outreach & engagement system in its history. Launching an entirely new system of services requires significant work and time investments from both county and service provider staff, including addressing workforce challenges, data entry training, and full integration into the larger continuum of services.

This quarter, Housing Services staff developed a formal outreach request process and accompanying guidelines to standardize the referral and contact process. This new referral process has expedited how quickly an agency can make contact with someone once they are identified in order to provide safety on the streets supplies, do an intake assessment to enter them into the CHA system, and eventually move them into shelter and/or housing.

Additionally, staff and the county's outreach providers have continued to have great success in hosting additional trash cleanup events. These events have been extremely popular with both service providers and program participants. They provide an opportunity for providers to engage with people experiencing homelessness so coordinated entry assessments can be conducted and also enable people experiencing homelessness and those with lived experience to be paid for their work while cleaning trash throughout our community. The latest event in June cleaned up approximately 16,000 pounds of trash. Staff also compensated 20 people with lived experience of homelessness for their cleanup efforts while connecting them to the county's coordinated entry system for housing assistance.

In a demonstration of the overall system benefit of new SHS-funded programs and services like outreach and engagement, Clackamas County leveraged this new system capacity to extend outreach to its rural communities through funding from the Governor's Emergency Order on homelessness. Now, for the first time ever, all of Clackamas County is being served by outreach and engagement teams.

Inclement Weather Shelter Support

This quarter, the housing services team continued building partnerships with inclement weather shelter providers to further refine and improve the system. A review of this past winter's shelter program showed that the majority of people that stayed in the severe winter shelters were moved into housing or connected to other housing opportunities. The launch of new SHS-funded services in FY 2022-23 provided the resources and staffing necessary to achieve this. Housing Services staff are continuing to actively engage with the county's larger Health, Housing, and Human Services Emergency Workgroup to continue incorporating newly launched SHS-funded services into the county's mass care and inclement weather sheltering systems.

Eviction Prevention

During the fourth quarter, SHS-funded eviction prevention staff created and implemented a series of new workflows for how eviction preventions are handled in properties managed by the Housing Authority of Clackamas County (HACC). Eviction prevention staff have worked closely with HACC's property management team to develop new trauma informed processes and workflows. These new workflows incorporate processes, documents, and interventions used by both property managers and eviction prevention staff to create a transparent and standardized process that is easier for residents to engage with and thus have higher chances of avoiding potential eviction.

SHS Funding in Action – Ray's Story

Ray's story is one of collaboration and celebration for our housing team. Ray has been an involved member of the Milwaukie community since the 1950s. He was a Marine in the Korean War and received an honorable discharge. As an 87 year old, Ray has a low pension income and was not able to cover his rent. Ray's good friends in the Milwaukie American Legion Post 180 stood by his side as he stayed in a hotel for two years, but his situation there was not sustainable. Ray could no longer afford the hotel and was experiencing extreme anxiety that he would end up sleeping on the street. The American Legion, Milwaukie Police Department, and Clackamas County housing team came together to find a solution

quickly for Ray. Ray was signed up for an RLRA voucher and recently moved in to his ADA-accessible apartment. Ray says that he is full of joy with his accessible apartment, which is close by his support community at the Milwaukie American Legion.



Section 2. Data and data disaggregation

Please use the following table to provide and disaggregate data on Population A, Population B housing placement outcomes and homelessness prevention outcomes. Please use your local methodologies for tracking and reporting on Populations A and B. You can provide context for the data you provided in the context narrative below.

Data disclaimer:

HUD Universal Data Elements data categories will be used in this template for gender identity and race/ethnicity until county data teams develop regionally approved data categories that more accurately reflect the individual identities. **The below tables only report outcomes funded by the supportive housing services measure and are not reflective of county-wide housing and homeless services outcomes.**

Section 2.A Housing Stability Outcomes: Placements & Preventions

Housing Placements By Intervention Type: Supportive Housing

# housing placements – supportive housing*	This Quarter		Year to Date	
	#	%	#	%
Total people	207		619	
Total households	137		393	
Race & Ethnicity				
Asian or Asian American	2	1.0	3	0.05
Black, African American or African	18	8.7	77	12.4
Hispanic or Latin(a)(o)(x)	41	19.8	96	15.5
American Indian, Alaska Native or Indigenous	8	3.9	40	6.5
Native Hawaiian or Pacific Islander	--	--	8	1.3
White	177	85.5	487	78.7
Non-Hispanic White (subset of White category)	136	65.7	395	63.8
Client Doesn't Know	--	--	--	--
Client Refused	--	--	--	--
Data Not Collected	--	--	5	0.08
Disability status				
	#	%	#	%
Persons with disabilities	126	60.9	339	54.7
Persons without disabilities	79	38.2	268	43.3
Disability unreported	2	1.0	12	1.9

Gender identity ¹				
	#	%	#	% ²
Male	56	40.9	169	43.0
Female	81	59.1	217	55.2
A gender that is not singularly 'Male' or 'Female'	--	--	1	0.01
Transgender	--	--	--	--
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	--	--	6	0.02

**Supportive housing = permanent supportive housing and other service-enriched housing for Population A such as transitional recovery housing*

Housing Placements By Intervention Type: Rapid Re-Housing & Short-term Rent Assistance

# housing placements – RRH**	This Quarter		Year to Date	
	#	%	#	%
Total people	23		46	
Total households	9		19	
Race & Ethnicity				
Asian or Asian American	--	--	--	--
Black, African American or African	--	--	5	10.9
Hispanic or Latin(a)(o)(x)	15	65.2	20	43.4
American Indian, Alaska Native or Indigenous	--	--	2	4.3
Native Hawaiian or Pacific Islander	--	--	--	--
White	21	91.3	26	56.5
Non-Hispanic White (subset of White category)	8	34.8	20	43.4
Client Doesn't Know	--	--	--	--
Client Refused	2	8.7	3	6.5
Data Not Collected	--	--	--	--
Disability status				
	#	%	#	%
Persons with disabilities	11	47.8	28	60.9
Persons without disabilities	11	47.8	16	34.8
Disability unreported	1	4.3	2	4.3

¹ Gender data for Q4 reported at head of household level (n=137) only due to reporting discrepancies.

² Year to Date Gender denominator (n=393) is based on total available data.

Gender identity				
	#	%	#	%
Male	10	43.5	21	45.7
Female	11	47.8	22	47.8
A gender that is not singularly 'Male' or 'Female'	--	--	--	--
Transgender	2	8.7	2	4.3
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	--	--	1	2.2

**** RRH = rapid re-housing or short-term rent assistance programs**

Housing Placements By Intervention Type: Other Permanent Housing Programs (if applicable)

If your county does not have Other Permanent Housing, please write N/A: N/A

Context narrative (optional): In no more than 500 words, please share any additional context about the data you provided above on Housing Placements.

Supportive Housing Placement data includes some people/households which were already housed, but are now receiving SHS funded supportive services to ensure they have the support needed to remain permanently housed. The reported figure above is likely an undercount due to data entry limitations some of our providers are currently experiencing which the housing services team is assisting them with to resolve for future reporting periods.

A significant expansion of SHS-funded rapid rehousing services was anticipated to launch in Q4 of FY 22-23, but will now launch in Q1 of FY 23-24. In the third quarter of FY 22-23 the county conducted several procurements for new services, including rapid rehousing for at least 110 additional households per year. Services supporting these additional 110 rapid rehousing placements will begin in Q1 of FY 2023-2024.

Eviction and Homelessness Prevention

# of preventions	This Quarter		Year to Date	
	#	%	#	%
Total people	475	--	643	--
Total households	196	--	286	--
Race & Ethnicity				
Asian or Asian American	9	1.9	9	1.4
Black, African American or African	42	8.8	61	9.5
Hispanic or Latin(a)(o)(x)	91	19.2	97	15.1
American Indian, Alaska Native or Indigenous	17	3.6	30	4.7
Native Hawaiian or Pacific Islander	12	2.5	12	1.9
White	385	81.1	531	82.6
Non-Hispanic White (subset of White category)	327	68.8	473	73.6
Client Doesn't Know	--	--	--	--
Client Refused	10	2.1	10	1.6
Data Not Collected	--	--	--	--
Disability status				
	#	%	#	%
Persons with disabilities ³	212	44.6	278	49.2
Persons without disabilities	263	55.4	287	50.8
Disability unreported	--	--	--	--
Gender identity				
	#	%	#	%
Male	170	35.8	227	35.3
Female	304	64.0	415	64.5
A gender that is not singularly 'Male' or 'Female'	1	0.02	1	0.02
Transgender	--	--	--	--
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	--	--	--	--

³ Disability status was only available for head of households in many cases. As such, the percentages and totals for this YTD demographic category will not be aligned with other eviction and homeless prevention demographics.

Section 2.B Regional Long-Term Rent Assistance Program

The following data represents a subset of the above Housing Placements data. The Regional Long-term Rent Assistance Program (RLRA) primarily provides permanent supportive housing to SHS priority Population A clients (though RLRA is not strictly limited to PSH or Population A).

RLRA data is not additive to the data above. Housing placements shown below are duplicates of the placements shown in the data above.

Please disaggregate data for the **number of people in housing using an RLRA voucher** during the quarter and year to date.

Regional Long-term Rent Assistance Quarterly Program Data	This Quarter		Year to Date	
	#	%	#	%
Number of RLRA vouchers issued during reporting period	118		385	
Number of people newly leased up during reporting period	171		507	
Number of households newly leased up during reporting period	101		296	
Number of people in housing using an RLRA voucher during reporting period	665		676	
Number of households in housing using an RLRA voucher during reporting period	402		412	
Race & Ethnicity				
Asian or Asian American	6	0.9	6	0.9
Black, African American or African	105	15.8	107	15.8
Hispanic or Latin(a)(o)(x)	94	14.1	95	14.1
American Indian, Alaska Native or Indigenous	37	5.6	39	5.8
Native Hawaiian or Pacific Islander	8	1.2	8	1.2
White	518	77.9	526	77.8
Non-Hispanic White (subset of White category)	442	66.5	450	66.6
Client Doesn't Know	--	--	--	--
Client Refused	--	--	--	--
Data Not Collected	8	1.2	8	1.2
Disability status				
	#	%	#	%
Persons with disabilities	360	54.1	374	55.3
Persons without disabilities	297	44.7	294	43.5
Disability unreported	8	1.2	8	1.2

Gender identity ⁴				
	#	% ⁵	#	% ⁶
Male	173	43.0	176	42.7
Female	227	56.5	234	56.8
A gender that is not singularly 'Male' or 'Female'	1	0.02	1	0.02
Transgender	--	--	--	--
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	1	0.02	1	0.02
Data not collected	--	--	--	--

Definitions:

Number of RLRA vouchers issued during reporting period: Number of households who were issued an RLRA voucher during the reporting period. (Includes households still shopping for a unit and not yet leased up.)

Number of households/people newly leased up during reporting period: Number of households/people who completed the lease up process and moved into their housing during the reporting period.

Number of households/people in housing using an RLRA voucher during reporting period: Number of households/people who were in housing using an RLRA voucher at any point during the reporting period. (Includes (a) everyone who has been housed to date with RLRA and is still housed, and (b) households who became newly housed during the reporting period.)

⁴ Gender data reported at head of household level only due to reporting discrepancies.

⁵ Q4 Gender denominator (n=402) is based on total available data.

⁶ Year to Date Gender denominator (n=412) is based on total available data.

Section 2.C Subset of Housing Placements and Preventions: Priority Population Disaggregation

The following is a **subset** of the above Housing Placements and Preventions data (all intervention types combined), which represents housing placements/preventions for SHS priority population A.

Population A Report	This Quarter		Year to Date	
	#	%	#	%
Population A: Total people placed into permanent housing/preventions	591		1,099	
Population A: Total households placed into permanent housing/preventions	275		576	
Race & Ethnicity				
Asian or Asian American	10	1.7	10	0.09
Black, African American or African	55	9.3	120	10.9
Hispanic or Latin(a)(o)(x)	124	20.9	179	16.3
American Indian, Alaska Native or Indigenous	20	3.4	60	5.5
Native Hawaiian or Pacific Islander	10	1.7	17	1.5
White	488	82.5	877	79.8
(Subset of White): Non-Hispanic White	389	65.8	746	67.8
Client Doesn't Know	--	--	--	--
Client Refused	9	1.5	11	1.0
Data Not Collected	--	--	4	0.04
Disability status⁷				
	#	%	#	%
Persons with disabilities	285	48.2	542	49.3
Persons without disabilities	306	51.8	480	43.7
Disability unreported	--	--	12	1.1
Gender identity⁸				
	#	% ⁹	#	% ¹⁰
Male	194	36.9	350	38.5
Female	330	62.7	549	60.4
A gender that is not singularly 'Male' or 'Female'	1	0.01	2	0.02
Transgender	--	--	2	0.02
Questioning	--	--	--	--
Client doesn't know	--	--	--	--
Client refused	--	--	--	--
Data not collected	1	0.01	6	0.07

⁷ Disability status values will not sum to 100% of total Population A people served due to limited data availability.

⁸ Gender data for Q4 reported at head of household level for some services due to reporting discrepancies.

⁹ Q4 Gender denominator (n=526) is based on total available data.

¹⁰ Year to Date Gender denominator (n=909) is based on total available data.

The following is a **subset** of the above Housing Placements and Preventions data (all intervention types combined), which represents housing placements and preventions for SHS priority population B.

Population B Report	This Quarter		Year to Date	
	#	%	#	%
Population B: Total people placed into permanent housing/preventions	105		209	
Population B: Total households placed into permanent housing/preventions	58		122	
Race & Ethnicity				
Asian or Asian American	1	0.09	2	1.0
Black, African American or African	6	5.7	23	11.0
Hispanic or Latin(a)(o)(x)	23	21.9	34	16.3
American Indian, Alaska Native or Indigenous	4	3.8	12	5.7
Native Hawaiian or Pacific Islander	2	1.9	3	1.4
White	85	80.9	167	79.9
(Subset of White): Non-Hispanic White	62	59.0	142	67.9
Client Doesn't Know	--	--	--	--
Client Refused	1	0.09	2	1.0
Data Not Collected	--	--	1	0.05
Disability status¹¹				
	#	%	#	%
Persons with disabilities	50	47.6	103	49.3
Persons without disabilities	47	44.8	91	43.5
Disability unreported	--	--	2	1.0
Gender identity¹²				
	#	% ¹³	#	% ¹⁴
Male	34	37.8	67	38.7
Female	56	62.2	105	60.7
A gender that is not singularly 'Male' or 'Female'	--	--	--	--
Transgender	--	--	--	--
Questioning	--	--	--	--
Client doesn't know	--	--	--	--

¹¹ Disability status values will not sum to 100% of total Population B people served due to limited data availability.

¹² Gender data for Q4 reported at head of household level for some services due to reporting discrepancies.

¹³ Q4 Gender denominator (n=90) based on total available data.

¹⁴ Year to Date Gender denominator (n=173) is based on total available data.

Client refused	--	--	--	--
Data not collected	--	--	1	0.06

Section 2.D Other Data: Non-Housing Numeric Goals

This section shows progress to quantitative goals set in county annual work plans. Housing placement and prevention progress are already included in the above tables. This section includes goals such as shelter beds and outreach contacts and other quantitative goals that should be reported on a quarterly basis. This data in this section may differ county to county, and will differ year to year, as it aligns with goals set in county annual work plans.

Instructions: Please complete the tables below, as applicable to your annual work plans:

All counties please complete the table below:

Goal Type	Your FY 22-23 Goal	Progress this Quarter	Progress YTD
Supported Emergency/Transitional Shelter Units	140 Units	1 Unit	140 Units

If applicable for quarterly reporting, other goals from your work plan, if applicable (e.g. people served in outreach, other quantitative goals)

Goal Type	Your FY 22-23 Goal	Progress this Quarter	Progress YTD
Outreach and Engagement	700 Households	489 Households	579 Households

Context narrative (optional): In no more than 500 words, please share any additional context about the data you provided in the above tables.

In June the County changed one of the hotels used for non-congregate shelter. The new contract has one more room than the previous contract which brought the total supported shelter units to 140 for the year.

Outreach and engagement services were planned to launch in the first quarter, but launched later in the second quarter as the county prioritized executing contracts for other services such as shelter or permanent supportive housing. These figures are self-reported by the contracted service providers as there have been lags in HMIS data entry due to internal capacity issues within the service providers. County staff are training additional staff in these organizations to ensure all data is entered into HMIS moving forward.

Section 3. Financial reporting

Please complete the quarterly financial report and include the completed financial report to this quarterly report, as an attachment.

Yellow Cell = County to fill in
Blue Cell = Formula calculation

Due Date: The Quarterly Progress Report is due to Metro within 45 days after the end of each quarter (IGA 7.1.2). The Annual Program Report is due no later than October 31 of each year (IGA 7.1.1).

Section 3. Financial Reporting

Metro Supportive Housing Services

Financial Report for Quarterly Progress Report (IGA 7.1.2) and Annual Program Report (IGA 7.1.1)

Clackamas County
FY 2022-2023

Financial Report (by Program Category) COMPLETE THE SECTION BELOW EVERY QUARTER. UPDATE AS NEEDED FOR THE ANNUAL REPORT.

	Annual Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	Total YTD Actuals	Variance Under / (Over)	% of Budget	Comments
Metro SHS Resources									
Beginning Fund Balance	32,200,000	40,912,115				40,912,115	(8,712,115)	127%	
Metro SHS Program Funds		9,618,954	10,235,195	16,061,347	30,448,598	66,364,093	(66,364,093)	N/A	The budget for Clackamas County's SHS program is based on the prior year carryover amount (ending fund balance). When constructing the FY 2022-23 budget, county staff estimated an ending fund balance for FY 2021-22 of \$32.2 million. The actual ending fund balance was \$40.9 million, a difference of \$8.7 million. Clackamas County will do a supplemental budget to appropriate these funds in FY 2022-23, if needed to ensure that program spending does not exceed the anticipated carryover amount. Staff are currently working on FY 2022-23 year-end projections to determine the anticipated carryover amount to include in the FY 2023-24 budget.
Interest Earnings								N/A	
Insert add'l lines as necessary								N/A	
Total Metro SHS Resources	32,200,000	50,531,069	10,235,195	16,061,347	30,448,598	107,276,208	(75,076,208)	333%	
Metro SHS Requirements									
Program Costs									
Activity Costs									
Shelter, Outreach and Safety on/off the Street (emergency shelter, outreach services and supplies, hygiene programs)	6,855,667	152,366	783,753	1,195,927	1,742,072	3,874,118	2,981,549	57%	
Short-term Housing Assistance (rent assistance and services, e.g. rapid rehousing, short-term rent assistance, housing retention)	1,670,262	-	20,682	894,155	831,900	1,746,737	(76,475)	105%	
Permanent supportive housing services (wrap-around services for PSH)	6,221,600	199,155	721,392	978,460	2,005,537	3,904,544	2,317,056	63%	
Long-term Rent Assistance (RLRA, the rent assistance portion of PSH)	7,400,271	615,916	955,663	1,399,602	2,096,122	5,067,302	2,332,969	68%	Includes cost for RLRA staff conducting RLRA program operations in addition to direct rental assistance.
Other supportive services (employment, benefits)	591,937	-	181,135	193,490	280,653	655,278	(63,342)	111%	
SHS Program Operations	1,741,379	59,594	141,810	166,738	307,596	675,738	1,065,641	39%	Some personnel expenses initially accrued while SHS funds were fully administered by the Housing Authority of Clackamas County were moved to the County late this fiscal year. During this move some expenses were recategorized to align with how the county categorized these staff.
System Support and Coordination	538,858	-	88,926	72,843	224,565	386,334	152,523	72%	Operational expenditures for system support and capacity building funds for providers.
Subtotal Activity Costs	25,019,973	1,027,031	2,893,361	4,901,216	7,488,444	16,310,052	8,709,921	65%	
Administrative Costs⁽¹⁾									
County Admin: Long-term Rent Assistance	740,027	13,419	88,157	62,742	65,920	230,238	509,789	31%	Service Provider Administrative Costs are reported as part of Program Costs above. Counties will provide details and context for Service Provider Administrative Costs within the narrative of their Annual Program Report.
County Admin: Other	1,610,000	286,249	259,350	363,472	360,310	1,269,381	340,618	79%	Administrative Costs for long-term rent assistance equals 4% of Partner's YTD expenses on long-term rent assistance.
Subtotal Administrative Costs	2,350,027	299,668	347,507	426,214	426,230	1,499,619	850,407	64%	Administrative Costs for Other Program Costs equals 10% of total YTD Other Program Costs.
Other Costs									
Debt Service	-	-	-	-	-	-	-	N/A	
Regional Strategy Implementation Fund ⁽²⁾	1,610,000	-	352	854	34,705	35,911	1,574,089	2%	Regional Strategy Implementation Fund equals 0% of Partner's total YTD expenses.
Insert add'l lines as necessary								N/A	
Subtotal Other Costs	1,610,000	-	352	854	34,705	35,911	1,574,089	2%	
Total Program Costs	28,980,000	1,326,699	3,241,220	5,328,284	7,949,379	17,845,582	11,134,418	62%	
Contingency and Stabilization Reserve									
Contingency ⁽³⁾	1,610,000	1,610,000	-	-	-	1,610,000	-	100%	Contingency equals 8% of Partner's total YTD expenses.
Stabilization Reserve ⁽⁴⁾	1,610,000	1,610,000	-	-	-	1,610,000	-	100%	Stabilization Reserve equals 8% of Partner's total YTD expenses.
Subtotal Contingency and Stabilization Reserve	3,220,000	3,220,000	-	-	-	3,220,000	-	100%	
Total Metro SHS Requirements	32,200,000	4,546,699	3,241,220	5,328,284	7,949,379	21,065,582	11,134,418	65%	
Ending Fund Balance*	0	45,984,370	6,993,975	10,733,063	22,499,219	86,210,627	(86,210,626)		

* Does not include carryover balances of Contingency & Stabilization Reserve. With those amounts, the Ending Fund Balance is \$89,391,557.

⁽¹⁾ Per IGA Section 3.4.2 ADMINISTRATIVE COSTS, Metro recommends, but does not require, that in a given Fiscal Year Administrative Costs for SHS should not exceed 5% of annual Program Funds allocated to Partner; and that Administrative Costs for administering long-term rent assistance programs should not exceed 10% of annual Program Funds allocated by Partner for long-term rent assistance.

⁽²⁾ Per IGA Section 8.3.3 REGIONAL STRATEGY IMPLEMENTATION FUND, each County must contribute not less than 5% of its share of Program Funds each Fiscal Year to a Regional Strategy Implementation Fund to achieve regional investment strategies.

⁽³⁾ Per IGA Section 5.5.4 CONTINGENCY, partner may establish a contingency account in addition to a Stabilization Reserve. The contingency account will not exceed 5% of Budgeted Program Funds in a given Fiscal Year.

⁽⁴⁾ Per IGA Section 5.5.3 PARTNER STABILIZATION RESERVE, partner will establish and hold a Stabilization Reserve to protect against financial instability within the SHS program with a target minimum reserve level will be equal to 10% of Partner's Budgeted Program Funds in a given Fiscal Year. The Stabilization Reserve for each County will be fully funded within the first three years.

Ramp-Up/Spend-Down Plan - IGA 5.5.2.1 INCLUDE THIS SECTION EVERY QUARTER AND IN THE ANNUAL REPORT.

	Expected % of Budget Spent per Quarter	Actual % Spent ⁽¹⁾	Variance	Comments
Quarter 1	5%	5%	0%	Explain any material deviations from the Spend-Down Plan, or any changes that were made to the initial Spend-Down Plan. ⁽²⁾
Quarter 2	10%	11%	-1%	
Quarter 3	25%	18%	7%	
Quarter 4	38%	27%	11%	
Total	78%	62%	16%	Quarter 4 figures will likely be updated in the annual report as the county is currently closing out FY 22-23.

⁽¹⁾ For the purpose of comparing "Actual % Spent," Partner should utilize the "% of Budget" figure from the "Total Program Costs" row in the above Financial Report (i.e. excluding Contingency and Ending Fund Balance), as indicated in the formula.

⁽²⁾ A "material deviation" arises when the Program Funds spent in a given Fiscal Year cannot be reconciled against the spend-down plan to the degree that no reasonable person would conclude that Partner's spending was guided by or in conformance with the applicable spend-down plan.