

Date **September 1, 2020**

To: **Gary Schmidt**

From: **Richard Swift**
 Jill Smith

Re: **Preparing for Measure 26-210 (Supportive Housing Services Measure)**

Metro measure 26-210 tax revenue will build up slowly over time. We were informed that any time a new tax is developed it takes two to three years to fully collect that revenue. Clackamas County was projected to receive \$50 M a year for ten years once the full tax mechanism is in place. In year one, the high income earner tax will be implemented, and the business portion of the tax will come online year two and three. Metro will be providing updated revenue estimates by the first of 2021, but for now, we are conservatively estimating \$22 M coming to Clackamas County in year one. Year one funding will be available by spring/summer of 2021. The percentage of administrative fees counties can retain has not been determined, but at a minimum, it will be 5%, which is \$1.1 M based on 5% of \$22 M in year one, although 7% would still be considered reasonable. Therefore, the Housing Authority of Clackamas County (HACC) of the Health, Housing, and Human Services (H3S) Department is requesting a \$1.1 M loan from the Clackamas County General Fund Contingency to be paid back over two years for the estimated administrative fees available for program administration, planning and engagement, and internal staffing needs for year one, which will be eligible for reimbursement.

Below is a high level outline of the work before us to ensure readiness to receive funding and implement housing with services delivery as a result of the passage of Metro Measure 26-210.

July – September

Summer Stakeholder Committee meeting and making decisions related to Local implementation Plan, (LIP) requirements.

Clackamas County community engagement work happening (contracted culturally specific providers)

September – December

- Clackamas County Stakeholder Committee formed and meeting regularly
- Community engagement work outcomes documented and integrated into LIP.

Healthy Families. Strong Communities.

- Clackamas County LIP completed and to BCC for approval December 2020

January – April 2021

- Outreach and engagement with community based providers in anticipation of RFP being issued in spring 2021.

April – July 2021

- Contracts entered into as a result of RFP responses.
- Development of new programs and data requirements for HMIS.
- Provider training on HMIS and data requirements
- Ongoing oversight and engagement with contracted providers.
- Ongoing regular meetings of the local stakeholder Committee.
- Program implementation and outcome measurement begins.

Spring/Summer 2021 ongoing

- Ongoing community engagement
- Ongoing oversight and engagement with community providers.
- Ongoing Regional meetings and the development of a regional housing and housing services program.

Staffing Plan and Functions

Richard Swift, Director Health Housing and Human Services

Jill Smith, Director of Housing and Housing Services

*Deputy Director of the Housing Authority of Clackamas County (new position)

The Deputy Director of HACC will provide day to day leadership and oversight of HACC enabling the Director of Housing and Housing Services the capacity to focus on shared goals and strategic alignment of all housing and housing services funding and functions across H3S.

***Creation of Housing Services Team to work under the direction of Director of Housing and Housing Services.**

*Administrative Services Manager (new position)

Continuum of Care and HMIS system administration staff (3 current positions)

Policy Performance and Research Analyst Senior (current position)

*Program Planner Senior (new position)

Housing Services team focus will be on equity and engagement in partnerships, contracting, and improved service delivery for our houseless, high barrier neighbors in need of housing with services. Key team functions will be to ensure proceeds from the Here Together measure are contracted in alignment with priorities identified through community engagement and adopted by the Board of County Commissioners in the IGA which consists mainly of the Local Implementation Plan. We will learn over time how much additional staff capacity is necessary to fully implement this measure effective year 2 when we anticipate full funding. HACC will likely need additional capacity to ensure necessary financial oversight functions are in place.

Specific Housing Services Team Duties Include

- Community engagement with communities of color and high barrier homeless populations
- Preparation of the required Local Implementation Plan (Measure 26-210)
 - Includes GAP analysis
 - Coordination across the region with Washington and Multnomah Counties
- This team will coordinate community engagement and outreach activity related to housing and housing services including the Continuum of Care and the local stakeholder committee required under Metro measure 26-210
- Nonprofit recruitment and training
- Equity in contracting practices
- Contract compliance and partnership coaching
- Training, coordination and oversight of the Homeless Management Information System
- Quality Control
- Ongoing data and reporting requirements.
- Coordinating a regional housing system as required by the measure.