

Per California Code of Regulations, title 2, section 548.5, the following information will be posted to CalHR's Career Executive Assignment Action Proposals website for 30 calendar days when departments propose new CEA concepts or major revisions to existing CEA concepts. Presence of the department-submitted CEA Action Proposal information on CalHR's website does not indicate CalHR support for the proposal.

**A. GENERAL INFORMATION**

1. Date

2018-05-14

2. Department

Business, Consumer Services and Housing Agency (BCSHA)

3. Organizational Placement (Division/Branch/Office Name)

Homeless Coordinating and Financing Council (HCFC)

4. CEA Position Title

Homeless Coordinating & Financing Council (HCFC) Executive Officer (EO)

5. Summary of proposed position description and how it relates to the program's mission or purpose. (2-3 sentences)

The HCFC EO will be responsible for expanding the HCFC per the Governor's May Revise 2018 directive. Among other responsibilities, the HCFC EO will lead the Council and staff in overseeing the implementation of Housing First policy; identify resources and benefits for homelessness services; create partnerships and collaborations at the federal, state, local and non-profit level; promote system integration; and ensure accountability of results. The EO will also be responsible for implementing the one time Homeless Emergency Assistance Program.

6. Reports to: (Class Title/Level)

BCSHA Undersecretary/Level A (Exempt)

7. Relationship with Department Director (Select one)

- Member of department's Executive Management Team, and has frequent contact with director on a wide range of department-wide issues.
- Not a member of department's Executive Management Team but has frequent contact with the Executive Management Team on policy issues.

(Explain):

8. Organizational Level (Select one)

- 1st
- 2nd
- 3rd
- 4th
- 5th (mega departments only - 17,001+ allocated positions)

## B. SUMMARY OF REQUEST

### 9. What are the duties and responsibilities of the CEA position? Be specific and provide examples.

The HCFC Executive Officer (EO) will be responsible for managing two permanent staff in order to achieve statutory requirements outlined in Chapter 847, Statutes of 2016 (SB 1380). The EO is responsible for managing staff resources in support of the directions from the Homeless Coordinating and Financing Council, comprised of 17 appointees. The EO will lead the strategy, planning and resourcing efforts and will ultimately be responsible for achieving the following statutory goals:

- Oversee the implementation of the Housing First guidelines and regulations and, among other things, to identify resources, benefits, and services that can be accessed to prevent and end homelessness in California.
- Identify mainstream resources, benefits, and services that can be accessed to prevent and end homelessness in California
- Create partnerships among state agencies and departments, local government agencies, participants in the United States Department of Housing and Urban Development's Continuum of Care Program, federal agencies, the United States Interagency Council on Homelessness, nonprofit entities working to end homelessness, homeless services providers, and the private sector, for the purpose of arriving at specific strategies to end homelessness.
- Promote systems integration to increase efficiency and effectiveness while focusing on designing systems to address the needs of people experiencing homelessness, including unaccompanied youth under 25 years of age.
- Coordinate existing funding and applications for competitive funding.
- Make policy and procedural recommendations to legislators and other governmental entities
- Identify and seek funding opportunities for state entities that have programs to end homelessness, including, but not limited to, federal and philanthropic funding opportunities, and to facilitate and coordinate those state entities' efforts to obtain that funding.
- Broker agreements between state agencies and departments and between state agencies and departments and local jurisdictions to align and coordinate resources, reduce administrative burdens of accessing existing resources, and foster common applications for services, operating, and capital funding.
- Serve as a statewide facilitator, coordinator, and policy development resource on ending homelessness in California
- Report to the Governor, federal Cabinet members, and the Legislature on homelessness and work to reduce homelessness.
- Ensure accountability and results in meeting the strategies and goals of the council.
- Identify and implement strategies to fight homelessness in small communities and rural areas.
- Create a statewide data system or warehouse that collects local data through Homeless Management Information Systems, with the ultimate goal of matching data on homelessness to programs impacting homeless recipients of state programs
- Develop a statewide plan on homelessness.

The EO will be responsible for managing three limited term staff in order to develop, implement and close-down the one-time Homeless Emergency Aid Program (HEAP). The HEAP will provide \$250 million in block grant funds, to be administered through Continuum of Care for cities, counties or joint powers authorities that declare a local shelter crisis and identify city-county coordination.

**B. SUMMARY OF REQUEST (continued)**

10. How critical is the program's mission or purpose to the department's mission as a whole? Include a description of the degree to which the program is critical to the department's mission.

- Program is directly related to department's primary mission and is critical to achieving the department's goals.
- Program is indirectly related to department's primary mission.
- Program plays a supporting role in achieving department's mission (i.e., budget, personnel, other admin functions).

Description: California has 25 percent of the nation's homeless population. According to 2017 data from the U.S. Department of Housing and Urban Development (HUD), California's homeless population has risen to nearly 135,000 individuals, up 13.7 percent since 2016. Of this number, more than 91,000 are considered unsheltered. The majority of individuals experiencing homelessness belong to vulnerable populations including those with severe mental illness, victims of domestic violence, individuals with chronic substance use disorders and unaccompanied youth.

Over the years state and local jurisdictions have taken steps to mitigate homelessness but efforts have often been hindered by resistance to permitting and financing housing for this population. Recently the state has made sizable investments to tackle the state's growing homelessness problem, including the No Place Like Home program and the 2017 housing package which included a \$4 billion housing bond that will be on the November 2018 ballot.

In recognition of the longer time frame existing investments and policies may take to implement, an additional one-time investment of \$250 million for the Homeless Emergency Assistance (HEA) block grant program was authorized as part of the 2018 May Revision.

Given the many state resources that will be available in the coming years, three positions were authorized in the May Revision to expand the Homeless Coordinating and Financing Council and to implement rapidly the HEA program with the goal of awarding the funds by the end of 2018.

The program's purpose is critical to the state and the Agency's mission as it will provide the required oversight, staffing and functionality required to support local and state efforts to address homelessness.

**B. SUMMARY OF REQUEST (continued)**

11. Describe what has changed that makes this request necessary. Explain how the change justifies the current request. Be specific and provide examples.

May Revision 2018 explicitly calls for the expansion of the HCFC and the rapid execution of the HEA block grant program. In addition to expanding the HCFC to include a staff component, the HCFC was shifted from Department of Housing and Community Development (HCD) to the Business, Consumer Services and Housing Agency (BCSH.) BCSH does not currently run or administer grant programs and in order to meet the deadlines, previous statutory requirements and expectations outlined in May Revise, a CEA leadership position is required.

### C. ROLE IN POLICY INFLUENCE

12. Provide 3-5 specific examples of policy areas over which the CEA position will be the principle policy maker. Each example should cite a policy that would have an identifiable impact. Include a description of the statewide impact of the assigned program.

1. Housing First. Housing First is an evidence-based model of ending all types of homelessness and is the most effective approach to ending chronic homelessness. The federal government recognizes that Housing First yields high-housing retention rates, low returns to homelessness, and significant reductions in crisis or institutional care. The federal government also recognizes the value of time-limited housing to address the needs of unaccompanied homeless youth and persons fleeing domestic violence. Per SB 1380 (Mitchell), the Legislature adopted a "Housing First" model for all state programs funding housing for people experiencing homelessness or at risk of homelessness. The Homeless Coordinating and Financing Council was the entity created to oversee the implementation of the Housing First guidelines and regulations. The CEA position will be responsible for leading the Council and the staff in this policy initiative.

2. Development of a Statewide Plan for Homelessness. Per the May Revise direction, the Council will provide statewide guidance on homelessness issues and develop a statewide plan, in collaboration with state and local entities, to support the coordination of the various housing and homelessness investments throughout the state. The CEA will have the overall responsibility to work with the Council on the strategy and policy components, and will lead the development and writing of the plan, supported by his or her staff.

3. Homeless Management Information System (HMIS). The Council is required statutorily to create a statewide data system or warehouse that collects local data through Homeless Management Information Systems, with the ultimate goal of matching data on homelessness to programs impacting homeless recipients of state programs, such as Medi-Cal (Chapter 7 (commencing with Section 14000) of Part 3 of Division 9 of the Welfare and Institutions Code) and CalWORKS (Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code). While the HMIS is currently unfunded, the CEA will oversee the staff development of the metrics, specifications and planning process that will support a budget request and authorization to proceed with the creation of a statewide HMIS. This tool will enable the state to clearly see all homelessness funds being implemented by the continuum of care at the local level, enabling better planning and policy at the state level.

**C. ROLE IN POLICY INFLUENCE (continued)**

13. What is the CEA position's scope and nature of decision-making authority?

The CEA will report through the Deputy Secretary of Housing and Consumer Relations to the BCSH Secretary. The CEA will be a member of the Secretary's executive team. The CEA will have decision-making authority for all daily management of the permanent and limited-term staff. The CEA will have decision-making authority on the design, implementation and close-down of the Homeless Emergency Assistance Block Grant Program. The CEA will have decision-making authority on strategy, planning, directing and guiding the Council.

14. Will the CEA position be developing and implementing new policy, or interpreting and implementing existing policy? How?

The CEA, through its direction of and support to the HCFC, will be overseeing the implementation of the Housing First policy across current and future homelessness programs. The CEA, through its direction of and support to the HCFC, will make policy and procedural recommendations to legislators and other government entities. Further, reports to the Governor, federal Cabinet members, and the Legislature on homelessness and work to reduce homelessness may have a direct impact on new policy.