



Mendocino County Health & Human Services Agency

Healthy People, Healthy Communities

Tammy Moss Chandler, Director

Bekkie Emery, Director of Social Services



Press Release

Not for op-ed

Date: August 15, 2019

FOR IMMEDIATE RELEASE

Contact: Ashley Toxqui

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Mendocino County Homeless Services Continuum of Care (MCHSCoC) Board Meeting - August 19, 2019

The Mendocino County Homeless Services Continuum of Care monthly public meeting will be held on Monday, August 19, 2019 from 1:30 p.m. to 3:30 p.m., at 747 S. State Street, Ukiah, in the Big Sur Conference Room.

The Mendocino County Homeless Services Continuum of Care program is a collaboration of individuals and agencies committed to the goal of fighting homelessness in our community. This group is instrumental in bringing Federal Housing and Urban Development (HUD) funding into the county to assist families and individuals experiencing or at risk of homelessness, to gain access to stable housing. This group focuses on developing solutions to homelessness that also positively impact the larger community. Community members and agency staff interested in understanding some of the issues of homelessness in Mendocino County, and in working on solutions to fight homelessness, are welcome to attend these public meetings.

For more information, please contact:

Jacque Williams, CoC Co-Chair at jacque@fordstreet.org

or (707) 462-1934

OR

Dan McIntire, CoC Co-Chair at dmcintire@rchdc.org

or (707) 473-1975, ext. 138

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Mendocino County Homeless Services Continuum of Care Board Meeting Agenda

Date: Monday, August 19, 2019

Time: 1:30 pm - 3:30 pm

Location: Mendocino County Social Services, 747 S. State St., Big Sur Conference Room

A. Call to order

Verify a quorum is present in order to conduct business
(One half of voting members plus one)

B. Public Comment / Brown Act Update

MCHSCoC welcomes public comment on non-agendized items.

1. Brown Act discussion – County Counsel Katharine Elliott

C. Approval of Minutes

1. July 15, 2019 minutes
2. Amendment to minutes from June 17, 2019 – Item E5

D. Committee Reports and Presentations

1. City of Ukiah: Presentation on newly adopted Camping Ordinance.
– Shannon Riley (10 minutes)
2. HHSA – Adult Services: Presentation on the HOME Safe Program
– Jody Johnston (15 minutes)
3. HMIS/Performance Measurement Committee: Brief update and discussion of updated Committee Description for future Governance Charter revision.
– Brian Klovski (5 minutes)

E. Board Protocols and Governance

1. Discussion: Establish regular meeting schedule for all Standing Committees in order to meet Brown Act requirements
2. Circulate Committee Sign-up Sheets
3. Announcement: Carla Harris has nominated Juli Rogers as a candidate to fill the Governing Board seat for Homeless or Formerly Homeless Transition-Age Youth.

F. Funding

1. California Emergency Solutions & Housing (CESH) – State funds –
 - a) Recommended **Action:** Review and approve contract language for subcontractors approved for CESH funding, including:
 - a. Redwood Community Services
 - b. Community Development Commission
 - c. Ford Street Project
 - d. Mendocino Coast Hospitality Center
 - e. City of Fort Bragg
2. Emergency Solutions Balance of State Grant (ESG BOS) – State funds - no update

Public Comment for items NOT on the agenda will be heard following the Call to Order. Public Comment for agendized items will be heard at the time that the item is discussed. Maximum of 3 minutes per speaker and 12 minutes per topic.

Thank you and welcome!

3. Homeless Emergency Aid Program (HEAP) - State Funds - no update
4. Family Unification Program (FUP) - Federal Funds - no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) –
 - a) Discussion and possible **Action**: Review and approve local funding timeline.
 - b) Discussion and possible **Action**: Review and approve revised Rating and Ranking Tool for CoC Funding Project Applicants
6. Other: Main Stream Voucher Program
 - a) Recommended **Action**: Authorize the CoC Secretary to prepare and submit a letter of support, signed by CoC Chair, for the Community Development Commission's application for Main Stream Voucher Program. (See attached sample letter from 2018.)

G. Projects

H. Announcements

I. Adjourn

Confirm next meeting date and agenda items

Next Meeting date: September 16, 2019 at Social Services

Judy Albert – Project Sanctuary Org. Addressing Needs of Victims of Domestic Violence	Amanda Archer - MCYP Org. Addressing Needs of Unaccompanied Youth or TAY
Lisa Judd – Community Development Commission Public Housing Authority	Carla Harris – Mendocino Coast Hospitality Cntr Shelter Representative - Coast
Diana Clarke – Ukiah Senior Center Org. Addressing needs of Seniors	Veronica Wilson - HHSA Collaborative Applicant / Administrative Entity
Jacque Williams – Ford Street Project – Co-Chair Org. Addressing Needs of Persons with Chronic Substance Abuse	Sandra Stolfi – Veterans Administration Org. Addressing Needs of Veterans
Grace Peeler-Stankiewicz - MCAVHN Org. Addressing Needs of Persons with HIV/AIDS	Que B. Anthnoy Homeless or Formerly Homeless Individual
Zenia Leyva Chou – Mendocino Cmty Health Clinics Org. Providing Health Care Services to the Homeless	Lindsey Spencer – Adventist Health Org. Addressing Needs of Chronically Homeless
Wynd Novotny - Manzanita Services Org. Addressing Needs of Persons Serious Mental Illness	Sage Wolf – Redwood Cmty Services Shelter Representative – North/ Inland
Waiting on appointment County of Mendocino and Human Services Agency	Blythe Post - MCOE Organization serving the needs of Children
Open Homeless or formerly homeless transition-age youth	Sean Kaeser – Ukiah Police Dept. Organization representing Law Enforcement
Dan McIntire – RCHDC – Co-Chair Organization representing a housing developer	

Public Comment for items NOT on the agenda will be heard following the Call to Order. Public Comment for agenda items will be heard at the time that the item is discussed. Maximum of 3 minutes per speaker and 12 minutes per topic.

Thank you and welcome!

Mendocino County Homeless Services Continuum of Care Board Meeting Minutes

Date: Monday, July 15, 2019

Time: 1:30 pm - 3:30 pm

Location: Mendocino County Social Services, 747 S. State St., Big Sur Conference Room

A. Call to order

- 1:33 p.m. 14 members out of 16 members are present = quorum. Zenia Leyva Chou and Carla Harris are absent.

B. Public Comment

MCHSCoC welcomes public comment on non-agendized items

- Shannon Riley announced a camping ordinance revision will come before the City Council on Wednesday at 6:00 p.m. that will prevent permanent construction of encampments, and no person can have more than 64 square feet of space. Also, a time limit to occupy is after 10:00 p.m. and must disburse with their belongings by 7:00 a.m. Any public comment written to the City Council before the meeting will be distributed to the Council members before discussions.
- Que – spoke as a formerly homeless person and acknowledged the City's point of view of cleanliness, but the homeless have no place to go. The homeless are getting "storage" tickets. We need to find a place for the homeless to be safe, warm and dry. He feels that this ordinance will trigger an overflow of homeless spreading into other areas that they have not previously been.
- Tammy Moss Chandler – On July 23rd, HHSA will provide the Board of Supervisors with an update on Housing and Homelessness Project, including an update on CESH and HEAP Grant funding.
- Lucy Kramer/Gardens Project – Invitation to attend idea sharing on a potential new housing project at the White Deer Lodge located at 16580 N. Hwy 101 between Willits and Ukiah. Idea-sharing meeting will be held on July 20th from 4:00 – 7:00 behind Fiesta Mexicana.
- Judy Albert feels that the CoC has not taken a stand or has prioritized housing for the homeless, which is the purpose of the CoC and there does not seem a direction for the CoC.
 - Heather responded to this comment by adding that there is an item on the Agenda today that may give some direction to the CoC. There are funding streams coming through the CoC and those projects should be prioritized as to their effectiveness in supporting housing needs. She suggested members sign up to be on the Shelter and Solutions committee.
- A question from Diane Durham who asked about the representation on the Board. Heather responded that there are two designated seats for homeless individuals: Homeless or formerly homeless TAY and Homeless or formerly homeless Individual Adult.

C. Approval of Minutes

- June 17, 2019 minutes

- **Motion:** Jacque made a **motion** to approve June 17, 2019 minutes. Que seconded the motion.

❖ **Vote taken for the motion:**

- Yes = Judy Albert, Heather Bough, Diana Clarke, Jacque Williams, Grace Peeler-Stankiewicz, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B. Anthony, Lindsey Spencer, Blyth Post, Sean Kaeser
- Abstentions = Sage Wolf
- No's = 0
- Motion passed
- Sage requested that the Board minutes be sent out prior to the packet.

D. Committee Reports and Presentations

1. Clean-Up Ad-Hoc committee: Update and next steps – Sage Wolf:
 - Sage began with a recap of Chris from the Clean River Alliance who gave a presentation to the Board and then an AdHoc committee was formed. They met to keep the cleanup effort going, to reach out to the coast, and will be meeting again on 7/22/19 at RCS. The work model is based around a community collaborative effort with a lead to manage donations, organizations distributing bags from their sites, pickup and drop off locations, and a contact phone number.
2. Redwood Community Services: Presentation on the 2018-2019 Inland Winter Shelter; update on Homeless Services Community Center progress; and presentation of future plans for projects on the Center property.
 - Sage disseminated handouts. Shelter statistics Nov 2018 – May 2019
 - Served over 244 unduplicated individuals, 142 of the 244 were male, 83 female and other unspecified due to inability to collect gender information.
 - 20 individuals stayed one night
 - Folks staying in the shelter ages were 26 – 59
 - 6% of those served were under the age of 17
 - 10% 17 – 25
 - 12% over the age of 60
 - Other % were unable to collect age data
 - Disability: 73% reported having a disability based on self-reporting which Sage believes that the numbers are higher due to the lack of understanding of this survey question
 - Veterans - 6%
 - LGBTQ – 7% identified with 2% refusing to answer this survey question
 - Last exit to destination: 80 to streets, 82 unknown, 3 permanent family, 9 temporary family, 6 permanent friends, 7 temporary friends, 6 rental with a subsidy assistance, 10 rental without subsidy, 4 transitional housing, 10 to emergency shelter or a hotel paid for by an agency, 12 to hotel without subsidy, 12 to treatment center or jail
 - Location of last secure housing: 59% Mendocino county, 13% surrounding counties, 13% is other California counties, 16% outside of California

- What is the main reason you think you are homeless? Most common answers: 10% employment related, 15% family or relationship challenge, 28% financial, 15% lack of affordable housing, 8% lost their housing, and other various reasons
- How long have you been in Mendocino County? Answers of the 244: 7% less than one month, 12% new to this county (less than one year), 16% 2 – 5 years, 25% lived here a long time (6 years or more), 8% lived here half of their life, 13% lived here most of their life, 19% lived here their entire life. Data results: 81% have lived here two years or longer.
- Why are you in Mendocino County? Answers of the 244: 43 individuals were born here, 85 individuals have family here, 4 stranded here, 10 traveling through, 9 consider this home, 9 have friends here, 19 came for employment
- Have you ever been detained by the police? Answers of the 244: 84% yes (164)
- Of the 164 who said yes to being detained by police then asked; were you ever convicted? 73% yes to being convicted, 9% did not know, 19% no they were not convicted
- Are you receiving Cal Fresh benefits? 244 answered: 64% no
 - Sage noted that the data indicates there needs to be advocacy to getting these folks connected to Cal Fresh
- Are you receiving income? 244 individuals answered: 89 yes, (of the 89, 67 individuals are receiving SSI)
- Health Insurance? 90% have health insurance
- 47% report having chronic illness, 43% substance abuse challenges, 66% mental illness, and 38% physical disabilities
- Sage will email more in-depth data to CoC
- Sage reported what was learned through the experience of running the shelter:
 - Temporary fence with privacy screening on it is in front of the shelter, adjusted design to build more privacy screening to give people a space to exist outside of the shelter and day center.
 - Being restricted on the number of beds being used by female or male created challenges to incorporate other specified genders. To be able to accommodate individuals with disabilities to have a partner assist them is very important. Also if there is an influx of either female or males there needs to be less of a restriction in the number of gender beds.
 - Additional survey question for more data: Do you have family in Mendocino County?
- Update on RCS: Homeless Services Community Center name is **"Building Bridges"**, Open House on Tuesday, July 30th from 2:00 – 6:00 located at 1045 South State Street and it is a public event. Pending City of Ukiah Occupancy Certificate the tentative opening date for the Day Center is August 1st. It will be open from 9:00 a.m. – 6:00 p.m. for drop-ins, classes and workshops and a coordinated entry point.

- RCS submitted an amendment to the Major use permit to the City of Ukiah to allow the center to be a year-round shelter with the parameter, "if they have funding to stay open past the winter months". The priority is to keep it open during the winter, and to extend the shelter longer if funding is available to allow it to do so.
 - Also, RCS is applying for a major use permit for "Redwood Village", an apartment project of 33 efficiency studio units with an office and retail space.
 - Note: due to Willow Terrace not open for residency yet the above data does not include these individuals as being housed after the shelter closed
 - Comment from the gallery: *When is this data going to be published for the coastal shelter?* Heather responded that the representative for the coast is not present, but the request will be reflected in the meeting minutes.
3. Discussion and possible **Action** regarding the need for a Year-Round Emergency Shelter in Ukiah. Discuss and consider Resolution # 7-15-19-1: Resolution in support of a Year-Round Emergency Shelter in Ukiah.
- Angelica: presented the Shelter and Solutions Resolution for a year-round emergency shelter.
 - Discussion:
 - Sean Kaeser stated that he is unclear as to what power or authority it is going to have over the City of Ukiah in approving a shelter which is up to the Planning Commission.
 - Heather responded that the resolution's intent is not power, but as a means to define a need and use it as an aspirational tool. Plus give the CoC direction in funding that would support the shelter being open year round.
 - Sean also feels that the wording of the resolution is limiting and should include verbiage that supports multiple shelters being strategically placed throughout the County. He also pointed out that an emergency shelter is a temporary need and different than a year-round shelter on a permanently open basis and feels that should be changed as well.
 - Sage responded to the wording "Emergency shelter" which is focused on there being a housing crisis of an individual, not a weather issue.
 - CoC funders have placed restrictions on the time an Emergency Shelter can be open.
 - Jackie stated that on most shelter funding applications there are two categories, either emergency shelter or transitional housing. We don't want to pull "emergency" off of the resolution as it is standard terminology for funding.
 - The use of emergency is a measure of stay, six months over a twelve month period.
- **Motion:** Judy made a motion to adopt the resolution with an amendment to include that the resolution state "in the inland area, removing "in Ukiah" in the fifth paragraph. Jacque seconded. Discussion:

- Sage voiced a concern that there has been research done to determine the need for where the shelter, or shelters, should be located. The Dr. Marbut report supports the need here.
- Wynd suggests we keep the narrative in this resolution and to amend any amendments to the narrative in committee or another CoC meeting.
- Angelica pointed out that Dr. Marbut already identified the need for the shelter in Ukiah
- Jackie acknowledge that we do not have the needs assessment data on the entire county. But, we do have a focus need that we articulated and can take action on. As Shannon pointed out, we don't have a strategic plan or the needs assessment done. But by adopting some of the methodology from Dr. Marbut we have the beginning to start operating that way. She doesn't want to wait to do the work of forming a strategic plan and needs assessment, placing more time before addressing a year-round shelter.
- Que stated he agrees with Sean that a shelter needs to be more of a broader spectrum in the county.
 - Heather responded that it is not just the Dr. Marbut report but that it includes the shelter statistics.

❖ **Vote taken for the motion:**

- Yes = Judy Albert, Heather Bough, Diana Clarke, Jacquie Williams, Grace Peeler-Stankiewicz, Wynd Novotny, Amanda Archer, Sandra Stolfi, Lindsey Spencer, Sage Wolf, Blyth Post
- No's = Dan McIntire, Que B. Anthnoy, Sean Kaeser
- Abstentions = 0
- Motion carried

E. Board Protocols and Governance

1. **Discussion:** Review and provide corrections, if any, to the current Governing Board roster.
 - Grace will get her paperwork in to be a Board member
 - Lisa Judd replaces Heather in August
 - Blythe's designee is Brady Nord
 - Jacque's designee is Drew Iacomini-Hair
 - Que spelling of last name is Anthnoy
 - Email any other designees to Dennie
 2. **Action:** Elect new Governing Board Chair and Co-Chair
 - This is Heather's last meeting. Heather nominated Jacque Williams and Dan McIntire as Co-Chairs. They accepted the nomination.
 - Heather nominated Sage Wolf. Sage declined.
 - Que nominated Judy Albert. Judy declined.
- **Motion:** Sage made a motion to accept Jacque Williams and Dan McIntire as the CoC's Co-Chairs effective August meeting. Blythe seconded the motion.
- ❖ **Vote taken for the motion:**
- Yes = Judy Albert, Heather Bough, Diana Clarke, Grace Peeler-Stankiewicz, Wynd Novotny, Amanda Archer, Sandra Stolfi, Que B. Anthnoy, Lindsey Spencer, Sage Wolf, Blythe Post, Sean Kaeser

- No's = 0
 - Abstentions = Jacque Williams, Dan McIntire
 - Motion carried
3. Discussion and Possible **Action**: Review current CoC committee membership and adjust as necessary.
- Sign-up sheets were passed around. No action is necessary to join a committee. Check the current roster for corrections.
 - Correction - Page 10 Family, Elder and Children's as a joint subcommittee.
 - Change Heather's name to Lisa Judd
 - Delete Blythe from the PIT AdHoc
 - Add Amanda to PIT and Shelter Solutions
 - Add Lisa Frahn – RCS on PIT AdHoc
 - Add Tony Marsh to PIT
 - Add Lindsey to Strategic Planning

F. Funding

1. California Emergency Solutions & Housing (CESH) – State funds – no update
2. Emergency Solutions Balance of State Grant (ESG BOS) – no update
3. Homeless Emergency Aid Program (HEAP) - State Funds - no update
4. Family Unification Program (FUP) - Federal Funds - no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) – Federal Funds
 - a) Notice Of Funding Availability (NOFA) for 2019 has been released. Application is due September 30, 2019. Timeline and deadlines for local process is in development. Tentative deadline to CoC for local applicants will be August 30, 2019.
 - Wynd voiced her concern that there are people no longer here to assist in the NOFA
 - Sage noted that there needs to be both a CoC NOFA AdHoc and Rating and Ranking committee by August 19th.
 - Sage and Wynd volunteered and Jackie will contact Megan about scheduling special board meeting.
6. Other:
 - a) Second NOFA released for Mainstream Voucher Program. Application is due September 5, 2019. 90 applicants.
 - b) Update: HMIS Capacity Building Grant – Brian Klovski – received notice from HUD in June that resubmission was accepted. The funding is between \$20,000 - \$100,000 to improve the HMIS capacity. The program representative believes that we should be fully funded. Technical assistance will cover HMIS transition, increases staffing, Coordinated Entry, more

partners, and data bridges to reduce redundancy. Funding final by the end of July.

G. Projects – N/A

H. Announcements

1. New Funding Opportunity – Specialized Housing and Services for Victims of Human Trafficking – any age range was asked, see page 13 for synopsis

- I. **Adjourn** 3:17 p.m. The board acknowledged Heather's dedication to the CoC. Thank you, Heather!

Confirm next meeting date and agenda items: Next Meeting date: September 16, 2019 at Social Services, 747 S. State St. in the Big Sur conference room.

Judy Albert – Project Sanctuary Org. Addressing Needs of Victims of Domestic Violence	Amanda Archer - MCYP Org. Addressing Needs of Unaccompanied Youth or TAY
Heather Blough – Community Development Commission Public Housing Authority, MCHS CoC Chair	Carla Harris – Mendocino Coast Hospitality Cntr Shelter Representative - Coast
Diana Clarke – Ukiah Senior Center Org. Addressing Needs of Seniors	Megan Van Sant - HHSA Collaborative Applicant / Administrative Entity
Jacque Williams – Ford Street Project Org. Addressing Needs of Persons with Chronic Substance Abuse	Sandra Stolfi – Veterans Administration Org. Addressing Needs of Veterans
Grace Peeler-Stankiewicz - MCAVHN Org. Addressing Needs of Persons with HIV/AIDS	Que B. Anthnoy Homeless or Formerly Homeless Individual Adult
Zenia Leyva Chou – Mendocino Cmty Health Clinics Org. Providing Health Care Services to the Homeless	Lindsey Spencer – Adventist Health Org. Addressing Needs of Chronically Homeless
Wynd Novotny - Manzanita Services Org. Addressing Needs of Persons Serious Mentally Illness	Sage Wolf – Redwood Cmty Services Shelter Representative – North/ Inland
Waiting on appointment County of Mendocino and Human Services Agency	Blythe Post - MCOE Organization serving the Needs of Children
Open Homeless or Formerly Homeless Transition-Age Youth	Sean Kaeser – Ukiah Police Dept. Organization representing Law Enforcement
Dan McIntire – RCHDC Organization representing a Housing Developer	

Mendocino County Homeless Services Continuum of Care

Staff Report

Meeting Date: Monday, August 19, 2019

Item C2: Amendment to minutes from June 17, 2019 – Item E5

Narrative

MCHSCoC Membership Vote on Nominations to Governing Board Seats

At their General Membership Meeting on June 17, 2019, voting members of the Mendocino County Homeless Services Continuum of Care completed ballots in response to a slate of nominations for open Governing Board seats.

Per the Governance Charter, the ballots were distributed to members of the Continuum of Care, and the Secretary verified that only one person from each organization received a ballot.

Members completed their ballots and returned them to the Secretary to tally. Dennie Maslak verbally verified that 18 ballots were received. All ballots indicated a YES vote for all nominees.

Please find attached to this staff report:

Exhibit A: Voting Ballot distributed to voting members present at the June 17, 2018 meeting

Exhibit B: Tally of votes recorded on the distributed ballots.

Exhibit A

Mendocino County Homeless Services Continuum of Care

Voting Ballot for Open Board Seats

Monday, June 17, 2019

Shall the following individuals and/or organizations be appointed to serve on the MCHSCoC Governing Board?

Governing Board Role	Nominee	
Organization addressing the needs of Families and Children	Mendocino County Office of Education <i>Designee: Blythe Post</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization addressing the needs of Seniors	Ukiah Senior Center <i>Designee: Diana Clarke</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization representing Law Enforcement	Ukiah Police Department <i>Designee: Captain Sean Kaeser</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization representing a Housing Developer	Rural Communities Housing Development Corporation <i>Designee: Dan McIntire</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Homeless or Formerly Homeless Individual	<i>Que B Anthnoy</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Homeless or Formerly Homeless Transition-Age Youth		<input type="checkbox"/> Yes <input type="checkbox"/> No
Organization addressing the needs of the Chronically Homeless	Adventist Health Ukiah Valley and Howard Memorial <i>Designee: Lindsey Spencer</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Exhibit B

Vote Tally of Full Membership for Open Governing Board Seats
As recorded at the MCHSCoC Meeting of June 17, 2019

Name	Organization/Agency	Recorded Vote
Blough, Heather	Community Development Commission	YES to all nominations
Stolfi, Sandra	Department of Veterans Affairs	YES to all nominations
Williams, Jacqueline	Ford Street Project	YES to all nominations
Bradford, Tim	Health and Human Services Agency	YES to all nominations
Novotny, Susan Wynd	Manzanita Services	YES to all nominations
Guthrie, Libby	MCAVHN	YES to all nominations
Chou, Zenia Leyva	MCHC Health Center	YES to all nominations
Harris, Carla	Mendocino Coast Hospitality Center	YES to all nominations
Post, Blythe	Mendocino County Office of Education	YES to all nominations
Archer, Amanda	Mendocino County Youth Project	YES to all nominations
Damp, Donald	None	YES to all nominations
Que B Anthnoy	None	YES to all nominations
Buckley, Mary	Plowshares	YES to all nominations
Albert, Judy	Project Sanctuary	YES to all nominations
Johnson, Jessica	Redwood Community Services	YES to all nominations
McIntire, Dan	Rural Communities Housing Development Corporation	YES to all nominations
Gorny, Denise	State Council of Developmental Disabilities	YES to all nominations
Clarke, Diana	Ukiah Senior Center	YES to all nominations

Mendocino County Homeless Services Continuum of Care Full Membership and Board Meeting Minutes

Date: Monday, June 17, 2019

Time: 1:30 pm - 3:30 pm

Location: Mendocino County Social Services, 747 S. State St., Big Sur Conference Room

A. Call to order: Heather called the meeting to order at 1:34 p.m.

- Quorum present. Twelve board members in attendance indicated by a ✓ beside their name on the New Board Roster on the last page of these minutes.
- Blythe Post assigned Brady Nord as her proxy.
- Sage Wolf was not in attendance and no one was assigned as her proxy.

B. Public Comment:

MCHSCoC welcomes public comment on non-agendized items.

- Matt Leach of the Sharing Society, founded in 2017 in Ukiah, to help the homeless and made personal contact with homeless people and is ready to take an active role in solving homelessness. Announced he is hosting a community meeting Saturday, June 22nd at 6:00p.m., 741 S. Oak St. (707) 590-1278. Landmark is a personal development training and is the foundation of the meeting.
- Dennie Maslak announced that there are CoC membership forms available but interested applicants would not be able to vote until the next full membership meeting in three months.
- Will Van Sant, VA, announced he is focused on outreach for homeless veterans and is covering Ukiah, Sonoma, and Lake County (707) 815-4309.
- Captain Sean Kaeser, UPD, announced that the City began its cleanup of the Airport Park Blvd. homeless encampment and no arrests were made. Most importantly, the veteran who was living there is now connected to veterans' services. Captain Kaeser thanked Will and Nathan for their assistance. A mother and daughter were also placed and thanked Manzanita and MCAVHN.
- Megan Van Sant passed a list of CoC members for review and to help decide who the voting member is today, and those who are members and not on the list put your name and organization of the backside.

C. Approval of Minutes:

- May 20, 2019 minutes were disseminated by email and copies were made available at the meeting in the board packets.
- Donald Damp made a motion to approve the minutes with one correction: Zenia's last name corrected to read *Zenia Leyva Chou*. Zenia made the second. Motion passed by unanimous roll call vote.

D. Reports and Presentations:

1. Discussion: Review and provide input to the "No Place Like Home" Program – Mendocino County 2019 Plan Addressing Homelessness – Mike Kennedy
Mike will email a draft of the project to Megan and the Board requesting comments be submitted by Friday, June 21st. He specified that it would be in the community's

best interest for us to find Grants that support services and peer advocates for each project.

E. Board Protocols and Governance:

1. Recommended **Action:** Review and approved modifications to the MCHSCoC Board Governance Charter. Categories proposed for modification include the following:
 - a) Update description of board membership seats
 - 1) Note the changes discussed and board members who were nominated and voted in by the full membership are on the New Board Roster table on the last page of these minutes.
 - Board packet Pg. 20 – C – updated committees to 5 standing committees and 3 special population work groups and 2 AdHoc committees
 - Board packet Pg. 21 – added a chart of the different committee structures and descriptions of the committees, no language changes
 - Removed limitation of Board members serving on committees
 - b) Reduce and re-organize standing committees
The recommended changes to the Charter, Board packet pg. 27:
 - 1) Shelter Rep from 3 to 2 representatives, Coast and North/Inland
 - 2) Added Board seat: Organization representing a Local Housing Developer
 - 3) Added Board seat: Organization representing Law Enforcement
 - o A motion was made by Wynd Novotny to accept the changes in the committees and to approve the seats for the governing board offices and their terms. Second made by Tim Bradshaw, CoC member. A show of 13 hands of the full membership voted unanimously to pass the motion with 6 abstentions.
2. Recommended **Action:** Appoint the Program Administrator for the HHSA HOME Team, or their supervisor, as the standing Secretary to the MCHSCoC Governance Board. (See Pg. 28 of the Board packet).

Jackie made a motion that the HOME Program Administrator or Supervisor of the Public Agency HHSA appoints a standing Secretary in a non-voting capacity to the Governing Board. Donald Damp made the second. A show of 15 hands of the full membership voted and unanimously passed the motion with 4 abstentions and no one opposing.
3. Possible **Action:** Discuss and approve the potential transfer of Governing Board member roles in order to achieve appropriate placement – Attachment E3 in the Board packet
 - a. MCOE initiated the request to transfer board seats to better fit the organization that represents that seat.
 - 1) MCOE organization representing addressing needs of unaccompanied or TAY – change to organization representing the needs of families and children
 - 2) MCYP organization representing Inland Shelter – change to organization addressing needs of unaccompanied or TAY

- 3) Redwood Community Services organization addressing needs of chronically homeless – change to organization representing North/Inland Shelter
- Zenia made a motion to approve attachment E3. Judy made the second. A show of 15 hands voted in favor, no opposition, and 4 abstentions. Motion carried.
4. Possible **Action**: Accept nominations for the following vacant MCHSCoC Board seats:
- a. Organization serving the needs of Families and Children
 - b. *Organization addressing needs of persons with HIV/AIDS*
 - c. Organization representing the needs of Seniors
 - d. Organization representing Law Enforcement
 - e. Organizations representing a Housing Developer
 - f. Homeless or Formerly Homeless Transition-Age Youth
 - Libby Guthrie of MCAVHN will designate another person to represent the *Organization addressing needs of persons with HIV/AIDS*, this is not an open seat to be voted on. Libby will select a representative and email Dennie with that person's contact information.
 - Donald Damp nominated Que B. Anthony to be the formerly homeless representative and resigned his board seat
 - Organization of families and children as Blythe Post
 - Heather Blough nominated the organization representing the needs of seniors, Ukiah Senior Center and Diana Clarke to be the representative
 - Heather Bough nominated the organization to represent Law Enforcement Ukiah PD, and Captain Sean Kaeser as the representative
 - Brian Klovski nominated the organization representing housing development, RCHDC, and Dan McIntire as the representative.
 - Heather Blough nominated the organization to represent organization addressing the needs of the chronically homeless as Adventist Health, and Lindsey Spencer as the representative
 - The seat *Homeless or formerly homeless TAY* is to be filled by a person who experienced homelessness and has successfully been housed. **Action**: Wynd has someone in mind to fill this seat. This item can be put on the Agenda of the next full membership meeting.

Heather reminded the membership that she is retiring in August and that the CoC Chair position will need to be discussed and voted on.

Paddy Michalski resigned, moved out of state, Wynd Novotny of Manzanita is now representing the organization addressing the needs of persons seriously mentally ill.

5. **Action:** MCHSCoC Membership vote on nominations for the Governing Board seats using a confidential-ballot process.

- 1) Ballots were passed to full membership. Heather called a 10 minute recess to complete and collect the ballots.
- 2) Reconvened at 2:40 p.m.
- 3) Discussion: Tim Bradford stated that the format of the ballot appears that the vote is for the representative and not the organization and some seats have no organizations and it is confusing. Que suggested that the focus be on the organization and keep the person that will be appointed unnamed on the ballot.
- 4) **Action:** Megan will bring a list of the organizations filling the board seats, the name of the representative, and the term date of the seat.
- 5) 18 Ballots counted. No opposition to the slate. Unanimous vote to accept all candidates for the CoC open Board seats.

F. Funding

1. California Emergency Solutions & Housing (CESH) – State funds – no update – NOFA has not dropped yet
2. Emergency Solutions Balance of State Grant (ESG BOS) – no update
3. Homeless Emergency Aid Program (HEAP)- State Funds- no update
4. Family Unification Program (FUP)- Federal Funds- no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) – Federal Funds – no update
6. Other HMIS Capacity Building funds – HUD to respond in a couple of weeks

G. Projects: none

H. Announcements:

1. Plowshares has a job opening for a Grant Manager on the website (30-35 hours)
2. Sack lunches behind Social Services continues and Plow Shares offers a meal at 3:00 families with children and 3:30 - 4:00 for single adults every Saturday. Carrie Brigham with Garden Express is working on providing a meal the last Sunday monthly
3. Manzanita is hiring Therapists, Case Managers and Mental Health Rehab Specialists, and is expanding the Willits Center and hired Helen Falandes as the Program anchor in Willits.
4. MCAVHN is looking for therapists or interns.
5. MCYP is looking for 1-2 full time therapists (Shelter and Out-patient) and night staff Program Manager, and PEI positions.
6. Mendocino Coast Hospitality is looking for Care Managers and Shelter staff.
7. Heather introduced Lisa Judd as her replacement at CDC.

I. Adjourn 2:55 p.m.

Confirm next meeting date and agenda items

Next Meeting date: July 15, 2019 at Social Services

NEW BOARD ROSTER

✓ Judy Albert – Project Sanctuary Org. Addressing Needs of Victims of Domestic Violence	✓ Amanda Archer – MCYP Org. Addressing Needs of Unaccompanied Youth or TAY
✓ Heather Blough – Community Development Commission Public Housing Authority, MCHS CoC Chair Voted in: Diana Clarke – Ukiah Senior Ctr Org. Addressing needs of Seniors	✓ Carla Harris – Mendocino Coast Hospitality Cntr Shelter Representative - Coast
✓ Jacque Williams – Ford Street Project Org. Addressing Needs of Persons with Chronic Substance Abuse	Waiting on appointment Collaborative Applicant / Administrative Entity
✓ Libby Guthrie – MCAVHN Org. Addressing Needs of Persons with HIV/AIDS	✓ Sandra Stolfi – Veterans Administration Org. Addressing Needs of Veterans
✓ Zenia Leyva Chou – Mendocino Cmty Health Clinics Org. Providing Health Care Services to the Homeless	✓ Donald Damp resigned –Voted in: Que B. Anthony Homeless or Formerly Homeless Individual
✓ Wynd Novotny - Manzanita Services Org. Addressing Needs of Persons Seriously Mentally Ill	Voted in: Lindsey Spencer - AVH Org. Addressing Needs of Chronically Homeless
Voted in: Captain Sean Kaeser – Ukiah PD Org. representing Law Enforcement	Sage Wolf - Redwood Cmty Services Shelter Representative – North/ Inland
Voted in: Dan McIntire - RCHDC Org. representing a Housing Developer	✓ Blythe Post – MCOE (Brady Nord was proxy) Organization serving the needs of Families & Children
✓ Amanda Archer Org. representing needs of unaccompanied or transition-age youth.	Open Other Government Agency in Mendocino that is the authoring agency of the consolidated plan and/or addresses the needs of the homeless
Open Homeless or formerly homeless TAY	Voted in: Megan Van Sant - HHSA CoC Secretary
Waiting on appointment County of Mendocino and Human Services Agency	

*City of Ukiah***AGENDA SUMMARY REPORT****SUBJECT:** Introduction and Adoption of Urgency Ordinance to Amend the City of Ukiah's Camping Ordinance.**DEPARTMENT:** Community Services**PREPARED BY:** Darcy Vaughn**ATTACHMENTS:**

Attachment 1 - Camping Ordinance Revision Draft 2 REDLINE

Attachment 2 - Camping Ordinance Revision Draft 2 CLEAN

Summary: The City Council will consider introducing and adopting an urgency ordinance ("Urgency Ordinance") amending the City's Camping Ordinance.

Background: A September 2018 decision from the United States Court of Appeals for the Ninth Circuit, *Martin v. City of Boise*, dealt with the issue of whether cities can make it a criminal offense to "camp" or sleep on public property. The Ninth Circuit held that criminalizing sleeping on public property violates the Eighth Amendment of the United States Constitution: "[T]he government cannot criminalize indigent, homeless people for sleeping outdoors, on public property, on the false premise they had a choice in the matter." The Ninth Circuit went on to explain that unless there is enough shelter space for the homeless population of a city, city officials can't enforce anti-vagrancy laws or prohibitions against camping in public parks or sidewalks. However, the *Martin v. City of Boise* decision does not prevent local governments from limiting and regulating sitting, lying, and sleeping in public, including prohibiting sitting, lying, or sleeping in public at particular times or in particular locations and prohibiting the construction of campsites and accumulation of possessions on public property.

RECOMMENDED ACTION: Introduce and adopt an urgency ordinance of the City Council of the City of Ukiah amending Article 8, entitled "Camping" in Division 7, Chapter 1 of the Ukiah City Code.

BUDGET AMENDMENT REQUIRED: No**CURRENT BUDGET AMOUNT:** N/A**PROPOSED BUDGET AMOUNT:** N/A**FINANCING SOURCE:** N/A**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A**COORDINATED WITH:**

Approved: 
Sage Sangiacomo, City Manager

Because of the Martin v. City of Boise decision, and because there is not currently adequate shelter space for the homeless population in Ukiah, the City is unable to enforce its Camping Ordinance as currently written. As such, it is necessary to amend the Camping Ordinance so that it is enforceable and to include those limitations on camping on public property that the Ninth Circuit stated the City cannot prohibit. The Urgency Ordinance is drafted as an urgency ordinance because of the detrimental effects to public health and safety that have resulted from the City's inability to enforce its Camping Ordinance.

This item was continued from the July 17, 2019 City Council meeting, and the attached version of the Urgency Ordinance (Attachments 1 and 2) incorporates public comments from that meeting. Those changes clarify the intent of the Urgency Ordinance, added additional definitions and detail for ease of interpretation, and changed the structure of Section 6081 of the Ordinance for ease of interpretation.

Discussion: The Urgency Ordinance amends the Camping Ordinance to comply with the Martin v. City of Boise decision, to impose time and place restrictions to camping in those instances in which camping cannot be wholly prohibited due to lack of shelter space, and to prohibit establishment of permanent camp sites.

Specifically, the Urgency Ordinance states that no one can be cited for violating the Camping Ordinance unless the person has been informed of available shelter, there is available space in that shelter, and the person voluntarily refuses to utilize the shelter. The Urgency Ordinance also states that camping in a floodway or on sidewalks is prohibited in any circumstance. In addition, the Urgency Ordinance prohibits camping on public property between the hours of 7am and 10pm. Finally, the Urgency Ordinance prohibits establishing a campsite consisting of more than sixty-four square feet in area per person, and constructing and occupying permanent structures.

Staff is recommending introduction and adoption of the Camping Ordinance, which would go into effect immediately.

ORDINANCE NO. _____

**URGENCY ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF UKIAH AMENDING DIVISION 7, CHAPTER 1,
ARTICLE 8 OF THE UKIAH CITY CODE, ENTITLED
"CAMPING."**

The City Council of the City of Ukiah ordains as follows:

SECTION ONE. Article 8, entitled "Camping" in Division 7, Chapter 1 of the Ukiah City Code is hereby amended to read as follows.

ARTICLE 8. CAMPING

SECTION:

- §6080: Definitions**
- §6081: Unlawful Camping**
- §6082: Special Event Permit**
- §6083: Storage of Personal Property on Public or Private Property**
- §6084: Penalty for Violation**
- §6085: Enforcement**

§6080 DEFINITIONS

The following words shall have the following meanings, when used in this article, unless the context clearly indicates otherwise:

CAMP FACILITIES: Tents, tent-like shelter, tarpaulins, huts, or temporary or PERMANENT structures, when placed on PUBLIC or PRIVATE PROPERTY for the purpose of camping or when used on PUBLIC or PRIVATE PROPERTY to CAMP. CAMP FACILITIES also include RECREATIONAL OR MOTOR VEHICLES USED AS CAMP FACILITIES

TO CAMP OR CAMPING: The occupation of a CAMP SITE, either in the open air or using CAMP FACILITIES and CAMP PARAPHERNALIA, including to place, pitch, or use, as applicable, CAMP FACILITIES or CAMP PARAPHERNALIA for such purposes.

CAMP PARAPHERNALIA: Bedrolls, blankets, tarpaulins, cots, beds, sleeping bags, tents, hammocks, mattresses, sleeping pads, portable stoves, barbecues, grills, cooking pots, or similar equipment when placed on PUBLIC or PRIVATE PROPERTY for the purpose of CAMPING or when used to CAMP. CAMP PARAPHERNALIA also includes other personal property, when used or stored with CAMP PARAPHERNALIA as described herein.

CAMP SITE: The physical area on PUBLIC or PRIVATE PROPERTY occupied by CAMP FACILITIES and/or CAMP PARAPHERNALIA for purposes of CAMPING.

ESTABLISH: Setting up or moving CAMP FACILITIES, CAMP PARAPHERNALIA or other equipment, supplies or materials onto PUBLIC or PRIVATE PROPERTY to CAMP or make ready to CAMP.

FLOODWAY: The area designated as "floodway" on the Flood Boundary Floodway Map issued by the Federal Emergency Management Authority ("FEMA") for the City of Ukiah, regardless of ownership, and any other area within fifty feet of the top of the bank of any creek, stream, river or drainage facility the purpose of which is to channel water to a creek, stream or river.

MAINTAIN: Keeping or permitting CAMP FACILITIES, CAMP PARAPHERNALIA or other equipment, supplies or materials to remain on PUBLIC or PRIVATE PROPERTY to CAMP or make ready to CAMP.

MOTOR VEHICLE: A self-propelled car, truck or van or other motorized vehicle that can carry two (2) or more persons within an enclosed or enclosable portion thereof.

OCCUPY: To be physically present and/or reside at a CAMP SITE.

OPERATE: Participating or assisting in establishing or maintaining a CAMP or CAMP FACILITY.

PERMANENT: When used in reference to a CAMP SITE, CAMP FACILITIES, CAMP PARAPHERNALIA or other equipment, supplies or materials: Any CAMP FACILITY, CAMP PARAPHERNALIA or other equipment, supplies or materials that cannot be broken down, packed up, and removed from a CAMP SITE as readily as a tent or tent-like structure, as commonly used for temporary recreational CAMPING.

PRIVATE PROPERTY: Real property that is not PUBLIC PROPERTY, including, but not limited to, STREETS, sidewalks, and improved or unimproved land.

PUBLIC PROPERTY: Real property that is open to the public and owned by a government body or agency such as, but not limited to, the federal government, the State of California, the County of Mendocino, the City of Ukiah, and special districts, regardless of the form of ownership, including, but not limited to, STREETS, sidewalks, and improved or unimproved land and parks.

RECREATIONAL VEHICLE: As defined in California Health and Safety Code section 18010.

RECREATIONAL OR MOTOR VEHICLES USED AS CAMP FACILITIES: Recreational or Motor Vehicles when placed on PUBLIC or PRIVATE PROPERTY to CAMP.

RECREATIONAL VEHICLE PARK OR MOBILE HOME PARK: Any area of land within the city licensed pursuant to the California Health and Safety Code as a mobile home park, as defined in California Health and Safety Code section 18214, or a special occupancy park as defined in California Health and Safety Code section 18862.43, which has a currently effective city business license, and in which space is rented or held out for CAMPING.

SIDEWALK: Any area of PUBLIC PROPERTY adjacent to a STREET, or within a parking lot, whether improved or unimproved, and commonly intended or designed for pedestrian use.

STORE: To put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

STREET: A street, alley, way or place of whatever nature, publicly or privately maintained for purposes of vehicular travel. "Street" includes highway, as that term is defined in the California Vehicle Code

§6081 UNLAWFUL CAMPING

Except as provided in this Article, it is unlawful and a public nuisance for any person to CAMP, or to ESTABLISH, MAINTAIN, OPERATE OR OCCUPY a CAMP SITE, CAMP FACILITIES, or use CAMP PARAPHERNALIA in or upon the areas listed in subsections A-F:

- A. Any public park except as provided for in Section 1967 of this Code;
- B. Any SIDEWALK;
- C. Any STREET except for RECREATIONAL OR MOTOR VEHICLES USED AS CAMP FACILITIES that are legally parked and do not remain parked longer than the posted time limit, if any, or twelve hours, whichever is less;
- D. Any other PUBLIC PROPERTY except as otherwise permitted in this Article;
- E. Any FLOODWAY whether on PUBLIC or PRIVATE PROPERTY;
- F. Any PRIVATE PROPERTY, except when permitted under Subsection G.G. The prohibitions on CAMPING do not apply to:
 - 1. CAMPING on private residential property by friends or family of the property owner or person in lawful possession of the property, so long as the owner or lawful occupant consents, and the CAMPING does not create a public or private nuisance;
 - 2. Mobile home parks and special occupancy parks or other locations where CAMPING is specifically allowed under the Ukiah City Code;
 - 3. CAMPING on PUBLIC or PRIVATE PROPERTY in connection with a special event, when authorized pursuant to Section 6082 of this Article.
- H. No person shall be in violation of the general prohibition on CAMPING on PUBLIC PROPERTY contained in Subsection D of this Section unless:
 - 1. The person is informed of the location of homeless shelters currently in operation in the City or outside of but within one mile of the City limits;
 - 2. Such shelter is actually available to the person; and

3. The person voluntarily refuses to utilize or sleep in such shelter.

I. Even if the prohibition on CAMPING does not apply, because the requirements set forth in Subsection H of this Section are not met, ESTABLISHMENT, MAINTAINANCE, OPERATION or OCCUPATION of CAMP FACILITIES is prohibited between the hours of 7:00 a.m. and 10:00 p.m. and constitutes a violation of this Section 6081, except as otherwise permitted herein.

J. Even if the prohibition on CAMPING does not apply, because the requirements set forth in Subsection H of this Section are not met, ESTABLISHMENT, MAINTAINANCE, OPERATION or OCCUPATION of a CAMP SITE, CAMP FACILITIES, or use of CAMP PARAPHERNALIA within an area larger than sixty-four (64) square feet per person is prohibited and constitutes a violation of this Section 6081, except as otherwise permitted herein.

K. RECREATIONAL OR MOTOR VEHICLES USED AS CAMP FACILITIES shall be allowed to occupy a space equal to the dimensions of the vehicle, if parking in the space is otherwise permitted under this Code, but the ESTABLISHMENT, MAINTENANCE, OPERATION, or OCCUPATION of a CAMP, CAMP FACILITIES, or use of CAMP PARAPHERNALIA outside the vehicle is prohibited and constitutes a violation of this Section 6081 except as otherwise permitted herein.

L. ESTABLISHMENT, MAINTENANCE, OPERATION or OCCUPATION of PERMANENT CAMP FACILITIES or CAMP PARAPHERNALIA for CAMPING; attaching PERMANENT structures to trees or other onsite fixtures and the associated installation of fencing or similar materials is prohibited and constitutes a violation of this Section 6081.

§6082 SPECIAL EVENT PERMIT

The City Manager or his or her designee may issue a permit pursuant to this section authorizing CAMPING on PUBLIC or PRIVATE PROPERTY for a special event, provided he or she can find that the event will not cause a public or private nuisance, when conducted in accordance with reasonable conditions intended to avoid nuisance impacts. "Special event", as used herein, means an event sponsored by the city or a nonprofit or community based organization of not more than seventy two (72) hours' duration which is conducted for the purpose of promoting sports, education, or other charitable activities.

A. The City Manager or his or her designee shall require a written application from the sponsoring organization for CAMPING in connection with a special event. No such application shall be required for a City sponsored event. The application shall contain such information as the City Manager shall determine necessary in order to assure compliance with this section.

B. The sponsoring organization must agree in writing to abide by any reasonable conditions imposed in connection with the issuance of a permit, which shall include, at a minimum:

1. Special event insurance with coverage and policy limits determined to be adequate by the city in consultation with its liability insurer;

2. An agreement to indemnify and defend the city against any claims arising out of the event;
3. Provision for adequate sanitation and trash collection facilities; and
4. Measures to control noise and other conditions which could disturb the peace and quiet enjoyment of neighboring properties.

C. Any failure to comply with a condition imposed on a sponsoring organization shall be considered a violation of this article, shall entitle the City Manager to deny a future application by such organization, and shall be subject to any other remedies authorized by this Code or other provisions of law.

§6083 STORAGE OF PERSONAL PROPERTY ON PUBLIC OR PRIVATE PROPERTY

It is unlawful and a public nuisance for any person to STORE CAMP PARAPHERNALIA in the following areas:

- A. Any PUBLIC PROPERTY;
- B. Any FLOODWAY; or
- C. Outside a structure on any PRIVATE PROPERTY without the prior written consent of the owner.

§6084 ENFORCEMENT

The Ukiah Police Department shall adopt a policy establishing procedures to be followed by its officers in the enforcement of this Article 8 that prevent the Article from being enforced in an arbitrary or discriminatory manner and that prevent the violation of the constitutional right to due process and to be free from unreasonable search or seizure. The City Council shall adopt by resolution procedures for removing personal property from an area used for CAMPING in violation of this Article 8 and provide an opportunity and procedure for any person to claim property removed by the City from a site used for CAMPING in violation of this Article 8.

§6085 PENALTY FOR VIOLATION

A violation of this Article is a misdemeanor subject to a fine not exceeding five hundred dollars (\$500.00) or imprisonment in the county jail for a period not exceeding three (3) months, or by both such fine and imprisonment. Each day such violation is committed or permitted to continue shall constitute a separate offense and shall be punishable as such.

SECTION TWO. URGENCY ORDINANCE

This Ordinance is hereby declared to be necessary for the immediate preservation of the public peace, health, and safety and will take effect and be in force upon its

adoption by a fourth-fifths (4/5) vote of the members of the Ukiah City Council. The facts constituting the urgency are as follows:

1. A September 2018 decision from the United States Court of Appeals for the Ninth Circuit, *Martin v. City of Boise*, limits local governments from enforcing prohibitions on sitting, lying, and sleeping in public in the event that there are no spaces available in homeless shelters in that jurisdiction.

2. Because of the *Martin v. City of Boise* decision, the City is unable to enforce its Camping Ordinance as currently written.

3. The City's inability to enforce its Camping Ordinance has had a significant detrimental effect on the public peace, health, and safety as permanent, large-scale camp sites were established in environmentally sensitive, public areas, including areas in close proximity to creeks, streams and rivers.

4. The establishment of permanent, large-scale camp sites in environmentally sensitive, public areas resulted in an accumulation of trash, food waste, and human waste in these areas and other unhealthful and unsanitary conditions.

5. The establishment of permanent, large-scale camp sites in environmentally sensitive, public areas also interfered with the general public's access to and use of these areas.

6. In addition, these permanent, large-scale camp sites were used as a dump site for large items by members of the public who were not residents of the camp sites.

7. The *Martin v. City of Boise* decision does not prevent local governments from limiting and regulating sitting, lying, and sleeping in public, including prohibiting sitting, lying, or sleeping in public at particular times or in particular locations and prohibiting the construction of campsites and accumulation of possessions on public property.

8. Unauthorized overnight camping has increased in the City and the adverse impacts from such activity continue to be a significant public health and environmental problem in the City.

9. By adopting these amendments to the City's Camping Ordinance, the City Council can address the significant public health and safety impacts of unauthorized overnight camping by clarifying the application of camping restrictions in the City, regulating camping when the unavailability of shelter space prevents enforcement of camping prohibitions, setting time and place limitations on camping and prohibiting the establishment of permanent, large-scale camp sites, and keeping public property accessible and useful to the general public for the purposes for which it was acquired and is maintained.

SECTION THREE.

1. CEQA COMPLIANCE.

The adoption of this Ordinance is not subject to CEQA pursuant to Sections 15060(c)(2) and 15061(b)(3) of the State CEQA Guidelines, because it will not result in a direct or reasonably foreseeable indirect physical change in the environment and because there is no possibility that it may have a significant effect on the environment.

2. SEVERABILITY.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council of the City of Ukiah hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Introduced and Adopted on _____, 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Maureen Mulheren, Mayor

ATTEST:

Kristine Lawler, City Clerk

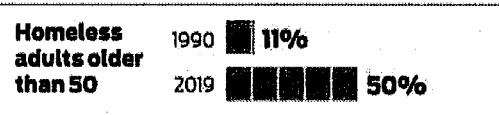
Home Safe Pilot Program (HSPP)

Key Points

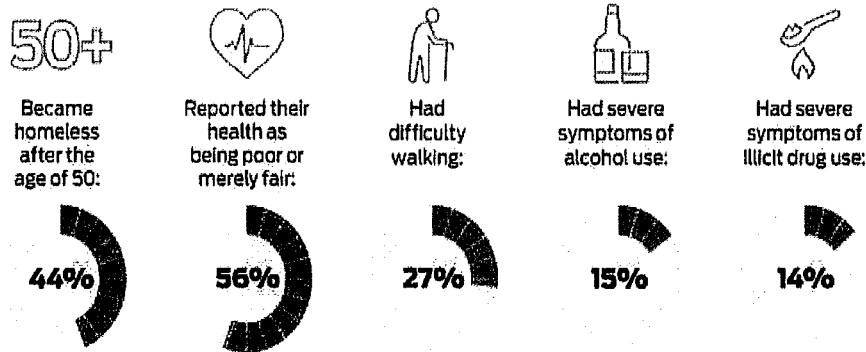
The Home Safe Pilot Program (HSPP) in Mendocino County is a State Funding Allocation with funding available beginning July 1, 2019, and ending June 30, 2021. The program is intended to provide short-term financial assistance to Adult Protective Services (APS) clients who are recently homeless or at risk of homelessness. Recent studies have shown a trend of an increasingly frail and aging homeless population across the United States; with the creation of programs such as this one, we hope to make an impact on this disturbing trend.

UCSF study on homeless people age 50 and older

Over the past five years, UCSF researchers followed 450 homeless people 50 years or older. Here is some of what they found, by the numbers:



Characteristics of homeless people in the study



Sources: UCSF Hope-Home study, Centers for Disease Control and Prevention, Chronicle research

Eligible Population

- Allegation of Elder or Dependent Adult Abuse referred to APS; and
- At Risk of Homelessness; or
- Recently Homeless.

Financial Assistance

- Rental Arrearages
- Utility/Housing Deposits
- Home Accessibility Modifications
- Home Hazard Abatements

Services Offered (examples)

- Short-Term Case Management
- Housing Navigation
- Landlord Mediation
- Legal Assistance
- Referrals

Screening Process

- APS clients with housing issues screened for Home Safe.
- Long Term or Chronic Homeless referred to Mendocino County Homeless Continuum of Care (MCHCOC) partners using Warm Handoff (ie. MCAVN, Manzanita, RCS).
- Potentially Eligible for Home Safe reviewed internally for potential assistance.
- Funds issued and clients case managed for up to 90 days.

Homeless Management Information System (HMIS) and Performance Measurement Committee:

- i. The HMIS / Performance Measurement Committee is responsible for:
 - a. planning, coordinating, and evaluating the implementation of HMIS for the Mendocino County Homeless Services Continuum of Care (MCHSCoC);
 - b. collecting and processing data, including Annual Performance Report (APR) preparation
 - c. reviewing all reports submitted on behalf of the MCHSCoC, including but not limited to:
 - i. Housing Inventory Count (HIC) Report;
 - ii. Annual Performance Report (APR);
 - iii. Longitudinal Systems Analysis (LSA) Report (formerly AHAR);
 - iv. Point In Time (PIT) Count Report
 - d. recommending to the Governing Board performance targets for population and program type;
 - e. assisting the MCHSCoC Governing Board in monitoring recipient and sub-recipient performance and evaluating outcomes, allowing the MCHSCoC Governing Board to take action against poor performers and to report outcomes to HUD;
 - f. making recommendations to improve local data collection processes
 - g. reviewing, revising, and recommending to the MCHSCoC Governing Board a privacy plan, a security plan, and data quality plan for the HMIS;
 - h. ensuring consistent participation, including submission of data and data entry, by the recipients and sub-recipients in the HMIS;
- ii. All reports will be presented to the MCHSCoC Board for questions and input prior to submitting them to HUD or other funders, in addition the committee will provide the reports to the MCHSCoC Governing Board or membership at their request.
- iii. The HMIS / Performance Measurement Committee shall also evaluate the outcome of any project(s) funded under the Emergency Solutions Grants (ESG) program, allowing the MCHSCoC Governing Board to report those outcomes to HUD.
- iv. The HMIS / Performance Measurement Committee is instrumental in determining where resources are best utilized and in making recommendations to the MCHSCoC about re-allocation of funds specifically designated to homelessness services and issues.
- v. The HMIS / Performance Measurement Committee shall be comprised of a minimum of three and ideally five to seven MCHSCoC Members in good standing of whom two or three should be recipients or sub-recipients of CoC funding and HMIS End Users.

Mendocino County Homeless Services Continuum of Care

Staff Report

Meeting Date: Monday, August 19, 2019

Item F1: California Emergency Solutions and Housing (CESH) - Subcontracts

Narrative

Subcontracts for CESH-funding Projects

Projects for CESH funding were approved by the Mendocino County Homeless Services Continuum of Care at their meeting on May 20, 2019.

The following subcontractors were approved for funding by the CoC:

1. Community Development Commission
2. Redwood Community Services
3. Mendocino Coast Hospitality Center
4. Ford Street Project
5. City of Fort Bragg

Please find attached the draft contract language for each CESH-funded project. Please note that with the exception of the contract for Ford Street Project, each subcontract is currently planned with a start date of October 1, 2019.

Recommended Actions:

- 1) Discuss and potentially approve the addition of "Definitions" language into Exhibit A for each CESH Contract. (*Please see subcontract for Redwood Community Services for example.*)
- 2) Discuss and potentially direct staff to include a requirement for use of HMIS for all CESH-funding projects.
- 3) Review and approve content for Exhibit A (Definition of Services) and Exhibit B (Payment Terms) for each approved CESH-funded project.

Brief Descriptions of Approved Projects

1. **Community Development Commission:** Project funding will be used to provide housing prevention and stabilization services for clients of the Community Development Commission who are in danger of losing their housing and/or subsidy. From January 2018 to May 2019, 95 households in Mendocino County have had their subsidy end. Some of the reasons for loss of subsidy are valid, such as becoming economically able to pay full rent. However, up to 65 of these households had non-economic reasons for the subsidy to end. These reasons could be relinquishment of the subsidy, termination for program noncompliance, or other causes. CESH project funds will support stabilization of these households so as to prevent them from becoming homeless.
2. **Redwood Community Services:** Project funding will be used to 1) expand the Inland Winter Shelter to provide year-round shelter to people experiencing homelessness in Mendocino County, prioritizing those most vulnerable and at-risk on the streets (An additional 200 individuals are anticipated to be assisted through the expanded emergency shelter); 2) provide Rapid Re-Housing assistance to people experiencing homelessness, through short-term rental subsidies, housing navigation and stabilization services, security deposit assistance, and other forms of housing support (anticipate assisting 60-70 individuals with acquiring permanent housing through Rapid Re-Housing); and 3) provide households at risk of homelessness with homelessness prevention assistance (anticipate assisting at least 20 individuals with maintaining permanent housing through homelessness prevention).
3. **Mendocino Coast Hospitality Center:** Project funds will support two initiatives: Field Outreach and Critical Time Intervention (CTI). The field outreach project will work with the local Street Medicine Program to reach out to persons who have not yet accessed or engaged in homeless supportive services on the coast. Through this outreach, MCHC hopes to decrease ER visits and increase persons and/or families access to much needed resources, thereby getting them into permanent housing as quickly as possible. The project intends to reach 30 unsheltered individuals/families per year; securing housing for 9 or 30% the first year and 15 or 50% the second year. Critical Time Intervention (CTI) is a 9-month intervention that encompasses three phases in which the CTI team maintains continuity of care once a homeless person/family becomes housed. The goal is to increase the length of time that people remain in permanent housing. The project will serve 18 individuals/families and permanently house 12 or 75%.
4. **Ford Street Project:** Ford Street's Unity Village Family Housing and Shelter Diversion Program is expected to serve 50 homeless, or at risk of homelessness individuals, over a two year period (assuming 21 adults and 29 children). This program is designed to help families attain self-sufficiency and includes: Outpatient Treatment, Vocational Support Workshops, Triple P Parenting Groups and Financial Literacy Training. Six dorm rooms will house the families, and program includes meals in a community kitchen.
5. **City of Fort Bragg:** Project funding will be used to assist non-local homeless adults, youth and families to return to their home cities and communities by one or more of the following strategies: assisting the person or family to reconnect with their family and friends in their community of origin and/or providing transportation assistance (gas cards, bus tickets, other transport) to return to their place of origin. The City estimates that 20 to 30 people would be served per year.

EXHIBIT A

DEFINITION OF SERVICES

I. The objective of the California Emergency Solutions and Housing Program (CESH) is to assist persons experiencing or at-risk of homelessness to acquire stable and secure housing. CESH projects meet specific needs that have been identified by the COUNTY and community partners in Mendocino County. Mendocino County Homeless Services Continuum of Care (MCHSCoC) retains ultimate control and decision-making authority related to the distribution of the CESH funds.

II. Definitions

- A. "Direct Connectivity to Mendocino County": families with children experiencing homelessness (Attachment B, Section 1a.), and/or homegrown and local individuals experiencing homelessness (Attachment B, Section 1b.)
- B. "No Direct Connectivity to Mendocino County": established residents experiencing homelessness (Attachment B, Section 2), and/or new-to-Mendocino County individuals experiencing homelessness (Attachment B, Section 3), and/or non Housing and Urban Development (HUD) defined individuals traveling through Mendocino County (Attachment B, Section 4).
- C. "Long Term" and "Intermediate Term" services funded by Mendocino County are to be exclusively used for and on behalf of individuals with "Direct Connectivity to Mendocino County" (see definition above). "Emergency Term" services will be available to all individuals who have either "Direct Connectivity to Mendocino County" or "No Direct Connectivity to Mendocino County." For the purpose of this contract section, "Emergency Term" services can last no longer than seven (7) cumulative days of services within any contractual year.

III. CONTRACTOR shall:

- A. Provide rental assistance, housing relocation and stabilization services to people experiencing or at risk of homelessness:
 - 1. Hire and supervise housing stabilization support staff responsible for the rapid re-housing program.
 - 2. Provide financial assistance through the rapid re-housing program, depending on need, for rental assistance, security deposits, rental application fees, utilities, and activities to acquire and sustain housing. The rapid re-housing program will provide individuals and families with supportive services and short-term flexible spending to address barriers to housing. Households will

Subcontractor: Redwood Community Services

continue to receive supportive services once in housing in order to help stabilize and sustain that housing.

3. Provide financial support to households, depending on need, for payments of back rent and utilities, and activities to maintain housing and divert from homelessness. These homelessness prevention services will be provided to households at imminent risk of losing housing without this financial support.

B. Provide operating support for emergency housing interventions:

1. Hire and supervise shelter supportive services staff.
2. Provide for operating expenses including shelter/center utilities, supplies, training facility insurance, facility maintenance, and other necessary expenses. The night-time portion of the shelter is currently operating from November through April of each year. With additional funds, the goal will be to have the shelter open year-round. If additional funds are not secured, this funding will be used to prioritize keeping the shelter open during the winter months, and extending out from those dates.

- C. Submit Quarterly Narrative Reports (see Attachment A) by the twentieth (20th) day following the end of the quarter. Reports must include the number of individuals experiencing homelessness served as defined by the CoC's Definition of Homelessness (Attachment B). Narrative Reports and Invoices should be submitted by mail or email to: Program Administration or designee, HHSA HOME Team, 747 South State Street, Ukiah, CA 95482.

- D. Comply with the reporting requirements as set out in Department of Housing & Community Development, 2019 Amended CESH Notice of Funding Availability (NOFA).

[END OF DEFINITION OF SERVICES]

Subcontractor: Redwood Community Services

EXHIBIT B

PAYMENT TERMS

- I. Submission of claims and reports will comply as follows:
 - A. CONTRACTOR will submit monthly invoices to the HHSA HOME.
 - B. Line item budget shifts up to 10% do not require COUNTY approval. Line item budget shifts greater than 10% require a pre-approval email from the Program Administrator or designee.
 - C. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of late invoice.
 - D. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
 - E. Original receipts and invoices for actual costs will need to be provided for reimbursement.

Subcontractor: Redwood Community Services

F. COUNTY will pay CONTRACTOR as per the following instructions:

A	PERSONNEL SALARIES AND BENEFITS: Housing stabilization support staff (1.0 FTE) \$110,000 Shelter support services staff (2.5 FTE) \$200,000	\$310,000
B	OPERATING EXPENSES: Shelter/center utilities, supplies, trainings, facility insurance, facility maintenance	\$40,613
C	TRAVEL EXPENSES:	\$0
D	OTHER COSTS: Homelessness prevention assistance- back rent, utilities, and activities to maintain housing and divert from homelessness \$24,000 Rapid re-housing assistance- rental assistance, security deposits, rental application fees, utilities, and activities to acquire and sustain housing \$10,000	\$34,000
E	INDIRECT COSTS:	\$0
	CONTRACT TOTAL	\$384,613

G. Invoices and receipts shall be submitted to:

Program Administrator or Designee
HHSA HOME Team
737 S. State Street
Ukiah, CA 95482

Payments under this Agreement shall not exceed Three Hundred Eighty Four Thousand, Six Hundred Thirteen Dollars (\$384,613) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT A

DEFINITION OF SERVICES

- I. The objective of the California Emergency Solutions and Housing Program (CESH) is to assist persons experiencing or at-risk of homelessness in their quest for stable and secure housing. CESH projects meet specific needs that have been identified by County and community partners in Mendocino County. Mendocino County Homeless Services Continuum of Care (MCHSCoC) retains ultimate control and decision-making related to the distribution of the CESH funds.

II. CONTRACTOR shall:

- A. Provide for Community Service Officers to assist non-local homeless adults, youth and families return to their community of origin. This program will be implemented by Community Services Officers and other members of the Fort Bragg Police Force, who will actively reach out to homeless families, youth and adults to identify their community of origin and help them return there. Activities associated with this goal include:
 1. Police Officer and Community Service Officer assistance to locate family members, set up connection in home community, and obtain transport.
 2. The City of Fort Bragg will assist the person's return to their community of origin by providing a bus ticket or gas card.
 3. In instances where a person is the subject of an arrest, funds will be used to compensate the person for any evidence collected as part of the arrest in return for an agreement that the items may be destroyed. This intent is to discourage people from returning to Fort Bragg to collect personal items.
- B. Submit Quarterly Narrative Report (see Attachment A) with each quarterly invoice. Reports must include the number of homeless served as defined by the CoC's Definition of Homelessness (Attachment B). Narrative Reports and Invoice should be submitted by mail or email to: Program Administration or designee, HHSA HOME Team, 747 S State St, Ukiah CA 95482.
- C. Comply with the reporting requirements as set out in Department of Housing & Community Development, 2019 Amended CESH NOFA (<http://www.hcd.ca.gov/grants-funding/active-funding/cesh/docs/2018-&-2019-CESH-NOFAs-Amended.pdf>).

[END OF DEFINITION OF SERVICES]

Subcontractor: City of Fort Bragg

EXHIBIT B

PAYMENT TERMS

I. Submission of claims and reports will comply as follows:

A. CONTRACTOR will submit four quarterly invoices to the HHSA HOME Team as follows:

<u>Service Period</u>	<u>Invoice Due Date</u>
October 1, 2019 – December 31, 2019	January 31, 2020
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	January 31, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021- June 30, 2021	July 31, 2021
July 1, 2021 – September 30, 2021	

- B. Line item budget shifts up to 10% do not require COUNTY approval. Line item budget shifts greater than 10% require a pre-approval email from the Program Administrator or designee.
- C. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of late invoice.
- D. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- E. Original receipts and invoices for actual costs will need to be provided for reimbursement.

Subcontractor: City of Fort Bragg

F. COUNTY will pay CONTRACTOR as per the following instructions:

A	PERSONNEL SALARIES AND BENEFITS: Police Officers and Community Service Officers, 4 hours per client for 18 clients for two years	\$7,485
B	OPERATING EXPENSES: Materials and supplies	\$7
C	TRAVEL EXPENSES:	\$0
D	OTHER COSTS: 10 bus tickets per year for two years, \$2,380 17 gas cards, \$510 10 payouts for purchase of evidence per year for two years, \$1,000	\$3,980
E	INDIRECT COSTS:	\$341
	CONTRACT TOTAL	\$11,724

G. Invoices and receipts shall be submitted to:

Program Administrator or Designee
HHSA HOME Team
737 S. State Street
Ukiah, CA 95482

Payments under this Agreement shall not exceed Eleven Thousand, Seven Hundred Twenty Four Dollars (\$11,724) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT A

DEFINITION OF SERVICES

The objective of the California Emergency Solutions and Housing Program (CESH) is to assist persons experiencing or at-risk of homelessness in their quest for stable and secure housing. CESH projects meet specific needs that have been identified by County and community partners in Mendocino County. Mendocino County Homeless Services Continuum of Care (MCHSCoC) retains ultimate control and decision-making related to the distribution of the CESH funds.

I. CONTRACTOR shall:

- A. Through the Unity Village Program, hire and supervise 3.5 FTE Client Services Staff to develop housing stabilization plans for a minimum of 14 households. Funds will also support a Program Supervisor/Housing Case Manager and a Program Director. With the Unity Village Program, families will be provided with a safe place to sleep, bathe and have access to healthy food, in addition to other supports/programs that help the family regain self-sufficiency.
- B. Provide support for shelter diversion, including bus tickets, grocery gift cards, and rent arrears, to a minimum of 15 households.
- C. Submit Quarterly Narrative Report (see Attachment A) with each quarterly invoice. Reports must include the number of homeless served as defined by the CoC's Definition of Homelessness (Attachment B). Narrative Reports and Invoices should be submitted by mail or email to: Program Administration or designee, HHSA HOME Team, 747 S State St, Ukiah CA 95482.
- D. Comply with the reporting requirements as set out in Department of Housing & Community Development, 2019 Amended CESH NOFA
(<http://www.hcd.ca.gov/grants-funding/active-funding/cesh/docs/2018-&-2019-CESH-NOFAs-Amended.pdf>).

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

I. COUNTY will pay CONTRACTOR as per the following instructions:

A	PERSONNEL SALARIES AND BENEFITS: Unity Village Program Client Services Staff (3.5 FTE) \$280,100 Unity Village Program Supervisor (.85 FTE) \$75,180 Unity Village Program Director (010 FTE) \$13,200	\$368,480
B	OPERATING EXPENSES: Unity Village Housing Program fees- room, 2 meals a day, on-site laundry, outpatient treatment, vocational support workshops, financial literacy training, and parenting groups	\$194,910
C	TRAVEL EXPENSES:	\$0
D	OTHER COSTS: Unity Village needs- linens, car seats \$8,481 Shelter Diversion support- bus tickets, grocery gift cards, rent arrears \$12,000	\$20,481
E	INDIRECT COSTS:	\$0
	CONTRACT TOTAL	\$583,871

II. Submission of claims and reports will comply as follows:

A. CONTRACTOR will submit monthly invoices and receipts to the HHSA HOME Team:

Program Administrator or Designee
HHSA HOME Team
737 S. State Street
Ukiah, CA 95482

B. Original receipts and invoices for actual costs will need to be provided for reimbursement.

C. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of late invoice.

Subcontractor: Ford Street Project

- D. COUNTY will not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
 - E. Line item budget shifts up to 10% do not require COUNTY approval. Line item budget shifts greater than 10% require a pre-approval email from the Program Administrator or designee.
- III. Payments under this Agreement shall not exceed Five Hundred Eighty Three Thousand, Eight Hundred Seventy One Dollars (\$583,871) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT A

DEFINITION OF SERVICES

- I. The objective of the California Emergency Solutions and Housing Program (CESH) is to assist persons experiencing or at-risk of homelessness in their quest for stable and secure housing. CESH projects meet specific needs that have been identified by County and community partners in Mendocino County. Mendocino County Homeless Services Continuum of Care (MCHSCoC) retains ultimate control and decision-making related to the distribution of the CESH funds.
- II. CONTRACTOR shall:
 - A. Pilot *Critical Time Intervention* (CTI) to newly housed homeless adults and families exiting from transitional housing and/or emergency shelter programs. Critical Time Intervention is an evidenced-based practice that has demonstrated success in larger metropolitan areas with keeping newly housed in housing longer. The CTI program is a 9-month intervention that encompasses three phases in which the CTI team maintains continuity of care during the transition to the community, simultaneously passing responsibility onto community supports. The goal is to increase the length of time that people remain in permanent housing. There are also several unintended but positive outcomes, such as reducing mental health symptoms, decreasing alcohol/drug use, job obtainment and thereby improving overall quality of life.
Activities associated with this goal include:
 1. Hire and supervise a full-time CTI Interventionist (Housing Navigator position), and a .25 FTE Rehabilitation Specialist.
 2. Purchase a van to transport clients to ancillary services as well as for staff use to meet with clients in their new homes.
 3. Send two staff to a two-day CTI training.
 - B. Submit Quarterly Narrative Report (see Attachment A) with each quarterly invoice. Reports must include the number of homeless served as defined by the CoC's Definition of Homelessness (Attachment B). Narrative Reports and Invoice should be submitted by mail or email to: Program Administration or designee, HHSA HOME Team, 747 S State St, Ukiah CA 95482.
 - C. Comply with the reporting requirements as set out in Department of Housing & Community Development, 2019 Amended CESH NOFA (<http://www.hcd.ca.gov/grants-funding/active-funding/cesh/docs/2018-&-2019-CESH-NOFAs-Amended.pdf>).

[END OF DEFINITION OF SERVICES]

Subcontractor: Mendocino Coast Hospitality Center

EXHIBIT B

PAYMENT TERMS

I. Submission of claims and reports will comply as follows:

A. CONTRACTOR will submit quarterly invoices to the HHSA HOME Team as follows:

<u>Service Period</u>	<u>Invoice Due Date</u>
October 1, 2019 – December 31, 2019	January 31, 2020
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
July 1, 2020 – September 30, 2020	October 30, 2020
October 1, 2020 – December 31, 2020	January 31, 2021
January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 31, 2021
July 1, 2021 – September 30, 2021	

- B. Line item budget shifts up to 10% do not require COUNTY approval. Line item budget shifts greater than 10% require a pre-approval email from the Program Administrator or designee.
- C. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of late invoice.
- D. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- E. Original receipts and invoices for actual costs will need to be provided for reimbursement.

Subcontractor: Mendocino Coast Hospitality Center

F. COUNTY will pay CONTRACTOR as per the following instructions:

A	PERSONNEL SALARIES AND BENEFITS: Housing Navigator (1.0 FTE) \$82,405 Rehabilitation Specialist (.25 FTE) \$20,508 Executive Director (.10 FTE) \$5,616 CFO (.10 FTE) \$4,836	\$113,365
B	OPERATING EXPENSES: Office supplies \$1,000 Insurance \$1,920	\$2,920
C	TRAVEL EXPENSES:	\$0
D	OTHER COSTS: CTI training \$12,000 Van purchase \$20,000	\$32,000
E	INDIRECT COSTS:	\$0
	CONTRACT TOTAL	\$148,285

G. Invoices and receipts shall be submitted to:

Program Administrator or Designee
HHSA HOME Team
737 S. State Street
Ukiah, CA 95482

Payments under this Agreement shall not exceed One Hundred Forty Eight Thousand, Two Hundred Eighty Five Dollars (\$148,285) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT A

DEFINITION OF SERVICES

The objective of the California Emergency Solutions and Housing Program (CESH) is to assist persons experiencing or at-risk of homelessness in their quest for stable and secure housing. CESH projects meet specific needs that have been identified by County and community partners in Mendocino County. Mendocino County Homeless Services Continuum of Care (MCHSCoC) retains ultimate control and decision-making related to the distribution of the CESH funds.

I. CONTRACTOR shall:

- A. Hire and supervise a Homeless Prevention Specialist to provide housing stabilization for clients who are in danger of losing their housing and/or subsidy. Participants will receive coordination, communication, and facilitation of services to assist them in maintaining housing, rental subsidy, and housing stability. The Homeless Prevention Specialist will facilitate processes in-house to correct any program deficiencies, including assisting with the annual recertification process. Additionally, the Specialist will provide intervention with landlords when lease compliance issues arise. Data and outcomes of the interventions, as required by the grant, will be collected.
- B. Provide a Housing Manager to support program implementation, as needed.
- C. Submit Quarterly Narrative Report (see Attachment A) and Project Evaluation Plan (Attachment C) with each quarterly invoice. Reports must include the number of homeless served as defined by the MCHSCoC's Definition of Homelessness (Attachment B). Narrative Reports and Invoice should be submitted by mail or email to: Program Administration or designee, HHSA HOME Team, 747 S State St, Ukiah CA 95482.
- D. Comply with the reporting requirements as set out in Department of Housing & Community Development, 2019 Amended CESH NOFA
(<http://www.hcd.ca.gov/grants-funding/active-funding/cesh/docs/2018-&-2019-CESH-NOFAs-Amended.pdf>)

[END OF DEFINITION OF SERVICES]

Subcontractor: Community Development Commission

EXHIBIT B

PAYMENT TERMS

I. Submission of claims and reports will comply as follows:

A. CONTRACTOR will submit four quarterly invoices to the HHSA HOME Team as follows:

<u>Service Period</u>	<u>Invoice Due Date</u>
October 1, 2019 – December 31, 2019	January 31, 2020
January 1, 2020 – March 31, 2020	April 30, 2020
April 1, 2020 – June 30, 2020	July 31, 2020
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January 1, 2021 – March 31, 2021	April 30, 2021
April 1, 2021 – June 30, 2021	July 31, 2021

- B. Line item budget shifts up to 10% do not require COUNTY approval. Line item budget shifts greater than 10% require a pre-approval email from the Program Administrator or designee.
- C. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of late invoice.
- D. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- E. Original receipts and invoices for actual costs will need to be provided for reimbursement.

Subcontractor: Community Development Commission

F. COUNTY will pay CONTRACTOR as per the following instructions:

A	PERSONNEL SALARIES AND BENEFITS: Homeless Prevention Specialist (1.0 FTE) \$114,580 Housing Manager \$4,183	\$118,763
B	OPERATING EXPENSES:	\$0
C	TRAVEL EXPENSES:	\$0
D	OTHER COSTS:	\$0
E	INDIRECT COSTS: Up to 4% of contract total	\$4,757
	CONTRACT TOTAL	\$123,520

G. Invoices and receipts shall be submitted to:

Program Administrator or Designee
HHSA HOME Team
737 S. State Street
Ukiah, CA 95482

Payments under this Agreement shall not exceed One Hundred Twenty Three Thousand, Five Hundred Twenty Dollars (\$123,520) for the term of this Agreement.

[END OF PAYMENT TERMS]

CESH Grant
Attachment A - Quarterly Narrative Report -- Year 1
Community Development Commission

Person Completing Form:

Email:

Date:

Indicator	Q1 10/1/19- 12/31/19	Q2 1/1/20- 3/1/20	Q3 4/1/20-6/30/20	Q4 7/1/20-9/30/20
The number of homeless persons served				
The number of unsheltered homeless persons served, and the average length of time spent as homeless before entry into the program or project				
The number of homeless persons exiting the program or project to permanent housing				
The number of persons that returned to homelessness after exiting the program				
The number of persons at risk of homelessness being served				

Please include this narrative report with your quarterly invoice.
Send to: HOME Team Program Administrator, 747 S. State Street, Ukiah, CA 95482

Community Development Commission

Please reference Definitions of Homelessness Document (Attachment B) for further information.

Of the total number of homeless and at-risk of homeless persons served:	Q1 10/1/19- 12/31/19	Q2 1/1/20- 3/1/20	Q3 4/1/20- 6/30/20	Q4 7/1/20- 9/30/20
1a. Families with Children Experiencing Homelessness				
1b. Homegrown and Local Individuals Experiencing Homelessness				
2. Established Residents Experiencing Homelessness (other than Homegrown)				
3. New-to-Mendocino County Individuals ("Out-of-Towners")				
4. Non HUD-defined Individuals traveling through the Mendocino County				
Total				

- Please briefly describe your CESH funded activities for this quarter.
- Do you have an interesting vignette or client story to share? If so, please write a brief description.

Please include this narrative report with your quarterly invoice.
Send to: HOME Team Program Administrator, 747 S. State Street, Ukiah, CA 95482

**HUD Notice of Funding Availability (NOFA)
For FY 2019 Continuum of Care Funds**

On July 3, 2019, the U.S. Department of Housing and Urban Development (HUD) issued the Continuum of Care (CoC) Notice of Funding Availability (NOFA) for 2019 Continuum of Care funds. Based on documents provided by HUD, Mendocino County applicants are eligible for a combined total of approximately \$1,701,225 for new and renewal FY 2018 Continuum of Care projects. A total of **\$1,572,595** is available for renewal projects.

The following funds are available for NEW projects:

- A total of **\$78,630 in bonus funding** is competitively available for one or more permanent supportive housing projects (PSH), rapid rehousing projects (RRH), joint transitional housing – rapid rehousing projects (TH-RRH), HMIS projects, or Coordinated Entry projects.
- A total of **\$50,000 in Domestic Violence (DV) bonus funding** is competitively available for one or more projects serving victims of domestic violence.

Please note that the NOFA allows for a reallocation of renewal funds, if recommended and approved by the Continuum of Care.

The local timeline for activities related to the implementation and executive of this NOFA follows this announcement and is posted on the MCHSCoC website.

Prospective applicants should review the Continuum of Care NOFA in full at:

<https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

For questions about this HUD Notice of Funding Announcement and local selection process for Continuum of Care funding, please contact Megan Van Sant, Senior Program Manager, at 707-463-7733 or by email at vansantm@mendocinocounty.org.

Mendocino County Homeless Services Continuum of Care: CA-509

2019 CoC NOFA Timeline

Who	What	Date
CoC Governing Board	Announce availability of NOFA	July 15, 2019 – CoC Board Meeting
Collaborative Applicant – HHSA	Announce NOFA and timeline on MCHSCoC website. Distribute by email to Governing Board.	August 1, 2019
CoC Funding Review Ad-Hoc Committee	Review and confirm Ratings and Ranking Tool.	August 6, 2019
CoC Governing Board	Accept Ratings and Ranking Tool.	August 19, 2019 - CoC Board Meeting
Project Applicants	Submit application in pdf form by email to the CoC Board Secretary.	August 30, 2019
CoC Board Secretary	Notify project applicants whether their applications will be accepted and ranked, or rejected.	September 2, 2019
CoC Funding Review Ad-Hoc Committee	Meet to rank and rate project applications.	Week of September 2, 2019
Project Applicants	Submit application to E-Snaps.	September 6, 2019
CoC Governing Board	Vote to approve new projects, rankings, and rating.	September 16, 2019 - CoC Board Meeting
CoC Board Secretary	Notify project applicants of application status.	September 17, 2019
CoC Board Secretary	Post all parts of the CoC Consolidation Application with attachments and the CoC Priority Listing with all project applications accepted and ranked, or rejected.	September 20, 2019
CoC Board Secretary	Submit all application documents to HUD E-Snaps.	September 27, 2019
	All documents due to HUD.	September 30, 2019

Website link to HUD CoC NOFA for 2019: <https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/>

For questions about this HUD Notice of Funding Announcement and local selection process for Continuum of Care Funding, please contact Megan Van Sant, Senior Program Manager, at 707-463-7733 or by email at vansantm@mendocinocounty.org

8/8/2019

**COUNTY OF MENDOCINO CONTINUUM OF CARE
RENEWAL/EXPANSION AND NEW PROJECT RATING TOOL
FY 2019-20**

RATING FACTOR	CRITERIA NUMBER	RANKING SYSTEM CRITERIA	POINTS AWARDED	out of	MAX POINT VALUE	
PROJECT/APPLICATION						
Housing First	1	Is the project a housing first permanent support housing project?			5	5
		Is the project a transitional housing project?			2	
		Is the project neither?			0	
PROJECT/APPLICATION OR HOUSING INVENTORY CHART (HIC)						
# Of Beds Dedicated to Chronically Homeless (CH) Persons	2	If the reported number of beds increased on the 2018 housing inventory or is 100% of beds.			5	5
		If the project number of beds remained constant.			3	
		If the project is a transitional housing project			2	
		If the number of beds decreased from the 2018 housing inventory.			1	
		If the Project does not provide dedicated beds for CH Persons			0	
PROJECT/APPLICATION						
% Of Beds Non-Dedicated to Chronically Homeless (CH) Persons that are Prioritized for CH Persons.	3	If 85% or above of beds were Prioritized (or if 100% of beds are dedicated to) for CH persons.			5	5
		If 30% - 84% of beds were Prioritized for CH Persons (or if the project is a transitional housing project).			3	
		If less than 30% of the beds are prioritized for CH persons			1	
SERVING HIGH NEED POPULATIONS - INCOME						
% Of Population Needs	4	If 50% or above with zero income.			5	5
		If below 50% with zero income.			0	
SERVING HIGH NEED POPULATIONS - DISABILITY						
% Of Population Needs	5	If 50% or above with one or more disabilities			5	5
		If below 50% with one or more disabilities			0	
SERVING HIGH NEED POPULATIONS - LOCATION						
% Of Population Needs	6	If 50% or above entering project from place not meant for human habitation.			5	5
		If below 50% entering project from place not meant for human habitation.			0	

**COUNTY OF MENDOCINO CONTINUUM OF CARE
RENEWAL/EXPANSION AND NEW PROJECT RATING TOOL
FY 2019-20**

RATING FACTOR	CRITERIA NUMBER	RANKING SYSTEM CRITERIA	POINTS AWARDED	out of	MAX POINT VALUE	
REMAIN IN OR EXIT TO PERMANENT HOUSING - APR Q23a						
% Of Participants (90 days or more) remaining in Permanent Supportive Housing or Exiting to Another Permanent Housing Destination or Exiting Transitional Housing to a Permanent Housing Destination	7	If at least 80% or above remain in permanent housing.			5	5
		If at least 65% or above remain in permanent housing.			3	
		If below 65% remain in permanent housing.			0	
INCREASED EARNED INCOME - APR Q19-3						
% Of Participants (Leavers and Stayers) that Increased Employment Income	8	If at least 10% or above increased employment income.			5	5
		If at least 5% increased employment income.			3	
		If under 5% increased employment income.			0	
INCREASED OTHER CASH INCOME - APR Q19-3						
% Of Participants (Leavers and Stayers) that Increased Other Cash Income	9	If at least 10% or above increased other cash income.			5	5
		If at least 5% increased other cash income.			3	
		If under 5% increased other cash income.			0	
INCREASED NON-EARNED INCOME - APR Q20b						
% Of Participants (Leavers and Stayers) that had 1+ Non-Earned Income Increase	10	If at least 30% or above increased non-earned income.			5	5
		If at least 20% increased non-earned income.			3	
		If under 20% increased non-earned income.			0	
PROJECT APPLICATION - APR Q23						
Financial Information	11	If at least 150% was leveraged.			5	5
		If at least 125% was leveraged.			3	
		If at least 100% was leveraged.			2	
		If at least 75% was leveraged.			1	
		If below 75% was leveraged.			0	
TOTAL POINTS AWARDED						55



Mendocino County

HOMELESS SERVICES CONTINUUM of CARE

**U.S. Department of
Housing & Urban Development**

To whom it may concern,

June 14, 2018

I am writing this letter on behalf of the Mendocino County Homeless Services Continuum of Care (MCHSCoC) in support of the application for Main Stream Voucher funds submitted by our local Housing Authority, the Community Development Commission (CDC) of Mendocino County.

The Housing Authority has been a key partner and very active member, of the MCHSCoC for over 20 years and as such has been the recipient of MCHSCoC funded permanent supportive housing (continuously for over 20 years when the program was Shelter Plus Care). This funding, as you may be aware, provides subsidies for homeless individuals who have a disability, with a focus on chronically homeless. CDC has developed relationships with many local service providers ensuring access to housing for individuals and families from all regions of the county. The CDC reaches out to local service providers requesting their participation, so that their clients, who might not otherwise apply, can do so with their assistance. The CDC allows local service providers to be distribution locations for waiting list applications, and encourages those service providers to assist their clients in completing the applications for the Housing Choice Voucher program.

The CDC has been instrumental in obtaining funding through the MCHSCoC for operation of the coordinated entry system for homeless individuals. All service providers who are members of the MCHSCoC are contracted to implement this system which further improves access to housing for those most in need.

The CDC has proven to be an exceptional MCHSCoC partner whose services truly improve the health and wellbeing of members of our community experiencing, or at the highest risk of entering homelessness. The Mainstream Voucher Program will allow us to make access to safe, consistent housing, a reality for even more of this vulnerable population.

Sincerely,

Maya Stuart, MCHSCoC Chair
stuartm@mendocinocounty.org

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