



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: September 12, 2019

FOR IMMEDIATE RELEASE

Contact: Ashley Toxqui

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Mendocino County Homeless Services Continuum of Care (MCHSCoC) Board Meeting - September 16, 2019

The Mendocino County Homeless Services Continuum of Care monthly public meeting will be held on Monday, September 16, 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 and Full Membership Meeting Agenda

Date: Monday, September 16, 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
Co-Chair Meeting Process Overview
(One half of voting members plus one)

B. Public Comment

MCHSCoC welcomes public comment on non-agendized items.

C. Approval of Minutes

August 19, 2019 minutes

D. Reports and Presentations

1. Standing Committee Report – Strategic Planning
2. Standing Committee Report – Shelter & Solutions
3. Standing Committee Report – Coordinated Entry/Discharge Planning
4. Standing Committee Report – Membership Committee
5. Standing Committee Report – HMIS / Performance Measurement
6. 2019 CoC Program Funding Recommendations Ad-Hoc Committee Report and Recommended **Action:** Disband 2019 CoC Program Funding Recommendations Ad-Hoc Committee
7. 2019 PIT Count Ad-Hoc Committee – Review 2019 PIT Summary Report and Recommended **Action:** Disband 2019 PIT Count Ad-Hoc Committee and appoint 2020 PIT Count Ad-Hoc Committee

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) Increase maximum number of board members per committee
 - b) Revised HMIS / Performance Improvement Committee description
 - c) Add “/Administrative Entity” to Collaborative Applicant seat name
2. Recommended **Action:** Review and Approve Master Calendar for Committees
3. Possible **Action:** Accept nominations for the vacant MCHSCoC Board seat for Homeless or Formerly Homeless Transition-Age Youth

F. Funding

1. California Emergency Solutions & Housing (CESH) – State funds – no update
2. Emergency Solutions Balance of State Grant (ESG BOS) – 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 – Project Status Update
4. Family Unification Program (FUP) Federal Funds – no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) – Federal Funds – HMIS Capacity Grant Update and Recommended Action: Review, Rank and Approve FY 2019 CoC Project Listing to HUD for CoC funding
6. Other

G. Projects

H. Announcements

1. At the October 21, 2019 MCHSCoC Board Meeting, there will be time devoted to MCHSCoC Leadership Discussion

I. Adjourn

Confirm next meeting date and agenda items

Next Meeting date: October 21, 2019 at Social Services

Dan McIntire – RCHDC (Co-Chair) Organization representing a housing developer	Jacque Williams – Ford Street Project (Co-Chair) Org. Addressing Needs of Persons with Chronic Substance Abuse
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	Sean Kaeser – Ukiah Police Dept. Organization representing Law Enforcement
Judy Albert – Project Sanctuary Org. Addressing Needs of Victims of Domestic Violence	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
Karen Lovato County of Mendocino and Human Services Agency	Blythe Post - MCOE Organization serving the needs of Children
Amanda Archer - MCYP Org. Addressing Needs of Unaccompanied Youth or TAY	Veronica Wilson - HHSA Collaborative Applicant / Administrative Entity
Open Homeless or formerly homeless transition-age youth	CoC Secretary (non-voting)

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Thank you and welcome!

Mendocino County Homeless Services Continuum of Care Board Meeting Minutes

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:** 1:35pm the meeting was called to Order. Roll Call taken: 12 out of 16 Board Members present confirms we have a quorum. Absent members: Diana Clarke, Carla Harris, Sean Kaeser. Sage Wolf arrived after roll call and Item C. votes were taken.

B. Public Comment / Brown Act Update

MCHSCoC welcomes public comment on non-agendized items.

The Chairs called for public comment on non-agendized items: None

1. Brown Act discussion – County Counsel Katharine (Kit) Elliott: The CoC is under the Brown Act in accordance with Code 54952; Board created by federal statute and is mandated to comply with the Brown Act state law. CoC handles public funds and thus is a Brown Act entity.
 - a. Kit suggested the Board agendize a one hour Brown Act training for the board members.
 - b. Key points Kit brought up: Do not stray from the agenda; public comment is called for after each agenda item; never use "Reply-All" in responding to an email; and the Co-Chairs are always able to call for and agendize a Special Meeting in order to complete CoC business that must be undertaken in between regular meetings.
2. Public Comment: Supervisor John Mc Cowen thanked Kit for her presentation.

C. Approval of Minutes

1. July 15, 2019 minutes
2. The Chairs asked for discussion. None
3. The Chairs called for a motion to approve the minutes
 - A **motion** was made by Blythe Post to approve the July 15, 2019 minutes. The motion was second by Wynd Novotny.
 - The Chairs called for a roll call vote.
 - Roll call vote taken:
Yes = Judy Albert, Lisa Judd, Jacque Williams, Grace Peeler-Standiewicz, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Amanda Archer, Sandra Stolfi, Que B Anthnoy, Blythe Post.
Nos = 0
Abstentions = 0
Absent = 4 members
 - Motion passed.
4. Amendment to minutes from June 17, 2019 – Item E5: see page 10 of the Board packet. Board Secretary had neglected to list the membership names and how they

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voted in minutes. Noted those names and votes on the Staff report, page 12.
Additionally, removed the word "confidential" from E5.

- a. Chairs called for public comment: Kit reminded that a voiced roll call vote is to be taken.
 - b. The Chairs called for board discussion. None
 - c. The Chairs call for a motion to accept the amendment to the June 17, 2019 minutes.
- Wynd Novotny made a motion to accept the amendment to the June 17, 2019 minutes. The motion was seconded by Que B Anthnoy.
- The Chairs called for a roll call vote.
- Roll call vote taken:
Yes = Judy Albert, Lisa Judd, Jacque Williams, Grace Peeler-Standiewicz, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Amanda Archer, Sandra Stolfi, Que B Anthnoy, Lindsey Spencer, Blythe Post
No's = 0
Abstentions = 0
Absent = 4 members
- Motion passed

D. Committee Reports and Presentations

1. City of Ukiah: Presentation on newly adopted Camping Ordinance.
 - Shannon Riley (10 minutes)
 - Shannon gave an update of the Urgency Camping Ordinance that was brought to the City Council for a vote the previous month and did not pass. It was slightly revised and brought up again on August 7th and passed. The City ordinance is in board packet page 18 -26. Shannon emphasized that this ordinance is intended to prevent permanent homeless camping sites and to support healthy living conditions in our community.
 - Ordinance Summary: is in effect immediately; requires 72 hour notification before citation made; allows sleeping in non-permanent structures from 10pm to 7am; cannot camp in floodways or on sidewalks, streets or in waterways and occupy cannot occupy more than 64 feet of space.
Board discussion:
 - Que asked what happens if someone is unable to leave the site due to illness or physical disability. Shannon responded that the City is working on making connection with Street Medicine and the Winter Shelter. No citations will be given unless the individual has been informed of available shelter, there is available space in that shelter, and they voluntarily refuse to utilize the shelter. Ticketing someone is a last resort. If a homeless individual refuses to comply with the ordinance, it is a misdemeanor that triggers a fine of \$500 or ninety days in the County Jail.
 - Chairs called for public comment: Supervisor John Mc Cowen stated that he is aware of the enforcement and that the goal of the ordinance is to achieve compliance.
 - Steve Scalmanini commented that Tony Marsh made a public comment at the August 7th City Council meeting about the 10pm start time of opening a camping

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site is really late hour and children or working persons may need to go to sleep earlier than 10 pm.

- Board comment: Blythe voiced concern over families who are unable to be housed and the \$500 fine would put them into collections adding more challenges to them being accepted into housing. Shannon responded that it would be an extreme situation for a citation to be given. Que expressed concern over the 7am ending time and what happens to those who are disabled or ill and cannot leave the site.
- Shannon concluded with stating that she is willing to provide updates and receive feedback.

2. HHSA – Adult Services: Presentation on the HOME Safe Program

– Jody Johnston (15 minutes) – Jody was unavailable. Jesse VanVoorhis, Program Administrator for Adults and Aging Services made the presentation.

- HOME Safe Program funding will run two years specific to Adult Protective Services clients.
 - a. Must have an allegation of abuse or neglect
 - b. Experience or be a risk of homelessness (like an eviction notice)
 - c. An APS Social Worker will investigate the referral
 - d. Short term needs
 - e. Active APS client is included in the funding parameters
- The funds cover: assistance with back rent, utility deposits, home access ramps, home hazard removal (i.e. hoarding), some case management
- Housing Solutions – since July 1st assisted an elderly adult with back rent.
- Expectations that the funding will average \$1500 per client with 140 clients served over two years. (see flier on page 27 of the board packet)
- Board Comment: Que asked if there is any specialized housing. Yes, RCHDC has Orr Creek Commons that has ten of the apartments dedicated to specialized housing. Is neighboring County housing funded as well? Unfortunately no, there are geographic limitations to this funding.
- Chairs called for public comment: None
- The Chairs called for discussion. None

3. HMIS/Performance Measurement Committee: Brief update and discussion of updated Committee Description for future Governance Charter revision.

- Brian Klovski - See page 28 of the board packet. Brian reported that the committee met a few weeks ago and revised the description in the Charter that is more accurate and it will be presented at the September full membership CoC meeting for approval. The Chairs called for discussion: None
- The Chairs called for public comment: None
- The Chairs called for discussion. None

E. Board Protocols and Governance

Megan Van Sant introduced Veronica Wilson, new Program Administrator for the HOME Team who is a native of Willits and previously worked for the Ford Street Project and was previously the MCHSCoC Secretary. Veronica stated that she is here to provide administrative support to the CoC.

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1. Board discussion: Establish regular meeting schedule for all Standing Committees in order to meet Brown Act requirements
 - Que asked for clarification that it is a one year schedule. Yes, it is one year.
2. Circulate Committee Sign-up Sheets: CoC Charter states on page 5, section IV i.e. each governing board member serve one committee. Pg. 7, section IV- B2. CoC general member to serve, or attend 2 committee meetings or work groups.

Board Discussion:

 - Concern voiced over how item IV B2 was phrased in the CoC Charter. HMIS transition committee meeting is on September 12th at 747 S. State St in the Joshua Tree conference room from 2:00 - 3:30.
 - Sage noted pg. 7 captures the intention that the governing board oversees committees and that the participation in only two meetings per year which is not enough since the committees manage the bulk of the work need to be done.
 - **Action** - Suggest to agendize the expectation of general members
 - Staff Discussion: HMIS committee needs community input, especially with the upcoming HMIS vendor change. Brian clarified that in the CoC Charter the HMIS requires more members on the committee than it currently has. Please contact Brian Klovski if you are interested at klovskib@mendocinocounty.org.
 - **Action** – Agendize master calendar discussion September meeting of the CoC Board.
 - The Chairs called for public comment: none
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.
 - Sage pointed out that Juli Rogers does not qualify for the board seat because she is not of TAY age and works for MCHC.
 - **Action:** Veronica will follow-up with Carla.
 - Que mentioned that he is still working with youth Marcus on accepting a nomination to a vacant board seat.

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
 - See pg. 29 – 48 Contact language approval for four out of five will go before the Board of Supervisors for approval next week on 8/27/19. All but Ford Street will begin by 10/1/19. The standard agreement from the state has not been finalized. The original final date was January 2019. If Round Two dollars do not arrive before the Round One dollars have been spent, the project will pause until Round Two dollars are available.
 - Reviewed Contract Exhibit A II-C

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- Homeless Individuals: County required emergency term services carry services lasting longer than seven days. Day 8 direct connectivity to Mendocino County.
- Kit stated that anyone getting a contract needs to announce it when discussing in general discussion and recuse themselves from voting on their contract.
- Megan: See pg. 31 - Redwood Community Services draft contract language includes a section entitled "Definitions" that HHSA is considering including in all County-based contracts related to homelessness. Megan asked if the CoC Board wanted to include the same language in CESH contracts. As noted, HHSA is using this language of definitions on other homeless services contracts.
- Board discussion:

Megan began the discussion with stating that the county is including the definitions of pg. 31 on all contracts. The CoC is being asked if they want to adopt them.

 - Sage, who has a contract, stated that the CoC definitions for prioritizing #2 falls under no direct connection, no family connections and that seven days is not long enough to find connections. There are challenges to applying the seven day limit, and forcing people to be on the street for a year. Sage suggested "new" at seven days, "established" at 90 days and that we need some mechanism for exceptions in Rapid Rehousing.
 - Blythe suggested a tiered method rather than defining terms.
 - Sage suggested starting with the data from the programs.
 - Jacque commented that the CoC board let both go forward, and later give feedback to the County.
 - Blythe suggested using a working definition
 - Wynd remarked that when she moved and became homeless that she would have been on the street if services stopped after 7 days, as she did not have any family in the County. She would like to delete the 7 day limitation for the definition.
 - Judy thought it was based on prioritizing and did not expect a whole group to be excluded.
 - Sage advocated to negotiate with the County to have a tiered system around emergency services on category 2. How do you apply it? Category 2 has less conflict on restrictions
 - Que asked if the County is revising the definitions that were approved by the CoC. Megan responded that no, there is not an effort by the County to revise the CoC Definitions document.
 - Sage stated the main concern over long term immediate term or short term parameters.
 - Dan asked for a motion to approve or disapprove.
- Chairs called for public comment:
 - Kit noted that the language is based on state and federal requirements. Any contract originated by HHSA, ultimately is approved by the Board of Supervisors.

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- Noted that HEAP contracts did not include County HHSA's language because they were developed before HHSA had drafted such language.
- John Mc Cowen stated that in his experience it's easier to change language before it gets on the BOS agenda. General recommendation to HHSA to the definitions as seen in attachment.
- Kit: HHSA will listen to community input on homeless services contracts presented to the BOS.
- Heather Criss (HHSA Staff) – regarding Exhibit A pg. 31 Section II suggests the CoC take out one sentence 1B, and move to 1A – “established residents experiencing homelessness (Attachment B, Section II)” move this from B to A in the definitions.
- John Mc Cowen stated that Dr. Marbut adopted the view that there are not enough resources to serve effectively. Not everyone in the Ad-Hoc committee agreed with everything in his report. The idea that those just passing through receive a preference of 3 days to 6 months instead of the 7 day limit.
- Consensus among the CoC board members is that they do not agree with the language written, but request HHSA to move the sentence aforementioned from B to A is more acceptable.
- Megan clarified that “as written”, this does not include Section II Cat A as acceptable only if it can be moved from category B to A.
- Blythe thinks it needs to be sorted out.
- John Mc Cowen states his concern over rewriting language “on the fly” and questions if that change trigger a ripple effect to the rest of the contract.
- Wynd recommended that the CoC and HHSA collaborate on the language for future contracts.
- *The Chairs called for a motion on the contract language.*
- Sage made the motion to remove the Definition section related to connectivity/no connectivity and remove A & B from definitions unless the HHSA is not able to amend the definitions in category 2 to be eligible for services. If HHSA is not agreeable that the CoC will discuss it again. The motion was second by Wynd
 - The Chairs called for public comment: None
 - Board discussion:
 - Interim services more than 7 days in Category 4 are not eligible for emergency services
 - Remove the definitions?
- Sage amended her previous motion: Sage made an amended motion to request removal of Section II Exhibit A and requested a workgroup be created where HHSA Staff will work with the CoC to address concerns with the contract language. The amended motion was second by Wynd.
 - The Chairs called for public comment: None
 - Board discussion of the motion:
 - The Chairs called for a roll call vote:
 - Roll call vote taken:
 - Yes to approve the amended motion by Sage and second by Wynd = Judy Albert, Lisa Judd, Grace Peeler-Standiewicz, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post.

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- No's = 0
- Abstentions = 0
- Absent from voting = Diana Clark, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
- Motion passed
- Chairs called for a motion for the first contract, Redwood Community Services.
- *Que made a motion to accept the contract language for Redwood Community Services with the changes to Section II exhibit A and B definition changes previously passed by vote. The motion was second by Blythe.*
 - The Chairs called for public comment: None
 - The Charis called for board discussion: None
 - The Chairs called for a roll call vote:
 - Roll call vote taken:
 - Yes to approve the motion = Judy Albert, Lisa Judd, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Blythe Post
 - No's = 0
 - Recuse = Sage Wolf
 - Abstentions = 0
 - Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
 - Motion passed
- *Chairs called for a motion to accept the contract language of CESH funding for Community Development Commission contract.*
- *Que made a motion to accept the contract language for the Community Development Commission with the changes to Section II exhibit A and B definition changes previously passed by vote. The motion was second by Judy.*
 - The Chairs called for discussion: None
 - The Charis called for public comment: None
 - The Chairs called for a roll call vote:
 - Roll call vote taken:
 - Yes to approve the motion: Judy Albert, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
 - No's = 0
 - Recuse = Lisa Judd
 - Abstentions = 0
 - Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
 - Motion passed
- Chairs called for a motion to accept the contact language of the CESH funding for the Ford Street Project contract.
- *Que made a motion to approve the contract language for the Ford Street Project with the changes to Section II exhibit A and B definition changes previously passed by vote. The motion was second by Sage.*
 - The Chairs called for public comment: None
 - The Charis called for board discussion: None

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- The Chairs called for a roll call vote:
 - Roll call vote taken:
 - Yes to approve the motion: Judy Albert, Lisa Judd, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
 - No's = 0
 - Recuse = Jacque Williams
 - Abstentions = 0
 - Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
 - Motion passed
- *Chairs called for a motion to accept the contract language of the CESH funding for the Mendocino Coast Hospitality Center contract.*
- Blythe made a motion to approve the contract language for the Mendocino Coast Hospitality Center with the changes to Section II exhibit A and B definition changes previously passed by vote. The motion was second by Que.
 - The Chairs called for discussion: None
 - The Charis called for public comment: None
 - The Chairs called for a roll call vote:
 - Roll call vote taken:
 - Yes to approve the motion: Judy Albert, Lisa Judd, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
 - No's = 0
 - Recuse = 0
 - Abstentions = 0
 - Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
 - Motion passed
- *Chairs called for a motion to accept the contract language of the CESH funding for the City of Fort Bragg.*
- Blythe made a motion to approve the contract language for the City of Fort Bragg with the changes to Section II exhibit A and B definition changes previously passed by vote. The motion was second by Que.
 - The Chairs called for public comment: None
 - The Chairs called for board discussion. None
 - The Chairs called for a roll call vote.
 - Roll call vote taken:
 - Yes to approve the motion: Judy Albert, Lisa Judd, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
 - No's = 0
 - Recuse = 0
 - Abstentions = 0
 - Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
 - Motion passed

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2. Emergency Solutions Balance of State Grant (ESG BOS) – State funds - 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) –
 - 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
 1. See pg. 50 for the timeline
- *The Chairs called for a motion to accept the NOFA timeline and the Rating and Ranking tool for the CoC Funding Project applicants.*
 - Wynd made a motion to accept the NOFA timeline and the Rating and Ranking tool for the CoC Funding Project applicants. The motion was second by Sage.
 - The Chairs called for public comment. None.
 - The Chairs called for board discussion None
 - The Chairs called for a roll call vote.
 - Roll call vote taken:
 - Yes to approve the motion: Judy Albert, Lisa Judd, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
 - No's = 0
 - Recuse = 0
 - Abstentions = 0
 - Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
 - Motion carried
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.)
- *The Chairs called for a motion to authorize the CoC Secretary to prepare and submit a letter of support, signed by the CoC Co-Chairs, for the Community Development Community's application for the Main Stream Voucher Program.*
 - Blythe made a motion to motion to authorize the CoC Secretary to prepare and submit a letter of support, signed by the CoC Co-Chairs, for the Community Development Community's application for the Main Stream Voucher Program. The motion was second by Que.
 - The Chairs called for public comment. None.
 - The Chairs called for board discussion. None
 - The Chairs called for a roll call vote.

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Thank you and welcome!

- Yes to approve the motion: Judy Albert, Jacque Williams, Zenia Leyva Chou, Wynd Novotny, Dan McIntire, Sandra Stolfi, Que B Anthnoy, Sage Wolf, Blythe Post
- No's = 0
- Recuse = 0
- Abstentions = Lis Judd
- Absent from voting = Diana Clark, Grace Peeler-Standiewicz, Amanda Archer, Carla Harris, Lindsey Spencer, Sean Kaeser
- Motion passed

G. Projects - None

H. Announcements

- Public comment: August 27th the Board of Supervisors will hear a report on HEAP from the Ad-Hoc funding committee on the process. The item will be on the BOS agenda this Thursday.

I. Adjourn – 4:00 p.m.

Confirmed next meeting date and agenda items

Next Meeting date: September 16, 2019 at Social Services

MCHSCoC Board Members

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	Sean Kaeser – Ukiah Police Dept. Organization representing Law Enforcement
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	Veronica Wilson – HHSA (non-voting seat) Collaborative Applicant / Administrative Entity
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!

MCHSCoC HMIS Total Enrollments as of 09/06/2019

Agency	Program -> CDC	CE	ES & Voc FSP	Healthcare for	Hospitality	MCHC	Mental Health	MCYP	PATH	RRH	Non-HUD	Willow	Vash	Total Partner
	S+C PSH	Program	TH	Homeless Vets	House Shelter	TH	Block Grant	HP	TH	Terrace	Vouchers	Enrollments		
CDC	215	-	-	-	-	-	-	-	-	-	-	96	311	
FSP	-	81	11	2	-	-	-	-	-	-	-	-	94	
Manzanita	-	64	-	-	-	-	-	-	-	-	-	-	64	
MC Health Clinic	-	6	-	-	-	-	-	-	-	-	-	-	6	
MC HHS	-	28	-	-	-	-	-	-	-	4	-	-	32	
MC Hospitality Center	-	127	-	-	23	17	1	-	19	7	-	-	207	
MCAVHN	-	179	-	-	-	-	-	-	-	-	-	-	179	
MCYP	-	6	5	-	-	-	-	40	-	-	-	-	51	
RCS	-	70	-	-	-	-	-	-	-	30	18	-	118	
RQMC	-	-	-	-	-	-	-	-	-	-	-	35	35	
UVAH Compass	-	4	-	-	-	-	-	-	-	-	-	-	4	
Total Program Enrollments	215	565	5	11	2	23	17	1	40	19	41	18	35	96
														1,101

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Report Criteria:
Organizations: Multiple

Adventist Health Ukiah Valley COMPASS	Enrolled
Coordinated Entry	2
Organization Total	2
Community Development Commission	Enrolled
CDC S+C TRA	1
Organization Total	1
Ford Street Project	Enrolled
FSP Transitional Housing	1
Organization Total	1
Manzanita Services Inc	Enrolled
Coordinated Entry	5
Organization Total	5
MCAVHN	Enrolled
Coordinated Entry	6
Organization Total	6
Mendocino Coast Hospitality Center	Enrolled
Coordinated Entry	5
Hospitality House	3
MCHC Transitional Housing	1
Organization Total	9
Mendocino Community Health Clinic, Inc	Enrolled
Coordinated Entry	1
Organization Total	1
Mendocino County Social Services Branch	Enrolled
Coordinated Entry	5
Organization Total	5
Redwood Community Services	Enrolled
Building Bridges Day Center	2
Coordinated Entry	3
Organization Total	5

Clients Entering Programs
8/1/2019 to 8/31/2019

Willits Community Services

WCS Emergency Services

Organization Total

Total

Enrolled
0
0
35

Report Criteria:
Organizations: Multiple

Community Development Commission	Exited
CDC S+C TRA	1
Organization Total	1
Ford Street Project	Exited
Coordinated Entry	2
FSP Transitional Housing	3
Health Care for Homeless Veterans	1
Organization Total	6
Mendocino Coast Hospitality Center	Exited
Coordinated Entry	10
Hospitality House	12
MCHC Homelessness Prevention	4
Rapid Re-Housing	5
Organization Total	31
Willits Community Services	Exited
WCS Emergency Services	7
Organization Total	7
Total	45

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Mendocino County Homeless Services Continuum of Care

Staff Report

Meeting Date: Monday, September 16, 2019

Item:

Narrative

Adjustments to draft Point-In-Time Count

At the General Membership Meeting on April 19, 2019, the Mendocino County Homeless Services Continuum of Care was presented with a draft Point-In-Time Count.

After review of our submission by the United States Department of Housing and Urban Development, adjustments have made to the draft data. These adjustments affected the total count number and resolved some data errors. All adjustments were vetted by the appropriate local agencies and in partnership with HUD Technical Assistance. The largest adjustment was to the sheltered count, due to the addition of individuals in the following programs:

- FEMA Transitional Housing for Disaster Victims
- Project Sanctuary Emergency Shelter
- Project Sanctuary Transitional Housing
- RCS Transitional Housing

In total, the overall count increased by 140 individuals.

**County of Mendocino
2019 Point-In-Time Count
Final**

		Sheltered		Unsheltered	Total
		Emergency	Transitional		
Total Count of Individuals		80	167	538	785
Ages					
	Number of Children Under 18	6	42	4	52
	Numbers of Persons 18 to 24	5	23	20	48
	Numbers of Persons over 24	69	102	514	685
					785
Gender					
	Female	35	87	161	283
	Male	44	80	376	500
	Transgender	0	0	0	0
	Gender Non Conforming (not exclusively male or female)	1	0	1	2
					785
Ethnicity					
	Non-Hispanic/Non-Latino	63	143	496	702
	Hispanic/Latino	17	24	42	83
					785
Race					
	White	62	125	442	629
	Black or African-American	2	3	8	13
	Asian	0	0	2	2
	American Indian or Alaska Native	6	23	38	67
	Native Hawaiian or Other Pacific Islander	2	2	12	16
	Multiple Races	8	14	36	58
					785
Chronically Homeless					
		48	0	75	123
Veteran					
		6	1	9	16

This data is the final count and accepted by HUD. No additional revisions can be made.

2019 HDX Competition Report PIT Count Data for CA-509 - Mendocino County Coc

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	1242	1238	880	785
Emergency Shelter Total	117	113	94	80
Safe Haven Total	0	0	0	0
Transitional Housing Total	75	47	63	167
Total Sheltered Count	192	160	157	247
Total Unsheltered Count	1050	1078	723	538

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	177	97	96	123
Sheltered Count of Chronically Homeless Persons	76	38	43	48
Unsheltered Count of Chronically Homeless Persons	101	59	53	75

2019 HDX Competition Report PIT Count Data for CA-509 - Mendocino County Coc

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	35	22	14	39
Sheltered Count of Homeless Households with Children	16	18	14	36
Unsheltered Count of Homeless Households with Children	19	4	0	3

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	92	19	24	12	16
Sheltered Count of Homeless Veterans	18	5	11	6	7
Unsheltered Count of Homeless Veterans	74	14	13	6	9

2019 HDX Competition Report HIC Data for CA-509 - Mendocino County Coc

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	104	14	26	28.89%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	226	41	62	33.51%
Rapid Re-Housing (RRH) Beds	20	0	0	0.00%
Permanent Supportive Housing (PSH) Beds	244	0	244	100.00%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	594	55	332	61.60%

2019 HDX Competition Report

HIC Data for CA-509 - Mendocino County CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	0	79	67	0

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC				1

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC				20

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for CA-509 - Mendocino County Coc

D7-pg23

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.

Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)		Median LOT Homeless (bed nights)	
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018
1.1 Persons in ES and SH	251	176	47	61	16	36
				Difference		Difference
				14		20
1.2 Persons in ES, SH, and TH	367	263	112	63	42	63
				-49		21

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

Point-in-Time Notes for CA-509 - Mendocino County CoC

Date of PIT Count: 1/24/2019

Population: Sheltered and Unsheltered Count

Notes

The warning states that there 5x more unsheltered persons in household without children that sheltered persons in household with children. This county has a very limited number of emergency shelters beds available. We have more homeless than beds.

Point-in-Time Count CA-509 Mendocino County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	5	31	3	39
Total Number of persons (Adults & Children)	11	84	9	104
Number of Persons (under age 18)	6	42	4	52
Number of Persons (18 - 24)	1	2	0	3
Number of Persons (over age 24)	4	40	5	49

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	5	49	5	59
Male	6	35	4	45
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	8	68	6	82
Hispanic/Latino	3	16	3	22

Point-in-Time Count CA-509 Mendocino County CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	9	57	9	75
Black or African-American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	17	0	17
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	2	10	0	12

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	1		1	2
Total number of persons	2		3	5

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	0	0	0	0	0
Total Number of children (under age 18)	0	0	0	0	0

Gender

(adults and children)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	0	0
Male	0	0	0	0	0
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Ethnicity

(adults and children)

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional			
White	0	0	0	0	0
Black or African-American	0	0	0	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	0	0

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

Point-in-Time Count CA-509 Mendocino County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	66	74	0	496	636
Total Number of persons (Adults)	69	83	0	529	681
Number of Persons (18 - 24)	4	21	0	20	45
Number of Persons (over age 24)	65	62	0	509	636

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	30	38	0	156	224
Male	38	45	0	372	455
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	1	0	0	1	2

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	55	75	0	490	620
Hispanic/Latino	14	8	0	39	61

Point-in-Time Count CA-509 Mendocino County CoC

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	53	68	0	433	554
Black or African-American	2	3	0	8	13
Asian	0	0	0	2	2
American Indian or Alaska Native	6	6	0	38	50
Native Hawaiian or Other Pacific Islander	2	2	0	12	16
Multiple Races	6	4	0	36	46

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	46		0	72	118

Date of PIT Count: 1/24/2019

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	71	105	0	499	675
Total Number of Persons	80	167	0	538	785
Number of Children (under age 18)	6	42	0	4	52
Number of Persons (18 to 24)	5	23	0	20	48
Number of Persons (over age 24)	69	102	0	514	685

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	35	87	0	161	283
Male	44	80	0	376	500
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	1	0	0	1	2

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	63	143	0	496	702
Hispanic/Latino	17	24	0	42	83

Race

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Point In Time Summary for CA-509 - Mendocino County CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	62	125	0	442	629
Black or African-American	2	3	0	8	13
Asian	0	0	0	2	2
American Indian or Alaska Native	6	23	0	38	67
Native Hawaiian or Other Pacific Islander	2	2	0	12	16
Multiple Races	2	10	0	0	12
Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	48		0	75	123

Point-in-Time Count Veterans CA-509 Mendocino County CoC

Inventory Count Date: 1/24/2019

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	0	0	0	0
Total Number of Persons	0	0	0	0
Total Number of Veterans	0	0	0	0

Gender (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	0	0	0	0
Male	0	0	0	0
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	0	0	0	0
Hispanic/Latino	0	0	0	0

Point-in-Time Count Veterans CA-509 Mendocino County CoC

Race (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	0	0	0	0
Black or African-American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0

Chronically Homeless (veterans only)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	0		0	0
Total number of persons	0		0	0

Inventory Count Date: 1/24/2019

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	6	1	0	9	16
Total Number of Persons	6	1	0	9	16
Total Number of Veterans	6	1	0	9	16

Gender (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	1	1
Male	6	1	0	8	15
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Ethnicity (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	6	1	0	8	15
Hispanic/Latino	0	0	0	1	1

Point-in-Time Count CA-509 Mendocino County CoC

Race (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	4	1	0	8	13
Black or African-American	0	0	0	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	2	0	0	0	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	1	1

Chronically Homeless (veterans only)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	5		0	6	11

Point-in-Time Summary Veterans for CA-509 - Mendocino County CoC

Date of PIT Count: 1/24/2019

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	6	1	0	9	16
Total Number of Persons	6	1	0	9	16
Total Number of Veterans	6	1	0	9	16

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	0	0	0	1	1
Male	6	1	0	8	15
Transgender (male to female)	0	0	0	0	0
Transgender (female to male)	0	0	0	0	0

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	6	1	0	8	15
Hispanic/Latino	0	0	0	1	1

Race

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		

Point In Time Summary for CA-509 - Mendocino County CoC

White	4	1	0	8	13
Black or African-American	0	0	0	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	2	0	0	0	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	1	1

Chronically Homeless

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	5		0	6	11

Inventory Count Date: 1/24/2019

Population: Sheltered and Unsheltered Count

Unaccompanied Youth Households

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of unaccompanied youth households	4	21	0	20	45
Total number of unaccompanied youth	4	21	0	20	45
Number of unaccompanied children (under age 18)	0	0	0	0	0
Number of unaccompanied young adults (age 18 to 24)	4	21	0	20	45

Gender (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	1	11	0	6	18
Male	3	10	0	14	27
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Ethnicity (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	3	20	0	17	40
Hispanic/Latino	1	1	0	3	5

Point-in-Time Count CA-509 Mendocino County CoC

Race (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	3	21	0	12	36
Black or African-American	0	0	0	0	0
Asian	0	0	0	0	0
American Indian or Alaska Native	1	0	0	4	5
Native Hawaiian or Other Pacific Islander	0	0	0	1	1
Multiple Races	0	0	0	3	3

Chronically Homeless (unaccompanied youth)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	1		0	6	7

Inventory Count Date: 1/24/2019

Population: Sheltered and Unsheltered Count

Parenting Youth Households

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of parenting youth households	1	2	0	3
Total number of persons in parenting youth households	2	4	0	6
Total Parenting Youth (youth parents only)	1	2	0	3
Total Children in Parenting Youth Households	1	2	0	3
Number of parenting youth (under age 18)	0	0	0	0
Children in households with parenting youth under age 18 (children under age 18 with parent under 18)	0	0	0	0
Number of parenting youth (age 18 to 24)	1	2	0	3
Children in households with parenting youth age 18 to 24 (children under age 18 with parents under age 25)	1	2	0	3

Gender (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	1	2	0	3
Male	0	0	0	0
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	1	1	0	2
Hispanic/Latino	0	1	0	1

Race (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	1	1	0	2
Black or African-American	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	1	0	1
Native Hawaiian or Other Pacific Islander	0	0	0	0
Multiple Races	0	0	0	0

Chronically Homeless (parenting youth)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	1		0	1
Total number of persons	2		0	2

Additional Homeless Populations Summary for CA-509 - Mendocino County CoC

Date of PIT Count: 1/24/2019

Population: Sheltered and Unsheltered Count

Other Homeless Subpopulations

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Adults with a Serious Mental Illness	30	8	0	34	72
Adults with a Substance Use Disorder	25	6	0	20	51
Adults with HIV/AIDS	1	0	0	6	7
Adult Survivors of Domestic Violence	6	2	0	56	64

Mendocino County Homeless Services Continuum of Care Governance Charter

I. NAME AND JURISDICTION

The Mendocino County Homeless Services Continuum of Care ("MCHSCoC") evolved from an effort to provide a coordinated community-wide response to homelessness in the geographic area of Mendocino County through a Continuum of Care ("CoC"). The Continuum of Care is a concept developed by the federal Department of Housing and Urban Development (HUD) to help communities develop the capacity to envision, organize, and plan comprehensive and long-term solutions to addressing the problem of homelessness in their community. The MCHSCoC is the CoC for Mendocino County. The MCHSCoC Governing Board ("Governing Board") is the oversight board of the MCHSCoC.

II. PURPOSE

The purpose of the MCHSCoC is to plan and support a coordinated and strategic approach to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency, including action steps to end homelessness and to prevent a return to homelessness. The MCHSCoC brings together a broad spectrum of participants to address all aspects of homelessness and the needs of all the homeless subpopulations. In setting goals and action steps, the MCHSCoC works collaboratively to incorporate the perspective of direct service providers, advocates, and individuals currently or formerly experiencing homelessness.

The Governing Board serves as the Department of Housing and Urban Development (HUD)-designated primary decision making group and oversight board of the CoC funding process for Mendocino County.

As the oversight board of the MCHSCoC, the Governing Board:

- A. Ensures that the MCHSCoC, as the CoC for the geographic area of Mendocino County, is meeting all of the responsibilities assigned to it by HUD regulations (see "Responsibilities" below);
- B. Represents the relevant organizations and projects serving subpopulations;
- C. Supports homeless persons in their movement from homelessness to affordable permanent housing and economic stability within a supportive community;
- D. Ensures that the MCHSCoC is inclusive of all needs of Mendocino County's homeless sub-populations; and
- E. Facilitates responses to issues and concerns that affect the agencies funded by CoC funds that are beyond those addressed in the annual CoC application process.

III. MEMBERSHIP

A. GOVERNING BOARD MEMBERSHIP

Each year, at the annual MCHSCoC General Orientation and Membership Invitation Event, the structure of the MCHSCoC, committees and workgroups, and the Governing Board is outlined. The nomination process for the Governing Board is also explained. Then at the MCHSCoC's Annual Governance Meeting, a slate of potential Governing Board members (developed as described in the "***Governing Board and Officer Nomination and Terms, Section VII***") is presented to and voted on by the full MCHSCoC general membership.

The Governing Board Membership consists of agencies or individuals described in the "MCHSCoC Governing Board Membership" table incorporated in section IV:C.

1. The executive director, or authorized representative, of an agency which has been voted in as a member of the Governing Board may appoint an individual from their organization to serve as Governing Board member in their stead;
2. Each Governing Board member may appoint in writing, by telephone, or e-mail, an alternate voting representative if the designated voting representative is unable to attend a meeting. The written proxy will be given to the Secretary prior to the meeting;
3. Each designated role has one seat on the Board, except as otherwise indicated.

A seat will be added to the Governing Board for an Emergency Solutions Grantee (ESG) when and if ESG grantees are not already represented on the Governing Board in another seat by a member organization receiving ESG funds.

Additional Membership Conditions:

1. No organization may have more than one staff person seated on the Governing Board as a voting member at any time, regardless of which seats they occupy;
2. The Governing Board is established/activated once seven of the nineteen seats are occupied, pursuant to the process established by this Charter. Two of the seven must include the Collaborative Applicant and the Homeless or Formerly Homeless Individual.

B. MCHSCoC GENERAL MEMBERSHIP

1. The MCHSCoC General Membership is a volunteer and/or appointed membership. The Governing Board, with the assistance of the Membership Committee will issue a public invitation for new members at least annually, through a General Orientation and Membership Event.
2. The Governing Board and MCHSCoC general membership may solicit specifically for members to represent under-represented subpopulations or groups, including initiating additional actions to ensure representation by homeless and/or formerly homeless persons.

3. Applications for membership shall be reviewed, approved or denied as provided by Section IV.C.1.g. "Membership Committee" of this Charter.
4. The MCHSCoC is broadly representative of the public and private homeless service sectors, including homeless client/consumer interests. The CoC Interim rule (24 CFR Part 578.5) outlines those organizations and individuals, that are to be included as part of the membership in the MCHSCoC.
5. The General Membership consists of three membership categories:
 - a. **Agency/Organization Membership:** A member agency/organization is a public or private agency or organization that can or does address short and longer-term housing needs, health needs, legal needs, case management, education, or other support services related to the homeless in Mendocino County. Agency/organization membership requires completion of the Memorandum of Understanding for General Membership as prepared and updated by the Governing Board with the assistance of the Membership Committee.
 - b. **Individual Membership:** An individual member is a concerned community member who is homeless, or formerly homeless, or has otherwise demonstrated a personal interest in the needs of the homeless in Mendocino County. Individual membership requires completion of the Memorandum of Understanding for Individual General Membership.
 - c. **Advisory Membership:** An Advisory membership is for those stakeholder individuals and agencies that are interested in participating in the MCHSCoC, but are unable to fulfill membership duties. Examples include individuals with specific knowledge or expertise who may be called upon to provide specific input, or asked to sit on an Ad hoc committee. Advisory members are not held to the attendance or committee requirements of General or Board members, Advisory members do not have the power to vote at any meetings. Advisory membership requires completion of the Memorandum of Understanding for Advisory Membership.

C. CODE OF CONDUCT

1. **Scope**

This section applies to all Members of the MCHSCoC, its Board Members, officers and all persons acting on behalf of the MCHSCoC, herein the Code of Conduct referred to as "Members".

2. **General Statement of Expectation**

Each Member is expected to adhere to a high standard of ethical conduct and to act in accordance with the MCHSCoC's Mission. Unethical actions, or the appearance of unethical actions, are not acceptable. Members are to be guided by the following principles in carrying out their responsibilities. Note, however, that this Code summarizes such principles and nothing in this Code should be considered as limiting duties, obligations or legal requirements with which Members must comply.

- a. **Loyalty:** Members should not be, or appear to be, subject to influences, interests or relationships that conflict with the mission and purpose of the MCHSCoC.

- b. **Care:** Members shall apply themselves with seriousness and diligence to participating in the affairs of the Board and its committees and shall act prudently in exercising management oversight of the MCHSCoC. Members are expected to understand the MCHSCoC's principal policies and core values.
 - c. **Inquiry:** Members shall take such steps as are necessary to be sufficiently informed to make decisions on behalf of the MCHSCoC and to participate in an informed manner in the MCHSCoC's activities. Members are expected to attend all meetings of the MCHSCoC, except if unusual circumstances make attendance impractical.
 - d. **Compliance with Laws, Rules and Regulations:** Members shall comply with all laws, rules and regulations applicable to the MCHSCoC.
 - e. **Observance of Ethical Standards:** Members must adhere to the highest of ethical standards in the conduct of their duties. These include honesty, fairness and integrity.
3. **Integrity of Records**
Members should promote the accurate and reliable preparation and maintenance of the MCHSCoC's records. Diligence in accurately preparing and maintaining MCHSCoC's records allows the MCHSCoC to fulfill its reporting obligations and to provide governmental authorities and the general public with full, fair, accurate, timely, understandable, open and transparent disclosure.
4. **Conflicts of Interest**
Members must act in accordance with the conflicts of interest requirements at 24 CFR §578.95(b), namely that no member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Members shall review and sign the MCHSCoC's conflict of interest policy before or at the time of taking their seat.
5. **Affirmation**
All Members shall read this Code at least annually, and shall certify in writing that they have done so and understand the Code.
6. **Recusal Process**
Definition: "Recusal" means the process by which a person disqualifies himself or herself from a matter because of prejudice or a conflict of interest.
Members, officers or anyone acting on behalf of the MCHSCoC (including committee members) must recuse themselves from participating in or influencing discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents, and must recuse themselves in matters as otherwise applicable under 24 CFR §578.95.
7. **Enforcement**
Members will discuss with the Chair of the Board or the Co-Chair of the Board, any questions or issues that may arise concerning compliance with this Code of Conduct. Breaches of this Code, whether intentional or unintentional, shall be reviewed by the Governing Board (excluding any Members whose breaches are under review). Serious breaches of this Code may be cause for dismissal of the Member. Decisions

to dismiss shall be made by majority vote of the MCHSCoC Governing Board at a properly convened meeting of the Board; the meeting shall be by closed session if requested by the Member being reviewed. The Member shall have a right to present a defense at such meeting prior to a final decision.

IV. RESPONSIBILITIES

A. GOVERNING BOARD MEMBERS

As the designated board of the MCHSCoC, the Governing Board works with the MCHSCoC committees, the MCHSCoC Collaborative Applicant, and HMIS Lead to fulfill the following three major duties:

1. Operate the MCHSCoC, which **must**:
 - a. Hold meetings of the full MCHSCoC General membership, with published agendas, at least quarterly;
 - b. Issue a public invitation for new member agencies or individuals within Mendocino County, at least annually with the assistance of the Membership Committee;
 - c. Follow the written process to select board members. Lead the MCHSCoC in reviewing and updating the board selection process for approval of the MCHSCoC membership at least once every 5 years;
 - d. Establish additional committees, subcommittees, or workgroups;
 - e. Each Governing Board member shall serve one year on a Standing Committee or Work Group as appointed by the Chair of the Governing Board;
 - f. In consultation with the Collaborative applicant and the HMIS Lead, and with the assistance of the Strategic Planning Committee, further develop, follow, and update annually a governance charter, which includes all procedures and policies necessary to comply with CoC program requirements, as prescribed by HUD; and maintain a code of conduct and a recusal process for the Governing Board, its chair(s), and any person acting on behalf of the Governing Board;
 - g. With the assistance of the Performance Measurement Committee, consult with recipients and sub-recipients of CoC and/or ESG funding to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
 - h. With the assistance of the Performance Measurement Committee, evaluate outcomes of projects funded under the Emergency Solutions Grants ("ESG") program and the CoC program, and report to HUD;
 - i. In consultation with recipients of ESG program funds within Mendocino County, and with the assistance of the Strategic Planning Committee, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. Develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter

- or services from non-victim service providers; this system will comply with any requirements established by HUD by notice;
- j. In consultation with ESG recipients within Mendocino County, and with the assistance of the Strategic Planning Committee, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards, must include:
 - i. Policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC program (24 CFR Part 578);
 - ii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
 - iii. Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
 - iv. Policies and procedures for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
 - v. Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and
 - vi. If the MCHSCoC is designated a high-performing community, policies and procedures set forth in 24 CFR 576.400(e)(3)(vi), (e)(3)(vii), (e)(3)(viii), and (e)(3)(ix).
 - k. With the assistance of the Strategic Planning Committee and consistent with 24 CFR §578.15(b), designate an eligible applicant(s) to submit an application for grant funds in response to a NOFA published by HUD under 24 CFR §578.19. The designation must state whether the Governing Board is designating more than one applicant to apply for funds and, if it is, which applicant is being designated as the collaborative applicant. If only one applicant is designated to apply, that applicant must be designated as the collaborative applicant.
2. With the assistance of the Homeless Management Information Systems Committee, design and operate a Homeless Management Information System (HMIS)(24 CFR §578.7(b)):
 - a. Designate a single HMIS for Mendocino County;
 - b. Designate an eligible applicant to manage the MCHSCoC's HMIS, which will be known as the HMIS lead;
 - c. Review, revise, and approve a privacy plan, security plan, and data quality plan for the HMIS;
 - d. Ensure consistent participation of recipients and sub-recipients in the HMIS;
 - e. Ensure that the HMIS is administered in compliance with HUD requirements.
 3. With the assistance of the Strategic Planning Committee develop a Continuum of Care plan consistent with 24 §CFR 578.7(c) that includes:
 - a. Coordinating the implementation of a housing and service system within Mendocino County that meets the needs of the homeless individuals and families. The system must include:
 - i. Outreach, engagement, and assessment;

- ii. Shelter, housing, and supportive services;
- iii. Prevention strategies.
- b. Planning and conducting an annual point-in-time count of homeless persons that meets the requirements of 24 CFR §578.7(c)(2);
- c. Conducting an annual gaps analysis of the homeless needs and services available within Mendocino County;
- d. Providing information required to complete the Consolidated Plan within Mendocino County;
- e. Consulting with State and local government Emergency Solutions Grants program recipients within Mendocino County on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

B. MCHSCoC MEMBERS

The MCHSCoC membership has the following responsibilities:

1. Adopt and follow a written process to select a board (the Governing Board) consistent with 24 CFR §§578.5(b), 578.7(a)(3) and this Charter, and review, update and approve the process for selection of the board at least once every 5 years;
2. Actively serve on or attend two committees or work groups per year;
3. Comply with the conflict-of-interest requirements at 24 CFR §578.95;
4. Collaborate with other members to work toward the MCHSCoC mission, goals, and objectives;
5. Abide by the MCHSCoC Governance Charter;
6. Attend MCHSCoC meetings. Active members missing three consecutive meetings could be moved to Advisory Membership status;
7. Participate in Point-in-Time Studies, outreach endeavors, training sessions or actual counts.

C. COMMITTEES AND WORK GROUPS

Policy Statement: The MCHSCoC is committed to ensuring that each committee is comprised of members that are representative, and can and do represent, the diverse and vast geographic area of the MCHSCoC. The MCHSCoC is also committed to ensuring that the committees and workgroups are representative of the diversity of the MCHSCoC service area.

1. Standing committees are comprised of MCHSCoC General Members, with a maximum of ~~two Board members~~ CoC Board quorum minus one. Each member serves a minimum of 1 year to a maximum of a 3 years staggered term.
2. If the Board determines in an open meeting of the MCHSCoC that necessary committee work is not progressing, the Board may then appoint a temporary committee chair, including a board member, to move the business forward.
3. Each committee elects the Chair and Co-Chair of their respective committee as well as selecting a member who will report back to the full MCHSCoC General Membership at the regularly scheduled MCHSCoC meeting.

4. At least one Governing Board member who volunteers, or is assigned by the Chair of the Governing Board, must serve as a member of each Standing Committee or Work Group.
5. Ad-hoc committees and workgroups shall be appointed by the Chair or Co-Chair and approved by vote of the Governing Board.
6. The following table describes standing committees, ad-hoc committees, and workgroups:

<i>Name of Committee/Workgroup</i>	<i>Type</i>
Membership Committee	Standing Committee
Shelter and Solutions Committee	Standing Committee
Strategic Planning Committee	Standing Committee
HMIS/Performance Improvement Committee	Standing Committee
Coordinated Entry/Discharge Planning Cmte	Standing Committee
Transition Age Youth Workgroup	Workgroup
Families and Children Workgroup	Workgroup
Elders Workgroup	Workgroup
Funding Recommendations Ad-Hoc Cmte	Ad-Hoc Committee
Point-in-Time Ad-Hoc Cmte	Ad-Hoc Committee

Membership Committee:

- i. The Membership Committee is responsible for accepting membership applications (as described in Section III.B.), reviewing for membership eligibility, and approving general MCHSCoC membership applications.
- ii. The committee shall also issue a public invitation for new members, at least annually.
- iii. Any recommendations for denial of general MCHSCoC membership must go before the Governing Board for final decision.
- iv. Along with the Governing Board Secretary, this committee is responsible for maintaining contact information for all MCHSCoC General Members and committee change forms for all committees.
- v. The MCHSCoC is committed to ensuring that the MCHSCoC membership is representative of the diversity of Mendocino County's residents experiencing homelessness. To that end, this committee shall engage in such outreach to any underrepresented communities.
- vi. The Membership Committee shall be comprised of a minimum of three but ideally five to seven MCHSCoC members in good standing from the general membership.

Shelter and Solutions Committee:

- i. The Shelter and Solutions Committee is responsible to address issues related to the current system of emergency shelter services and solutions for the geographic area of Mendocino County, including gaps in services, and any other shelter related issue or emerging problem.
- ii. The Shelter and Solutions Committee shall be comprised of a minimum of three, but ideally five to seven MCHSCoC members in good standing from the general membership. At least one member of the committee shall be a member organization that is an Emergency Solutions Grant Grantee.

Strategic Planning Committee:

- i. The Strategic Planning Committee assists the Governing Board in the development and annual update of the Governance Charter, the development of the written standards for providing Continuum of Care assistance, and in making any recommendations for revisions to such standards.
- ii. The committee also assists in the development of the Continuum of Care plan, and makes recommendations to the Board regarding implementation of and revisions to such plan.
- iii. The committee assists the Governing Board in establishing either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- iv. The committee also assists the Governing Board in developing a specific policy consistent with the requirements established by HUD to guide the operation of the centralized or coordinated assessment system to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.
- v. The Strategic Planning Committee shall be comprised of a minimum of three but ideally five to seven MCHSCoC members in good standing. One of the seats shall be filled by recipient/sub recipient of CoC funding, and one by an individual currently or formerly experiencing homelessness.

Homeless Management Information Services (HMIS) / Performance Improvement 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.

- i. ~~The HMIS/Performance Improvement Committee is responsible for planning, coordinating, and evaluating the implementation of HMIS for the MCHSCoC, data collection and processing (e.g. APR preparation), and review of all reports submitted on behalf of the COC, including but not limited to; HIC, APAR, AHAR, PIT. This committee also responsible for recommending to the Governing Board performance targets for population and program type, assisting the Governing Board in monitoring recipient and sub-recipient performance and evaluating outcomes, allowing the Governing Board to take action against poor performers, and to report outcomes to HUD.~~

~~The committee will present these reports to the COC Board for questions and input prior to submitting them to HUD or other funders, in addition the committee will provide the reports to the Board or membership at their request.~~

~~This committee is also responsible for making recommendations to improve local data collection processes, reviewing, revising, and recommending to the Governing Board a privacy plan, a security plan, and the Data Quality Plan for the HMIS, and for ensuring consistent participation, including submission of data and data entry, by the recipients and sub-recipients in the HMIS.~~

~~The Committee shall also evaluate the outcome of any project(s) funded under the Emergency Solutions Grants program, allowing the Governing Board to report those outcomes to HUD.~~

~~This committee is instrumental in determining where resources are best utilized, and in making recommendations to the CoC about re-allocation of funds specifically designated to homelessness services and issues.~~

~~The 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.~~

Coordinated Entry / Discharge Planning Committee:

- i. The Coordinated Entry/ Discharge Planning Committee is responsible for ensuring that current and appropriate agreements are in place with local institutions that may release individuals into a situation of homelessness, and to work toward the outcome of successful release into a housed situation as opposed to homelessness, as well as coordinated entry planning, development, and recruitment and acts as a liaison between coordinated entry sites and the CoC.
- ii. Acting as the coordinated entry review team as outlined in the Coordinated Entry policies and procedures manual.
- iii. This committee makes recommendations to the Governing Board regarding discharge planning and the homeless system of care coordinated entry process.
- iv. The Coordinated Entry /Discharge Planning Committee shall be comprised of three and ideally five to seven MCHSCoC members in good standing who are representative of service providers and users of Coordinated Entry and/or Discharge Planning.

Special Population Workgroup: Transition-Age Youth

The Transition Aged Youth (TAY) Work Group is responsible for addressing issues specific to the needs of Transition Aged Youth ages 16 – 24, experiencing or at high risk of entering homelessness. This workgroup should be representative of, and expect to consider the needs of TAY for the geographic area of Mendocino County, including gaps in services, and any other homelessness related issue or emerging problem. The TAY Workgroup shall be comprised of a minimum of three, but ideally five to seven MCHSCoC members in good standing from the general membership.

Special Populations Workgroup: Families and Children

The Families and Children (F&C) Workgroup is responsible for addressing issues specific to the needs of Families and Children under the age of 16, experiencing or at high risk of entering homelessness. This workgroup should be representative of and expect to consider the needs of

families and children for the geographic area of Mendocino County, including gaps in services, and any other homelessness related issue or emerging problem. The Families & Children Workgroup shall be comprised of a minimum of three, but ideally five to seven MCHSCoC members in good standing from the general membership.

Special Populations Workgroup: Elders

The Elders Workgroup is responsible for addressing issues specific to the needs of Elderly couples and individuals experiencing or at high risk of entering homelessness. This workgroup should be representative of and expect to consider the needs of elders for the geographic area of Mendocino County, including gaps in services, and any other homelessness related issue or emerging problem. The Elders Workgroup shall be comprised of a minimum of three, but ideally five to seven MCHSCoC members in good standing from the general membership.

Funding Recommendations Ad-Hoc Committee:

- i. The Funding Recommendations Committee is responsible for developing a request for proposal (RFP) process for parties that may be interested in applying for the COC, ESG or other identified NOFAs.
- ii. Publicizing the availability of the Continuum of Care program (COC) and the Emergency Solutions Grant program (ESG) funding in an effort to ensure that all possible projects are considered.
- iii. Developing a rating and ranking tool for all appropriate funding opportunities, including but not limited to COC and ESG funds.
- iv. Reviewing and rating and ranking of applications submitted to the CoC for funding opportunities.
- v. Reviewing grants where the agency is asking for a letter of support, and making a recommendation to the Board as to whether or not the letter should be provided.
- vi. Applicants for funding may not participate on the committee if requests from their agency or any other conflicts of interest are present.
- vii. The Application Review Committee shall be comprised of a minimum of three and ideally five to seven MCHSCoC members in good standing.

Point-in-Time Ad-Hoc Committee

- i. The committee is responsible for all aspects of the Point-in-Time Count (PIT), establishing the survey methods and tools for the annual homeless count in Mendocino County. In addition, this committee coordinates the annual homeless count ensuring that proper procedure is followed.
- ii. The chair of this committee will act as, or appoint the "Census Coordinator" who will appoint, from this committee, a "Team Captain" for each geographical location of the County. Other team captains may be appointed, as needed, from the MCHSCoC general membership.
- iii. This committee is responsible for the collection and consolidation of data, preparing PIT for completion of the Continuum of Care and Consolidated Plan(s) and assists in the completion of a final report to the Collaborative Applicant for electronic submission to HUD.

V. MEETINGS

A. VOTING MEMBERS & VOTING

For the purpose of this Governance Charter, "voting" means casting a vote at a meeting of the Governing Board, MCHSCoC general membership, or a committee meeting.

Names of individual voting members, agency/organization voting members, agency/organization voting alternates, and voting Governing Board members shall be on file with the Membership Committee. The Membership Committee must receive changes in writing.

1. Governing Board Members:

- a. Each voting member of the Governing Board shall have one vote in meetings at which they are present.

2. MCHSCoC General Members:

- a. All individual and agency/organization general members, except for Advisory Members as defined at Section III.B.3 of this Charter, shall have the right to one vote in meetings on matters appropriately addressed to and within the responsibilities of the MCHSCoC as stated in this Charter. Each agency/organization member shall designate a voting representative to exercise its one vote maximum.
- b. Each agency member may appoint in writing, telephone, or by e-mail, an alternate voting representative if the designated voting representative is unable to attend a meeting. The written proxy will be given to the Secretary prior to the meeting.

3. Committee Members:

- a. Each voting member serving on a committee shall have one vote in meetings of that committee.
- b. Committees may develop their own procedures that permit absentee, proxy, telephone, or email votes to effectively conduct their work.

B. QUORUM

Fifty-one (51%) percent of any Governing Board, full MCHSCoC general membership, or committee members entitled to vote must be present at the meeting to constitute a quorum. If less than a quorum is present, a meeting may be conducted, but no votes on action items or motions can be taken.

C. MAJORITY CARRIES

A simple majority of votes cast shall carry the motion in the meetings of the Governing Board, full MCHSCoC general membership, and committees, except as otherwise provided in this Governance Charter.

D. OPEN MEETINGS

Governing Board and full MCHSCoC general membership meetings shall be open to the public, except as otherwise provided for in this Governance Charter.

E. NOTICE AND AGENDA

Action items will be placed on the agendas of the meetings of the Governing Board, full MCHSCoC general membership and committees. Additional items may be added to the agenda at the beginning of the scheduled meeting, but may not be voted upon.

Agendas for the meetings of the Governing Board and full MCHSCoC general membership will be e-mailed to the Governing Board and to those on the MCHSCoC Membership List, and shall be posted at the scheduled location of the meeting three (3) days prior to the meetings.

F. CONDUCT OF MEETINGS

The Chair shall conduct Governing Board and full MCHSCoC general membership meetings. The meetings shall be ordinarily conducted in an informal manner, but may be conducted by Robert's Rules of Order (revised edition), as deemed appropriate by the Chair. The Secretary or delegate representative shall record the minutes of every meeting.

G. FREQUENCY

1. Meetings of the Governing Board shall be held monthly, except as otherwise provided in this Governance Charter. Afternoon meetings (1:30- 3:30) are the third Monday, unless there is a holiday, in which case it is the second Monday,
2. Meetings of the MCHSCoC general membership shall be held at least quarterly, except as otherwise provided in this Governance Charter (Jan, April, July, October),
3. Meetings of the Standing Committees shall be held at least quarterly, except as otherwise provided in this Governance Charter.

H. SPECIAL MEETINGS OF THE MEMBERSHIP

Special meetings, beyond regularly scheduled monthly meetings, may be called by a majority decision of the Governing Board. Special meetings shall cover only matters of business, which have been stated in the call to meeting. Members shall be provided with a minimum of forty-eight hours' notice of a special meeting.

I. EXECUTIVE SESSION

Meetings of the Governing Board related to decisions to dismiss based on a Governing Board member's breach of the code of conduct may be closed to the public if requested by the Board Member under review.

VI. GOVERNANCE CHARTER REVIEW AND AMENDMENT

A. AMENDMENT

This Charter may be amended at any combined meeting of the Governing Board and MCHSCoC general membership by a vote of the majority of the Governing Board.

B. NOTICE

Written notice of any proposed amendment to this Charter shall be mailed, (electronically is acceptable), to all MCHSCoC members at least five (5) calendar days prior to the meeting at which such action is proposed.

C. ANNUAL REVIEW

This Governance Charter must be reviewed and updated as needed by the Governing Board at least annually.

VII. GOVERNING BOARD NOMINATION, OFFICERS AND TERMS

A. NOMINATION

Nominations for the Governing Board shall be made by the MCHSCoC General Membership and nominees must be members of the MCHSCoC General Membership.

Nominations for Officers of the Governing Board shall be made by the Governing Board and nominees must be members of the Governing Board.

Nominations shall be made for each of the following seats of the Governing Board by the MCHSCoC General Membership:

1. Collaborative Applicant / Administrative Entity – **One Seat (non-voting seat)**
2. Homeless or Formerly Homeless Individual – **One Seat**
3. Shelter Representative – Coast - **One Seat**
4. Shelter Representative - North/Inland County - **One Seat**
5. Public Housing Authority – **One Seat**
6. Organization addressing the needs of the Homeless/Chronically Homeless – **One Seat**
7. Organization addressing the needs of unaccompanied or transition age youth (TAY) – **One Seat**
8. Organization addressing the needs of the elderly population – **One Seat**
9. Organization addressing the needs of families with children – **One Seat**
10. Organization addressing the needs of individuals with serious mental illness – **One Seat**
11. Organization serving persons with chronic substance abuse – **One Seat**
12. Organization addressing the needs of veterans – **One Seat**
13. Organization addressing the needs of persons with HIV/AIDS – **One Seat**
14. Organization addressing the needs of Victims of Domestic Violence – **One Seat**
15. Organization providing health care to the homeless – **One Seat**
16. County of Mendocino Health and Human Services Agency – **One Seat**
17. Organization representing a local housing developer - **One Seat**
18. Organization representing law enforcement – **One Seat**
19. Homeless or Formerly Homeless TAY – **One Seat**

The Term of MCHSCoC Governing Board Membership is three (3) years.

LIST OF OFFICERS AND DUTIES

1. Governing Board Chair:

The term of office shall be three years. This officer is responsible for presiding over all meetings of the Governing Board and meetings of the full MCHSCoC General Membership. This officer shall act as spokesperson for the Continuum of Care and have final approval on all publicly reported information regarding the CoC.

2. Governing Board Co-Chair:

The term of office shall be three years. In the absence of the Chair, this officer is responsible for presiding over meetings of the Governing Board and meetings of the full MCHSCoC General Membership.

3. Governing Board Secretary:

This seat is permanently held by the Program Administrator or Senior Program Manager serving as the primary point of contact for the Collaborative Applicant / Administrative Entity for the CoC. The Secretary is responsible for the core administrative work of the CoC, including recording minutes at all meetings, serving as the primary point of contact for the CoC, preparing the agenda and all attachments for all meetings, and submitting these to the Chair for approval and distribution. The Secretary shall also be responsible for announcing funding opportunities and corresponding deadlines to the Governing Board and MCHSCoC General Membership. This officer shall be responsible for coordinating review by the Governing Board of APR's and other required reports of the MCHSCoC as the CoC. The Secretary serves as a non-voting member of the Board.

4. Committee Chairs:

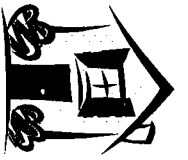
The term of office shall be one to three years staggered term. These officers shall preside over Committee meetings and are responsible for scheduling meetings and creating the Agenda as stated in this Governance Charter. This officer shall be responsible for presenting Committee recommendations to the Governing Board.

5. Committee Co-Chairs:

The term of office shall be to three years staggered term. These officers, in the absence of the Chair, are responsible for presiding over Committee Meetings as well as coordinating and communicating scheduling of meetings to Committee Members.

6. Committee Reporters:

The term of office shall be to three years staggered term. These officers are responsible for recording minutes at all Committee Meetings and reporting to the Governing Board and MCHSCoC General Membership of Committee Meeting dates and times.



Mendocino County Homeless Services Continuum of Care

STANDING COMMITTEES

Name of Committee/Workgroup	Chair / Co-Chair	Meeting Date(s)	Meeting Location
Membership Committee	Veronica Wilson (interim)	Meets Quarterly (Feb, May, Aug, Nov) 3 rd Wed 2 pm – 4 pm	HHSa – Joshua Tree Conf Rm 747 S. State St., Ukiah, CA
Shelter and Solutions Committee	Angelica Millan	Meets Monthly 4 th Monday 10 am – 12 pm	LSNC – Conference Room 421 N. Oak St., Ukiah, CA
Strategic Planning Committee	Dan McIntire / Shannon Riley	Meets Monthly 4 th Tuesday 10:30 am – 12 pm	HHSa – Shasta Conf Rm 737 S. State St., Ukiah, CA
HMIS/Performance Measurement Committee	Brian Klovski (interim) / Danielle Davis	Meets Monthly 2 nd Thursday 2 – 3:30 pm	HHSa – Joshua Tree Conf Rm 747 S. State St., Ukiah, CA
Coordinated Entry/Discharge Planning Committee	Sage Wolf	Meets Monthly 4 th Tuesday 1:30 – 3 pm	Building Bridges – Conf Rm 1045 S. State St., Ukiah, CA

WORKGROUPS

Name of Committee/Workgroup	Chair	Meeting Date(s)	Meeting Location
Transition Age Youth Workgroup	TBD	TBD	TBD
Families and Children Workgroup	TBD	TBD	TBD
Elders Workgroup	TBD	TBD	TBD

AD-HOC COMMITTEES

Name of Committee/Workgroup	Chair	Meeting Date(s)	Meeting Location
Funding Recommendations Ad-Hoc Committee	As Needed		
Point-in-Time Ad-Hoc Committee	As Needed		



Mendocino County Homeless Services Continuum of Care

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Mendocino County Homeless Services Continuum of Care

Coordinated Entry / Discharge Planning Committee Meetings 2019

**Regular Meetings: Building Bridges, 1045 S. State St. Ukiah, CA
Conference Room unless otherwise noted**

Time: 1:30 p.m. – 3:00 p.m.

- CoC Coordinated Entry / Discharge Planning Committee: September 24th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: October 22nd, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: November 26th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: December 24th, Building Bridges



Mendocino County Homeless Services Continuum of Care

Coordinated Entry / Discharge Planning Committee Meetings 2020

**Regular Meetings: Building Bridges, 1045 S. State St. Ukiah, CA
Conference Room unless otherwise noted**

Time: 1:30 p.m. – 3:00 p.m.

- CoC Coordinated Entry / Discharge Planning Committee: January 27th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: February 25th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: March 24rd, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: April 28th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: May 26th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: June 23nd, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: July 28th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: August 25th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: September 22th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: October 27th, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: November 24rd, Building Bridges
- CoC Coordinated Entry / Discharge Planning Committee: December 22th, Building Bridges



Mendocino County Homeless Services Continuum of Care

HMIS/Performance Measurement Committee Meetings 2019

**Regular Meetings: Social Services 747 S. State St. in Joshua Tree
Conference Room unless otherwise noted**

Time: 2:00 p.m. – 3:30 p.m.

- CoC HMIS / PM Committee: September 12th, Social Services
- CoC HMIS / PM Committee: October 10th, Social Services
- CoC HMIS / PM Committee: November 14th, Social Services
- CoC HMIS / PM Committee: December 12th, Social Services



Mendocino County Homeless Services Continuum of Care

HMIS/Performance Measurement Committee Meetings 2020

**Regular Meetings: Social Services 747 S. State St. in Joshua Tree
Conference Room unless otherwise noted**

Time: 2:00 p.m. – 3:30 p.m.

- CoC HMIS / PM Committee: January 9th, Social Services
- CoC HMIS / PM Committee: February 13th, Social Services
- CoC HMIS / PM Committee: March 12th, Social Services
- CoC HMIS / PM Committee: April 9th, Social Services
- CoC HMIS / PM Committee: May 14th, Social Services
- CoC HMIS / PM Committee: June 11th, Social Services
- CoC HMIS / PM Committee: July 9th, Social Services
- CoC HMIS / PM Committee: August 13th, Social Services
- CoC HMIS / PM Committee: September 10th, Social Services
- CoC HMIS / PM Committee: October 8th, Social Services
- CoC HMIS / PM Committee: November 12th, Social Services
- CoC HMIS / PM Committee: December 10th, Social Services



Mendocino County Homeless Services Continuum of Care

Membership Committee Meetings 2019

**Regular Meetings: Social Services 747 S. State St. in Joshua Tree
Conference Room unless otherwise noted**

Time: 2:00 p.m. – 3:30 p.m.

- CoC Membership Committee: November 20th, Social Services



Mendocino County Homeless Services Continuum of Care

Membership Committee Meetings 2020

**Regular Meetings: Social Services 747 S. State St. in Joshua Tree
Conference Room unless otherwise noted**

Time: 2:00 p.m. – 3:30 p.m.

- CoC Membership Committee: February 19th, Social Services
- CoC Membership Committee: May 20th, Social Services
- CoC Membership Committee: August 19th, Social Services
- CoC Membership Committee: November 18th, Social Services



Mendocino County Homeless Services Continuum of Care

Shelter & Solutions Committee Meetings 2019

**Regular Meetings: Legal Services of Northern California (LSNC)
421 N. Oak St, Ukiah, CA – Conference Room unless otherwise noted**

Time: 10:00 a.m. –12:00 p.m.

- CoC Shelter and Solutions Committee: September 23rd, LSNC
- CoC Shelter and Solutions Committee: October 28th, LSNC
- CoC Shelter and Solutions Committee: November 25th, LSNC
- CoC Shelter and Solutions Committee: December 23rd, LSNC



Mendocino County Homeless Services Continuum of Care

Shelter & Solutions Committee Meetings 2020

**Regular Meetings: Legal Services of Northern California (LSNC)
421 N. Oak St, Ukiah, CA – Conference Room unless otherwise noted**

Time: 10:00 a.m. –12:00 p.m.

- CoC Shelter and Solutions Committee: January 27th, LSNC
- CoC Shelter and Solutions Committee: February 24th, LSNC
- CoC Shelter and Solutions Committee: March 22rd, LSNC
- CoC Shelter and Solutions Committee: April 27th, LSNC
- CoC Shelter and Solutions Committee: May 25th, LSNC
- CoC Shelter and Solutions Committee: June 22nd, LSNC
- CoC Shelter and Solutions Committee: July 27th, LSNC
- CoC Shelter and Solutions Committee: August 24th, LSNC
- CoC Shelter and Solutions Committee: September 28rd, LSNC
- CoC Shelter and Solutions Committee: October 26th, LSNC
- CoC Shelter and Solutions Committee: November 22th, LSNC
- CoC Shelter and Solutions Committee: December 28rd, LSNC



Mendocino County Homeless Services Continuum of Care

Strategic Planning Committee Meetings 2019

**Regular Meetings: Social Services 737 S. State St., Ukiah, CA in
Shasta Conference room unless otherwise noted**

Time: As Noted

- CoC Strategic Planning Committee: September 18th, 9 am – 11 am, Social Services
- CoC Strategic Planning Committee: September 25th, 9 am – 1 pm, Social Services
- CoC Strategic Planning Committee: October 3rd, 9 am – 11 am, Social Services
- CoC Strategic Planning Committee: October 11th, 9 am – 11 am, Social Services
- CoC Strategic Planning Committee: October 23rd, 9 am – 1 pm, Social Services
- CoC Strategic Planning Committee: November 14th, 9 am – 11 am, Social Services
- CoC Strategic Planning Committee: December 16th, 9 am – 11 am, Social Services



Mendocino County Homeless Services Continuum of Care

Strategic Planning Committee Meetings 2020

**Regular Meetings: Social Services 737 S. State St., Ukiah, CA in
Shasta Conference room unless otherwise noted**

Time: 10:30 a.m. – 12 p.m.

- CoC Strategic Planning Committee: January 28th, Social Services
- CoC Strategic Planning Committee: February 25th, Social Services
- CoC Strategic Planning Committee: March 24th, Social Services
- CoC Strategic Planning Committee: April 28th, Social Services
- CoC Strategic Planning Committee: May 26th, Social Services
- CoC Strategic Planning Committee: June 23rd, Social Services
- CoC Strategic Planning Committee: July 28th, Social Services
- CoC Strategic Planning Committee: August 25th, Social Services
- CoC Strategic Planning Committee: September 22nd, Social Services
- CoC Strategic Planning Committee: October 27th, Social Services
- CoC Strategic Planning Committee: November 24th, Social Services
- CoC Strategic Planning Committee: December 22nd, Social Services

Mendocino County Homeless Services Continuum of Care

Staff Report

Meeting Date: Monday, September 16, 2019

Item F1: Homeless Emergency Assistance Program (HEAP) - Project Status Update

Narrative

Status Update for Projects funded by HEAP

Projects for HEAP funding were approved by the Mendocino County Homeless Services Continuum of Care at their meeting on February 11, 2019.

The following grantees were approved for funding by the CoC:

1. Mendocino County Office of Education
2. Mendocino Coast Hospitality Center
3. Redwood Community Services
4. Project Sanctuary
5. City of Fort Bragg
6. Rural Communities Housing Development Corporation

Please find attached a brief description of each project, as well as a Project Status summary chart and accompanying reporting documents submitted by grantees.

No action by the CoC is recommended or required at this time.

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Brief Descriptions of Approved HEAP Projects

1. **Mendocino County Office of Education:** Project funding will be used to provide weekend meals for up to 450 students each week, between April 1, 2019 and June 30, 2021. Project funds will be targeted to those students experiencing or at-risk of homelessness.
2. **Mendocino Coast Hospitality Center:** Project funding will be used to complete two phases of a capital improvement project for the Center. Phase One consists of painting the exterior of 101 N. Franklin Street, Fort Bragg, CA. Phase Two consists of purchasing and installing a new commercial sanitizing dishwasher for emergency shelter meal service.
3. **Redwood Community Services:** Project funds will support seven phases of a capital improvement project for the Homeless Services Center, located at 1045 S. State Street in Ukiah. Phase One consists of the purchase of 30 shelter mattresses. Phase Two consists of completing Day Center construction, including bathroom/shower facility, plumbing, electrical, framing, drywall, painting, lighting and fixtures, and some exterior landscaping. Phase Three consists of predevelopment work for the Day Center and Shelter build-out to increase capacity. Phase Four consists of build-out of the Day Center and Shelter to renovate the front portion of building. Phase Five consists of predevelopment of permanent housing to be constructed on the same property, including design and permitting. Phase Six consists of permanent housing site work to develop the parking, sidewalks, and other necessary exterior features. Phase Seven consists of building reconstruction and development including major reconstruction of the roof and exterior walls for the Shelter and Day Center.
4. **Project Sanctuary:** Project funding will be used to complete a bathroom renovation for the Project Sanctuary shelter in Ukiah. Funds will be used for preliminary site work, removal of existing unit, framing construction, plumbing and electrical construction, and the final phases of construction to include doors, drywall, flooring, paint and other associated costs.
5. **City of Fort Bragg:** Project funding will be used to contribute to an affordable housing project located in the City of Fort Bragg. Danco Properties is the construction company building "The Plateau," which will include 20 units of permanent supportive housing. The target market for the permanent supportive housing will include: 1) homeless seniors, homeless veterans and homeless families; and 2) seniors, veterans and families that are at risk of becoming homeless.
6. **Rural Communities Housing Development Corporation:** Project funding will be used to contribute to an affordable housing project located in the City of Ukiah. RCHDC will use project funding for a mixed-use 40 to 80 unit affordable housing project called "Orr Creek Commons." The target populations are seriously mentally ill individuals who are homeless or at risk of homelessness, individuals with developmental disabilities, veterans, and very low income families.

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Mendocino County Homeless Services Continuum of Care
Meeting Date: September 16, 2019

Item 1

HEAP Contracts - 2019 through 2021 - First Allocation

Grantee	Funding Approved	Contract Status (as of 9.9.19)	Project Status (as of 9.9.19)
1. Mendocino County Office of Education	\$135,000	Complete. Approved by BOS on 5.7.19.	Project underway. Through July 2019, 263 students served and 6.4% of project funds have been spent. See attached report.
2. Mendocino Coast Hospitality Center	\$36,740	Complete. No BOS approval required.	Phase 2 is complete. 15.7% of project funds have been advanced and spent. See attached report.
4. Redwood Community Services	\$621,788	Complete. Approved by BOS on 4.23.19.	Phase 2 is completed. Phases 3, 4, and 7 are underway. 34% of project funds have been advanced and 39% have been spent. See attached report.
3. Project Sanctuary	\$132,720	Complete. Approved by BOS on 5.14.19	Phase 1 is underway. 6.2% of project funds have been advanced.
5. City of Fort Bragg	\$3,000,000	In development.	Overall project funding not yet secured.
6. Rural Communities Housing Development Corporation	\$983,415	In development.	Overall project funding not yet secured.
Admin Overhead retained by HHSA	\$12,304		
	\$4,921,967		

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Mendocino County Office of Education

Heap Narrative Update for April 1st, 2019 to July 31st, 2019

From April 1st, 2019 to July 31st, 2019 we successfully served 263 kids with snack packs home for the weekend. Roughly, 5,609 meals were provided to homeless students in Mendocino County at 30 school sites.

In April, the Grocery Outlet was taken over by new ownership, and a team of people who are dedicated to the project. The new owners have been active members of our board, and a critical part in ordering new items to decrease our sodium and sugar contents within the bags. On average, the bags are currently costing roughly \$3.62/bag. It is our goal to increase the cost of the bag with the addition of healthy, organic, fruit options. This would include dried fruit, nuts, and berries. This could potentially move the cost of each bag up to \$4.50-\$5.00.

Our continued HEAP funding can support the increase, as we continue to rely on our free volunteers to pack the bags weekly and free UPS delivery. MCOE staff continued to pack and deliver to UPS in order to serve both Point Arena and Round Valley during the summer months, as they do not have summer food programs. The HEAP funding extension allowed us to continue the program for 60 kids over the summer.

Our program is on target to utilize the entire HEAP funding by June 2021 with the additional items for the bags, and gaining Round Valley as a new district for the beginning of the school year.

Snack Pack 2019 Spring Semester									
School Site	April		May		June		July		
	Students by week	Meals	Students by week	Meals	Students by week	Meals	Students by week	Meals	
Ukiah High	25/25/0/26	177	26/25/25/26	225	12/0	24	0	0	
Oak Manor	22/22/0/22	164	22/22/22/22	198	18/18	108	0	0	
Yokayo	3/3/0/3	21	3/3/3/3	27	3/3	15	0	0	
Nokomis	22/22/0/22	164	22/22/22/22	198	22/22	110	0	0	
Pomollita	10/11/0/11	75	11/11/11/11	69	11/11	55	0	0	
Point Arena High	1/1/0/1	7	1/1/1/1	9	1/1/1/1	7	0	0	
South Valley	7/7/0/7	49	7/7/7/7	63	7/7	35	0	0	
Blosser Lane	3/3/3/0	21	3/3/3/3	27	4/4	20	0	0	
Frank Zeek	4/4/0/4	28	4/4/4/4	36	6/6	30	0	0	
Brookside	11/11/11/0	68	11/11/12/12	102	12/12	60	0	0	
Yok/Nok Pre.	2/2/0/2	14	2/2/2/2	18	2/2	10	0	0	
New Beginnings	2/2/0/2	14	1/1/1/1	9	0	0	0	0	
Baetche	1/1/1/0	7	1/1/1/1	9	1/1	5	0	0	
Grace Hudson	9/9/0/9	63	9/9/9/9	81	9/9	45	0	0	
Arena Elemen.	21/21/0/21	147	21/21/21/21	189	21/21/21	342	30/30/30/30	450	
North Ukiah Pre.	4/4/0/4	28	4/4/4/4	36	0	0	0	0	
Willits High	8/8/8/0	56	8/8/8/8	72	8/8	40	0	0	
Other	3/3/0/3	21	3/3/3/3	27	3/3	15	0	0	
Eagle Peak	8/10/0/16	78	12/8/8/8	74	4/0	8	0	0	
Calpella	16/16/0/16	112	16/16/16/16	144	18/18	90	0	0	
Fort Bragg Middle	8/0/10/10	64	0/10/10/10	70	10/0	20	0	0	
Mendocino	8/0/6/6	48	6/6/6/6	54	6/6	30	0	0	
Rewood Elem	3/0/4/4	25	4/4/4/4	36	4/4	20	0	0	
AAA	0	0	0	0	0	0	0	0	
Sanhedrin	2/0/0/0	4	0	0	0	0	0	0	
River Oak	3/3/0/3	21	3/3/5/5	37	5/5	25	0	0	
Dana Gray	5/0/5/5	35	6/6/0/6	54	6/6	36	0	0	
Potter Valley	2/2/0/2	14	2/2/2/2	18	2/2	10	0	0	
Adult School	0	0	1/1/1/1	9	1/2	8	0	0	
Round Valley Elem					10/10/10/0	90	0/20/20/30/30	300	
Student Total									
Meal Total		1680		1921		1258		750	
Total Meals	5,609								
Students Served	263								
Current total Billing	\$ 8,679.44								
Ave. cost per bag each week	\$ 3.82								
Schools Served	30								

Mendocino Coast Hospitality Center
Contract # SS-18-098
Approved Funding Limit: \$36,740

PROJECT STATUS UPDATE FORM

HOMELESS EMERGENCY AID PROGRAM (HEAP) PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
May 2, 2019	Transitional Housing Capital Improvements	Paul Davis

PROJECT OVERVIEW

PHASE	% DONE	ESTIMATED COST (must match amount invoiced)	ACTUAL COST (must match receipts provided)	NOTES
Phase One: Painting, including labor, materials and permit	0.00%	\$30,962.53	\$0.00	Phase Not Started
Phase Two: Dishwasher	100%	\$5,777.47	\$5,777.47	Equipment Purchased

CONCLUSIONS/RECOMMENDATIONS

Please describe significant or notable changes to the implementation of project phase, as well as any anticipated problems or concerns in the future. Attached photographs, if possible and appropriate.

Redwood Community Services, Inc
Contract # BOS 19-125
Approved Funding Limit: \$621,788

PROJECT STATUS UPDATE FORM

HOMELESS EMERGENCY AID PROGRAM (HEAP) PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
Date 9/9/19	Capital Improvements for Homeless Services Center site at 1045 S State Street, Ukiah, CA	Name Sage Wolf

PROJECT OVERVIEW

PHASE	% DONE	ESTIMATED COST (must match amount Invoiced)	ACTUAL COST (must match receipts provided)	NOTES
Phase One: Purchase 30 shelter beds	0%	\$4,800	Not yet completed	
Phase Two: Complete Day Center Construction, including labor and materials for all aspects of construction	100%	\$114,018	\$114,042.72	
Phase Three: Predevelopment of the Day Center and Shelter Build-Out, including labor for designing and engineering and permit costs	14%	\$55,000	\$7,813.20 so far	
Phase Four: Build-Out of the Day Center and Shelter, including labor and materials to renovate the front portion of the building	5%	\$225,000	\$433.22 so far	
Phase Five: Predevelopment of Permanent Housing, including labor to design and begin the permitting process	0%	\$40,000	\$0 so far	
Phase Six: Permanent Housing Site Work, including parking, sidewalks and other exterior features	0%	\$20,000	\$0 so far	
Phase Seven: Building Reconstruction and Development, including major rehabilitation to the roof, exterior walls, and other necessary developments	90%	\$137,970	\$121,363.16	

CONCLUSIONS/RECOMMENDATIONS

Please describe significant or notable changes to the implementation of project phase, as well as any anticipated problems or concerns in the future. Attached photographs, if possible and appropriate.

Phase 2 (completing the initial remodel of the day center space) has been completed and the Day Center portion of the Building Bridges homeless resource center is open as of 8/6/19! The showers, laundry equipment, drop-in space, temporary dog kennels, and other spaces here are wonderful and getting lots of use!

The completion of Phase 2 went just about according to plan and stuck roughly to our expected timeline for completing this phase.

We are working with the architect to complete the designs for Phase 3, the build-out of the Day Center and Shelter, and Phase 5, predevelopment of the permanent housing on the site. We have applied to the City of Ukiah for the required permits (Major Use Permit, Site Development Permit) and will be applying for the building permits as soon as those are approved. We do not yet have a date scheduled for the City Planning Commission to review our permit applications.

We have almost completed Phase 7 of the construction, the reconstruction of the roof and other structural projects.

We're excited to begin Phase 4 to expand the Day Center and Shelter. We anticipate opening the Inland Winter Shelter on 11/1/19, though we will still be working on the remodel part of this phase during this coming winter.

Overall, we are on track and excited to be making the progress we are! Thank you to the CoC and County (and State) for making this possible!

Mendocino County Homeless Services Continuum of Care

Staff Report

Meeting Date: Monday, September 16, 2019

Item F5: CoC Priority Listing of FY 2019 CoC Project Application

Narrative

MCHSCoC Funding Recommendations Ad-Hoc Committee Report

On September 3, 2019, the MCHSCoC 2019 CoC Program Funding Recommendations Ad-Hoc Committee met to review, rate and rank the FY 2019 CoC Project Applications received by the August 30, 2019 deadline. Three applications were received, of which two were rated by the Ad-Hoc. The Project Applicants, Project Types and Rating Scores are as follows:

<u>Applicant</u>	<u>Project</u>	<u>Rating Score</u>
CDC of Mendocino County	Coordinated Entry	90/100
CDC of Mendocino County	TRA	90/100
Mendocino County HHSA	CoC Planning Project	*Not Scored by CoC

The Ad-Hoc Committee scored both CoC Renewal Project Applications at 90 points out of 100 points and was unable to rank the projects as they tied for the same position. The 2019 CoC Program Funding Recommendations Ad-Hoc Committee recommends the Applicant of both projects reduce both Project Budgets so the combined renewal funds requested do not exceed funding available in Tier 1 (\$1,478,239). CDC will provide a report on their final funding request amounts at the September 16, 2019 CoC Meeting. The MCHSCoC Board is responsible for ranking the above listed Project Applications.

Please find attached to this staff report:

Exhibit A: FY 2019 CoC Program Estimated Annual Renewal Demand Report for Mendocino County CoC (CA-509)

Exhibit B: Local Scoring Matrix for CDC of Mendocino County's Coordinated Entry Renewal Application

Exhibit C: Local Scoring Matrix for CDC of Mendocino County's Permanent Supportive Housing TRA Application

* The 2019 CoC Program NOFA states CoC Planning Project applications are excluded the CoC Priority Listing as the Collaborative Applicant is the only entity eligible to apply.

FY 2019 Continuum of Care (CoC) Program Competition NOFA

CoC Estimated Annual Renewal Demand Report

As stated in Section I.D of the FY 2019 CoC Program Competition NOFA, approximately \$2.3 billion is available in the FY 2019 CoC Program Competition NOFA, including up to \$50 million available for Domestic Violence (DV) Bonus projects, described in Section II.B.3 of the NOFA. HUD may add to the total amount with any available funds that have been carried over or recaptured from previous fiscal years. All requirements in the FY 2019 application process, including requirements for the entire CoC Consolidated Application and the total amount of funds available, are included in the NOFA. HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and Unified Funding Agency (UFA) Costs projects, in two tiers as described Sections II.B.10. a and b of the NOFA.

The following information provides each CoC the Preliminary Pro Rata Need (PPRN), Estimated ARD, Estimated ARD at 94 percent (Tier 1), CoC Bonus, DV Bonus, and CoC Planning amounts for each CoC listed. See Section III.C.2.c of the FY 2019 CoC Program Competition NOFA for the calculations used to determine the CoC Bonus amounts, Section III.C.2.h for the calculations used to determine the DV Bonus amounts, and Section V.B.2.e.(9)(a) for the calculations used to determine the CoC planning amounts.

CoC Number and Name	PPRN	Estimated ARD	Tier 1	CoC Bonus	DV Bonus	CoC Planning
CA-509 - Mendocino County CoC	\$344,560	\$1,572,595	\$1,478,239	\$78,630	\$50,000	\$47,178

Exhibit A

Exhibit B

Mendocino County Homeless Services Continuum of Care LOCAL SCORING MATRIX

Scoring Criteria (maximum 100 points):

Project Name: 2019 CDC Coordinated Entry Renewal		Max	Actual
Applicant Experience	Length of experience implementing the proposed project activities or activity similar to proposed project.	10	10
Program Design	Quality of the proposed program in delivering activities to participants. Items such as housing first, reasonableness of program staffing, budget relative to program design, services offered, connection to mainstream resources and collaboration with community partners will be considered.	20	15
Impact & Effectiveness	Current projects will be evaluated based on performance outcomes from prior year. New projects will be evaluated on proposed performance outcomes, along with a reasonable plan to support proposed outcomes.	20	15
Cost Efficiency	Projects will be evaluated based on the average cost per exit to permanent housing based on the total project budget and the number of exits to permanent housing.	10	10
Needs For Funds	Needs for funds is based on whether the application activity meets a high need for the community as identified by the CoC.	10	10
MCHSCoC Participation	Applicant's organization participates in MCHSCoC governance through (score all that apply): a. Holding a seat on the MCHSCoC Board = 3 points b. Participating in one or more committees = 3 points c. Regularly attending meetings and participates in the CoC = 4 points	10	10
HMIS Participation	Participation in CoC HMIS Database a. Actively using CoC HMIS database = 10 points b. Sometimes using CoC HMIS database = 5 points c. Rarely using CoC HMIS database = 3 points d. Doesn't using CoC HMIS database = 0 points	10	10
Coordinated Entry System Participation	Participation in the Coordinated Entry System a. Actively using Coordinated Entry = 10 points b. Sometimes using Coordinated Entry = 5 points c. Rarely using Coordinated Entry = 3 points d. Doesn't using Coordinated Entry = 0 points	10	10
Total Points Available		100	90

Exhibit C

Mendocino County Homeless Services Continuum of Care LOCAL SCORING MATRIX

Scoring Criteria (maximum 100 points):

Project Name: 2019 CDC TRA Renewal		Max	Actual
Applicant Experience	Length of experience implementing the proposed project activities or activity similar to proposed project.	10	10
Program Design	Quality of the proposed program in delivering activities to participants. Items such as housing first, reasonableness of program staffing, budget relative to program design, services offered, connection to mainstream resources and collaboration with community partners will be considered.	20	15
Impact & Effectiveness	Current projects will be evaluated based on performance outcomes from prior year. New projects will be evaluated on proposed performance outcomes, along with a reasonable plan to support proposed outcomes.	20	15
Cost Efficiency	Projects will be evaluated based on the average cost per exit to permanent housing based on the total project budget and the number of exits to permanent housing.	10	10
Needs For Funds	Needs for funds is based on whether the application activity meets a high need for the community as identified by the CoC.	10	10
MCHSCoC Participation	Applicant's organization participates in MCHSCoC governance through (score all that apply): a. Holding a seat on the MCHSCoCBoard = 3 points b. Participating in one or more committees =3 points c. Regularly attending meetings and participates in the CoC = 4 points	10	10
HMIS Participation	Participation in CoC HMIS Database a. Actively using CoC HMIS database = 10 points b. Sometimes using CoC HMIS database = 5 points c. Rarely using CoC HMIS database = 3 points d. Doesn't using CoC HMIS database = 0 points	10	10
Coordinated Entry System Participation	Participation in the Coordinated Entry System a. Actively using Coordinated Entry = 10 points b. Sometimes using Coordinated Entry = 5 points c. Rarely using Coordinated Entry = 3 points d. Doesn't using Coordinated Entry = 0 points	10	10
Total Points Available		100	90