



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: November 14, 2019

FOR IMMEDIATE RELEASE

Contact: Ashley Toxqui

Mendocino County Health & Human Services Agency

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Mendocino County Homeless Services Continuum of Care (MCHSCoC) Board Meeting - November 18, 2019

The Mendocino County Homeless Services Continuum of Care monthly public meeting will be held on Monday, November 18, 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, November 18, 2019

Time: 1:30 pm - 3:30 pm

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

A. Call to order

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

B. Public Comment

MCHSCoC welcomes public comment on non-agendized items.

C. Approval of Minutes

October 21, 2019 minutes

D. Reports and Presentations

1. Standing Committee Report – Strategic Planning (Dan/Veronica)
2. Standing Committee Report – Shelter & Solutions (Angelica)
3. Standing Committee Report – Coordinated Entry/Discharge Planning (Sage)
4. Standing Committee Report – Membership Committee (No Update)
5. Standing Committee Report – HMIS / Performance Measurement (Brian)
6. Ad Hoc Committee Report – 2019 PIT Count Ad-Hoc Committee (Veronica) and
Recommended **Action:** Appoint new member as Tony Marsh no longer participating

E. Board Protocols and Governance

1. Possible **Action:** Direction from CoC Board regarding use of HMIS/Coordinated Entry CESH funds of \$98,916
2. Possible **Action:** Accept nominations for the vacant MCHSCoC Board seat for Homeless or Formerly Homeless Transition-Age Youth
3. Update from CoC Co-Chairs regarding meeting with Mendocino County CEO concerning Homeless Housing, Assistance and Prevention Program (HHAP) funds
4. Recommended **Action:** Appoint 2020 HHAP Funding Recommendations Ad-Hoc Committee
5. MCHSCoC Leadership Discussion

F. Funding

1. California Emergency Solutions & Housing (CESH) – no update
2. Emergency Solutions Balance of State Grant (ESG BOS) – no update
3. Homeless Emergency Aid Program (HEAP) – no update
 - a. Recommended **Action:** Review and approve contract language for HEAP approved subcontractor City of Fort Bragg

*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!*

4. Family Unification Program (FUP) – Federal Funds – no update
5. Housing & Urban Development CoC Notice of Funding Availability (NOFA) – no update
6. Other

G. Projects

H. Announcements

- 1.
- 2.

I. Adjourn

Confirm next meeting date and agenda items

Next Meeting date: December 16, 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 Center 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 with Serious Mental Illness	Sage Wolf – Redwood Cmty Services Shelter Representative – North/ Inland
Karen Lovato County of Mendocino Health 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 CoC Secretary (non-voting)
Open Homeless or Formerly Homeless Transition-Age Youth	

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

Mendocino County Homeless Services Continuum of Care Board Meeting Minutes

Date: Monday, October 21, 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 Co-chair Jacque Williams called the meeting to order at 1:31 p.m.

1. Co-Chair Meeting Process Overview:

- All support staff will be seated on the side of the room.
- Public comment will be presented from the podium, addressing the co-chairs.

2. Verify a quorum is present in order to conduct business

- Roll call of the Board was taken by Megan Van Sant: 10 members out of 17 were in attendance including Jody Johnson who was present as the alternate for Karen Lovato and Will Van Sant was alternate for Sandra Stolfi. Quorum is present.
- Blythe Post, Jody Johnston and Zenia Leyva Chou arrived after roll call was taken.
- Lindsey Spenser, Diana Clark, Sean Kaeser, and Grace Peeler-Stankiewicz were absent and no alternate was present.

B. Public Comment

Co-Chair Dan McIntire called for public comment.

- Dan called for public comment. No public comment.

C. Approval of Minutes

Approving the CoC September 16, 2019 minutes:

- Co-Chair Jacque Williams called for a motion to approve the Minutes from September 16th.
- Sage Wolf made a motion to approve the Minutes from the CoC Board meeting on September 16, 2019. The motion was second by Lisa Judd.
- Co-Chair Dan McIntire called for public comment: none.
- A call for the vote by roll call was taken:
Yes = Lisa Judd, Judy Albert, Wynd Novotny, Jody Johnston, Amanda Archer, Jacque Williams, Carla Harris, Que B Anthnoy, Sage Wolf, Dan McIntire
No = 0
Abstentions = Will Van Sant
Not present at the time of the vote = Grace Peeler-Stankiewicz, Zenia Leyva Chou, Sean Kaeser, Sandra Stolfi, Blythe Post
- Motion passed.

D. Reports and Presentations

1. Standing Committee Report – Strategic Planning by Dan McIntire:

- Working through the plan by addressing the concerns about the Marbut Report. The committee is taking a holistic approach to the system of care. Staff from the Technical Assistance Center planned to attend an upcoming Strategic Planning Committee meeting as guest speakers/presenters.

- Next meeting will be November 14, 9:00 a.m. – 11:00 a.m. at the Grace Hudson Museum meeting room.
- 2. Standing Committee Report – Shelter & Solutions by Sage Wolf
 - Meetings are the 4th Monday at MYCP. Currently the committee is looking into Safe Parking. The committee would like to invite staff from the County Jail to talk about discharge planning for people experiencing homelessness back into the community.
- 3. Standing Committee Report – Coordinated Entry/Discharge Planning by Sage Wolf
 - Committee meets the 4th Tuesdays at Building Bridges, 1:30 p.m. - 3:00 p.m.
 - Sage gave an update on Building Bridges
 - The committee is reviewing the policy on a full rescreening of clients every six months and annual review of the CE policies to be brought before the CoC at the January Board meeting.
 - Committee will be looking at discharge planning and deciding on goals after HMIS transition is complete.
 - Jacque called for public comment. No public comment.
- 4. Standing Committee Report – Membership Committee
 - No updates
- 5. Standing Committee Report – HMIS / Performance Measurement by Brian Klovski
 - Committee met on October 10th. The focus was on the Service Point implementation timeline. Goal of new HMIS vendor to begin is December 8th. Cutting off Client Track on December 1st.
 - In-user training beginning November 19th – 21st at the Leaning Annex at Low Gap
 - Committee discussing the cost of user fees that the County has been paying, and possibly those fees to be included in the CoC Charter
 - Brian is officially the chair of the committee with Danielle Davis as Co-chair
 - Jacque asked if data migration is a challenge. Brian indicated that there is a lot of data management to be done.
 - Blythe asked if there is an anticipated cost per user. Brian responded that it is a complex situation that needs a conversation between the CoC, HMIS committee and the County. In the new system, a user license is \$445 per year.
- 6. PIT Ad Hoc Committee Report – Megan Van Sant
 - Veronica has scheduled the first meeting for the January 2020 PIT Count. Garry Colson commented that he was the previous Chair but a new Chair needs to be established at the next meeting.
 - Sage requested that the HIC count be reviewed before it is submitted to HUD in the future.
 - Megan hopes that the PIT committee will look into that timeline
 - Brian mentioned that the agency bed numbers will be reviewed once the new HMIS system is up and running.
 - Co-Chair Jacque Williams asked for public comment on any of the Standing Committee Reports
 - No public comment.

E. Board Protocols and Governance

1. 2019 Housing Inventory Count (HIC) Report – Veronica (given by Megan Van Sant in her absence.)
 - The HIC was submitted to HUD to include the FEMA housing (See pg. 16 of the board packet). There are some providers of transitional housed youth who do not enter their data into HMIS. Megan has requested Veronica to connect with those providers to encourage them to enter into HMIS with an emphasis that accurate HMIS data may influencing funding allocations in the future, rather than solely through the PIT count.
 - Judy referred to pg. 17 correction needed “female head of household” is incorrect, it should be indicated as “gender neutral”.
 - Another correction needed, Hospitality House is 24 beds total.
 - Garry reminded the group to be detailed in entering the info into the new system it will indicate the number of beds. And needs to be continually updated.
 - Pg. 16 Youth Project correction – 6 transitional housing beds and 6 emergency shelter beds.
 - (Note that the errors discovered during the Board meeting cannot be made since the HIC has been submitted.)
 - Client Track was not accurately tracking beds and there is hope that Service Point will do a better job.
 - Jacque call for public comment. No public comment.
2. Accept nominations for vacant MCHSCoC Board seat for Homeless or Formerly Homeless Transition-Age Youth.
 - Que announced that his nominee was unable to attend the meeting. No action was taken.
3. MCHSCoC Leadership Discussion
Co-Chair Jacque Williams – handout of goals
 - a) CoC is not a typical Advisory Board or Commission. The CoC is a collaboration of service providers who understand the needs of individuals who experience homelessness and how the service should be provided. Additionally, the CoC makes decisions on funding that may be awarded to one another.
 - b) Jacque pointed out that the CoC members are agents of change, and may help us reframe us the work we do and communicate to the public.
Handout of three leadership goals:
 - Issue: misperception or lack of information within our stakeholders – Resolve: inform the community of who the CoC is, what we do and how we do it.
 - We would improve if we understood what is happening in each other’s organization
 - Improve the trust and participation across the board
 - c) Leadership wants to re-build relationships and to be able to defend each other, building trust with all agencies. One strategy is to agendize public comments addressing disparaging or inaccurate remarks. This gives agencies a chance to address while remaining compliant with the Brown Act.
 - d) Looking forward and connecting the whole county. Breaking out of area specific focuses. Wynd brought up the point using the Behavioral Health Board traveling to meeting throughout the County as an example. It is not always efficient in reaching out to the community due to lack of communication to the community.
 - e) Que suggested to include a voice of those experiencing homelessness.
 - f) Carla feels that more people from the Coast need to be involved in the CoC.

- g) Megan asked if the CoC has facilitated a focus group of the unhoused. Consensus was we that have not. Blythe volunteered to disseminate a survey to multiple families. Judy supported using a survey in a focus group. Jacque also agreed that surveys will be good supportive data tools.
- h) Jacque feels that there is a second tier of people interested in participating in the CoC but don't know how to engage. Better communication may help connect those people to the CoC.
- i) Jody commented that she has witnessed the collaborative effort grow within the CoC over the last five years.
- j) Jody brought up a suggestion of a monthly co-hort group gather at places where the homeless frequent like Plowshares to make a face to face connection.
- ❖ Action – Jacque and Dan request the Board members to complete the survey by October 31st.

Jacque called for public comment. No public comment.

F. Funding

1. Homeless Housing and Assistance Program (HHAP) – Megan Van Sant (pg. 21)
This is the second round of HEAP funding. The total allocation for Mendocino County is based on the 2019 PIT count, and an equal portion will be controlled by the CoC and another portion controlled by the County.
 - NOFA will be released in November or December and applications will be due in February. We need to declare are intention to accept the funds.
 - Funds need to be spent by 2025.
 - Note: There is an option for the CoC to redirect their funding to the County or the County to redirect their finding to the CoC. Megan requested that the CoC think about how this board will deal with two parallel funding processes.
 - Que asked if the CoC could contract out the work to a neutral third party. Megan responded that 5% of the allocation could be used for administrative overhead, which could theoretically be used for that purpose.
 - Megan asked how the CoC wants to go forward. Deadline to announce intention to redirect is November 1st. Dan stated that it is too early in the process for us to meet that deadline. Nonetheless, Dan advocates that this is an opportunity to work with the County.
 - Wynd asked if the prioritization of the strategic planning committee would assist in clarifying the process. Dan feels that he and Jacque need to have a conversation with Tammy Moss Chandler and CEO Carmel Angelo.
 - System of funding will encourage collaboration with the County in looking at acceptance options of funding. It may be an opportunity for CoC and County to repair trust and build relationship.
 - Sage asked if it's realistic for the Fort Bragg Danco project to move forward in the HEAP timeline. Megan responded that her intention is to bring the draft Danco contract to the November Board meeting and hopefully with more information.
 - Co-Chair Dan McIntire asked for public comment
 - John McCowan, BOS, stated that he supports looking at allocations in a joint approach with the CoC. Requests that Ad-Hoc committee meet with Supervisor Gjerde and him to review recommendations of HHAP funding.

2. Emergency Solutions Balance of State Grant (ESG BOS) – No update
3. Homeless Emergency Aid Program (HEAP) – No Update
4. Family Unification Program (FUP) - No Update
5. Housing and Urban Development CoC Notice of Funding Availability - It was submitted
6. Other- None

G. Projects- None

H. Announcements

1. Sage Wolf announced the Winter Shelter has a goal of November 1, 2019 for opening. Intakes will be at Building Bridges with dates for intakes still to be determined.

I. Adjourn

Confirm next meeting date and agenda items:

1. Appoint a Funding Review Ad-Hoc committee to direct HHAP allocation
2. Draft of the City of Fort Bragg/ Danco project
3. Follow-up from the survey disseminated by the Co-Chairs

Next Meeting date: November 18, 2019 at Social Services

MCHSCoC Board Members in attendance are indicated by a ✓ mark	
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(proxy Will Van Sant) – 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 with Serious Mental Illness	Sage Wolf – Redwood Cmty Services ✓ Shelter Representative – North/ Inland
Karen Lovato (proxy Jody Johnston) ✓ County of Mendocino Health 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 CoC Secretary (non-voting)

Mendocino County Homeless Services Continuum of Care

Staff Report

Meeting Date: Monday, November 18, 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 the draft contract language for the contract between County of Mendocino and the City of Fort Bragg for “the Plateau.” HEAP project funding in the amount of \$3,000,000 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 at risk of becoming homeless.

Please note that this contract language is still under review by County Counsel. The conditions and scope of work may change as a result of their review.

Recommended Action: Approve draft contract language for City of Fort Bragg project funded by the Homeless Emergency Assistance Program (HEAP.) Note that if project scope or timeline changes significantly, the resulting revised contract language will be brought back to the CoC Board for approval.

EXHIBIT A

DEFINITION OF SERVICES

I. Purpose

The purpose of this Agreement is to outline the roles and relationships between Mendocino County Health and Human Services Agency [COUNTY], Mendocino County Homeless Services Continuum of Care (MCHSCoC), and the City of Fort Bragg [CONTRACTOR]. COUNTY is the Administrative Entity for MCHSCoC. MCHSCoC retains ultimate control and decision-making related to the distribution of the Homeless Emergency Aid Program (HEAP) funds.

The Homeless Emergency Aid Program (HEAP) provides direct assistance to the COUNTY in order to address the homelessness crisis throughout California. HEAP projects meet specific needs that have been identified in Mendocino County. CONTRACTOR has identified one of these needs to be additional Permanent Supportive Housing (PSH) units. Permanent Supportive Housing has been shown to reduce the high cost of providing services to homeless individuals and to provide a foundation for these individuals to further realize their life goals.

CONTRACTOR will implement a Housing First Model which is a nationally recognized evidence-based practice. Housing First Models have consistently shown that coupling appropriate services with permanent housing increases housing stability.

II. COUNTY shall:

- A. Evaluate this project on a quarterly basis beginning March 1, 2020.
- B. Disburse funds in accordance with Exhibit B.
- C. Retain authority to terminate contract if less than 50% of funds have been expended by June 30, 2020.

III. CONTRACTOR shall:

- A. By March 1, 2020, provide COUNTY with the following:
 - 1. Evidence that all financing has been secured.
 - 2. A finalized project budget that includes all funding sources.
 - 3. A construction schedule.
 - 4. A HEAP funding expenditure schedule.

- B. Provide for the construction of 20 Permanent Supportive Housing (PSH) units in the City of Fort Bragg for people experiencing homelessness as defined by 24 CFR § 578.3.
- C. Expend all HEAP funds by June 30, 2021. All funds shall be fully paid and receipted with no outstanding invoices. Any funds not expended by June 30, 2021 shall immediately be returned to the COUNTY.
- D. Comply with California's Housing First Policy Core Components as defined by Welfare and Institutions Code 8255.
- E. Reserve all PSH units for households and individuals who:
 - 1. Had a permanent job in Mendocino County before entering homelessness, or
 - 2. Have family in Mendocino County (either living or dead), or
 - 3. Attended high school in Mendocino County.
- F. Establish and maintain a residency preference for individuals and households who have a local connection to Fort Bragg.
- G. Submit Project Status Update Form (Attachment A) upon expenditure of each draw of HEAP funds.
- H. Submit quarterly evaluation reports based on the following metrics:

Construction Project Evaluation

- 1. Percent completed for each task in the timeline and whether the project is on time. If any tasks are late, the report will enumerate all reasons for tardiness (if any) and include a plan to remedy any tardiness.
- 2. Percent on budget relative to each task in the budget and, if over or under budget, a plan will be submitted to address any budgetary shortfalls or windfalls.

Permanent Supportive Housing Evaluation

- 1. Develop relationships with existing service organizations to provide a suite of supportive services.
- 2. Implementation of Referral Program and Placement of Homeless Individuals and Families in Permanent Supportive Housing.
- 3. Provision of On-Site Wraparound Supportive Services in Partnership with Service Organizations.
- 4. Provide statistics including:
 - a. The demographic characteristics of each tenant (age, income, and length of homelessness)
 - b. The supportive services needs assessment for each new tenant
 - c. A detailed Critical Time Intervention Plan.

5. Provide a progress report for each tenant regarding their stabilization into Permanent Supportive Housing and any course corrections or interventions required.
- I. Upon prior arrangement with CONTRACTOR, allow MCHSCoC Board Members to conduct a visual inspection of the project.
- J. Comply with the reporting requirements as set out in the Business, Consumer Services and Housing Agency Agreement, Exhibit C (Attachment B). Reports shall be submitted as requested by the HOME Team Program Administrator/ designee or MCHSCoC.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

- I. No payments shall be authorized until CONTRACTOR provides COUNTY and COUNTY approves the following:

- A. Evidence that all financing has been secured.
- B. A finalized project budget.
- C. A construction schedule.
- D. A HEAP funding expenditure schedule.

Initial Draw: Upon receipt and approval of the above documents, CONTRACTOR will submit request for a construction draw in the amount of Five Hundred Thousand Dollars (\$500,000). The initial draw request, including documentation of A-D above, must be received by March 1, 2020.

- II. For all draws after the initial draw, CONTRACTOR will submit receipts documenting expenditure of funds from the previous draw. Receipts must be accompanied by a Project Status Update Form (Attachment A). Receipts must be submitted and reconciled before COUNTY shall issue the next construction draw to CONTRACTOR.
- III. Each construction draw will be issued in the amount of Five Hundred Thousand Dollars (\$500,000) less any remaining unused funds CONTRACTOR holds from previous construction draw.
- IV. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- V. Invoices and receipts shall be submitted to:

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

Payments under this Agreement shall not exceed Three Million Dollars (\$3,000,000) for the term of this Agreement.

[END OF PAYMENT TERMS]

ATTACHMENT A

City of Fort Bragg

Contract #

Approved Funding Limit: \$3,000,000

PROJECT STATUS UPDATE FORM

HOMELESS EMERGENCY AID PROGRAM (HEAP) PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
Date	Capital Improvements	Name

PROJECT OVERVIEW

DRAW AND DATE	AMOUNT	DOCUMENTED EXPENSES (PER RECEIPTS SUBMITTED)	NOTES
Draw One Date:			
Draw Two Date:			
Draw Three Date:			
Draw Four Date:			
Draw Five Date:			
Draw Six Date:			
Draw Seven Date:			

CONCLUSIONS/RECOMMENDATIONS

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