



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: February 21, 2020

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 - February 24, 2020

The Mendocino County Homeless Services Continuum of Care monthly public meeting will be held on Monday, February 24, 2020 from 1:30 p.m. to 3:30 p.m, at 747 S. State Street, Ukiah, in the Big Sur Conference Room.

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

For more information, please contact:

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

or (707) 462-1934

OR

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

or (707) 473-1975, ext. 138

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Mendocino County Homeless Services Continuum of Care Board Meeting Agenda

Date: Monday, February 24, 2020

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
(*Maximum of 3 minutes per speaker and 12 minutes per topic*)

C. Approval of Minutes

January 27, 2020 minutes

D. Reports and Presentations

1. Standing Committee Reports
 - a. Strategic Planning (Dan)
 - b. Shelter & Solutions (Angelica)
 - c. Coordinated Entry/Discharge Planning (Sage)
 - d. Membership Committee (Veronica)
 - e. HMIS / Performance Measurement (Garry/Veronica)
2. Ad Hoc Committee Reports
 - a. 2019 PIT Count Ad-Hoc Committee (Veronica)
 - b. 2020 HHAP Ad-Hoc Committee (Dan)

E. Board Protocols and Governance

1. Possible **Action:** Discuss Establishing Standing CoC Agenda Item for Updates from Local Jurisdictions (e.g. Cities of Ukiah, Fort Bragg, Willits) (Dan/Jacque/Veronica)
2. Possible **Action:** Discuss Memo from Technical Assistance Collaborative, RE: Mendocino County Homeless Resource Allocation and Priorities by Cohorts (Megan)

F. Funding

1. California Emergency Solutions & Housing (CESH) – State Funds – no update
2. Emergency Solutions Balance of State Grant (ESG BOS) – Federal to State Funds
 - a. 2020 Registration Accepted (Veronica)
3. Homeless Emergency Aid Program (HEAP) – State Funds
 - a. Recommended **Action:** Review and Approve Rural Communities Housing Development Corporation (RCHDC) HEAP Contract (Megan)

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. Homeless Housing Assistance Program (HHAP) – State Funds
 - a. Grant Applications Have Been Submitted and Next Steps (Veronica)
5. Family Unification Program (FUP) – Federal Funds – no update
6. Housing & Urban Development CoC Program – Federal Funds – no update
7. Housing and Urban Development HMIS Capacity Building Grant – Federal Funds
 - a. Working on hiring additional HMIS Administration Staff (Veronica)
8. Other –

G. Projects

H. Announcements

- 1.
- 2.
- 3.

I. Adjourn

Confirm next meeting date and agenda items

Next Meeting date: March 23, 2020 at Social Services – Please note this is the FOURTH Monday of March, moved for observance of President's Day

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 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	

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Thank you and welcome!

Mendocino County Homeless Services Continuum of Care Board Meeting Minutes

Date: Monday, January 27, 2020

Time: 1:30 pm - 3:30 pm

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

A. Call to order 1:35 p.m.

Verify a quorum is present in order to conduct business

- Roll Call was taken by Dennie Sunbeam
- Present: Dan McIntire, Lisa Judd, Judy Albert, Grace Peeler-Stankiewicz, Karen Lovato, Drew Iacomini-Hair (alternate for Jacque Williams), Carla Harris, Sean Kaeser, Que B. Anthnoy, Lindsey Spencer, Sage Wolf
- Wynd Novotny arrived after roll call was taken
- Absent: Diana Clarke, Zenia Leyva Chow, Amanda Archer, Sandra Stolfi, Blythe Post
- Quorum is present.

B. Public Comment

MCHSCoC welcomes public comment on non-agendized items.

- Dan McIntire, Co-chair called for public comment on non-agendized items: no public comment.
- 2/19/20 2:00 in Social Services, new member, Sarah McCormick/City of Fort Bragg
- CoC Board member Lindsey Spencer has joined the committee
- Public Comment – No public comment

C. Approval of Minutes

December 16, 2019 minutes

- No corrections to the minutes were noted
 - Grace Peeler-Stankiewicz made a motion to approve the December 17, 2019 minutes. Lindsey Spencer made the second.
 - Roll call vote to approve the minutes was taken by Dennie Sunbeam
 - Yes = Dan McIntire, Lisa Judd, Judy Albert, Carla Harris, Sean Kaeser, Lindsey Spencer, Grace Peeler-Stankiewicz
 - Abstained = Karen Lovato, Drew Iacomini-Hair, Que B. Anthnoy, Sage Wolf
 - No = 0
 - Motion passed

D. Reports and Presentations

1. Standing Committee Report – Strategic Planning (Dan)

- The draft is progressing and will be presented at the March 28th CoC board meeting.
- Public comment: John McCowen gave positive feedback around the strategic meeting he and Dan Gjerde attended. He mentioned a question that came up at the meeting which was to call the plan the CoC Strategic Plan or, the Mendocino County Strategic Plan which would encompass all the cities of the county.

2. Standing Committee Report – Shelter & Solutions (Veronica)

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- a. Jail Discharge Plan for those experiencing homelessness – began exploring the need for a discharge plan with the Mendocino County Sheriff Office's Jail. The Committee had William Feather, Jail Inmate Service Coordinator, make a presentation on his work, and he mentioned that there is a council at the jail, consisting of law enforcement representatives, himself and other jail staff members.
- b. Seeking direction from Board on how to proceed in concert with inmate board; Dan recommended the committee contact the council.
 - o Sage was pleased at the progress but had concerns that this contact overlaps with the CE Discharge Planning committee's responsibility. The committee decided to place a hold on taking action around discharge planning until the new HMIS system was running smoothly.
 - o Shelter and Solutions committee checked with the CoC Board last fall and there was no objection for this committee to address discharge planning, rather than the Coordinated Entry Discharge Planning committee.
 - o Public comments – No public comments
3. Standing Committee Report – Coordinated Entry/Discharge Planning (Sage)
 - The Policy and Procedures manual needs to be updated on the new HMIS. An official action item will be presented to the board at the February CoC Board meeting.
 - Public comments – No public comments
4. Standing Committee Report – Membership Committee (Veronica)
 - a. Next Meeting February 19, 2020 at 2:00 pm at Social Services, Ukiah
5. Standing Committee Report – HMIS / Performance Measurement (Veronica)
 - New system is up and running. Project enrollments and services that began on or after Dec. 17, 2019 and forward can be entered into the new HMIS. Data migration from ClientTrack is ongoing, all information is out of ClientTrack and on a flash drive. The two systems are not interfacing, obstructing the data from loading into the new system. **Please** enter new data into the new HMIS.
 - HMIS Training was last week. We are at the maximum capacity for end users for this fiscal year. Looking to provide additional users with the next contract that starts July 1, 2020.
6. Ad Hoc Committee Report – 2020 PIT Count Ad-Hoc Committee (Veronica)
 - PIT count is Thursday, January 30, which actually begins the night of January 29th.
 - Mandatory PIT trainings:
 - o Fort Bragg – Mendocino Coast Hospitality Center, Tuesday 28th, Noon & 6 pm
 - o Willits – Baechtel Creek Community Center, Wednesday 29th, Noon
 - o Ukiah – Ford Street Project, Wednesday 29th, Noon and 6 pm
 - We Need Volunteers!
 - \$10 per hr. homeless volunteers, mileage is reimbursable, surveys at agency locations that want to do it the day of the count.
 - Warming stations are at each main city and will conduct surveys at them.
 - PIT leads: Amanda Archer/Ukiah, Drew Iacomini-Hair/Willits and Jessica Fitch/Ft. Bragg.
 - Wynd will check with Becky Wilson regarding a voucher count.

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- Public comment – No public comment
- 7. Ad Hoc Committee Report – 2020 HHAP Ad-Hoc Committee (Dan/Veronica)
 - Dan reported the funding is not clear. The Ad Hoc Committee had a special meeting regarding allocating the funding. This program is not designed around capital improvements. Dan will contact Tammy Moss Chandler regarding collaboration to ensure no overlap occurs, and to make the administrative effort as easy as possible. The committee identified five segments of the eight that are in alignment with the strategic plan. But, if the County also identifies five, that will be challenging to administrate. Dan will recommend that the CoC support three and the County support two of the segments.
 - Public comment – No public comment

B. Board Protocols and Governance

1. Recommended **Action**: Approve Updated MCHSCoC HMIS Client Release of Information (ROI) and Informed Consent form
 - Page 8 of the Board Packet: clients must complete this form for data to be entered into HMIS. The changes that were recommended were to add an end date to the release form (seven years recommended), list all participating HMIS partners, and remove name “ClientTrack” and replace with “HMIS”
 - Grace will provide the exact language to add new agency name (MCAVHN Care & Prevention Network or MCAPN)
 - Sage requested, as coordinated entry system uses this document, that the CE/DP Committee also have a chance to review the recommended changes prior to Board approval, which the Board agreed with
 - **Veronica rescinds this action item** due to the Coordinated Entry/Discharge Planning committee needs to review it
 - The CE/Discharge Planning committee to review and report findings to the HMIS committee, and agreed to do a joint presentation to the Board
2. Recommended **Action**: Approve Updated MCHSCoC HMIS End User Confidentiality Agreement – **Veronica rescinds this action item** due to the Coordinated Entry/Discharge Planning Committee needing to review it.
 - The CE/Discharge Planning committee to review and report findings to the HMIS committee, and agreed to do a joint presentation to the Board

C. Funding

1. California Emergency Solutions & Housing (CESH) – State Funds – no update
2. Emergency Solutions Balance of State Grant (ESG BOS)
 - a. HCD issued a Notice of Interest is open, sent to those registered the year prior (Heather Blough and Maya Stuart) Heather forwarded the email and HCD has provided an extension.
 - b. Board Direction – Veronica will finish it today and submit it.
 - c. Sage asked if a proxy email be set up to prevent missing future emails
3. Homeless Emergency Aid Program (HEAP) – State Funds
 - a. Contract for RCHCD possibly in February
 - b. If there is no contract from the City of Ft. Bragg in March there will be a need for a hard conversation
 - c. Public comment – No public comment

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4. Homeless Housing Assistance Program (HHAP) – State Funds – Update on Grant Application (Veronica/Megan)
- The Homeless Financing Council is in charge of this program. They released the application tool kit well after the Ad Hoc meeting. The grant application attachment submission deadline is February 15th
 - Final Allocations: CoC = \$924,734.12 County = \$862,691.53
 - Discussion and Recommended **Action**: Establish HHAP Application Authorization Process to Approve:
 1. Narrative (see pgs. 12 – 18 of the Board packet) Handout of allocations
 2. Budget handout discussed (draft budget)
 3. Letter of Support for County of Mendocino HHAP Application signed by Dan or Jacque
 - Dan will make a proposal by email to Tammy Moss Chandler for the CoC to take budget line items 1, 2, & 7 and the County to take 3 & 4.
 - State confirmed that funds can be moved as we discover needs
 - Operating Systems – adding funding to existing systems to fill in gaps
 - Landlord incentives needed due to SB1 making landlord refusal to accept rental assistance as income discrimination
 - Wynd Novotny made a motion to ask Dan McIntire to sign the necessary grant application documents, with the understanding that the details of how funding will be allocated after funds have been awarded will come to the CoC Board for approval. The motion was seconded by Que B. Anthnoy.
 - Public Comment: John McCowen commented on a collaborative approach due to the timeframe might be a missed opportunity. He supports a Special meeting. He thought that these funds could support shelter services year round.
 - Public Comment: Dr. Noemi Doohan, Health Officer of Mendocino County asked about Motel 6 accepting section 8 vouchers to live long term. Dan McIntire explained that Motel conversions are to retrofit for independent living conditions as determined by HUD and that there are not enough HHAP funds to support construction or development projects
 - Megan Van Sant clarified the intention to get the application in before the deadline and work out the details of funding later.
 - Roll Call vote taken by Dennie Sunbeam
 - Yes = Dan McIntire, Lisa Judd, Judy Albert, Grace Peeler-Stankiewicz, Wynd Novotny, Karen Lovato, Drew Iacomini-Hair, Carla Harris, Sean Kaeser, Que B. Anthnoy, Lindsey Spencer, Sage Wolf
 - No = 0
 - Abstentions = 0
 - Motion passed unanimously
5. Family Unification Program (FUP) Federal Funds – no update
6. Housing & Urban Development CoC Program – Federal Funds
- Update – HUD announced that fiscal yr. 2019 Tier 1 awards were approved for all 3 projects for Mendocino County. Permanent Supportive Housing award for CDC was the same amount as last fiscal year, which is more than was requested, and will fund everything that they support. The CoC Planning Grant was slightly less

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by about \$1500. The Coordinated Entry Grant was less than the Tier 1, and no update on Tier 2 (second half of the CE application budget)

- Public Comment – No public comment

7. Other – Housing and Urban Development HMIS Capacity Building Grant – Federal Funds – Grant Agreement in place (Veronica)

- HUD has everything they need and moving forward
- Public comment – No public comment

D. Projects

E. Announcements – No announcements

F. Adjourn

Confirm next meeting date and agenda items

Next Meeting date: March 23, 2020 at Social Services – Please note this is the FOURTH Monday of March due the limited meeting space availability

CoC Board members in attendance are indicated with a ✓ before their name	
✓ Dan McIntire – RCHDC (Co-Chair) Organization Representing a Housing Developer	Jacque Williams – Ford Street Project (Co-Chair) ✓ Drew Iacomini-Hair (alternate) 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 with Serious Mental Illness	✓ Sage Wolf – Redwood Cmty Services Shelter Representative – North/ Inland
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MEMO

To: Megan Van Sant, Senior Program Manager, Advocacy and Collaboration Team, Mendocino County Health and Human Services Agency

From: Lisa Sloane, Senior Policy Advisor, Technical Assistance Collaborative

Date: 12/5/19

Re: Mendocino County Homeless Resource Allocation Priorities by Cohorts

As part of our HCD- funded technical assistance to the Mendocino Homeless Services County Continuum of Care (MCHSCoC), the Technical Assistance Collaborative (TAC) received and reviewed the Homeless Resource Allocation Priorities by Cohorts (see attached).

We wanted to bring to your attention that the division of people who are homeless as per HUD definition into three cohorts, and differentially prioritizing these cohorts, is problematic. The three cohorts, in order of prioritization in the CoC's current policy, are "home grown", "other than homegrown" and "out of towners".

Programs and projects funded by HUD through the CoC must follow HUD requirements and use the HUD definitions of homelessness. The HUD definition of homeless includes four categories of [homeless](#). In addition, HUD provides guidance on prioritizing people for HUD-funded permanent supportive housing through [Notice CPD 16-11](#).

HUD seeks to achieve two goals through this Prioritization Notice:

1. Establish an updated order of priority for PSH units that are dedicated and/or prioritized for households that meet the definition of chronically homeless in order to ensure that those considered most vulnerable including persons with the longest histories residing in places not meant for human habitation, in emergency shelters, and in safe havens and with the most severe service needs are given first priority; and
2. Establish a recommended order of priority for PSH units that are not dedicated or prioritized for chronic homelessness in order to ensure that those persons who do not yet meet the definition of chronic homelessness but have the longest histories of homelessness and the most severe service needs, and are therefore the most at risk of becoming chronically homeless, are prioritized.

Mendocino County's Resource Allocation Guidance, that defines additional cohorts of individual homelessness, does not follow this guidance. First, the HUD definition does not provide for the allocation division described in the attached policy. In addition, in regards to PSH, HUD's Notice CPD 16-11 does not include these additional restrictions.

Second, a policy is considered to have violated the Fair Housing Act when the policy has an unjustified discriminatory effect on a protected class, even when the agency making the policy has no intent to discriminate. While the intent of the County's policy may simply be to allocate limited resources, the impact may be discriminatory. As you can see from the table below, U.S. Census data indicates that

Mendocino County has a higher percentage of persons who are White and a smaller percentage of persons who are Black or Hispanic than California overall. This suggests that by prioritizing homeless persons who originally came from the County over homeless persons who do not, the County may be adversely impacting persons who are Black or Hispanic and are homeless.

California and Mendocino Race and Ethnicity¹

Race/Ethnicity	California	Mendocino	U.S.
White alone, percent	72.10%	86.20%	76.50%
Black or African American alone, percent	6.50%	1.10%	13.40%
American Indian and Alaska Native alone, percent	1.60%	6.30%	1.30%
Asian alone, percent	15.30%	2.20%	5.90%
Native Hawaiian and Other Pacific Islander alone, percent	0.50%	0.30%	0.20%
Two or More Races, percent	3.90%	3.90%	2.70%
Hispanic or Latino, percent	39.30%	25.60%	18.30%
White alone, not Hispanic or Latino, percent	36.80%	64.70%	60.40%

We recommend amending the policy to reinstate the full HUD definition without the cohort divisions.

Please let me know if you have any questions.

¹ <https://www.census.gov/quickfacts/fact/table/CA,mendocinocountycalifornia,US/PST045218>

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 Rural Communities Housing Development Corporation [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.

COUNTY will pay CONTRACTOR \$983,414.86 to facilitate in the construction of Orr Creek Commons Phase II, a construction project located at 509 Brush Street, Ukiah, CA. 95482. The Orr Creek Commons Phase II Project will consist of 40 Permanent Supportive Housing (PSH) units.

II. COUNTY shall:

- A. Evaluate this project quarterly beginning July 1, 2020.
- B. Disburse funds in accordance with Exhibit B.
- C. Retain authority to terminate the contract if, by December 31, 2020, CONTRACTOR has not provided sufficient evidence that 100% of HEAP project funds will be expended.

III. CONTRACTOR shall:

- A. Provide for the construction of 40 Permanent Supportive Housing (PSH) units at the Orr Creek Commons property of which 19 units are hereinafter known as "HEAP Units."
- B. Reserve HEAP Units for people experiencing homelessness as defined by 24 CFR § 578.3. These units will be maintained as PSH units for a length of time as designated by the property deed restrictions and/or the requirements of HUD project financing, whichever is longer.
- 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 COUNTY.
 - 1. If CONTRACTOR elects to use grant funds to purchase land, CONTRACTOR must provide evidence of complete (100%) project financing by December 31, 2020. If CONTRACTOR cannot provide evidence of 100% financing by December 31, 2020, CONTRACTOR and

COUNTY may agree to amend this contract pursuant to paragraph #27 of the General Terms and Conditions to allow CONTRACTOR to secure 100% project financing. If CONTRACTOR cannot obtain 100% project financing and/or chooses not to amend this contract to allow for such financing, CONTRACTOR agrees to a reconveyance of purchased land to COUNTY.

- D. Comply with California's Housing First Policy Core Components as defined by Welfare and Institutions Code 8255.
- E. Potential residents of the Permanent Supportive Housing units must be identified through the Coordinated Entry System and all relevant data must be entered into the County's Homeless Management Information System (HMIS).
- F. Submit Project Status Update Form (Attachment A) no later than fifteen (15) days after the end of each quarter. Quarterly reports must include all of the following elements:

Construction Project Evaluation

- 1. Percent of project completion 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. Budget status information detailing the expenditure of grant funds to date.
 - 3. Changes, if any, to the proposed budget or sustainability plan.
- G. Submit Lease-Up Evaluation Report no later than fifteen (15) days after the last of the HEAP Units is occupied. The Lease-Up Evaluation Report must include all of the following elements:

Lease-Up Evaluation

- 1. Occupancy details for all 19 HEAP Units including: date unit initialed occupied, date unit vacated, residents' names, and dates of birth.
 - 2. Summaries of ongoing collaborative efforts with the region's health care providers and/or homeless programs.
 - 3. Verification of the use of the Homeless Management Information System (HMIS).
 - 4. Lessons learned or observations on the effectiveness of various outreach, case management, or other strategies.
- H. Allow MCHSCoC Board Members to conduct a visual inspection of the building upon completion of all work but no later than 30 days post receipt of Certificate of Occupancy.

- I. 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

Submission of claims and reports will comply as follows:

- 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.

Upon receipt and approval of the above documents, CONTRACTOR will submit invoice for Nine Hundred Eighty-Three Thousand Four Hundred Fourteen Dollars and Eighty-Six Cents (\$983,414.86). The invoice, including documentation of A-D above, must be received by December 31, 2020.

- II. CONTRACTOR will submit an invoice for Nine Hundred Eighty-Three Thousand Four Hundred Fourteen Dollars and Eighty-Six Cents (\$983,414.86).
- III. Invoice and quarterly reports shall be submitted to:

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

- IV. CONTRACTOR will immediately return to COUNTY any funds not expended by June 30, 2021.

Payments under this Agreement shall not exceed Nine Hundred Eighty-Three Thousand Four Hundred Fourteen Dollars and Eighty-Six Cents (\$983,414.86) for the term of this Agreement.

[END OF PAYMENT TERMS]