Mendocino County Homeless Services
Continuum of Care
Board Meeting Agenda

Date: Monday, August 17, 2020    Time: 1:30 pm - 3:30 pm
Host Location: Mendocino County Social Services, 747 S. State St., Ukiah, CA

The meeting will be live streamed to
https://www.youtube.com/channel/UChC4NPHSbnic4f2qXVVosOg/

Public Comment will only be accepted in advance through
Monday, August 17, 2020 at 8 am

To provide written comment or to receive Zoom meeting access information to provide
verbal public comment, contact Veronica Wilson at (707)468-7071 or
wilsonv@mendocinocounty.org

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
July 20, 2020 minutes

D. Reports and Presentations
1. Updates from Local Jurisdictions
   a. County of Mendocino (Tammy/Megan)
      i. Regular Updates
      ii. Overview of HHSA/Caltrans/CHP Collaboration Regarding Encampment on
          Talmage/HWY 101 Off-Ramp (Veronica/Heather)
   b. City of Ukiah (Sean/Shannon)
   c. City of Fort Bragg (Tabatha/Sarah)
   d. Others
2. 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)
3. Ad Hoc Committee Reports
   a. 2020 PIT Count Ad-Hoc Committee (Veronica)
   b. 2020 HHAP Ad-Hoc Committee (Dan)
   c. 2020 ESG Ad-Hoc Committee (Veronica)

E. Board Protocols and Governance
1. Recommended Action: MCHSCoC Letter of Support for HHSA’s Project Homekey
   Application

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!
2. Possible Action: Develop policy regarding establishing Memoranda of Understanding between the MCHSCoC and MCHSCoC Participating Providers

3. Possible Action: Consider directing the Shelter and Solutions Committee and/or Administrative Entity staff to draft a Memorandum of Understanding between the MCHSCoC and Building Bridges formalizing the partnership and endorsing the project.

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 – No Update
3. Homeless Emergency Aid Program (HEAP) – State Funds
   a. Recommended Action: Approve revisions to Exhibit B of the HEAP contract for City of Fort Bragg and direct HHSA staff to proceed with the contract amendment process
4. Homeless Housing Assistance Program (HHAP) – State Funds – No Update
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 – No Update
8. Other –

G. Projects

H. Announcements

I. Adjourn
Confirm next meeting date and agenda items
Next Meeting will be a Full CoC Membership Meeting on Monday, September 21, 2020 at 1:30 pm – 3:30 pm via Zoom


<table>
<thead>
<tr>
<th>Dan McIntire – RCHDC (Co-Chair)</th>
<th>Carla Harris – Mendocino CoCo</th>
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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!
A. Call to order
   1. Verify a quorum is present in order to conduct business
      • Roll Call was taken by Veronica Wilson
         o Present: Jacque Williams, S. Wynd Novotny, Grace Peeler-Stankiewicz, Paul Davis, Karen Lovato, Amanda Archer, Judy Albert, Rachael McDavid, Blythe Post, Camille Shrader, Luz Martinez, Zenia Leyva Chou, Que B Anthnoy
         o Absent: Roseanne Ibarra, Lisa Judd, Dan McIntire, Cptn. Sean Kaeser,
         o Joined Late: Sandra Stolfi

B. Public Comment
   1. Jacqueline Williams shared public comment regarding her gratitude to Que and Luz, who have joined the CoC to share their lived experiences. Please see attachment for written comment.

C. Approval of Minutes
   1. May 18, 2020 minutes: S. Wynd Novotny moved to approve May 18, 2020 minutes as presented. Blythe Post seconded the motion.
      • No public comment
      • Roll Call was taken by Veronica Wilson
         o Yes = Jacque Williams, S. Wynd Novotny, Grace Peeler-Stankiewicz, Karen Lovato, Amanda Archer, Judy Albert, Blythe Post, Que B Anthnoy
         o No = None
         o Abstain = Paul Davis, Rachael McDavid, Camille Shrader, Luz Martinez, Zenia Leyva Chou
         o Absent = Roseanne Ibarra, Lisa Judd, Dan McIntire, Cptn. Sean Kaeser, Sandra Stolfi
   2. June 29, 2020 minutes: S. Wynd Novotny moved to approve June 29, 2020 minutes as presented. Grace Peeler-Stankiewicz seconded the motion.
      • Sandra Stolfi joined late due to internet issues
      • No public comment
      • Roll Call was taken by Veronica Wilson
         o Yes = Jacque Williams, S. Wynd Novotny, Grace Peeler-Stankiewicz, Karen Lovato, Amanda Archer, Judy Albert, Rachael McDavid, Blythe Post, Camille Shrader, Luz Martinez, Zenia Leyva Chou, Que B Anthnoy, Sandra Stolfi
         o No = None
         o Abstain = Paul Davis
         o Absent = Roseanne Ibarra, Lisa Judd, Dan McIntire, Cptn. Sean Kaeser

D. Reports and Presentations
   1. Updates from Local Jurisdictions
      a. County of Mendocino (Tammy/Megan) No Update
      b. City of Ukiah (Sean/Shannon) Shannon shared that law enforcement is really overwhelmed by the large number of inmates being released from prison.
      c. City of Fort Bragg (Tabatha/Sarah) No Update
d. Others

2. Standing Committee Reports
   a. Strategic Planning (Dan) Veronica announced the next meeting is on Tuesday July 28 at 9 am to discuss the Strategic Plan and recent funding allocations
   b. Shelter & Solutions (Angelica) Met on July 15 and discussed the need for a year round emergency shelter and the criminalization of homelessness. Next meeting is on August 24 at 10 am via Google Hangout
   c. Coordinated Entry/Discharge Planning (Sage) Continuing to work on the new prioritization for the CES and CDC’s PSH project has used the new prioritization to identify their next round of program applicants. Sage thanked Jacque for her public comment and shared that the Committee began discussing the idea of equity in our CES processes.
   d. Membership Committee (Veronica)
      i. New Member Josephine “Josie” Loomis, Community Advocate for Coyote Valley Band of Pomo Indians' Victims of Crime Grant
      ii. Last month’s New Member Invitation and Orientation had 4 attendees and was open to all members of the public
   e. HMIS / Performance Measurement (Garry/Veronica): Garry shared the committee met this month but only 3 persons attended via Zoom. They discussed how the HMIS Lead has updated HMIS

3. Ad Hoc Committee Reports
   a. 2020 PIT Count Ad-Hoc Committee (Veronica) Still needs to write executive summary
   b. 2020 HHAP Ad-Hoc Committee (Dan) Waiting for direction from Strategic Planning Committee on what projects to use funding for
   c. 2020 ESG Ad-Hoc Committee (Veronica) Completed it’s work and can be disbanded. Veronica will add it to the next month’s meeting agenda.

E. Board Protocols and Governance
   1. Presentation: Building Bridges – Update on the project, review of the 2019-2020 data, and review of financial plan: Sage gave a presentation, please see attached PowerPoint presentation
   2. Possible Action: Consider directing the Shelter and Solutions Committee and/or Administrative Entity staff to draft a Memorandum of Understanding between the MCHSCoC and Building Bridges formalizing the partnership and endorsing the project: The Board tabled discussion of this Action Item until next month due to time limitations.

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 (Veronica)
      a. 2020 ESG BoS & ESG-CV Applications have been submitted
   3. Homeless Emergency Aid Program (HEAP) – State Funds
   4. Homeless Housing Assistance Program (HHAP) – State Funds (Veronica)
      a. Today, we received the final signed agreement with the state
b. Sage asked if Veronica received confirmation of application receipt, but Veronica said she only received confirmation through certified mail.

c. Que asked if Housing Navigation is an eligible expense for any of the funding coming in. Veronica shared that as long as the Housing Navigation is provided to persons residing in places not meant for human habitation or in emergency shelters, it is an eligible expense under both ESG and HHAP.

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 – No Update
8. Other –

G. Projects

H. Announcements

1. Zenia shared that tomorrow, the BOS will be holding a meeting with the LantinX Community that will be on YouTube between 3:30 pm and 5:30 pm.

I. Adjourn

Confirm next meeting date and agenda items

Next Meeting will be held Monday, August 17 at 1:30 pm – 3:30 pm via Zoom

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<th>Carla Harris – Mendocino Coast Hospitality Cntr</th>
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<th>Cptn. Sean Kaeser – Ukiah Police Dept.</th>
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<th>Zenia Leyva Chou – Mendocino Cnty Health Clinics</th>
<th>Lindsey Spencer – Adventist Health</th>
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<td>Org. Providing Health Care Services to the Homeless</td>
<td>Org. Addressing Needs of Chronically Homeless</td>
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<td>Shelter Representative – North/ Inland</td>
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<th>Karen Lovato</th>
<th>Blythe Post - MCOE</th>
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<td>County of Mendocino Health and Human Services Agency</td>
<td>Organization Serving the Needs of Children</td>
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<td>Collaborative Applicant / Administrative Entity</td>
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<th>Luz Martinez</th>
<th>CoC Secretary (non-voting)</th>
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Jacqueline Williams’ Public Comments for July 20th, 2020 MCHSCoc Board Meeting

I think something very important happened at our last Coc meeting and want to thank Que once more for his willingness to share his observations and experiences with us. And I want to thank Luz for joining our Coc Board. The reason the Coc Boards are required to include people with “lived experience” is the acknowledgement that the best solutions are co-developed by folks with a broad understanding of the complex societal problems we are trying to resolve.

As Coc Board Members we must consider that we are making decisions for individuals who are not adequately represented in leadership and understand that our decisions could have a disparate impact on them.

I have been thinking about how we can make sure this does not happen and came across a good definition of racial equity provided by the COVID-19 Homeless System. Many of you, no doubt, have this understanding, but some folks are using equity and equality interchangeably. I think this definition may help us as we work together on our Coc endeavors.

**Equity** refers to proportional representation (by race, class, gender, etc.) of opportunities in housing, healthcare, employment and all indicators of living a healthy life. When talking about equity, it is helpful to distinguish it from equality. Equality is typically defined as treating everyone the same and giving everyone access to the same opportunities. The assumption is that everyone will benefit from the same support and services. This is not true. Some populations are situated differently because of historical and current discrimination against them. Equity addresses those differences. Equality is about sameness; it focuses on making sure everyone gets the same thing. Equity is about fairness; it ensures that each person gets what the person/population needs.

As a mediator, I have learned that adults do not like to be labelled as racist, or sexist. Name calling shuts down conversations and creates defensiveness. What has worked for me, is to reframe the conversation. After acknowledging racism is systemic in our society, as witnessed in housing, healthcare, and employment systems; we can then ask ourselves;

**Are we upholding, or condoning a racist system?** Or, are we challenging a racist system?

There are tools to assess racial equity in systems, we may want to adopt one. Please be on the look-out or willing to share racial equity work underway at your companies or agencies.
Building Bridges

Presentation to the Mendocino County Homeless Services Continuum of Care

Monday, July 20, 2020

Sage Wolf – Homeless Services Manager
Camille Schraeder – Director of Public Policy & Program Development

What are we talking about?

- What is Building Bridges?
- Let's see some numbers (data from 2019-2020)
- How about those other numbers? $$$
- What have we learned so far?
- Sustaining the project

Building Bridges Overview

- B² encompasses:
  - Day Center
  - Inland Winter Shelter
  - Housing Resources
  - Supportive Services
  - Community Engagement

B² Foundational Practices

- Trauma-Informed Care
- Housing First
- Low Barrier
- Progressive Engagement
**Building Bridges Goals**
- Connect people with stable housing
- Improve wellness
  - Guests
  - Community
- Provide a safe place to rest & reconnect

**How did we get to Building Bridges?**
- Original project = tiny house village in Ukiah
- Evolving from a tiny house village to a community center, emergency shelter, and future site for permanent housing
- Capital funding through CDBG, PHC, and HEAP
- Role of Mendocino County and the MCHS-CoC in the development
- Building Bridges Community Council (steering committee)

**Looking at the Numbers**
- Placeholder slide for 2019-2020 Building Bridges data! Presentation to be updated and sent out prior to 7/20/20 meeting.

**Building Bridges Finances**
- Placeholder slide for 2019-2020 Building Bridges financial information. Presentation to be updated and sent out prior to 7/20/20 meeting.
What we've learned

- It's all about relationships
- Cultivating employees who "get it"
- Sometimes you just need to dive in
- The importance of data
- Sustainability

Sustainability

- Taking us back to that history
- Financial sustainability
- Formalizing partnerships
- Requesting an MOU between Building Bridges & the MCHSCoC

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We're launching a fundraiser!

- Total goal: $150,000 to keep shelter open August, September, & October
- Every $50,000 raised = 1 month of operations
- Seeking individual & corporate donations, grants, & ongoing sponsorships
- Donations can be made via: https://charity.gofundme.com/BuildingBridgesShelter

Thank You

We’re so grateful for the opportunity to serve the community through Building Bridges.

Many thanks to Mendocino County, the City of Ukiah, and all the partners through the Mendocino County Homeless Services Continuum of Care.
Overview

Project Homekey - Ukiah

The County of Mendocino (County) will purchase the 56-room Best Western Orchard Inn motel located at 555 South Orchard Avenue in Ukiah, California. Following purchase, the County intends to utilize the motel to provide transitional housing for individuals and families who are homeless or at risk of becoming homeless. All rooms will remain in their initial configuration as studio-style units. While the initial purpose of the facility will be transitional housing, the County intends to upgrade at least 50% of the facility into permanent housing within ten years of acquisition. Overall, the County aspires to offer rooms for a variety of populations at risk of or experiencing homelessness such as persons experiencing severe mental illness, veterans, seniors, CalWorks eligible families, families involved in Child Welfare Services, people with complex medical conditions, and people with permanent supportive housing vouchers. Approximately eight rooms will be set aside as “flex” rooms, able to serve the target populations listed above, or others in need such as victims of domestic violence, Adult Protective Services clients, and others. Table 1, below, describes the target populations and the estimated number of rooms set aside for each population.

Table 1: Target Client Population Breakdown

<table>
<thead>
<tr>
<th>Client Population</th>
<th>Est. Rooms</th>
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<tr>
<td>Persons experiencing severe mental illness</td>
<td>10</td>
</tr>
<tr>
<td>Veterans</td>
<td>5</td>
</tr>
<tr>
<td>Seniors</td>
<td>10</td>
</tr>
<tr>
<td>Families eligible for CalWorks Housing Support</td>
<td>5</td>
</tr>
<tr>
<td>Families involved with Child Welfare Services</td>
<td>3</td>
</tr>
<tr>
<td>Persons with complex medical conditions</td>
<td>5</td>
</tr>
<tr>
<td>Persons at high risk of COVID-19 with Permanent Supportive Housing vouchers</td>
<td>10</td>
</tr>
<tr>
<td>Undesignated “flex” rooms</td>
<td>8</td>
</tr>
<tr>
<td>Staff</td>
<td>On-site Apt</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>56</strong></td>
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</table>

The facility will offer services both on-site and off-site. Onsite services may consist of legal/criminal justice advocacy, substance use disorder therapy, occupant site meetings, life skills, diet and nutrition education, and smoking cessation. Off-site services may include Primary Medical, Mental Health Services, Housing Navigation Services, Life Skills, Job Skills, Education, Substance Use Disorder Treatment, and benefits (CalFresh, Medical, CalWorks).

The County of Mendocino submitted an application for funding to the California Department of Housing and Community Development on August 13, 2020. The County anticipates a response within two to three weeks of submission. If granted, the County expects that HCD funding will provide approximately 75% of the cost of acquisition and up to two years of operating subsidies for the project.
Mendocino County Homeless Services
Continuum of Care

Staff Report

Meeting Date: Monday, August 17, 2020

Item F3: Homeless Emergency Aid Program (HEAP) –
Contract Amendment for City of Fort Bragg

Narrative

Pursuant to direction from the CoC Board, the Health and Human Services Agency engaged in a contract for services with Craig Meltzner for the review of our existing HEAP contract with the City of Fort Bragg.

Due to a revised construction schedule for the funded Plateau project, the City of Fort Bragg and the CoC Board had grown concerned that the current timeline and payment schedule for the project may not meet the expenditure deadlines according to HEAP project guidelines. Furthermore, the City of Fort Bragg had requested that the CoC Board consider altering the contract to allow for HEAP funds to be used exclusively for the purchase of land for the project.

Upon review and discussion with Mr. Meltzner, the Contractor and HHSA came to agreement that using HEAP funds solely for the purchase of land may not meet the obligations and requirements of the HEAP funding source, primarily because the entire Plateau project is not exclusively designed for housing for homeless individuals. Roughly 30% of the entire project scope provides for Permanent Supportive Housing units exclusively for homeless individuals. For this reason, HEAP funds should not exceed 30% of total project costs, including land acquisition.

With assistance from Mr. Meltzner, HHSA staff has revised the payment schedule (Exhibit B) for the project so as to allow for a distribution of funds that meets our timeline expectations and also verifies that HEAP funds will not exceed a proportionate percentage of total project costs. With this amendment, the County and CoC Board are verifying that HEAP funding will be used appropriately according to HEAP guidelines and that there are protections in place in case of failure to comply with HEAP regulations.

Health and Human Services Agency staff recommends approval of the attached contract amendment for the City of Fort Bragg. Upon approval by the CoC Board, the contract amendment will be sent to County Counsel and the HHSA Director for review and final execution.
EXHIBIT B – DRAFT REVISION

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.

II. 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 31, 2020.

III. Final Draw: Upon receipt of the following information, CONTRACTOR will submit an invoice for the balance of contract in the amount of $2,500,000. This final draw request must be received by September 30, 2020.

   Documentation required for final draw:
   a) Statement that determines the square footage of Permanent Supportive Housing (PSH) units as a percentage of the total unit square footage.
   b) Spreadsheet that indicates the sources and uses for the PSH units demonstrating that HEAP funds will exclusively fund those PSH units.
   c) An updated project management timetable for the expenditure of HEAP funds in accordance with the guidelines that require that 100% of the funding to be expended by June 30, 2021.

IV. CONTRACTOR will provide the following documentation to COUNTY within six months of the close of escrow for the construction loan.

   a) Copy of the executed Agreement to Enter into Housing Assistance Payments (AHAP)
   b) Copy of the project’s regulatory agreement which shall obligate the owner to provide 20 PSH units at targeted rents and income levels, provide supportive services, and annual outcomes reporting for the term of the loan, i.e. the number of homeless households served and supportive services provided.

V. Upon project completion, the CONTRACTOR shall provide the COUNTY with the following:

   a) Copy of the third-party cost certification audit prepared for the TCTAC placed-in-service application.
   b) Documentation of homeless status for all households occupying the designated PSH units
   c) Certification from developer and/or third party labor compliance consultant that prevailing wages were paid.
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]