



Agenda Items: The following items are presented for informational, consent, and discussion purposes.

Item No.	Consent Items	
1	Approve minutes of the October 26, 2016, ICH meeting	10:00 – 10:05 am
2	Approval of ICH Letters of Support for U.S Vets, KEYS and Lighthouse Social Services Centers for renewal applications for SSVF funding	10:05-10:10 am
Brief Update		
3	Point-In-Time Count planning process update - Kent Paxton, Homeless Policy Advisor	10:10 – 10:15 am
4	No Place Like Home Initiative – Dena Fuentes, Director, Community Development and Housing	10:15 – 10:20 am
Discussion		
5	Accept nominations for the positions of ICH Chair and Vice Chair to serve a two year term effective February 2017; waive 30-day presentation of the slate; and hold election.	10:20-10:30 am
6	Approve the changes to the Governance Charter and Bylaws to increase city representation from seven members to nine members– Tom Hernandez, OHS	10:30– 10:35 am
Presentation		
7	Reaching Zero: Homeless Veterans Community Planning Group Update – Lisa Chapman, Corporation for Supportive Housing	10:35– 10:55 am
Closing		10:55 – 11:00 am

Public Comment Open to the public for comments limited to three minutes

Council Roundtable Open to comments by the Council

Next ICH Meeting The next Interagency Council on Homelessness meeting is scheduled for:

February 22, 2017
9:00 am – 11:00 am
County of San Bernardino Health Services (CSBHS) Building

THE INTERAGENCY COUNCIL ON HOMELESSNESS MEETING FACILITY IS ACCESSIBLE TO PERSONS WITH DISABILITIES. IF ASSISTIVE LISTENING DEVICES OR OTHER AUXILIARY AIDS OR SERVICES ARE NEEDED IN ORDER TO PARTICIPATE IN THE PUBLIC MEETING, REQUESTS SHOULD BE MADE THROUGH THE OFFICE OF HOMELESS SERVICES AT LEAST THREE (3) BUSINESS DAYS PRIOR TO THE PARTNERSHIP MEETING. THE OFFICE OF HOMELESS SERVICES TELEPHONE NUMBER IS (909) 386-8297 AND THE OFFICE IS LOCATED AT 303 E. VANDERBILT WAY, SAN BERNARDINO, CA 92415. <http://www.sbcounty.gov/dbh/sbchp/>



Office of Homeless Services
303 E. Vanderbilt Way • San Bernardino, CA 92415
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850 E. Foothill Blvd., CSBHS Auditorium
Rialto, CA 92376

Mission Statement

The mission of the San Bernardino County Homeless Partnership is to provide a system of care that is inclusive, well planned, coordinated and evaluated and is accessible to all who are homeless and those at-risk of becoming homeless.



**County of San Bernardino
Office of Homeless Services**

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**Office of Homeless Services Report
Prepared for the Interagency Council on Homelessness**

Report purpose The purpose of this document is to present the Office of Homeless Services (OHS) report and to record action items from prior Interagency Council on Homelessness (ICH) meetings.

Date January 25, 2017

Presenter Tom Hernandez, Homeless Services Officer

Announcements The table below lists the announcements for today’s meeting.

Announcements	
Continuum of Care 2016 Awards	
<ul style="list-style-type: none"> • On December 20, 2106, the United States Department of Housing and Urban Development (HUD) announced the homeless assistance projects awarded in HUD’s FY2016 Continuum of Care (CoC) Program competition. Approximately \$1.95 billion was awarded for new and renewal projects across the country. • San Bernardino City & County Continuum of Care agencies were awarded \$10,339,584, for new and renewal projects (see attached, Report 2A). 	
Realignment of HUD Continuum of Care Program Funding	
<ul style="list-style-type: none"> • Urban Initiatives released a brief earlier this month that focused on which California CoCs have been successful in obtaining funds and what CoCs have been not experienced increases in regards to HUD CoC funding for the past couple of years. • The Office of Homeless Services is pleased to report that the San Bernardino County CoC had a 49% increase in CoC funds awarded by HUD for the past two years, which is the largest percentage increase of any CoC in California for this period of time. As you may know, these funds are awarded based upon the progress that a CoC makes towards preventing and ending homelessness. • The report notes that future allocations of HUD CoC funding will primarily be the result of CoC decisions to submit renewal applications that align with the best and evidence-based practices as noted by HUD (see attached, Report 2B). 	



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Emergency Solutions Grant (ESG) Funds

- The Office of Homeless Services has received inquiries regarding restrictions placed on County and City Emergency Solutions Grant (ESG) funds when serving the literally homeless.
- Outreach workers, the homeless and providers have been told that ESG funds may only be utilized for clients that present within a region that has been allocated ESG funds from the State or United States Department of Urban Development (HUD). While the State and HUD do allocate ESG to specific regions, it does not require those administering funds serve only those homeless households presenting in regions that receive allocations.
- See Question and Response from HUD:
 - Question: Our CoC receives a County ESG allocation from HUD which provides services to 11 participating cities within the County and unincorporated areas of the County. There are three cities within the CoC that receive their own ESG allocation from HUD and are not part of the 11 participating cities noted in the previous sentence. Our question is, if an individual or family is identified as homeless or at risk of homelessness in the City of San Bernardino, which receives its own ESG allocation, can county ESG funds be used to assist this individual or family? If so, are there any restrictions on the where the funds can be used?
 - Response: In general, because ESG allocations are based on recipients' relative needs, each recipient must use its funds to benefit its own population. If a county recipient funds an activity outside its jurisdiction, the recipient must ensure that the activity benefits the county's population in reasonable proportion to the county's share of the activity's funding. ESG assistance may be used to help a program participant to move to another jurisdiction under the rapid re-housing or homelessness prevention tenant-based rental assistance component but the county may have its own restrictions about how ESG funds can be used outside its jurisdiction. Please consult with the county ESG recipient regarding their policies in this regard.

Homeless Management Information System Update

- The Office of Homeless Services (OHS), HMIS section routinely monitors agencies data quality to ensure accuracy and meet HUD standards for data quality maintenance. Attached you will find a copy of the latest HMIS Data Quality Report for the month of December, 2016 (see attached, Report 2C).
- Agency report cards are posted for review on individual agencies participating in HMIS at the following website: <http://www.sbcounty.gov/dbh/sbchp/HMIS.aspx>



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Point-In-Time Count (PITC) Chronic Initiative

- On January 26, 2017, the San Bernardino County Homeless Partnership will conduct the annual 2017 PITC focused on all homeless people in the County with a specific intent of identifying homeless families and individuals including youth and veterans. A specific effort will be made in the cities of San Bernardino, Upland, and Victorville to help identify the chronically homeless that reside in these cities to establish a Master List that can be used in an organized effort to house as many chronically homeless individuals as possible (see attached, Report 2D).

Attachments

FY 2016 CoC Program Competition List of Awards – Report 2A-Attached

Realignment of HUD Continuum of Care Program Funding Report – Report 2B-Attached

HMIS Data Quality Monthly Report December 2016 – Report 2C-Attached

Point-In-Time Count (PITC) Plus – Chronic Initiative– Report 2D -Attached

The United States Department of Housing and Urban Development (HUD) has announced the homeless assistance projects awarded in HUD's FY2016 Continuum of Care (CoC) Program competition. Approximately \$1.95 billion has been awarded for new and renewal projects across the country. San Bernardino City & County Continuum of Care agencies were awarded \$10,339,584 for new and renewal projects. **Congratulations to all new and renewal projects!**

Below is a list of projects, project type and annual award:

Agency	Project	Project Type	Award
2-1-1 United Way Inland Empire	2016 Fast Linkage And Secure Housing	Coordinated Entry System	\$403,136
Office of Homeless Services	CoC Planning Project Application FY2016 CoC	CoC Planning Grant	\$336,602
Housing Authority San Bernardino County	Cornerstone CoCR	Permanent Supportive Housing	\$400,415
Office of Homeless Services	HMIS Renewal	Homeless Management Information System	\$250,158
Time For Change Foundation	Homes of Hope	Permanent Supportive Housing	\$361,001
LightHouse Social Service Centers	Hope for Heroes 2	Permanent Supportive Housing	\$328,896
LightHouse Social Service Centers	Hope for Heroes	Permanent Supportive Housing	\$487,237
Inland Valley Hope Partners	Hope Partners' Family Stabilization Program	Rapid Re-Housing	\$141,137
Inland Housing Solutions	Infinite Horizons-RRH FY 2016	Rapid Re-Housing	\$518,002
Knowledge, Education for Your Success, Inc.	KEYS for Life	Rapid Re-Housing	\$241,021
Knowledge, Education for Your Success, Inc.	Keys for Success	Rapid Re-Housing	\$285,480
Housing Authority of San Bernardino County	Lantern Woods	Permanent Supportive Housing	\$225,214
Housing Authority of San Bernardino County	Laurelbrook Estates	Permanent Supportive Housing	\$357,984
New Hope Village, Inc.	New Hope, Too!	Permanent Supportive Housing	\$39,145
Housing Authority of San Bernardino County	New Horizon	Permanent Supportive Housing	\$1,865,076
Central City Lutheran Mission	Perm. Housing for Homeless with HIV/AIDS	Permanent Supportive Housing	\$76,455
Housing Authority of San Bernardino County	Project Gateway	Permanent Supportive Housing	\$182,550
Step Up on Second Street, Inc.	Step Up in San Bernardino Bonus Funds	Permanent Supportive Housing	\$361,002
Step Up on Second Street, Inc.	Step up in San Bernardino Renewal	Permanent Supportive Housing	\$1,544,888
Housing Authority of San Bernardino County	Stepping Stones	Permanent Supportive Housing	\$331,739
Global One Development	TAY Perm. Supportive Housing	Permanent Supportive Housing	\$187,011
The Salvation Army San Bernardino	The Salvation Army Perm. Sppt. Housing	Permanent Supportive Housing	\$200,002
United States Veteran Initiative	US Vets Inland Empire Renewal FY 2016	Permanent Supportive Housing	\$1,021,292
Housing Authority of San Bernardino County	Whispering Pines	Permanent Supportive Housing	\$194,141
Total Award			\$10,339,584

A list of all homeless assistance projects awarded in HUD's FY 2016 CoC Program competition can be accessed at the following link: https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless/budget/2016

**The Realignment of HUD Continuum of Care Program Funding Continues:
Some California Continuums of Care Are Winners and Some Are Losers**

A brief prepared by Joe Colletti, PhD and Sofia Herrera, PhD
-Institute for Urban Initiatives on Homelessness and Poverty-

January 2017

The U.S. Department of Housing and Urban Development (HUD) continues to realign its annual Continuum of Care Program competitive funding which is nearly \$2 billion annually. As a result, some HUD designated continuums of care for homeless assistance¹ have seen a significant increase in total funding during the past couple of years, while others remain stagnant or experience decreases. Such was the case in California between 2014 and 2016 as noted in the following table. Of the 41 California continuums of care (CoCs) that submitted applications to HUD for CoC Program funding, 13 experienced decreases in funding during the past couple of years.

Table 1: Comparison of California Continuum of Care Program Awards for 2014 and 2016

Continuum of Care:		CoC Award In 2014	CoC Award in 2016	Change +/-	
				#	%
CA-500	San Jose/Santa Clara City & County CoC	\$15,896,617	\$20,015,353	\$4,118,736	26
CA-501	San Francisco CoC	\$25,648,425	\$31,804,009	\$6,155,584	24
CA-502	Oakland, Berkeley/Alameda County CoC	\$27,195,702	\$33,998,867	\$6,803,165	25
CA-503	Sacramento City & County CoC	\$18,719,062	\$19,511,838	\$792,776	4
CA-504	Santa Rosa, Petaluma/Sonoma County CoC	\$2,970,948	\$3,076,336	\$105,388	4
CA-505	Richmond/Contra Costa County CoC	\$10,767,490	\$13,076,992	\$2,309,502	21
CA-506	Salinas/Monterey, San Benito Counties CoC	\$2,121,998	\$1,967,620	-\$154,378	-7
CA-507	Marin County CoC	\$2,880,972	\$3,328,338	\$447,366	16
CA-508	Watsonville/Santa Cruz City & County CoC	\$2,274,747	\$1,953,274	-\$321,473	-14
CA-509	Mendocino County CoC	\$2,077,576	\$1,701,242	-\$376,334	-18
CA-510	Turlock, Modesto/Stanslaus County CoC	\$3,327,972	\$3,110,273	-\$217,699	-7
CA-511	Stockton/San Joaquin County CoC	\$4,543,476	\$4,290,724	-\$252,752	-6
CA-512	Daly City/San Mateo County CoC	\$7,563,895	\$8,583,356	\$1,019,461	13
CA-513	Visalia/Kings, Tulare Counties CoC	\$1,764,900	\$2,087,201	\$322,301	18
CA-514	Fresno City & County/Madera County CoC	\$7,682,593	\$9,006,586	\$1,323,993	17
CA-515	Roseville, Rocklin/Placer, Nevada Counties	\$1,081,122	\$1,269,692	\$188,570	17
CA-516	Redding/Shasta County CoC	\$373,349	\$346,705	-\$26,644	-7
CA-517	Napa City & County CoC	\$609,318	\$715,483	\$106,165	17
CA-518	Vallejo/Solano County CoC	\$1,158,800	\$1,288,063	\$129,263	11
CA-519	Chico, Paradise/Butte County CoC	\$578,630	\$528,301	-\$50,329	-9
CA-520	Merced City & County CoC	\$579,193	\$738,049	\$158,856	27
CA-521	Davis, Woodland/Yolo County CoC	\$453,504	\$487,860	\$34,356	8
CA-522	Humboldt County CoC	\$733,348	\$822,933	\$89,585	12
CA-523	Colusa, Glen, Trinity Counties CoC*	-	-	-	-

¹ Continuums of care are the planning body responsible for meeting the goals of the continuum of care program as outlined in the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Interim Rule (see https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf).

CA-524	Yuba City/Sutter County CoC	\$2,490	\$2,490	\$0	0
CA-525	El Dorado County CoC	\$12,419	\$9,817	-\$2,602	-21
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties CoC	\$314,389	\$313,976	-\$413	0
CA-527	Tehama County CoC**	-	\$5,511	\$5,511	100
CA-529	Lake County CoC*	-	-	-	-
CA-530	Alpine, Inyo, Mono Counties CoC**	-	\$3,091	\$3,091	100
CA-600	Los Angeles City & County CoC	\$91,956,831	\$104,971,653	\$13,014,822	14
CA-601	San Diego City and County CoC	\$16,170,164	\$18,229,194	\$2,059,030	13
CA-602	Santa Ana, Anaheim/Orange County CoC	\$19,526,012	\$22,354,847	\$2,828,835	14
CA-603	Santa Maria/Santa Barbara County CoC	\$1,448,116	\$1,667,801	\$219,685	15
CA-604	Bakersfield/Kern County CoC	\$3,750,970	\$5,469,432	\$1,718,462	46
CA-606	Long Beach CoC	\$8,167,924	\$7,641,265	-\$526,659	-6
CA-607	Pasadena CoC	\$2,876,396	\$3,176,554	\$300,158	10
CA-608	Riverside City & County CoC	\$9,857,934	\$9,385,526	-\$472,408	-5
CA-609	San Bernardino City & County CoC	\$6,962,571	\$10,339,584	\$3,377,013	49
CA-611	Oxnard, San Buenaventura/Ventura County CoC	\$1,896,944	\$2,174,740	\$277,796	15
CA-612	Glendale CoC	\$2,345,056	\$2,371,801	\$26,745	1
CA-613	Imperial County CoC	\$205,945	\$191,704	-\$14,241	-7
CA-614	San Luis Obispo County CoC	\$1,075,961	\$928,536	-\$147,425	-14
	Total for California:	\$307,573,759	352,946,617	+45,372,858	+14.7

*CoC did not submit a CoC Program application to HUD for funding in 2014 and 2016.

** CoC did not submit a CoC Program application to HUD for funding in 2014.

The potential loss of funding for existing projects and the potential gain of funding for new projects will continue to be the primary reasons for the realignment of the annual continuum of care program funding.

Loss of Funding for Existing Projects

The loss of funding for existing projects can happen as a result of a combination of any of the following three factors: a) tiering; b) poor performance; and c) cost-effectiveness.

a. Tiering

For the past few years, HUD has required continuums of care to rank funding requests for new and renewal projects in Tier 1 or 2. Projects ranked in Tier 2 are at risk of being defunded, while projects ranked in Tier 1 are generally safe.

HUD continued the Tier 1 and Tier 2 funding process in the FY 2016 CoC Program Competition to “promote a more competitive process among CoCs” as stated on page 35 of the FY 2016 Registration Notice for the CoC Program Competition.

b. Poor Performance

HUD has clearly stated that poor performance will result in projects being “rejected from consideration for funding” as noted on page 33 of the Registration Notice:

“A CoC must consider the need to continue funding for projects expiring in FY 2016. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this NOFA or they will be rejected from consideration for funding.”

This was further emphasized on page 28,

“HUD retains the discretion to withhold funding, in whole or part, for any project that has significant capacity issues related to performance, financial management, or other unresolved audit or monitoring findings.”

CoCs are discouraged from submitting projects through the grant application for renewal funding if they have low rates of project participants that should be 1) retaining permanent housing or exiting to permanent housing; 2) increasing earned income; and 3) accessing mainstream resources, including public assistance. CoCs are also encouraged not to submit projects that have high rates of empty beds, unspent grant funds, and that have not adopted a low barrier approach to help potential project participants obtain permanent housing, or that have not adopted a housing first approach to help project participants to maintain their housing.²

c. Cost-effectiveness

HUD strongly encourages CoCs to consider whether or not a project is cost-effective before submitting the project for renewal funding. HUD urges CoCs to reallocate projects that are not cost-effective often citing transitional housing projects that serve families as an example. According to HUD, research has shown that transitional housing for families is too costly and serves fewer families than Rapid Rehousing, which is considered a best practice. As a result, CoCs should seriously consider reallocating transitional housing projects that serve families to rapid rehousing projects that serve families.

HUD stated on page 3 in the 2016 Registration Notice that

² Page 21 of the 2016 CoC Program Registration noted Housing First as Housing First approach to remove barriers to housing, remove service participation requirements or preconditions to program participation, and prioritize rapid placement and stabilization in permanent housing. Also see, https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf.

“CoCs may use the reallocation process as stated in Section II.A.2.i of this Notice to create: new permanent supportive housing projects that serve chronically homeless individuals and families, including unaccompanied youth; new rapid rehousing projects for homeless individuals and families, including unaccompanied youth, coming directly from the streets or emergency shelter, or persons fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homelessness; new projects for dedicated HMIS; or new Supportive Services Only (SSO) projects for centralized or coordinated assessment systems.”

Gain of funding for new projects

CoCs could gain or increase their total funding by applying for new projects through the Permanent Housing Bonus as noted on page 35 of the 2016 Registration Notice:

“HUD will continue the Permanent Housing Bonus. All CoCs may create new projects through the permanent housing bonus up to 5 percent of the CoC’s FPRN for the following types of new projects for those CoCs that meet the criteria provided in V.4. of this Notice and additional criteria provided in the FY 2016 CoC Program Competition NOFA:

- a. New permanent supportive housing projects that will serve 100 percent chronically homeless families and individuals including youth experiencing chronic homelessness; and
- b. New rapid rehousing projects that will serve homeless individuals and families, including youth, coming directly from the streets or emergency shelters, or fleeing domestic violence situations and other persons meeting the criteria of paragraph (4) of the definition of homeless.”

In summary, future allocation of HUD CoC funding will primarily be the result of CoC decisions to submit renewal applications that align, or do not align, with best and evidence-based practices. Transitional housing and supportive services only projects will likely be defunded if they are placed in Tier 2, if they are performing poorly, or if they are not cost-effective.

It is important to note that low performing permanent supportive housing projects and rapid rehousing projects placed in Tier 2 could also be defunded if not reallocated. This year, many CoCs may not have enough transitional housing and supportive services only projects to place in Tier 2 before considering reallocation or risk losing them. If the total number of transitional housing and supportive services only projects do not equal the amount of funds required by HUD to be placed in Tier 2, which was 5% of the CoCs final pro rata need in 2016, permanent supportive housing and rapid rehousing projects will likely be placed in Tier 2. If they are low performing they could be defunded if reallocation does not take place.

The realignment of HUD CoC funding will also happen primarily through the permanent housing bonus. CoCs that are awarded bonus funding will see the total amount of their annual CoC funding increase each year because bonus funding has equaled up to 15% of the CoCs final pro rata need, though in 2016 the amount was 5% unlike 2015 when the amount was 15%.

Thus, CoCs that are successful in receiving bonus funding this year and next year, and that do not have any renewal projects defunded during the same period of time, will be the big winners. CoCs that do not receive bonus funds and have renewal projects defunded will be the big losers.

Tiering and the permanent housing bonus, as previously noted, was part of the 2016 CoC Program competition and perhaps it will be for at least a couple of more years. If so, in a couple of years a similar table like Table 1 above will further reveal the CoC winners and losers in California.

Whereas Table 1 above shows a comparison of CoC funding for 2014 and 2016, the following two tables show a comparison of funding for 2014 and 2015 (see table 2) and for 2015 and 2016 (see Table 3).

Table 2: Comparison of California Continuum of Care Program Awards for 2014 and 2015

Continuum of Care:		CoC Award In 2014	CoC Award in 2015	Change +/-	
				#	%
CA-500	San Jose/Santa Clara City & County CoC	\$15,896,617	\$20,204,762	\$4,308,145	+27.1
CA-501	San Francisco CoC	\$25,648,425	\$30,968,697	\$5,320,272	+20.7
CA-502	Oakland, Berkeley/Alameda County CoC	\$27,195,702	\$28,980,863	\$1,785,161	+6.6
CA-503	Sacramento City & County CoC	\$18,719,062	\$19,138,664	\$419,602	+2.2
CA-504	Santa Rosa, Petaluma/Sonoma County CoC	\$2,970,948	\$3,087,262	\$116,314	+3.9
CA-505	Richmond/Contra Costa County CoC	\$10,767,490	\$11,104,352	\$336,862	+3.1
CA-506	Salinas/Monterey, San Benito Counties CoC	\$2,121,998	\$1,972,200	(\$149,798)	-7.1
CA-507	Marin County CoC	\$2,880,972	\$3,264,434	\$383,462	+13.3
CA-508	Watsonville/Santa Cruz City & County CoC	\$2,274,747	\$2,261,790	(\$12,957)	-0.6
CA-509	Mendocino County CoC	\$2,077,576	\$1,777,940	(\$299,636)	-14.4
CA-510	Turlock, Modesto/Stanislaus County CoC	\$3,327,972	\$2,963,830	(\$364,142)	-10.9
CA-511	Stockton/San Joaquin County CoC	\$4,543,476	\$4,180,278	(\$363,198)	-8.0
CA-512	Daly City/San Mateo County CoC	\$7,563,895	\$9,455,481	\$1,891,586	+25.0
CA-513	Visalia/Kings, Tulare Counties CoC	\$1,764,900	\$1,923,277	\$158,377	+9.0
CA-514	Fresno City & County/Madera County CoC	\$7,682,593	\$8,737,368	\$1,054,775	+13.7
CA-515	Roseville, Rocklin/Placer, Nevada Counties	\$1,081,122	\$1,256,067	\$174,945	+16.2
CA-516	Redding/Shasta County CoC	\$373,349	\$317,347	(\$56,002)	-15.0
CA-517	Napa City & County CoC	\$609,318	\$712,708	\$103,390	+17.0
CA-518	Vallejo/Solano County CoC	\$1,158,800	\$1,254,088	\$95,288	+8.2
CA-519	Chico, Paradise/Butte County CoC	\$578,630	\$531,742	(\$46,888)	-8.1
CA-520	Merced City & County CoC	\$579,193	\$659,165	\$79,972	+1.38
CA-521	Davis, Woodland/Yolo County CoC	\$453,504	\$474,575	\$21,071	+4.6
CA-522	Humboldt County CoC	\$733,348	\$819,897	\$86,549	+11.8
CA-523	Colusa, Glen, Trinity Counties CoC*	-	-	-	-
CA-524	Yuba City/Sutter County CoC	\$2,490	\$2,490	\$0	0.0
CA-525	El Dorado County CoC	\$12,419	\$10,556	(\$1,863)	-15.0
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties CoC	\$314,389	\$313,840	(\$549)	-0.2
CA-527	Tehama County CoC**	-	\$5,629	-	-
CA-529	Lake County CoC*	-	-	-	-
CA-600	Los Angeles City & County CoC	\$91,956,831	\$99,691,350	\$7,734,519	+8.4
CA-601	San Diego City and County CoC	\$16,170,164	\$17,859,969	\$1,689,805	+10.5
CA-602	Santa Ana, Anaheim/Orange County CoC	\$19,526,012	\$22,025,895	\$2,499,883	+12.8
CA-603	Santa Maria/Santa Barbara County CoC	\$1,448,116	\$1,607,635	\$159,519	+11.0
CA-604	Bakersfield/Kern County CoC	\$3,750,970	\$4,790,096	\$1,039,126	+27.7
CA-606	Long Beach CoC	\$8,167,924	\$6,965,080	(\$1,202,844)	-14.7
CA-607	Pasadena CoC	\$2,876,396	\$3,112,977	\$236,581	+8.2
CA-608	Riverside City & County CoC	\$9,857,934	\$9,289,429	(\$568,505)	-5.8
CA-609	San Bernardino City & County CoC	\$6,962,571	\$9,366,053	\$2,403,482	+34.5
CA-611	Oxnard, San Buenaventura/Ventura County CoC	\$1,896,944	\$1,970,367	\$73,423	+3.9
CA-612	Glendale CoC	\$2,345,056	\$2,319,804	(\$25,252)	-1.1
CA-613	Imperial County CoC	\$205,945	\$191,131	(\$14,814)	-7.2
CA-614	San Luis Obispo County CoC	\$1,075,961	\$935,156	(\$140,805)	-13.1
CA-615	Alpine, Inyo, Mono Counties CoC	-	\$2,862	-	-
Total for California:		\$307,573,759	\$336,507,106	\$28,933,347	+9.4

*CoC did not submit a CoC Program application to HUD for funding in 2014 and 2015.

** CoC did not submit a CoC Program application to HUD for funding in 2014.

Table 3: Comparison of California Continuum of Care Program Awards for 2015 and 2016

Continuum of Care:		CoC Award In 2015	CoC Award in 2016	Change +/-	
				#	%
CA-500	San Jose/Santa Clara City & County CoC	\$20,204,762	\$20,015,353	-\$189,409	-1
CA-501	San Francisco CoC	\$30,968,697	\$31,804,009	\$835,312	+3
CA-502	Oakland, Berkeley/Alameda County CoC	\$28,980,863	\$33,998,867	\$5,018,004	+17
CA-503	Sacramento City & County CoC	\$19,138,664	\$19,511,838	\$373,174	+2
CA-504	Santa Rosa, Petaluma/Sonoma County CoC	\$3,087,262	\$3,076,336	-\$10,926	0
CA-505	Richmond/Contra Costa County CoC	\$11,104,352	\$13,076,992	\$1,972,640	+18
CA-506	Salinas/Monterey, San Benito Counties CoC	\$1,972,200	\$1,967,620	-\$4,580	0
CA-507	Marin County CoC	\$3,264,434	\$3,328,338	\$63,904	+2
CA-508	Watsonville/Santa Cruz City & County CoC	\$2,261,790	\$1,953,274	-\$308,516	-14
CA-509	Mendocino County CoC	\$1,777,940	\$1,701,242	-\$76,698	-4
CA-510	Turlock, Modesto/Stanslaus County CoC	\$2,963,830	\$3,110,273	\$146,443	+5
CA-511	Stockton/San Joaquin County CoC	\$4,180,278	\$4,290,724	\$110,446	+3
CA-512	Daly City/San Mateo County CoC	\$9,455,481	\$8,583,356	-\$872,125	-9
CA-513	Visalia/Kings, Tulare Counties CoC	\$1,923,277	\$2,087,201	\$163,924	+9
CA-514	Fresno City & County/Madera County CoC	\$8,737,368	\$9,006,586	\$269,218	+3
CA-515	Roseville, Rocklin/Placer, Nevada Counties	\$1,256,067	\$1,269,692	\$13,625	+1
CA-516	Redding/Shasta County CoC	\$317,347	\$346,705	\$29,358	+9
CA-517	Napa City & County CoC	\$712,708	\$715,483	\$2,775	0
CA-518	Vallejo/Solano County CoC	\$1,254,088	\$1,288,063	\$33,975	+3
CA-519	Chico, Paradise/Butte County CoC	\$531,742	\$528,301	-\$3,441	-1
CA-520	Merced City & County CoC	\$659,165	\$738,049	\$78,884	+12
CA-521	Davis, Woodland/Yolo County CoC	\$474,575	\$487,860	\$13,285	+3
CA-522	Humboldt County CoC	\$819,897	\$822,933	\$3,036	0
CA-523	Colusa, Glen, Trinity Counties CoC*	-	-	-	-
CA-524	Yuba City/Sutter County CoC	\$2,490	\$2,490	\$0	0
CA-525	El Dorado County CoC	\$10,556	\$9,817	-\$739	-7
CA-526	Tuolumne, Amador, Calaveras, Mariposa Counties CoC	\$313,840	\$313,976	\$136	0
CA-527	Tehama County CoC	\$5,629	\$5,511	-\$118	-2
CA-529	Lake County CoC*	-	-	-	-
CA-530	Alpine, Inyo, Mono Counties CoC	\$2,862	\$3,091	\$229	+8
CA-600	Los Angeles City & County CoC	\$99,691,350	\$104,971,653	\$5,280,303	+5
CA-601	San Diego City and County CoC	\$17,859,969	\$18,229,194	\$369,225	+2
CA-602	Santa Ana, Anaheim/Orange County CoC	\$22,025,895	\$22,354,847	\$328,952	+1
CA-603	Santa Maria/Santa Barbara County CoC	\$1,607,635	\$1,667,801	\$60,166	+4
CA-604	Bakersfield/Kern County CoC	\$4,790,096	\$5,469,432	\$679,336	+14
CA-606	Long Beach CoC	\$6,965,080	\$7,641,265	\$676,185	+10
CA-607	Pasadena CoC	\$3,112,977	\$3,176,554	\$63,577	+2
CA-608	Riverside City & County CoC	\$9,289,429	\$9,385,526	\$96,097	+1
CA-609	San Bernardino City & County CoC	\$9,366,053	\$10,339,584	\$973,531	+10
CA-611	Oxnard, San Buenaventura/Ventura County CoC	\$1,970,367	\$2,174,740	\$204,373	+10
CA-612	Glendale CoC	\$2,319,804	\$2,371,801	\$51,997	+2
CA-613	Imperial County CoC	\$191,131	\$191,704	\$573	0
CA-614	San Luis Obispo County CoC	\$935,156	\$928,536	-\$6,620	-1
Total for California:		\$336,507,106	352,946,617	+16,439,511	+5

*CoC did not submit a CoC Program application to HUD for funding in 2015 and 2016.

Org ID	Organization / Program	Total Active Enrollments	Data Totals for the Month of December 2016						
			Total New Enrollments	Total Applicable Records	# of Missing Data Elements	% of Missing	# of Don't Know	# of Refused	% of DK/Refused
CC1	Catholic Charities	7	0	0	0	0.00%	0	0	0.00%
CAP	Community Action Partnership	51	43	480	3	0.63%	2	0	0.42%
DMM	Desert Manna Ministries	19	4	60	0	0.00%	0	0	0.00%
FA2	Family Assistance Program	11	8	113	0	0.00%	8	1	7.96%
FSA	Family Services Association of Redlands	0	14	159	0	0.00%	0	0	0.00%
FAI	Foothill AIDS Project	26	0	0	0	0.00%	0	0	0.00%
FFS	Foothill Family Shelter	64	6	59	0	0.00%	1	0	1.69%
FCC	Frazee Community Center	13	4	62	0	0.00%	0	0	0.00%
GDC	Global One Development Center	7	0	0	0	0.00%	0	0	0.00%
HDH	High Desert Homeless Services	80	39	534	7	1.31%	1	0	0.19%
LTH	Inland Temporary Homes	66	8	82	0	0.00%	0	0	0.00%
IHP	Inland Valley Hope Partners	249	1	14	0	0.00%	0	0	0.00%
KEY	Knowledge & Education For Your Success	1,468	158	1608	0	0.00%	2	0	0.12%
LCD	Life Community Development	36	4	46	0	0.00%	0	0	0.00%
LSS	Lighthouse Social Services	254	79	840	0	0.00%	1	0	0.12%
CCL	Lutheran Social Services of Southern California	97	37	561	0	0.00%	2	0	0.36%
MMC	Mary's Mercy Center	46	4	41	2	4.88%	1	0	2.44%
MH1	Mercy House	1,337	82	1003	0	0.00%	7	2	0.90%
NHV	New Hope Village, Inc.	27	1	14	0	0.00%	0	0	0.00%
OG1	Operation Grace	15	0	0	0	0.00%	0	0	0.00%

Org ID	Organization / Program	Total Active Enrollments	Data Totals for the Month of December 2016						
			Total New Enrollments	Total Applicable Records	# of Missing Data Elements	% of Missing	# of Don't Know	# of Refused	% of DK/Refused
HOA	Restoration House of Angels	15	4	59	0	0.00%	0	0	0.00%
SA1	Salvation Army	98	31	349	0	0.00%	0	1	0.29%
DBA	SB DBH Adult & Older System of Care	31	5	79	0	0.00%	1	0	1.27%
DBH	SB DBH/HA	423	0	0	0	0.00%	0	0	0.00%
HA1	SB Housing Authority	147	0	0	0	0.00%	0	0	0.00%
SUS	Step Up on Second Street, Inc	2	2	28	0	0.00%	0	0	0.00%
TFC	Time For Change Foundation	53	14	155	0	0.00%	0	0	0.00%
USV	US Veterans Inc	250	25	311	0	0.00%	0	0	0.00%
VVF	Victor Valley Family Resource Center	23	4	63	0	0.00%	0	0	0.00%
WOL	Water Of Life Community Church	63	8	89	0	0.00%	0	0	0.00%
		4,978	585	6809	12	0.23%	26	4	0.54%

Point-In-Time Count (PITC) Plus – Chronic Initiative

The San Bernardino County Advisory Board through instruction from the San Bernardino County Board of Supervisors has begun to shift its focus to provide housing and services to the most vulnerable chronically homeless individuals including youth and veterans.

The latest definition of chronic homelessness, which the U.S. Department of Housing and Urban Development (HUD) published in the December 4, 2015/Rules and Regulations Federal Register, has changed and expanded the definition as a homeless individual

“with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Each period separating the occasions must include at least 7 nights of living in a situation other than a place not meant for human habitation, in an emergency shelter, or in a safe haven.”

The latest definition of chronic homelessness describes a disability as

“one or more of the following conditions: Substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), posttraumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability.”

On January 26, 2017, the San Bernardino County Homeless Partnership (Partnership) will conduct the annual 2017 PITC focused on all homeless people in the County with a specific intent of identifying homeless families and individuals including youth and veterans. A specific effort will be made in the cities of San Bernardino, Upland, and Victorville to help identify the chronically homeless that reside in these cities. Based on the 2016 San Bernardino PITC, the cities with the greatest homeless population, both sheltered and unsheltered, were identified in the following three cities:

Jurisdiction	Sheltered		Unsheltered	Total	Chronic Total
	Shelter	Transitional Hg			
San Bernardino	142	181	241	564	72
Victorville	37	29	198	264	61
Upland	0	82	82	164	28

The 2016 Homeless Count and Subpopulation Final Report noted that on any given night, there are approximately 364 chronically homeless individuals experiencing homelessness in San Bernardino County. Individuals experiencing chronic homelessness are among the most vulnerable and disadvantaged within our communities, utilizing a disproportionate amount of public services, often at a higher cost compared to non-chronically homeless individuals.

The Advisory Board and the local Interagency Council on Homeless have adopted a Housing First approach for the local Continuum of Care (CoC). There has been extended research conducted on the benefits of providing fast and effective permanent supportive housing to the most vulnerable chronically homeless, and the results have demonstrated that PSH is the best and most cost-effective solution for housing the homeless.

Housing First is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches.

On the day of the PITC, all 24 cities and unincorporated areas within the county will be canvassed by a large group of surveyors made up of volunteers from each prospective city, county employees, members of the public, homeless service providers, and private sector stakeholders. A survey will be conducted with each unsheltered individual and/or families. Any individual identified as chronically homeless in the cities of San Bernardino, Upland, and Victorville will be connected to an outreach team that will immediately go to the location of the self-reported chronically homeless individual, who will be entered into the local Coordinated Entry System (CES) which includes a vulnerability index service prioritization determination assessment tool (VI-SPDAT).

The VI-SPDAT is an assessment of an individual's or family's acuity. It consists of a tool that prioritizes who to serve next and why, while concurrently identifying the areas in the person/family's life where support is needed to help individuals and families obtain and maintain permanent housing. A score is assigned to each person that is entered into the coordinated entry system. The highest scoring persons are those who are chronically homeless and with the most severe service needs.

This assessment will provide two basic outcomes. It will identify the presumptive chronically homeless status of the individual, including recommended services through the CES, and will establish a Master List of chronically homeless individuals that the local CoC and the Advisory Board on Ending Chronic Homelessness to better understand the needs of the chronic homeless and to more readily connect them to services that help them find and keep permanent supportive housing.

The Chronic Initiative PITC Outreach Teams will be made up of individuals who are trained to conduct outreach to chronically homeless individuals in their local CoC region. Teams include:

- Step Up in San Bernardino
- Homeless Outreach and Proactive Enforcement (HOPE) Team

- Homeless Outreach Support Team (HOST)
- 2-1-1 Outreach Team

Two teams will be assigned to each city, with the exception of Upland (one team for the area). Once a chronically homeless individual has been identified in by the survey one of the three cities, a call will be placed to the Outreach Team identified for each city, noting the location of the chronically homeless individual. The Outreach Team will immediately drive to the location and assess the individual including entering the individual through the CES

The CES will provide the following:

1. The creation of a client profile in HMIS for future Master List assistance.
2. The completion of a VI-SPDAT assessment.
3. A score identifying the type of intervention recommended.
4. A referral from the CES to an appropriate provider for potential enrollment in services.
5. Indication of referral process and follow-up through the Master List.



**County of San Bernardino
Office of Homeless Services**

303 E. Vanderbilt Way, First Floor • San Bernardino, CA 92415-0026

Phone: (909) 386-8297 • Fax: (909) 890-0868

Email: homelessrfp@hss.sbcounty.gov • Website: <http://www.sbcounty.gov/sbchp>

**Probation Report
Prepared for the Interagency Council On Homelessness**

Date January 25, 2017

Presenter Carl Landry on behalf of Laura Davis, Division Director II

Announcements The table below lists the announcements for today's meeting.

Announcements
<ul style="list-style-type: none">○ Proposals for the RFP were due on January 12, 2017. Fourteen proposals were submitted. The evaluation process is currently pending.



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**Homeless Youth Taskforce
Prepared for the Interagency Council on Homelessness**

Date January 25, 2017

Presenter Chairman James Ramos, Homeless Youth Taskforce Co-Chair
Brenda Dowdy, Homeless Youth Taskforce Co-Chair

Announcements The table below lists the announcements for today's meeting.

Announcements
<p>Homeless Youth Taskforce</p> <ul style="list-style-type: none">• The HYTF was dark in November and December. The first meeting of 2017 took place on January 18th.• Currently, the taskforce leadership is working on preparations for the strategic planning sessions. PERC will facilitate these sessions in order to assist the taskforce in developing a mission, vision, goals, and a strategic plan. The first session is scheduled to take place at the April 19th HYTF Meeting to allow the taskforce to first focus on implementing the youth survey in April. More information to follow.• The next regularly scheduled HYTF meeting will take place on February 15, 2017 at the TAY Center located at 780 E. Gilbert St., San Bernardino.



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**Emergency Preparedness Committee
Prepared for the Interagency Council On Homelessness**

Date 01/18/17

Presenter Emergency Preparedness Committee

Announcements The table below lists the announcements for today's meeting.

Announcements
<ul style="list-style-type: none">○ Met on Wednesday January 11th○ Worked with NEOCON to update Cold Weather Guides○ PITC goodie bags will include a city specific Cold Weather Guide○ Still seeking options to expand shelters during inclement weather to better serve populations in some areas of the county.○ Continue to work with Public Work agencies to advise homeless of weather forecasts for their safety.



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**Health Committee Report
Prepared for the Interagency Council On Homelessness**

Date January 25, 2017

Presenter Roger Uminski, IEHP Director of Health Administration

Announcements The table below lists the announcements for today's meeting.

Announcements
<ul style="list-style-type: none">○ ICH Homeless Committee met on November 10, December 8 and January 12.○ Initiated discussions to better understand how each stakeholder agency operates, their regulatory requirements and roles to provide services to members in the community experiencing housing insecurity.○ Initiated process map to visualize connections and process flow from a client perspective.○ Will identify someone who has or is currently experiencing housing insecurity to review and advise on recommendations being considered.○ CaSonya Thomas has initiated a Permanent Supportive Housing for Persons with Disabilities sub-group. Up to 20 vouchers will be used as they become available to experiment with processes to best serve this population. This group has met once.○ Chair did a ride along on January 10 with the HOPE Team to see firsthand their outreach efforts, and better understand barriers and needs.



**Interagency Council on Homelessness Bills of Interest
January 25, 2017**

The Legislature reconvened on January 4, 2017. To date, over 360 bills have been introduced. The last day to submit bill requests to the Office of Legislative Counsel is January 20, 2017. The report below includes legislation related to housing and homelessness tracked through January 17, 2017.

Housing / Homelessness

[AB 30](#)

[Caballero D \(Dist. 30\)](#)

Location: ASSEMBLY PRINT

Planning and zoning: specific plan: housing. Would authorize a legislative body of a city or county to identify an area of underperforming infill and direct the planning agency to prepare a specific plan, in accordance with specified described provisions and specified additional procedures, to provide for immediate development within that area. The bill would require the specific plan make certain findings relating to the need for affordable housing and to designate the specific plan area as an overlay zone in which development is permitted by right. The bill would require the legislative body conduct at least one public hearing before approving a specific plan pursuant to these provisions to provide for community participation.

[AB 53](#)

[Steinorth R \(Dist. 40\)](#)

Location: ASSEMBLY PRINT

Personal income taxes: deduction: homeownership savings accounts. Would provide that a qualified taxpayer may withdraw amounts from a homeownership savings account to pay for qualified homeownership savings expenses, defined as expenses paid or incurred in connection with the purchase of a principal residence in this state. The bill would provide that any amount withdrawn from that account that is not used for these expenses would be included as income for that taxpayer. The bill would define various terms for its purposes. This bill contains other related provisions.

[AB 56](#)

[Holden D \(Dist. 41\)](#)

Location: ASSEMBLY PRINT

Affordable housing: San Gabriel Valley: San Bernardino-Riverside metropolitan area. Under current law, there are programs providing assistance for, among other things, emergency housing, multifamily housing, farmworker housing, homeownership for very low and low-income households, and downpayment assistance for first-time home buyers. This bill would state the intent of the Legislature to enact legislation that would provide for the redevelopment of impoverished areas in the San Gabriel Valley and the San Bernardino-Riverside metropolitan area, by creating affordable housing opportunities, and establish a novel source of revenue to offset the costs of this program.

[AB 59](#)

[Thurmond D \(Dist. 15\)](#)

Location: ASSEMBLY PRINT

Local Housing Trust Fund Matching Grant Program. Under the Local Housing Trust Fund Matching Grant Program, the department is authorized to make matching grants available to cities, counties, cities and counties, and existing charitable nonprofit organizations that have created, funded, and operated housing trust funds. This bill would recast these provisions to instead authorize the department to make grants to eligible recipients, defined as cities that meet specified criteria and charitable nonprofit organizations organized under certain provisions of the Internal Revenue Code that apply jointly with a qualifying city, that have created or are operating or will operate housing trust funds.



[AB 62](#)

[Wood D \(Dist. 2\)](#)

Location: ASSEMBLY PRINT

Public housing: smoke-free policy. Would require all public housing agencies, as defined, to implement a policy prohibiting the smoking of tobacco products, as defined, in all public housing living units, interior areas, and outdoor areas within 25 feet of public housing and administrative buildings, except in designated smoking areas, by July 30, 2018. The bill would exempt dwelling units in a mixed-finance project from these provisions. By increasing the duties of local public housing agencies, this bill would impose a state-mandated local program.

[AB 71](#)

[Chiu D \(Dist. 17\)](#)

Location: ASSEMBLY PRINT

Taxes: credits: low-income housing: allocation increase. Would, under the Insurance Taxation Law, the Personal Income Tax Law, and the Corporation Tax Law, for calendar years beginning 2018, increase the aggregate housing credit dollar amount that may be allocated among low-income housing projects to \$300,000,000, as specified, and would allocate to farmworker housing projects \$500,000 per year of that amount. The bill, under the insurance taxation law, the Personal Income Tax Law, and the Corporation Tax Law, would modify the definition of applicable percentage relating to qualified low-income buildings that meet specified criteria.

[AB 72](#)

[Santiago D \(Dist. 53\)](#)

Location: ASSEMBLY PRINT

Attorney General: enforcement: housing laws. Current law provides that the Attorney General has charge of all legal matters in which the state is interested, except as specified. This bill would appropriate \$_____ from the General Fund to the Attorney General to fund the Attorney General's duties in enforcing specified laws relating to housing. The bill would require the Attorney General to report to the Assembly Committee on Housing and Community Development and the Senate Committee on Transportation and Housing on or before December 31, 2018, and each year thereafter on the expenditure of the funds.

[AB 73](#)

[Chiu D \(Dist. 17\)](#)

Location: ASSEMBLY PRINT

Planning and zoning: housing sustainability districts. Would authorize a city, county, or city and county, including a charter city, charter county, or charter city and county, to establish by ordinance a housing sustainability district that meets specified requirements, including authorizing residential use within the district through the ministerial issuance of a permit. The bill would authorize the city, county, or city and county to apply to the Office of Planning and Research for approval for a zoning incentive payment and require the city, county, or city and county to provide specified information about the proposed housing sustainability district ordinance.

[AB 74](#)

[Chiu D \(Dist. 17\)](#)

Location: ASSEMBLY PRINT

Housing. Would require Department of Housing and Community Development to, on or before October 1, 2018, establish the Housing for a Healthy California Program and on or before April 1, 2019, and every year thereafter, subject to an appropriation by the Legislature, award grants on a competitive basis to eligible grant applicants based on guidelines that HCD would draft, as prescribed, and other requirements. The bill would provide that an applicant is eligible for a grant under the program if the applicant meets specified requirements. This bill contains other related provisions.



SB 2

Atkins D (Dist. 39)

Location: SENATE T. & H.

Building Homes and Jobs Act. Would enact the Building Homes and Jobs Act. The bill would make legislative findings and declarations relating to the need for establishing permanent, ongoing sources of funding dedicated to affordable housing development. The bill would impose a fee, except as provided, of \$75 to be paid at the time of the recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, per each single transaction per single parcel of real property, not to exceed \$225. By imposing new duties on counties with respect to the imposition of the recording fee, the bill would create a state-mandated local program.

SB 3

Beall D (Dist. 15)

Location: SENATE T. & H.

Affordable Housing Bond Act of 2018. Would enact the Affordable Housing Bond Act of 2018, which, if adopted, would authorize the issuance of bonds in the amount of \$3,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance various existing housing programs, as well as infill infrastructure financing and affordable housing matching grant programs, as provided. This bill contains other related provisions.

SB 35

Wiener D (Dist. 11)

Location: SENATE RLS.

Planning and Zoning: affordable housing: streamline. Would state the intent of the Legislature to enact legislation to streamline, incentivize, and remove local barriers to housing creation, as specified.

Total Measures: 12

ICH REPORT



DATE: November – January 2016
4565

PHONE: (909) 387-

PRESENTED BY: KENT PAXTON

Homeless Policy Advisor, Fifth District

SUBJECT: ICH Related Board Items

<http://cob-sire.sbcounty.gov/sirepub/>

Board Agenda Items

11/01/2016

38. Probation Department: This item is for **AMENDMENTS TO CONTRACTS PROVIDING TEMPORARY/TRANSITIONAL HOUSING FOR ADULT OFFENDERS** approving the following contract amendments that exercise the option to extend by one year for total amounts:

1. Time For A Change - \$410,000
2. Family Assistance Program - \$500,000
3. Foothill Aids - \$1,000,000
4. Family Assistance Program - \$1,095,750
5. Victorville Family Resource Center - \$5,548,000
6. Veteran's Alcoholic Rehabilitation Program - \$846,700

Background: In 2012, the County began contracting with vendors to provide temporary/transitional housing for adult offenders under the supervision of the Probation Department. These contracts terminated on October 31, 2016 or are scheduled to terminate on November 30, 2016. However, the contracts include language that allows the option to extend the term by two additional one-year periods. Probation recommends that the contracts be extended one year.

Financial Impact: The cost of these contracts is fully offset by the 2011 Public Safety Realignment funding under AB 109.

Presenter: Michele Scray Brown, Chief Probation Officer

11/15/2016

13. Behavioral Health – This item is a **STANDARD NON-FINANCIAL MEMORANDUM OF UNDERSTANDING TEMPLATE WITH COUNTY OF SAN BERNARDINO HOMELESS SERVICES PROVIDERS FOR THE HOMELESS MANAGEMENT INFORMATION SYSTEM** approving a standard non-financial MOU template outlining the expectations for the provision of the HMIS with Homeless Services Providers, effective upon the date of execution through October 31, 2021.

Background – The MOU template for the HMIS outlines expectations for the provision of the HMIS system. In an effort to address the multi-dimensional problem of homelessness locally and nationally, HUD through a Congressional directive, began requiring all COC's to implement an expanded HMIS to address the problem more efficiently. Local COC's bring together community stakeholders to create a strategic plan to meet the specific needs of homeless individuals, families, and those at-risk of becoming homeless. The plan is designed to move these individuals into stable housing and maximize self-sufficiency with the goal of ending homelessness.

Financial Impact – There is no local financial impact as this is a non-financial MOU.

Presenter – Veronica Kelley, Director

12. Behavioral Health – This item is a **STANDARD NON-FINANCIAL MEMORANDUM OF UNDERSTANDING TEMPLATE FOR THE UNITED STATES HOUSING AND URBAN DEVELOPMENT HOMELESS ASSISTANCE PROGRAM GRANTEES** outlining expectations for housing and supportive services for the County of San Bernardino eligible homeless individuals and families provided by HUD's COC Homeless Assistance Program grantees, effective upon date of execution through October 31, 2021.

Background – The standard non-financial MOU template outlines the San Bernardino County Homeless Partnership expectations of the HUD COC Homeless Assistance Program grantees while providing housing and supportive services for eligible homeless individuals and families. The MOU with the HUD grantee agencies will provide DBH the required access to the COC Homeless Assistance Program for monitoring and evaluation purposes.

The 2016 COC Homeless Assistance Program requires that DBH enter into MOU's with all successful HUD grantee agencies to delineate the roles and responsibilities of DBH and the agencies with regard to the administration of the HUD COC Homeless Assistance Program grant. The expectations outlined within the standard MOU template include:

- Utilization of HMIS data tracking
- Quarterly performance reporting
- Annual Performance Report reporting
- Participation in the San Bernardino County Homeless Partnership
- Compliance with the Coordinated Assessment procedures.

Financial Impact – There is no local financial impact as this is a non-financial MOU.

Presenter – Veronica Kelley, Director

12/06/2016

23. Behavioral Health – This item is an **AMENDMENT TO THE CONTRACT WITH HELPING HEARTS CALIFORNIA, LLC, FOR ADULT RESIDENTIAL TREATMENT SERVICES** approving Amendment No. 1, effective December 7, 2016, to Contract No. 15-296 with Helping Hearts California, LLC, for the provision of Adult Residential Treatment Services, updating standard contract language; establishing per diem bed hold policy; replacing Addendum 1 with current services description; increasing Adult Residential Treatment Services by 30 beds (from 20 beds to 50 beds) with the addition of a new service site in San Bernardino and two additional service site locations; increasing the per diem bed rate from \$289 to \$312; and increasing the total contract amount by \$5,607,220 from \$6,434,585 to \$12,041,805, with no change in contract period of June 2, 2015 through June 30, 2018.

Background – Since 2015, Helping Hearts California, LLC, has provided long-term and transitional adult residential treatment services at its facilities located in Colton and Ontario for clients discharging from acute restrictive residential settings (hospitalization or locked facilities).

Financial Impact – The increase of \$5,607,220 will be funded by Medi-CAL and MHSA funding.

Presenter – Veronica Kelley, Director

71. Transitional Assistance Department – This item is an **AMENDMENT TO THE CONTRACT WITH THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO FOR CALWORKS HOUSING SUPPORT PROGRAM SERVICES** approving Amendment No. 4 to Contract No. 14-962 with the HACSB effective December 7, 2016, updating standard contract language and increasing the total contract amount by \$540,894 to provide Cal-WORKS Housing Support Program Services (HSP) for the total contract period of January 1, 2015, through June 30, 2017.

Background – SB 855 (Chapter 29, Statutes of 2014) established the Cal-WORKS Housing Support Program. The objective of the HSP is to promote housing stability for families in the Cal-WORKS program. In certain circumstances, Cal-WORKS offers its participants both temporary and permanent homeless assistance, however, this HSP differs in that all Cal-WORKS families are eligible to receive HSP assistance regardless of their asset or income levels. In addition, individuals are not precluded from participating in the HSP if they have received homeless benefits previously. Treatment for Mental Health or substance abuse needs is also not a condition of receiving services. From January 2015 to date, 654 households and 1,466 children have been placed in permanent housing through the HSP.

The legislation requires that counties use evidence-based models, including those established by HUD, including Homeless Prevention and Rapid Re-Housing programming.

***See Related Housing Authority of County of San Bernardino Board Item #77**

Financial Impact – Approval of this amendment will increase the current 2016-2017 allocation by \$540,894 from \$1,759,106 to \$2,300,000 for a total contract increase from \$4,594,118 to \$5,135,012, 100% federally funded by Cal-WORKS.

Presenter – Gilbert Ramos, Director

74. Housing Authority County of San Bernardino – This item is an **AMENDMENT TO THE CONTRACT WITH KNOWLEDGE AND EDUCATION FOR YOUR SUCCESS FOR HOUSING NAVIGATOR SERVICES** acting as the governing body for the HACSB, approving Amendment No. 4 to the KEYS contract effective December 7, 2016, increasing the contract amount by \$540,894 from \$4,405,118 to \$4,946,012 for the provision of Housing Navigator Services for the Cal-WORKS Housing Support Program (HSP) for the total contract period of January 1, 2015 through June 30, 2017.

Background – Based on an average cost of \$6,216 per family, approximately 370 households will be placed with the HSP allocation in the 2016-17 grant year.

Financial Impact – The contract is 100% federally funded by the Cal-WORKS HSP.

Presenter – Maria Razo, Executive Director

91. County Administrative Office – 2016 – 17 FIRST QUARTER BUDGET REPORT AND PERSONNEL ACTIONS Including a **\$0.6 million increase in Requirements, \$0.4 million increase in sources, and a \$0.2 million increase in Discretionary General Funding**, recommending the transfer of the Office of Homeless Services (OHS) from the Department of Behavioral Health to the General Fund, as a separate budget unit in the Economic Development Agency. This will allow the alignment of housing resources to more efficiently collaborate on projects with Community Development and Housing. This includes the transfer of eight incumbents, and the addition of one new position to provide administrative support. The increase in Requirements of \$597,849 will provide spending authority for the remainder of the year, and is funded by a transfer of grant revenue from the DBH MHSA fund (\$366,848), and Discretionary General Funding (\$231,001) transferred from Human Services.

Presenter – Gregory C. Devereaux, Chief Executive Officer

12/20/2016

25. Community Development and Housing – This item is **AMENDMENT NO.1 TO THE HOME INVESTMENT PARTNERSHIP REGULATORY AGREEMENT AND DECLARATION OF RESTRICTIVE COVENANTS WITH LOMA LINDA VETERANS, L.P., FOR THE LOMA LINDA VETERANS VILLAGE APARTMENT COMPLEX.**

Background – On July 12, 2016 (Item No. 18) the Board approved a HOME loan agreement with Loma Linda Veterans, L.P., to construct an 87-unit affordable housing community for Homeless Veterans in the City of Loma Linda. The purpose of the proposed amendment is to provide financing flexibility and rental structure in the event of default or foreclosure, and authorize the subordination of the County HOME loan to the State of California Veteran's Housing and Homelessness Prevention funding. The proposed amendment further defines the partnership between the Borrower and the County that will help ensure financial viability of the project over 55 years, advancing the County goal of providing housing to homeless Veterans and low-income households.

Financial Impact – The total development cost is \$39.1 million. County HOME funds in the amount of \$2.1 million are being used to assist in the funding of the development.

Presenter – Dena Fuentes, Director

20. Behavioral Health – This item is for the **CALIFORNIA HOUSING FINANCE AGENCY LOCAL GOVERNMENT SPECIAL NEEDS HOUSING PROGRAM** in the amount of \$3,965,612.

Background – The MHSA Housing program provided funding exclusively for the development of Permanent Supportive Housing for individuals with serious mental illness who are homeless or at-risk of homelessness. Those funds were utilized for capital and operating subsidies for the development, acquisition, construction, and/or rehabilitation of Permanent Supportive Housing. With nearly all of the original funding identified in the 2008 approved MHSA Housing Plan expended or committed, no new financing for housing under the MHSA was approved after May 30, 2016. As Counties expressed an interest in continuing a housing program, CalHFA proposed and implemented the Special Needs Housing Program, which operates in a manner similar to the MHSA Housing Program.

Financial Impact – DBH is utilizing existing MHSA Housing Program funds of \$3,965,612 for participation in the CalHFA Local Government Special Needs Housing Program.

Presenter – Veronica Kelley, Director

95. Housing Authority – This item is a **PURCHASE AGREEMENT OF REAL PROPERTY IN VICTORVILLE TO BE UTILIZED AS PERMANENT HOUSING FOR THE CHRONICALLY HOMELESS** approving a purchase agreement in the amount of up to \$1,688,000 to acquire Assessor Parcel No. 0472-181-68-000 and improvements to land, which includes a 61 room motel at 16959 Stoddard Wells Road in Victorville.

Background – For the last several months, the County of San Bernardino Advisory Board on Ending Homelessness for Veterans has been discussing strategies to access more public/private housing units as well as resources and services dedicated for the chronically homeless population. While funding for services as well as rental assistance has been secured and is ready to be deployed, the lack of readily available housing sites to employ the “housing first” approach has proven to be a challenge. It has been determined that one of the fastest ways to make housing locations available to the chronically homeless is to directly acquire sites offered in the open market. The HACSB has years of experience in the acquisition of existing rental properties and currently owns and manages more than 3,200 rental housing units throughout the County of San Bernardino.

HACSB staff have located an appropriate site for the creation of a Permanent Supportive Housing resource in Victorville. The proposed site is an existing 61 room motel (the queens Motel) located at 16959 Stoddard Wells Road. The HACSB will collaborate with Step-Up on Second to utilize the 61 units for the mentally ill homeless population.

Financial Impact – The HACSB has discretionary funding available for a one time expenditure of up to \$1,688,000 to close escrow for the acquisition of the property and intends to secure private debt in combination with other local government sources to both rehabilitate and permanently finance this project.

Presenter – Maria Razo, Director

Report	The purpose of this document is to present the Office of Homeless Services on activities from the San Bernardino County Reentry Collaborative (SBCRC).
Date	January 25, 2017
Presenter	Jose Marin, Special Projects Coordinator, Department of Public Health
Announcements	The table below lists the announcements for today's meeting.

December 2016 Reentry Meeting

- Meeting was held on December 13, 2016. Meeting was regarding CA Proposition 47 funding (Prop 47). Prop 47 funds are being released to provide recidivism reduction services. Our County plans to apply for the large scope that makes our County eligible for the \$6 million project. We will be using the Peer Mentoring approach that was used for the BRIDGES grant. We will be providing pre- and post-release services and working with various County Departments' (Probation, DBH, Public Defender, and Sheriff's Dept.). Per grant requirements, a minimum of 50% must be subcontracted to our community- and faith-based organizations. Our project will actually subcontract 70% of the funds to community- and faith-based organizations.

October 2016 Reentry Meeting

- Meeting was held on October 28, 2016 from 9:30 – 11:00 am. Topics of discussion revolved around LA Kitchen. LA Kitchen provides employment services (culinary) to the formerly incarcerated. Other topics were reports from Probation, ICH, United Way 211 Reentry Hotline, and Probation.

January 2017 Reentry Meeting

- Next Reentry Meeting is scheduled for January 25, 2017 from 1:30 pm – 3:00 pm at 303 Vanderbilt Way, San Bernardino, CA.

Workgroup meetings

- Workgroup meetings were held on January 13, 2017
 - Updates to Strategic Plan

Community Recidivism Reduction Program (CRRP)

- Public Health is overseeing a Recidivism Reduction Program funded by the California's Bureau of State & Community Corrections (BSCC). Public Health finished its RFA process and was able to contract with 10 community- and faith-based organizations to provide recidivism reduction services that include:
 - Self-help groups
 - Anger management
 - Employment and Education Services
 - Referral Services
 - Juvenile/mentoring Services, and
 - Basic life skills services
- 8 of the 9 selected providers are new vendors to the county.
- Goal of the program is to reduce recidivism rates in our community by using local community- and faith-based organizations that have been providing services to the population for at least 5 years.
- Services have begun as of November 2015

For more information, please contact Jose Marin at jose.marin@dph.sbcounty.gov.

Please visit our website at www.sbcounty.gov/sbcrc



Housing Authority of the County of San Bernardino

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Phone: (909) 890-9533 • Fax: (909) 890-5333

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Housing Authority of the County of San Bernardino Report Prepared for the Interagency Council on Homelessness

Report purpose The purpose of this document is to present the Housing Authority of the County of San Bernardino (HACSB) updates and to record action items from prior Interagency Council on Homelessness (ICH) meetings if applicable.

Date Wednesday, January 25, 2017

Presenter Maria Razo, Interim Executive Director

Announcements The table below lists the announcements for today's meeting.

Announcements: Homeless Programs Highlights

HACSB and KEYS Inc. continue to expand both resources and results in their respective responses to homelessness.

HACSB and KEYS new developments and highlights as of January 2017:

- HACSB received approval from the Department of Housing and Urban Development to extend two of our Project Based CoC programs in order to ensure the maximum amount of grant funds can remain in the county and continue to provide vital housing opportunities to households in need. Project Laurelbrook, supporting 27 units was extended through May 30, 2017, and Project Gateway supporting 12 housing units, was extended through February 28, 2017.
- The 2016/17 CoC funding announcements included \$3.5 million to HACSB in renewal funding to HACSB programs to continue to support 314 current (previously homeless) families, and provide any turn-over vouchers (realized through attrition) to newly identified chronically homeless individuals and families.
- In addition KEYS was awarded \$241,021 in renewal funding for rapid rehousing program, Keys for Life, supporting approximately 25 families in the next grant year, and \$285,480 in new funding for rapid rehousing' Keys for Success to support an additional 25 to 30 families when the new grant implements.
- HACSB and KEYS also received additional funding for the Housing Support Program (HSP), funded through the Transitional Assistance Department, the current grant award is now \$2.3 million annually an increase of half a million dollars. The HSP program can now be able to support a total of 370 households annually.



Housing Authority of the County of San Bernardino

672 South Waterman Avenue • San Bernardino, CA 92408

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Website: www.hacsb.com

Open Waiting Lists

Valencia Grove, Redlands – 4 bd
San Bernardino, – 4 and 5 bd
Chino, Montclair and Rialto – 3 bd, Chino/Colton 5 bd
Adelanto, Apple Valley, Hesperia, Victorville – 3 bd
Barstow – 3, 4 and 5 bd
Joshua Tree, Twenty-nine Palms, Yucca Valley – 2, and 3 bd

Senior Housing

Victorville, Twin Peaks, 1 and 2 bd
Bloomington, 2 bd
San Bernardino, 1 bd
Fontana, Redlands, Yucaipa – 1 and 2 bd
Barstow – 1 bd

Interested households can apply in person at any HACSB office or can print an application from our website by going to www.hacsb.com, and going to the residents/ future residents section.

*Please note: All waiting lists have an ultimate preference for veterans.

Housing Authority of the County of San Bernardino

Continuum of Care Grants - Monthly Utilization Reports

As of: December 31, 2016

Grant No.	Original Grant Effective Date	Grant Name	Type	Grant Effective Date	Grant Expiration Date	Remaining Months	Units Authorized	Units Leased	Total PUC	Current Month Housing Assistance & Expenses	Total Grant	Remaining Funding	Projected Monthly Housing Assistance & Expenses	Projected Over/Under -spend at Current Lease Rate	Next Year Funding Amount	Additional Units funding will Support	Vouchers Searching/ Pending Lease	
CA0816L9D091507	10/1/2007	Stepping Stones	TRA	10/1/2015	12/30/2016	0	28	38	753.79	28,643.90	377,231	(5,149.55)	35,473.71	N/A			End of grant term, expended 101% of grant	
CA1223L9D091503	9/1/2008	New Horizons	TRA	9/1/2016	10/31/2016	0	154	164	871.71	142,960.56	2,033,792	(3,073.91)	142,960.56	N/A			End of grant term, expended 101% of grant	
CA0816L9D091507	10/1/2007	Stepping Stones	TRA	1/1/2017	12/30/2018	12	28	38	753.79	28,643.90	331,739	331,739.00	28,071.22	(5,115.64)	331,739	N/A	*	
CA1223L9D091503	9/1/2008	New Horizons	TRA	11/1/2016	10/31/2017	10	154	185	836.23	154,702.74	1,865,076	1,565,007.34	162,529.62	17,979.94	1,865,076	N/A	*	
CA1138C9D091100	10/1/2012	Cornerstone	TRA	10/1/2012	9/30/2017	9	33	27	884.24	23,874.48	1,928,520	153,757.08	21,732.39	(41,834.43)	400,415	0	0	
CA1140C9D091100	10/1/2012	Whispering Pines	TRA	10/1/2012	9/30/2017	9	16	11	729.10	8,020.08	935,040	59,581.20	9,565.21	(26,505.69)	194,141	0	0	
CA0876C9D091501	2/1/2011	Laurelbrook Estates	PRA	2/1/2016	1/31/2017	4	27	24	960.51	23,052.29	357,984	93,675.81	26,634.65	624.60	357,984	n/a	2 pl *Extended to 5/30/17	
CA0879L9D091501	2/1/2011	Project Gateway	PRA	2/1/2016	1/31/2017	2	12	12	1,071.07	12,852.84	182,550	29,755.07	12,964.32	3,826.43	182,550	n/a	n/a *Extended to 2/28/17	
CA1018C9D091100	12/1/2011	Lantern Woods	PRA	12/1/2011	11/30/2017	11	16	16	834.23	13,347.72	1,025,160	594,161.16	11,947.36	462,740.20	n/a	n/a	n/a PRA cannot overlease	
Average PUC:									867.02									

Definitions:

PUC - Average dollar amount to support each unit on a monthly basis.

PRA - Project-Based Rental Assistance, funds are tied to the unit and cannot 'over-lease' to utilize excess grant funds.

TRA - Tenant-Based Rental Assistance, and can over-lease to expend funds, if renewal grant funds are available to support the unit on an ongoing annual cycle.

VS- Voucher committed, voucher holder searching for a unit.

PL- Pending lease-up.

Notes:

***Stepping Stones:** Do not expect to over-spend due to natural attrition over the grant term.

***New Horizons:** Do not expect to underspend, due to additional lease-ups pending, and pending pilot program.

***Cornerstone and Whispering Pines:** Note the increase in PUC for this month, this now shows a grant term deficit, whereas before the deficit for Cornerstone was \$5,879 and the unexpended for Whispering Pines was \$551.64. this is due to the calculation of current PUC multiplied by number of units and months remaining. The PUC could significantly change next month and the deficit will be gone. PUC can fluctuate significantly from month to month, in addition we expect soem attrition over the rest of the term of the grants.

***Lanternwoods-** Current projections show that there will be unexpended funds at the end of the grant term (11/30/17). This is PRA so there is no ability to 'over-lease' additional units in order to expend grant funds. However, HACSB is in conversation with HUD staff to determine other ways that the funding can potentially be extended or re-allocated with regulatory waivers to ensure funding stays within the county.

Reallocation- In the 2015 grant cycle, HACSB worked with OHS and ICH to identify funds that could be carved out of 3 current grants in order to be utilized for re-allocation. This was done with no impact to currently housed families or in a way that would cause a reduction in current housing resources. This funding helped support the funding that was dedicated to the implementation and ongoing funding of the new Coordinated Entry System. The grants utilized were New Horizons, Stepping Stones and Laurelbrook.

PUC Fluctuations- It is worth note that small changes in household income or changes in contract rent can have significant effect on the average Per Unit Cost and monthly expenditure projections. It is expected to see some fluctuation on a monthly basis and the HACSB staff watches this carefully in order to adjust leasing utilization when funding is available. However, it is also important to note that even if there may be small amounts of unutilized funding projected at the end of a grant term, it is vital to consider that if we lease more households to utilize that funding, that there is enough funding in the *next grant cycle* to be able to support those additional households. As part of our monthly analysis, we not only look at the current grant year and funding availability, but the next grant year and funding cycle.

Minutes for San Bernardino County Homeless Partnership Interagency Council on Homelessness (ICH)

October 26, 2016
9:00 a.m. – 11:00 a.m.
Department of Behavioral Health Administration
303 E. Vanderbilt Way
San Bernardino, CA 92415

Minutes Recorded and Transcribed by Amy Edwards, Secretary I, Office of Homeless Services

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Patricia Nickols-Butler, Vice Chair	<ul style="list-style-type: none"> The meeting was called to order at 9:00 a.m.
Introductions	Patricia Nickols-Butler, Vice Chair	<ul style="list-style-type: none"> Introductions were made by all ICH Members. Guests were also invited to introduce themselves.
REPORTS	PRESENTER	ACTION/OUTCOME
Homeless Provider Network (HPN)	Sharon Green	<ul style="list-style-type: none"> Our regions are still looking at the city ordinances and zoning laws within their area. Victor Valley Family Resource Center is still on the process of their suit against the City of Hesperia.
Office of Homeless Services	Tom Hernandez	<ul style="list-style-type: none"> The San Bernardino County Homeless Partnership in collaboration with the San Bernardino County Advisory Board to End Chronic Homelessness will be co-sponsoring an intermediate to advanced Housing First Training on December 14-15, 2016, in consultation with Dr. Sam Tsemberis who developed the Housing First model. The training location has been tentatively identified to be held at the Loma Linda University Centennial Complex. More information and registration information to follow shortly. The 10th Annual Homeless Summit will be held on Wednesday, November 9, 2016 at the Orton Conference Center located on the campus of the University of Redlands at 1200 E. Colton Avenue, Redlands, CA 91763, from 10:00 am to 3:30 pm, with check-in beginning at 9:30 am. The theme for 2016 is "Housing First." This year's speakers will include Dr. Sam Tsemberis, Ph.D., Chief Executive Officer of Pathways to Housing, Philip Mangano, Founder and President of the American Roundtable to Abolish Homelessness, Dr. Benjamin Henwood, PhD, MSW, University of Southern California, and Chairman of the Board Third District Supervisor James Ramos. In the afternoon. There will be workshops presented by Jeff Little, Executive Director of Inland Temporary Homes, Michael Bell, ASAI with the Office of Homeless Services, and Gary Madden, Director, 2-1-1 San Bernardino County at Inland Empire United Way. As part of a national goal to end Veteran homelessness by 2016, a multi-sector collaboration will bring together federal, regional, state and local government agencies, faith-based organizations, housing providers, non-profit agencies and businesses to connect 30 homeless Veterans with the U.S. Department of Housing and Urban Development Veterans – Veterans Affairs Supportive Housing (HUD-VASH) that are either searching or pending inspection to permanent or permanent supportive housing during the week of Veterans Day in San Bernardino County. The Homeless Veterans Community Planning Group through the County's Veterans Affairs Department will be providing free transportation from several locations throughout the county to assist homeless veterans identified on the San Bernardino County Veterans Master List to get to the event.

Housing Committee	Ray Osborne	<ul style="list-style-type: none"> • All homeless Veterans attending Operation Reveille will be able to be screened for housing opportunities and mainstream and VA benefits eligibility screenings, obtain referral assistance and more. • Many of these Veterans have been pre-identified from the community's Housing Priority List and are in the process of being contacted regarding the event. • The Operation will be conducted Monday – Thursday, November 7-10, 2016, with Thursday as a coordinated day to bring all system providers together from 9:00 am to 3:30 pm • The San Bernardino County Homeless Partnership conducted the Redlands Project Connect on Wednesday, October 19, 2016 from 10 am – 2 pm at the Redlands First United Methodist Church, located at 1 E. Olive Ave., Redlands CA 92373. • The event served over 100 families who were provided information from 38 vendors. Services such as haircuts, manicures, blood pressure and glucose screenings were also offered. Lunch was provided by Hogi Yogi, and the Diocese of San Bernardino, Asian-Pacific Ministry donated non-perishable food to attendees. Chairman of the Board of Supervisors, James Ramos came by and offered his, as well as the Board's support of programs to help those in need who reside in the County.
Probation	Laura Davis	<ul style="list-style-type: none"> • San Bernardino City Council voted against reconsidering the Mary Village housing development by a vote of 3-1 at a meeting on October 10th • The committee discussed several possible alternatives regarding the Mary's Village development that would provide 84 critically-needed transitional living beds to serve homeless single men in the City of San Bernardino. Two of the suggestions were: <ul style="list-style-type: none"> i. Re-configure the initial phase of the Mary's Village development to include fewer beds, maybe 40-50, and make the facility Permanent Supportive Housing, instead of transitional living beds. ii. Negotiate with the County of San Bernardino to purchase the property to be developed as a multi-phased Permanent Supportive Housing development to serve various homeless populations including single men, veterans, emancipated youth and families. • The Housing Authority of the County of San Bernardino (HACSB) plans to create 40 one-bedroom Permanent Supportive Housing units. HACSB recently closed escrow on purchasing the property On Golden Ave in San Bernardino, and plans to begin renovation work on the apartments as soon as possible with the hope to have some units available by as early as April, 2017. • Step Up on Second will utilize the Golden Apartment permanent supportive housing (PSH) units as part of the grant they received that funded on October 1, 2016, to provide supportive services and housing to about 100 chronically homeless individuals annually in San Bernardino County. • The committee requested that I ask the two Inland Empire Building Industry Association (BIA) Chapters if they would be interested in jointly staging an Affordable and Permanent Supportive Housing Summit to encourage all the local jurisdictions, developers and various funding sources, as well as homeless service providers, to get together to discuss what is needed immediately to be able to renovate or build the 2,000 or more affordable and permanent supportive housing units that are needed to end chronic homelessness in the Inland Empire by 2020.
		<ul style="list-style-type: none"> • The Probation department will be re-issuing the Transitional Housing RFP. We will be extending our current providers for another year. The amendment for extension goes to the Board on November 1, 2016 and the RFP will be reissue on November 30, 2016. • There will be an information meeting held on December 7th. Vendor responses are due by December 14, 2016. • Evaluation will be completed by December 28, 2016. • The reviews will be done in a joint effort with the Purchasing department and Probation by January 13, 2017 and the submission will be shortly after that.

Homeless Youth Task Force (HYTF)	Brenda Dowdy	<ul style="list-style-type: none"> The Final submission will go to the Board on February and the new contract will start in March 2017. The HYTF discussed conducting strategic planning sessions in order to update the goals and objectives of the task force. A subcommittee will meet to discuss additional resources for our youth who attend conferences and represent our task force and our county. The task force will be assisting in the planning for the upcoming Point-In-Time Count (PITC) in January 2017. The HYTF will go dark in November and December. Just a few Board items of interest: Department of Behavioral Health (DBH) presented a contract with Step Up On Second for full service partnership program services to chronically homeless individuals who suffer from mental illness. The Housing Authority presented an item to ratify the memorandum of understanding with the Foothill Aids Project for the housing opportunity for persons with AIDS (HOPWA) Program. We continue to submit the utilization report, which we went over extensively last month. All the projected lease ups for stepping stones did occur last month. We have additional new projections for new horizons and stepping stones. Sub-committee Membership is being decided. We would like to have representatives from Public Health, Behavioral Health, Coordinated Entry System (CES), Housing Authority, Community Development and Housing, County Supervisor, community clinics, housing service providers and Medi-Cal Health Plans. Input will be provided for ICH Committee Policy related to the Health Committee.
Board Agenda Review Report	Kent Paxton	
Housing Authority Report	Lisa Jones	
Health Committee	Roger Uminski	
CONSENT ITEMS	PRESENTER	ACTION/OUTCOME
Approve minutes of the September 28, 2016, ICH meeting	Patricia Nickols-Butler, Vice Chair	<ul style="list-style-type: none"> A motion was made to accept the minutes as submitted. All were in favor, none opposed or abstained. Motion carried.
Approve 2017 Interagency Council on Homelessness meeting schedule with July 2017, November 2017, and December 2017 to go dark, with change of venue location		<ul style="list-style-type: none"> A motion was made to accept the 2017 ICH meeting schedule. All were in favor, none opposed or abstained. Motion Carried
BRIEF UPDATE	PRESENTER	ACTION/OUTCOME
Point-In-Time Count planning process update - Kent Paxton, Homeless Policy Advisor	Kent Paxton	<ul style="list-style-type: none"> Mark your calendars for the 2017 PITC on Thursday January 26, 2017 from 6-10am. Go to the Office of Homeless Services website to register as a volunteer www.sbcounty.gov/dbh/sbchp As of now we have all cities on board to assist with the responsibility of the count in their jurisdiction. We are calling on the Transitional youth to assist us with the afternoon youth count. This year it is important to get a good count on the youth as this count will establish our base line with HUD. One of our goals during the planning process was to find a way to get a count in the areas we have not counted in the past and with the collaboration of CalTrans and the Santa Ana Water Board we will be able to get into those areas with their assistance.

CES Prelaunch Update – Gary Madden, 2-1-1 Inland Empire United Way	Gary Madden	<ul style="list-style-type: none"> We have had an amazing process that has been completely collaborative and transparent. I think we have come up a very solid system. We have had to make a few adjustment and tweaks but overall I think the system will work great for everyone. We have a soft launch November 1, 2016 and we hope to be up and fully operational by January 1, 2017.
DISCUSSION	PRESENTER	ACTION/OUTCOME
Approve the allocation of \$20,000 of Continuum of Care (CoC) 2015 Planning Grant funds to supplement the Continuum of Care outreach functions	Tom Hernandez	<ul style="list-style-type: none"> Recommendation to approve the Office of Homeless Services (OHS) to allocate \$20,000 of CoC Planning Grant funds to support a pilot project for the expansion of the outreach functions to families experiencing homelessness within the CoC was made. A motion was made to approve the allocation of \$20,000 of CoC planning Grant fund. All were in favor, none opposed or abstained.
Approve the Office of Homeless Services to allocate up to \$10,000 for the Homeless Youth Taskforce Strategic Planning Update	Tom Hernandez	<ul style="list-style-type: none"> A recommendation to approve the OHS to allocate up to \$10,000 to conduct the strategic planning sessions necessary to help guide the direction of the Homeless Youth Taskforce in meeting with its committee objectives was made. A motion was made to approve the allocation of 10,000. All were in favor, none opposed or abstained.
Approve amendment to the ICH Governance Charter	Tom Hernandez	<ul style="list-style-type: none"> A recommendation to amend the ICH Governance Charter was made under Responsibilities of the CoC, to add: <ul style="list-style-type: none"> Projects serving families with children shall not separate the family unit regardless of the children's ages. 24 CFR 578.93(e). A Motion was made to approve the amendment. All were in favor, none opposed or abstained.
Approve amendment to ICH Standing and Ad Hoc Committee Policy	Tom Hernandez	<ul style="list-style-type: none"> A recommendation was made to approve the amendments to the ICH Standing and Ad Hoc Committee policy to include the Health Committee and the Emergency Preparedness Committee. A motion was made to approve the amendments. All were in favor, none opposed or abstained.
SPECIAL PRESENTATION	PRESENTER	ACTION/OUTCOME
CalTrans Homeless Challenges	Michael Nakama John Bulinski	<ul style="list-style-type: none"> This presentation covered CalTrans challenges they face when dealing with the homeless population. Damage to State roadside facilities Types of Homeless individuals they encounter, be it drifters, drug addict, hoarders, panhandlers, semi-permanent dwellers, etc Policies they must follow. <ul style="list-style-type: none"> Must provide 72 hour notice to vacate, law enforcement must be present, Hazmat must be present, and Occupants personal belongings must be stored no less than 90 days in secure storage. Environmental concerns <ul style="list-style-type: none"> Raw sewage and toxic substances are dumped into our water ways The expense of encampment cleanup
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> Debra Watkins Michael Nakama Corky Chavers Kimberlee Albers Stephanie Cogdon Victoria Bianchi

COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Don Smith Tom Hernandez	<ul style="list-style-type: none"> I would just like to remind everyone that by this time next year we will have lost 100 transitional beds, mainly from Salvation Army and we need to continue to find resources to help them keep those beds available. On the January agenda we will be having nominations for the ICH Chairmanship as well as Co-Chair. The 2 year commitment has come to a conclusion. If any ICH member is interested in running for either Chair or Co-Chair please contact the office of Homeless services and let us know what seat you are interested in and why and we will submit your nomination to the board in January.
Adjournment	Patricia Nickols-Butler, Vice Chair	<ul style="list-style-type: none"> Being no further business to discuss, the meeting was adjourned at 10:45 a.m.
Next Meeting		<p>Wednesday, January 25, 2016 at 9:00 a.m. – 11:00 a.m. County of San Bernardino Health Services - Auditorium 850 E. Foothill Blvd Rialto, CA 92376</p>

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Attendees at September 28, 2016 • Interagency Council on Homelessness

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San Bernardino County Continuum of Care (CoC) Operations and Governance Manual

Prepared by the Office of Homeless Services for the
Interagency Council on Homelessness

2/27/2014

Amended October 26, 2016

This document summarizes the Responsibilities and Authorities for Operation and Governance of the San Bernardino County Continuum of Care (CoC) under the U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH).

San Bernardino County CoC Operations and Governance Manual

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HUD REQUIREMENTS for CoC OPERATION AND GOVERNANCE

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. Section 578.3 of the HEARTH Interim Rule¹ published in July 2012 (Interim Rule), defines a Continuum of Care (CoC) as “the group organized to carry out the responsibilities required under this part [Part 578-Continuum of Care Program] and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.”

The Interim Rule requires CoCs to establish a Board to act on behalf of the CoC. The CoC assigns the Board responsibilities through a written agreement called a Governance Charter that reflects the policies developed by the CoC. The CoC Board does not have any authority except as specified in the Governance Charter and Bylaws. Otherwise, authority and responsibility are retained by the CoC. This Operations and Governance Manual is adopted as the Governance Charter for CA609 - San Bernardino City and County CoC (also known as the San Bernardino County CoC or Homeless Partnership). This Governance Charter is established in consultation with the designated Collaborative Applicant, and the HMIS Lead Agency. This document outlines the establishment of the CoC and the roles and responsibilities assigned by the CoC to the Board. It also incorporates the By-Laws of the Board which provide additional insight into the duties of the Board and describe the standing committees, subcommittees, task groups, and liaisons structure of the CoC. The Code of Conduct for those conducting business on behalf of the CoC is also set forth herein.

The policies and provisions in this Operations and Governance Manual (i.e., Governance Charter) are subject to regular review of the CoC Board, which may establish a task group to accomplish this task with input from the Board.

RESPONSIBILITIES OF THE COC

Section 578.7 of the HEARTH Interim Rule (July 2012) identifies the Responsibilities of the CoC as described:

A. Operate the CoC

The CoC must:

- (1) Hold meetings of the full membership, with published agendas, at least semiannually;
- (2) Make an invitation for new members to join publicly available within the geographic at least annually;

¹ All statutory references are to 24 CFR Part 578 [HEARTH Interim Rule (July 2012)] unless otherwise stated.

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- (3) Adopt and follow a written process to select a Council to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Council, its chair(s), and any person acting on behalf of the Council;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD;
- (8) In consultation with recipients of ESG program funds within the geographic area, 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. The CoC must 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 must comply with any requirements established by HUD by Notice.
 - (i) Projects serving families with children shall not separate the family unit regardless of the children's ages. 24 CFR 578.93(e).
- (9) In consultation with recipients of ESG program funds within the geographic area, 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 this part;
 - (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) Standards 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

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- (vi) Where the CoC is designated a high-performing community, as described in Subpart G, policies and procedures set forth in 24 CFR 576.400(e)(vi), (e)(vii), (e)(viii), and (e)(ix).

B. Designating and Operating an HMIS

The CoC must:

- (1) Designate a single HMIS for the geographic area;
- (2) Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
- (3) Review, revise, and approve a (i) privacy plan, (ii) a security plan, and (iii) a data quality plan for the HMIS.
- (4) Ensure consistent participation of recipients and sub-recipients in the HMIS; and
- (5) Ensure the HMIS is administered in compliance with requirements prescribed by HUD.

C. CoC Planning

The CoC must develop a plan that includes:

- (1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
 - (i) Outreach, engagement, and assessment;
 - (ii) Shelter, housing, and supportive services;
 - (iii) Prevention strategies.
- (2) Planning for and conducting, at least biennially, a point-in-time count (PITC) of homeless persons within the geographic area that meets the following requirements:
 - (i) Homeless persons who are living in a place not designed or ordinarily used as a regular sleeping accommodation for humans must be counted as unsheltered homeless persons.
 - (ii) Persons living in emergency shelters and transitional housing projects must be counted as sheltered homeless persons.
 - (iii) Other requirements established by HUD by Notice.
- (3) Conducting an annual gaps analysis of the homeless needs and services available within the geographic area;
- (4) Providing information required to complete the Consolidated Plan(s) within the CoC's geographic area;

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- (5) Consulting with State and local government ESG program recipients within the CoC's geographic area on the plan for allocating ESG program funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.

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SAN BERNARDINO COUNTY COC GOVERNANCE

A. SAN BERNARDINO COUNTY COC GEOGRAPHIC BOUNDARIES

In 2008, the County of San Bernardino assumed the responsibilities for the coverage of the HUD established CA609 - San Bernardino City and County CoC boundaries that include the geography within the County of San Bernardino, including 24 incorporated cities and all unincorporated areas. The physical bounds of this geography are consistent with the boundaries inclusive of these areas. These boundaries contain other HUD designated program components, including six (6) Housing Authorities, thirteen (13) HUD geocode areas, four (4) local Emergency Solutions Grant (ESG) Funded Areas, nine (9) communities eligible for State ESG funds, as well as federally designated Community Development Block Grant (CDBG) entitlement areas, HOPWA, HOME, and Veterans Administration service areas. The CoC primary area of operations within the CoC geography includes the areas served by the program components listed above. This is referred to collectively as the San Bernardino County CoC.

B. ESTABLISHMENT OF THE COC

Per Interim Rule **578.5**, representatives from relevant organizations within a geographic area must “establish a Continuum of Care for the geographic area to carry out the duties of this part. Relevant organizations include nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.”

The San Bernardino County CoC is known as the San Bernardino County Homeless Partnership (Partnership). The Partnership consists of three distinct bodies: the San Bernardino County Interagency Council on Homelessness (ICH), the Homeless Provider Network (HPN) and the Office of Homeless Services (OHS). The Partnership was developed to promote a strong collaboration between agencies to direct planning, development, and implementation of the San Bernardino County 10-Year Strategy to End Homelessness. The Partnership provides leadership in creating a comprehensive countywide network of service delivery to homeless individuals and families, and those at-risk of becoming homeless.

The ICH is the CoC coordinating body which has also been acknowledged by HUD as the HUD-designated primary decision-making group and oversight Council for the San Bernardino County CoC. In addition, the ICH is the policy making body for the Partnership. ICH works to ensure that the recommendations listed in the Partnership’s 10-Year Strategy to End Homelessness are realized. ICH Membership is composed of elected officials, state and local representatives, community and faith-based organizations, and corporate advocates.

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Goals of the ICH

As identified by the 10-Year Strategy to End Homelessness, the goals of the ICH include:

- Acting as a homeless planning and policy development resource for the Partnership;
- Monitoring and overseeing implementation of the homeless related services to ensure accountability and results;
- Recommending resource, policy and regulatory changes necessary to accomplish the recommendations of the Plan; and
- Reviewing and accepting ongoing changes to improve the delivery of homeless services to county residents.

The HPN provides a forum and environment where collaborative public and private nonprofit service providers and faith-based organizations can work together to improve the current delivery of available homeless related services. HPN seeks to fill the identified gaps in services to the homeless and those at-risk of becoming homeless through the use of innovative strategies and access to the wide range of expertise provided through its partners.

The OHS was created September 2007 by the San Bernardino County Board of Supervisors. OHS strives to develop a countywide public and private partnership that coordinates services directed towards reducing and preventing homelessness by providing comprehensive services and resources for homeless persons, and increasing permanent supportive housing opportunities for very low income and long-term homeless persons in order to end homelessness in San Bernardino County.

CoC Membership

The CoC works to ensure community-wide commitment to ending and preventing homelessness in all parts of the County through inclusion of representation from the entire CoC geographic area. In addition to the entities identified in Interim Rule section 578.5, CoC membership includes a variety of other community stakeholders to the extent that they are invested in resolving homelessness and present in the CoC geography. Examples of additional stakeholders include private foundations, philanthropists, fraternal organizations, employment development, organized labor, and private health service organizations.

For the San Bernardino County CoC, participation in the overall San Bernardino County Homeless Partnership is readily available. Interested organizations and individuals can join the Partnership by attending a regularly scheduled meeting, requesting to be added to the HPN membership roster, and committing to participate in the work of the CoC to achieve stated purposes and goals. The membership commitment can be fulfilled in various ways such as participation in subcommittee work, contributing to data collection and analysis, or fulfilling the role of liaison between the Partnership and other community groups. The HPN Members obtain and retain voting privileges through attendance and participation in accord with established policies. HPN Members also select five (5) representatives annually to participate as voting members of the ICH.

Identification of Lead Agents and the Applicant

When the County of San Bernardino assumed the responsibilities for the CoC, the OHS was created and designated as the administrative arm of the Partnership and the lead agency of the CoC under the

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advisement of the ICH. The OHS was appointed as the CoC Point of Contact for the submission of the San Bernardino County CoC funding application.

C. GOVERNANCE

Authority of the CoC

The ICH is ultimately responsible for all duties assigned in the CoC Program interim rule. Regulations do not require the ICH to be a legal entity, however, Part 578 requires that the compiling and submitting of the CoC application and operating the HMIS functions be completed by “eligible applicants,” meaning organizations that have been designated by the ICH to apply for assistance on behalf of the continuum. Eligible applicants are legal entities such as government or non-profit organizations that are registered in the federal CCR / SAM. All CoCs must designate eligible applicants to serve in the Collaborative Applicant and HMIS Lead functions. The ICH may also set up committees, subcommittees, or working groups to carry out its duties, however, the ICH always retains ultimate responsibility, including the final approval of the application which is submitted by a Collaborative Applicant and the operation of the HMIS which is managed by the HMIS Lead. The ICH has identified a central Point of Contact (POC) and an Alternate POC for official communications with HUD through the OHS.

Selection of Collaborative Applicant and HMIS Lead Agency

The ICH has designated the OHS as the eligible entity to complete the application, referred to as the Collaborative Applicant. The Collaborative Applicant is responsible for collecting and combining the required application information from all applicants and projects in the CoC and submitting this combined CoC application on behalf of the ICH. The Collaborative Applicant is the only applicant that is able to apply for planning funds to support the CoC in carrying out all of its responsibilities. The Collaborative Applicant provides these functions on behalf of the broader CoC. The ICH always retains ultimate responsibility, including the final approval of the application. The Collaborative Applicant for the CA-609 CoC also serves as the HMIS Lead Agency for San Bernardino County.

Establishment of an Interagency Council on Homelessness (ICH) as the CoC Board

Composition of the ICH

The CoC Program interim rule requires CoC Boards to include representatives from relevant organizations and projects serving homeless subpopulations, such as persons with substance use disorders; persons with HIV/AIDS; veterans; the chronically homeless; families with children; unaccompanied youth; the seriously mentally ill; and victims of domestic violence, dating violence, sexual assault, and stalking. (One Board member may represent more than one subpopulation.) The Board must also include at least one homeless or formerly homeless individual.

Designation and selection of current Sub Committee members mirrors the general concept of a CoC Board. The Sub Committee constitutes a moderately small committee that provides expertise on the various

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homeless subpopulation and regions and provides a viable means for direct input from homeless and formerly homeless persons. A copy of the ICH Sub Committee Policies and Procedures is available under Appendix A.

CoC Process for Selection of the Board

- The ICH serves as the Board of the CoC and includes thirty-one (31) seats. Members of the ICH must be able to represent an array of community sectors, special needs populations, and geographic areas throughout the region.
- ICH Member selection is pre-designated by terms established in the Bylaws and as recommended by the San Bernardino County Homeless Partnership 10-Year Strategy to End Homelessness.
- ICH Composition is reviewed regularly through the ICH Bylaws and Membership Sub Committee.
- Members of the ICH serve as liaisons to other community stakeholders.
- Volunteers and nominations for general-at-large members are taken from the full CoC.
- Results of nominations are reviewed by the ICH Bylaws and Membership Sub Committee to ensure that adequate representation is available for each of the required constituencies (community sectors, subpopulations, geography).
- Appointment of general-at-large members is made annually in a meeting of the ICH with one vote per eligible voting organization or designated community representative.
- ICH Members, other than general-at-large members, serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.
- General at-large members serve two-year terms, which may be renewed at the discretion of the ICH.
- Regular attendance at ICH meetings and participation in CoC activities is required. Members failing to meet the attendance and participation standard are subject to removal and replacement.
- The HPN serves as the advisory body of the ICH. The HPN maintains six standing committees: Discharge Planning, Funding, Housing Services, Income and Support Services, Out Reach and Engagement, and Planning and Evaluation. The HPN is charged with facilitating a joint working approach through collaborations among the HPN members to implement action steps adopted in the 10-Year Strategy.
- ICH officers are elected to two-year terms. HPN officers are elected annually.

Governance Responsibilities Designated to CoC Board

The ICH is charged by the CoC with the following responsibilities:

- A) To ensure that the CoC is meeting all of the responsibilities assigned to it by HUD regulations:
 - Maintain accurate information about HUD and other funding source regulations
 - Inform the CoC of changes in policy, or community conditions that impact the effective operation of the CoC

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- Ensure Annual Performance reviews for funded projects
- Ensure timely compliance with activities required to submit the annual application for CoC funds
- Provide for annual review of the Housing Inventory Count including the Chart of Unmet Need, the Point In Time Summary Table and the AHAR
- Working with the Data Governance Committee, maintain oversight of HMIS compliance with HUD regulations and timely completion of required HMIS activities and reports
- Advise the CoC regarding the Annual Review of the Operations and Governance Manual
- Recommend policy changes
- Post all meeting agenda items and minutes to its website for public viewing
- At the request of the CoC, perform tasks necessary for compliance with changes in HUD regulations
- B) To ensure that relevant organizations and projects serving homeless various subpopulations are represented in planning and decision-making (for use of HUD funds).
- C) Ensure viability of the regional CoC by identifying and securing administrative financing and support
 - Support the COC in acquiring resources to assist homeless persons in their movement from homelessness to economic stability and affordable permanent housing throughout the region;
- D) To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process.
- E) To build community awareness inclusive of the needs of all homeless populations found in the region.

The ICH is empowered to take the following actions:

- Establish an annual calendar of ICH meetings;
- Schedule activities for achievement of assigned duties
- Review Performance Reports for the CoC as a whole and make recommendations and corrective actions in accordance with established policies
- Set Council Meeting times and Agendas as necessary to complete the responsibilities assigned
- Advise the full body on best practices, recommendations for systems enhancement
- Assume tasks and activities as necessary to act as liaisons to other community forums

D. CODE OF CONDUCT

The Members of the ICH are entrusted with specific responsibilities related to use of public funds invested in addressing a serious community concern, homelessness. Members are expected to observe the highest standards of ethical conduct in the execution of these responsibilities.

In the performance of their duties, ICH Members are expected to carry out the mandate of the CoC to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the ICH, CoC Representatives, Service Recipients, Service Providers, and members of the public.

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General Conduct

Members of the ICH are expected to conduct themselves with courtesy and respect, without harassment, or physical or verbal abuse.

Personal relationships should not result in special considerations, including bias or favoritism, that influence the performance of their official duties in a manner contrary to the interest of the broader CoC.

ICH Members are expected to exercise adequate control and supervision over matters for which they are individually responsible.

Stewardship of Resources

ICH Members must assure that the resources entrusted to them are used for conducting official business only.

Members of the ICH must abide by the Conflict of Interest Policies established for CoC operations.

Protection of Confidential Information

In line with the rules and guidelines of the CoC, Members of the Partnership have a responsibility to protect the security of any confidential information provided to, or generated by, the activities of the CoC.

Public Statements and Media Response

When making public statements or speaking to the media on CoC matters, ICH Members will make clear whether they are speaking in their own name or if the CoC or ICH has empowered them to speak on the group's behalf.

Review of Charges of Violation of the Code of Conduct

If requested by a majority, the Committee may also give guidance to the CoC concerning other aspects of conduct, including actions of staff, consultants or other persons charged with implementation of duties relative to the responsibilities of the ICH.

Board Leadership

Every two years, the ICH will select its officers, an ICH Chairperson and a Vice Chair to conduct meetings in the absence of the ICH Chairperson. The Vice Chair will officiate business in circumstances where the

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conduct of the Chair has been formally challenged or in instances when the Chair must recuse himself/herself.

Documentation of Board Action

The CoC Board must conduct/transact business in a fair and transparent manner. To this end, the ICH will promptly create a record of actions, consideration, and decisions to be made available to members of the public in accord with the Ralph M. Brown Act [CA Government Code, section 54950, et seq.] and the California Public Records Act [CA Government Code, section 6250, et seq.]. Meetings of the ICH are open to members of the public wishing to observe in accordance with the Brown Act. The public may address the ICH at its regular meetings concerning any matter within its purview during the time set aside for public comment. If a Visitor to an ICH meeting is verbally or physically disruptive to the proceedings, they may be asked to leave.

Ability to Conduct Business with Government Funds – Debarment or Suspension by Public Funding Sources

Members of the ICH must be eligible to transact business with federal and local government. At the time of nomination, potential Members of the Council must not be individuals or agencies that are barred from, or suspended from transacting business with federal, state, or local government.

Conflict of Interest and Recusal Policy

Although it is not established as a legal entity, the ICH membership will conduct decision-making in accordance with 24 CFR parts 84 or 85 for non-profit organizations and state, local, and government agencies that receive federal funds. The Conflict of Interest Policy for the CoC Board must also meet the conditions set forth in the Interim Rule, section 578.95(b).

Conflict of Interest – Contracts, Awards and Other Benefits to Recipient

No ICH Member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to that individual or the organization that the member represents.

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or sub-recipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under Part 578, or when an individual's objectivity in performing work with respect to any activity assisted under Part 578 is or might be otherwise impaired.

Organizational conflicts arise when an ICH Member is who is specifically associated with an applicant organization participates in a decision concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee,

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recent employee, ICH Member, or family member affiliated with a recipient or sub-recipient organization participates in contract monitoring or rate setting tasks that directly impacts said organization. Examples of ongoing conflicts of interest include the determination of rent reasonableness under § 578.49(b)(2) and § 578.51(g); housing quality inspections of property under § 578.75(b) that the recipient, sub-recipient, or related entity owns; participation in ongoing business ventures /partnerships, or participation in evaluation or determination of awards .

Conflicts of Interest – Financial Interest of Member

- 1) The solicitation and acceptance of gifts by an individual who is in a position to participate in a decision making process or gain inside information regarding the activities of the CoC (or by the organization(s) that he or she represents) that would provide a benefit in excess of the minimal value from persons, organizations, or corporations with a vested interest in the outcomes of decisions made by the ICH on behalf of the CoC or its member agencies is strictly prohibited.
- 2) ICH Members shall not participate in the selection, award, or evaluation of a contract supported by CoC funds if a real conflict of interest exists. A conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ, or employed during the prior 6 months, has a financial or other interest in the organization under consideration for an award, or evaluation.
- 3) ICH Members shall not solicit monetary value from CoC-funded recipients, sub-recipients, contractors, or vendors.
- 4) ICH Members will not accept gratuities from CoC-funded recipients, sub-recipients, contractors, or vendors except for unsolicited gifts of nominal value as provided in item 5 below.
- 5) It is determined that a conflict of interest does not exist when the value of the gift is an unsolicited item of nominal value (less than \$15) and such gifts are not repeated more than twice annually. The ICH Member must maintain a record of gifts received, including source, date, value, and type of gift.

Recusal Policy

ICH Members and persons acting on behalf of the Partnership must remove themselves from the decision-making or evaluation process when a personal or organizational conflict exists. ICH Members must recuse themselves during the decision-making or evaluation process, and may not participate in absentia through electronic or other means.

Obligation to Declare Potential Conflict of Interest

To avoid apparent conflicts of interest, ICH Members and Partnership members shall declare any real or potential conflicts of interest or the appearance of such conflicts. The person must disclose this information

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before participating in the discussion and decision-making or evaluation process, including appointment to any sub-committee having influence over such decisions. This policy applies to both personal and organizational conflicts. Members of the public participating in Partnership committees shall also be screened for potential conflicts.

E. Amendments to This Document

This Governance Charter may be amended upon a majority vote of an established quorum of the Members of the ICH who are eligible to vote and are present at a meeting called for such purpose, provided that notice is provided seven (7) days prior to the meeting. The vote is conducted in accord with the established Policies and Procedures of the full body. Absentee voting is not permitted.

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BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESSⁱ

San Bernardino County Homeless Partnership Interagency Council on Homelessness

BY-LAWS

Adopted March 22, 2010

Amended ~~February 26, 2016~~ January 25, 2017

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.

Article I

Purpose

The Interagency Council on Homelessness (“ICH”) is a vital component of the San Bernardino County Homeless Partnership (“Partnership”). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County (“10-Year Strategy”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategy recommendations. In addition, ICH serves as the HUD-designated primary decision-making group and oversight board of the City of San Bernardino & County (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (CA-609) funding process, (hereinafter referred to as the “CoC”).

Article II

Vision

Provide leadership in creating a “comprehensive countywide network” of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.

Article III

Duties

The ICH is charged with directing, coordinating and evaluating all of the activities related to implementation of the 10-Year Strategy to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategy to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San

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Bernardino County in order to carry out implementation activities and will develop resources to insure the funding of homeless projects and 10-Year Strategy recommendations.

As the oversight board of the CoC, the ICH duties are:

1. To ensure that the CoC is meeting all of the responsibilities assigned to it by the United States Department of Housing and Urban Development (HUD) regulations including:
 - a. The operation and oversight of the local CoC;
 - b. Designation and operation of a Homeless Management Information System (HMIS);
 - i. Designate a single HMIS for the geographic area;
 - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - iii. Ensure consistent participation of recipients and sub-recipients of CoC and Emergency Solutions Grant (ESG) funding in the HMIS.
 - iv. Ensure the HMIS is administered in compliance with all requirements prescribed by HUD.
 - c. The development of a CoC plan that includes outreach, engagement, assessment, annual gap analysis of the homeless needs and services available, prevention strategies, shelter and housing supportive services, and HUD CoC annual and biennial requirements;
2. To represent the relevant organizations and projects serving homeless subpopulations;
3. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
4. To be inclusive of all the needs of all of geographic area's homeless population, including the special service and housing needs of homeless sub-populations;
5. To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process;
6. To consult with recipients and sub-recipients of CoC 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; and
7. To evaluate outcomes of projects funded under the County of San Bernardino CoC program including the ESG.

Article IV **Membership**

A. ICH Membership Composition

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals.

The ICH membership shall be composed of no more than ~~30-33~~ members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;

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2. ~~Seven-Nine (79)~~ elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Three (3) from cities with populations greater than 100,000 residents,
 - b. ~~Two-Three (23)~~ from cities with populations between 50,000 to 99,999 residents,
 - c. ~~Two-Three (23)~~ from cities with populations less than 50,000 residents;
3. Director or designee of the Department of Behavioral Health;
4. Director or designee of the Community Action Partnership of San Bernardino County;
5. Director or designee of Human Services²;
6. Director or designee from the San Bernardino County Public Housing Authority;
7. Director or designee of the Department of Probation;
8. Director or designee of Community Development and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;
10. Director or designee of the Workforce Development Department;
11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. One (1) representative from a local hospital or health care provider;
17. Chair of the Homeless Provider Network or designee;
18. Four (4) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
19. Up to three (3) general at-large members.

B. Membership Application and Approval Process

Solicitation for ICH membership applications shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (OHS) on behalf of the ICH shall circulate a "Call for Applications" to the appropriate organization or parties. The "Call for Applications" will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

² This member shall represent all agencies in the San Bernardino County Human Services Group: Aging and Adult Services, Child Support Services, Children and Family Services, Children's Network, Preschool Services, Public Health, Transitional Assistance, and Veterans Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.

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The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. The OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

C. Membership Terms of Service

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.³ With the exception that general at-large members shall serve a two year term, which may be renewed at the discretion of the ICH.

D. Membership Responsibilities

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the biennial Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

E. Membership Voting

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

F. Membership Vacancies

1. ICH membership ends when:
 - a. A Member resigns or is unable to serve for justified reasons; or
 - b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented;or

³ At least ninety (90) days notice shall be given unless otherwise mutually agreed.

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- c. A Member is replaced by the sponsoring agency or organization; or
 - d. A Member is terminated by a majority of the ICH for just cause:
 - i. Charged with a crime that would subject the Member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
 - ii. Unprofessional behavior.
 - iii. Violation of these bylaws.
 - iv. Conduct prejudicial to the best interests of the ICH;
 - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
 - vi. Just cause as defined by the majority of the ICH.
2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

Article V **Officers**

The ICH shall elect from among its Members a Chair and Vice Chair. Each officer shall serve for a term of two (2) years commencing October 1 and ending September 30 of the second year.

A. Selection of Officers

Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

B. Duties of Officers

- 1. The duties of the Chair shall include:
 - a. Provide oversight, direction and leadership to the ICH.
 - b. Conduct and facilitate ICH Meetings.
 - c. Coordinate agenda setting with the Office of Homeless Services (OHS).
 - d. Appoint Committee Chairs.
- 2. The duties of the Vice Chair shall include:

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- a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
- b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair the Office of Homeless Services Manager shall chair the meeting(s).

Article VI **Vacancies of Officers**

Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular ICH meeting.

Article VII **Meetings**

A. Regular Meetings

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.

B. Special Meetings

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.

C. Governing Rules

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order. Each member will be provided with a copy of Roberts Rules of Order at installation.

Article VIII **Quorum**

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

San Bernardino County CoC Operations and Governance Manual

A member in good standing is a Member of the ICH who has met membership and attendance requirements.

Article IX

Agenda

The agenda for the regular meetings shall be prepared in consultation with the ICH Chair and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

Article X

Agenda Deadline

All matters to be considered for the agenda must be submitted to the OHS at least fourteen (14) calendar days prior to the meeting.

Article XI

Minutes

Minutes shall be taken and distributed by the Office of Homeless Services Manager, or designee. The Chair, and/or the Office of Homeless Services Manager shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

Article XII

Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established in compliance with Robert's Rules of Order.

¹This section reflects the Bylaws as subsequently updated by ICH action and Certified by the Office on Homeless Services.

**San Bernardino County Homeless Partnership
Interagency Council on Homelessness**

BY-LAWS

Adopted March 22, 2010

Amended ~~February 24, 2016~~ January 25, 2017

A Continuum of Care is a community plan to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximum self-sufficiency. The mission of the San Bernardino County Homeless Partnership is to provide a system of care network that is inclusive, well planned, coordinated, evaluated and accessible to all who are homeless or at-risk of being homeless.

**Article I
Purpose**

The Interagency Council on Homelessness (“ICH”) is a vital component of the San Bernardino County Homeless Partnership (“Partnership”). The ICH serves as the policy making body of the Partnership and oversees the implementation of the 10-Year Strategy to End Homelessness in San Bernardino County (“10-Year Strategy”). The ICH will focus on resource development to insure the funding of homeless projects and 10-Year Strategy recommendations. In addition, ICH serves as the HUD-designated primary decision-making group and oversight board of the City of San Bernardino & County (hereinafter referred to as the “geographic area”) Continuum of Care for the Homeless (CA-609) funding process, (hereinafter referred to as the “CoC”).

**Article II
Vision**

Provide leadership in creating a “comprehensive countywide network” of service delivery for the homeless population. Identify families and individuals at-risk of homelessness and circumstances leading to homelessness through facilitation of better communication, planning, coordination, and cooperation among all entities that provide services and/or resources for the relief of homelessness in the County of San Bernardino in a united effort to eliminate homelessness county-wide.

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Duties**

The ICH is charged with directing, coordinating and evaluating all of the activities related to implementation of the 10-Year Strategy to End Homelessness. The ICH members are directed to report progress on the implementation of the 10-Year Strategy to their colleagues and constituents following each meeting of the ICH. The ICH will promote collaborative partnerships among homeless providers and stakeholders throughout San Bernardino County in order to carry out implementation activities and will develop

resources to insure the funding of homeless projects and 10-Year Strategy recommendations.

As the oversight board of the CoC, the ICH duties are:

1. To ensure that the CoC is meeting all of the responsibilities assigned to it by the United States Department of Housing and Urban Development (HUD) regulations including:
 - a. The operation and oversight of the local CoC;
 - b. Designation and operation of a Homeless Management Information System (HMIS);
 - i. Designate a single HMIS for the geographic area;
 - ii. Designate an eligible applicant to manage the CoC's HMIS, which will be known as the HMIS Lead;
 - iii. Ensure consistent participation of recipients and sub-recipients of CoC and Emergency Solutions Grant (ESG) funding in the HMIS.
 - iv. Ensure the HMIS is administered in compliance with all requirements prescribed by HUD.
 - c. The development of a CoC plan that includes outreach, engagement, assessment, annual gap analysis of the homeless needs and services available, prevention strategies, shelter and housing supportive services, and HUD CoC annual and biennial requirements;
2. To represent the relevant organizations and projects serving homeless subpopulations;
3. To support homeless persons in their movement from homelessness to economic stability and affordable permanent housing within a supportive community;
4. To be inclusive of all the needs of all of geographic area's homeless population, including the special service and housing needs of homeless sub-populations;
5. To facilitate responses to issues and concerns that affect the agencies funded by the CoC that is beyond those addressed in the annual CoC application process;
6. To consult with recipients and sub-recipients of CoC 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; and
7. To evaluate outcomes of projects funded under the County of San Bernardino CoC program including the ESG.

Article IV
Membership

A. ICH Membership Composition

The membership of the ICH shall be broadly based with representation from all sectors of the community, including but not limited to: homeless service providers, representatives of federal, state and local government, corporations, and concerned individuals.

The ICH membership shall be composed of no more than ~~31~~33 members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;
2. ~~Seven-Nine~~ (79) elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Three (3) from cities with populations greater than 100,000 residents,
 - b. ~~Two-Three~~ (23) from cities with populations between 50,000 to 99,999 residents,
 - c. ~~Two-Three~~ (23) from cities with populations less than 50,000 residents;
3. Director or designee of the Department of Behavioral Health;
4. Director or designee of the Community Action Partnership of San Bernardino County;
5. Director or designee of Human Services¹;
6. Director or designee from the San Bernardino County Public Housing Authority;
7. Director or designee of the Department of Probation;
8. Director or designee of Community Development and Housing for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;

¹ This member shall represent all agencies in the San Bernardino County Human Services Group: Aging and Adult Services, Child Support Services, Children and Family Services, Children's Network, Preschool Services, Public Health, Transitional Assistance, and Veterans Affairs. With the exception that Behavioral Health shall hold a separate seat on the ICH.

10. Director or designee of the Workforce Development Department;
11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. One (1) representative from a local hospital or health care provider;
17. Chair of the Homeless Provider Network or designee;
18. Four (4) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
19. Up to three (3) general at-large members.

B. Membership Application and Approval Process

Solicitation for ICH membership applications shall begin no less than eight weeks after the vacancy of an individual ICH member. The Office of Homeless Services (OHS) on behalf of the ICH shall circulate a "Call for Applications" to the appropriate organization or parties. The "Call for Applications" will set forth the criteria for appointment to the ICH, and will set the deadline for the receipt of said applications. Applications must be accompanied by a Letter of Recommendation from the sponsoring ICH Member agency or organization or an individual Member of the ICH.

Directors listed in Article IV, section A, and elected officials, which have been designated to sit on the ICH by a local government agency listed in Article IV, section A, shall become a member of the ICH by reason of their position without application. Designees, recommended in lieu of the above listed individuals, must comply with the application process.

The ICH will establish an ad-hoc Application Review Committee as needed to review applications and develop a screening process. The Application Review Committee will recommend candidates for appointment to the ICH after reviewing the applications. The OHS shall prepare a synopsis of the recommended applicant's qualifications for the ICH. OHS shall forward the recommendations and synopses to the ICH no later than two (2) weeks prior to the next regularly scheduled meeting at which the approval of new members will occur.

C. Membership Terms of Service

Once appointed to the ICH, Members shall serve an unlimited term unless the relationship is terminated at either the request of the serving member, member organization or ICH.² With the exception that general at-large members shall serve a two year term, which may be renewed at the discretion of the ICH.

D. Membership Responsibilities

All Members are expected to attend meetings. Member absences will be noted in the minutes. Other responsibilities may include:

1. Providing oral and/or written comment on issues being discussed by the ICH;
2. Assisting in the development and implementation of task forces, subcommittees and/or committees necessary to conduct the business of the ICH;
3. Supporting and participating in training, summits, and activities sponsored by the ICH;
4. Active participation in the biennial Point-in-Time Count;
5. Reviewing and commenting on documents, such as those concerning the Continuum of Care Homeless Assistance Grant funding; and
6. Providing regular reports and updates regarding ICH activities and progress back to member agencies (i.e., inclusion of ICH agenda and minutes in the agency's official public records).

E. Membership Voting

1. A Member representing more than one Agency or Office shall receive only one vote.
2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

F. Membership Vacancies

1. ICH membership ends when:
 - a. A Member resigns or is unable to serve for justified reasons; or

² At least ninety (90) days notice shall be given unless otherwise mutually agreed.

- b. A Member is deemed inactive by the ICH upon the relevant facts that have been presented; or
- c. A Member is replaced by the sponsoring agency or organization; or
- d. A Member is terminated by a majority of the ICH for just cause:
 - i. Charged with a crime that would subject the Member to debarment, suspension, disqualification or other exclusion from participating in a federally funded transaction pursuant to federal law.
 - ii. Unprofessional behavior.
 - iii. Violation of these bylaws.
 - iv. Conduct prejudicial to the best interests of the ICH;
 - v. Lack of participation in three (3) consecutive ICH meetings without prior ICH approval.
 - vi. Just cause as defined by the majority of the ICH.
- 2. Termination of an individual's membership does not terminate the sponsoring agency or organization's representation of the ICH.
- 3. If a Member representative who has been duly notified of ICH meetings misses three meetings within a one-year period, the Chair shall formally and in writing contact the Member requesting a written response of the ability of the Member's representative to continue participation in the ICH. If a written response acceptable to the Chair is not received within 30 calendar days, then the Chair may ask that a new representative be designated.

Article V

Officers

The ICH shall elect from among its Members a Chair and Vice Chair. Each officer shall serve for a term of two (2) years commencing October 1 and ending September 30 of the second year.

A. Selection of Officers

Officers shall be nominated by the membership and elected to office by a majority vote of the Members present at a meeting in which a quorum has been established.

B. Duties of Officers

- 1. The duties of the Chair shall include:

- a. Provide oversight, direction and leadership to the ICH.
 - b. Conduct and facilitate ICH Meetings.
 - c. Coordinate agenda setting with the Office of Homeless Services (OHS).
 - d. Appoint Committee Chairs.
2. The duties of the Vice Chair shall include:
- a. Perform all of the Chair's duties in the absence of the Chair, unless the Bylaws of the ICH provide otherwise.
 - b. Perform other duties as requested.

Note: In the absence of the Chair and the Vice-Chair the Office of Homeless Services Coordinator-Manager shall chair the meeting(s).

Article VI **Vacancies of Officers**

Should the office of Chair become vacant prior to the end of the present term, the Vice-Chair shall complete the term of office. The position of the Vice-Chair shall be filled by a special vote at the next regular ICH meeting.

Article VII **Meetings**

A. Regular Meetings

Regular meetings of the ICH shall be held at least bi-monthly at a time and date determined by the Members, or as modified by a majority vote of the Members at any regular meeting where a quorum has been established.

B. Special Meetings

A special meeting may be called at any time by the Chair, or at the request of the majority of the Members, by delivering personally or by mail or electronically written notice of the date and purpose of the meeting to each Member 48 hours before the time specified in the notice.

C. Governing Rules

Meetings shall be conducted in accordance with the provisions of the Brown Act (Government Code, section 54950, et seq.) and under Robert's Rules of Order.

Each member will be provided with a copy of Roberts Rules of Order at installation.

Article VIII
Quorum

One half of the Members in good standing, plus one, shall constitute a quorum for the transaction of business. The affirmative votes of at least a majority of the Members constituting a quorum at a duly scheduled meeting shall be required to take any action.

A member in good standing is a Member of the ICH who has met membership and attendance requirements.

Article IX
Agenda

The agenda for the regular meetings shall be prepared in consultation with the ICH Chair and distributed by OHS to each Member at least seven (7) calendar days prior to the meeting. The agenda should be accompanied by agenda support materials and shall be posted per the Brown Act requirements.

Article X
Agenda Deadline

All matters to be considered for the agenda must be submitted to the OHS at least fourteen (14) calendar days prior to the meeting.

Article XI
Minutes

Minutes shall be taken and distributed by the Office of Homeless Services Coordinator~~Manager~~, or designee. The Chair, and/or the Office of Homeless Services Coordinator~~Manager~~ shall review and preliminarily approve the minutes prior to distribution. Minutes shall normally go out with the agenda for approval at the next meeting.

Article XII
Amendments

These bylaws may be amended by a two-thirds vote of the Members present at a meeting in which a quorum has been established in compliance with Robert's Rules of Order.

CERTIFICATE OF OHS

| I certify that the above bylaws, consisting of ~~eight-nine~~ (89) pages, including this page, are the bylaws of this body as amended by the Members.

Date: _____

By: _____
Tom Hernandez - Office of Homeless Services