

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

Item No.	Consent Items	
1	Approve minutes of the March 28, 2018, ICH meeting Pg 35-43	9:45 – 9:50 am
	Discussion	
2	Approve the expenditure of 2017 CoC Planning Funds (not to exceed \$20,000) to conduct a Faith-based Summit on Preventing and Ending Homelessness in San Bernardino County – Sharon Green, Chair, Homeless Provider Network Pg 44	9:50 – 10:00 am
3	Approve the recommendations from the Bylaws and Membership Committee (see Bylaws and Membership Report, Pg17) to add two (2) new members to the ICH Membership Representation, a Domestic Violence Service Provider and a Youth member, and approve changes to the Governance Charter and Bylaws to increase current membership from 38 members to 40 members and to correct minor changes – Chris Rymer, Chair, Bylaws and Membership Committee Pg 45-75	10:00– 10:10 am
	Special Presentation	
4	Accept the Point-In-Time Count Report submitted by Urban Initiatives – Dr. Joe Colletti, Urban Initiatives and Kent Paxton, Homeless Policy Advisor 5 th District	10:10 – 10:40 am
	Closing	10:40 – 11:00 am

**Public
Comment
Council
Roundtable**

Open to the public for comments limited to three minutes

**Next ICH
Meeting**

The next Interagency Council on Homelessness meeting is scheduled for:

May 23, 2018
9:00 am – 11:00 am
County of San Bernardino Health Services (CSBHS) Building
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 luated and is accessible to all who are homeless and those at-risk of becoming homeless.



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

Homeless Provider Network Report Prepared for the Interagency Council on Homelessness

Date April 25, 2018

Presenter Sharon Green

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

Announcements	
<p>The Homeless Provider Network held its Countywide Quarterly Meeting on Tuesday, April 10th, 2018. Meeting topics included:</p>	
<ul style="list-style-type: none"> Recommendations for the Annual CoC Local Application Process <p>By unanimous consent, The HPN membership adopted a resolution with recommendations for the ICH to help facilitate a more inclusive, objective and transparent local process for soliciting, reviewing, ranking and selecting project applications for inclusion in the SBC CoC response to the annual HUD CoC NOFA (please see attached). The recommendations include establishing “the Grant Review Committee as a standing committee within the ICH By-Laws...and include an equal number of government representatives and representatives from nonprofit/community-based organizations.”</p> <p><i>Motion for Action:</i> On behalf of the HPN, the Chair requests that the attached resolution be referred to the ICH Bylaws and Membership Committee for consideration and action in before the release of the 2018 HUD CoC NOFA. (see attachment A)</p> 	
<ul style="list-style-type: none"> Faith-based Organization Outreach & Engagement <p>Meeting participants discussed strategies to reach out to the faith-based community as critical partners in the SBC Homeless Partnerships and better engage them as an effective part of the solution. It was suggested that the HPN reconnect with the SB Faith Based Network which was originally established through the HPN. An Ad Hoc Committee on Faith-based Organization Engagement was established and a recommendation for the ICH to sponsor a Faith-based Summit on Preventing and Ending Homelessness is included as a discussion item on today's agenda.</p> 	
<ul style="list-style-type: none"> Update on Housing Practices in the City of Hesperia <p>Sharon Green announced the settlement of the federal lawsuit by the ACLU of Southern California and Victor Valley Family Resource Center challenging a City of Hesperia ordinance restricting the number of probationers living in group homes. Based on the lawsuit, the City lifted the controversial restrictions in 2017 and agreed to a monetary settlement with the plaintiffs this month.</p> 	

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

- **Training and Capacity Building Workshops for Homeless Providers**

It was announced that on behalf of the SBC Homeless Partnership, the SBC Pathways to Housing Network and The Chance Project is presenting a series of technical assistance, capacity building activities for our homeless service partners and stakeholders to develop new tools and strategies, learn about best practices from across the nation, and adjust to on-going changes in homeless service delivery practices and system models. These activities will be delivered in April and May by **Katharine Gale**, a nationally recognized technical assistance expert, and will include sessions on topics related to improving and evaluating our homelessness response system covering **homeless diversion** and **progressive engagement**, best practices in **Rapid Rehousing case management** and using data to drive system improvement through **performance measurement and outcome tracking**. Please see more information on these activities attached to this report. (Attachment B)

- **Update on the SBC Pathways to Housing Network**

The SBC Pathways to Housing Network is a provider-driven, web-based referral system involving over three dozen community-based and government agency partners and has received almost 2,000 consumer and provider requests for referral assistance over the last two years. New initiatives under development for the Network include: an auto responder providing consumers with self-help guidance for addressing their housing crisis, follow-up surveys with consumers, and efforts to develop non-subsidized prevention, diversion and rapid rehousing strategies.

Attached is a report with data portraying the circumstances and characteristics of the **1,079 households** representing **3,150 people** seeking assistance with a housing crisis from March 2017 to February 2018. Key findings include: **66%** were **families with children** with over half of those being **single mothers with children**, **14%** were **unaccompanied females** (60% of single adults), **45%** were **“literally homeless”**, more than **1 out of 4** reported experiencing homeless for **over 1 year**, **67%** reported household **income of less than \$1,000** per month. (Attachment C)

- The next Countywide Quarterly Meeting of the Homeless Provider Network will be held on Tuesday, July 10th, 2018, 1:00-3:00pm, at the County of San Bernardino Health Services Auditorium located at 850 Foothill Blvd. Rialto, CA 92376.

San Bernardino County Homeless Partnership

Interagency Council on Homelessness

Administrative Office
303 E. Vanderbilt Way, San Bernardino, CA 92415-0026
Office: (909) 386-8297



FROM: Sharon Green, Chair, on behalf of the Homeless Provider Network

SUBJECT: Recommendations to the Interagency Council on Homelessness (ICH) to help facilitate a more inclusive, objective and transparent local process for soliciting, reviewing, ranking and selecting project applications for inclusion in the SBC CoC response to the annual HUD CoC NOFA.

DATE: April 25, 2018

BACKGROUND INFORMATION

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Continuum of Care (CoC) Program with a number of specific responsibilities. One of the primary responsibilities of the CoC is to “design, operate, and follow a collaborative process for the development of applications and approve the submission of applications in response to a NOFA published by HUD under §578.19 (24 CFR 578-Continuum of Care Program) and establish priorities for funding projects in the geographic area.”

In addition, HUD awards points in the annual NOFA competition to CoCs “that demonstrate the existence of a coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications, and a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578” and local priorities established by the CoC.

In order to help facilitate a more inclusive, objective and transparent local process for soliciting, reviewing, ranking and selecting CoC projects for inclusion in the SBC CoC annual application to HUD, the HPN membership is proposing that the ICH adopt the following recommendations.

RECOMMENDATIONS

1. The ICH should officially establish the “Grant Review Committee” as a standing committee within the ICH By-Laws. The Committee description should include the identification of the standard make-up of the Grant Review Committee, with members designated by role or title within the SBC Homeless Partnership or community at-large, and include an equal number of government representatives and representatives from nonprofit/community-based organizations.
2. At a minimum, the ICH Grant Review Committee should include at least 1 member representing the HPN Leadership.
3. Minutes and/or written reports from the Grant Review Committee shall be provided to the ICH Board members in advance of a vote to ratify any and all Committee actions requiring Board approval.
4. The local application review and scoring criteria should award extra points for applications submitted by HPN Member agencies in good standing that have attended at least 60% of the HPN Quarterly and Regional Meetings during the prior 12 months.
5. While the Grant Review Committee may establish local priorities for the annual application process, such priorities should not exclude consideration by the Committee of all eligible project applications that meet the project priorities established by HUD within the annual NOFA as released in any given year.
6. To ensure a fair playing field for all potential applicants, the Grant Review Committee should not establish a local project match requirement greater than that required by HUD within the annual NOFA as released in any given year.
7. When including new project applications within the consolidated submission to HUD, the project receiving the higher score from the Grant Review Committee should be ranked above any other new projects with a lower score that may be included.

Members of the Interagency Council on Homelessness

Members of the Board of Supervisors
City of Ontario
City of San Bernardino
San Bernardino County Human Services
Community Action Partnership of San Bernardino County
Housing Authority of the County of San Bernardino
San Bernardino County Superintendent of Schools
Department of Community Development and Housing

City of Barstow
City of Redlands
Town of Yucca Valley
Department of Probation
Veteran Administration Loma Linda
Workforce Development Department
Members of the Homeless Provider Network
HMIS Lead Agency

City of Colton
City of Rancho Cucamonga
Department of Behavioral Health
Department of Rehabilitation
211 United Way
Sheriff's Department
General Members-At-Large
Kaiser Permanente

The San Bernardino County Homeless Partnership Technical Assistance Capacity Building Workshop Series, Spring 2018

On behalf of the San Bernardino County Interagency Council on Homelessness, Homeless Provider Network and Office of Homeless Services, **The SBC Pathways to Housing Network and The Chance Project** are pleased to present this series of technical assistance, capacity building activities for our homeless service partners and stakeholders in support of your efforts to address homelessness within our CoC and develop new tools and strategies, learn about best practices from across the nation, and adjust to on-going changes in homeless service delivery practices and system models.

To help deliver these TA activities we have engaged the services of **Katharine Gale**, a nationally recognized technical assistance expert on homeless service delivery and housing crisis response at both the program and system levels. Katharine Gale is an independent consultant and technical assistance provider for States, localities, and non-profit organizations and serves as a subcontractor with many national organizations that provide HUD- and VA-supported technical assistance. Katharine is also an associate of the National Alliance to End Homelessness' Capacity Building Network, a Principle Associate of Focus Strategies, and a chief advisor to the California Department of Housing and Community Development.

The following workshop and training activities are aimed at providing education, guidance and support for our SBCHP partners - including service provider staff and supervisors, CoC leaders, city and county officials and staff, public and private funders, community service advocates and other stakeholders – on topics related to improving and evaluating our homelessness response system covering homeless diversion and progressive engagement, best practices in Rapid Rehousing case management and using data to drive system improvement through performance measurement and outcome tracking.

Thursday, April 26th, 9:00am – 11:30am, County Health Services Auditorium

Making a Little Go a Long Way - Understanding Diversion and Progressive Engagement in Systems to End Homelessness

This two-hour session will cover the concepts of diversion (also known as housing problem solving), and of progressive engagement as critical elements of a well-organized system to address and end homelessness. Content will include: An overview of the purpose and key elements of a coordinated system response to addressing homelessness; An introduction to the concepts of diversion and housing problem solving; Key elements of a successful system-wide diversion practice; Funding identification and key activities and partnerships to make diversion work; An introduction to progressive engagement as a system strategy; Key elements of a progressive engagement approach (especially between rapid rehousing and permanent supportive housing); The relationship between progressive engagement and coordinated entry; Key steps to operationalize progressive engagement and diversion.

This workshop will be largely informational and will include significant presentation, but will leave lots of time for questions and answers and interaction with the trainer. This is not a practice training. Two half-day practitioner-focused practice sessions - one on diversion strategies and one on progressive engagement strategies - will be conducted in May. Participants are encouraged to attend this session first.

Target audience is all levels of staff and stakeholders within the homeless response system including CoC leaders, public & private providers, funders, service advocates and all other stakeholders.

The San Bernardino County Homeless Partnership Technical Assistance Capacity Building Workshop Series, Spring 2018

Thursday, April 26th, 1:00pm – 3:30pm, County Health Services Auditorium

How are We Doing? Performance Measurement and Data Strategies for Improving Our Response to Homelessness

This two and a half hour working session will cover strategies for using system and program level data to evaluate and improve the response to homelessness and drive strategic planning, resource allocation, and system decision making. Content will include: Understanding key performance measures in the homeless system and how to collection them, How to ensure that data is high quality and steps to improve data quality, Steps to building a data driven approach including: how to lead with data and bring data into meetings, ensuring that data is useful and well understood and balancing data and experience.

Target Audience - This session is designed for funders, organizational leaders and others leading local efforts to address and end homelessness. This sessions will include presentation materials and will set the stage for tackling questions locally but will be largely interactive, with participants discussing what is working and what is challenging with data usage today and where the community would like to move on data use.

Friday, April 27th, 8:30am – 10:30am, Inland Empire United Way/211

Dive into Diversion Practice for 211-CES Staff

Building on the introductory session, a 2 hour customized practical session for 211 and CES staff doing diversion on what it is and how to do it. Will focus on the role of diversion specialists and key skill sets including problem solving conversations/housing resolution plans, mediation with family/friends/landlords, connections to mainstream resources and prevention programs, and returns to home community. This session will be interactive with lots of Q & A.

Target audience – 211 staff & CES specialists and other outreach and entry point personnel working directly with the CES as identified.

The following two in-service training workshops will also feature a second trainer, **Sabrina Thomas, Program Director with Building Futures**, who recently launched The Family Front Door initiative in Oakland CA, a new collaborative and coordinated service system which assesses, prioritizes and serves homeless women and families with a range of interventions including shelter, interim housing, rapid re-housing and permanent supportive housing.

Thursday, May 31st, 10:00am – 3:00pm (tentative), Location TBD

In-Service Training - The Key Role of Case Management in Rapid Rehousing

A half-day (~4 hour) training session on case management strategies for rapid rehousing programs, including best practice strategies and techniques to provide effective case management services to help facilitate permanent housing stabilization for households experiencing or at-risk to homelessness. Session will focus on operationalizing Progressive Engagement, as well as familiarity with the techniques of Motivational Interviewing, Harm Reduction & Trauma Informed Care, Critical Time Intervention and Strength-based Case Management. Will include discussion on housing stability planning and setting reasonable, realistic goals and expectations; flexible financial assistance in conjunction with flexible case management; developing links with mainstream and community services to support clients during and after rapid rehousing; troubleshooting when households have problems with housing stability; and when to continue and when to close a case.

The San Bernardino County Homeless Partnership Technical Assistance Capacity Building Workshop Series, Spring 2018

Target audience is case managers and their supervisors working in Rapid Rehousing programs. Note that this is not an introductory level training and will not cover all aspects of RRH (i.e. little focus on housing search or on financial assistance.) Will present cases for practice and time for trouble shooting and group discussion.

Friday, June 1st, 8:30am – 12:30pm (tentative), Location TBD

In-Service Training - Deep Dive into Diversion Practice

Building on the introductory session on April 26th, a half day (~4 hour) practical session for people doing diversion on what it is and how to do it. Deeper exploration of the purpose of diversion and its role in the system. Will explore the features of a diversion approach including problem solving conversations/housing resolution plans, mediation with family/friends/landlords, connections to mainstream resources and community support, returns to home community and limited financial assistance to help keep a household housed. This session will focus on the role of diversion specialists and key skill sets and include interactive Role Playing and Case Studies with sample diversion conversations and practice.

Target audience is those with specific responsibility or potential responsibility for diversion activities including 211 staff, CES specialists/assessors, outreach, shelter and other entry point personnel, community service advocates and others who engage people dealing with a housing crisis.

SBC Pathways to Housing Network
Consumer / Household Requests for Assistance
Year 2 - March 1, 2017 - February 28, 2018

Completed Requests for Assistance				Number of People	3,150
Provider Referrals	196	18%		Adults no children	506
Consumer Requests	883	82%		Adults w/children	1,072
Total	1079	Households		Children under 18	1,572
Household Status				Single Adults	
Single Adults	260	24%		Unaccompanied females	156 14%
2 or more adults no kids	109	10%		Unaccompanied males	103 9%
Families w/children	710	66%		Single Parents	
				Unaccompanied females w/kids	388 36%
				Unaccompanied males w/kids	16 1%
Vehicle/Transportation	566	52%		Pets	204 19%
Central Valley Region	406	38%		East Valley Region	92 9%
High Desert Region	167	15%		Mountain Region	8 1%
West Valley Region	301	28%		other San Bernardino County	19 2%
				Outside County	87 8%
Current Living Situation				Requested/Suggested Interventions	
Literally Homeless	405	37%		Rental deposit assistance	679 63%
Staying with family/friends	208	19%		Help finding new housing	615 57%
Rental in own name	154	14%		Transitional housing	560 52%
Paying to stay in motels	161	15%		Supportive housing	631 58%
Motel stay paid by others	48	4%		Motel vouchers	641 59%
Emergency shelter/housing	43	4%		Eviction Prevention	132 12%
Fleeing domestic abuse	25	2%		Emergency Shelter	387 36%
Transitional housing	20	2%		Short term rental subsidy	393 36%
Exiting institution	11	1%		Domestic violence services	75 7%
				Substance abuse recovery	39 4%
Subpopulation characteristics (self reported)				Monthly Income	
Homeless 1 yr or more	295	27%		\$0	215 20%
Homeless 4 x in 3 yrs	221	20%		\$100 - \$499	129 12%
Chronic Health Conditon	190	18%		\$500 - \$999	351 35%
Domestic Violence/Abuse	172	16%		\$1000 - \$1499	152 14%
Mental Health Condition	232	22%		\$1500 - \$1999	94 9%
Physically Disabled	146	14%		\$2000 - \$2999	93 9%
Transitional Aged Youth	107	10%		\$3000 +	23 2%
Parole/Probation	69	6%		unknown	22 3%
Substance Abuse Issues	56	5%			
Veteran	38	4%		Source of Income	
Pregnant	68	6%		Employment	280 26%
Senior	68	6%		Cash Aid	406 38%
Living w/HIV-AIDS	7	1%		Social Security / Disability	238 22%



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

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	April 25, 2018
------	----------------

Presenter	Tom Hernandez, Homeless Services Officer
-----------	--

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

Announcements
<p>Continuum of Care Program Registration Notice</p> <ul style="list-style-type: none"> On April 9, 2018, the U.S. Department of Housing and Urban Development (HUD) released the Office of Community Planning and Development (CPD) Notice: 18-03, the Continuum of Care Program (CoC) Registration. However, HUD has yet to post the registration in e-snaps at this time, so we cannot begin registering until e-snaps has opened. New this year, Collaborative Applicants for CoCs that have changes from the previous year's CoC Program Competition (e.g., change in Collaborative Applicant, CoCs merged) should complete the registrations forms to have access to the Consolidated Application in the fiscal year (FY) CoC Program Competition. If the CoC has no changes from the previous year's CoC Program Competition and the Collaborative Applicant chooses not to complete the registration forms, HUD will move the previous year's CoC Program Registration information forward with no changes. Additionally, if a CoC has no expiring renewal projects, will not request Unified Funding Agency (UFA) or High Performing Community (HPC) designation or funding for new projects, and does not intend to apply for CoC planning costs in the FY CoC Program Competition, it does not need to complete the registration forms. See Section IV.C. for detailed information regarding submission of the registration forms in e-snaps. The CoC Program Competition period begins when HUD publishes the FY CoC Program Competition Notice of Funding Availability (NOFA) and ends when HUD issues the final funding announcement for that FY's conditionally awarded funds.

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>

Homeless Management Information System (HMIS) Update

- Currently, OHS is working on determining which health providers are requesting read-only access to HMIS. Once determined, OHS will email the HMIS Memorandum of Understanding (MOU) agreements to the designated contact person to obtain the appropriate signatures.
- During the month of May, OHS plans on distributing the revised HMIS MOU to all current homeless service providers for signature.
- OHS is looking into increasing the number of HMIS licenses held. We currently provide 130 licenses, but we are looking to increase that number to 200, because of need and increased HMIS participation.
- The 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 March, 2018 (see attached, Report 2A). As a result of changes to Eccovia, our HMIS software provider, the report format had to be changed.
- 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>

Youth Homelessness Demonstration (YHDP) Program Update

- On April 17, 2018, the OHS submitted the completed application for the YHDP to HUD through Grants.gov.
- As part of the submission, the following items were submitted to support our application in the CoC selection process by HUD:
 - Narrative response including target area
 - Youth Action Board Agreement
 - Public Child Welfare Agency Agreement
 - YHDP Team Description
 - Current Resource Capacity listing
 - Youth System Map (see attached, Report 2B)
 - Stakeholder Chart
 - CoC Homelessness Program Agreement
 - Local Government Agency Agreement
 - Local Education Agency
 - Runaway and Homeless Youth Program
 - Funding Letters of Commitment
 - Letters of Support
 - HUD Standard Forms

2018 National Alliance to End Homelessness (NAEH) Conference

- This year the NAEH Conference will be held on July 23 through 25, 2018 at the Washington Marriott Wardman Park in Washington, D.C. Registration is now open on the NAEH website at: <https://endhomelessness.org/event/2018-national-conference-ending-homelessness-capitol-hill-day/>



**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>

Needles Project Connect Reminder

- The San Bernardino County Homeless Partnership will be hosting a Needles Project Connect at St. Ann's Catholic Church in Needles on Thursday, April 26, 2018 from 10 a.m. to 2:00 p.m.
- Lunch will be provided and will consist of assorted sandwiches.
- Several vendors will be in attendance including the Transitional Assistance Department and the Department of Veteran's Affairs. Services available will include medical screenings, child care information and services, senior services, employment services, legal services, and other homeless local resources.

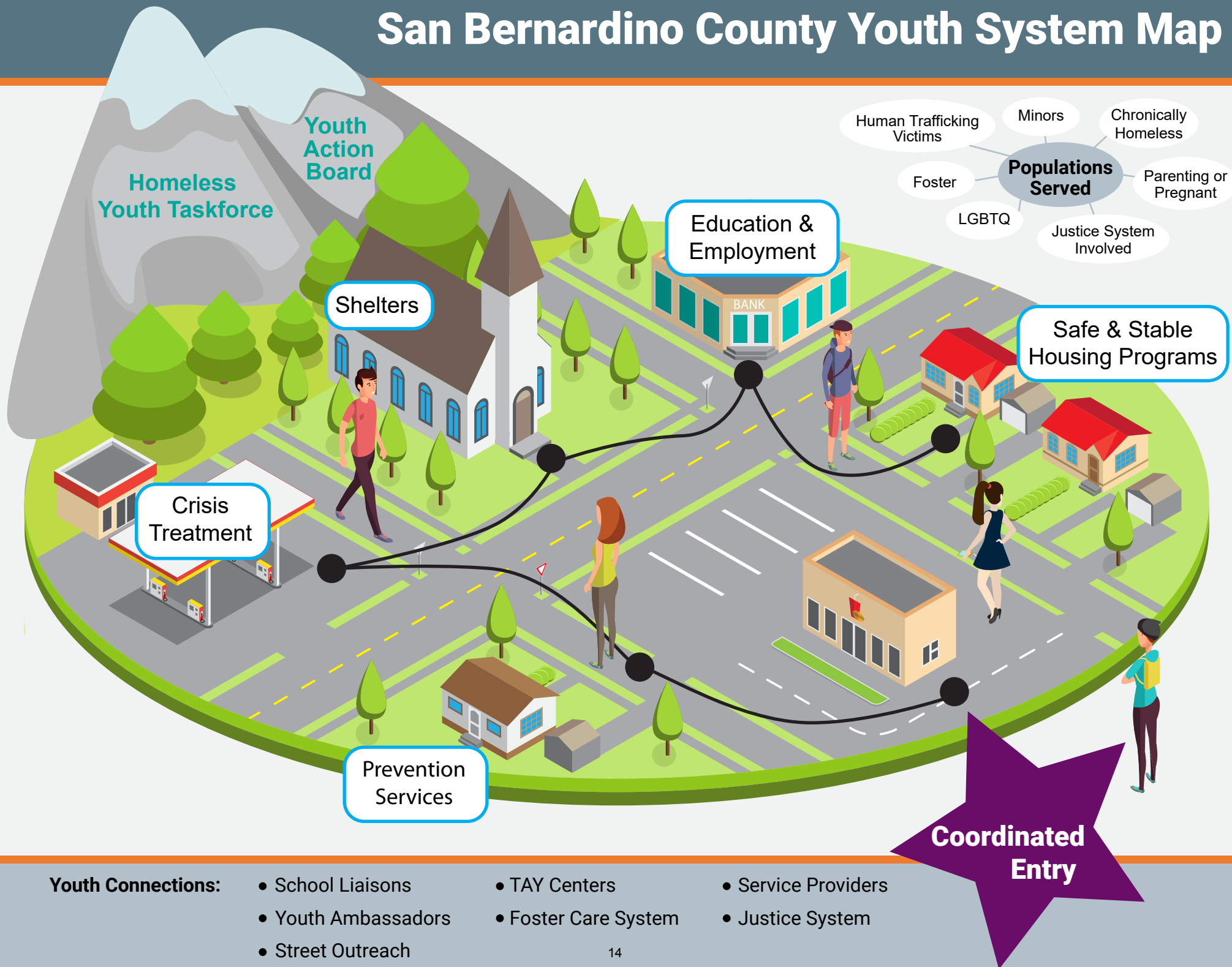
Attachments

HMIS Data Quality Monthly Report March 2018 – Report 2A-Attached

YHDP Youth Systems Map – Report 2B-Attached

Org ID	Organization / Program	Total Active Enrlmts	Total Clients Served	Name		SSN		DOB		Race		Ethnicity		Gender		Vet Status		Entry Date		Relationship		Client Location		Disabling Cond.		Destination		Incm @ Start		Incm @ Annual		Incm @ Exit	
				# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate	# of Errors	% of Error Rate
CC1	Catholic Charities	36	68	0	0.00%	2	2.94%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.47%	0	0.00%	1	1.47%	2	10.00%	3	4.41%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
CAP	Community Action Partnership	29	36	0	0.00%	3	8.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	5.56%	0	0.00%	2	14.29%	3	8.33%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
DMM	Desert Manna Ministries	14	15	0	0.00%	3	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
FA2	Family Assistance Program	4	8	0	0.00%	5	62.50%	0	0.00%	0	0.00%	0	0.00%	1	12.50%	0	0.00%	0	0.00%	0	0.00%	1	12.50%	1	12.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
FSA	Family Services Association of Redlands	7	7	0	0.00%	2	28.70%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
FFS	Foothill Family Shelter	14	15	0	0.00%	4	26.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
FCC	Frazee Community Center	7	24	0	0.00%	0	0.00%	0	0.00%	1	4.17%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
GDC	Global One Development Center	7	8	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
HDH	High Desert Homeless Services	81	107	0	0.00%	4	3.74%	1	0.93%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.33%	20	18.69%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
LTH	Inland Temporary Homes	122	128	0	0.00%	5	3.91%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.78%	0	0.00%	0	0.00%	1	1.96%	12	9.38%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
IHP	Inland Valley Hope Partners	196	190	0	0.00%	15	7.89%	0	0.00%	3	1.58%	2	1.05%	0	0.00%	4	2.11%	6	3.16%	0	0.00%	1	0.68%	11	5.79%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
KEY	Knowledge & Education For Your Success	816	1176	0	0.00%	25	2.13%	1	0.09%	2	0.17%	0	0.00%	0	0.00%	10	0.85%	0	0.00%	1	0.09%	1	0.31%	61	5.19%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
LCD	Life Community Development	16	20	0	0.00%	1	5.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
LSS	Lighthouse Social Services	202	269	0	0.00%	4	1.35%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	1.01%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
CCL	Lutheran Social Services of Southern California	75	78	0	0.00%	8	10.26%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
MHI	Mercy House	165	139	0	0.00%	21	15.11%	0	0.00%	1	0.72%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	2.35%	11	7.91%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
NHV	New Hope Village, Inc.	23	30	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	10.00%	0	0.00%	6	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
OG1	Operation Grace	15	15	0	0.00%	1	6.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	6.67%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
HOA	Restoration House of Angels	12	14	0	0.00%	13	92.86%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
SA1	Salvation Army	102	137	0	0.00%	3	2.19%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
DBA	SB DBH Adult & Older System of Care	34	100	1	1.00%	1	1.00%	1	1.00%	2	2.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	1.00%	2	2.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
DBH	SB DBH/HA	461	461	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	0.22%	0	0.00%	5	1.08%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
HA1	SB Housing Authority	690	690	0	0.00%	10	1.45%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	10	1.45%	0	0.00%	2	0.29%	0	0.00%	81	11.74%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
SUS	Step Up on Second Street, Inc	138	140	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TFC	Time For Change Foundation	60	52	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
USV	US Veterans Inc	173	206	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
VVF	Victor Valley Family Resource Center	15	15	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
WOL	Water Of Life Community Church	48	57	0	0.00%	3	5.26%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3	5.26%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
		3,562	4205	1	0.04%	133	11.00%	3	0.07%	9	0.31%	2	0.04%	1	0.45%	27	0.48%	8	0.31%	11	0.47%	12	1.59%	219	4.01%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

San Bernardino County Youth System Map





**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>

Advisory Board on Ending Chronic Homelessness

Date April 18, 2018

Presenter Dena Fuentes

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

Announcements	
Report on Numbers:	
<u>Chronic</u>	<ul style="list-style-type: none">• 144 housed; 98% retention rate – of the 2% who drop out of housing DBH FSP continues to work with the individuals on the streets• 54 women, 36 unaccompanied• 4 in search• 40 vouchers available-individuals are currently in the pipeline; however, there are major obstacles in obtaining documents. Median length of time to house ranges from a few weeks to 90 days.
<u>Veterans</u>	<ul style="list-style-type: none">• 966 housed• Resolved homelessness for 1130 vets and their families• 58 not housed (43 unsheltered; 15 sheltered)
<u>Community Placements</u>	<ul style="list-style-type: none">• reported 139 non-duplicated housed, 45 referred
<u>Housing Search</u>	<ul style="list-style-type: none">• 61 in February – 22 studio & 1-BR (priority)• Since November 2016 located 643 units• Average is 40 per month

**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: homelessrpf@hss.sbcounty.gov • Website: <http://www.sbcounty.gov/sbchp>

Impediments Response

Units

- Pre-fab units may be an inexpensive way to house individuals. What size lot in San Bernardino would be needed for a model?
- Step Up developer interested in motel/hotel conversions.
- The list that the Hope team compiles of homeless by name and details, is a valuable instrument, but additional units are needed.
- Housing together with services and adequate units are proven initiatives in this county to get the job done.
- Hopefully we'll receive the HUD bonus round for flexible funding.

HUD-VASH

- Most strategically leveraged with motel/hotel conversions.
- In 2011, LA County converted its historic VA hospital to provide 1200 long-term supportive residential housing units for homeless veterans. Something like this would bring more HUD VASH vouchers to our region.
- HACSB is working on getting the 61 HUD VASH vouchers announced by Maria at our last meeting.

Time and Choice Update

- Work with consumer who has turned down multiple housing options to understand starter housing and realistic expectations; what it would take to pay higher monthly rent.
- Suggestion was made that once the consumer is qualified a contract is signed to find something reasonable within a certain time period.
- Adopt a standard in county for time and choice; looking for language from HUD, but no response yet. Creating policy displays active engagement



**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>

**Bylaws and Membership Report
Prepared for the Interagency Council on Homelessness**

Date April 25, 2018

Presenter Christopher M. Rymer, Bylaws and Membership Committee Chair, City of Colton

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

Announcements
<ul style="list-style-type: none">○ The Bylaws and Membership Committee reviewed the recommendation of the OHS to add two new members to the ICH Membership Representation and voted to approve on moving forward with the recommendation.○ The Committee recommends adding a Domestic Violence provider and a Youth member (up to 24 years of age) to become members of the ICH Board (Discussion Item #3).○ In addition, the Committee recommends that we change the Bylaws again to include the two new positions.○ The Committee will be releasing the applications for the two new city positions. One city position from a population less than 50,000 residents, and one city position from a population greater than 100,000 residents. It is anticipated the applications will be released on April 30, 2018 with a closing date of May 14, 2018.○ The Committee will be convening soon to consider the addition of County Fire and the Department of Aging and Adult Services as potential new members to the ICH. This will increase membership from 40 (if Item#3 is approved) to 42.



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>

ICH Housing sub-committee April 3 meeting notes

Date April 25, 2018

Presenter Ray Osborne

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

Announcements	
<ul style="list-style-type: none"> • 2018 Housing sub-committee goal: Continue tracking and updating the status of Bridge and PSH developments in San Bernardino County. • Currently tracking eight (8) developments providing a total of 437 beds/units in various stages of planning and construction for completion in 2018 and 2019 (including 134 emergency/transitional living beds and 303 PSH units, 155 with funding and 148 in need of funding). • San Bernardino County needs at least 1,200 beds/units by 2020 to serve the needs of the men, women and children seeking housing with supportive services, based on the most recent Point-In-Time (PIT) count numbers. • April objectives included obtaining and reviewing the county's updated Housing Inventory Chart (HIC) report to determine number of units available to serve various sub-populations in need of housing throughout the county. In addition, the committee will start reviewing the 2018 Point-In Time (PIT) count findings to update and quantify the number of individuals and families in the various sub-populations. The 2018 HIC report information was not available to review, and the 2018 PIT count sub-population information will not be available until April 25. The five largest sub-population in 2017 were: chronically homeless adults (37%), people with chronic health conditions (31.4%), recent prison release individuals (26.6%), victims of domestic violence (19%), and seniors age 62+ (9.2%) • The committee will also discuss the status of the San Bernardino County/Baldy View Building Industry Association (BIA) mid-year Housing Summit, as well as possible affordable permanent supportive housing topics and speakers for the event. • The committee requested that the ICH send out a RFP to retain a company to facilitate a meeting of the various ICH sub-committees to get input for the creation of a common marketing statement and key talking points to be utilized in dealing with various local jurisdictions and community activists to discuss the homeless issue that exists in San Bernardino County, and potential opportunities to find solutions. ICH approved. Need update. 	<p>Next meeting: Tuesday, May 1 from 10:00-1:30 at the Housing Authority of the County of San Bernardino (HACSB) office.</p>



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

Homeless Youth Taskforce

Date April 25, 2018

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	
Unaccompanied Homeless Youth Survey	
<ul style="list-style-type: none"> The HYTF will conduct its annual survey on April 26th. Youth can complete the survey online over a 24-hour period or doing the street outreach component being held from 1pm to 4pm. This year, the survey will be held completely online using SurveyMonkey and through an app created by ESRI. Youth will conduct the street outreach using the app so that geographically data can also be collected. The youth who participate will receive a hygiene kit and a \$25 gift card made possible through generous contributions from partners like Children's Fund. The HYTF is aiming to survey 500 youth countywide. The street outreach component will be focused in the Morongo Basin, Redlands, Victorville, San Bernardino, and the West End. School liaisons and other service providers will be assisting with magnet events throughout the county. 	
Youth Homelessness Demonstration Program	
<ul style="list-style-type: none"> The Office of Homeless Services on behalf of the CoC recently submitted an application for the HUD Youth Homelessness Demonstration Program. This is a highly competitive grant that will support up to 11 communities in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. The grant award is for a minimum of \$1m with the possibility of funding. The HYTF thanks Tom Hernandez, Kent Paxton, Darryl Evey, Andre Bossieux and Maribel Gutierrez for their assistance in the submission of this grant. 	
<ul style="list-style-type: none"> The next regularly scheduled meeting will take place on June 20, 2018 from 3:00 to 4:30 pm at the TAY Center located at 780 E. Gilbert St., San Bernardino. 	



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>

Ad Hoc Committee on Rapid Rehousing Report Prepared for the Interagency Council on Homelessness

Date April 25, 2018

Presenter Don Smith

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

Announcements	
<p>The Ad Hoc Committee on Rapid Re-housing met on Thursday, April 19th, 2018. Attendees included: to be added</p>	
<p>Continuing Recommendations/Requests</p>	
<ul style="list-style-type: none"> • ICH establish an Ad Hoc Committee on Public Funding Initiatives to explore potential options for creating a dedicated source(s) of funding for housing and homeless initiatives in the County by Board legislative action or ballot proposition. 	
<p>One of the ideas discussed by meeting participants was for the County to offer property tax incentives to rental property owners willing to provide reduced rental amounts for targeted participating households.</p>	
<ul style="list-style-type: none"> • ICH receive a formal presentation on California's 2017 Legislative Housing Package and its potential impacts and opportunities for San Bernardino County from County Government and Legislative Affairs and/or Community Development & Housing. 	
<ul style="list-style-type: none"> • ICH commission a Housing Market Rate Study which can be used to help draw in more federal and state funding, help increase fair market rent caps for housing subsidy programs and assist with strategic planning around efforts to facilitate successful permanent housing outcomes for low-income and working class households in the region. 	
<ul style="list-style-type: none"> • <u>SBC Rapid Re-Housing Program Standards and Model Guidelines.</u> 	
<p>Meeting participants reviewed the working draft of the SBC Rapid Re-Housing Program Standards and Model Guidelines which is intended to serve as a guide to service providers and funders engaged in Rapid Re-Housing services and activities in San Bernardino County. The document will define the local RRH model and promote a unified understanding of the core elements and expectations of local RRH programs, service providers and stakeholders.</p>	

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

The standards and practices outlined in this document are based on what is currently considered best and promising practice by the National Alliance to End Homelessness, the U.S. Department of Veteran Affairs (VA), the U.S. Department of Housing and Urban Development (HUD), U.S. Interagency Council on Homelessness (USICH), and a variety of federal technical assistance experts, and nationally recognized, high-performing rapid re-housing providers.

Primary sources of the information used in these guidelines include the *NAEH Rapid Re-Housing Toolkit and RRH Performance Benchmarks and Program Standards*, the *Seattle-King County Rapid Re-Housing Model Guidelines*, the *SBC CES Housing Search and Stabilization Guidelines* as well as contributions from national Technical Assistance advisor Katharine Gale.

As the local homeless response system continues to evolve and strengthen its ability to make homelessness rare, brief, and one-time, there is an increased need for system-wide alignment around common goals and outcomes, program models and activities, and performance standards and expectations.

Fidelity to a model for system-wide program standards and practices will help ensure that all clients enrolled in RRH have similar experiences and opportunities to attain housing regardless of which service provider they work with and will also facilitate system-wide planning, evaluation and outcome measures across programs.

Key provisions within the draft guidelines include:

- System-wide adoption of the *Progressive Engagement Model* in the provision of rapid re-housing interventions.
- Systematic integration and streamlined access to key essential service partners including the Workforce Development Department, Transitional Assistance Department, and the Housing Authority.
- Adoption of a leveled range of RRH interventions to include one-time assistance with deposit and/or first month's rent to up to 24 months of rental subsidy payments.
- Adoption of a system-wide goal for households participating in RRH programs to achieve housing stability within a 12 month timeframe.
- Adoption of a Universal Housing Needs and Tenancy Barriers Assessment instrument to be used by all participating providers.
- Formal designation of a "lead housing search agency" responsible for the maintaining a centralized countywide inventory of landlord partners that agree to rent to households receiving assistance from CES participating programs.



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

- Guidance on housing stability planning and assessing housing options based on income potential and likely level of rent a household will be able to sustain when the program ends.
- Standard practices for measuring housing stability, referrals to longer term subsidies, closing the case and follow-up after financial assistance ends.
- A commitment to on-going training and learning opportunities for RRH providers as well as access to RRH tools, resources and guidance on the SBCHP website.

The next step toward the adoption of the SBC Rapid Re-Housing Program Standards and Model Guidelines is to seek and receive input on the draft guidelines from RRH providers and other stakeholders. With support from the general body, at this time the Ad Hoc Committee on Rapid Re-housing would like to release the draft guidelines for review by interested stakeholders and schedule a meeting(s) with current RRH providers to receive their formal for input.

- The next meeting of the ICH Ad Hoc Committee on Rapid Re-housing will be held on Thursday, May 17th, 2018, 2:00pm, at the DBH Administration Bldg., 303 E. Vanderbilt Way, San Bernardino.



**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>

Health Committee Report

Date April 25, 2018

Presenter Roger Uminski

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

Announcements	
	<ul style="list-style-type: none">• ICH Health Committee met on April 12, 2018.• Identified critical data to share between health entities and housing entities.• Requested data fields available in HMIS.• Identified Emergency Medical System (EMS) as a potential stakeholder to invite to the sub-committee.

ICH REPORT



DATE: April 2018

PHONE: (909) 387-4565

PRESENTED BY: KENT PAXTON

Homeless Policy Advisor, Fifth District

SUBJECT: ICH Related Board Items

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

Board Agenda Items

04/17/18

60. Community Development and Housing Agency: This item is the **2018-19 HUD ANNUAL ACTION PLAN FOR THE CDBG, HOME INVESTMENTS PARTNERSHIP ACT, AND ESG PROGRAMS** conducting a public hearing on the proposed 2018-19 HUD Action Plan for the County of San Bernardino's application for \$8,953,905 including a list of recommended projects that best meet the identified community needs under the three grants in the amounts of:

- CDBG - \$6,193,581
- HOME - \$2,203,554
- ESG - \$556,770

The estimated program income to be generated during 2018-19 is expected to be approximately \$363,000 and will be made available at a later date.

Background: The County of San Bernardino is required to submit a HUD Annual Action Plan in order to have access to grant funding. The HUD Plan also serves as the County's grant application. The Plan recommends projects that best meet the identified needs eligible for CDBG, HOME, and/or ESG funds. The proposed Plan covers the fourth year installment of the HUD approved 2015-2020 HUD Consolidated Plan.

Presenter: Gary Hallen, Director

49. Transitional Assistance Department: This item is an **AMENDMENT TO A CONTRACT WITH THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO FOR THE CAL-WORKS HOUSING SUPPORT PROGRAM** approving Amendment No. 7, effective April 18, 2018, to Contract No. 14-962, updating standard contract language and increasing the total contract amount by \$750,000 from \$7,635,012 to \$8,385,012, for a contract period of January 1, 2015 through June 30, 2018.

Background: Under the terms of the recommended amendment TAD will continue to contract with the HACSB to provide housing and rental assistance for CalWORKS families who identify themselves as homeless. The Housing Authority in turn contracts with Knowledge and Education for Your Success (KEYS) to provide rapid re-housing services to those families.

KEYS has served 1,194 CalWORKS families in need of rapid re-housing and permanent supportive housing services since January 1, 2015, including 2,922 children in those households.

Presenter: Gilbert Ramos, Director



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>

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

Date April 25, 2018

Presenter Maria Razo, Executive Director

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

Announcements	
<i>Near term and Long term Development Activities</i>	
<ul style="list-style-type: none"> • Loma Linda Veterans Village- in partnership with META Housing and Housing Partners I, Inc. <ul style="list-style-type: none"> • For chronically homeless veterans. • New construction project adjacent to the VA Hospital. • Supportive services will be provided by the VA and Lifesteps. • Project utilizes 87 PBVs - 50 competitive VASH (2015 application) and 37 PBV. • Construction is on schedule – coordination with VA is ongoing in preparation of leasing. • Slated for completion and occupancy Summer 2018 • Golden Apartments (38 units, San Bernardino) - joint ownership by HACSB and HPI I, Inc. <ul style="list-style-type: none"> • First permanent supportive housing development for chronically homeless. Project will convert 21 existing 2-bedroom townhouse apartments to 38 1-bedroom apartments to provide permanent supportive housing for chronically homeless. Community spaces will be incorporated to support the on-site delivery of wrap-around services sponsored by the Department of Behavioral Health. • City approved Conditional Use Permit at Planning Commission on June 13, 2017. • County approved \$3.1 million in HOME funding on July 25, 2017 • City Council approved \$880,000 in HOME funding on August 21, 2017 • Final relocation plan for existing residents was approved by the Housing Commission on September 12, 2017. The 12 remaining families received direct assistance in relocating to comparable housing units within the community as chosen by the families. All remaining families have now been relocated. • Construction documents have been prepared and submitted to City Building Department for their review. Approval is expected in late April 2018. 	



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

- Queens Motel (~31 units, Victorville)
 - 61 unit motel to be converted to house chronically homeless (with supportive services)
 - Will convert 2 rooms to small 1 bedroom apartments to create ~31 units.
 - Seeking alternative funding sources. Exploring City and/or state grants. City of Victorville is preliminarily committing \$1.5 million to the project.
 - Entitlement processes have commenced with City of Victorville planning staff. Design review and land use approvals expected by July of 2018.
- Liberty Lane Apartments – in partnership with A Community of Friends (new construction)
 - Veterans Housing project in Redlands to utilize 68 PBVs - 59 PBV VASH and 9 Project Based Vouchers (total units- 80)
 - For chronically homeless veterans (competitive allocation of HUD VASH vouchers).
 - Approved by City Council on September 19, 2017.
 - A legal challenge to the Environmental Review process for the project was filed against the City on October 23, 2017. This may potentially prevent the project from moving forward with a tax credit application in March, 2018.

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>

Homeless Programs ~ Housing Authority

Continuum of Care

HACSB receives HUD Continuum of Care HUD funding to serve approximately 286 chronically homeless persons in the county through permanent supportive housing assistance and case management.

- ✓ Who Qualifies: Low-income homeless, disabled persons with mental health concerns and their families.
- ✓ How to Apply: You must have an open case with the local DBH office or DBH project HOST team and be referred through the Coordinated Entry System (CES) by dialing 211.

Veterans Affairs Supportive Housing Program (VASH)

The Housing Authority receives HUD VASH funding to permanently house a total of 418 homeless veterans who also qualify for clinical support services from the Veterans Administration Medical Clinics (VAMC) across the county.

- ✓ Who Qualifies: Low-income homeless veterans with need for medical/mental health (psychiatric or substance abuse) service needs.
- ✓ How to Apply: The veteran would need to call (909)-825-7084 extension 6085 for a VASH screening. VAMC will provide supportive services and refer the veteran to HACSB if appropriate.

Housing Opportunities for People with AIDS (HOPWA)

HACSB partners with Foothill AIDS Project to offer rental assistance and supportive services for up to 50 homeless individuals with HIV/AIDS.

- ✓ Who Qualifies: Low-income persons medically diagnosed with HIV/AIDS and their families.
- ✓ How to Apply: Applications from low-income residents of San Bernardino County are processed through the Foothill AIDS Project to the Housing Authority. The individual must have been receiving HIV case management services for a minimum of 6 months. The contact phone number is: (909)-884-2722.

No Child Left Unsheltered (NCLU)

50 units for unsheltered homeless families with children. Scattered sites throughout the county.

- ✓ The No Child Left Unsheltered program is aimed at housing unsheltered children and their families in San Bernardino County. This program focuses on the education and well-being of the children and the economic advancement of the parent(s), while providing housing subsidies to stabilize the family. HACSB partners with the Department of Behavioral Health to provide intensive case management and behavioral health services to support the long term personal and economic stability of these families.
- ✓ Who Qualifies: Families with children must be unsheltered at the time of application and have documented evidence of long term housing instability.
- ✓ How to Apply: You must be referred through the Coordinated Entry System (CES) by dialing 211. You may contact Becky Murillo at rmurillo@hacsb.com for additional program information.

**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: homelessrpf@hss.sbcounty.gov • Website: <http://www.sbcounty.gov/sbchp>

Homeless Programs ~ KEYS Non-Profit

CalWORKs Housing Support Program

HACSB and KEYS partner with the San Bernardino County Transitional Assistance Department (TAD) to administer the new CalWORKs Housing Support Program which promotes housing stability for homeless families.

- ✓ Who Qualifies: Homeless families with children who are receiving CalWORKs.
- ✓ How to Apply: If a family is receiving CalWORKs or thinks they may be eligible for CalWORKs they should visit their local TAD office and meet with an eligibility worker. If they qualify they will be referred to KEYS for intake and housing search and stabilization assistance.

Supportive Services for Veterans Families (SSVF)

Since 2013 KEYS has been a recipient of the Department of Veterans Affairs' SSVF grant. This funding pays for case managers and housing outreach specialists that assist veterans and their families with case management, financial assistance for rent and utility payments, security deposits and moving expenses.

- ✓ Who Qualifies: Veterans with a verified Veteran status (with exception of dishonorable discharge) that meet income guidelines and homelessness status. There is more than one category of assistance and eligibility will be determined based on the intake assessment criteria.
- ✓ How to Apply: Any veteran can apply via telephone, walk-in, email, or referral from other providers. Please utilize KEYS' intake line for an eligibility screening: (909) 332-6388.

Continuum of Care

KEYS also receives HUD Continuum of Care HUD funding to serve approximately 25 homeless persons in the county through rapid rehousing assistance and short-term case management.

- ✓ Who Qualifies: Low-income homeless families with children.
- ✓ How to Apply: Please use KEYS' intake line for an eligibility screening: (909) 332-6388.



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>

HACSB Affordable Housing – Site Based Assistance

Open Waiting Lists

Adelanto, Apple Valley, Hesperia and Victorville – 1 bedroom

Barstow – 2, 3, 4, and 5 bedroom

Bloomington – 2 and 3 bedroom

Chino – 2, 3 and 5 bedroom

Colton – 5 bedroom

Fontana – 2 and 3 bedroom

Redlands – 4 and 5 bedroom

Joshua Tree, Twentynine Palms, Yucca Valley – 3 bedroom

San Bernardino – 1, 2, 3, 4 and 5 bedroom

Yucaipa – 2 bedroom

Senior Housing (62+)

Barstow – 1 bedroom

Colton – 2 bedroom

Victorville – 2 bedroom

Twin Peaks – 2 bedroom

Fontana – 1 and 2 bedroom

Redlands – 1 and 2 bedroom

Yucaipa – 2 bedroom (55+)

The Housing Choice Voucher Program- tenant based waiting list is currently closed.

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

Interested households can apply in person at any HACSB office or can print a pre-application from our website by going to www.hacsb.com, and going to the eligibility/application information section.

Contacts to Assist a Homeless Family

Reminder: Calling the 2-1-1 Coordinated Entry program should always be the first contact made to assist a homeless individual/ family.

Housing Authority of the County of San Bernardino

Continuum of Care Grants - Monthly Utilization Reports

As of: March 2018

Original Grant Effective Date	Grant Name	Type	Grant Effective Date	Grant Expiration Date	Remaining Months	Units Authorized	Units Leased	Total PUC	Total Grant	Remaining Funding	Projected Monthly Housing Assistance & Expenses	Projected (Over) or Under spend w/ Projected Total Units	Total Projected Funds at Grant Term (+SD)	Next Year Funding Amount	Vouchers Searching/ Pending Lease	Clients in Move Status	Add'l Units Funding Will Support
10/1/2007	Stepping Stones	TRA	1/1/2018	12/31/2018	9	28	33	686.06	331,739	258,899.00	28,814.55	(431.91)	(431.91)	334,799	0	1	8
9/1/2008	New Horizons	TRA	11/1/2017	10/31/2018	7	154	167	858.61	1,865,076	1,168,566.99	166,569.90	2,577.70	1,377.70	1,882,272	1	4	22
10/1/2012	Cornerstone	TRA	10/1/2017	9/30/2018	6	33	24	774.46	400,415	286,684.00	47,241.96	3,232.25	832.25	405,167	2	0	35
10/1/2012	Whispering Pines	TRA	10/1/2017	9/30/2018	6	16	12	951.67	194,141	138,400.00	21,888.33	7,070.00	(130.00)	196,445	6	2	3
2/1/2011	Laurelbrook	PRA	5/1/2017	4/30/2018	1	27	23	1,116.91	357,984	108,474.00	30,156.65	78,317.35	75,917.35	361,188	2	0	2
2/1/2011	Project Gateway	PRA	3/1/2018	2/28/2019	11	12	10	1,049.20	183,990	173,498.00	12,590.40	35,003.60	35,003.60	183,990	0	0	2
12/1/2011	Lanternwoods	PRA	12/1/2017	11/30/2018	8	16	16	773.19	225,214	174,970.00	12,371.00	76,002.00	76,002.00	227,278	0	0	0

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.

Notes:

***Stepping Stones:** Grant was renewed 1/1/18 and we project to be able to support 8 additional households. We have already received the referrals from CES and are now working with DBH to assist in locating client and/or fill out application packets.

***New Horizons:** Grant was renewed 11/1/17 and we project to be able to support 22 additional households. We have already received the referrals from CES and are now working with DBH to assist in locating client and/or fill out application packets.

***Cornerstone and Whispering Pines:** Grants were renewed on 10/1/17 and we project to be able to support 38 additional households between both programs. We have already received the referrals from CES and are now working with DBH to assist in locating client and/or fill out application packets.

***Laurelbrook, Project Gateway and Lanternwoods:** All of these grants are PRA types, and excess funding cannot be utilized by over-leasing. Laurelbrook has 2 vacancies and we have already received referrals from CES and are now working with DBH To assist in locating the applicant and/or fill out the application packet. Project Gateway has 2 units offline for rehab which should be available in April or May.

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.



Coordinated System Report to ICH

March 15 2018- April 15 2018

Pathways Home is San Bernardino County's groundbreaking collaboration between more than 30 agencies within the Homeless Partnership with the express purpose of creating sustainable, cost-effective, client centered pathways out of homelessness and for prevention of homelessness. We define Ending Homelessness as the time when more people are exiting a state of homelessness than entering it.

CES Functions

211 CES staff perform Street Outreach, Assessments, Case Conferencing, Follow-up, Care Coordination, referral of clients to appropriate agencies in a formal HMIS process, data entry, training, and often, leveraging rapport built from initial and ongoing engagement, act as arbiters when other efforts stall.

Data for March 15-April 15 of 2018

Assessments performed: 166

Households housed: 13

Total households currently enrolled in a housing provider program: 73

Total referred to a housing provider but not yet enrolled: 200

Currently

Total in bridge housing: none that we are aware of

Total in Emergency Shelter: 26

Totals since CES launch, November 1, 2016

Assessments performed: 2256

Households housed: 417 (19% of assessments performed)

Point In Time Count (PITC) Focus on Unaccompanied Women

Identified: 46

Engaged: 38

Accepted to move forward on the path of housing: 15

Note

The effort to integrate information from HMIS, 211 and Pathways To Housing Network is underway. This is crucial to being able to report on Diversion and Prevention per HUD requirements. It will also support the evolution of our RH (Rapid Re-Housing) efforts. Many families in homelessness do not qualify for RH or PSH (Permanent Supportive Housing) programs. The Pathways to Housing Network was created by Don Smith to more effectively address this serious gap in appropriate services.

Respectfully submitted,
Gary Madden
Director

Marisela Manzo
Housing Coordination Supervisor



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>

San Bernardino County Reentry Collaborative (SBCRC) Report

Date April 25, 2018

Presenter Caryn Nunley, Reentry Project Coordinator, Department of Public Health

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

Announcements	
<p>Community Recidivism Reduction Grant - Public Health has continued to contract with 9 community- and faith-based organizations to provide self-help, anger management, employment, education, mentoring, basic life skills and referral services for individuals that have been recently released. The services are provided by the following agencies:</p>	<ul style="list-style-type: none"> • Abundant Living Family Church (High Desert) • Center for Employment Opportunities • Citadel Community Development Corporation • Congregations Organized for Prophetic Engagement • Feed My Sheep • Inland Behavioral Health Services • Lifeway Church • Public Health Foundation Enterprises • Victor Valley Family Resource Center
<p>Services for this grant are expected to conclude December 2018.</p>	
<p>Proposition 47 Grant - Public Health has contracted with 3 community- and faith-based organizations to provide peer advocacy, mental health, substance abuse and transportation services in the High-Desert area. The services will be provided by the following agencies:</p>	<ul style="list-style-type: none"> • Abundant Living Family Church (High Desert) • Faith Advisory Council for Community Transformation • Life Skills Awareness
<p>Services are scheduled to begin May 2018.</p>	
<p>Research Study - Loma Linda University, School of Behavioral Health is in the process of recruiting formerly incarcerated biological fathers for a research study. Qualified participants will receive a Wal-Mart or Amazon gift card. For additional information please contact: Sheldon Smith at shsmith@llu.edu or (269)861-6032.</p>	



**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>

Next SBCRC Meeting

Wednesday, May 23, 2018

1:30 pm – 3:00 pm

Department of Behavior Health

303 Vanderbilt Way Room 109 A&B, San Bernardino, CA

For more information, please contact: Caryn.Nunley@dph.sbcounty.gov

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

March 28, 2018
9:00 a.m. – 11:00 a.m.
Health Services Building - Auditorium
850 E. Foothill Blvd.
Rialto, CA 92376

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

TOPIC	PRESENTER	ACTION/OUTCOME
Call to Order	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> The meeting was called to order at 9:04 a.m.
Introductions	Supervisor Josie Gonzales, 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"> The Central Valley, West Valley, and Mountain Region HPN meetings were cancelled in the month of February. In the Morongo Basin the Housing Authority is funding \$550,000 in Veterans Affairs Supportive Housing (VASH) vouchers. We discussed a concern in which Rapid Re-Housing (RRH) recipients of housing vouchers are struggling to find landlords to take the vouchers. Inland Empire Health Plan (IEHP) had a kick off meeting for their subsidized housing for individuals covered by their plan. They had a great turn out and we are excited to see how this project will enhance our ability to provide housing. We want to thank Supervisor Ramos for hosting the first meeting for the Youth Homeless Demonstration Program. There were several organizations that attended the meeting and steps are in place to bring additional dollars to our County. As we look across our community at the challenges of ending homelessness, the faith-based community is a critical partner that we need to invite to get involved with ICH. This would prove the opportunity for them learn how they can better assist with being an effective part of the solution. <ul style="list-style-type: none"> I am requesting that we add faith based collaboration to our agenda for our next ICH meeting. Our next All County HPN meeting will be Tuesday, April 10, 2018 1:00 pm – 3:00 pm at the County of San Bernardino Health Services Center located at 850 E. Foothill Blvd., Rialto, CA 92376.
Office of Homeless Services (OHS)	Tom Hernandez	<ul style="list-style-type: none"> OHS is currently entering data in the U.S. Department of Housing and Urban Development (HUD) Homeless Data Exchange (HDX). The HDX website opened for data entry on Wednesday, March 1, 2018. The HDX provides all Continuums of Care (CoCs) the opportunity to update the CoC Housing Inventory Count (HIC) and report the results of the local Point-In-Time (PIT) Count to HUD. The HIC is an inventory of housing that is conducted annually during the last ten days in January. The data provided by the CoC during this annual update provides valuable information to HUD which is included in the Annual Homeless Assessment Report to the U.S. Congress on the nature of homelessness in America. The deadline for final submission of the HIC and PIT via HDX is Monday, April 30, 2018 at 7:59:59 p.m. EST. OHS anticipates submitting the information between April 23 and April 25. The System Performance measures will be due May 31, 2018 at 7:59:59 p.m. EST. CoCs will be expected to submit their System

<p>Advisory Group to End Homelessness</p> <p>Housing Committee</p>	<p>Dena Fuentes</p> <p>Ray Osborne</p>	<p>Performance Measures data to HUD via HUD's HDX.</p> <ul style="list-style-type: none"> • The purpose of the System Performance Measures is to help communities gauge their progress in preventing and ending homelessness and provide a more complete picture of how well a community is achieving this goal. • The number of "homeless persons" measure directly assesses a CoC's progress toward eliminating homelessness by counting the number of people experiencing homelessness both at a point in time and over the course of a year. • 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 and/or mental health disorders; persons with HIV/AIDS; veterans; people who are chronically homeless; families with children; unaccompanied youth; and victims of domestic violence, dating violence, sexual assault, and stalking. • The CoC governing board is intended to be a large, representative group. It is generally envisioned as a network or coalition of existing organizations, entities and individuals. Here are some recommended examples of the groups, entities and individuals who should participate in a CoC per HUD recommendation: <ul style="list-style-type: none"> ○ Community and Faith-Based homeless service providers ○ Governments ○ Businesses ○ Advocates ○ Public Housing Authorities ○ School Districts ○ Social service providers ○ Mental Health agencies ○ Hospitals ○ Universities ○ Domestic Violence provider* ○ Affordable Housing Developers ○ Law Enforcement ○ Organizations that serve veterans ○ Youth member* • The board must also include at least one individual who is homeless or formerly homeless. • It is my recommendation that we add a Domestic Violence provider to this body and a youth member. • The San Bernardino County Homeless Partnership will be hosting a Needles Project Connect at St. Ann's Catholic Church in Needles on Thursday, April 26, 2018 from 10 a.m. to 2:00 p.m. • Lunch will be provided and will consist of assorted sandwiches. • Several vendors will be in attendance including the Transitional Assistance Department (TAD) and the Department of Veteran's Affairs. Services available will include medical screenings, child care information and services, senior services, employment services, legal services, and other homeless local resources. • As we continue to report our numbers for homeless veterans and chronically homeless I want to focus on the chronically homeless. We have new construction coming down the pipeline but nothing confirmed for 2019. • HUD reported they have 61 new VASH vouchers which will help. • We have more resources for chronic prevention then we do for housing. • The Housing Sub Committee met on March 6, 2018.
--	--	--

Homeless Youth Taskforce	Victor Suarez	<ul style="list-style-type: none"> • 2018 Housing sub-committee goal: Continue tracking and updating the status of Bridge and PSH developments in San Bernardino County. • Currently tracking eight (8) developments providing a total of 463 beds/units in various stages of planning and construction for completion in 2018 and 2019. • San Bernardino County needs at least 1,200 beds/units by 2020 to serve the needs of the men, women and children seeking housing with supportive services, based on the most recent PIT count numbers. • April objectives include obtaining and reviewing the county's updated HIC report to determine number of units available to serve various sub-populations in need of housing throughout the county. In addition, the committee will start reviewing the 2018 PIT count findings to update and quantify the number of individuals and families in the various sub-populations. • The committee will also discuss the status of the San Bernardino County/Baldy View Building Industry Association (BIA) mid-year Housing Summit, as well as possible affordable permanent supportive housing (PSH) topics and speakers for the event. • The committee is requesting that the ICH send out a request for proposals (RFP) to retain a company to facilitate a meeting of the various ICH sub-committees to get input for the creation of a common marketing statement and key talking points to be utilized in dealing with various local jurisdictions and community activists to discuss the homeless issue that exists in San Bernardino County, and potential opportunities to find solutions. • Our next meeting is April 3, 2018 from 10:00 – 1:30 pm at the Housing Authority of the County of San Bernardino (HACSB) Office.
Rapid Rehousing Committee	Don Smith	<ul style="list-style-type: none"> • The Homeless Youth Task Force (HYTF) met on March 20, 2018 to discuss preparations for the upcoming Unaccompanied Homeless Youth Survey. • The Survey will take place on April 26th with a 24-hour online component countywide and a street outreach component from 1 pm to 5 pm in the West End, the East Valley, the Morongo Basin, the High Desert and the Mountains. • The HYTF is looking to raise additional funds to purchase gift cards for the youth who participate. • If you would like to volunteer or make a donation, please email Molly.Wiltshire@bos.sbcounty.gov • The Ad Hoc Committee on RRH met on Thursday, March 15, 2018. • We discussed the Gap Report, 2018, the annual report from the National Low Income Housing Coalition which outlines the severe shortage of affordable rental homes for low income households in America. • Meeting participants also discussed the Progressive Engagement model which is currently the prevailing approach to implementing RRH interventions at the programmatic and system-wide levels across the country. • Meeting participants reviewed the working draft of the San Bernardino County (SBC) RRH Program Standards and Model Guidelines which is being informed by a number of sources including the National Alliance to End Homelessness (NAEH) RRH Toolkit and RRH Performance Benchmarks and Program Standards, the Seattle-King County RRH Model Guidelines and the SBC Coordinated Entry System (CES) Housing Search and Stabilization Guidelines. • Key provisions identified for inclusion in our draft guidelines: <ul style="list-style-type: none"> ○ System-wide adoption of the Progressive Engagement Model in the provision of rapid re-housing interventions. ○ Systematic integration of key essential service partners including the Workforce Development Department, Transitional Assistance Department, and the Housing Authority. ○ Adoption of a Universal Housing Needs and Tenancy Barriers Assessment instrument. ○ System-wide commitments to landlord partners ○ Standard practices for measuring housing stability, referrals to longer term subsidies, closing the case and follow-up

Health Committee Report	Roger Uminski	<ul style="list-style-type: none"> after financial assistance ends. ○ The Ad Hoc Committee will engage in a final review of the RRH model guidelines over the next month with a goal for our April meeting of approving the first draft to release for review and input from RRH providers, HPN and ICH members and other stakeholders. • The Rapid rehousing Committee asks ICH to establish an Ad Hoc Committee on Public Funding Initiatives to explore potential options for creating a dedicated source(s) of funding for housing and homeless initiatives in the County by Board legislative action or ballot proposition. • We also request that ICH receive a formal presentation on California's 2017 Legislative Housing Package and its potential impacts and opportunities for San Bernardino County from County Government and Legislative Affairs and/or Community Development & Housing. • ICH Health Committee met on March 8, 2018. • Tom Hernandez announced that a "read only" HMIS MOU is going to the Board for approval on March 20 which will fulfil a request from the health plans and health systems. • Discussed action items required to allow Manifest Medex/Health Information Organization to align with health-housing coordination for data aggregation and sharing. • Roxanne Young and Chris Tarr presented the Department of Aging and Adult Services (DAAS) programs including Adult Protective Services (APS), In Home Support Services (IHSS) and Multipurpose Senior Services Program (MSSP). We learned that APS can often assist with emergency housing and often runs into limitations that may be overcome with a more intentional coordination of efforts with housing system. Recognize that IHSS and MSSP are programs that support PSH. • Invited committee members to attend the IEHP Housing Initiative kick-off meeting March 14, 2018. • Our next meeting will be April 12, 2018 at 303 E. Vanderbilt Way, San Bernardino from 3:00pm – 4:00 pm.
Emergency Preparedness	Mike Jones	<ul style="list-style-type: none"> • The Emergency Preparedness Committee met on March 13, 2018 to discuss the on-going concerns and possibility of emergency weather shelters. • The only Cold Weather Shelter this year was the 44 beds in Victorville and that closed on March 1, 2018. • The committee would like to recommend that "Emergency Shelter" be addressed in the updated County Homeless Plan.
Legislative Report	Josh Candelaria	<ul style="list-style-type: none"> • Provided an overview of how legislature works, their views on homelessness, and why homelessness is underfunded. • Each legislature is familiar with policy within its own jurisdiction. However the State is now showing interest in local jurisdiction issues. • Underfunding in the area of homelessness is due to three contributing factors: <ul style="list-style-type: none"> ○ Antiquated funding formulas. ○ Programs that are over looked, regional differences and our County's unique make up are overlooked. ○ Not recognizing local investments and how local cooperation is making significant changes.
Board Agenda Items	Kent Paxton	<ul style="list-style-type: none"> • We had one board item on the March 20, 2018 Board Agenda of interest: <ul style="list-style-type: none"> ○ Community Development and Housing Agency: A standard non-financial memorandum of understanding template with homeless services providers for the Homeless Management Information System (HMIS) outlining expectations for the provision of the HMIS with County of San Bernardino Service Providers, effective upon date of execution through October 31, 2021.
Housing Authority	Becky Murillo	<ul style="list-style-type: none"> • Our Golden Apartments are scheduled to come on line in the fall. It's our first permanent supportive housing project for

Coordinated Entry System (CES)	Maricela Manzo	<p>chronically homeless, so we are very excited.</p> <ul style="list-style-type: none"> • We continue to provide you with a list of current projects we are working on as well as our list of open waiting lists for affordable housing. I encourage you to look at that information and share it. • The TAD requested and received an additional \$750,000 for the Knowledge and Education for Your Success (KEYS) Housing Support Program (HSP) Program. • From February 15th – March 15th CES assessed 111 households. 11 households were housed. 62 are currently enrolled in a housing provider program and 68 were referred to housing provider but are not enrolled. • To date since the conception of CES we have assessed 2103 households. About 35% have self-resolved. • We've noticed about 60% of the assessments were single adults and about 4% families with children. Of the 60% single adults only 15% meet the chronic definition which indicates a gap in service for the remaining 45% that do not meet the chronic definition. We do not have enough resources in the community to house these individuals. We are looking to expand our capacity and find more resources and outreach.
CONSENT ITEMS	PRESENTER	ACTION/OUTCOME
<p>Approve minutes of the February 28, 2018 ICH meeting</p> <p>Ratify the action of the Chair in execution of the letter of support for the Department of Community Development and Housing for their submission to the State as the administrative entity of state Emergency Solutions Grant (ESG) funds.</p>	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> • A motion was made to accept the consent calendar as written. All were in favor, none opposed or abstained. Motion Carried.
DISCUSSION	PRESENTER	ACTION/OUTCOME
Approve the expenditure of 2017 planning grant funds (not to exceed \$10,000) to hire a consultant to work with the ICH Committees to train committee members on common homeless language and marketing tools	Ray Osborne, Home Aid Inland Empire	<ul style="list-style-type: none"> • The Housing Committee is asking ICH to approve the expenditure of 2017 planning grant funds (not to exceed \$10,000) to hire a consultant to work with the ICH Committees to train committee members on common homeless language and marketing tools. • A motion was made to approve the expenditure. All were in favor, none opposed or abstained. Motion carried.
Authorize the Office of Homeless Services, on behalf of the Continuum of Care, to submit the Youth Homeless Demonstration Program application to be considered as one of the selected	Tom Hernandez, Homeless Services Officer	<ul style="list-style-type: none"> • The OHS requested ICH to authorize the OHS, on behalf of the Continuum of Care (CoC), to submit the Youth Homeless Demonstration Program application to HUD to be considered as one of the selected communities to apply for project funding. • A motion was made. All were in favor, none opposed or abstained. Motion carried.

communities to apply for project funding		
Accept the Point-In-Time Count Report submitted by Urban Initiatives – Dr. Joe Colletti, Urban Initiatives and Kent Paxton, Homeless Policy Advisor 5th District	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> A motion was made to table discussion on the item until next month. All were in favor, none opposed or abstained. Motion Carried.
SPECIAL PRESENTATION	PRESENTER	ACTION/OUTCOME
Homeless Veterans Community Planning Group HUD Technical Assistance Update	Lisa Chapman, Corporation for Supportive Housing	<ul style="list-style-type: none"> A presentation was made to ICH on the work the Homeless Veterans Community Planning Group is doing in San Bernardino County.
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> Alice Varela Raushanah Walker
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Don Smith Wendell Wilson Lakita Johnson Gabe Fondario Sharon Green	<ul style="list-style-type: none"> Katharine Gale is coming back to San Bernardino on April 26th to provide Diversion and Engagement Training and will follow up with a 2nd visit in May or June for a Deep Dive into Diversion Training and Rapid Rehousing Case Management. Watch for more information to come on these trainings. Recognized Glen Thompson for his work with the Mountain Homeless Coalition. Thanked Andre Bossieux for his help and support in the work Molding Hearts is trying to do with transitional youth. Asked for Board support as they are getting road blocked by cities not wanting them to open in their city. Would like to have members of the Board of Supervisors attend their meetings and help engage the cities. Introduced Adam Smith and Jason Hernandez from Set Free. They have a men's and women's ranch in Lake Elsinore and have been going out in the field once a week with code enforcement when they do homeless outreach and sweeps. They help break the ice when engaging. They are even offering on the spot assistance for anyone that asks for help. They are ready to take them to the ranch right then and there. Adam and Jason has been such an asset and I want to recognize the work they are doing as we look into collaborating with faith based organizations. Thanked Gabe for the work he is doing and the commitment he brings as her experience with code enforcement has not been that pleasurable.
Adjournment	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> Being no further business to discuss, the meeting was adjourned at 10:55 a.m.
Next Meeting		<p style="text-align: center;">Wednesday, April 25, 2018 at 9:00 a.m. – 11:00 a.m. County of San Bernardino Health Services - Auditorium 850 E. Foothill Blvd Rialto, CA 92376</p>

Office of Homeless Services
303 E. Vanderbilt Way ▪ San Bernardino, CA 92415

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

Email: homelessrfrp@hss.sbcounty.gov ▪ Website: <http://www.sbcounty.gov/dbh/sbchp/>

Attendees at March 28, 2018 • Interagency Council on Homelessness

ADKINS	LETONIA	Housing		
ATKINS	MARCI	Community Outreach	909-557-6594	matkins@redlandspolice.org
BLAIR	NAKEA			Nakeab017@yahoo.com
BOSSIEUX	ANDRE	DBH TAY		
BROADNAX	EDWIN	VA Medical Center HCHV Outreach Program	909-825-7084	Edwin.broadnax@va.gov
BURNETT	JULIE	KEYS		jburnett@keysnonprofit.org
CANDELARIA	JOSH	Director of Govt & Legislative Affairs	909-387-4821	jcandelaria@Sbcounty.gov
CATALANO	MIKE	SBCSD		
CHAMBERLIN	JOHN	SBCO Fire	909-387-5975	jchamberlin@sbcfire.org
CHAPMAN	LISA	CSH	810-360-3805	Lisa.chapman@csch.org
COGDON	STEPHANIE	L4L	951-757-7363	Stephanie1948@gmail.com
COLAS	SHESLYNE	Lighthouse	951-255-7099	sheslynec@lighthouse-ssc.org
CORONA	LORENA	Caffey Community College		
COWANS	YVETTE	USVSVF Team Lead	951-290-9084	ycowans@usvetsinc.org
CRAWFORD	WENDY	Case Manager	951-235-2274	wendyc@lighthouse-ssc.org
DAVIS	LAURA	Probation Department	909-382-7869	Laura.Davis@prob.sbcounty.gov
DEVAULT	BRANDEN	SBSD-START	909-387-5000	bdevault@sbcscd.org
EDWARDS	AMY	OHS	909-386-8297	AEdwards@dbh.sbcounty.gov
FAZEKAS	DOUG	CDHA	909-388-4336	Doug.fazekas@cdh.sbcounty.gov
FONDARIO	GABRIEL	City of Montclair	909-447-3551	gfondario@cityofmontclair.org
FUENTES	DENA	RDA Director - Economic Development Agency	909-387-9804	dfuentes@rda.sbcounty.gov
GARCIA-ROBLES	FAVIOLA	Community Health Navigation	909-806-1816	Faviola.garcia-robles@dignityhealth.org
GARRISON	JOYCE	Mountain Homeless Coalition	909-867-2346	majorsessions@verizon.net
GAVIN	ERIC	City of Upland		
GILLIAM	CHEKESHA	Government Relations Analyst	909-387-4383	Chekesha.Gilliam@cao.sbcounty.gov
GOMEZ	SOCORRO	Clinic Supervisor		sgomez@dbh.sbcounty.gov
GONZALES	JOSIE	Supervisor - Fifth District	909-387-4565	jgonzales@bos.sbcounty.gov
GONZALEZ	KATRYNA	City of Ontario	909-395-2322	kgonzalez@ontarioca.gov
GOREE	DARRYL	Resident	951-227-0567	darrylgoree@outlook.com
GREEN	SHARON	Victor Valley Family Resource Center	760-887-1909	sgreen@vvfrc.com
GUEVARA	FRANK	Director – Veterans Affairs	909-387-5527	Frank.guevarra@va.sbcount.gov
HALLOWAY	AARON	SBCSD - HOPE		ahalloway@sbcscd.org
HENLEY	NICOLE	Assistant Professor – CSUSB	909-537-7228	Nicole.henley@csusb.edu
HERNANDEZ	JASON	Set Free	951-849-3678	setapart@gmail.com.com
HERNANDEZ	TOM	OHS	909-386-8208	thernandez@dbh.sbcounty.gov
HOWARD	DAWN	DBH	909-421-4633	
JEWETT	SARA	Public Defender		sjewett@pd.sbcounty.gov
JOHNSON	LAKITA	Molding Hearts	951-464-8587	

JONES	MIKE	SBCSD		mjones@sbcscd.org
JONES	DAWN	Office of Homeless Services	909-388-0847	Dawn.jones@dbh.sbcounty.gov
KERSHNER	SUSAN	Lighthouse		susank@lighthouse-ssc.org
KINSLOW	TIFFANY	Step Up	909-501-8177	tkinslow@stepuponsecond.org
LEWIS	ROCHELLE	SSVF housing Manager	951-956-4026	rochelle@lighthouse-ssc.org
LITTLE	JEFF	CEO/HIS		jeff@ithomes.org
LLOYD	DANKA	Lighthouse	909-882-0904	dankal@lighthouse-ssc.org
LUTTRELL	DEANNA	Office of Homeless Services	909-386-8225	
MALTZ	FRANCINE	Lighthouse Social Service	909-842-4432	fmaltz@lighthouse-ssc.org
MANNING	NAIMEH	Intake Specialist		nmanning@keysnonprofit.org
MARQUEZ	VIRGINIA	Council Member	909-384-5268	marquez_vi@sbcity.org
MARTINEZ	ROSE	Vet Spec	211	rmartinez@ieua.org
MURILLO	BECKY	Special Program Manager	909-890-5308	rmurillo@hacsb.com
NAVARRO	NICOLE	Lighthouse	951-488-6887	nicolen@lighthouse-ssc.org
NOONCHESTER	IRMA	Housing Navigator		irmah@lighthouse-ssc.org
NUNLEY	CARYN	Public Health	909-387-6495	Caryn.Nunley@dph.sbcounty.gov
OSBORNE	RAY	Executive Director - HomeAid Inland Empire	951-686-0628	ray@homeaidie.org
PAXTON	KENT	BOS 5 th District		Kent.paxton@bos.sbcounty.gov
PEEVY	TONY	KEYS		tpeevy@keysnonprofit.org
PERKINS	LOIS	CEO	501-408-0477	jazzlewis@aim.com
PERRY	SHONNIE	Superintendent of County Schools	909-386-2634	
RAZO	MARIA	Director – Housing Authority of San Bernardino County		mgrazo@hacsb.com
SAADA	JENDAYI	Resident	951-227-0183	Jendayi.saada@yahoo.com
SALAZAR	FRANK	County Counsel	909-387-5442	fsalazar@cc.sbcounty.gov
SAMPSON	DARRELL	Outreach Specialist	909-277-5841	dsampson@lighthouse-ssc.org
SANTIAGO	MANUEL	Community Navigator	909-882-4283	Manuel.santiago@dignityhealth.org
SIMON	ROSETTA		909-989-4694	rosettasimon@gmail.com
SMITH	ADAM	Set Free	951-849-3678	Setapart626@gmail.com
SMITH	LISHA	Spec. Asst		
SMITH	DON	Creating Community Solutions		donsmithsolutions@outlook.com
SNEAD	MICAH	CSH		Micah.snead@csb.org
STEPHENS	JANIE	Lighthouse		jstephens@lighthouse-ssc.org
SUAREZ	VICTOR	3 rd District Board of Supervisors		
SWEITZER	MICHAEL	DBH	909-421-9419	msweitzer@dbh.sbcounty.gov
SZARZYNSKI	MICHAEL	Victorville Senior Planner	760-955-5135	MSZARZYNSKI@victorvillca.gov
THOMAS	CASONYA	Assistant Executive Officer	909-387-4717	cthomas@hss.sbcounty.gov
THRASHER	JERE	KEYS		jthrasher@keysnonprofit.org
TORRES-ALFARO	TINA	KEYS		ttores@keysnonprofit.org
UMINSKI	ROGER	Director of Health Admin – IEHP	909-890-2941	Uminski-r@iehp.org
VARELA	ALICE	President SKIP	909-516-5302	avarela@skipwithus.org
WALDRON	JIMMY	High Desert Homeless	760-420-6980	jimmy.waldron@yahoo.com

WALKER	RAUSHANAH	US Vets	951-999-9116	walker@usvetsinc.org
WEEKS	STANTON	Outreach	951-203-3759	sweeks@usvetsinc.org
WILSON	WENDELL	Mountain Homeless Coalition	360-350-8692	
WRIGHT	SHEENA	Lighthouse	909-953-5966	sheenaw@lighthouse-ssc.org
YOST	MATT	SBSD-HOPE	909-387-3689	myost@sbcasd.org
YOUNG-LOWE	KARYN	CEO Lighthouse Social Services		karynyl@lighthouse-ssc.org
ZERMENO	VALERIE	Time For change Foundation	909-866-2994	vzermeno@timeforchangefoundation.org

San Bernardino County Homeless Partnership

Interagency Council on Homelessness
 Administrative Office
 303 E. Vanderbilt Way, San Bernardino, CA 92415-0026
 Office: (909) 386-8297



FROM: Sharon Green, Chair, Homeless Provider Network

SUBJECT: Approve the expenditure of \$20,000 in CoC planning grant funds to conduct a Faith-based Summit on Preventing and Ending Homelessness in San Bernardino County.

DATE: April 25, 2018

RECOMMENDATION

Approve the expenditure of \$20,000 in CoC planning grant funds to conduct a Faith-based Summit on Preventing and Ending Homelessness in San Bernardino County.

BACKGROUND INFORMATION

Faith-based organizations serve as the backbone of the homeless service system in this country providing a significant amount of the emergency shelter services and permanent housing interventions - nationally accounting for more than two-of-five beds of emergency shelter available for single adults and families and having the capacity to house more than 150,000 people on any given night in a variety of housing types.

Faith-based organizations play a critical role in delivering services to people in crisis; significantly fewer households experiencing homelessness would be served and more would remain in crisis without faith-based organizations; and, homelessness cannot be ended without their efforts. Faith-based organizations also play an active role in local planning and Continuum of Care governance activities, including serving as leaders in implementing a systemic approach to ending homelessness and participating and leading coordinated entry in their communities.

Here in San Bernardino County, faith-based organizations are a critical, but in some ways underutilized partners in our coordinated and collaborative efforts to prevent and end homelessness. Because of their strong connections within our local communities', faith-based organizations have strong volunteer and advocacy bases and flexible donor funds that are being overlooked and could be harnessed more strategically.

Therefore, the HPN is recommending that the SBC Homeless Partnership initiate efforts to do a better job of partnering with and leveraging the extensive network of services and connections offered by faith-based organizations and more actively engage non-HUD funded faith-based providers into our CoC/CES process.

Members of the Interagency Council on Homelessness

Members of the Board of Supervisors
 City of Hesperia
 City of Rancho Cucamonga
 Town of Yucca Valley
 San Bernardino County Human Services
 Community Action Partnership of San Bernardino County
 Housing Authority of the County of San Bernardino
 San Bernardino County Superintendent of Schools
 Community Development and Housing Agency

City of Barstow
 City of Montclair
 City of Redlands
 City of Upland
 Department of Behavioral Health
 Veteran Administration Loma Linda
 Workforce Development Department
 Members of the Homeless Provider Network
 California State University, San Bernardino

City of Colton
 City of Ontario
 City of San Bernardino
 Department of Probation
 Department of Rehabilitation
 Chaffey Community College
 211 United Way
 Sheriff's Department
 General Members-At-Large

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

Amended January 25, 2017

Amended February 22, 2017

Amended August 23, 2017

Amended January 24, 2018

Amended April 25, 2018

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

Table of Contents

HUD REQUIREMENTS for CoC OPERATION AND GOVERNANCE	3
RESPONSIBILITIES OF THE COC.....	3
A. Operate the CoC.....	3
B. Designating and Operating an HMIS.....	5
C. CoC Planning	5
SAN BERNARDINO COUNTY COC GOVERNANCE	7
A. SAN BERNARDINO COUNTY COC GEOGRAPHIC BOUNDARIES.....	7
B. ESTABLISHMENT OF THE COC	7
Identification of Lead Agents and the Applicant.....	8
C. GOVERNANCE	9
Authority of the CoC	9
Selection of Collaborative Applicant and HMIS Lead Agency	9
Establishment of an Interagency Council on Homelessness (ICH) as the CoC Board	9
CoC Process for Selection of the Board	10
Governance Responsibilities Designated to CoC Board.....	10
D. CODE OF CONDUCT.....	11
BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESS	16

San Bernardino County CoC Operations and Governance Manual

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.

San Bernardino County CoC Operations and Governance Manual

- (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

San Bernardino County CoC Operations and Governance Manual

- (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~~annually, 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;

San Bernardino County CoC Operations and Governance Manual

- (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.

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 five (5) 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.

San Bernardino County CoC Operations and Governance Manual

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

San Bernardino County CoC Operations and Governance Manual

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

San Bernardino County CoC Operations and Governance Manual

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-eight~~forty (3840) 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 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 to two-year terms.

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
 - Ensure Annual Performance reviews for funded projects

San Bernardino County CoC Operations and Governance Manual

- 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.

San Bernardino County CoC Operations and Governance Manual

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

San Bernardino County CoC Operations and Governance Manual

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,

San Bernardino County CoC Operations and Governance Manual

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

San Bernardino County CoC Operations and Governance Manual

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.

BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESSⁱ

San Bernardino County Homeless Partnership Interagency Council on Homelessness

BY-LAWS

Adopted March 22, 2010

Amended ~~January 24, 2018~~ April 25, 2018

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.

San Bernardino County CoC Operations and Governance Manual

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 ~~38~~40 members.

San Bernardino County CoC Operations and Governance Manual

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;
2. Twelve (12) elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Four (4) from cities with populations greater than 100,000 residents,
 - b. Four (4) from cities with populations between 50,000 to 99,999 residents,
 - c. Four (4) 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 Agency 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. One (1) representative from a local university;
18. One (1) representative from a domestic violence service provider;
- ~~17-19.~~ One (1) youth representative from a Youth Action Board/Group;
- ~~18-20.~~ Chair of the Homeless Provider Network or designee;
- ~~19-21.~~ Five (5) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
- ~~20-22.~~ 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.

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.

San Bernardino County CoC Operations and Governance Manual

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.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~~ annual 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

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

San Bernardino County CoC Operations and Governance Manual

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
 - 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.

San Bernardino County CoC Operations and Governance Manual

- 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 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

San Bernardino County CoC Operations and Governance Manual

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 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.

ⁱ This 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 April 25, 2018

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 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 ~~38~~40 members.

1. Two (2) members from the San Bernardino County Board of Supervisors or designee;
2. Twelve (12) elected officials or designee (i.e., city manager, economic development or city director) representing cities within San Bernardino County:
 - a. Four (4) from cities with populations greater than 100,000 residents,
 - b. Four (4) from cities with populations between 50,000 to 99,999 residents,
 - c. Four (4) 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 Agency for San Bernardino County;
9. One (1) representative from the Veterans Administration Health Care System;
10. Director or designee of the Workforce Development Department;

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.

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. One (1) representative from a local university;
18. One (1) representative from a domestic violence service provider;
- ~~17.~~19. One (1) youth representative from a Youth Action Board/Group;
- ~~18.~~20. Chair of the Homeless Provider Network or designee;
- ~~19.~~21. Five (5) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
- ~~20.~~22. Up to three (3) general at-large members.

Formatted: Indent: Left: 0.5", Hanging: 0.38", Space After: 12 pt

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~~-annual 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.

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

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
 - 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 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 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.

CERTIFICATE OF OHS

I certify that the above bylaws, consisting of nine (9) pages, including this page, are the bylaws of this body as amended by the Members.

Date: _____

By: _____
Tom Hernandez - Office of Homeless Services