

**FY 2021 San Bernardino County Continuum of Care
Letter of Intent to Renew CoC Project**

Instructions: Please complete one letter for each renewal application. Complete, sign, scan and email the complete Letter of Intent (LOI) to Betty.Aguirre@hss.sbcounty.gov on or before 12:00 noon on Thursday, September 9, 2021.

Agency Information

Data Universal Numbering System (DUNS)# or Unique Entity Identifier (EUI)#: 362990244

Legal Agency Name: Step Up on Second Inc.

Agency Address: 1328 2nd st.

City: Santa Monica

State: CA

Zip: 90401

Phone: 310-394-6889

Fax: 310-394-6883

email: tliipka@stepup.org

Grant/Application Contact Person:

Name: Gregory Coffos

Phone: 909-601-1181

Email: gcoffos@stepup.org

Agency Director:

Name: Eddie Estrada

Phone: 909-677

Email: eestrada@stepup.org

Homeless Management Information System (HMIS) Contact Person:

Name: Kim Williams

Phone: 909-501-8655

Email: kwilliams@stepup.org

Project Information:

Name of Project: Step Up San Bernardino 2019 Combined Renewal Expansion

Project Address: 600 N. Arrowhead Ave. Suite 200 San Bernardino, CA 92401

Grant Amount: \$2,491,280.00

Grant Term: 11/1/21 - 10/31/22

Expiration Date: 10/31/22

Program Type: Permanent Supportive Housing (TBRA)

Primary Population: Chronic Homeless & Mental Health

Annual Renewal Amount for Project: \$2,491,280.00

Total Number of Units: 153

Have there been changes to the project since the last award? If yes, describe briefly:

Does the Applicant intend to request changes to this renewal? If yes, indicate the type of change by checking the appropriate box(es):

Item	Description	Intended Change Described
Budget Change	N/A	
Housing	N/A	
Target Population	N/A	
Location	N/A	
Project Expansion	N/A	
Other	N/A	

Previously approved budget amounts by activity:

Activity:	Budget Amount:	Budget if Intended Change is Approved
Leased Units		
Leased Structures		
Rental Assistance	\$1,843,764.00	
Supportive Services Operations	\$502,956.00	
HMIS		
Administration	\$144,560.00	
Total:	\$2,491,280.00	

Name and Signature of Person who will complete the application:

Gregory Coffos



Name and Signature of Person authorized to sign the HUD application:

Tod Lipka



I certify, on behalf of my agency that all information contained in this application is accurate and true, based on our current records for the project. I understand that falsifying information or failing to provide accurate information will have a negative impact on our overall review and may result in removal from the Continuum of Care Application to HUD. I also understand that agencies not submitting their Letter of Intent for their projects by the deadline may be reallocated.



Executive Director/CEO/President

Date

Background Information:

The Continuum of Care (CoC) will consider the need to continue funding for projects expiring in Calendar Year (CY) 2022 as required by the U.S. Department of Housing and Urban Development (HUD). However, as noted by HUD, renewal projects must meet renewal threshold requirements, minimum project eligibility, capacity, timeliness, and performance standards identified in the FY 2021 Continuum of Care (CoC) Program Competition Notice of Funding Opportunity (NOFO) (https://www.hud.gov/sites/dfiles/SPM/documents/FY21_Continuum_of_Care_Competition.pdf) or they will be rejected from consideration for funding.

While considering the need to continue funding for projects expiring in CY 2022, the Grant Review Committee (GRC) and Office of Homeless Services (OHS) will review the information that HUD noted in the 2021 HUD CoC Competition NOFO which is as follows:

1. When considering renewal projects for award; HUD will review information in HUD's Line of Credit Control System (eLOCCS), Annual Performance Reports (APRs), and information provided from the local HUD CPD field office; including monitoring reports and audit reports as applicable, and performance standards on prior grants, and will assess projects using the following criteria on a pass/fail basis:
 - a. Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
 - b. Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
 - c. The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
 - d. Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.
2. HUD reserves the right to reduce or reject a funding request from the project applicant for the following reasons:
 - a. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
 - b. Audit/Monitoring finding(s) for which a response is overdue or unsatisfactory;
 - c. History of inadequate financial management accounting practices;
 - d. Evidence of untimely expenditures and unspent funds on prior award;
 - e. History of other major capacity issues that have significantly affected the operation of the project and its performance;
 - f. History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and

- g. History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.¹

Project Eligibility Threshold Requirements:

The GRC and OHS will review all renewal projects to determine if they meet the following eligibility threshold requirements on a pass/fail standard. If the GRC and the OHS determines that the applicable standards are not met for a renewal project, the project will be rejected. Renewal project threshold requirements include; a) Participation in Coordinated Entry System; b) Practicing Housing First and Low Barriers; c) Hearth Act Compliance; d) The extent to which the proposed project fills a gap in the community's CoC and addresses an eligible population; and e) Meets match requirements as noted at 24 CFR 578.73.

I. Participation in Coordinated Entry System

CoC funded projects are **required** to participate in the local Coordinated Entry System. As defined by HUD:

“Coordinated entry is a key step in assessing the needs of homeless individuals and families and prioritizing them for assistance. In addition to engaging people who are seeking assistance, Coordinated Entry processes should be integrated with communities’ outreach work to ensure that people living in unsheltered locations are prioritized for help. Coordinated Entry should achieve several goals:

- make it easier for persons experiencing homelessness or a housing crisis to access the appropriate housing and service interventions;
- prioritize persons with the longest histories of homelessness and the most extensive needs;
- lower barriers to entering programs or receiving assistance; and,
- ensure that persons receive assistance and are housed as quickly as possible.

The definition of Centralized or Coordinated Assessment can be found at 24 CFR 578.3. Provisions at 24 CFR 578.7(a)(8) detail the responsibilities of the CoC with regard to establishing and operating such a system. In addition to the definition, HUD also posted on the HUD Exchange the Coordinated Entry Policy Brief in February 2015 that helps inform local efforts to further develop CoCs’ coordinated entry processes.

1. **How many households (a household can be a single individual or family) entered your program during the past 12 months?**

- a. How many of the households that you stated in the question above entered your project through the coordinated entry system?

100%

2. If any households entered your program during the past 12 months that were not referred through the coordinated entry system, please explain why in the box below (expand box as needed).

N/A

Note: this information will be verified through HMIS.

II. Housing First and Low Barriers Approach

Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). It is an approach to: **1)** quickly and successfully connect individuals and families experiencing homelessness to permanent housing; **2)** without barriers to entry, such as sobriety, treatment or service participation requirements; or **3)** related preconditions that might lead to the program participant's termination from the project. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry; however, participation in supportive services is based on the needs and desires of program participants. For more information see the Housing First in PSH brief at: www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/

1. Does the project quickly move participants into permanent housing?

X Yes

0 No

Select **"Yes"** to this question if your project will quickly move program participants into permanent housing without additional steps (e.g., required stay in transitional housing before moving to permanent housing). If you are a domestic violence (DV) program you should select **"Yes"** if you will quickly move program participants into permanent housing after immediate safety needs are addressed (e.g., a person who is still in danger from a violent situation and would move into PH once the dangerous situation has been addressed). Select **"No"** if the project does not work to move program participants quickly into permanent housing.

2. Has the project removed the following barriers to accessing housing and services?

X Having too little or little income

X Active or history of substance abuse

X Having a criminal record with exceptions for state-mandated restrictions

X Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement)

0 None of the above

(Select ALL that apply): Check the box next to each item to confirm that your project has removed (or never had) barriers to program access related to each of the following: 1) Having too little or little income; 2) Active or history of substance abuse; 3) Having a criminal record with exceptions for state-mandated restrictions; and 4) Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement). If all of these barriers to access still exist, select "None of the above."

3. Has the project removed the following as reasons for program termination?

X Failure to participate in supportive services

X Failure to make progress on a service plan

X Loss of income or failure to improve income

X Fleeing domestic violence

X Any other activity not covered in a lease agreement typically found in the project's geographic area

0 None of the above

Check the box next to each item to confirm that your project has removed (or never had) reasons for program participant termination related to each of the following: 1) Failure to participate in supportive services; 2) Failure to make progress on a service plan; 3) Loss of income or failure to improve income; 4) Fleeing domestic violence; and 5) Any other activity not covered in a lease agreement typically found in the project's geographic area. If all of these reasons for program termination still exist, select "None of the above."

Additional Required Attachments: *Please attach the following supporting documentation that shows that your agency provided staff training and policies and procedures so that staff fully understands how to implement the Housing First approach: a copy of the agency's Policies and Procedures, staff training materials, and any forms or other related documents.*

III. HEARTH Act Compliance

This section of the Letter of Intent (LOI) asks questions of all renewal projects to ensure compliance with the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care (CoC) Program Interim Rule. (Please note, this section does not encompass all changes under the HEARTH Act and it is recommended that all projects should review the Act in its entirety).

1. Participation of homeless individuals

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with the homeless participation requirements under § 578.75(g), which is as follows:

(g) Participation of homeless individuals.

(1) Each recipient and subrecipient must provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or subrecipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or subrecipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions.

(2) Each recipient and subrecipient of assistance under this part must, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project.

- a. Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?**

☒ Yes

☐ No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the box below (expand box as needed).

b. Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?

☒ Yes

☐ No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

2. Faith-based activities

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with faith-based activities requirements under § 578.87(b), which is as follows:

(b) Faith-based activities.

(1) Equal treatment of program participants and program beneficiaries.

(i) **Program participants.** Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the Continuum of Care program. Neither the Federal Government nor a State or local government receiving funds under the Continuum of Care program shall discriminate against an organization on the basis of the organization's religious character or affiliation. Recipients and subrecipients of program funds shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

(ii) **Beneficiaries.** In providing services supported in whole or in part with federal financial assistance, and in their outreach activities related to such services, program participants shall not discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

(2) Separation of explicitly religious activities. Recipients and subrecipients of Continuum of Care funds that engage in explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, must perform such activities and offer such services outside of programs that are supported with federal financial assistance separately, in time or location, from the programs or services funded under this part, and participation in any such explicitly religious activities must be voluntary for the program beneficiaries of the HUD-funded programs or services.

(3) Religious identity. A faith-based organization that is a recipient or subrecipient of Continuum of Care program funds is eligible to use such funds as provided under the regulations of this part without impairing its independence, autonomy, expression of religious beliefs, or religious character. Such organization will retain its independence from federal, State, and local government, and may continue to carry out its mission, including the definition, development, practice, and expression of its religious beliefs, provided that it does not use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Among other things, faith-based organizations may use space in their facilities to provide program-funded services, without removing or altering religious art, icons, scriptures, or other religious symbols. In addition, a Continuum of Care program-funded religious organization retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

- a. **Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law?**

☐ Yes

☒ No

3. Involuntary family separation

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with involuntary family separation requirements under § 578.93(e), which is as follows:

(e) Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part.

- a. **Does the project accept all families with children under age 18 without regard to the age of any child? In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18.**

Note there is an exception outlined in the Act: Project sponsors of transitional housing receiving funds may target transitional housing resources to families with children of a specific age only if the project sponsor: (1) operates a transitional housing program that has a primary purpose of implementing evidence based practice that requires that housing units be targeted to families with children in a specific age group; and (2) provides assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

X Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

0 No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.

0 No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.

0 N/A. Project does not serve families.

0 N/A. Project is new and has not started yet.

4. Discrimination Policy

Federal and California State laws note that discrimination can be based on race, color, national origin or gender. Discrimination can also be based on age, religion, disability, familial status or sexual orientation.

Does your program deny services to potential recipients based on any of the following:

- Age ☐ Yes ☒ No
- Color ☐ Yes ☒ No
- Disability ☐ Yes ☒ No
- Familial Status ☐ Yes ☒ No
- Gender ☐ Yes ☒ No
- Marital Status ☐ Yes ☒ No
- National Origin ☐ Yes ☒ No
- Race ☐ Yes ☒ No
- Religion ☐ Yes ☒ No
- Sexual Orientation ☐ Yes ☒ No

If you answered “yes” to any of the above, please explain why in the box below (expand box as needed).

5. Active participation in local Continuum of Care meetings

HUD states that a successful CoC will have involvement from a variety of organizations representing the public and private sectors, as well as interested individuals within the CoC jurisdiction(s). These organizations should have an active role in the CoC.

- a. Describe what local Continuum of Care committees, subcommittees, and/or working groups that your agency participates in on a regular basis in the box below (expand box as needed). Please include the names and titles of those participating as well as their level of involvement/participation.**

We have representation at the ICH (interagency Council of Homelessness) for San Bernardino County as well as the regionally based Homeless Provider Network meetings. Eddie Estrada (Vice President of Inland Empire Operations); Greg Coffos (Director of Inland Empire Housing Services; Kim Williams (PSH Program Manager); Nancy Mercer (ESG Program Manager); Albert Rivera (Homekey Program Manager). Every staff attends and participates as much as necessary or relevant.

6. Housing Quality Standards (HQS)

The HEARTH Act CoC Program Interim Rule states that the recipient or subrecipient must document its compliance with housing quality standards requirements under § 578.75(b), which is as follows:

(b) Housing quality standards. Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under 24 CFR 982.401 of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

(1) Before any assistance will be provided on behalf of a program participant, the recipient, or subrecipient, must physically inspect each unit to assure that the unit meets HQS. Assistance will not be provided for units that fail to meet HQS, unless the owner corrects any deficiencies within 30 days from the date of the initial inspection and the recipient or subrecipient verifies that all deficiencies have been corrected.

(2) Recipients or subrecipients must inspect all units at least annually during the grant period to ensure that the units continue to meet HQS.

a. Does your project meet applicable Housing Quality Standards?

☒ Yes

☐ No

☐ This is a new project and has not started yet

Please briefly explain your inspection process for HQS in the box below (expand box as needed).

All units are inspected prior to move in to ensure Housing Quality Standards are in accordance to HUD guidelines. Units are also inspected on an annual basis to ensure Housing Quality Standards are maintained and any deficiencies are corrected through collaboration with the program members, staff and property management. The HQS elements inspected are as follows:

Sanitary facilities; • Food preparation and refuse disposal; • Space and security; • Thermal environment; • Illumination and electricity; • Structure and materials; • Interior air quality; • Water supply; • Lead-based paint; • Access; • Site and neighborhood; • Sanitary condition; and • Smoke Detectors.

b. Has your project received HQS corrective action plan in the last 2 years:

☐ Yes

☒ No

☐ This is a new project and has not started yet

If you selected Yes, explain the nature of the concerns/issues and how it was resolved in the box below (expand the box as needed).

IV. Match Requirement

Match must equal 25 percent of the total grant request including Admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third party will provide such services and value towards the project.

- Will your agency be able to provide the match requirement for your renewal project (including a commitment letter or MOU)?

☒ Yes

☐ No

Renewal Rating Factors:

If a renewal project passes the Project Eligibility Threshold as noted on pages 5 – 14 of this LOI, the project will be **reviewed and scored** by the GRC and OHS based on the following rating factors.

I. System Performance Measures (50 points)

The intent of the System Performance Measures (Sys PM) reports are to encourage CoCs to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD. HUD uses system-level performance information as a competitive element in its annual CoC Program Competition and to gauge the state of the homeless response system nationally.

Project-level Sys PM information will be used as an element to determine the effectiveness of local projects within the San Bernardino County CoC. **OHS will collect the following project level Sys PM for each CoC funded agency directly from the Homeless Management Information System (HMIS). There is not any action required on the part of the renewing agencies to complete Section I. System Performance Measures:**

- Persons Exit Homeless to Permanent Housing Destination and Return to Homelessness
- Employment and Income Growth for Homeless Persons
- Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

System Performance Measures		Submitted FY 2019	Submitted FY 2020	Difference
1.	The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness -This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.			
2.	Percentage of Income Growth for Homeless Persons			
3.	Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing			
	Change in SO exits to temporary destinations, some institutional destinations, and permanent housing destinations			
	Change in ES, SH, TH, and PH-RRH exits to permanent housing destinations			
	Change in PH exits to permanent housing destinations or retention of permanent housing			

II. Recipient Compliance with Grants and Financial Management (30 points)

Per 24 CFR part 578 and the FY 2021 CoC Program Competition NOFA requires that Project Applicants specifically identify five benchmarks for grants and financial management that communities must reach to meet this standard, which are

1. On-time APR submission to HUD;
2. Resolved HUD/Office of Homeless Services monitoring findings, or Office of Inspector General (OIG) Audits, if applicable;
3. Monthly submission of claims, quarterly drawdowns;
4. The full expenditure of awarded funds; and
5. Cost Effectiveness of the project.

1. **Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request?**

APRs are due within 90 days after the grant term expires. Select **“Yes”** to indicate that an APR has been submitted for the grant term that has most recently expired (for some grants this will be the FY 2018 renewal, for others the FY 2019). Select **“No”** to indicate that an APR has not been submitted for the grant term that has most recently expired or if this is a first-time renewal for which the original grant term has not yet expired.

☒ Yes

☐ No

☐ This is a first-time renewal for which the original grant term has not yet expired.

If you selected **“No”** above, provide a brief explanation for why the APR was not submitted on time in the box below (expand box as needed). For those first-time renewals for which the original grant term has not yet expired, please write, “First-time renewal and grant term has not yet expired” and provide the date by which the APR must be submitted.

- 2. Does the recipient have any unresolved HUD or the Office of Homeless Services Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request?**

☐ Yes

☒ No

Select **"Yes"** if there are any unresolved HUD Monitoring or OIG Audit findings, regardless of the funding year of the project for which they were originally identified. Select **"No"** if there are no unresolved HUD Monitoring or OIG Audit findings.

- a. Date HUD or the Office of Homeless Services or OIG issued the oldest unresolved finding(s):**

If you selected **"Yes"** above, provide the date that the oldest unresolved finding was issued.

Date the oldest unresolved finding was issued: _____

- b. Explain why the finding(s) remains unresolved:**

If you selected **"Yes"** above, provide a brief explanation in the box below (expand box as needed) for why the monitoring or audit finding remains unresolved and the steps that have been taken towards resolution (e.g., responded to the HUD letter, but no final determination received).

- 3. Has the recipient maintained timely and consistent monthly submission of claims for the most recent grant terms related to this renewal project request?**

☒ Yes

☐ No

CoC Program recipients are required to submit claims on a monthly basis. Select **“Yes”** to indicate that you have maintained monthly submission of claims for the most recent relevant grant term. For some grants, the standard will be applied to the FY 2019 renewal, for others the FY 2018, and for some multi-year first-time renewals a grant awarded in an earlier fiscal year. Select **“No”** to indicate that the recipient has not maintained consistent monthly claim submission for the most recent relevant grant term, or if this is a first-time renewal for which less than one quarter has passed.

- a. **Explain why the recipient has not maintained timely and consistent monthly claim submission for the most recent grant terms related to this renewal project request.**

If you selected **“No”** above, provide a brief explanation in the box below (expand box as needed) for why monthly claim submissions have not been maintained. Delays in draws due to a late HUD funding announcement and receipt of renewal grant agreement may be included in such an explanation.

4. **Have any funds been recaptured by HUD for any of the three (3) most recently expired grant terms related to this renewal project request?**

☐ Yes

☒ No

☐ Project has not yet completed a grant term

Select **“Yes”** to indicate that funds have been recaptured, meaning that not all awarded funds were expended during the three previous completed grant terms. Select **“No”** to indicate that no funds were recaptured or if this is a first-time renewal for which the original grant term has not yet expired.

- a. **If you selected “Yes” above, explain the circumstances that led to HUD recapturing funds from any of the three (3) most recently expired grant term related to this renewal project request:**

Provide a brief explanation in the box below (expand box as needed) for why the total awarded funds were not expended and were recaptured. Include the amount returned for each year

5. Determining Cost Effectiveness

Cost per permanent housing exit can be determined by dividing total project costs by the number of permanent housing exits. PSH projects may also include the number of clients that have maintained PSH for 6 months or more. These costs can be averaged across all projects within a project type to determine the average cost per permanent housing exit for the community for that project type.

- 5a. RRH Projects – Using the APR submitted for PY ending in 2019, divide the total project cost (excluding matching funds) by the number of positive housing exits.**
- 5b. PSH Projects – Using the APR submitted for PY ending in 2019, divide the total project cost (excluding matching funds) by the number of positive housing exits and the number of clients that have retained PSH for 6 months or more.**

Grants were previously unconsolidated. See below calculations for pre consolidation:

Average: \$10,755

III. Participation in Homeless Management Information System (HMIS) (10 Points)

The Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care (CoC) Program interim rule places a high emphasis on having a functioning and comprehensive HMIS in the CoC jurisdiction as it is critical to gathering unduplicated, aggregated data on homelessness in the community for both the CoC and Emergency Solutions Grant (ESG) Programs.

- Does this project provide client level data to HMIS? ☒ Yes ☐ No

If the project is providing participant data in the HMIS – indicate the total number of participants served by the project, and the total number of clients reported in the HMIS.

Total number of participants served by the project: 279

Total number of clients reported in the HMIS: 279

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- ☐ Federal law prohibits (please cite specific law)
- ☐ State law prohibits (please cite specific law)
- ☐ New project not yet in operation
- ☐ Other (please specify prohibition)

Data Collection Requirements

All CoC Program funded projects are required to collect all of the Universal Data Elements and a select number of Program-Specific Data Elements. Complete and accurate records are required to ensure data quality. A 95% standard of completeness rate for all funded homeless projects is expected.

*** Indicate the percentage of error rate taken from your HUD Data Quality Report for the last 10 days of January 2021 (1/21/21-1/31/21)**

Universal Data Element	% of Error Rate
3.1 Name	0%
3.2 Social Security Number	0%
3.3 Date of Birth	0%
3.4 Race	0%
3.5 Ethnicity	0%
3.6 Gender	0%
3.7 Veteran Status	0%
3.8 Disabling Condition	0%
3.10 Project Entry Date	0%
3.12 Destination	0%
3.15 Relationship to Head of Household	0%
3.16 Client Location	0%
Program Specific Data Element)	% of Error Rate
4.2 Income and Sources (at Start)	0%
4.2 Income and Sources (at Annual Assessment)	0%
4.2 Income and Sources (at Exit)	0%

IV. Supportive Services for Participants (5 points)

Please identify whether the project includes the following activities:

- 1. Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs?**

X Yes

0 No

Select **“Yes”** if the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs,

or jobs. Select **"No"** if transportation is not regularly provided or cannot be provided consistently as requested.

2. At least annual follow-ups with participants to ensure mainstream benefits are received and renewed?

☒ Yes

☐ No

Select **"Yes"** if the project regularly follows-up with program participants at least annually to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required. Select **"No"** if there is no or irregular follow-up concerning mainstream benefits.

3. Do program participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient, or partner agency?

☒ Yes

☐ No

Select **"Yes"** if program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the applicant, a subrecipient, or a partner agency—through a formal or informal relationship. Select **"No"** if there is no or significantly limited access to SSI/SSDI technical assistance

V. Utilization (5 points)

1. Permanent Supportive Housing Projects that serve Households with Children

Unit utilization rates are calculated by taking the number of households served on any given day and dividing by the number of units available.

From your most recent APR (Q. 02), complete the table below on the point-in-time count of households served on the last Wednesdays in

	*Total # of Units	Total # of Units occupied	Utilization Rate
January	144	140	97%
April	144	144	100%
July	144	144	100%
October	144	143	99%

*The total number of units should equal the number of units submitted in your application.

2. Permanent Supportive Housing Projects that serve Households without Children

A bed utilization rate is equal to the total number of people served on any given day divided by the total number of beds available on that day.

From your most recent APR (Q. 02), complete the table below on the point-in-time count of households served on the last Wednesdays in

	*Total # of Beds	Total # of Beds occupied	Utilization Rate
January			
April			
July			
October			

*Total number of beds should equal the number of units submitted on your application.

3. Rapid Rehousing

Rapid Re-Housing (RRH) provides short- or medium-term tenant-based rental assistance in community-based housing paired with necessary supportive services for homeless individuals and families (with or without a disability). RRH assistance usually begins prior to the client entering housing.

Unit utilization rates are calculated by taking the number of households served on any given day and dividing by the number of units available.

From your most recent APR (Q. 02), complete the table below on the point-in-time count of households served on the last Wednesdays in

	*Total # of Units	Total # of Units occupied	Utilization Rate
January			
April			
July			
October			

*The total number of units should equal the number of units submitted in your application.



STEP UP ON SECOND POLICY/PROCEDURE

SUBJECT I. Employee Training and Staff Development	POLICY NUMBER	PAGE 1 of 3
APPROVED BY Originator: RR _____ CHR: AT _____ CEO: TL _____	ORIGINAL ISSUE DATE 1/1/2021	EFFECTIVE DATE 1/1/2021

PURPOSE:

To establish clear guidelines for onboarding and core competency training for all staff. To ensure all staff receive the necessary training to support effective and appropriate services to Step Up members.

POLICY:

All Step Up employees, regardless of position, will be required to complete trainings that:

- familiarize them with the organization, its mission and vision, and shared values;
- familiarize them with the philosophical underpinnings of the organization; and
- expand their knowledge base and work-related skillset.

This policy sets forth the minimum standards set by Step Up for training of its employees. This policy applies to all Step Up employees including, but not limited to, administrative, clinical, and supervisory/management staff.

EXCLUSION: Step Up employees who are required by virtue of their function or classification to obtain and retain professional licenses that require continuing education units for renewal purposes must fulfill the requirement of their licensing boards. Employees who fail to renew their professional licenses are subject to termination of their employment. Since this is a personnel requirement, it is not addressed in this policy, which pertains to Step Up training requirements only.

PROCEDURE:

I. All Step Up employees, regardless of position, must complete the following courses at onset of hire:

- A. A foundation course in cultural diversity as provided by Step Up.
- B. Courses in sexual harassment as provided by Step Up.



STEP UP ON SECOND POLICY/PROCEDURE

SUBJECT	EFFECTIVE DATE	PAGE
Employee Training and Staff Development	1/1/2021	2 of 3

a. Sexual harassment prevention training is mandatory training for all Step Up employees and interns.

b. Employees newly hired or promoted to a supervisory position must complete their Sexual Harassment Prevention Training within the first six months of being hired or promoted.

c. Each employee shall attend a refresher course once every two years.

C. Courses in HIPAA Privacy and Security Awareness as provided by Step Up.

D. A course in Acute Respiratory Illness Pandemics Prevention and Response as provided by Step Up.

II. All Step Up employees, regardless of position, must complete foundational courses in the following Core Competencies, as provided by Step Up.

A. Housing First

B. Rehabilitation, Recovery, and Resilience

C. Trauma-Informed Care

D. Crisis Prevention, Intervention, and Restoration

a. In addition to foundational courses, all direct service staff must complete a course in non-violent crisis intervention including recognition of the escalation process, de-escalation methods, and non-physical intervention techniques as provided by Step Up.

E. Diversity, Equity, and Inclusion

III. In addition to Core Competencies, employees may be assigned additional trainings that are more specific to their job duties.

IV. Supervisors/Managers must assure that employees are assigned to and completing all necessary trainings.

A. Supervisors/managers shall share the provisions of this policy with their clerical, clinical, and supervisory staff and direct them to review the sections that pertain to them.

B. Supervisors/managers shall develop a training plan with each staff person that ensures him/her meets the minimum training requirements set forth in this policy within a twelve-month period.



STEP UP ON SECOND POLICY/PROCEDURE

SUBJECT	EFFECTIVE DATE	PAGE
Employee Training and Staff Development	1/1/2021	2 of 3

V. Step Up supports training directly related to its mission and promotes the knowledge, skills, and abilities needed for employees' present job and/or for work assignments to be performed in the near future. In addition to training provided directly by Step Up, conferences, seminars, and workshops provided by entities outside of Step Up will be made available to employees whenever possible and appropriate.

A. In order to receive approval for outside training, including the use of work time and registration fees, the employee must obtain permission from their direct supervisor/manager and the Director of Staff Development.

B. In deciding whether to approve or deny the request for an outside training, supervisors/managers and the Director of Staff Development may consider such factors as:

- a. Availability of funds to cover the cost of the training.
- b. Clear justification of the need for the training for the employee and the benefit to Step Up.
- c. Local operational needs for adequate coverage.
- d. Employee demonstrates a need for this training in order to develop a needed job-related skill.
- e. Employee's overall performance.
- f. Consideration of approval will be fair and equitable based upon issues identified in a. thru e.

C. Employees attending outside training paid for by Step Up must submit proof of attendance to the Director of Staff Development.

VI. All trainings outlined in this policy will be documented and tracked by the Staff Development Department and Human Resources Department.



Training and Events Calendar August 2021

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
1	2	3 <u>Nonviolent Crisis Intervention</u> 9am – 1pm PST	4 <u>Nonviolent Crisis Intervention</u> 9am – 1pm PST <u>QM Happy Hour – Billing Welligent</u> 12pm – 1pm PST	5 <u>DMH General Paperwork Group</u> 10am – 12pm PST	6	7
8	9 <u>DEI Committee</u> 1pm – 2:30pm PST	10	11 <u>New Staff DMH and Welligent Basics</u> 9:30am – 12:30pm	12	13 <u>Step Up Support Squad Care Club</u> 9am – 10am PST <u>Westside Training Series: Empathy</u> 9am – 10am PST	14
15	16	17	18 <u>QM Happy Hour – Billing Welligent</u> 12pm – 1pm PST	19 <u>Housing First 101 (Part I)</u> 9am – 11am PST <u>Recovery Oriented Care</u> 12pm – 1pm PST <u>New SCII Essentials Paperwork Group</u> 10am – 12pm PST	20	21
22	23 <u>Trauma Informed Care</u> 8:30am – 9:45am PST <u>DEI Committee</u> 1pm – 2:30pm PST	24	25 <u>New Staff DMH and Welligent Basics</u> 9:30am - 12:30pm PST	26 <u>Housing First 101 (Part II)</u> 9am – 11am PST <u>DMH General Paperwork Group</u> 10am – 12pm PST	27	28
27	28	29	30			

Training Type	Description	Staff Eligible	Facilitator	When/Where	Sign-Up Info
QM Happy Hour – Billing Welligent	For those who need assistance with procedure codes, progress notes, Assessments, Treatment plans and Welligent and billing troubleshooting.	All staff.	Misty Aronoff & Joshua Ladue	8/4, 8/18 12pm – 1 pm PST	Click here to join Teams meeting.
New Staff DMH and Welligent Basics	An introduction to DMH paperwork and Welligent, designed for new staff.	Required for all new DMH program staff.	Misty Aronoff	8/25 9:30am – 12:30pm PST	maronoff @stepuponsecond.org
DMH General Paperwork Group	Proper procedure code usage, how to format notes, other time, travel time, clinical loop, medical necessity, scope of practice.	All New Medical billing staff for six sessions and any DMH staff needing review.	Beth Atkin	8/5, 8/26 10am – 12pm PST	maronoff @stepuponsecond.org
New SC II Essentials Paperwork Group	Intro to the elements of the Clinical Assessment and Client Treatment Plan.	All new Medical billing SCIs and any SCIs needing review.	Beth Atkin	8/19 10am – 12pm PST	maronoff @stepuponsecond.org
DEI Committee	Bimonthly committee meetings to discuss agency practices related to diversity, equity and inclusion.	All staff.	Arthur Murray, Rachael Radis & Sarah Garcia	8/9, 8/23 1pm – 2:20pm PST	Join Zoom meeting here . To receive email updates related to the committee and to have access to the SharePoint, please email Isabella Capeci at icapeci@stepuponsecond.org
Nonviolent Crisis Intervention	8-hour training with emphasis on early intervention and nonphysical methods for preventing or managing disruptive behavior.	Training full.	Marc Van Asselt & Rachael Radis	8/3, 8/4 9am – 1pm PST	Attendees have been contacted.
Westside Training Series: Empathy	Part I of the Westside Training Series. Empathy is considered an essential part of the professional encounter and a standard in providing ethical care. Without it, successful outcomes for psychological treatment are unlikely. This training will teach providers about empathy and help them in acquiring the skills related to using it in the therapeutic relationship.	Westside direct service staff.	Eri Nakagami	8/13 10am – 11am PST	Please RSVP here .
Housing First 101	This two-part course will include Housing First principles and practice, understanding client choice, assertive engagement, harm reduction approach, conducting home visits (including home visits and telehealth), recovery focused services, and working with landlords and other community partners.	All staff.	Sam Tsemberis	8/19, 8/26 9am – 11am PST	Please RSVP here .
Recovery Oriented Care	Introduction to recovery oriented principles and practices.	All staff.	Shelley Levin	8/19 12pm – 1pm PST	Please RSVP here .
Trauma Informed Care	Introduction to trauma informed principles and practices.	All staff.	Rosalynne Blumenstein	8/23 8:30am – 9:45am PST	Please RSVP here .
Care Club	Monthly group to honor individuals who have died, acknowledge the collective losses we are experiencing, and nurture one another as we explore ways to stay grounded in the work we do	All staff.	Step Up Support Squad	8/13 9am – 10am PST	Please RSVP here .



September 9, 2021

RE: MOU Match Letter

To Whom It May Concern:

Attached you will find our previous MOU for match from the department of behavioral health. We are still currently in the process of generating our new match letter with the same organization. We will submit this before the end of the current month.

If you have any questions, please contact me at (909) 601-1181 or by email at gcoffos@stepup.org

Sincerely,

Gregory Coffos

Director of Inland Empire Housing Services

Step Up on Second

1328 Second Street • Santa Monica • CA • 90401 • 310.394.6889 • www.stepup.org • EIN #95-4109386





Behavioral Health Administration

Veronica Kelley, LCSW
Director

Sarah Eberhardt-Rios, MPA
Assistant Director

March 6, 2017

**RE: MEMORANDUM OF UNDERSTANDING FOR THE CONTINUUM OF CARE
HOMELESS ASSISTANCE PROGRAM**

Dear Grantee:

Enclosed for your records is one fully-executed copy of the above-referenced agreement.

If you have any questions, please contact me at (909) 388-0863 or by email at mparker@dbh.sbcounty.gov.

Sincerely,

A handwritten signature in blue ink that reads "Margaret Parker".

Margaret Parker, Secretary I
DBH Contracts Administration

Enclosure

HUD
CoC.

BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD
Chairman, First District

JANICE RUTHERFORD
Second District

JAMES RAMOS
Third District

CURT HAGMAN
Vice Chairman, Fourth District

JOSIE GONZALES
Fifth District

GREGORY C. DEVEREAUX
Chief Executive Officer



F A S

CONTRACT TRANSMITTAL

FOR COUNTY USE ONLY

<input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	FAS Vendor Code	SC	Dept.	A	Contract Number	
ePro Vendor Number N/A				ePro Contract Number NA		
County Department Behavioral Health			Dept.	Orgn.	Contractor's License No.	
			MLH	MLH		
County Department Contract Representative Elizabeth Atkins			Telephone (909) 388-0860		Total Contract Amount	
Contract Type <input type="checkbox"/> Revenue <input type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input checked="" type="checkbox"/> Other: Non-financial						
If not encumbered or revenue contract type, provide reason:						
Commodity Code		Contract Start Date Date of HUD Execution		Contract End Date October 31, 2018		Original Amount
						Amendment Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Fund	Dept.	Organization	Appr.	Obj/Rev Source	GRC/PROJ/JOB No.	Amount
Project Name Agreement with U.S. HUD Continuum of Care Homeless Assistance Program Grantees			Estimated Payment Total by Fiscal Year			
			FY	Amount	I/D	

CONTRACTOR STEP UP ON SECOND

Federal ID No. or Social Security No. _____

Contractor's Representative TOD LIPKA, CEO

Address 1328 2ND STREET, SANTA MONICA, CA 90401

Phone () - _____

Nature of Contract: (Briefly describe the general terms of the contract)

Agreement with the United States Department of Housing and Urban Development Continuum of Care's Homeless Assistance Program grantee, outlining the partnership expectations while providing housing and supportive services for County of San Bernardino eligible homeless individuals and families effective upon execution through October 31, 2021.

(Attach this transmittal to all contracts not prepared on the "Standard Contract" form.)

Approved as to Legal Form (sign in blue ink)

Frank Salazar, Deputy County Counsel

Date 10/27/16

Reviewed as to Contract Compliance

Natalie Kessie, Contracts Manager

Date 10/27/16

Presented to BOS for Signature

Veronica Kelley, Director

Date 10/27/16

Auditor-Controller/Treasurer/Tax Collector Use Only

☐ Contract Database ☐ FAS

Input Date

Keyed By

MEMORANDUM OF UNDERSTANDING
Between
County of San Bernardino Department of Behavioral Health
Office of Homeless Services
And
Step Up On Second
For
Continuum of Care

Date of execution through October 31, 2021

WHEREAS, the Office of Homeless Services (OHS) is responsible for coordinating countywide efforts to end and prevent homelessness in San Bernardino County;

WHEREAS, the OHS is responsible for submitting United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Homeless Assistance Exhibit 1 and Exhibit 2 grant applications within the County of San Bernardino;

WHEREAS, the OHS is responsible for ensuring that all HUD CoC Homeless Assistance awardees within the County of San Bernardino adhere to HUD and local policy and procedures as established by the San Bernardino County Interagency Council on Homelessness (ICH);

WHEREAS, Agency (known as Applicant) applied for and was awarded HUD CoC Homeless Assistance funding to provide housing and homeless services to individuals experiencing homelessness in the County of San Bernardino.

NOW, THEREFORE, IT IS AGREED that the San Bernardino County OHS is responsible for Continuum of Care planning for homeless programs in the County of San Bernardino, and Step Up On Second hereafter known as Applicant, has been awarded funds to provide homeless program services within the County of San Bernardino; the above parties mutually agree to the following terms and conditions:

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I. BACKGROUND

In September of 2007, the San Bernardino County Board of Supervisors (Board) approved the formation of the San Bernardino County Homeless Partnership (Partnership) to provide leadership in creating a stronger countywide network of service delivery to homeless individuals, homeless families, and those at risk of becoming homeless through facilitating better communication, planning coordination, and cooperation among all entities that provide services to the county's homeless.

In addition, the Board created the Office of Homeless Services (OHS), originally under Human Services, now administered by the Department of Behavioral Health, to provide administrative support for the newly formed Partnership.

This MOU between OHS and Applicant delineates the roles and responsibilities of the OHS and Applicant with regard to the administration of the HUD CoC Homeless Assistance grants.

II. OHS RESPONSIBILITIES

OHS shall:

- A. Provide technical assistance to HUD CoC Homeless Assistance awardees.
- B. Conduct annual monitoring site visits to ensure compliance with the The Stewart B. McKinney Homeless Assistance Act of 1987, later renamed the McKinney-Vento Homeless Assistance Act title IV, subtitle C, 42 U.S.C. 11381 and The McKinney-Vento Homeless Assistance Act as amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, requirements.
- C. Prepare and submit the annual HUD CoC Homeless Assistance Consolidated application and attachments to HUD, when necessary.
- D. Assist in the preparation and submission of all new and renewal HUD CoC Homeless Assistance Project Applications documents that have been recommended for submission to HUD by the ICH, when necessary.

III. APPLICANT RESPONSIBILITIES

Applicant shall:

- A. Comply with the McKinney-Vento and/or HEARTH Act, requirements and other applicable laws. If ICH determines that a grantee is not in compliance with McKinney-Vento and/or HEARTH Act requirements it may elect to exclude a grantee from future CoC applications.
- B. Utilize the Homeless Management Information System (HMIS) data tracking system for case management activities. Timeliness and quality of data entered in the HMIS will be monitored during the annual monitoring site visit.
- C. Ensure that homeless assistance funds are administered in accordance with the requirements of applicable laws and program regulations.
- D. Provide quarterly performance reports and the Annual Performance Report (APR) filed with HUD to the OHS.
- E. Demonstrate that the project has established policies and practices that are consistent with, and do not restrict the exercise of rights provided by the education subtitle of the McKinney-Vento Act, and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.

- F. Demonstrate that Applicant serves families with children, in its project that a staff person is designated to ensure that children are enrolled in school and connected to the appropriate services within the community, including early childhood programs such as Head Start, Part C of the Individuals with Disabilities Education Act, and McKinney-Vento education services.
- G. Demonstrate in its project that a staff person is designated to act as a liaison with local institutions (Foster Care, Detention Centers/Jails, Hospitals and Mental Health facilities) in an effort to prevent discharged individuals from entering into homelessness.
- H. Actively participate in the San Bernardino County Homeless Partnership to include but not limited to the following: HUD mandated Point-In-Time-Count and Homeless Partnership Meetings.
- I. Ensure compliance with local CoC CA-609 Coordinated Assessment System written procedures.
- J. Prohibition against involuntary family separation. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives funds under this part. See 24 CFR, 578.93 (e) Fair Housing and Equal Opportunity. Family includes, but is not limited to, regardless of marital status, actual or perceived sexual orientation, or gender identity, any group of persons presenting for assistance together with or without children and irrespective of age, relationship, or whether or not a member of the household has a disability. A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

IV. MUTUAL RESPONSIBILITIES

- A. OHS and Applicant agree they will establish mutually satisfactory methods for the exchange of such information as may be necessary in order that each party may perform its duties and functions under this agreement; and appropriate procedures to ensure all information is safeguarded against improper disclosure in accordance with applicable State and Federal laws and regulations.
- B. OHS and Applicant agree they will establish mutually satisfactory methods for problem resolution.

V. RIGHT TO MONITOR

- A. OHS staff or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Inspector General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Applicant in the delivery of services provided under this MOU. Full cooperation shall be given by Applicant in any auditing or monitoring conducted.
- B. Applicant shall cooperate with OHS in the implementation, monitoring and evaluation of this MOU and comply with any and all reporting requirements established by this MOU.
- C. Applicant shall provide all reasonable facilities and assistance for the safety and convenience of OHS's representative in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of Applicant.

VI. TERM

This MOU is effective date of execution through October 31, 2021, unless terminated earlier in accordance with provisions of Section VII of this MOU.

VII. EARLY TERMINATION

This MOU may be terminated without cause upon thirty (30) days written notice by either party. The DBH Director, or his/her appointed designee, has the authority to terminate this MOU on behalf of DBH. The Applicant's Director, or his/her appointed designee, has the authority to terminate this MOU on behalf of Applicant.

VIII. GENERAL PROVISIONS

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

- INTENTIONALLY LEFT BLANK -

IX. CONCLUSION

- A. This MOU, consisting of six (6) pages, is the full and complete document describing services to be rendered by DBH and Applicant for the HUD CoC Homeless Assistance grants.
- B. The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective entities to the terms and conditions set forth in this document.

.....

Step Up On Second

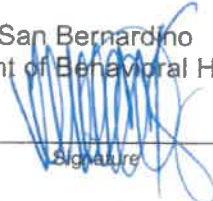


Signature

Name: Tod Lipka
Title: CEO
Address: 1328 2nd Street
Santa Monica, CA 90401

Date: 2/14/17

County of San Bernardino
Department of Behavioral Health



Signature

Name: Veronica Kelley
Title: Director
Address: 303 E. Vanderbilt Way, Suite 400
San Bernardino, CA 92415

Date: 2/28/17

