





**Office of Homeless Services**  
303 E. Vanderbilt Way • San Bernardino, CA 92415  
Phone: (909)386-8297 • Fax: (909)890-0868  
Email: [homelessrfp@hss.sbcounty.gov](mailto:homelessrfp@hss.sbcounty.gov) • Website: <http://www.sbcounty.gov/dbh/sbchp/>

<b>Public Comment</b>	Open to the public for comments limited to three minutes
<b>Council Roundtable</b>	Open to comments by the Council
<b>Next ICH Meeting</b>	The next regularly scheduled Interagency Council on Homelessness meeting is scheduled for:

**September 26, 2018**  
**9:00 am – 11:00 am**  
**County of San Bernardino Health Services (CSBHS) Building**  
**850 E. Foothill Blvd., CSBHS Auditorium**  
**Rialto, CA 92376**

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

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

AGENDA AND SUPPORTING DOCUMENTATION CAN BE OBTAINED AT 303 E. VANDERBILT WAY, SAN BERNARDINO, CA 92415

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

April 25, 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"> <li>The meeting was called to order at 9:03 a.m.</li> </ul>
Introductions	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>Introductions were made by all ICH Members. Guests were also invited to introduce themselves.</li> </ul>
REPORTS	PRESENTER	ACTION/OUTCOME
Office of Homeless Services (OHS)	Tom Hernandez	<ul style="list-style-type: none"> <li>On June 8, 2018, the Southern California Continuum of Care (CoC) Leadership group will conduct its bi-annual meeting in Pasadena to share information and best practices with other CoC's.</li> <li>This annual meeting provides a forum for the Southern California CoCs to prepare jointly for responses to potential United States Department of Housing and Urban Development (HUD) and CoC related application questions and improve coordination of services between all Southern California Continuums.</li> <li>The 2018 Grant Inventory Worksheet (GIW) has been released by HUD. In consultation with project recipients within the CoC geographic area and the local HUD field office, the Collaborative Applicant must ensure that the GIW captures the CoC's entire inventory of grants that are eligible for renewal in the FY 2018 CoC Program Competition.</li> <li>All eligible renewal grants are listed on the GIW. Eligible renewal projects that are not listed on the GIW will not be calculated in the CoC's final HUD-approved Annual Renewal Demand (ARD) amount. Submission to the local HUD Field Office was May 8, 2018. HUD will post all revised GIW revisions to the HUD Exchange no earlier than May 28, 2018.</li> <li>The San Bernardino County CoC will soon require that any agency interested in renewing a project for funding in the 2018 HUD CoC Notice of Funding Availability (NOFA) submit a Letter of Interest (LOI) to the OHS. More information to come.</li> <li>A LOI is required for all projects to be considered for submission in the 2018 CoC application to HUD but is not a guarantee of funding or inclusion in the application submitted by the local CoC.</li> <li>The Needles Project Connect was held at St. Ann's Catholic Church on Thursday, April 26, 2018 from 10 a.m. until 2 p.m. There were approximately 120 people who attended the event, which equated to close to 200 people being served.</li> <li>Of the 20 vendors that attended, many were from San Bernardino County, and came from San Bernardino and Victorville to provide the services. County services included the Departments of Transitional Assistance, Aging and Adult Services, Child Support, Behavioral Health, Children's Network, Fire Department, First Five, Superintendent of Schools, and the Public Defender. Other vendors in attendance included Social Security, 2-1-1 United Way, and Inland Fair Housing and Mediation, to name a few.</li> <li>There was also a mobile medical unit from Tri-State Healthcare which conducted basic medical and dental screenings. Lunch was provided by River City Pizza Co. Father Amaro from St. Ann's provided the invocation, and Supervisor Lovingood and Dr. Paget, Mayor of Needles said a few encouraging words to the public. The event was received very well by the community.</li> </ul>

Bylaws and Membership Committee	Tom Hernandez	<ul style="list-style-type: none"> <li>• The Office of Homeless Services on behalf of the Bylaws and Membership Committee began recruitment for the two new city membership seats.</li> <li>• Letters were sent to the City Managers of the following cities: <ul style="list-style-type: none"> <li>○ Victorville</li> <li>○ TwentyNine Palms</li> <li>○ Rialto</li> <li>○ Needles</li> <li>○ Loma Linda</li> <li>○ Grand Terrace</li> <li>○ Fontana (Mayor)</li> <li>○ Big Bear Lake</li> <li>○ Adelanto</li> </ul> </li> <li>• The application deadline is Wednesday, June 6, 2018.</li> </ul>
Housing Committee	Ray Osborne	<ul style="list-style-type: none"> <li>• The Housing sub-committee last met on May 1, 2018.</li> <li>• May 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.</li> <li>• The committee discussed the Baldy View Building Industry Association (BIA) Housing Policy Conference scheduled for June 15. It was noted that the affordable permanent supportive housing inventory crisis throughout the county will once again NOT be a primary topic of discussion at this annual mid-year conference.</li> <li>• The committee requested that the ICH send out a Request For Proposal (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 activist groups to discuss the homeless issue that exists in San Bernardino County, and potential opportunities to find solutions. ICH approved. Need update.</li> <li>• Our next meeting is Tuesday, June 5 from 10:00-1:30 at the Housing Authority of the County of San Bernardino (HACSB) office.</li> </ul>
Homeless Youth Taskforce	Victor Suarez	<ul style="list-style-type: none"> <li>• On April 26<sup>th</sup>, the Homeless Youth Task Force (HYTF) conducted its 4<sup>th</sup> annual Unaccompanied Homeless Youth Survey.</li> <li>• This year, the HYTF partnered with County ISD and ESRI to allow the survey to be completed through an app.</li> <li>• The survey was available for a full 24 hours countywide and the street outreach was conducted from 1pm to 4pm in the West and East Ends, Morongo Basin, and High Desert.</li> <li>• The HYTF will be presenting the report once it has been completed. There were 327 surveys completed (duplicates have not been identified at this time). Of those surveys, 209 were completed online.</li> <li>• Each youth who completed the survey received a hygiene kit and \$25 gift card.</li> <li>• Brenda Dowdy and Andre Bossieux presented the best practices of the HYTF at the California Mental Health Advocates for Children and Youth (CMHACY) Conference in Monterey on May 17<sup>th</sup>.</li> <li>• The HYTF has been asked to present regularly at conferences nationwide so that other jurisdictions can replicate the successes of the HYTF.</li> <li>• 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.</li> </ul>
Rapid Rehousing Committee	Don Smith	<ul style="list-style-type: none"> <li>• The Ad Hoc Committee on Rapid Re-housing met on Thursday, May 17<sup>th</sup>, 2018.</li> </ul>

Health Committee Report	Roger Uminski	<ul style="list-style-type: none"> <li>• Meeting participants did a final review of the working draft of the SBC Rapid Re-Housing (RRH) Program Standards and Practices Model Guidelines which is intended to serve as a guide for service providers and other stakeholders engaged in Rapid Re-Housing service interventions in San Bernardino County.</li> <li>• An introduction to the SBCHP Rapid Re-Housing Program Standards and Practices Model Guidelines will be presented today and the draft document will be available for review and comment on the San Bernardino County Homeless Partnership (SBCHP) website (<a href="http://www.sbcounty.gov/dbh/sbchp">www.sbcounty.gov/dbh/sbchp</a>) following the meeting. The final draft of the RRH Model Guidelines will be presented to the ICH for consideration of adoption at the June ICH meeting.</li> <li>• The next meeting of the ICH Ad Hoc Committee on Rapid Re-housing will be held on Thursday, June 21<sup>st</sup>, 2018, 2:00pm, at the DBH Administration Bldg., 303 E. Vanderbilt Way, San Bernardino.</li> <li>• The ICH Health Committee met on May 10, 2018.</li> <li>• A Cost Study Analysis and Presentation was provided by Greg Shinn (Creative Housing Solutions) and Felicia Brown-Smith (Community Development and Housing Agency).</li> <li>• Health partners made commitments to share de-identified data to Create Housing Solutions to assist with the Study.</li> </ul>
Legislative Report	Maral Hernandez	<ul style="list-style-type: none"> <li>• On May 11th, Governor Brown released the May Revision of the 2018 budget. Overall, the May Revision projects \$137.6 million in revenue and \$137.6 million in General Fund spending, leaving, after adjusting for encumbrances, a reserve of \$3.2 billion. State reserves have grown to a record \$17 billion.</li> <li>• The Housing and Homelessness Package is of significant interest to ICH and includes the following details: <ul style="list-style-type: none"> <li>○ Planning: Includes \$500,000 and three positions to expand the Homeless Coordinating and Financing Council and move it to the Business, Consumer Services, and Housing Agency. The council will provide statewide guidance on homelessness issues and develop a statewide plan, in collaboration with state and local entities, to support the coordination of the various housing and homelessness investments throughout the state.</li> <li>○ Prevention: Proposes \$47.3 million in 2018-19 and \$63.6 million ongoing to support safety net programs operated by the Department of Social Services.</li> <li>○ Establish a senior homelessness prevention pilot program with \$15 million in one-time funding over three years, and require participating counties to match funds.</li> <li>○ Expand the existing \$47 million CalWORKs housing support program with an increase of \$24.2 million in 2018-19.</li> <li>○ Increase funding for CalWORKs Homelessness Assistance program by \$8.1 million in 2018-19 and \$15.3 million ongoing to raise the payment from \$65 to \$85 per day to families.</li> <li>○ Provide one-time augmentation of \$50 million for the Department of Health Care Services to provide counties with funding for outreach, treatment and related services for homeless persons in need of mental health services.</li> <li>○ No Place Like Home</li> <li>○ Proposes placing the No Place Like Home program on the November 2018 ballot.</li> </ul> </li> <li>• With the release of the May Revision, the Legislature will quickly turn towards finalizing a version of the budget over the next several weeks. The budget bill must be passed by midnight on June 15th.</li> </ul>
Board Agenda Items	Kent Paxton	<ul style="list-style-type: none"> <li>• The San Bernardino County Board of Supervisors met on May 1, 2018. The following items were presented: <ul style="list-style-type: none"> <li>○ Community Development and Housing Agency: Final 2018-19 HUD Annual Action Plan for the CDBG, Home Investments Partnership Act and ESG programs.</li> </ul> </li> </ul>

Housing Authority	Maria Razo	<ul style="list-style-type: none"> <li>○ Housing Authority: Commitment of 38 Project Based Vouchers to Golden Apartments Housing Development in the city of San Bernardino.</li> <li>● The Housing Authority is accepting pre-applications for our Veterans Village. This is an 86 unit affordable housing unit for Veterans in Loma Linda. It is supported by 50 Veteran vouchers with referrals coming from the United States Department of Veteran Affairs (VA) and 36 project based vouchers for veterans which is what we are accepting the pre-applications for.</li> <li>● You can find the application on our website at: <a href="http://ww2.hacsb.com/residents/future-residents-participants">http://ww2.hacsb.com/residents/future-residents-participants</a></li> <li>● Our Housing Authority is just 1% of all Housing Authorities that are a part of Moving to Work.</li> <li>● Out of 3,200 Housing Authorities there are only 39 that have this special designation.</li> <li>● Over the past 10 years since we've received this special designation from Congress we have been tasked with creating initiatives that help our families to economic independence. We have been doing this with our research partners from Loma Linda University and our County partners.</li> <li>● We have had extremely good outcomes that have caught the attention of HUD and congress.</li> <li>● We were asked if we would like a seat at the Federal Research Advisory Committee in which there are only 5 Housing Authorities represented at the table across the nation.</li> </ul>
Coordinated Entry System (CES)	Maricela Manzo	<ul style="list-style-type: none"> <li>● In the month of April we have been able to house 22 households. We performed 157 assessments, referred 38, and enrolled 20.</li> <li>● We have included a housing search component to our report. You can see the number of units developed for the month of April thru May 16<sup>th</sup>. One obstacle we are facing is finding landlords that will rent to clients with evictions.</li> <li>● All referrals to access the Housing Search and Stabilization (HSS) component (aka HIP Squad) are required to go through the CES. To access the services and units available on the list you must be a RRH or Permanent Supportive Housing (PSH) Program providing financial assistance with case management to clients referred. Required documents such as Homeless Certificate, HSS referral, and income verification forms must be uploaded to the client's file. For further details reach out to the following: <ul style="list-style-type: none"> <li>○ <a href="mailto:HIPSquad@inlandhousingsolutions.org">HIPSquad@inlandhousingsolutions.org</a></li> <li>○ 866-HIPSQUAD (447-7723)</li> </ul> </li> <li>● As an overall since CES was launched in November we have housed 451 households.</li> </ul>
CONSENT ITEMS	PRESENTER	ACTION/OUTCOME
Approve minutes of the April 25, 2018 ICH meeting  Accept withdrawal as the Chair of the Bylaws and Membership Committee from Chris Rymer, ICH Member, City of Colton	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>● A motion was made to accept the consent calendar as written with the exception to a change of the contact phone number for Alice Varela. All were in favor, none opposed or abstained. Motion Carried.</li> </ul>
COMMITTEE CHAIR APPOINTMENT	PRESENTER	ACTION/OUTCOME
Appointment of a new Chair of the Bylaws and Membership Committee	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>● The Chair appointed Veronica Kelley as Chair of the Bylaws and Membership Committee.</li> <li>● Veronica Kelley accepted the appointment.</li> </ul>

DISCUSSION	PRESENTER	ACTION/OUTCOME
Authorize amendments to the San Bernardino County Continuum of Care Homeless Management and Information System (HMIS) Policies and Procedures and relevant Agreements with Participating Agencies to encourage that all participating agencies routinely upload documentation verifying the homeless or housing status of newly enrolled clients to the their HMIS file upon program entry	Don Smith	<ul style="list-style-type: none"> <li>Don Smith asked ICH to approve the amendments to the San Bernardino County (SBC) CoC Homeless Management and Information System (HMIS) Policies and Procedures and relevant Agreements with Participating Agencies to encourage that all participating agencies routinely upload documentation verifying the homeless or housing status of newly enrolled clients to the their HMIS file upon program entry.</li> <li>A motion was made to accept the amendments. All were in favor, none opposed or abstained. Motion Carried.</li> </ul>
SPECIAL PRESENTATION	PRESENTER	ACTION/OUTCOME
Impact of Governor's May Revision on Homeless Initiatives within the State	Maral Hernandez, Legislative Affairs and Government Relations	<ul style="list-style-type: none"> <li>Maral Hernandez presented the Governor's May Revision and discussed the impact it will have on homeless initiatives within the state.</li> </ul>
Rapid Rehousing (RRH) Policy Manual	Don Smith	<ul style="list-style-type: none"> <li>Don Smith presented a draft of the Rapid Rehousing Policy Manual and he stated it will be posted to the Partnership Website, <a href="http://www.sbcounty.gov/dbh/sbchp">www.sbcounty.gov/dbh/sbchp</a> for review.</li> <li>If you have any comments or suggestions pertaining to the policy manual you can direct them to Don Smith at <a href="mailto:donsmithsolutions@outlook.com">donsmithsolutions@outlook.com</a></li> </ul>
PUBLIC COMMENTS	PRESENTER	ACTION/OUTCOME
		<ul style="list-style-type: none"> <li>Alice Varela</li> <li>Sereta Reid</li> <li>Susan Drake</li> </ul>
COUNCIL ROUNDTABLE	PRESENTER	ACTION/OUTCOME
	Brenda Dowdy Tom Hernandez  Sharon Cisneros	<ul style="list-style-type: none"> <li>Re-read the Homeless Youth Task Force Report.</li> <li>May 30<sup>th</sup> Family Assistance Program will be providing workshops at DBH Administration (303 E. Vanderbilt Way, San Bernardino) on tips for handling particular homeless sub-populations. The first workshop will be on Homeless Transitional Age Youth and the second is on Homeless LGBTQ. You can register for these workshops at <a href="http://www.sbcounty.gov/dbh/sbchp">www.sbcounty.gov/dbh/sbchp</a></li> <li>The town of Yucca Valley recently had funding for homelessness and a committee was created to determine how best to utilize those funds. After many discussions it was determined it would best be utilized to help prevent homelessness. We found there were no services to help with water bills and utilities so that's what we are using it for.</li> <li>Basin Wide Foundation will be hosting a luncheon on June 12<sup>th</sup>. Gary Madden will be speaking about 211 and CES. This is the first time the foundation has focused solely on homelessness. We are hoping to educate our stakeholders and community on the issues surrounding homelessness.</li> </ul>
Adjournment	Supervisor Josie	<ul style="list-style-type: none"> <li>Being no further business to discuss, the meeting was adjourned at 11:23 a.m.</li> </ul>

	Gonzales, Chair	
Next Meeting		<p>Wednesday, June 27, 2018 at 9:00 a.m. – 10:59 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**  
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**Attendees at May 23, 2018 • Interagency Council on Homelessness**

Attendees at May 23, 2018 • Interagency Council on Homelessness				
ADKINS	LETONIA	Program Asst.		<a href="mailto:Adkins-le@sbcity.org">Adkins-le@sbcity.org</a>
AMAYA	EDWARD	Program Manager		
ANACLETO	PATRICIA	KEYS		<a href="mailto:panacleto@keysnonprofit.org">panacleto@keysnonprofit.org</a>
BEHLING	JACKIE	Exec Director	310-365-4928	<a href="mailto:behlingsj@aol.com">behlingsj@aol.com</a>
BEIDLER	HEATHER	SBSD-START	909-463-5097	<a href="mailto:hbeidler@sbcasd.org">hbeidler@sbcasd.org</a>
BELFORD	ALYCE	DBH		<a href="mailto:Alyce.Belford@dbh.sbcounty.gov">Alyce.Belford@dbh.sbcounty.gov</a>
BISHOP	ERIC	Chaffey College	909-652-6502	<a href="mailto:eric.bishop@chaffey.edu">eric.bishop@chaffey.edu</a>
BOSSIEUX	ANDRE	DBH TAY		
BROADNAX	EDWIN	VA Medical Center HCHV Outreach Program	909-825-7084	<a href="mailto:Edwin.broadnax@va.gov">Edwin.broadnax@va.gov</a>
BROWN	KOI	MHS/Valley Star	909-213-7163	<a href="mailto:kmbrown@starsink.com">kmbrown@starsink.com</a>
BURNEY	GINA	Time For Change	909-886-2994	<a href="mailto:gburney@timeforchangefoundation.org">gburney@timeforchangefoundation.org</a>
CATALANO	MIKE	SBCSD		
CHAVEZ	RICKY	ISD	909-421-4655	<a href="mailto:r.chavez@dbh.sbcounty.gov">r.chavez@dbh.sbcounty.gov</a>
CISNEROS	SHARON	Finance Manager - Town of Yucca Valley	760-369-7207 x229	<a href="mailto:scisneros@YUCCA-VALLEY.ORG">scisneros@YUCCA-VALLEY.ORG</a>
COGDON	STEPHANIE	L4L	951-757-7363	<a href="mailto:Stephanie1948@gmail.com">Stephanie1948@gmail.com</a>
CONGDON	STEPHANIE	C4L	951-757-7363	<a href="mailto:Stephanie1948@gmail.com">Stephanie1948@gmail.com</a>
DAVIS	LAURA	Probation Department	909-382-7869	<a href="mailto:Laura.Davis@prob.sbcounty.gov">Laura.Davis@prob.sbcounty.gov</a>
DOWDY	BRENDA	Superintendent of County Schools	909-386-2634	<a href="mailto:brenda_dowdy@sbcss.k12.ca.us">brenda_dowdy@sbcss.k12.ca.us</a>
DRAKE	SUSAN			<a href="mailto:Susan.drake@bos.sbcounty.gov">Susan.drake@bos.sbcounty.gov</a>
EDWARDS	AMY	OHS	909-386-8297	<a href="mailto:AEdwards@dbh.sbcounty.gov">AEdwards@dbh.sbcounty.gov</a>
FONDARIO	GABRIEL	City of Montclair	909-447-3551	<a href="mailto:gfondario@cityofmontclair.org">gfondario@cityofmontclair.org</a>
FUENTES	DENA	RDA Director - Economic Development Agency	909-387-9804	<a href="mailto:dfuentes@rda.sbcounty.gov">dfuentes@rda.sbcounty.gov</a>
GONZALES	JOSIE	Supervisor - Fifth District	909-387-4565	<a href="mailto:jgonzales@bos.sbcounty.gov">jgonzales@bos.sbcounty.gov</a>
GONZALEZ	KATRYNA	City of Ontario	909-395-2322	<a href="mailto:kgonzalez@ontarioca.gov">kgonzalez@ontarioca.gov</a>
GREEN	SHARON	Victor Valley Family Resource Center	760-887-1909	<a href="mailto:sgreen@vfr.com">sgreen@vfr.com</a>
GRIFFIN	CAMERON			
HALLOWAY	AARON	SBCSD - HOPE		<a href="mailto:ahalloway@sbcasd.org">ahalloway@sbcasd.org</a>



HENLEY	NICOLE	Assistant Professor – CSUSB	909-537-7228	<a href="mailto:Nicole.henley@csusb.edu">Nicole.henley@csusb.edu</a>
HERNANDEZ	MARAL	SB County CAO		<a href="mailto:Maral.hernandez@cao.sbcounty.gov">Maral.hernandez@cao.sbcounty.gov</a>
HERNANDEZ	JASON	Set Free	951-849-3678	<a href="mailto:setapart@gmail.com">setapart@gmail.com</a>
HERNANDEZ	TOM	OHS	909-386-8208	<a href="mailto:thernandez@dbh.sbcounty.gov">thernandez@dbh.sbcounty.gov</a>
HEUSMAN	CHRIS	SBSD-START	909-387-5000	<a href="mailto:cheusman@sbcasd.org">cheusman@sbcasd.org</a>
HINDS	KRISTIN	CWSM	909-891-3562	<a href="mailto:khinds@hss.sbcounty.gov">khinds@hss.sbcounty.gov</a>
HOWARD	DAWN	DBH	909-421-4633	
JACKSON	KAREEM	CTI/DBH Host		
JEWETT	SARA	Public Defender		<a href="mailto:sjewett@pd.sbcounty.gov">sjewett@pd.sbcounty.gov</a>
JONES	MIKE	SBCSD		<a href="mailto:mjones@sbcasd.org">mjones@sbcasd.org</a>
JONES	DAWN	Office of Homeless Services	909-388-0847	<a href="mailto:Dawn.jones@dbh.sbcounty.gov">Dawn.jones@dbh.sbcounty.gov</a>
KELLEY	VERONICA	Director	909-388-0820	<a href="mailto:vkelly@dbh.sbcounty.gov">vkelly@dbh.sbcounty.gov</a>
LEWIS-HUNTLEY	ERIKA	City of Rancho Cucamonga		<a href="mailto:Erika.Lews-Huntley@cityofrc.us">Erika.Lews-Huntley@cityofrc.us</a>
MADISON	BRENDA	DBH – SOS		
MANZO	MARISELA	211	909-980-2857	<a href="mailto:MManzo@ieuw.org">MManzo@ieuw.org</a>
MARQUEZ	VIRGINIA	Council Member	909-384-5268	<a href="mailto:marquez_vi@sbcity.org">marquez_vi@sbcity.org</a>
MCQUEEN	MIGUEL	Deputy Director - Workforce Development Department	909-387-9885	<a href="mailto:MMcQueen@wdd.sbcounty.gov">MMcQueen@wdd.sbcounty.gov</a>
MONZON	JOSHUA	Field Rep for Senator Mike Morell	909-919-7731	<a href="mailto:Joshua.monzon@sen.ca.gov">Joshua.monzon@sen.ca.gov</a>
MURPHY	BARBARA	Kaiser Permanente		<a href="mailto:Barbara.A.Murphy@kp.org">Barbara.A.Murphy@kp.org</a>
NUNLEY	CARYN	Public Health	909-387-6495	<a href="mailto:Caryn.Nunley@dph.sbcounty.gov">Caryn.Nunley@dph.sbcounty.gov</a>
OSBORNE	RAY	Executive Director - HomeAid Inland Empire	951-686-0628	<a href="mailto:ray@homeaidie.org">ray@homeaidie.org</a>
PASCO	ANGELA	Exec. Director - New Hope Village, Inc.	760-256-3656	<a href="mailto:newhopevillageinc@gmail.com">newhopevillageinc@gmail.com</a>
PAXTON	KENT	BOS 5 <sup>th</sup> District		<a href="mailto:Kent.paxton@bos.sbcounty.gov">Kent.paxton@bos.sbcounty.gov</a>
PERKINS	LOIS	CEO	501-408-0477	<a href="mailto:jazzlewis@aim.com">jazzlewis@aim.com</a>
PERRY	SYLVIA	ITR	909-910-4676	<a href="mailto:Slyperry1966@gmail.com">Slyperry1966@gmail.com</a>
RAZO	MARIA	Director of Housing Authority Of San Bernardino		<a href="mailto:mgrazo@hacsb.com">mgrazo@hacsb.com</a>
REID	SARETA	TFCF	909-886-2994	
RIVERA	ALBERTO	USVETS	951-269-1119	<a href="mailto:arivera@usvetsinc.org">arivera@usvetsinc.org</a>
SALAZAR	FRANK	County Counsel	909-387-5442	<a href="mailto:fsalazar@cc.sbcounty.gov">fsalazar@cc.sbcounty.gov</a>
SALDANA	RAQUEL	Housing Coordinator – Brilliant Corners	213-271-0965	<a href="mailto:rsaldana@brilliantcorners.org">rsaldana@brilliantcorners.org</a>
SMITH	ADAM	Set Free	951-849-3678	<a href="mailto:Setapart626@gmail.com">Setapart626@gmail.com</a>
SMITH	LISHA	Spec. Asst		
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YOUNG-LOWE	KARYN	Light House SSC	951-571-3533	<a href="mailto:karynyl@lighthouse-ssc.org">karynyl@lighthouse-ssc.org</a>

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

July 9, 2018  
11:00 a.m. – 1:00 p.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"> <li>The meeting was called to order at 11:06 a.m.</li> </ul>
Introductions	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>Introductions were waived due to the time constraint of the agenda.</li> </ul>
SPECIAL REPORTS	PRESENTER	ACTION/OUTCOME
Update of Governor's suggested allocation to Local Continuums of Care and Major Cities regarding Homelessness Funding Compromise	Chekesha Gilliam, Legislative Affairs and Government Relations	<ul style="list-style-type: none"> <li>An overview of the Governor's suggested allocations to local Continuums of Care and major cities regarding homelessness funding comprise was given.</li> <li>The funding is new and additional details will come from the Department of Community Development and Housing Agency and the Office of Homeless Services.</li> <li>The PowerPoint Presentation presented is available upon request from the Office of Homeless Services.</li> </ul>
Update and New Changes regarding the Notice of Funding Availability (NOFA) for the Fiscal Year 2018 Continuum of Care Program Competition	Tom Hernandez, Office of Homeless Services	<ul style="list-style-type: none"> <li>An overview of the Notice of Funding Availability (NOFA) for the fiscal year 2018 Continuum of Care Program Competition was given as well as the New Changes for this competition.</li> </ul>
DISCUSSION	PRESENTER	ACTION/OUTCOME
Approve establishing the Grant Review Committee as a standing committee of the ICH	Tom Hernandez, Office of Homeless Services	<ul style="list-style-type: none"> <li>A motion was made to establish the grant review committee as a standing committee with an amendment to add a 2 year term without term limits. All were in favor. No one opposed or abstained.</li> </ul>
Approve the election of nine (9) Interagency Council on Homelessness (ICH) members and three (3) ICH Member alternates to serve as members of the Grant Review Standing Committee and provide the authorization to allow the Committee members to recommend new applications and	Tom Hernandez, Office of Homeless Services	<ul style="list-style-type: none"> <li>The ICH members elected eight ICH members as standing Grant Review Committee members and three ICH members as alternates. <ul style="list-style-type: none"> <li>Brenda Dowdy – 21 votes</li> <li>Eric Gavin – 20 votes</li> <li>Jessica Alexander – 19 votes</li> <li>Miguel McQueen – 21 votes</li> <li>Mike Jones – 20 votes</li> <li>Nicole Henley – 17 votes</li> <li>Shaniqua Freeman – 21 votes</li> </ul> </li> </ul>

the rating and ranking of renewals and new programs for the HUD NOFA submission		<ul style="list-style-type: none"> <li>○ Sharon Green – 21 votes <ul style="list-style-type: none"> <li>▪ Barbara Murphy – 16 votes</li> <li>▪ Edwin Broadnax – 15 votes</li> <li>▪ Rachel Molina - 14 votes</li> </ul> </li> <li>● The ICH chair appointed Kent Paxton as Chair of the Grant Review Committee, making him the 9<sup>th</sup> member.</li> <li>● A motion was made to approve the elected members to the Grant Review Committee and authorize the committee members to recommend new applications and the rating and ranking renewals and new programs for the HUD NOFA submission. All were in favor. None opposed or abstained.</li> </ul>
Approve the selection of CoC renewal applications and determine if any CoC current renewal funding will be reallocated to new projects	Tom Hernandez, Office of Homeless Services	<ul style="list-style-type: none"> <li>● Item moved due to lack of quorum.</li> </ul>
Approve the prioritization of new project activities concerning new applications for the Continuum of Care (CoC) Grant application	Tom Hernandez, Office of Homeless Services	<ul style="list-style-type: none"> <li>● Item moved due to lack of quorum.</li> </ul>
<b>PUBLIC COMMENTS</b>	<b>PRESENTER</b>	<b>ACTION/OUTCOME</b>
Public Comment		<ul style="list-style-type: none"> <li>● Alice Varela</li> </ul>
Council Roundtable	Roger Uminski  Angela Pasco  Wendell Wilson  Don Smith  Gary Madden  Sharon Green	<ul style="list-style-type: none"> <li>● IEHP desires to support the Riverside and San Bernardino County housing CoCs' HUD FY 2018 NOFA applications. IEHP will provide funds for supportive services to meet local funding match requirements. There will be an RFQ sent out through the Office of Homeless Services. If you have any questions please feel free to contact me directly 909-296-3566 or <a href="mailto:Uminski-r@iehp.org">Uminski-r@iehp.org</a>.</li> <li>● Barstow no longer has an emergency shelter. The executive director of Desert Manna opted not to renew their lease, so the shelter is no longer in service. We formed a homeless taskforce meeting to see what we can do to find another location. Our city manager and mayor are on board and are helping us.</li> <li>● When projects come in they are supposed to be for services throughout the whole county. How do we know if services are available in the mountain communities and when they are available?</li> <li>● I would like to ask the chair that we do not eliminate any projects HUD deems eligible and that the process be open to all projects eligible per HUD guidelines.</li> <li>● I did not nominate Maricela as she has a lot on her plate at the moment, but should you need an extra body we could make her available and she has a wealth of information that may be an asset to the group.</li> <li>● Can county counsel please provide direct information on the conflict of interest?</li> </ul>
Adjournment	Supervisor Josie Gonzales, Chair	<ul style="list-style-type: none"> <li>● Being no further business to discuss, the meeting was adjourned at 1:23 p.m.</li> </ul>
Next Meeting		Wednesday, August 15, 2018 at 9:00 a.m. – 11:00 a.m. County of San Bernardino Health Services - Auditorium 850 E. Foothill Blvd Rialto, CA 92376

**Office of Homeless Services**  
**303 E. Vanderbilt Way ▪ San Bernardino, CA 92415**  
**Phone: (909) 386-8297 ▪ Fax: (909) 890-0868**

**Email: [homelessrfp@hss.sbcounty.gov](mailto:homelessrfp@hss.sbcounty.gov) ▪ Website: <http://www.sbcounty.gov/dbh/sbchp/>**

Attendees at July 9, 2018 • Interagency Council on Homelessness

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BRAVO	ALEXANDRA	Community Engagement Mgr	800-232-9998	<a href="mailto:Alexandra.bravo@molinahealthcare.com">Alexandra.bravo@molinahealthcare.com</a>
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# 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: Veronica Kelly, Chair, Bylaws and Membership Committee

SUBJECT: Approve recommendation for the appointment of the City of Victorville and the City of Fontana as permanent Member Cities of the San Bernardino County Interagency Council on Homelessness (ICH)

DATE: August 15, 2018

### RECOMMENDATION

Approve Recommendation for the Appointment of Mayor Gloria Garcia on behalf of the City of Victorville and Mayor Acquanetta Warren on behalf of the City of Fontana as permanent member cities of the ICH.

### BACKGROUND INFORMATION

The Bylaws and Membership Committee is tasked with the ongoing enhancement of ICH member participation through the establishment of membership recruitment procedures and the evaluation of potential members to promote the vision and mission of ICH and the San Bernardino County Homeless Partnership in general.

On June 19, 2018, the Bylaws and Membership Committee convened to review the applications submitted by cities eligible for membership on the ICH. The Committee recommends the appointment of Mayor Gloria Garcia, and Mayor Acquanetta Warren to serve as two of the twelve City Members for the ICH.

Mayor Garcia was elected to the Victorville City Council in November 2012, and was appointed Mayor by her fellow Councilmembers in December 2014. Gloria was reelected to the City Council in December 2016, and reappointed as Mayor for a second term by her fellow Councilmembers. Her focus remains first of all public safety, maintaining roads, parks, youth activities, substantial paying jobs, a balanced budget and bringing integrity and transparency to local government for a better quality of life for all constituents.

Gloria currently represents the City Council on the following Boards, Commissions and Committees:

- Vice-Chair to Mojave Desert and Mountain Solid Waste Joint Powers Authority
- Delegate to AB 939 Solid Waste Advisory Task Force
- Chairperson to Victor Valley Transit Authority
- Alternate to Desert/Mountain Division of the League of California Cities
- City Audit Committee
- Member of the Salvation Army Advisory Committee

#### 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 Homeless Partnership

## Interagency Council on Homelessness

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Office: (909) 386-8297



Mayor Warren is a member of the U.S Conference of Mayors leadership team and Educational Task Force. In 2016, the USCM named the City of Fontana the number one mid-sized city in the Nation for eliminating Childhood Obesity. Mayor Warren is the founder of the Healthy Fontana Program, which is now a model program across the nation. Ms. Warren has received numerous recognitions and several awards for her efforts to increase healthy lifestyles for all citizens throughout the Inland Empire as founder of Healthy Fontana Program. In 2015, Mayor Warren was awarded the prestigious Health Champion Award for Southern California Elected Officials from the California Center for Public Health. Through her efforts, the San Bernardino County Department of Public Health announced a 47% reduction in Fontana's hospitalization rates for obesity related illnesses in both children and adults and a 46% reduction in obesity rates in both children and adults through the years of 2008-2012.

Ms. Warren was appointed to the Fontana City Council as a City Council Member on December 17, 2002 and was re-elected in 2004 and 2008. Prior to her appointment, Ms. Warren served as Co-Chairperson of the City of Fontana General Plan Advisory Committee and Chairperson of the citizen Village of Heritage Development Landscape Committee.

Mayor Warren currently serves with the League of California Cities as Vice Chair of the Administration Committee and the Vice Chair of the Governance, Transparency and Employee Relations Policy Committee. She is a member of the Aging/Senior Task Force and member of the Latino Leadership Alliance chaired by Los Angeles Mayor Eric Garcetti. Mayor Warren's past service include various council subcommittees and boards and commissions such as Water/Recycled Water Projects and Development Processing for New Communities, the State Park Commission, Casa Colina Rehabilitation Hospital Board of Directors, and the Upland YMCA Board of Directors.

The Bylaws and Membership Committee is certain both Mayor Garcia and Mayor Warren will work diligently as members of the ICH to assist with the efforts to bring attention to the issue of homelessness and contribute to the development of effective solutions to this serious socioeconomic problem.

### 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

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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**

**Amended August 15, 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

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# San Bernardino County CoC Operations and Governance Manual

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## HUD REQUIREMENTS for CoC OPERATION AND GOVERNANCE

The U.S. Department of Housing and Urban Development (HUD) charges communities that receive funds under the Homeless Continuum of Care Program of the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) with specific responsibilities. Section 578.3 of the HEARTH Interim Rule<sup>1</sup> 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;

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<sup>1</sup> 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

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- (3) Adopt and follow a written process to select a Council to act on behalf of the CoC. The process must be reviewed, updated, and approved by the CoC at least once every 5 years;
- (4) Appoint additional committees, subcommittees, or workgroups;
- (5) In consultation with the collaborative applicant and the Homeless Management Information System (HMIS) Lead, develop, follow, and update annually a governance charter, which will include all procedures and policies needed to comply with subpart B of this part and with HMIS requirements as prescribed by HUD; and a code of conduct and recusal process for the Council, its chair(s), and any person acting on behalf of the Council;
- (6) Consult with recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate outcomes, and take action against poor performers;
- (7) Evaluate outcomes of projects funded under the Emergency Solutions Grants (ESG) program and the CoC program, and report to HUD;
- (8) In consultation with recipients of ESG program funds within the geographic area, establish and operate either a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The CoC must develop a specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers. This system must comply with any requirements established by HUD by Notice.
  - (i) Projects serving families with children shall not separate the family unit regardless of the children's ages. 24 CFR 578.93(e).
- (9) In consultation with recipients of ESG program funds within the geographic area, establish and consistently follow written standards for providing CoC assistance. At a minimum, these written standards must include:
  - (i) Policies and procedures for evaluating individuals' and families' eligibility for assistance under this part;
  - (ii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
  - (iii) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid re-housing assistance;
  - (iv) Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance;
  - (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance; and

# San Bernardino County CoC Operations and Governance Manual

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

## B. Designating and Operating an HMIS

The CoC must:

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

## C. CoC Planning

The CoC must develop a plan that includes:

- (1) Coordinating the implementation of a housing and service system within its geographic area that meets the needs of the homeless individuals (including unaccompanied youth) and families. At a minimum, such system encompasses the following:
  - (i) Outreach, engagement, and assessment;
  - (ii) Shelter, housing, and supportive services;
  - (iii) Prevention strategies.
- (2) Planning for and conducting, at least 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

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

## **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.

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## Goals of the ICH

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

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

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

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

## CoC Membership

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

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

## Identification of Lead Agents and the Applicant

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



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

## **C. GOVERNANCE**

### **Authority of the CoC**

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

### **Selection of Collaborative Applicant and HMIS Lead Agency**

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

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

#### **Composition of the ICH**

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

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

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

## CoC Process for Selection of the Board

- The ICH serves as the Board of the CoC and includes forty (40) 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

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

The ICH is empowered to take the following actions:

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

## **D. CODE OF CONDUCT**

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

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

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## ***General Conduct***

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

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

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

## ***Stewardship of Resources***

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

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

## ***Protection of Confidential Information***

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

## ***Public Statements and Media Response***

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

## ***Review of Charges of Violation of the Code of Conduct***

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

## ***Board Leadership***

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

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

## ***Documentation of Board Action***

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

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

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

## ***Conflict of Interest and Recusal Policy***

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

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

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

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

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

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

## **Conflicts of Interest – Financial Interest of Member**

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

## **Recusal Policy**

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

## **Obligation to Declare Potential Conflict of Interest**

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

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

## **E. Amendments to This Document**

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

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## **BYLAWS OF THE INTERAGENCY COUNCIL ON HOMELESSNESS<sup>i</sup>**

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

#### **BY-LAWS**

**Adopted March 22, 2010**

**Amended ~~April 25, 2018~~ August 15, 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.



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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 40 members.

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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-Five~~ (45) 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-Three~~ (43) 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 Services<sup>2</sup>;
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;
19. One (1) youth representative from a Youth Action Board/Group;
20. Chair of the Homeless Provider Network or designee;
21. Five (5) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
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.

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<sup>2</sup> 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

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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.<sup>3</sup> 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 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**

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

# San Bernardino County CoC Operations and Governance Manual

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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

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- 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~~ a staff member of 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

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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.

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<sup>i</sup> This section reflects the Bylaws as subsequently updated by ICH action and Certified by the Office on Homeless Services.

**APPENDIX A**













<b>Standing and Ad Hoc Committees</b> <b>POLICY</b>	Number	11-001
	Page	6 of 7

*continued from previous page*

<b>HOMELESS YOUTH TASKFORCE</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>• Educate the public about the unique needs and challenge faced by youth living in homelessness;</li> <li>• Act as a clearinghouse for homeless youth service providers to exchange ideas and resources in order to better meet the ends of homeless children within the County;</li> <li>• Promote programs and services for homeless children and youth so that they may have access to free and appropriate public education while removing or minimizing any barriers that they may face;</li> <li>• Increase homeless youth collaborative and coordination efforts through engagement, sharing of information, and reducing and/or eliminating any overlap and duplication of services for homeless youth;</li> </ul>
<b>HEALTH COMMITTEE DESCRIPTION</b>	<p>The Health Committee is a standing committee responsible for: the development of collaborative solutions to the challenges associated with providing health care to unsheltered and sheltered homeless individuals and families, and adults and children at-risk for homelessness. The Health Committee will seek to improve the coordination and communication between health care and homeless service providers to bridge the gap between homeless and health related services. The Committee will focus on addressing the need for additional training and providing educational resources for health care and homeless service providers.</p> <p>The Health Committee shall:</p> <ul style="list-style-type: none"> <li>• Expand chronically homeless persons' mainstream resource access and use, particularly Affordable Care Act and Medi-Cal Reform opportunities.</li> <li>• Increase the availability/accessibility of homeless housing options, especially for chronically homeless persons and individuals exiting hospitals/in-patient settings.</li> <li>• Increase permanent supportive housing (PSH) inventory and chronically homeless persons' access to PSH. This includes increasing awareness of "Housing First," an evidence-based practice.</li> <li>• Provide education for homeless providers on Health Homes and Whole Person Care.</li> <li>• Facilitate partnerships among homeless assistance system and managed care organizations.</li> <li>• Promote increased use of Medicaid waiver opportunities to provide services to target populations.</li> </ul>

<b>Standing and Ad Hoc Committees</b> POLICY	Number	11-001
	Page	7 of 7

*continued from previous page*

<b>HEALTH COMMITTEE DESCRIPTION</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>• Identify relevant partners, agencies, and sectors not represented currently in housing-healthcare coordination and develop strategies to engage them.</li> <li>• Expand the use of peers to support of Medi-Cal enrollment and follow-through work, including navigating housing, homeless services, medical and behavioral health systems, employment and other non-clinical steps along the road to recovery and housing stability.</li> </ul>
<b>EMERGENCY PREPAREDNESS COMMITTEE DESCRIPTION</b>	<p>The Emergency Preparedness Committee will plan emergency-related activities and services for the homeless that will include enhancing mass notification and communication systems, and systematically evaluating its communication systems to ensure continuous quality improvement and messages targeting homeless communities.</p> <p>The Emergency Preparedness Committee shall assist in:</p> <ul style="list-style-type: none"> <li>• Reviewing the County’s Emergency Operations Plan and other supporting emergency documents and recommending changes to the appropriate agencies.</li> <li>• Exploring the formation of homeless emergency teams that can assist agencies and departments in carrying out emergency activities when called upon.</li> <li>• Coordinating with agencies to educate the homeless on their individual responsibilities in preparing for emergencies and providing information on what they can expect from homeless service providers during an emergency.</li> <li>• Collecting and providing, as appropriate, research and data as well as assembled comments on emergency-related events for the Interagency Council on Homelessness (ICH).</li> <li>• Reporting to the ICH on the Committee’s progress. Each report will provide information on upcoming emergency interventions along with recommendations for improving the region’s preparedness, if appropriate.</li> <li>• Advising the ICH on strategies to improve the effectiveness and efficiency of regional preparedness activities for the homeless and its relationship with relevant agencies, organizations, and community groups.</li> </ul>

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

**BY-LAWS**

**Adopted March 22, 2010**

**Amended ~~April 25, 2018~~ August 15, 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 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-Five~~ (45) 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-Three~~ (34) 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 Services<sup>1</sup>;
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;

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

10. Director or designee of the Workforce Development Department;
11. Administrator or designee of the State Department of Rehabilitation;
12. Superintendent of San Bernardino County Schools or designee;
13. Director of 2-1-1 San Bernardino or designee;
14. One (1) representative from the San Bernardino County Sheriff's Department;
15. One (1) representative from the Homeless Management Information System (HMIS) Lead Agency;
16. One (1) representative from a local hospital or health care provider;
17. One (1) representative from a local university;
18. One (1) representative from a domestic violence service provider;
19. One (1) youth representative from a Youth Action Board/Group;
20. Chair of the Homeless Provider Network or designee;
21. Five (5) members at-large from organizations and agencies selected to serve as representatives of the Homeless Provider Network; and
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.

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.<sup>2</sup> 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 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.

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

2. A Member shall designate one representative to vote on behalf of the Member and may establish one alternate to vote in the absence of the designated representative.

**F. Membership Vacancies**

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

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**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*

# 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: Kent Paxton, Homeless Policy Advisor  
Tom Hernandez, Chief of Homeless Services

SUBJECT: Approve the Grant Review Committee Recommendations for the Continuum of Care (CoC) Renewals and Permanent Housing Domestic Violence Bonus and regular Bonus applications, and the Ranking and Tiering of the Renewal, Planning, and Bonus projects

DATE: August 15, 2018

### RECOMMENDATION

Approve the Interagency Council on Homelessness Grant Review Committee recommendations for the CoC application submittal for renewals and the permanent housing domestic violence bonus and regular bonus applications, and the ranking and tiering of the renewal, planning, and bonus projects.

### BACKGROUND INFORMATION

The United States Department of Housing and Urban Development (HUD) has made approximately \$2.1 billion in funding for the 2018 CoC Program Notice of Funding Availability (NOFA), including up to \$50 million available for a Domestic Violence Bonus projects. In addition, HUD may add to this amount any available funds that have been carried over or recaptured from previous fiscal years.

HUD expects each CoC to implement a thorough review and oversight process at the local level for both new and renewal project applications submitted to HUD in the FY 2018 CoC Program Competition. All project applications are required to be submitted to the CoC no later than 30 days before the application deadline of September 18, 2018.

CoCs are expected to closely review information provided in each project application to ensure:

1. all proposed program participants will be eligible for the program component type selected;
2. the information provided in the project application and proposed activities are eligible and consistent with program requirements at 24 CFR part 578;
3. each project narrative is fully responsive to the question being asked and that it meets all the criteria for that question as required by this NOFA;
4. the data provided in various parts of the project application are consistent; and,
5. all required attachments correspond to the list of attachments in e-snaps that must contain accurate and complete information that are dated between May 1, 2018 and September 18, 2018.

#### 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 Homeless Partnership

## Interagency Council on Homelessness

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



Project applications submitted to the CoC for inclusion on the FY 2018 CoC Priority Listing as part of the CoC Consolidated Application must be reviewed and either accepted and ranked or rejected by the CoC. All project applications approved by the CoC must be listed on the CoC Priority Listing in rank order, with the exception of project applications for CoC planning and UFA Costs which will not be ranked.

Although the available amount of funding is expected to be sufficient to fund anticipated eligible renewal projects in 2018, HUD will continue to require Collaborative Applicants to rank all projects, except CoC planning and UFA Costs, in two tiers.

Project applications submitted to the CoC for inclusion on the FY 2018 CoC Priority Listing as part of the CoC Consolidated Application must be reviewed and either accepted and ranked or rejected by the CoC. All project applications approved by the CoC must be listed on the CoC Priority Listing in rank order, except project applications for CoC planning and UFA Costs which will not be ranked, to establish the project applications located within Tier 1 and the project applications located within Tier 2, as described in Section II.B.10 of this NOFA. The purpose of this two-tiered approach is for CoCs to indicate to HUD which projects are prioritized for funding.

- Tier 1 is equal to 94% of the CoC's FY 2018 Annual Renewal Demand (ARD) as approved by HUD.
  - This tier will be conditionally selected from the highest scoring CoC to the lowest scoring CoC, provided the project applications pass both eligibility and threshold review.
  - Any type of new or renewal project application can be placed in Tier 1 (However, in the event HUD is required to drastically reduce the total amount of funds available under this NOFA, the Tier 1 amount per CoC will be reduced proportionately among all CoCs which could result in some Tier 1 projects falling into Tier 2).
- Tier 2 is the difference between Tier 1 and the CoC's ARD plus any amount available for bonus projects (not including amount available for DV Bonus projects and before adjustments are made to permanent housing leasing, operating, and rental assistance budget line items based on changes to Fair Market Rent (FMR) as described in Section III.C.3.c. of the NOFA).
  - Projects placed in Tier 2 will be assessed for eligibility and threshold requirements, and funding will be determined using the CoC Application score as well as the factors listed in the NOFA.
  - If a project application straddles the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1 as stated above; and then HUD may fund the Tier 2 portion of the project (If HUD does not fund the Tier 2 portion of the project, HUD may award project funds at the reduced amount provided the project is still feasible with the reduced funding; e.g., if the provider is able to continue serving homeless program participants effectively).

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San Bernardino County Superintendent of Schools  
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City of Upland  
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Veteran Administration Loma Linda  
Workforce Development Department  
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California State University, San Bernardino

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# San Bernardino County Homeless Partnership

## Interagency Council on Homelessness

Administrative Office  
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- HUD will award a point value to each new and renewal project application that are in Tier 2 using a 100 point scale:
  - Up to 50 points in direct proportion to the score received on the CoC Application. For example, if a CoC received 100 out of 200 points on the CoC Application, the project application would receive 25 out of 50 points for this criterion. CoCs must receive all 200 CoC Application points available to receive the full 50 points for the CoC Application score.
  - Up to 40 points for the CoC's ranking of the project application(s). To more evenly distribute funding across CoCs and consider the CoCs ranking of projects, point values will be assigned directly related to the CoCs' ranking of project applications. The calculation of point values will be 40 times the quantity  $(1-x)$  where  $x$  is the ratio of the cumulative funding requests for all projects or portions of projects ranked higher by the CoC in Tier 2 plus one half of the funding of the project of interest to the total amount of funding available in Tier 2. For example, if a CoC is eligible to apply for projects totaling \$500,000 in Tier 2 and applies for 5 projects ranked in Tier 2 of \$100,000 each: the highest ranked project would receive 36 points and then the subsequently ranked projects would receive 28, 20, 12, and 4 points.
  - Up to 10 points for how the permanent housing project application commits to applying the Housing First model. Transitional housing, Joint TH and PH-RRH component, safe haven, and SSO projects that are not for centralized or coordinated assessment can receive up to 10 points for how the project demonstrates that it is low-barrier, prioritizes rapid placement and stabilization in permanent housing, and does not have service participation requirements or preconditions to entry (such as sobriety or a minimum income threshold). HMIS projects and SSO projects for a centralized or coordinated assessment system will automatically receive 10 points.

As of the approved Grant Inventory Worksheet from HUD, our ARD is \$10,066,156. Six percent of the total ARD is \$603,969, thus for Tier 1 we have \$9,462,187 available.

On July 16, 2018, the Grant Review Committee met to:

- Approve the selection of Continuum of Care (CoC) renewal applications and determine if any CoC current renewal funding will be reallocated to new projects;
- Approve the prioritization of new project activities concerning new and renewal applications for the CoC Grant application;
- Approve the 2018 CoC Bonus and Domestic Violence (DV) Bonus Projects Request for Applications for new Bonus Projects and the release date for the Application; and

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- Approve the 2018 CoC New Bonus and DV Bonus Scoring System.

The Office of Homeless Services received a total of eight applications for both the Domestic Violence Bonus and the regular Bonus. The following table below summarizes the application received, the amount requested, and the amount available for each bonus:

<b>DV Bonus Project Applicant</b>	<b>Amount Requested</b>	<b>Bonus Project Applicant</b>	<b>Amount Requested</b>
Family Assistance Program PH-RRH	\$846,838	Lighthouse Social Services Centers PH-PSH	\$747,661
Family Assistance Program Joint TH PH-RRH	\$399,264	Desert Manna PH-RRH	\$196,317
Inland Empire United Way - SSO-CES Expansion	\$200,000	Step Up on Second Street, Inc. PH-PSH	\$368,460
<b>Total Requested:</b>	<b>\$1,446,102</b>	Operation Grace PH-RRH	\$747,161
		Inland Housing Solutions PH-RRH Expansion	\$368,684
<b>Total Available</b>	<b>\$1,246,102</b>	<b>Total Requested:</b>	<b>\$2,428,283</b>
		<b>Total Available</b>	<b>\$747,661</b>

The Interagency Council on Homelessness (ICH) Ad Hoc Grant Review Committee also met on August 6, 2018, to rank the renewal projects for this year's funding cycle and to review the submissions for the Domestic Violence Bonus and regular Bonus funding.

The scoring was as followed:

<b>DV Bonus Project Applicant</b>	<b>Scores</b>	<b>Average Score</b>
Family Assistance Program PH-RRH	90/65/85/95/90/81/91	85
Family Assistance Program Joint TH PH-RRH	75/65/80/80/80/80/87	78
Inland Empire United Way - SSO-CES Expansion	70/95/90/85/90/92/82	86

<b>Bonus Project Applicant</b>	<b>Scores</b>	<b>Average Score</b>
Lighthouse Social Services Centers PH-PSH	100/97/95/77/96/85/90/95	92
Desert Manna PH-RRH	75/37/70/86/72/85/80/85	74
Step Up on Second Street, Inc. PH-PSH	100/100/100/73/97/85/95/85	92
Operation Grace PH-RRH	76/50/70/80/81/75/75/84	74
Inland Housing Solutions PH-RRH Expansion	95/93/90/89/88/75/90/86	88

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The Grant Review Committee selected the following agencies as recommended for bonus funding by the Interagency Council on Homelessness:

Family Assistance Program PH-RRH Domestic Violence Bonus Program	\$846,838
Family Assistance Program Joint TH PH-RRH Domestic Violence Bonus Program	\$399,264
Lighthouse Social Services Centers PH-PSH Regular Bonus Program	\$747,661
Total recommended for funding:	\$1,993,763

The Grant Review Committee and the Office of Homeless Services is requesting the approval of the following CoC Grant Renewals, Planning, and Domestic Violence and regular Bonus applications, as indicated in the attached Item #7a and #7b for submission through the Collaborative Application to HUD as recommended by the Grant Review Committee and approved by the ICH.

Please note: Pursuant to statute and the program regulations, the CoC Governing Board (ICH) and HUD retain the ability to revise the funding levels, and reallocate funds as needed for the benefit of the CoC.

**Members of the Interagency Council on Homelessness**

- |   |   |                              |
|---|---|------------------------------|
| Members of the Board of Supervisors                   | City of Barstow                             | City of Colton               |
| City of Hesperia                                      | City of Montclair                           | City of Ontario              |
| City of Rancho Cucamonga                              | City of Redlands                            | City of San Bernardino       |
| Town of Yucca Valley                                  | City of Upland                              | Department of Probation      |
| San Bernardino County Human Services                  | Department of Behavioral Health             | Department of Rehabilitation |
| Community Action Partnership of San Bernardino County | Veteran Administration Loma Linda           | Chaffey Community College    |
| Housing Authority of the County of San Bernardino     | Workforce Development Department            | 211 United Way               |
| San Bernardino County Superintendent of Schools       | Members of the Homeless Provider Network    | Sheriff's Department         |
| Community Development and Housing Agency              | California State University, San Bernardino | General Members-At-Large     |

2018 CoC Homeless Assistance Grant Summary				
2018 Renewals Tier One				
	Agency	Project	Type	Total Request
1	Office of Homeless Services	Homeless Management Information System	HMIS	\$250,158.00
2	Inland Empire United Way	Pathways Home	SSO-CES	\$403,136.00
3	Step Up on Second Street, Inc.	Step Up Bonus 2016	PSH	\$363,738.00
4	Step Up on Second Street, Inc.	Step Up H&H Bonus Program	PSH	\$201,634.00
5	Lighthouse Social Service Centers	Hope For Heroes	PSH	\$490,878.00
6	Inland Housing Solutions	Infinite Horizons	RRH	\$519,946.00
7	Lighthouse Social Service Centers	Hope For Heroes II	PSH	\$330,835.00
8	Housing Authority County of San Bernardino	Stepping Stone	PSH	\$334,799.00
9	Housing Authority County of San Bernardino	Whispering Pines	PSH	\$196,445.00
10	Time for Change Foundation	Homes of Hope	PSH	\$363,162.00
11	Knowledge & Education for Your Success	KEYS for Life	RRH	\$242,221.00
12	Step Up on Second Street, Inc.	Step Up in San Bernardino	PSH	\$1,548,776.00
13	Inland Valley Hope Partners-RRH	Family Stabilization Program	RRH	\$142,145.00
14	New Hope Village	New Hope Too	PSH	\$39,344.00
15	Housing Authority County of San Bernardino	Gateway	PSH	\$183,990.00
16	Housing Authority County of San Bernardino	Laurelbrook Estates	PSH	\$361,188.00
17	Lutheran Social Services-PSH	Permanent Housing for Homeless with HIV/AIDS	PSH	\$76,700.00
18	Housing Authority County of San Bernardino	Lanternwoods	PSH	\$227,278.00
19	Knowledge & Education for Your Success	KEYS for Success	RRH	\$286,632.00
20	Housing Authority County of San Bernardino	New Horizon	PSH	\$1,882,272.00
21	Housing Authority County of San Bernardino	Cornerstone	PSH	\$405,167.00
22	Step Up on Second Street, Inc.	Consolidated Application	PSH	-
23 (T1)	United States Veterans Initiative	U.S. Vets SB Renewal	PSH	\$611,743.00
<b>Total Renewal Request Tier One</b>				<b>\$9,462,187.00</b>
2017 Renewals Tier Two				
23 (T2)	Housing Authority County of San Bernardino	Stepping Stones (Straddling Tier 1)	PSH	\$416,534.00
27	Housing Authority County of San Bernardino	Laurelbrook Estates	PSH	\$187,435.00
<b>Total Renewal Request Tier Two</b>				<b>\$603,969.00</b>
2018 New Permanent Housing Bonus				
24	Lighthouse Social Service Centers	PSH Bonus 2018	PSH	\$747,661.00
25	Family Assistance Program	PSH Domestic Violence Bonus 2018	RRH	\$846,838.00
26	Family Assistance Program	PSH Domestic Violence Bonus 2018	Joint TH - RRH	\$399,264.00
<b>Total Bonus Request Tier Two</b>				<b>\$1,993,763.00</b>
2018 Planning Funds				
N/R	Office of Homeless Services	FY 2018 CoC Planning Project	Planning	\$373,831.00
<b>Total Planning Funds</b>				<b>\$373,831.00</b>

Funding Available	2018 HUD Funding Available	2018 CoC Request	Unused
<b>Renewal Projects Tier One</b>	<b>\$9,462,187.00</b>	<b>\$9,462,187.00</b>	<b>\$0.00</b>
<b>Renewal Projects Tier Two</b>	<b>\$603,969.00</b>	<b>\$603,969.00</b>	<b>\$0.00</b>
<b>Permanent Housing Bonus (both DV and Reg)</b>	<b>\$1,993,763.00</b>	<b>\$1,993,763.00</b>	<b>\$0.00</b>
<b>Planning Funds</b>	<b>\$373,831.00</b>	<b>\$373,831.00</b>	<b>\$0.00</b>
<b>Annual Renewal Amount (ARD)</b>	<b>\$10,066,156.00</b>	<b>\$10,066,156.00</b>	<b>\$0.00</b>
<b>Potential Award</b>	<b>\$12,433,750.00</b>	<b>\$12,433,750.00</b>	<b>\$0.00</b>

**Total Amount Available for Tier 1 (ARD Less 6%)**      **\$9,462,187**  
**Total Amount Available for Tier 2 (Difference between the ARD and Tier 1)**      **\$603,969**

**Tier I - Based on Annual Performance Reports**

<i>Tier 1 Projects in Rank Order</i>	<i>Rank and Project Type PH TH Bonus</i>	<i>Housing First</i>	<i>request</i>	<i>Project Scoring</i>
HMIS	1-Data System	Yes	\$250,158	N/A
Inland Empire United Way	2- Coordinated Entry System	Yes	\$403,136	N/A
Step Up-Bonus 2016-PSH	3-PSH	Yes	\$363,738	N/A
Step Up-H & H-PSH	4-PSH	Yes	\$201,634	N/A
Lighthouse --HHI-PSH	5-PSH	Yes	\$490,878	98
Inland Housing Solutions-IH-RRH	6-RRH	Yes	\$519,946	92
Lighthouse --HHII-PSH	7-PSH	Yes	\$330,835	91
HA-Stepping Stone-PSH	8-PSH	Yes	\$334,799	91
HA-Whispering Pines-PSH	9-PSH	Yes	\$196,445	90
Time for Change Foundation-PSH	10-PSH	Yes	\$363,162	89
KEYS - Keys for Life-RRH	11-RRH	Yes	\$242,221	89
Step Up-Step Up SB-PSH	12-PSH	Yes	\$1,548,776	86
Inland Valley Hope Partners-RRH	13-RRH	Yes	\$142,145	85
New Hope Village-NHT-PSH	14-PSH	Yes	\$39,344	85
HA-Gateway-PSH	15-PSH	Yes	\$183,990	82
HA-Laurelbrook	16-PSH	Yes	\$361,188	82
Lutheran Social Services-PSH	17-PSH	Yes	\$76,700	82
HA-Lanternwoods-PSH	18-PSH	Yes	\$227,278	81
KEYS - Keys for Success-RRH	19-RRH	Yes	\$286,632	79
HA-New Horizon-PSH	20-PSH	Yes	\$1,882,272	79
HA-Cornerstone-PSH	21-PSH	Yes	\$405,167	76
US Vets-PSH	23-PSH - Straddle Tier 1	Yes	\$611,743	74
			\$9,462,187	
Step Up Consolidated	22-PSH			
			<b>\$10,066,156 ARD</b>	
			<b>\$9,462,187 Tier 1</b>	
			<b>\$603,969 Tier 2</b>	
<b><u>Not Ranked</u></b>				
Office of Homeless Services	Planning Grant	N/A	<b>\$373,831</b>	

**TIER 2 SCORING FORMULA ONLY - TIER 2**

Grantee / Project	Project Type	Housing First or No?	HUD Request	Amount Remaining in Tier 2- Running Tally
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Total ABOVE PROJECT in TIER 2	50% Project value	Total value above + 50%	% of Tier 2 Total compared with total Tier 2 (column 1/ E4)	1.0 minus % of Tier
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**TOTAL VALUE TIER 2 \$2,597,732** CELL E33 should be the total of your tier 2 Including Bonus

Tier 2 Projects in Rank Order	Project Type PH TH Bonus	Housing First request	
U.S. Vets	24-PH-PSH Straddle Tier 2	\$416,534	\$2,181,198
Lighthouse-Bonus	25-PH-PSH	\$747,661	\$1,433,537
DV Bonus - FAP	26-PH-RRH	\$846,838	\$586,699
DV Bonus - FAP	27-Joint TH PH-RRH	\$399,264	\$187,435
Global One	28-PH-PSH	\$187,435	\$0
next project		\$0	\$0
next project		\$0	\$0
next project		\$0	\$0

0	208,267	208,267	0.08	0.90
416534	373,831	790,365	0.30	0.70
1164195	423,419	1,587,614	0.61	0.50
2011033	199,632	2,210,665	0.85	0.30
2410297	93,718	2,504,015	0.96	0.10
2597732	0	2,597,732	1.00	-
2597732	0	2,597,732	1.00	-
2597732	0	2,597,732	1.00	-

Formula = 35 *(1-column M)	Possible	Column K	Points Rounded to whole #
Project 1	40	0.90	36
Project 2	40	0.70	28
Project 3	40	0.50	20
Project 4	40	0.30	12
Project 5	40	0.10	4
Project 6	40	-	-
Project 7	40	-	-
Project 8	40	-	-

SCORING OF PROJECTS IN TIER 2	Row =	Project 1	Project 2	Project 3	Project 4	Project 5
NOFA p 11 b.1.	CoC Portion on 50 Points, Assume CoC got 50 of 50	50	50	50	50	50
p. 12 B (2) formula	CoC Ranking 'b' - this sheet value	36	28	20	12	4
p. 12 B (3)	Project Type enter 10 or 0	10	10	10	10	10
<b>Total points for each project (rounded)</b>	<b>HUD Score</b>	<b>96</b>	<b>88</b>	<b>80</b>	<b>72</b>	<b>64</b>