



Board of Directors **MINUTES** Meeting

Date and Time: Thursday, December 12, 2019, 11:00AM - 1:00PM

Meeting Location: Housing Authority of the County of San Joaquin, 2575 Grand Canal Blvd., Stockton CA, 95207

Required Members: Scott Carney, Adam Cheshire, Lakshmi Dhanvanthari, MD, John Ledbetter, Bill Mendelson, Jon Mendelson, Randy Pinnelli, PA., Peter Ragsdale, Jennifer Rowell;

Absent: Sgt. Mike Kelly, Britton Kimball

Guest: Kate Hutchinson (Lutheran Social Services of Norther CA, Matt Garber (San Joaquin County Health Care Services) *Both Board Members Elect

Minutes: Randy Pinnelli, PA & Adam Cheshire

ITEM	DISCUSSION	ACTION	RESPONSIBLE
I. Call to Order			
	Meeting called to order 11:03 (quorum 11:06)		Jon Mendelson
II. Approval of Minutes			
	<p>11-14-19 Board of Directors Meeting Minutes Approved w/ corrections</p> <ul style="list-style-type: none"> Randy shared that in reviewing the recording of the meeting that a motion was made (page 8) under section 2 Responsibilities to make the change but there was not an official second and a vote. There was consensus/agreement to make the change without any opposition but there was not a final vote made. <p><u>Recommendation:</u> to note it as an oversight for the Board minutes but since it went to the General Membership and was approved there isn't a need for the Board to agree on it once it is approved.</p>	<p>Motion: Bill, Second: Adam</p> <p>Approval: (7-0)</p> <p>Abstained: Peter & Jennifer</p>	
3. Continued Business			
	<ul style="list-style-type: none"> <u>Discussion:</u> Strategic Plan update Jon highlighted the Summit event held by Homebase on 12/4. Adam discussed the communication from Homebase regarding a timeline for providing feedback from the event to the CoC. Jon requested to move the discussion of New Business Up – agreed by consensus (see Discussion on HAPP in New Business.) <u>Discussion:</u> HHAP coordination, priority discussion, 		

	<p style="text-align: center;">solicitation of projects, ask for local governments to contribute dollars</p> <ul style="list-style-type: none"> • <u>Discussion and Potential Action: PLHA recommendations to County, Stockton, Lodi</u> • Discuss eligible activities in regards to homeless assistance projects • Recommend types of projects to prioritize • NOFA not yet released <ul style="list-style-type: none"> • Attachment 3 — PLHA eligible expenses, etc. • Jon shared that the PLHA funding is less pressing since we don't have a NOFA for that yet. A lot of the fund is around multi-family assistance for people experiencing homelessness, including rental assistance, deposit assistance a Rapid Rehousing model. However both HHAP and PLHA could come into play when discussing the County's proposal for Landlord Incentives for homeless Veterans. The county is seeking guidance from the CoC on Landlord Incentives for homeless Veterans. • Adam affirmed that the County is seeking guidance from the CoC on this and PLHA funding. The County is very interested around PLHA and funding something for Veterans. • Bill stated that he believes PLHA funds could be combined into a single application. That if all three recipients agreed (the City of Stockton, Lodi and the County) it could be as single pool of money. Since there isn't a NOFA and we don't have priorities from a Strategic Plan it isn't clear if it would make sense for them to do that. • Scott asked with the City and County having said Veterans are a priority and Lodi yet to. What would be the best way to coordinate all of those? • Jon said some of the things it could be used for are spending gaps in projects like Victory Gardens or permanent supportive housing that is happening in Lodi. Since it seems to focus on being able to develop housing those would be two logical places for it to go. • Adam said picking projects and saying this is an eligible use for those funds or maybe a series of projects and saying amongst these do we want to jointly fund something? That's a great way to coordinate. Where the CoC could interject guidance in there is certainly what the BoS wants to see. • Bill raised the issue about aggregating the money so that you have \$3 million to have more of an impact on one project. 		
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- Jon said the concern about an entity like Lodi giving away all of its dollars to a project that isn't going to impact Lodi. But to have discussions about how the money can be equitably distributed.
- Bill said you have the same issue between the City of Stockton and the County. Not which project to fund but more to point out that rather than having smaller amounts of money that is divided up that having a larger amount could have a more significant impact.
- Scott for the benefits of our new members, the City of Stockton and County have said the CoC is their planning entity. So part of the reason he asked the question was amongst the CoC Board was there a recommendation that it make sense to put it all together and the Council is asking for that guidance.
- Adam shared that the difference with PLHA funds is that when you apply you have to have a project in mind. Other funds don't have that requirement.
- Jon stated that is why he feels the PLHA funding is qualitatively different than the conversations we have about HHAP because it is asking to line up actionable projects and the City and County are looking for guidance on possible project that are fit.
- Peter stated that the BoS and Council are able to exercise discretion that adds a layer of transparency to the process.
- Scott stated that the inherent public processes get to the protections that Peter references.
- Matt stated that we should add disclosures where possible.
- Jon added that we also need to keep this in mind that the CoC can make a recommendation to one of the bodies but it doesn't mean the Cities or County have to take our recommendation.
- John said those discussions are going on right now
- Scott reiterated that before this Board had the discussion about specific projects both the City and County independently said "here's our priority"
- Adam shared that he had invited the cities of Stockton, Lodi to meet with the County to talk about what they want to do around coordinating, if at all. That meeting is scheduled for tomorrow morning.
- Scott stated that the City of Stockton has asked that if the CoC has a recommendation if they should coordinate and put the funds toward ten projects or one project our council has said please give us that guidance and they will consider that.
- Adam said the same with the County.

- Peter stated that combining it makes a lot of sense but asked if that was the case would there be a NOFA process or some type of application to that pot?
- Adam said not necessarily.
- Peter said his recommendation would be that what should happen.
- Scott said maybe at the next meeting there is a need to have a discussion after looking at the guidance for the Board to make some recommendation. He would also suggest that a formal request to the other cities to bring in other cities to adopt the CoC as their planning body.
- Adam said that would make things more clear regionally.
- Bill suggested that if there is going to be a meeting tomorrow, perhaps we could get a summary that is sent to the Board as to what happened.
- Jon felt it would be worthwhile to at least preliminarily whether it makes sense to try to coordinate and consolidate those monies. It makes sense for Stockton and the County to align their pots of money behind consistent projects. Maybe not so much for Lodi. He also felt that PLHA funding could be prioritized so that we make significant progress towards Veterans homelessness.
- Adam said that it will be infinitely easier to get broad agreement from all members when it is focused on Veterans homelessness because of that goal. There also needs to be are recognition by both bodies that not all of the funds can go for Veterans homelessness. There are other things that are priorities and the CoC cannot recommend all of these things as Veterans homelessness.
- Jon mentioned a flexible trust for use as landlord incentives not just for Veterans but the population in general.
- Adam stated that making the recommendation that landlord incentives should be recommended for all groups.
- Scott stated that Stockton’s Council is looking to this body to be so imbedded in these issues that when we come to this coordination give us a recommendation of does all of it go into one or ten projects does this funding source get focused on homeless veterans and the next fund source be spent somewhere else.
- Kate stated that we should be considering how multiple sources of funds can work together, for example acquisition/rehab from one source, service provision from another.

	<ul style="list-style-type: none">• Jon recommended collaboration and that the City, County and CoC applications should have very similar if not identical answers to the questions.• Adam shared that the estimated allocations totals about \$12 Million combined. City of Stockton will get just under \$6 Million, the County will get just under \$3 Million and the CoC will get about \$3.1 Million. There must be letters of support from each agency receiving funding included in each agency's final submission by 2/15/2020. They are requiring the submission of a budget.• Bill asked if there is a budget outline with general categories versus specific project budgets.• Adam stated that there is reference to a form that as far as he knows has not been made available yet and is planning to get clarification from the State on these questions.• Adam will be required to request permission from the County Board of Supervisors (BoS) in order to apply for these funds on behalf of the County and the CoC. A letter has been submitted to the BoS.• Bill said he understood why he (Adam) has to go to the BoS for the funding for the County but questioned what that has to do with the CoC's request which is not part of the County.• Adam explained that it is the same process that the County engages in for the CoC Program Competition funding. It is the County's process not the CoC's process.• Jon asked if we will also need to get a letter from the BoS for the County to act as the Administrative Entity.• Adam and Bill agreed that the CoC names the Administrative Entity.• Scott and Adam agreed to meet with the City, County and CoC to discuss the collaboration and to help avoid duplication of efforts.• Adam stated that he was going to start the process with coordinating the letters of support that are needed.• John asked if we were going to have anything from Home Base on the priorities from our Strategic Plan before this NOFA has to be applied for and if they can give us some preliminary information.• Jon felt that that was the next question especially when it comes to trying to identify budget priorities and how much we will have from Home Base at that time to base those priorities off of.• John felt that at this point with the meetings with the Strategic Planning Committee and interviews of homeless persons, service providers and the summit. Some things should be surfacing that should be priorities in our CoC.		
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- Adam said it would be nice if we could point to the work done by Home Base and a reference of one of the reasons why we are suggesting certain priorities.
- Peter commented that in Home Base’s response to the City of Stockton’s RFP, they submitted a Strategic Plan for Stanislaus County that is “broadly drawn, it is general” and he didn’t believe that they will say, “do this first.” He expects that they will say they took a survey and 80% stated there was a need for more shelter beds. We are hoping for consensus, we strive for consensus but there still may be disagreement and some folks see value in a different solution.
- Scott said that will be part of our task when we get the report, “here’s the best practices, here’s the input from the community,” based on that and the knowledge of the Board there will be a recommendation of how it should be prioritized. That’s a broader conversation for the rest of the County. Is the CoC’s guidance going to be it or how are we going to incorporate input from Lodi or any of the other cities.
- Adam felt that we would get consensus around emergency shelter it’s amongst the top priorities and HHAP is a good source of funding for new emergency shelter.
- Bill stated that since there was probably not going to be complete agreement among all three entities as to how the dollars should be spent. The CoC may need to have an idea of what the City and County are going to use their dollars on and then use the CoC dollars for gaps that neither the City nor County are addressing certain issues.
- Scott stated that his interpretation of the Council’s action to designate the CoC Board as the strategic planning entity, that this Board would be saying the funds the County, City and CoC are getting, here is a coordinated approach to that.
- Jon emphasized the reason we need to come out of this meeting with some sort of real plan is because we only have until 2/15 to finish all of this. Meaning we only have one maybe two more meeting of this group to get this together. We need to think about this as part of a coordinated piece along with PHLA funding that is coming out after 2/15. We need to have at least basic, broad priorities for what we think this should be spent on; some coordination/prioritization of what the County, City and CoC should focus on and then by the 1/12 meeting have the Board authorize some broad direction to complete by the deadline.
- Scott stated that Home Base would also have the ability to be of

	<p>assistance to the City and the CoC to help in this part of the process.</p> <ul style="list-style-type: none">• Adam asked how direct of a role are they taking for the City in physical application for HHAP on behalf of the City.• Scott stated that the original concept was they were going to help the City do that but the City is still envisioning that they (the City) are still going to submit it. But the vision is that Home Base is here to provide some support to the CoC Board for the countywide plan and to make sure that is coordinated with what the City is doing. If the City can get the language that Adam has already worked on, get Home Base, get Carrie and her folks plugged in for the City, would be a good place to get started. Maybe Adam or others on the Board could share that with other cities, they could give some feedback as well.• Jon asked who from the City, should the Board be communicating with for some of the answers.• Scott stated it would either be Carrie or Ty since they have the Housing program for the City and that he would follow up with them.• Adam stated that all three entities should be working on the budget submission so it would be the same document being submitted by all.• Scott stated that there will need to be involvement from other cities that have specific allocations for other funding to be able to share the whole picture.• Jon stated that this goes to the need to include the input and needs of other cities around the county are included, in how we are trying to prioritize the overall spending. He stated that the Board should give some preliminary direction and authorization for some of the Board members to work with the City and the County to start developing answers, getting questions answered and to try and seek from Home Base any guidance on what strategic priorities should be and to engage the Strategic Planning Committee about preliminary priorities, input from Home Base and answering the budget questions.• Jon proposed preliminarily that Adam as the point of contact for the County, Carrie as the point of contact for the City, that he (Jon) along with Bill as the HMIS Lead and asked if there was any other Board Member that would like to participate in the process.• Randy suggested that including either of the oncoming Board Members could be a way for them to “get their feet wet.”• John asked if Peter was going to be involved in this as the Chair of the Strategic Planning Committee.		
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- Peter expressed concern as a potential applicant for these funds that he wanted to be very clear that this could create a potential conflict that would preclude him from participating in the conversation about priorities.
- Jon stated that if we construed conflict of interest too broadly in this process multiple Board Members might have to step back. When it comes to any decisions of prioritization of types of approaches that everyone present has a legitimate say and would pass avoiding conflict of interest, but where it will be more tricky is where identifying a specific project under a certain area of those approaches.
- John stated that he has said it before and that everyone around the table has a conflict of interest. He has enough confidence in the people in this group that are going to do the right thing.
- Jon hoped that including the feedback from Home Base and the Strategic Planning Committee will also help mitigate some of that.
- Peter said he agreed that if took a survey of the people attending the Summit, other community forums, input from cities and county have set as priorities and that is melded well together and transparent then I don't see a conflict of interest. He still feels there is an undercurrent or narrative that there is concern over process so he felt he needed to say it but he is satisfied if everyone else is satisfied. If the minutes can reflect that we discussed it, this issue was raised but we agree that we all could arguably could have a relationship to a potential applicant or funding that we intend to let the strategic plan process complete, reflect the needs of the community, reflect the legislative bodies that have identified priorities and we are going with that.
- Randy stated that the other way to be addressing this to the broader community is by encouraging their involvement, people can come and sit in on these meetings, they can review the minutes. Having a strategic plan with input from many areas, sources and experiences creates a direction for the future to help hold accountable the CoC Board to head the direction determined in the plan. Veteran's homelessness is a priority of the City of Stockton and the County and that some on the Board have projects that serve veterans shouldn't diminish that priority.
- Jon stated that people who might have a conflict of interest shouldn't be cut out of the conversation because they might have really valuable input that should be considered. It also speaks to the idea that we really need to consider this as a coordinated plan.

- Bill stated that a discussion about what priorities are going to be is very different that which projects should be funded.
 - Scott said it is a real a valid concern that we need to talk about and it doesn't mean that anyone should be excluded from the conversation but it heightens the emphasis that we need to put on the strategic plan the legislative actions of the Board or Council. Might someone on the board apply for funding and it be perceived as a conflict? Yes, but as a Board are we comfortable that we hired Home Base who did a countywide effort and talked to lots of folks and it came back as a priority, that's the mitigating factor.
 - Randy stated that this might not be the meeting but possible then next to have a discussion around communication and how we communicate some of this. Even our Board minutes we could be taking the step of either sending them out or a link to the General Membership so they all have access to them or anything that increases people's ability to see what is going on. If they choose not to read it, that's on them.
 - Jon said once they are approved it would be a good idea to send them out.
 - Adam commented that all the agendas and minutes are on the website available for anybody to see.
 - Peter said, "but sending them would be a proactive step."
 - Randy said that having a conversation around communication, are there things we could do to improve it and anything we can be doing to improve our communication efforts will lend to improving transparency.
 - Peter also felt that as we head into the New Year anything we can do to improve committee participation should be looked at. There were five who attended the last Education and Membership Committee. "It's hard to second guess it if you contribute nothing to it by way of process."
- Additional Discussion (prior to final vote)
- Randy question whether this should be a subcommittee of the Strategic Planning Committee.
 - Jon said his concern about making it a subcommittee of the Strategic Planning Committee was that then the Strategic planning committee gets final say over any of the work.
 - Scott stated that Jon's proposal was basically let's start getting people putting together the stuff and didn't think that it necessarily needed ot be a subcommittee. But the broader point of how do we

Motion: To authorize Jon, Bill, Adam and Scott (or his designee), to coordinate application proess, start developing HHAP answers, get questions answered, to involve the Strategic Planning Committee in identifying preliminary priorities for spending to begin moving the HHAP application process forward.
Motion: Peter; **Second:** John

	<p>interpret Home Base or other input that we have, should the Strategic Planning Committee be the body to say help us prioritize. That probably needs to happen.</p> <ul style="list-style-type: none"> • Randy stated that the only place that the Charter talks about subcommittees is as an extension of the Strategic Planning Committee. • Bill said, “or it could be an ad-hoc committee, created by the Board, with a responsibility of coordinating it work with Strategic Planning. • Adam said that work doesn’t end on 2/15 and it probably really starts after that in deciding how we are going to fund projects, how were going to seek projects through the NOFA process etc. • Jon said at that point it would be wise to revisit the composition and solicit feedback as to who is going to potentially submit for projects and be in line to get money, to make sure we are going to have some non-applicants to be judging those who are applying for funding. • Bill, this specific ad-hoc committee would be responsible for that and once we have a general Strategic Plan and have some priorities in place then have another group sit there and decide what the NOFA should involve, how will they rate and rank. That’s where you start to eliminate the conflict of interest. If it is going to apply to individual entities that are non-profit community base organizations then it ought to apply across the board. • Randy stated that it goes back to the optics of it and how people view it. • Peter said his feeling is to not be in any situation where there is a conflict and to think that anyone is getting rich on homelessness is absurd but apparently there is a perception that there is a conflict is tiresome and given that the number are bigger he feels that we absolutely have to be in a position where there isn’t even a whiff of the issue and it undermines the work that we do. There is process work that has to happen to get the applications in but that is where it ends and there has to be a process from there that is bullet proof. • Lakshmi said you cannot stop people from talking, it is how we communicate and the transparency of the whole process that is extremely important. If we are going to worry about what people are going to say we are never going to move forward. As a committee we need to decide what the priorities are, how we are going towards it and try to remove the roadblocks as much as possible. • Jon stated that after each of these meeting that he could informally send a report out to the General Membership about specific actions taken. What’s happening now is at the General Membership 	<p>Motion: Peter; Second: John; Approved: Unanimously (9-0)</p>	
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meetings we are doing that but doing it after each meeting might help. Unanimous agreement to the Chair issuing such a report.

2. Discussion: **Proposal for Landlord Incentives for Homeless Veterans**

(Chair will propose to include in discussions of Old Business regarding prioritization for funding sources)

- Discuss priority recommendation to County, send any recommendations and/or overall direction to Strategic Planning Committee
- **Attachment 4** — DRAFT Landlord Incentives for Homeless Veterans proposal
- Peter clarified that the County wasn't moving the proposal forward. After the presentation from San Rafael Supervisor Miller, Peter and the VA/VASH folks met in contemplation of looking at the Marin and also the Santa Clara models. They came up with a local proposal to use and incentivize the 86 unused VASH that the Housing Authority currently has control over. To the extent Veterans are struggling to lease up by incentivizing it was the genesis of the ask. He does not believe the County is moving it ahead as a County initiative. They modelled it but are looking for a source of funds .
- Kate asked why the loss mitigation phrase.
- Peter stated that the VA did because they think its sort of says Veterans are going to wreck your apartment. It's more of a marketing thing
- Randy stated that it seems that having that wording is not just talking about Veterans specific you're also talking about that are homeless, that haven't been housed or are hard to house.
- Peter agreed but stated the only reason they came forward with this proposal was the funding was idle and does some arithmetic that demonstrates what the ROI would be, which might be easier for the BoS to articulate a benefit. He also shared that First 5 received a \$1 million award of which the HACSJ, HAS and CVLIC will partner for landlord incentives for CalWorks families with a child 5 and under. It will be interesting to see in the real estate market what is the effectiveness of this?
- Jon asked if something like this qualify under rental assistance.
- Peter felt that an argument could be made for anybody would be more effective with a leasing incentive.
- Lakshmi stated that going forward there is going to be a lot of

	<p>funding through health care. CA DHCS has released a program they plan to implement over the next few years called CalAim (CA Advancing Innovating Med-Cal) and looking at ways to pay for housing through health care dollars.</p> <ul style="list-style-type: none"> • Randy emphasized that there has been a push nationally recognizing housing as health care and a lot of new funding is coming through Health insurers are making large investments into housing for that purpose. Looking at comparative health indicators the last few years San Joaquin County has fallen in the lower percentiles in the state. <p>3. <u>Authorize</u>: SJCoC Chair to sign MOU with Housing Authority to provide support and guidance for application for Family Unification Program funding</p> <ul style="list-style-type: none"> • Attachment 6 — DRAFT Family Unification Program MOU • Jon provided some background on the request from HACSJ and the need to authorize the Chair to sign an MOU for a FUP application by HACSJ. • Peter clarified that this is a MOU to apply for additional FUP vouchers. • Bill cited a typo on page 2 under eligible youth; noted that the MOU specifies Stockton Shelter and questioned why a particular entity was indicated, and suggested that be changed. • Peter stated that HSA has to refer FUP clients so he was unclear as to the reason why SSH was specifically indicated. 	<p>Motion: to provide the Chair with broad authority to execute this MOU including approval for Peter to apply for FUP funding. Peter will provide a final draft of the MOU in its application-ready form to Jon to execute and distribute to the Board.</p> <p>Motion: Bill; Second: John; Approved: unanimously (6-0) Peter abstained</p>	
V. Standing Committees			
<ol style="list-style-type: none"> 1. Coordinated Entry System 2. Data and HMIS 3. Education and Membership 4. Resource Development 5. System Performance and Evaluation 6. Strategic Planning 	<ul style="list-style-type: none"> • no discussion or action • no discussion or action - • no discussion or action • no discussion or action • no discussion or action • See discussion in Continued Business 	<p>Next Meeting: 1:00-2:00P (1st Monday of the month) FRRRC 509 W. Weber Ave. #103</p> <p>Next Meeting: 1:00-2:00P (last Tuesday of the month) 2431 W. March Lane #350</p> <p>Next Meeting: 3:00-4:00P (2nd Tuesday of the month) 2575 Grand Canal Blvd.</p> <p>Next Meeting:</p> <p>Next Meeting: 9:00-10:00A (1st Wednesday of the month) 2575 Grand Canal Blvd.</p> <p>Next Meeting: 3:00-4:00P (1st Tuesday of</p>	

		the month) 2575 Grand Canal Blvd.	
VI. Sub-committees			
	<ul style="list-style-type: none"> • Wintertime Shelter 		
VIII. Additional Items	<i>(Not on the Agenda)</i>		
	<ul style="list-style-type: none"> • • 		
VIX. Adjourn			
	Meeting Adjourned at 1:10PM	Motion: John, Second: Adam Approval: (7-0) unanimous	
X. Next Meetings			
	Board of Directors Thursday February 13th, 2020 11:00AM – 1:00PM General Membership Meeting	San Joaquin County Housing Authority Offices, 2575 Grand Canal Boulevard, Stockton, CA 95207	



MINUTES



SAN JOAQUIN
CONTINUUM OF CARE

Board of Directors Meeting

AGENDA

Date and Time: 12-12-19, 2019 11:00 AM – 1:00 PM

Meeting Location: 2575 Grand Canal Blvd.

Required Members: Adam Cheshire, MD, Sgt. Mike Kelly, Britton Kimball, John Ledbetter, Bill Mendelson, Jon Mendelson, Randy Pinnelli, PA., Peter Ragsdale, Scott Carney, and Jennifer Rowell

Minutes: Randy Pinelli, Adam Cheshire

ITEM	DISCUSSION	NOTES
I. CALL TO ORDER		
II. ROLL CALL		
III. APPROVAL OF MINUTES		
	1. 11-14-19 Board of Directors Meeting Minutes • Attachment 1 — Pending	
IV. CONTINUED BUSINESS		
	1. <u>Discussion:</u> Strategic Plan update 2. <u>Discussion:</u> HHAP coordination, priority discussion, solicitation of projects, ask for local governments to contribute dollars • Updates with City and County on coordinated application process? • Discuss eligible activities in regards to homeless assistance projects • Recommend types of projects to prioritize • NOFA released Dec. 6, deadline of Feb. 15, 2020 • Attachment 2 — HHAP NOFA 3. <u>Discussion and Potential Action:</u> PLHA recommendations to County, Stockton, Lodi • Discuss eligible activities in regards to homeless assistance projects • Recommend types of projects to prioritize • NOFA not yet released	

ITEM	DISCUSSION	NOTES
	<ul style="list-style-type: none"> • Attachment 3 — PLHA eligible expenses, etc. <p>4. <u>Discussion:</u> Charter amendments adopted by SJCoC General Membership</p> <ul style="list-style-type: none"> • Recommendation by Chair to table further proposed amendments until new board members are sat in January • Attachment 5 — SJCoC Charter <p>5. <u>Discussion:</u> Technical Assistance feedback from request to HUD-hired consultants for guidance regarding charter proposals, conflict of interest policy, etc.</p>	
III. NEW BUSINESS		
	<p>1. <u>Discussion:</u> Proposal for Landlord Incentives for Homeless Veterans <i>(Chair will propose to include in discussions of Old Business regarding prioritization for funding sources)</i></p> <ul style="list-style-type: none"> • Discuss priority recommendation to County, send any recommendations and/or overall direction to Strategic Planning Committee • Attachment 4 — DRAFT Landlord Incentives for Homeless Veterans proposal <p>2. Authorize SJCoC Chair to sign MOU with Housing Authority to provide support and guidance for application for Family Unification Program funding</p> <ul style="list-style-type: none"> • Attachment 6 — DRAFT Family Unification Program MOU 	
V. STANDING COMMITTEES		
	<ol style="list-style-type: none"> 1. Coordinated Entry System 2. Data and HMIS 3. Education and Membership 4. Resource Development 5. System Performance and Evaluation 6. Strategic Planning 	
VI. SUB-COMMITTEES		
	<ol style="list-style-type: none"> 1. Wintertime Shelter 	

ITEM	DISCUSSION	NOTES
VI. ADDITIONAL ITEMS		
	1. Any other items	
VII. ADJOURN		
VIII. NEXT MEETING		
	Scheduled for Jan. 9, 2019	



DATE: December 6, 2019

MEMORANDUM FOR: ALL POTENTIAL APPLICANTS

FROM: Alexis Podesta, Secretary
 Business, Consumer Services and Housing Agency

SUBJECT: NOTICE OF FUNDING AVAILABILITY
 HOMELESS HOUSING, ASSISTANCE AND PREVENTION
 PROGRAM

The Homeless Coordinating and Financing Council (HCFC) is pleased to announce the availability of Homeless Housing, Assistance and Prevention Program (HHAP) grant funding. HHAP is a \$650 million block grant program designed to support regional coordination and expand or develop local capacity to address immediate homelessness challenges throughout the state. Spending must be informed by a best practices framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families to maintain their permanent housing. HHAP is authorized by AB 101 (Committee on Budget, Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019.

Available Funding

HHAP funding is divided into three categories for distribution.

Category for Distribution	Funded Amount	Eligible Applicants
Continuum of Care (CoC)	\$190,000,000.00	CoCs
City/City that is also a County	\$275,000,000.00	Large Cities (population over 300,000)
County	\$175,000,000.00	Counties

Estimated funding amounts for each jurisdiction can be found on the HCFC website: https://www.bcsb.ca.gov/hcfc/hhap_program.html. PLEASE NOTE: final eligible funding amounts will be posted on the HCFC website within 5 business days of the U.S. Department of Housing and Urban Development's official 2019 Point-in-Time count publication.

Application Timeline

915 Capitol Mall, Suite 350-A | Sacramento, CA 95814 | (916) 653-4090
www.bcsb.ca.gov/hcfc

HHAP applications will be accepted immediately following this NOFA and will be accepted until February 15, 2020. Applications will be reviewed on a rolling basis. The following time frames apply to the application/award process:

NOFA Release	TBA
Applications Review Starts	Upon receipt of application
Application Cut-off Date	February 15, 2020
Applications Awarded	Anticipated 60 days from the date the application is deemed complete
Awards Disbursed	Anticipated 90 days from the date the application is deemed complete

Application Submission Process

The HHAP application is available through an online portal. The application does not have a "save" feature and must be completed and submitted in one sitting. A link to the portal can be found here: https://www.bcsch.ca.gov/hcfc/webapps/hhap_application.php

All applications will be completed and submitted online. Once the application is successfully submitted, the applicant will receive a confirmation email that includes a copy of the application, a tracking number, and a checklist of documents to be submitted. The applicant must then reply to the email and attach all items listed on the checklist for the application to be deemed complete. Instructions for the online application form can be found on the HCFC website <https://www.bcsch.ca.gov/hcfc/>. A Frequently Asked Questions document and a toolkit to assist in the development of the additional application documents are forthcoming and will also be posted on the HCFC website.

Award Process

HHAP grant applications will be reviewed upon receipt. Once applications have been reviewed and deemed complete (including all requested documentation), an award letter and standard agreement will be prepared and sent to the applicant. When the standard agreement is signed and returned by the applicant, the applicant will simultaneously submit a request for funds which will initiate the distribution process. The request for funds should be dated after the date on which the standard agreement was signed. Funds will be disbursed upon execution of the standard agreement and receipt of request for funds. HCFC anticipates that funds will be distributed within 90 days of receipt of a complete application. Funds will be issued directly to the Administrative Entity that is listed on the application.

Definitions

Per Health and Safety Code (HSC) § 50216(a-q), below are the definitions for purposes of the HHAP program:

- a) "Agency" means the Business, Consumer Services, and Housing Agency.
- b) "Applicant" means a continuum of care, city, or county.
- c) "City" means a city or city and county that is legally incorporated to provide local government services to its population. A city can be organized either under the general laws of this state or under a charter adopted by the local voters.
- d) "Continuum of care" means the same as defined by the United States Department of Housing and Urban Development at Section 578.3 of Title 24 of the Code of Federal Regulations.
- e) "Coordinated Entry System" means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- f) "Council" means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
- g) "Emergency shelter" has the same meaning as defined in subdivision (e) of Section 50801.
- h) "Homeless" has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019.
- i) "Homeless Management Information System" means the information system designated by a continuum of care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term "Homeless Management Information System" also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.
- j) "Homeless point-in-time count" means the 2019 homeless point-in-time count pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. A jurisdiction may elect to instead use their 2017 point-in-time count if they can demonstrate that a significant methodology change occurred between the 2017 and 2019 point-in-time counts that was based on an attempt to more closely align the count with HUD best practices and undertaken in consultation with HUD representatives. A jurisdiction shall submit documentation of this to the agency by the date by which HUD's certification of the 2019 homeless point-in-time count is finalized. The agency shall review and approve or deny a request described in the previous sentence along with a jurisdiction's application for homeless funding.
- k) "Homeless youth" means an unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of



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Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)). "Homeless youth" includes unaccompanied youth who are pregnant or parenting.

- l) "Housing First" has the same meaning as in Section 8255 of the Welfare and Institutions Code, including all the core components listed therein.
- m) "Jurisdiction" means a city, city that is also a county, county, or continuum of care, as defined in this section.
- n) "Navigation center" means a Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- o) "Program" means the Homeless Housing, Assistance, and Prevention program established pursuant to this chapter.
- p) "Program allocation" means the portion of program funds available to expand or develop local capacity to address immediate homelessness challenges, in the amount of six hundred fifty million dollars (\$650,000,000).
- q) "Recipient" means a jurisdiction that receives funds from the agency for the purposes of the program.

Eligible Uses

The HHAP program requires grantees to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations. As stated in HSC § 50219(c)(1-8), funds shall be expended on any of the following:

1. Rental assistance and rapid rehousing;
2. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
3. Landlord Incentives (including, but not limited to, security deposits and holding fees);
4. Outreach and coordination (which may include access to job programs) to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;
5. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system particularly for vulnerable populations including families and homeless youth;
6. Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions);
7. Prevention and shelter diversion to permanent housing; and
8. New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for new navigation centers and emergency shelters shall be based on the following:
 - a. The number of available shelter beds in the jurisdiction;
 - b. The shelter vacancy rate in the summer and winter months;

- c. The percentage of exits from emergency shelters to permanent housing solutions; and
- d. A plan to connect residents to permanent housing.

Additionally, HSC § 50218(b) mandates that grantees use **at least 8 percent** of their funds for services specific to the needs of homeless youth. Applicants are also allowed to use funds for the following:

- Up to 5 percent of an applicant's program allocation may be expended on a strategic homelessness plan and/or infrastructure development to support Coordinated Entry Systems (CES) and Homeless Management Information Systems (HMIS).
- Up to 7 percent of a program allocation may be used for a jurisdiction's administrative costs incurred to administer the funds. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

In addition, grantees shall not use HHAP grant program funding to supplant existing local funds for homeless housing, assistance, or prevention.

Eligible Applicants

Eligible applicants who may apply for HHAP program funds are the CoCs, as identified by the United States Department of Housing and Urban Development (HUD), large cities (with a population of 300,000 or more), and counties. Successful applicants will be awarded HHAP program funds after entering into a contract with the Business, Consumer Services, and Housing Agency (BCSH). The eligible applicants will administer their own funds separately; however, they are expected to demonstrate regional coordination as outlined in the HHAP Program Guidance. One of the threshold requirements is that eligible applicants must submit a plan specifying alignment of funds and goals, strategies, and services, both short-term and long-term, to reduce homelessness and make it non-recurring.

For allocations made to the large cities and the counties, those cities and counties are the Administrative Entity. For allocations made directly to a CoC, the Administrative Entity means a unit of general-purpose local government (city, county or a city that is also a county), a Joint Powers Authority (JPA), or a nonprofit organization that has (1) previously administered federal Department of Housing and Urban Development (HUD) CoC funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations and (2) been designated by the CoC to administer program funds. For this application, CoC and Administrative Entity are used interchangeably.

Individual persons, cities (not identified as one of the 13 large cities), and/or nonprofit organizations (that are not CoCs) are not eligible to apply directly to HCFC for HHAP funds. Those interested in receiving HHAP funds will apply directly to their local CoCs,

large cities, and counties. HCFC encourages interested parties to collaborate with their local CoCs to determine the best use of funds and how funds will be awarded and disbursed.

Monitoring, Documentation and Reporting Requirements

Administrative Entities must be able to demonstrate that HHAP funds were expended for eligible uses to benefit members of the target population. HCFC will include additional information on monitoring and reporting requirements in the standard agreement executed prior to distribution of HHAP funds to each CoC, large city, and county. In addition to HCFC's monitoring and reporting requirements, it is expected that CoCs, large cities, and counties will provide direct oversight to recipients of HHAP funds.

As stated in HSC § 50221(a)(1-4), grantees will need to report on the following, as well as any additional information the Agency deems appropriate or necessary:

- (1) An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds.
- (2) The number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population served.
- (3) The type of housing assistance provided, broken out by the number of individuals.
- (4) Outcome data for individuals served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

The first report will be due on January 1, 2021 and annually thereafter until all funds have been expended. A final report is due by January 1, 2026.

Counties will need to submit confirmation that 100 percent of program funds have been contractually obligated by May 31, 2023.

Any funds that are not contractually obligated by this date shall be reverted to the CoC that serves the county.

CoCs and large cities will need to submit confirmation that no less than 50 percent of program funds have been contractually obligated by May 31, 2023.

If less than 50 percent of program funds have been contractually obligated after May 31, 2023, grantees that are large cities and CoCs shall not obligate or expend the difference of remaining funds within the 50% required obligation amount until the following occurs [HSC § 50220(a)(4)(B)(i-ii)]:

1. On or before June 30, 2023, the grantee must submit an alternative disbursement plan that includes an explanation for the delay and a plan to fully expend these funds by December 31, 2023. The grantee must also submit an updated budget.
2. Agency must approve this alternative disbursement plan and will have until July 31, 2023 to review and approve or deny submitted plans. If the funds identified in the approved alternative disbursement plan are not fully expended by December 31, 2023, the funds shall be returned to Agency.

By June 30, 2025, 100 percent of HHAP funds must be fully expended. HCFC will use the report submitted on or before May 31, 2023 to ensure that Administrative Entities are on track to expend 100 percent of program funds by June 30, 2025. Any remaining amounts of program allocation funds not expended by the June 30, 2025 deadline shall revert to, and be paid and deposited in, the General Fund.

Further Information

Additional information including the HHAP Program Guidance, Online Application Form Instructions, and a list of upcoming workshops can be found on the HHAP website: https://www.bcsb.ca.gov/hcfc/hhap_program.html. The forthcoming Frequently Asked Questions document and the Supplemental Application Documents Toolkit will also be available on the HHAP website.

If you have questions, please direct them to the HCFC inbox at HCFC@BCSB.CA.GOV.

Eligible Activities

Eligible activities for the formula allocations are:

1. The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary operating subsidies.
2. The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120-percent of AMI, or 150-percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.
3. Matching portions of funds placed into Local or Regional Housing Trust Funds.
4. Matching portions of funds available through the Low- and Moderate-Income Housing Asset Fund pursuant to subdivision (d) of HSC Section 34176.
5. Capitalized Reserves for Services connected to the preservation and creation of new permanent supportive housing.
6. Assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
 - A. This activity may include subawards to administrative entities as defined in HSC Section 50490(a)(1-3) that were awarded CESH program or HEAP funds for rental assistance to continue assistance to these households.
 - B. Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8225(b)(8). An applicant allocated funds for the new construction, rehabilitation, and preservation of permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255, subdivision (b).
7. Accessibility modifications in lower-income owner-occupied housing.
8. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
9. Homeownership opportunities, including, but not limited to, down payment assistance.
10. Fiscal incentives made by a county to a city within the county to incentivize approval of one or more affordable housing projects, or matching funds invested by a county in an affordable housing development project in a city within the county, provided that the city has made an equal or greater investment in the project. The county fiscal incentives shall be in the form of a grant or low-interest loan to an affordable housing project. Matching funds investments by both the county and the city also shall be a grant or low-interest deferred loan to the affordable housing project.

Eligible activities for the competitive allocation are:

1. Development of new multifamily rental housing that is affordable to households at or below 60-percent of AMI or substantial rehabilitation of multifamily rental housing that will be affordable to households at or below 60-percent of AMI, but which is not currently restricted as affordable housing; or
2. Assistance to persons who are experiencing or at risk of homelessness, including, but not limited to, through rapid rehousing, or rental assistance, supportive services and case management services that allow people to obtain and retain housing, operating and capital

costs for navigation centers, or new construction, rehabilitation, or preservation of permanent or transitional rental housing.

Eligible Applicants

Eligible Applicants for the entitlement formula component are limited to the metropolitan cities and urban counties allocated a grant for the federal fiscal year 2017 pursuant to the federal CDBG formula specified in 42 USC, Section 5306. Eligible Applicants for the non-entitlement formula component and the competitive grant program component are limited to the non-entitlement jurisdictions.

Guidelines and Regulations

- [Permanent Local Housing Allocation Draft Guidelines](#) (PDF)
- [Permanent Local Housing Allocation Framing Paper](#) (DOC)
- [Permanent Local Housing Allocation Response to Public Comments](#) (PDF)
- [Permanent Local Housing Allocation Amendments to Draft Guidelines - Statement of Reasons](#) (PDF)
- **New!** [Permanent Local Housing Allocation Final Guidelines](#) (PDF)

Get Funding

Applications are invited through the issuance of Notices of Funding Availability (NOFAs). The first NOFA, which will be the formula component NOFA for entitlement and non-entitlement local governments, will be issued in Spring 2020.



Landlord Incentives for Homeless Veterans

Executive Summary

The Housing Authority of the County of San Joaquin (HAC SJ) in partnership with San Joaquin County proposes to implement an innovative landlord incentive program modeled after Marin County’s successful program. HAC SJ will provide staffing and expertise in the rental market coupled with incentives for landlords provided by San Joaquin County. This two-year pilot program would be a meaningful and effective step towards ending Veteran homelessness.

Incentives could include:

Incentives	Minimum Number of Homeless Veterans Served	Maximum Benefit	Total
Security Deposit Assistance	50	\$2,500	\$125,000
Loss Mitigation and Repairs Fund	30	\$3,000	\$90,000
Vacancy Loss (?holding?)	40 change #	\$2,500	\$130,000
Leasing Incentives	86 change #	\$1,500	\$189,000
Total Investment			\$444,000
Return of Investment	Average Monthly Rental Assistance Payment	Number of Families	Total
First 6 months	\$712 per Household	22	\$313,280
Months 7-12	\$712 per Household	22	\$234,960
Months 13-18	\$712 per Household	22	\$140,976
Months 19-24	\$712 per Household	20	\$56,960
Total HAP Revenue into Local Economy			\$746,176

HAC SJ has 86 unleased HUD-VASH vouchers, which includes Veterans searching for but not yet able to find housing . Full utilization in the HUD VASH program would reduce the homeless veteran population in San Joaquin County by 86 individuals, as well as provide nearly \$750,000 in additional rent revenues into our local economy. San Joaquin County’s investment of \$444,000 would benefit our most vulnerable Veterans and be multiplied by an estimated 163% increase in housing assistance during the pilot period.

Deliverables:

- 86 new homeless Veterans permanently housed by the end of the two year pilot.
- 30 new landlords engaged by the end of the two year pilot.
- 100% utilization of HUD-VASH vouchers in San Joaquin County

Background

The Landlord Incentive Program is based on a successful program implemented by the County of Marin and the Marin Housing Authority. Our proposed pilot program will replicate their innovative program through a partnership between the County of San Joaquin and the HACSJ to increase the number of HUD-VASH supported rental homes accessible to homeless Veterans in our county.

Marin Housing Authority in partnership with the County of Marin and the Community Land Trust of West Marin created a comprehensive set of policy options to address their County's affordable housing needs. A series of three public workshops were conducted in the fall of 2015. Out of those workshops, eleven policy options were developed with designated funding for an eighteen month pilot project. Within 18 months, 52 families were successfully housed through the security deposit loan program and 55 new landlords began participating in the Housing Choice Voucher Program. Marin Housing Authority and the County of Marin renewed the successful portions of the pilot project.

Hundreds of homeless veterans and their families in San Joaquin county struggle to find rental housing using federally funded Housing Choice Vouchers in San Joaquin County's dynamic and competitive rental housing market, contributing to the broader housing crisis in the county. In January 2019, there were 153 homeless veterans counted during the Homeless Point in Time count:

- 92.4% were unsheltered
- 90.2% were men
- 151 were single individuals and 2 were families with children.

On November 1, 2019, the local shelters and street outreach efforts were in contact with 141 veterans of which 52 were in emergency shelters, 43 in transitional programs and 46 were unsheltered veterans contacted by street outreach. There are undoubtedly unsheltered veterans who have not been in contact with regular street outreach.

Program

The Landlord Incentive Program aims to expand rental opportunities for voucher holders by making landlord participation in the program more economically feasible. The program works to recruit new landlords while retaining current landlords by: 1) providing new incentives and support systems that address potential risks that property owners may associate with the program, and 2) realigning staff and internal program management by HACSJ to make the program easier to participate in.

Financial-based incentives mitigate the real and perceived risks associated with renting to the homeless. Nonfinancial incentives, including support from staff, are of equal importance in promoting landlord participation.

Proposed financial incentives are based on a two year period and include:

- Security and **Holding** Deposits to cover concerns with potential financial risks (\$125,000)
 - Up to \$2,500 per family to be paid to the landlord
 - Deposit to be returned to HACSJ and reissued to homeless Veterans (if no damages)
 - Would assist a minimum of 50 families
- ~~Loss mitigation pool to fund incidental repairs or non-payment of rents exceeding security deposits (\$90,000)~~
 - ~~Up to \$3,000 per family to be paid to the owner once family vacates and it is determined the family caused damages beyond normal wear and tear~~
 - ~~The owner has 21 days to submit claim form to HACSJ along with photos and estimates~~
 - ~~Would assist a minimum of 30 families~~
- Vacancy loss/**holding** coverage to underwrite one month's rent payment during vacancy for landlords willing to rent to another homeless veteran (\$100,000)
 - Provides up to one month of rent to the landlord while repairing excessive damage to **preparing/holding?** the unit for a new tenant with the commitment to rent to another homeless Veteran
 - Maximum per unit is \$2,500
 - Would assist a minimum of 40 families
- Leasing incentives to landlords willing to accept HUD-VASH voucher participants (**\$169,000**)
 - \$1,000 per HUD-VASH voucher for the first year of leasing; \$500 paid upon execution of the Housing Assistance Payment contract and the remaining \$500 paid at the completion of the first year.
 - \$500 per HUD-VASH voucher at the completion of the second year of leasing
 - Would be paid on behalf of 86 families

The Housing Authority of the County of San Joaquin (HACSJ) will provide:

- A dedicated phone line would be set up to guarantee a response within one business day through HACSJ, or in certain cases call answering services to take case notes. This dedicated service would help troubleshoot the program and enhance successful landlord relationships.
- Online access to information related to inspections, Housing Assistance Payments, and contracts
- A dedicated Housing Locator
 - The Housing Locator will be responsible for:
 - Initial eligibility:
 - Processing referrals from the HUD-VASH caseworkers
 - Reviewing and assisting veteran's with documents
 - Educating landlords about the program
 - Assisting in expediting the leasing process

- Establishing lists of participating landlords
 - Coordinating pre-inspections
 - Negotiating rents and security deposits with landlords
 - Ensuring timely execution of HAP Contracts.
- Continued eligibility:
 - Providing support for personalized and on-going case management services to ensure participant meets eligibility requirements at annual and interim reexaminations.
- Moving assistance within San Joaquin County:
 - Assisting participants with required moving paperwork
 - Assisting the participants in locating new units
 - Coordinating pre-inspections
 - Negotiating rents and security deposits with landlords.
- ~~Transitioning off HUD-VASH Case Management:~~
 - ~~Assisting participants who have completed the HUD-VASH case management component.~~
 - ~~Assisting HACSJ with individual orientations on the rules and regulations of the Housing Choice Voucher Program~~
 - ~~Provide a listing of available housing and other housing search assistance as outlined in the initial eligibility and transfer assistance stages above.~~
- The Housing Locator will also assist in the following activities:
 - Lease-up fairs to attract landlords
 - Landlord recruitment outreach programs
 - Voucher seminars on program rules (individual or group)
 - Building community partnerships and creating relationships with local agencies who can provide tools and services that will assist the veterans in securing decent, safe and affordable housing.
- HACSJ will establish a Landlord Advisory Committee where participating landlords can provide information on ways to improve communication and service delivery.
 - The advisory committee would meet quarterly or semi-annually to review incentive programs and discuss marketing strategies for landlord recruitment and retention.
- HACSJ will conduct Landlord workshops and training
 - An ongoing series of landlord resource workshops to offer help and support to our community partners. Additional support would include biennial unit inspection or upon request, assistance in filling unoccupied units, and access to a network of property managers to assist participating landlords.



Governance Charter

ADOPTED JULY 2013
REVISED JULY 2018
REVISED OCTOBER 2018
REVISED NOVEMBER 2019

Preamble:

A Continuum of Care has served San Joaquin County since 1996, enabling the greater San Joaquin County community to respond to homelessness by implementing permanent housing projects. In 2015, at the request of several community-based homeless services providers, Supervisor Kathy Miller convened a working group of providers, first responders and interested parties from throughout San Joaquin County to explore opportunities for addressing the issue of homelessness. In January of 2016, the San Joaquin County Board of Supervisors took action to expand the membership and officially designate the group the San Joaquin County Homelessness Task Force. The Homelessness Task Force (HTF) met monthly to exchange information, share best practices, and foster collaboration to improve homelessness outcomes on a county-wide basis.

In 2016 and 2017, the HTF presented the San Joaquin County Board of Supervisors with recommendations that resulted in the formal adoption of over-arching policies regarding data collection, adoption of a Housing First model, creation of uniform discharge policies, a “No Wrong Door” approach to service delivery, and development of new collaborations and partnerships to secure funding for innovative initiatives. In 2018, the local Continuum of Care charter was revised to incorporate and build upon the success of the HTF and enhance the San Joaquin Continuum of Care (SJCoC) as a more robust, active, and collaborative entity. In 2019, the San Joaquin County Board of Supervisors and the Stockton City Council together adopted the SJCoC as the backbone agency to provide guidance and recommendations regarding policies and actions in response to homelessness.

I. Mission

The San Joaquin Continuum of Care provides leadership and effective stewardship of resources, as well as facilitates community planning, design and implementation of programs critical to ending homelessness in San Joaquin County. Our core values are collaboration, communication and transparency. We are committed to evidence-based programming and data-driven initiatives.

II. Composition

The San Joaquin Continuum of Care is a non-governmental, non-incorporated association that meets the requirements of 24 CFR 578 as a collaborative and coordinating system that includes government, non-profit homeless housing and service providers, and other community interests that increases public awareness and promotes programs that addresses the needs of the County’s homeless population. Groups and organizations that are encouraged to participate in the Continuum include, but are not limited to:

- A. Organizations and agencies providing behavioral health and substance abuse services
- B. County health departments, community health centers, and hospitals
- C. Organizations and agencies providing food, shelter, housing, or other services targeted to the homeless
- D. Local law enforcement agencies, including district attorney, public defender, courts, jails, probation and parole

- E. Regional workforce boards
- F. County and municipal governments
- G. Local public housing authorities
- H. Housing developers
- I. Business community
- J. Philanthropic community
- K. Local school districts
- L. Federal, state and local organizations and agencies serving specific subgroups of the homeless population, including, but not limited to, those serving veterans, victims of domestic violence, persons with HIV/AIDS, LGBT and runaway youth
- M. Homeless and formerly homeless persons
- N. Community organizations, including those that are faith-based, that have an interest in addressing issues associated with ending homelessness
- O. San Joaquin 211

III. Responsibilities

Essential responsibilities of the Continuum of Care (CoC) include, but are not limited to:

- A. Operating a Continuum of Care.
- B. Designating a Homeless Management Information System (HMIS) and an HMIS Lead Agency.
 - a. Currently, the CoC is using HMIS software provided by Bitfocus known as Clarity and designates Central Valley Low Income Housing Corporation as the HMIS Lead Agency. The CoC Board will execute a Memorandum of Understanding with the HMIS Lead Agency specifying the duties and responsibilities of the HMIS Lead Agency. The CoC Board will review, approve, and execute an MOU with the HMIS Lead Agency on an annual basis.
- C. Developing a local homeless strategic plan for the CoC's geographic area that includes data from a point-in-time count, an annual Housing Inventory Count, the Longitudinal Systems Analysis, and other required reports.
- D. Facilitating the delivery of multiagency services for the homeless to eliminate duplication of services and to maximize the use of limited existing resources for the homeless.
- E. Support the development of new approaches to provide housing opportunities for the homeless.
- F. Providing information required to complete jurisdictional Consolidated Plans within the Continuum's geographic area of San Joaquin County, including inventory of gaps in homeless services.
- G. Consulting with State and local government Emergency Solutions Grant recipients within the Continuum's geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG program recipients and sub-recipients.
- H. Establishing priorities for funding homeless projects within the Continuum's geographic area.

- I. Consulting with ESG and CoC Program recipients and sub-recipients to establish performance targets appropriate for population and program type, monitor recipient and sub-recipient performance, evaluate project outcomes, and take timely action against poor performers, as necessary.
- J. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establishing and operating a coordinated entry system that incorporates core coordinated entry elements, including an initial, comprehensive assessment of the needs of individuals and families for housing and services.
- K. In consultation with recipients of Emergency Solutions Grants program funds within the geographic area, establishing and consistently following written standards for providing Continuum of Care assistance.

IV. CoC Governance and Membership

The San Joaquin Continuum of Care shall be governed by a Membership Body and a coordinating CoC Board of Directors.

A. Composition

The Membership Body consists of all interested individuals and organizations and is open to the full array of community stakeholders enumerated in Section II of this document. Membership in the San Joaquin CoC will be available through an open registration process by contacting the Collaborative Applicant (See Section VII) and expressing a desire to participate in the CoC. The Continuum of Care Board shall, at least annually, issue a public invitation for new members. Stakeholders shall be informed on a regular basis of the CoC's purpose, responsibilities and calendar of events, so as to encourage broad and consistent participation.

B. The Membership Body is responsible for:

- 1. Coordinating services among public and private providers
- 2. Approval of CoC Governance Charter and electing members of the CoC Board
- 3. Approval of the annual CoC Program application.

V. CoC Board of Directors

A. Composition

The CoC Board shall be composed of thirteen active members who represent the Collaborative Applicant, the HMIS Lead Agency, and diverse, relevant stakeholders of the Membership Body. The CoC shall strive to ensure broad geographic coverage on the Board and on committees and to represent the subpopulations of people experiencing homelessness in the CoC. At least one member of the CoC Board shall be a homeless or formerly homeless person and at least one member shall be an ESG recipient or sub-recipient.

B. Election and Terms

The Nominating Committee presents a slate of members for election at the CoC Annual Meeting to terms beginning January 1 and ending December 31. The CoC Membership Body elects each CoC Board member to a two-year term, except for the initial year of the adoption of this governance charter. In the initial year, the Nominating Committee presents to the CoC Membership a slate of (1) five Board members for a one-year term and (2) six Board members for a two-year term.

C. Attendance and Quorum

The Board attendance policy is CoC Board members may not miss more than two consecutive, unexcused Board meetings. The presence of a simple majority of CoC Board of Directors will be a quorum and sufficient to conduct business at CoC Board meetings.

D. Vacancies and Removal

A vacancy of any member position may be filled by a majority vote of the Board for the unexpired portion of the term. Board members may be removed from the Board for violations of the conflict of interest policy, attendance policy or for other violations of the policies and procedures of the CoC. Removal of a board member requires a 2/3 vote of CoC Board members or 2/3 vote of the Active Members of the CoC.

E. Duties and Responsibilities

The CoC Board shall have the power to act on behalf of and in the best interest of the Continuum of Care. These duties include the following:

1. Establishment of Standing and/or Ad Hoc Committees, such as CoC Application Committee, Nominating Committee or Point in Time Committee
2. Appointment of CoC Committee Chairs, whose terms are reviewed every two years
3. Service on CoC committees
4. Review and approval of Continuum of Care Program applications, then presentation to CoC membership for final approval
5. Oversight of and coordination with the HMIS Lead Agency
6. Execution of the essential responsibilities listed in Section III
7. Approval of CoC policies, including those for coordinated entry system, written standards and HMIS
8. Evaluation of Collaborative Applicant and HMIS Lead
9. Other such responsibilities approved by the Membership Body.

F. Board Officers

The CoC Board of Directors will elect Board Officers for vacant seats at their first regular meeting of the calendar year. The chair of the CoC Board shall rotate between public and private entities every two years. The Chair and Vice Chair may not represent the same organization nor represent the same sector.

- a. Chair
The chair shall prepare the agenda for and preside at the meetings of the CoC Membership and the CoC Board of Directors. The chair shall provide direction and leadership, along with the CoC Board, to ensure that all functions of the CoC are carried out.
- b. Vice-Chair
The Vice Chair shall represent the Chair in his/her absence and support the Chair.
- c. Secretary
The Secretary, in coordination with the Collaborative Applicant, shall be responsible for attendance and recording of minutes of the CoC Membership and CoC Board meetings.
- d. Term of office
The Board Officer term of service shall be one year, except for the term of the initial Board Chair, which shall be for two years.
- e. Board officers will provide support to the Board Chair in establishing meeting agendas and other issues as necessary.

VI. Standing Committees

A. Coordinated Entry System Committee

This committee is responsible for developing, monitoring the progress and impact of, and periodically recommending any necessary revisions to an implementation plan for a coordinated entry and assessment system for all homeless and prevention resources. This committee will create recommendations for written standards for eligibility, assessment, and prioritization of resources for all CoC and ESG program types.

B. Data and HMIS Committee

This committee develops policies and procedures and provides oversight to the HMIS Lead Agency on HMIS issues including project participation, participant privacy, data security, data quality, data sharing and HMIS governance.

This Committee provides oversight to the annual Point-in-Time Count of sheltered and unsheltered homeless, in accordance with any HUD requirements.

It assists the HMIS Lead Agency with ensuring HMIS participation across the Continuum of Care. The HMIS lead executes Participation Agreements with each contributing HMIS organization, ensures that each HMIS user has signed an HMIS User Agreement, manages the system on a day-to-day basis, and provides technical support and training to users. Additional expectations are documented as part of the HMIS policies and procedures. All CoC funded projects and all ESG sub-recipients are required to enter data in HMIS according to the standards set

by the HMIS Lead Agency and the CoC Board. All service providers in the Continuum will be invited to participate in data collection in the HMIS. This committee also hears grievances related to sanctions by the HMIS Lead agency. This committee will lead the annual process of reviewing the performance of the HMIS Lead Agency and of the HMIS vendor.

C. Education and Membership Committee

This committee will be responsible for developing an outreach plan to educate the community on homeless issues, including persons/organizations that are not currently members. The Committee will support the development of community resource directories of services available to the homeless, such as 211 San Joaquin, for use by agencies, volunteers, information and referral systems, and homeless persons.

The Committee will establish and annually review a dues structure and membership process/application for the CoC, along with developing a strategy for increasing the support and participation from municipalities and local businesses in the Continuum's programs and activities.

The committee will also develop (1) a membership information kit that may include the governance charter, membership list, and membership benefits and (2) CoC Grant Application/ Management training course.

D. Resource Development Committee

This committee will identify resources and coordinate development of education, advocacy and training strategies targeted to increasing resources for the CoC to end homelessness in San Joaquin County.

E. System Performance and Evaluation Committee

This committee is responsible for several CoC Planning activities including:

- Establishing CoC system performance metrics and standards
- Evaluating CoC system performance
- Establishing metrics and standards for measuring the performance of ESG- and CoC-funded projects
- Evaluating performance of those CoC and Emergency Solution Grant funded projects
- Providing recommendations of remedial actions and quality improvement plans for poor-performing projects to the CoC Board of Directors and the CoC membership
- Encouraging development of new programs and services to fill critical service gaps, if necessary, through reallocation of existing resources for the homeless.

F. Strategic Planning Committee

This committee is responsible for:

- Developing goals, plans and strategies to carry out the mission of the CoC.
- Gathering information or conducting needs assessments related to ending homelessness, including the annual gaps analysis required by HUD.
- Conducting an inventory of all local resources for the homeless, including but not limited to, food assistance, clothing, emergency shelter, low-cost housing, emergency medical care, counseling, education, job training, child care and employment.
- Monitoring and evaluating federal, state and local homeless initiatives to assess their impact, to determine the adequacy of services through such initiatives, and to identify additional unmet needs of the homeless.

Strategic Planning Sub-committees may include Housing, Prevention, Law & Justice, and other sub-committees deemed necessary by this committee.

VII. Collaborative Applicant

San Joaquin County is designated as the Collaborative Applicant for all Continuum of Care Program applications. A Memorandum of Understanding between the CoC and the Collaborative Applicant will delineate duties and responsibilities, including the collection, combination and submission of all required annual CoC Program Competition project and overall application information within the CoC's geographic area and maintenance of required CoC records. The CoC Board will review, approve, and execute the Collaborative Applicant MOU on an annual basis

VIII. Meetings

A. CoC Membership

Meetings of the CoC membership shall be held at least three times per year, including an Annual Meeting. An agenda of the meeting will be published at least 72 hours prior to the meeting through the Continuum membership, email listing maintained by the Collaborative Applicant, and through postings in public places. All meetings are open to the public.

The CoC Board Chair shall conduct the meetings. Meetings will follow the published agenda and shall be conducted by Robert's Rules of Order (as revised). The Collaborative Applicant will record and maintain minutes of the meeting.

B. Annual Meeting

The San Joaquin CoC will hold an Annual Meeting each year. Election of the CoC Board of Directors will take place at this meeting. Other business may include approval of the annual CoC Program application and the approval of changes to the CoC Governance Charter.

C. Board of Directors

The CoC Board of Directors shall meet at least six times per year. An agenda of the meeting will be published at least 72 hours prior to the meeting through the Continuum membership, email listing maintained by the Collaborative Applicant and through postings in public places. All meetings are open to the public. The Collaborative Applicant will record and maintain minutes of the meeting.

D. Committees

Committee meetings shall be held as needed, but not less than twice per year. Meeting action shall be reported at regular meetings of the CoC Board of Directors and CoC Membership.

E. Special Meetings

Special Meetings of the CoC Membership or Board of Directors may be called by the CoC Board Chair or by written request of one-third of the Board or by one-third of Active Members. Special meetings that will require a vote or the handling of official business of the San Joaquin CoC require at least two (2) business day's prior notice via email by the Collaborative Applicant. Special meetings may consider only those items so specified in the notice.

IX. Voting/ Quorum

- A. Only Active Members are eligible to vote on matters before the CoC. Active members are divided into two categories: Individuals and Organizations.
- a. Individuals are defined as individuals, who are not volunteers or employees of any entity that might otherwise be a member, with the exception of persons experiencing homelessness or who previously experienced homelessness.
 - b. Organizations are defined as, including but not limited to,
 - School districts, but not individual schools
 - 501(c)3 social service organizations
 - individual religious congregations/organizations or faith-based organizations
 - individual private businesses or business organizations
 - philanthropic foundations
 - public or private health care organizations
 - public or private mental health organizations
 - public or private substance disorder organizations
 - law enforcement agencies operating within the boundaries of San Joaquin County
 - individual cities (with an elected city council) within San Joaquin County
 - Federal, state and local government
- B. Active Members are defined as members who have attended at least 50% of CoC Membership or Committee meetings in the prior twelve-month period.

- C. Prior to a CoC vote and the compilation of the list of Active Members, each Active Member organization or department will select one representative as their voting representative. The Collaborative Applicant will compile a list of eligible voters prior to any meeting.
- D. Questions or disputes about Active Membership will be resolved by the Board of Directors.
- E. Voting will occur in person unless otherwise determined.
- F. The presence of a simple majority of CoC's Active members will be a quorum and sufficient to conduct business at CoC Membership meetings.
- G. Action at CoC Membership, Board and Committee meetings will be taken by an affirmative vote of simple majority of active members present.

X. Grant/Contract Selection Process

San Joaquin County is the designated applicant and administrative agent of HUD Continuum of Care (CoC) grants. The grant/contract selection process must be organized to serve the interests of the community in an impartial and neutral manner. All grants and contracts awarded by the CoC shall be as a result of a public request for proposal (RFP) process.

The RFP shall be advertised through the Continuum membership, email listings maintained by the Collaborative Applicant and through postings in public places, including electronic posting in CoC website or website maintained by Collaborative Applicant.

All proposals shall be collected by the Collaborative Applicant and reviewed for all required elements. All qualifying proposals shall be submitted to the CoC Application Committee for evaluation and scoring. Evaluation of applications shall be based upon priorities established by the CoC.

The CoC Application Committee shall present the result of their review to the CoC Board for approval. Following Board approval, the Collaborative Applicant shall present the CoC Program application to the CoC membership for approval.

Appeals of the CoC Board's decision shall be submitted in writing to the CoC Board within 48 hours of the decision for consideration. Appeals that impact the timely submittal of a grant application to HUD will be heard after the submittal date. A successful appeal in this case may result in an amendment to the application. The HUD Continuum of Care Program Notice of Funding Availability (NOFA) will be controlling in all aspects of the Grant/Contract selection process.

XI. Conflict of Interest

A. Continuum of Care Board Member

In accordance with 24 CFR 578.95(b), no Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents. Any member of the Continuum with a conflict shall recuse

themselves from any discussion or vote on a matter in which they have a conflict.

- B. Organizational conflict.
An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph D (cited below), objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant 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 of a recipient or subrecipient participates in making rent reasonableness determinations under 24 CFR 578.49(b)(2) and 578.51(g) and housing quality inspections of property under 24 CFR 578.75(b) that the recipient, subrecipient, or related entity owns.
- C. The Chair of the CoC Board will be responsible for monitoring the disclosure of members' conflicts of interest. In the event that a matter, which raises a potential conflict of interest, comes before the CoC, the CoC Board, or its Committees or workgroups for consideration, recommendation, and decision, the Member shall disclose the conflict of interest as soon as he or she becomes aware of it. Minutes of meetings involving possible conflicts of interest shall record such disclosure, abstention, and rationale for approval.
- D. No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.
- E. Members found violating the conflict of interest policy or federal regulations will be referred to the CoC Board of Directors. The Board of Directors shall investigate all allegations of failure to comply with this conflict of interest policy. If a Continuum of Care member is found to have violated the letter or intention of this conflict of interest policy, the Board of Directors will be responsible for recommending an appropriate response to this breach of policy. The Board of

Directors may recommend any action including but not limited to a statement of reprimand recorded in the Board minutes or removal from the board or other action.

XII. CoC Board Code of Conduct

The Members of the CoC Board 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, CoC Board Members are expected to carry out the mission of the CoC to the best of their ability, and to maintain the highest standards of integrity for actions with other Members of the Board, with CoC members, service recipients, service providers and members of the public. Members of the Board are expected to conduct themselves with courtesy and respect, without harassment, 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 on the broader CoC.

Board members must assure that the resources entrusted to them are used for conducting official business only. Members of the CoC Board must abide by the Conflict of Interest policies stated in this Governance Charter.

Members of the Board have a responsibility to protect the security of any confidential information provided to, or generated by, the activities of the Board.

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

No member may solicit or accept gifts related to their professional duties on behalf of the CoC for personal benefit.

XIII. Amendments

The CoC Board shall review the Governance Document at least annually and submit any proposed changes to the Membership for approval at the Annual Meeting.

**MEMORANDUM OF UNDERSTANDING
FAMILY UNIFICATION PROGRAM**

This Memorandum of Understanding (MOU) has been created and entered into on December XX, 2019 by and between the following parties in relation to their application.

Housing Authority County of San Joaquin ("HACSJ")
2575 Grand Canal Blvd. Stockton, CA 95207

San Joaquin County Human Services Agency ("HSA")
333 E. Washington Street, Stockton, CA 95202

San Joaquin County Continuum of Care ("CoC")

Introduction and Goals

HACSJ and HSA commits to administering the FUP program in accordance with the guidelines set forth by the U.S. Department of Housing and Urban Development ("HUD"). CoC commits to cooperate with and assist the HACSJ and HSA in the administration of the FUP.

The objectives of this MOU is to set forth the responsibilities of HACSJ, HSA, and CoC with regard to the Parties' participation in the FUP. This MOU is intended to:

- Formalize a partnership between the Parties;
- Establish a mutual understanding of the scope of responsibility of each Party;
- Promote family unification by providing housing assistance to eligible low-income families;
- Provide Housing Choice Voucher assistance to at least 75 new FUP eligible youth and families;
- Increase coordination between HACSJ, HSA, and CoC;
- Increase access to supportive services; and

HACSJ and HSA's goals and standards of success in administering the program.

HACSJ and HSA employs utilization of the FUP vouchers as the main metric for assessing the success of the FUP. Other goals and standards include:

- Goal: Ensure services, such as counseling, job training programs, and financial literacy courses, are available to and used by FUP participants, to prevent family break-up.
 - Standard of Success: 10% of FUP families participate in the HSA services provided.
- Goal: Prepare FUP youth for success in unassisted housing
 - Standard of Success: 10% of FUP youth are living in adequate housing after 3 months of exiting the program.

Lead FUP Liaison:

Carena Lane, HACSJ, Director of Occupancy and Housing Compliance

Akkia Pride-Polk, HSA Child Welfare Division Chief

Jon Mendelson, [Need title]

Statement of cooperation

HACSJ, HSA, and CoC agree to cooperate with any program evaluation efforts undertaken by HUD, HHS, or a HUD or HHS-approved contractor, including compliance with HUD and HHS-approved evaluation protocols and data sharing requests.

Define the two populations (families and youth) eligible for FUP assistance

- **FUP-Eligible Family** is defined as a family that the Public Child Welfare Agency (HSA) has certified as a family for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, or children, in/out-of-home care, or in the delay of discharge of a child, or children, to the family from out-of-home care, and that the HACSJ has determined is eligible for a Housing Choice Voucher (HCV).
- **FUP-Eligible Youth** is defined as a youth that the HSA has certified to be at least 18 years old, and not more than 24 years of age, and who has left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section at age 16 or older.

Housing Search Assistance

HSA will provide assistance with neighborhood tours, unit viewings, and/or landlord introductions as part of their contracted case management with the Child Abuse Prevention Council and the Woman's Center-Youth and Family Services.

HACSJ will assist all FUP eligible families and all FUP eligible youth in their housing search. HACSJ will make effort to locate housing in low poverty areas in San Joaquin County by using poverty maps, making contact with landlords, and arrange for unit viewings. HACSJ will also outreach to new and existing landlords and host landlord informational meetings to introduce the FUP and the need to access housing; specifically in lower poverty areas.

HSA agrees to provide the following services to FUP eligible youth either through HSA staff or HSA contracted agency partner:

The Independent Living Program (ILP) Social Worker from HSA will provide the following services for a period of 36 months to FUP-eligible youth receiving HCV program rental assistance through the FUP, regardless of age:

1. Basic life skills information/counseling on money management, use of credit, housekeeping, proper nutrition/meal preparation, and access to health care (e.g., doctors, medication, and mental and behavioral health services).
2. Counseling on compliance with rental lease requirements and with HCV program participant requirements, including assistance/referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
3. Providing such assurances to owners of rental property as are reasonable and

necessary to assist a FUP-eligible youth to rent a unit with a FUP voucher.

4. Job preparation and attainment counseling (where to look/how to apply, dress, grooming, relationships with supervisory personnel, etc.).
5. Educational and career advancement counseling regarding attainment of general equivalency diploma (GED); attendance/financing of education at a technical school, trade school or college; including successful work ethic and attitude models.

If a FUP-eligible youth enters the program at age 24 and 10 months, the HSA or another agency/organization under agreement/contract with the HSA will provide 18 months of service, even though after two months the youth no longer meets the initial age of eligibility for FUP youth.

HACCSJ Responsibilities

1. Accept families and youths certified by the HSA as eligible for the FUP. The HACCSJ, upon receipt of the HSA list of families and youths currently in the HSA caseload, will compare the names with those of families and youths already on the HACCSJ's HCV waiting list. Any family or youth on the HACCSJ's HCV waiting list that matches with the HSA's referral list will be assisted in order of their position on the waiting list in accordance with HACCSJ admission policies. Any family or youth certified by the HSA as eligible and not on the HCV waiting list will be placed on the waiting list. If the HACCSJ has a closed HCV waiting list, it will reopen the waiting list to accept a FUP applicant family or youth who is not currently on the HACCSJ's HCV waiting list. The HACCSJ will reopen the waiting list to accept a FUP applicant family or youth without opening the waiting list for other applicants.
2. Determine if any families with children, or youths age 18 through 24 on its HCV waiting list are living in temporary shelters or on the street and may qualify for the FUP, and refer such applicants to the HSA for assessment and FUP referral.. HACCSJ will consult with CoC and the Stockton Shelter to determine if any such family/youth exists in their HMIS system.
3. Determine if families with children, or youths age 18 through 24 referred by the HSA are eligible for HCV assistance and place eligible families/youths on the HCV waiting list, if not already verified to be on the list.
4. Amend the HCV Administrative plan in accordance with FUP regulations and requirements.
5. Administer the vouchers in accordance with FUP regulations and requirements.
6. Upon notification that vouchers have been awarded, train HSA staff on the FUP guidelines and HACCSJ's HCV program procedures. Coordinate a training with HSA's personnel.
7. Conduct HCV program orientations for FUP eligible participants, covering topics that include: participant obligations, leasing process, search techniques, lease negotiations, housing discrimination, inspections, housekeeping, unit maintenance, and tenant rights.
8. Maintain FUP data for future program evaluation, cooperate with and

provide requested data to HUD or HUD Contractor responsible for program evaluation.

9. Dedicate a staff person to assist all FUP eligible families and all FUP eligible youth in making housing search available in low-poverty census tracts by establishing maps, conducting landlord outreach, contacting landlords and organizing introductions and unit viewings.
10. Make available security deposit assistance with funds from HACSJ, and utility arrears payments for all FUP eligible families and all FUP eligible youth through the Pacific Gas and Electric's Subsidized Housing Assistance Relief for Energy program.
11. HACSJ has a proposed strategy to encourage enrollment of all FUP eligible youth and all FUP eligible families in its existing Family Self Sufficiency program during the time that the voucher is issued. Enrollments will begin when a unit is leased. The strategies will be implemented within three months of being awarded FUP vouchers.
12. Work with the HSA and CoC to develop necessary data and tracking metrics for tracking and improvement purposes. HACSJ's data software system has the capability to track leasing activities. Tracking shall begin at the time when a referral is received, throughout the leasing process, and when service coordination begins and ends.
13. Conduct quarterly meetings with the HSA and CoC.
14. Comply with the provisions of this MOU.

HSA Responsibilities

1. For families with an open case for whom a Child and Family Team meeting is held and housing assistance is identified as a need due to the children being in out-of-home care and/or are at high risk for experiencing additional negative child welfare outcomes (e.g., long-term open cases, reentry to the child welfare system in the form of re-reports of abuse or neglect, and repeat open cases), will be identified as priority and referrals will be made as soon as they are identified and not only upon successful completion of other aspects of families' case management plans. The HSA Social Worker will submit a FUP referral form to HACSJ to initiate the referral process.
2. HSA will review the number of youth eligible for the ILP who are ages 18—24 and reside in San Joaquin County. The youth are identified in the Child Welfare Services/Case Management System (CWS/CMS) database system. HSA will then compare the list to identify who has left foster care, or will leave foster care within 90 days, in accordance with FUP guidelines. HSA will also work with CoC to accept any referred FUP eligible youth identified in their HMIS system.
3. Provide written certification to the HACSJ through a referral form that a family qualifies as a FUP-eligible family, or that a youth qualifies as a FUP-eligible youth, based upon the criteria established in Section 8(x) of the United States Housing Act of 1937, and the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018. Upon determining families/youths are eligible for FUP, HSA will make referrals to HACSJ using a referral form

that certifies that a Case Manager has assessed the family's/youth's situation. The form will be signed and dated by the referring Case Manager.

4. HSA Children's Services will commit a staff member to identify both FUP-eligible families and youth from current caseloads at least once a month. The staff member will review active caseloads, notify, and collaborate with the assigned Social Worker to make a referral to the HACSJ. The names of identified FUP-eligible youth and families will be provided to Child Welfare Division Chiefs and supervisors to ensure compliance with the referral process. The HSA Children's staff member will work with HACSJ staff to track the referral progress of referred youth and families. HSA Children's Services will be prepared to provide referrals within 30 days of receiving notification from HACSJ regarding FUP voucher availability.
5. HSA will designate two ILP social workers who handle case management duties for FUP youth for 36 months. This consists of following through with referrals for youth, ensuring that their mental health needs are being met, and assisting with job and educational needed resources.
6. Upon learning that a voucher has been issued to a family, HSA Children's Services social worker will refer a family to the Women's Center-Youth & Family Services or the Child Abuse Prevention Council, both contracted with HSA to perform family needs assessment to identify any and all barriers to successful reunification or maintenance of the children in the home. Referrals will be made for 6-12 months after voucher issuance to all FUP eligible families.
7. Comply with the provisions of this MOU.
8. Upon notification that vouchers have been awarded, train HACSJ staff on the HSA's referral procedures. HSA will arrange for a collaborative training session with HACSJ personnel.
9. Conduct regular meetings (at least quarterly) with the HACSJ and CoC.

CoC Responsibilities

1. The San Joaquin Continuum of Care's Coordinated Entry System (CES) utilizes a standardized tool specifically designed to assess the housing and service needs of Youth (ages 18 to 24); the CoC has also established a priority for addressing the special needs of Youth. Based on the initial standardized assessment, individual youth are additionally screened to determine if they meet the specific criteria associated with eligibility for a FUP voucher. In those instances where other CoC projects are unavailable or cannot adequately meet the needs of the youth, a referral will be made to the HACSJ to determine final eligibility.
2. Families and youth that qualify for CoC program assistance may access full services and benefits of CoC-funded programs. Those services include: rental and deposit assistance; housing locator services; landlord communication and intervention; assessment and identification of barriers to housing; case management; development of self-sufficiency plan to set measurable and achievable goals; household management support; referral and connection to

mainstream services and supports.

3. Participate in regular meetings conducted by the HACSJ and HSA (at least quarterly).
4. Comply with the provisions of the MOU.

Any changes to this agreement must be made in writing and acknowledged by all parties.

The undersigned has read and agrees to comply with all of the above specified conditions of the MOU.

SAN JOAQUIN COUNTY HUMAN
SERVICES AGENCY

HOUSING AUTHORITY COUNTY OF SAN
JOAQUIN

Chris Woods
Director

Peter W. Ragsdale
Executive Director

SAN JOAQUIN COUNTY CONTINUUM OF
CARE

Jonathan Mendelson