

Leadership Council Meeting

Wednesday, January 23, 2019

Martinez Hall, Marina, CA

Leadership Council Co-Chairs: Luis Alejo (Monterey County Board Supervisor)

Members Present & Affiliations: Mike LeBarre (Mayor of King City), Joseph Gunter (Mayor of Salinas), Timothy Barrett (Monterey Councilmember), Maria Orozco (Mayor of Gonzales), Manny Gonzalez (Housing Authority of Monterey County), Cheryl Camany (Salinas Family Resource Center), Darius Brown (Monterey County Office of Education), Robin McCrae (Community Human Services), Mick Erickson (Hospice Chaplin VNA), Dave Pacheco (Seaside Councilmember), Elliott Robinson (Community Member), Dan Baldwin (Community Foundation), Kurt Schake (Veterans Transition Center), Rafael Hernandez (Monterey Bay Economic Partnership), Elsa Jimenez (Monterey County Health), James Rydingsword (San Benito County), Henry Espinosa (Monterey County Social Services).

Staff: Katherine Thoeni, Katrina McKenzie and Issraa al-Mukhtar (Coalition of Homeless Services Providers)

Guests: Glorietta Rowland (DSS/CAP), Melissa Ruiz and Kalie Low (City of Salinas), Bob Rapp (Community Human Services), Janet Mason (I-HELP), Elizabeth Caraker (Monterey), Alexa Johnson and Jess Gutierrez (Housing Resource Center), Grant Leonard (City of Monterey), Barbara Mitchell (Interim Inc.), John Perales (Monterey Fire), Rodrigo Torres and Reyes Bonilla (Community Homeless Solutions), Jill Allen (Dorothy's), Mary Eileen Kiniry and Kathleen Baker (Gathering for Women), Megan Hunter (City of Salinas), Jess Gutierrez and Alexa Johnson (Housing Resource Center), Kathy Whilden (Funds for Homeless Women/Public), Samuel Jones (Victory Mission), Jacqui Smith (Chinatown Learning Center), Marielle Desmond (rep. Steve McShane), Becky Cromer (DSS), CJ Valenzela (City of Salinas), Wes White (Salinas Homeless Union).

I. **Welcome, Introductions, and Announcements:** The meeting began at 1:02 pm and introductions were made.

II. **Additions/Modifications to the Agenda:**

- Jimenez asks to add discussion and potential action to update Lead Me Home Plan as required to receive Prop. 2 funding for No Place Like Home program. Alejo states that discussion can take place after ESG agenda item.

III. **Public Comment:** The public is encouraged to attend Leadership Council meetings to observe council activities. Members of the public are asked to sign in so that the record reflects their presence. Public comments are limited to three (3) minutes per speaker.

- White requests a future statement on how agencies will dedicate services to homeless population that is outside of the 10% served by current capital projects.
- Desmond states that a discussion about affordable housing in Salinas will be taking place in the near future and all are invited to attend. Public announcement in the press is soon to follow.
- Lebarre notifies the Council that MST issued a press release on potential retired bus conversion projects. Retired busses are available to be repurposed and used as temporary shelters and/or as restrooms per email distributed to the Council.

IV. **Consent Agenda:**

a) **Nov. 26, 2018 LC Meeting Minutes**

Motion made by Orozco to approve the November 2018 meeting minutes. Second by Gunter. No abstentions. Motion carries.

V. **Federal Government Shut Down Implications:**

Theoni reports that CoC funded homeless programs are directly affected by the current government shutdown via frozen HUD drawdowns and delayed 2018 HUD Award announcements. Some programs may be more impacted than others depending on fiscal and operating year. Housing Choice vouchers are safe through February and CALFRESH received and advanced allocation. Shutdown delays are to be expected to be significant and widespread.

Questions/Recommendations/Suggestions:

- Alejo thanks Theoni for this report as some agencies may not realize how far the impact can be felt.
- Gonzalez reports that Housing Authority is funded through February.
- Theoni reports that the State has requested information from the CoC.

VI. MC Department of Education:

Theoni introduces Brown to the Council and states that he will be taking Yvette Irving's spot on the Leadership Council. Brown reports that he is overseeing the homeless education program and is currently working with all the school districts within the county. Below are the documents provided by Brown.

**Student Services Branch
McKinney-Vento Homeless Student Assistance Program**

Fact Sheet

The McKinney-Vento Homeless Assistance Act (SEC. 1032. Education for Homeless Children and Youths), ensures that children who are considered homeless or in transition have the same educational rights and protections as any other school children. Monterey County Office of Education's McKinney-Vento Student Services program will provide educational services, opportunities, and supports for those students in Monterey County that find themselves determined to be in a homeless or transition capacity. MCOE-McKinney-Vento program works with school districts, migrant education program, families and student success partners to support positive educational outcomes for students experiencing a transitional or homeless situation.

Program Goals

- To improve student educational outcomes (K-12)
- To eliminate barriers to school access and support immediate enrollment rights
- To increase student school stability and academic success
- To provide educational and support services that serve to close the achievement gap
- To provide outreach and engagement to the community and students regarding child centered best interest decision making processes
- Ensure all McKinney-Vento students are enrolled in Free and Reduced Lunch Program
- To provide countywide oversight and assistance to school districts.

McKinney-Vento Homeless Program Provisions

- Facilitate transfer of education records between educational institutions
- Facilitate immediate enrollment with or without academic or medical records
- Support continued attendance at the student's school of origin
- Respond effectively to the needs of homeless students and their families
- Support appropriate communication between McKinney-Vento students and their school district staff
- Provide McKinney-Vento students with school supplies, uniforms and provide solutions for transportation needs

McKinney-Vento Key Facts

- McKinney-Vento is a Federal Law and therefore supersedes State Laws
- McKinney-Vento students have the right to immediate enrollment regardless of absent paperwork needed for registration
- Students have the right to stay in and continue to remain in their school of origin the entire time they are in a homeless situation as identified by the law.
- Students may continue in their current school until the end of the academic year even if their McKinney-Vento status becomes resolved during that same school year
- McKinney-Vento students will be able to receive transportation to their school of origin, provided or arranged by their school district or through a joint effort among school districts.
- Every school district has an appointed McKinney-Vento Liaison that will facilitate student and family needs while they are experiencing a homeless situation.

Other Program Supports

- Dispute Resolution Process
- Community Referrals

□ Professional Development training

2017-18
County Office of Education's Homeless
Liaisons

2017-18 County Contact Information for Homeless Education in California							
California Department of Education							
Updated: July 5, 2018							
County	County Office	Liaison First Name	Liaison Last Name	Phone	E-mail	County Total	
						Total 277,716	
19	Los Angeles County Office of Education	Melissa	Schoonmaker	562-401-5397	schoonmaker_melissa@lacoed.edu	71,727	
36	San Bernardino County Office of Education	Brenda	Dowdy	909-386-2634	brenda_dowdy@sbcss.k12.ca.us	34,914	
30	Orange County Department of Education	Jeanne	Awrey	714-966-4093	jawrey@ocde.us	27,119	
33	Riverside County Office of Education	Stephan	McPeace	951-826-6248	smcpeace@rcoe.k12.ca.us	22,411	
37	San Diego County Office of Education	Michelle	Lustig	619-683-9340	mlustig@sdcoe.net	21,870	
34	Sacramento County Office of Education	Alyson	Collier	916-228-2542	acollier@scoe.net	11,616	
42	Santa Barbara County Office of Education	Dolores	Daniel	805-705-3148	ddaniel@sbceo.org	8,361	
27	Monterey County Office of Education	Darius	Brown	831-755-0300	dabrown@montereycoe.org	8,049	
15	Kern County Office of Education	Jason	Hodgson	661-636-4623	jahodgson@kern.org	5,808	
10	Fresno County Office of Education	Pamela	Hancock	559-265-4003	phancock@fcoe.org	5,088	
43	Santa Clara County Office of Education	Darius	Brown	408 453-6928	dbrown@sccoe.org	4,714	
01	Alameda County Office of Education	Elizabeth	Tarango	510-670-7752	lizt@acoed.org	4,574	
56	Ventura County Office of Education	Joe	Mendoza	805-437-1521	jmendoza@vcoe.org	4,202	
39	San Joaquin County Office of Education	Mark	Yost	209-468-5954	mmost@sjcoe.net	3,791	
50	Stanislaus County Office of Education	Ken	Fitzgerald	209-238-1381	kfitzgerald@stancoe.org	3,640	
44	Santa Cruz County Office of Education	Michael	Paynter	831-466-5729	mpaynter@santacruzcoe.org	3,542	
40	San Luis Obispo County Office of Education	Jessica	Thomas	805-782-7268	jthomas@slcoed.org	3,258	
54	Tulare County Office of Education	Beth	Wilshire	559-730-2910	betwh@tcoe.org	3,242	
07	Contra Costa County Office of Education	Alejandra	Chamberlain	925-942-3308	achamberlain@cccocoe.k12.ca.us	2,766	
41	San Mateo County Office of Education	Jesus	Contreras	650-802-5398	jcontreras@smcoe.org	2,467	
38	San Francisco County Office of Education	Morenike	O'Neal	415-241-3030	onealm@sfcusd.org	2,069	
24	Merced County Office of Education	Holly	Newlon	209-381-6740	hnewlon@mcoe.org	2,037	
31	Placer County Office of Education	Alicia R.	Rozum	530-745-1434	arozum@placercocoe.k12.ca.us	1,854	
13	Imperial County Office of Education	Dan	Tewalt	760-312-5503	dtewalt@icoe.org	1,709	
04	Butte County Office of Education	Meagan	Meloy	530-879-3781	mmeloy@bcoe.org	1,434	
12	Humboldt County Office of Education	Roger	Golec	707-445-7187	rgolec@humboldt.k12.ca.us	1,368	
20	Madera County Office of Education	Elizabeth	Rodriguez	559-662-3853	erodriguez@maderacoe.k12.ca.us	1,327	
49	Sonoma County Office of Education	Debra	Sanders	707-524-2661	dsanders@scoe.org	1,187	
21	Marin County Office of Education	Raquel	Rose	415-499-5891	rose@marinschools.org	1,109	
48	Solano County Office of Education	Kim	Govi	707-399-4812	kgovi@solanocoe.net	965	
57	Yolo County Office of Education	Garth	Lewis	530-668-3791	garth.lewis@ycoe.org	949	
09	El Dorado County Office of Education	Tara	Turrentine	530-295-4539	turrentine@edcoe.org	884	
16	Kings County Office of Education	Andrea	Perez	559-589-7078	andrea.perez@kingscoe.org	864	
23	Mendocino County Office of Education	Blythe	Post	707-467-5104	bpost@mcoe.us	815	
45	Shasta County Office of Education	Allyson	Harris	530-225-5390	aharris@shastacoe.org	699	
17	Lake County Office of Education	Ana	Santana	707-263-5819	asantana@lakecoe.org	646	
52	Tehama County Office of Education	Cynthia	Cook	530-528-7245	ccook@tehamaschools.org	506	
28	Napa County Office of Education	Jeannie	Puhger	707-253-6954	jpuhger@ncoe.k12.ca.us	482	
35	San Benito County Office of Education	Rosa	Coronado	831-637-5393	rcoronado@sbcoe.org	390	
11	Glenn County Office of Education	Robin	Smith	530-934-6575	rsmith@glenncoe.org	384	
51	Sutter County Office of Education	Grace	Espindola	530-822-2418	gracee@sutter.k12.ca.us	355	
29	Nevada County Office of Education	Charlotte	Peterson	530-478-6400	cpeterson@nevco.org	332	
47	Siskiyou County Office of Education	Colette	Bradley	530-842-8440	cbradley@siskiyoucoe.net	317	
05	Calaveras County Office of Education	Karen	Vail	209-736-6025	kvail@ccoe.k12.ca.us	302	
58	Yuba County Office of Education	Amy	Molina-Jones	530-749-4994	amy.molina-jones@yubacoe.k12.ca.us	282	
55	Tuolumne County Superintendent of Schools	Cathy	Parker	209-536-2073	cparker@tcsos.us	276	
06	Colusa County Office of Education	Jose	Ramirez	530-473-1350	joseramirez@ccoe.net	219	
32	Plumas County Office of Education	Kelly	Holland	530-283-6530	kholland@pcoe.k12.ca.us	184	
53	Trinity County Office of Education	Alan	Sanger	530-623-8283	asanger@tcoek12.org	175	
08	Del Norte County Office of Education	Steve	Godla	707-464-0203	sgodla@delnorte.k12.ca.us	167	
03	Amador County Office of Education	Sean	Snider	209-257-5343	ssnider@acusd.org	86	
14	Inyo County Office of Education	Karen	Kong	760-873-3324	kkong@icsos.us	58	
22	Mariposa County Office of Education	Ron	Henderson	209-742-0215	rhenderson@mcusd.org	53	
26	Mono County Office of Education	Jan	Carr	760-934-0031	jcarr@monocoe.org	34	
18	Lassen County Office of Education	Patricia	Gunderson	530-257-2197	pgunderson@lcoe.org	20	
46	Sierra County Office of Education	Nona	Griesert	530-994-1660	ngriesert@spiusd.org	10	
02	Alpine County Office of Education	Scott	Smith	530-694-2230	ssmith@alpinecoe.k12.ca.us	8	
25	Modoc County Office of Education	Misti	Norby	530-233-7168	mnorby@modoccoe.k12.ca.us	1	

COUNTYNAME	AUTHORIZINGLEA	DISTRICTNAME	Infant	Toddlers	Pre-K	K-1	Gr 01	Gr 02	Gr 03	Gr 04	Gr 05	Gr 06	Gr 07	Gr 08	Gr 09	Gr 10	Gr 11	Gr 12	Ungraded Elementary	Ungraded Secondary	Total	Doubled Up	Hotel Motel	Sheltered	Un-sheltered	Total
Monterey	27102730000000	Bay View Academy										1									1		1			1
Monterey	27102730000000	Monterey County Office of Education			2	3	4	2	4	7		1	2	12	14	31	43	72			197	175	14	5	3	197
Monterey	27659610000000	Alicia Union				331	241	186	213	158	168	137									1434	1368	11	19	36	1434
Monterey	27659610000000	Oasis Charter Public				1			1												2			2		2
Monterey	27659790000000	Bradley Union Elementary				1	2			1	1										4	4				4
Monterey	27659870000000	Carmel Unified						2	2	1	1	1	2	2	1	3					14	9		4	1	14
Monterey	27659950000000	Chualar Union					4	4	2	4			2	6							22	22				22
Monterey	27660350000000	Greenfield Union Elementary				148	108	86	63	67	89	44	36	16							657	625		21	11	657
Monterey	27660500000000	King City Union				83	74	45	39	47	33	25	28	26							400	391	8	1		400
Monterey	27660680000000	South Monterey County Joint Union High														39	49	51	37		176	173	2	1		176
Monterey	27660760000000	Lagunita Elementary					1														1			1		1
Monterey	27660920000000	Learning for Life Charter														2	1	4			7	5	2			7
Monterey	27660920000000	Monterey Peninsula Unified			3	58	85	75	102	124	115	81	66	108	57	74	63	48			1059	793	34	138	94	1059
Monterey	27661340000000	Pacific Grove Unified								1											8	3	4	1		8
Monterey	27661420000000	Salinas City Elementary				165	769	509	509	468	497	445	423								3785	3439	71	61	214	3785
Monterey	27661590000000	Salinas Union High											52	46	50	43	33	39			263	181	33	28	21	263
Monterey	27661670000000	San Antonio Union Elementary				3	1					1	1								6	6				6
Monterey	27661750000000	San Ardo Union Elementary				1	1		2												4	4				4
Monterey	27661830000000	San Lucas Union Elementary				5	1	2	2	2		1	2	1							16	16				16
Monterey	27661910000000	Santa Rita Union Elementary					1		4	5	7	1	2	4							24	24				24
Monterey	27662150000000	Spredkle's Union Elementary				1			1				1								3	1		1		3
Monterey	27738250000000	North Monterey County Unified				61	88	75	81	48	73	55	74	60	48	39	28	38			768	661	15	41	51	768
Monterey	27754400000000	Soledad Unified				18	22	21	10	13	8	4	4	3	3		1				107	100	3	4		107
Monterey	27754730000000	Gonzales Unified				6	7	2	9	11	7	9	5	2	10	6	6	3			83	79			4	83
Total						170	1488	1144	1008	1095	985	951	784	275	288	234	247	231	241		9041	8080	198	328	435	9041

Brown states that he is an available point of contact for anyone who knows families currently experiencing homelessness but are not connected to any school. Alejo asks Brown to discuss his background prior to joining MCOE to which Brown responds that he transferred from Santa Clara County where he served as a Homeless Liaison for 3 years. Prior to that, he worked in violence prevention for the Juvenile Hall in San Mateo County. Direct services to students, families and communities are Brown's focus and he hopes to learn more and share best practices from the Leadership Council.

Questions/Recommendations/Suggestions:

- Alejo requests presentation for a future meeting on homeless youth in the educational system.

VII. ESG/CESH Program Update:

Hunter reports that State ESG funding plan was submitted in December however HUD shutdown has delayed funding and is in turn affecting the Salinas warming shelter. Discussions regarding allocation of State funds, Federal funds and re-allocation of current program funds to aid in funding are currently taking place. City of Salinas is the administrator to CESH and those funds may be utilized to aid in arising funding gaps. Award announcement letter was received last week and notifications of funding availability will be disseminated soon. Warming shelter is working to continue operations through end of current day.

Questions/Recommendations/Suggestions:

- Camany asks when contract will be signed. Hunter states that budget meetings are taking place and estimates that contract signing should be completed by next week.
- Espinoza reports funds have been extended through May with discussions planned to determine what will happen after May 2019.
- Hunter states that CESH funding can be used to help update the Lead Me Home Plan however CESH application already states that Lead Me Home Plan is updated.

VIII. Lead Me Home Plan Update:

Jimenez reports that Lead Me Home is currently in its eighth year out of ten and that it is a requirement for the No Place Like Home Plan. Need for update within MOSBE as homelessness has changed a lot from 12 years ago. Application must be submitted by August making update necessary to be completed by May in order to issue RFP to any potential developers on time.

Questions/Recommendations/Suggestions:

- Theoni lists two issues with current plan: many changes on the ground since program initiation and outlined best practices aren't achievable in within the county. An entirely new plan that's specifically designed for Monterey and San Benito counties is ideal.
- Initial cost estimate for LMH Plan update is about \$70,000 and CHSP can contribute \$20,000 through HUD Planning grant but jurisdictional contributions are also encouraged.
- Jimenez states that funds received for the NPLH program by the Health Department could potentially be used to create new plan.

- Hunter states that City of Salinas would be interested in helping contribute via CESH funds.
- Theoni will coordinate a meeting between City of Salinas, CHSP and the Health Department. Alejo requests a report of meeting when Leadership Council meets again.

Motion by Jimenez to direct staff to work with stakeholders to solicit bids for developing new LMH Plan and then provide monthly updates to this group.

Motion to approve made by Gunter. Second by LeBarre. No Abstentions. Motion carries unanimously.

IX. HEAP Decisions:

Please see the PowerPoint below prepared by Katherine Theoni.

Pending Leadership Council Decision Points for HEAP Funding
 January 23, 2019 Leadership Council Meeting
 Prepared by:
 Katherine Theoni

RIGHT RIGHT
 Stagnation prevails until decisions are made.

But First--a HEAP Update

- Initial HEAP application submitted to the State in December as scheduled.
- Notified that CA-506 has been approved for funding.
- \$12,505,250 total
- \$11,879,998 available for programs and projects
- Required State paperwork received, completed and returned.
- Funds should be received within the next 60 days.

Shelter Crisis Declarations Documented in HEAP Paperwork

- Declared

King City, Marina, Monterey,
Salinas, Sand City, Seaside,
Hollister, San Juan Bautista,
County of Monterey (for
unincorporated) and
County of San Benito (for
unincorporated)

- Did Not Declare (not
eligible for capital
projects)

Carmel-by-the-Sea,
Gonzales, Pacific Grove, Del
Rey Oaks, Greenfield,
Soledad

**I'm checking to see if these
can be included at this late
date if they declare now.*

Decision Making Important Today

- What will follow are the decision points needed in order to finalize and approve a HEAP Request for Proposals (RFP)
- You have discussed a few previously, but wanted to revisit. Others have not been discussed.
- Delays in decisions will result in delaying the local process.

Decision #1: Revisit Category 3 Homeless Definition Inclusion and 5% eligible in funding

- Previously, the LC voted to include Category 3 homeless youth as an eligible population with a maximum of 5% targeted to this population. LC wanted to revisit before final approval
- 5% built into slides that will follow
- Category 3: Homeless under other federal statutes
- *Homeless families and youth who have experienced a long-term period without living independently in permanent housing, have experienced persistent instability as measured by frequent moves over such period or doubled/ tripled up.)*

Decision #2: Finalize Monterey County Targeted Funding Percentages

- \$10,008,889 funding available for HEAP related projects located and designed to serve homeless individuals and families in Monterey County San Benito County. Funding level percentages as follows:
- \$1,000,888 Service Related Projects (10% of funding)
- \$1,008,888 Rental Assistance/Subsidies/Rapid-Rehousing Projects (10% of funding)
- \$6,505,777 Capital Projects (65% of available funding)
- \$1,008,888 Unaccompanied Homeless Youth (10% of available funding. May be a service related project, rental assistance/subsidy or capital project)
- \$ 500,445 Category 3 Homeless Youth (maximum of 5% of available funding. May be a service related project, rental assistance/subsidy or capital project) ***must be realigned if decision # 1 eliminates this definition**

Finalize Monterey County Targeted Percentages



Decision #3: Finalize San Benito County Targeted Funding Percentages

- Approve percentage allocations for available funds. A minimum of 10% must be targeted to programs/projects designed to serve unaccompanied homeless youth. A maximum of 5% should be targeted to projects designed to serve Category 3 homeless youth if the Leadership Council approves this funding utilization for Monterey County.
- Percentage allocations are listed below building in the homeless youth and Category 3 youth populations. A final decision is required.
- San Benito County
- \$1,871,098 funding available for HEAP related projects located and designed to serve homeless individuals and families in San Benito County. Funding level percentages as follows:
 - \$ _____ Service Related Projects (pending %)
 - \$ _____ Rental Assistance/Subsidies/Rapid-Rehousing Projects (pending %)
 - \$ _____ Available for Capital Projects (pending %)
 - \$187,109 Unaccompanied Homeless Youth (10% of funding. May be a service related project, rental assistance/subsidy or capital project)
 - \$ 93,554 Category 3 Homeless Youth (maximum of 5% of available funding. May be a service related project, rental assistance/subsidy or capital project) *Must be realigned if decision #1 eliminates this category*

Decision #3: Finalize San Benito County Targeted Funding Percentages



Decision #4: Coordinated Entry

- **Language in RFP draft:** All HEAP funded transitional, permanent, permanent-supportive and rapid rehousing projects must only accept homeless participants through the local Coordinated Entry System. Coordinated entry processes help communities prioritize assistance based upon vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner.
-



Decision #5: Deed Restrictions

- **Language in RFP Draft:** HEAP funded capital projects for construction, acquisition or rehabilitation will require a ten (10) year deed restriction (covenants, conditions and restrictions). These funded projects must utilize land/property/buildings for the approved HEAP contracted activity for the ten-year duration. Deed restrictions must be recorded in closing documents with copies provided to CHSP.



Decision #6: Prevailing Wage



- **Language in RFP Draft:** HEAP funds are considered "public funds" and may trigger prevailing wage requirements for capital projects. It is recommended that the applicant consult with an attorney and/or the Department of Industrial Relations to make a final determination on paying state prevailing wages. Applicant will be asked to document the final determination in the submitted project application.

Decision #7: Participant Rents

- **Language in RFP Draft:** HEAP funded transitional, permanent supportive and other permanent housing programs are required to have signed occupancy agreements or leases (or subleases) with program participants residing in housing. Transitional, permanent supportive and other permanent housing projects may charge program participants monthly rent pursuant to CFR 578-77. These HEAP funded projects are not required to impose rents on program participants as a condition of residing in the housing. However, if rents are imposed, they may not exceed the highest of: 30 percent of the household's adjusted monthly income; or, 10 percent of the household's monthly income; or, if a household is receiving payments for welfare assistance from a public agency and a part of the payment is specifically designated by the agency to meet the household's housing cost, the portion of the payment that is designated for housing costs.



Decision #8: Approve General Project Contract

- Included in your packet. This is a sample of the contract selected projects will execute. Additional detail will be added depending upon the type of project and scope of work.



Decision 9: Project Selection Process

- Included in your packet. This is the process to be followed to select HEAP funded projects.



Decision #10: Appeals Process

- Included in your packet. This is the process to address any potential appeal of project selection.



Decision #11: Approve Draft RFP

- Approve RFP reflective of any changes or modifications made through decisions made #1 through #10.



Estimated Timeline

- Estimated timeline is based upon decisions made today to allow for a full RFP approval.
- Decision delays will result in local process implementation delays

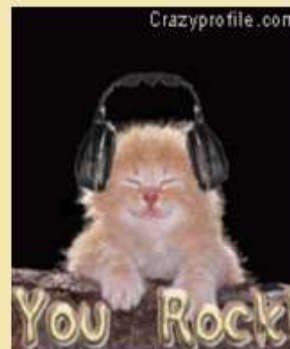


Estimated Timeline

- **Week of February 4th**
- Public Notice Period
- **Week of February 25th**
- Mandatory Bidder's Conference
- **March 1st-March 31st**
- Application Preparation Period
- **April 1st**
- All Project Applications Due
- **Week of April 8**
- Rank/Review Panel Convened
- **Mid to Late April**
- Leadership Council will need to hold off schedule meeting to approve project recommendations
- **Month of May**
- Contract Negotiations (*hard to tell how much time until we know how many projects will be funded*)
- **June 2019**
- Contracts Executed (*hard to tell how much time until we know how many projects will be funded*)

Thank You

- Thank you for your leadership, focus and decision making today.
- Questions?



a. **Category 3 Homeless Inclusion with 5% Eligible**

- i. **Motion to approve made by Alejo. Second by Gunter. No abstentions. Motion carries.**
Theoni clarifies to Hunter that this percentage applies to Monterey and San Benito counties.

b. **MC Funding Percentages**

- ii. **Motion made by LeBarre. Second by Orozco. No abstentions. Motion carries.**
Hunter asks how administrative costs are being accounted for. Theoni responds that figures have accounted for administrative totals.

c. **San Benito Funding Percentages**

- iii. **Motion to approve made by LeBarre. Second by Gunter. No abstentions. Motion carries.**

d. **Coordinated Entry System Requirement**

- iv. **Motion to approve made by McCrae. Second by Gunter. No abstentions. Motion carries.**

Theoni confirms with Ruiz that the current guidelines for coordinated entry for rapid rehousing projects won't change. Theoni clarifies to LeBarre that a past discussion of prioritizing families has taken place though no final decision has been made.

Prioritizing families doesn't allow for unsheltered single population to get served which tends to be, by far, the most underserved unsheltered population.

e. Deed Restriction Requirement

v. Motion to approve made by Elliot. Second by Gonzalez. Schake against. No abstentions. Motion carries.

Gunter asks what will happen if funding is provided by multiple sources that do not want their money tied up for minimum of ten years. Thoeni responds that contracts are locked despite sources. Hunter asks if any exceptions can be made for contracts with current deed restrictions in effect. Thoeni responds that any existing deed restrictions should be notated in project application with proper documentation. Schake states support for deed restrictions however is concerned for projects dedicated to a ten year plan but has only secured two years of funding and requests a clause to include verbiage that is contingent on funding. LeBarre asks for deed restrictions to allow for different uses of capital when five year updates take place. Thoeni states that any referred changes could be accomplished with contract amendments approved by the Leadership Council. McCrae restates Thoeni's comment that contract amendments can be utilized to update capital project uses. McCrae and Robinson state that if funding does run out for contracted project, the agency can report updates to the Leadership Council.

f. Prevailing Wage Language

vi. Motion to approve made by LeBarre. Second by Gunter. No abstentions. Motion carries.

McCrae asks for clarity on how funds are to be used if a civil suit is filed. Thoeni responds that she can include verbiage that HEAP funds cannot be used for civil legal matters. Robinson asks if contract would state that any owed funds would be paid by the applicant to which Thoeni confirms. Gunter questions if prevailing wage would be utilized for inmates who are constructing capital projects. Thoeni states that in that case, exemption documents would need to be filed. A blanket statement is suggested to be included with explanation that prevailing wage will be used unless exemption documentation is included in application. McCrae asks motion to include clause that states applicant is responsible for any penalties or paybacks.

g. Program Participant Rent Requirement

vii. Motion to approve made by Gunter. Second by LeBarre. No abstentions. Motion carries.

Robinson asks if this will cause any problems for Rapid Rehousing Programs (RRH). Thoeni confirms that no issues will arise. Thoeni clarifies that any applicants who aren't low income will be discouraged from rent requirement as HUD doesn't cap the 30% of income based rental prices. If units are doubled up, both applicants' rent will be based off of the 30% rent requirement.

h. General Project Contract

viii. Motion to approve made by McCrae. Second by Schake. No abstentions. Motion carries.

McCrae asks to modify invoice timeline to include 10 days to receive payment instead immediate payment. Thoeni confirms that any late payments will not stop funding stream to contracted company.

i. Project Selection Process

ix. Motion to approve made by Gunter. Second by Camany. No abstentions. Motion carries.

Hunter questions how project selection process ensures that local projects will have a regional impact and asks if the Leadership Council can be included in project selection process. Thoeni states that it would be improper if any Council members took part of the Rank and Review Panel as a conflict of interest would exist. However, individual project selection may be done through the Leadership Council. McCrae clarifies that questions regarding regional collaboration and synergy are already built into the application process. LeBarre asks if the R&R panels' project selections are the same thing as awards. Thoeni clarifies that their decision is a recommendation and Leadership Council has the ability to modify with proper reasoning and documentation.

j. Appeals Process

x. Motion to approve made by Baldwin. Second by LeBarre. No abstentions. Motion carries.

Baldwin asks to change verbiage and asks for articulated criteria that explains what the grounds for an appeal would be rather than using the word "unfair". LeBarre asks if appeals process decisions will be brought before the County's Council for review. Thoeni states she will include this modification. Smith asks if documented reasoning for appeals denials will be provided.

Theoni explains that typically no reasons are given for programs that aren't selected but that verbiage can be modified to include an explanation. Project selection ranks and ratings will be available to the public.

k. Approve Request for Proposal NOFA

- xi. **Motion to approve made by Orozco. Second by Ericson. No abstentions. Motion carries.**
- xii. **Second motion to give undeclared counties 2 weeks to declare moved to approve by LeBarre. Second by Gunter. No abstentions. Motion carries.**

Theoni explains that any previously undeclared counties can apply for RRH, rental assistance or any similar services but will not be able to apply for capital projects. Any undeclared counties may be eligible for declaration if the State will allow it. A two week extension for any undeclared counties to submit declaration will be allowed and final cutoff will be week of February 4, 2019.

X. 2019 Homeless Point in Time Count:

Homeless Census will take place on Thursday, January 31, 2019 and is imperative to future funding. Monterey County volunteers will deploy from either Salinas or Marina dedicated deployment centers. Homeless guides will be paid \$15 per hour and will receive payment once the count is complete. Volunteers are still needed and can sign up on the CHSP website. Training sessions will be offered and held in both Monterey and San Benito counties. An online YouTube link will also be available for those who cannot attend an in person training session. South County and Salinas Youth Team volunteers are still needed.

XI. February Meeting:

Theoni reminds the Council that the next meeting is scheduled for March 27, 2019 and asks if there's a need for a meeting in February. Robinson states that need for additional meeting may be beneficial in order to plan update for LMH program. Gunter states that Committee will meet and make determination if the Leadership Council should opt for a February meeting. Decision is made to leave the option open and call it as necessary.

Questions/Recommendations/Suggestions:

- Vice Chairperson of the City of San Juan Bautista, Mary Edge, has been appointed to represent the City of San Juan Bautista on the Leadership Council.
- Seaside town hall meeting taking place February 13, 2019.

Next meeting: March 27, 2019

Meeting adjourned 3:01 pm.

Minutes taken and prepared by Issraa al-Mukhtar.