

County of Riverside Continuum of Care (CoC)



Board of Governance Meeting October 1, 2015 | 9:00 – 11:00 a.m. DPSS Staff Development – Room 101/103 22690 Cactus Ave, Moreno Valley, CA 92553

Co-Chairs: **Darrell Moore**, Inland Counties Legal Services

**Teleconference
Access:
888-790-4959
Code: 57405**

1. **Call to Order:** Welcome & Introductions – Roll Call (Sign off)
2. **Minutes Approval:**
 - a. CoC BoG Minutes from June 25, 2015
3. **Public comment:** Members of the Public are encouraged to address the Board. Anyone who wishes to speak must submit a comment request card to the board clerk. Each speaker should begin by identifying themselves for the record and is allowed up to three minutes.
4. **New Business:**
 - a. **2015 HUD Application Independent Review Panel Recommendations** **Jill Kowalski, DPSS**

A staff report about these recommendations is included with this agenda.

The 2015 HUD CoC Program NOFA (notice of funding availability) was released on September 18. The Review Panel met on September 24 to formulate additional recommendations to be included in the Consolidated Application.

The Independent Review Panel has met five times between May-August to evaluate the performance of renewal projects and make recommendations for the 2015 HUD CoC Program Consolidated Application. At the June 26 BOG meeting, the board approved the Independent Review Panel's recommendations to reallocate unspent funds from six (6) CoC projects, totaling \$295,000.

The Independent Review Panel has made recommendations as part of the 2015 HUD Consolidated Application (a staff report about these recommendations is included with this agenda):

a-1 Reallocate the entire project funding amount of the lowest performing project, U.S. Vets VIP Transitional Housing Program (\$280,238) and designate the funding as follows: \$186,759 for a new reallocated project for Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH); and \$93,479 toward the Coordinated Entry System (CES).

a-2: Reallocate \$500,000 to create a Coordinated Entry System (CES) for the CoC through an RFP process. The reallocated funds will come from the following sources:

- Unspent funds currently reallocated by the Board of Governance (\$295,285) on June 25, 2015
- Project funds voluntarily returned by ABC Recovery Center's PSH project to reallocate (\$60,000)
- Reallocated funds from the FSA Senior Project (\$51,236)
- Reallocated funds from U.S. Vets VIP Transitional Housing Project (\$93,479)

a-3: Recommend that the Board of Governance request that County Counsel review the occupancy lease agreement used by each of the Transitional Housing projects to ensure they are in compliance with California and U.S. Department of Housing and Urban Development laws and statutes.

a-4: Recommend that the Board of Governance request that Whiteside Manor allow the CoC Collaborative Applicant (DPSS) to conduct a site visit of its Dually Diagnosed Transitional Housing Program funded by the CoC Program, including reviewing client files and other documents for compliance.

a-5: The Independent Review Panel recommendation to approve the 2015 HUD CoC Program application ranking and prioritization list submitted by the Independent Review Panel (please refer to the list in the staff report).

b. Public sector and non-profit positions for the newly created Board of Governance

b-1: Approve the following slate of public sector and non-profit representatives elected by the CoC Membership for the new Board of Governance on June 24:

Public Sector:

- Riverside City Mayor, **Rusty Bailey**
- Riverside County Supervisor, **Chuck Washington**
- Hemet Police Chief, **Dave Brown**
- VA Loma Linda Chief of Social Work, **Melissa Conrad**
- Community Action Partnership Executive Director, **Brenda Freeman**
- Riverside County Department of Mental Health Director, **Jerry Wengerd**

Non-profit and Homeless/Formerly Homeless Representatives:

Western Region: Karyn Young-Lowe, CEO, Lighthouse Social Service Centers

Mid-County Region: Steve Falk, Executive Director, Community Mission of Hope/ H.O.P.E. in Elsinore

Eastern Region: Angelina Coe, Executive Director, Shelter From the Storm

Currently or Formerly Homeless: Ron Vervick, Executive Director, Whiteside Manor

5. Receive and File:

- a. APRs: **None**
- b. Standing Committee Reports: **None**

6. BOG Member Comments:

7. Call for Agenda Items for Next Meeting:

8. Next Meeting:

Joint meeting with current Board and new Board of Governance

- Thursday, November 12, 2015 from 9:30-11:30 a.m. at County of Riverside Children's Services, 901 E. Ramsey, Banning

9. Adjournment

**Board of Governance Meeting
October 1, 2015
Locations of board members who are teleconferencing**

The following Board of Governance members have confirmed they will call-in to the meeting from the locations indicated:

Board Member:

Call-in Location:

Edna Lebron, Housing Specialist
(Proxy for Carla Callahan)
City of Hemet
951-765-3736

City of Hemet
510 E. Florida Avenue
Hemet, CA 92543

Vincent Lopez, Community Development
Specialist
City of Cathedral City
760-202-2419

Cathedral City Civic Center
68700 Avenida Lalo Guerrero
Study Session Room, First Floor
Cathedral City, CA 92234

Linda Barrack, CEO and President
Martha's Village and Kitchen
760-347-4741

Martha's Village and Kitchen
83-791 Date Avenue
Indio, CA 92201

Dale Cook, Community Development
Administrator
City of Palm Springs
760-323-8198

Palm Springs City Hall
3200 E Tahquitz Canyon Way
Palm Springs, CA 92262

Board of Governance Meeting October 1, 2015

Item 4 a-1: Collaborative Applicant Staff Report

Subject: Recommendation by the Independent Review Panel to reallocate the entire project funding amount of the lowest performing project, U.S. Vets VIP Transitional Housing Program (\$280,238) and designate the funding as follows: \$186,759 for a new reallocated project for Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH); and \$93,479 toward the Coordinated Entry System (CES).

Contact: Jill Kowalski, Manager, DPSS Homeless Programs Unit (JKowalsk@riversidedpss.org)

Background: In a unanimous vote, the Review Panel made the recommendation to reallocate the US Vets VIP Transitional Housing project because it was ranked as the lowest performing project. Some of the performance issues include:

- Lack of compliance in Housing Quality Standards (HQS): U.S. Vets was issued a 30-day notice to repair units in the VIP Transitional Housing project on May 18, 2015 due to a complaint of overcrowding by a TH resident made to the County Administrative Office. DPSS staff conducted a site visit immediately following the complaint and found numerous violations. U.S. Vets had been placed on a corrective action plan to fix the violations with the initial deadline of June 18, 2015. DPSS has given them two extensions to complete the work so that the current residents do not have to be displaced. The units passed an inspection on August 18, 2015. **The corrective action letter sent to U.S. Vets is included in this report.**
- Lease agreement: per HEARTH Act § 578.3 Definitions, Transitional Housing, providers must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended. During a monitoring visit on August 13, 2015, the following findings were made:
 - U.S. Vets is using a "Program Agreement" in lieu of a lease or occupancy agreement with the tenants. Additionally, the provider required that their participants sign a form advising them that the program agreement does not constitute a lease and that US Vets does not enter in to landlord-tenant agreement with the participant; and the participant is not guaranteed a room assignment; and can be asked to leave (terminated) for program violations. This was documented in a monitoring report in 2014 and again during the monitoring visit on August 13. DPSS staff found that it had not been corrected so it is a finding in the report. U.S. Vets was asked to bring their lease agreement into compliance during the 2014 site visit.
 - Program Fees: per § 578.87(d), Program Fees, Recipients and sub-recipients may not charge program participants program fees. The monitoring visit also revealed that U.S. VETS was charging a program fee based on income and requiring their participants to sign a form acknowledging that the amount was indeed a program fee and not an occupancy fee or rent because U.S. VETS does not enter into a landlord-tenant relationship with its participants.

**Board of Governance Meeting
October 1, 2015**

Item 4 a-2: Collaborative Applicant Staff Report

Subject: Recommendation by the Independent Review Panel to reallocate \$500,000 to create a Coordinated Entry System (CES) for the CoC through an RFP process. The reallocated funds will come from the following sources:

- Unspent funds reallocated by the Board of Governance (\$295,285) on June 25, 2015
- Project funds voluntarily returned by ABC Recovery Center's Permanent Supportive Housing project to reallocate (\$60,000)
- Reallocated funds from the FSA Senior Project (\$51,236)
- Funding in the amount of \$93,479 reallocated from U.S. Vets VIP Transitional Housing Project

Contact: Jill Kowalski, Manager, DPSS Homeless Programs Unit (JKowalsk@riversidedpss.org)

Background: The BOG voted on June 25 to reallocate \$295,285 in unspent funds for a Coordinated Entry System (CES) that will be included in a local Request for Proposal (RFP). On August 20, the Review Panel recommended that the FSA Senior Project funding (\$51,236) and the reallocated funds from the ABC Recovery PSH project (\$60,000) also be included for Coordinated Entry System, for a total of **\$406,521** for CES.

On Sept. 24 the Review Panel also recommended an additional \$93,470 reallocated from U.S. Vets VIP Transitional Housing Project be included toward the CES program in the local RFP. This would bring the total for CES to \$500,000.

**Board of Governance Meeting
October 1, 2015**

Item 4 a-3: Collaborative Applicant Staff Report

Subject: Recommendation by Independent Review Panel to request Riverside County Counsel to review the occupancy lease agreement used by each of the Transitional Housing projects to ensure they are in compliance with California and U.S. Department of Housing and Urban Development laws and statutes.

Contact: Jill Kowalski, Manager, DPSS Homeless Programs Unit (JKowalsk@riversidedpss.org)

Background: The U.S. Department of Housing and Urban Development (HUD) HEARTH ACT requires that permanent and transitional housing projects execute lease agreements or occupancy agreements with residents that meets the State of California requirements and Civil Rights legislation. This became a requirement in 2012 and was presented to current projects during technical assistance workshops conducted by DPSS in 2015.

The HEARTH ACT Interim Rule states the following (page 58):

Transitional housing means housing, where all program participants have signed a lease or occupancy agreement, the purpose of which is to facilitate the movement of homeless individuals and families into permanent housing within 24 months or such longer period as HUD determines necessary. The program participant must have a lease or occupancy agreement for a term of at least one month that ends in 24 months and cannot be extended.

At an Independent Review Panel meeting on Sept. 24, the panel requested that Whiteside Manor's Dually Diagnosed TH project send a copy of the occupancy agreement used. The panel could not come to a decision on whether the occupancy agreement was in compliance with the HEARTH Act and recommended that Eric Stopher from County Counsel review and advise as to whether the occupancy agreement is in compliance. The panel also recommended that the Board of Governance ask County Counsel to review all of the lease/occupancy agreements for the CoC Program Transitional Housing projects to determine compliance.

**Board of Governance Meeting
October 1, 2015**

Item 4 a-4: Collaborative Applicant Staff Report

Subject: Recommendation by the Independent Review Panel to request that Whiteside Manor allow the CoC Collaborative Applicant (DPSS) to conduct a site visit of its Dually Diagnosed Transitional Housing Program funded by the CoC Program, including reviewing client files and other documents for compliance.

Contact: Jill Kowalski, Manager, DPSS Homeless Programs Unit (JKowalsk@riversidedpss.org)

Background: During the Sept. 24 meeting of the Independent Review Panel, members had questions about Whiteside Manor's Dually Diagnosed Transitional Housing Project that DPSS staff were not able to answer with the information available to the CoC, such as Annual Performance Reports and data from the Homeless Management Information System (HMIS) and information provided by Whiteside Manor in the 2015 HUD Letter of Intent. Whiteside Manor is a direct grantee of HUD is not monitored by DPSS (CoC Collaborative Applicant). The review panel made the recommendation that the Board of Governance request that Whiteside Manor allow DPSS conduct a site visit similar to what the other CoC Program funded projects are required to do.

**Board of Governance Meeting
October 1, 2015**

Item 4 a-5: Collaborative Applicant Staff Report

Subject: The Independent Review Panel recommendation to approve the 2015 HUD CoC Program application ranking and prioritization list submitted by the Independent Review Panel

Contact: Jill Kowalski, Manager, DPSS Homeless Programs Unit (JKowalsk@riversidedpss.org)

Background: The Independent Review Panel made the recommendation to rank the renewal and new projects as follows:

County of Riverside Continuum of Care 2015 Project Ranking						
Project Name	Project Type	Component Type	Rank	Tier	Grant Request	
JFS Desert Horizon PSH	Renewal	PH--PSH	1	1	\$ 423,680	TIER 1
JFS Desert Vista Permanent Housing	Renewal	PH--PSH	2	1	\$ 671,479	
RCDMH Rapid Rehousing	Renewal	PH--RRH	3	1	\$ 140,377	
City of Riverside Rapid Rehousing	Renewal	PH--RRH	4	1	\$ 225,612	
RCDMH Riverside Permanent Housing	Renewal	PH--PSH	5	1	\$ 358,625	
Shelter Plus Care All County #1	Renewal	PH--PSH	6	1	\$ 498,705	
RCDMH Coachella Valley Permanent Housing	Renewal	PH--PSH	7	1	\$ 495,470	
RCDMH Men's Permanent Housing	Renewal	PH--PSH	8	1	\$ 144,284	
RCDMH Women's Permanent Housing	Renewal	PH--PSH	9	1	\$ 110,498	
Shelter Plus Care Consolidated All County	Renewal	PH--PSH	10	1	\$ 439,481	
Shelter Plus Care EHOP	Renewal	PH--PSH	11	1	\$ 41,935	
Shelter Plus Care Street to Home Chronic Homeless Project	Renewal	PH--PSH	12	1	\$ 113,601	
ABC Recovery PSH	Renewal	PH--PSH	13	1	\$ 183,001	
RCDMH HHOPE Permanent Housing	Renewal	PH--PSH	14	1	\$ 375,588	
US Vets Riverside Permanent Housing	Renewal	PH--PSH	15	1	\$ 366,726	
City of Riverside PSH Chronically Homeless	Renewal	PH--PSH	16	1	\$ 123,652	
City of Riverside PSH for Disabled	Renewal	PH--PSH	17	1	\$ 121,426	
Lighthouse SSC Permanent Housing for Disabled Women with Children	Renewal	PH--PSH	18	1	\$ 227,077	
Path of Life PSH	Renewal	PH--PSH	19	1	\$ 1,278,690	
Lighthouse SSC Rapid Rehousing	Renewal	PH-RRH	20	1	\$ 258,054	
Path of Life Rapid Rehousing	Renewal	PH-RRH	21	1	\$ 338,541	
Valley Restart Shelter Rapid Rehousing	Renewal	PH-RRH	22	1	\$ 169,265	
HMIS Consolidated	Renewal	HMIS	23	1	\$ 344,072	
Coordinated Entry System (new) Project	New	SSO	24	1	\$ 500,000	
New Reallocated Project	New	PH	25	1	\$ 186,238	
Operation Safehouse Transitional Housing	Renewal	TH	26	1	\$ 138,342	
ABC Recovery Transitional Housing	Renewal	TH	27	1	\$ 16,114	
					\$ 8,290,533	

ABC Recovery Transitional Housing	Renewal	TH	28	2	\$ 26,882	TIER 2
Martha's Village & Kitchen Transitional Housing	Renewal	TH	29	2	\$ 535,000	
Whiteside Manor Transitional Housing	Renewal	TH	30	2	\$ 901,154	\$ 1,463,036
Total					\$ 9,753,569	

85% of Annual Renewal Demand (ARD) in
Tier 1: \$ 8,290,533.65

15% of Annual Renewal Demand (ARD) in
Tier 2: \$ 1,463,035.35