

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
369 West 18<sup>th</sup> Street, Merced  
Wednesday, March 11, 2009  
8:00 a.m.**

1. **Welcome**
2. **Oral Communications**
  - At this time any person may comment on any item that is not on the Agenda. Comments are limited to three minutes per person.
  - Please state your name for record.
  - Action will not be taken on an item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda.
3. **Information only:**
  - *Minutes of the February 25, 2009 General Collaborative Meeting*
  - *News Articles*
  - *Project Home Start Annual Progress Report*
  - *Homeless Prevention Fund*
4. **Minutes of the February 9<sup>th</sup>, February 23<sup>rd</sup>, and March 3, 2009 Executive Council Meetings**

*Requires motion to approve and file.*
5. **General Collaborative**

*Workshop: Social Security Administration*  
*Workgroup Updates*
6. **Project Proposal Form (to be passed out at meeting)**
  - a. *Approve modified proposal form; or*
  - b. *Approve with changes; or*
  - c. *Do not approve revised proposal form*
7. **Request for Projects**

*Authorize staff to post a request for projects on the MCAG website and in local newspapers and establish deadline for proposal forms.*
8. **Continuum of Care Bylaws**

*Discussion with possible action to:*
  - a. *Revamp organizational structure of the Continuum of Care*
9. **Presentation by potential applicant: Impact House**

*Denise Cannistraci*
10. **Executive Council Announcements / Coordinator Announcements**
11. **Adjourn**

**MERCED CONTINUUM OF CARE  
GENERAL COLLABORATIVE MEETING  
MERCED COUNTY ASSOCIATION OF GOVERNMENTS  
678 West 18<sup>th</sup> Street, Merced, CA  
Wednesday, February 25, 2009  
2:00 – 3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT**

Su Briggs, Community Action Agency  
Jim Bunnell, Human Services Agency Adult Services  
John Carlisle, City of Merced City Council  
Marcia Daily, Challenged Family Resource Center  
Renee Davenport, Citizen  
Regina Demelo, MCOE Head Start  
Sara Gonzales, Social Security Administration  
Monika Grasely, Lifeline CDC  
Carl Joachim, Merced Parole  
Jim Kanaby, Human Services Agency  
Christina Kraushar, Department of Mental Health  
Candice Adam-Medifind, Sierra Presbyterian  
Christina Kraushar, Mental Health  
Roberta Medina, City of Merced Code Enforcement  
Renee Mounce, Community Action Agency  
Terry Nichols, Dept of Rehabilitation  
Lorinda Norah, Center for Independent Living  
Diane Obrey, Sierra Homeless Outreach  
Russ Obrey, Sierra Homeless Outreach  
Mae Pierini, Office of Education  
Ericka Peterson, Head Start  
Terry Raley, Love INC  
Fr. Fred Risard, Episcopal Church  
Darrell Rogers, Impact House  
Leopoldine Schmidt, Concerned Citizen  
Katie Shannon, Concerned Citizen  
Audrey Slocum, Mental Health  
Bridget Spence, Dept. of Rehabilitation  
Mike Stephenson, City of Merced  
Terry Tatum, Executive Council Chair  
Lori Waidley, Social Security Administration

**STAFF PRESENT**

Lori Flanders, Assistant Planner  
Jesse Brown, Executive Director

## 1. **Welcome**

Meeting was called to order at 2:05 p.m. by Chair Terry Tatum. Chair Tatum offered the Collaborative the option of electing their own chair for future meetings.

## 2. **Oral Communications**

Candice Adam-Medefind expressed her concerns with how a 10 Year Plan should be implemented. She has organized a meeting that will be scheduled next week so that the public can gain a better understanding of the HUD Guidelines. Ms. Adam-Medefind highlighted key points that should be considered when developing the process:

- Neutral facilitator
- Community based
- Meeting information well publicized
- Public meetings held during the evening

Carl Joachim would like to establish a mentoring program for homeless parolees. He asked the collaborative to contact him if they can assist with developing existing parolees to mentor homeless parolees.

## 3. **Minutes of the January 21, 2009 General Collaborative Meeting**

So noted.

## 4. **Overview: “The Exchange”**

Polly Schmidt provided the group an overview of a project that existed in the early 90’s called “The Exchange”. She hopes to solicit partnerships to resurrect this program that offers haircuts, education, and personal relationships to the homeless.

## 5. **Presentation: What is a Continuum of Care?**

Lori provided a power point presentation to the group. Key points included:

- Outline of what is included in the CoC Plan.
- Types of funding available.
- Minimum requirements for a proposal.
- History of funding.

Presentation will be posted on the CoC website at [www.mcagov.org/coc.html](http://www.mcagov.org/coc.html).

## 6. **Prioritize Issues Identified at January CoC Meeting**

Chair Tatum identified five work groups that have been created to begin addressing issues that were identified at the January CoC meeting. Five work groups are:

1. Continuum of Care Process
2. Housing & Shelter

3. Supportive Services
4. Healthcare
5. Advocacy & Education

In addition, a Parole Subcommittee is already in place.

Chair Tatum asked participants to join a work group that suits their passion and create a sketch of members, issues they wish to tackle, and schedule their first meeting. Goal is for the collaborative to begin working in teams to recommend solutions to the entire continuum for implementation.

Work groups will provide an update at the next General Collaborative meeting on March 18<sup>th</sup>.

**7. Guest Speaker: Renee Davenport / Candice Adam-Medefind**

Ms. Davenport provided a power point presentation of the work Sierra Presbyterian has done to assist the homeless.

**8. Informational Items:**

- News Articles
- Save the Date Flyer, CSU Stanislaus
- Grant Opportunities

**9. Announcements from group?**

None.

**10. Adjourned at 3:05 p.m.**



Saturday, Feb. 14, 2009

## Letter: Homeless 'buy-in'

Editor: When Flip Hasset of the United Way and I got together at Merced County Association of Government's behest and spoke about impaneling a blue-ribbon panel or task force to deal with our community's homeless crisis; it was with the most honorable of intentions.

Since both of us and our represented institutions would not gain financially from this task force or its final product, we felt that, despite it being time-consuming and secondary to our primary operation, we could present a credible approach to the community.

For many years there have been off and on again discussions about creating a 10-year plan to enable Merced County to qualify for federal Housing and Urban Development funds to deal with this problem and, as of this date, no plan has been forthcoming.

Likewise, despite protestations, there had been no contingency plans to deal in this present period with those homeless out in the streets, parks, and camps. We believed that action was needed.

While our intentions were good, we now feel that our acting in haste has caused a level of contentiousness among those who would deliver support to the homeless.

In addition, the role of this task force has not been fully established and explained to the public and it has been seriously misrepresented.

Flip and I believe that it's best to lie back, redefine the terminology of homelessness in this county, and garner support from our elected officials -- in both the county and cities.

We, therefore, are resigning our positions and suggest that the task force idea be re-evaluated by MCAG, the county and the cities, so that there is appropriate "buy in" by all segments of the community.

HERBERT A. OPALEK

Merced County Rescue Mission

FLIP HASSET

United Way of Merced County



Wednesday, Mar. 04, 2009

## Merced County Sheriff's Department donates to help homeless addicts

By SCOTT JASON

[sjason@mercedsun-star.com](mailto:sjason@mercedsun-star.com)

A pilot program to rehabilitate homeless addicts will be funded by cash seized by the Merced County Sheriff's Department in drug arrests.

The county's Board of Supervisors on Tuesday approved giving as much as \$30,000 to the United Way to pass along to the Merced County Rescue Mission and other organizations that will work to get homeless people mired in drug abuse into a shelter.

"I look at this as an opportunity where we're combating the substance abuse on the human behavioral level," Sheriff Mark Pazin said. "We're getting these people off the street and into a warm place."

The effort pulls together government, nonprofit and faith-based leaders to deal with at least one group within a growing problem.

Pazin acknowledged the money can't help all the homeless people and that not everyone is homeless because of drug abuse.

Still, he said, it will help connect drug-dependent people with groups that can help them in breaking the addiction.

The Rescue Mission, a faith-based organization, will use the money to run a one-month pilot program that will feed, clothe, shelter and counsel people who are homeless and addicted to drugs.

"We've got to change the way we're doing things or we're going to get the same results," United Way Director Flip Hassett said.

The monthlong trial balloon will be closely watched to see if it's showing results, Hassett said, adding that he wouldn't expect government leaders to fund an untested program for a full year.

Supervisor Hub Walsh said he wants to know whether homeless drug addicts are engaged with the program and if there are any noticeable results in the one-month test period.

"It's not the solution, but it's a different approach," he said.

Offering the money to nonprofits to help the homeless costs less than booking them in jail for small drug violations that inevitably bog down the court system, Pazin explained.

A night in jail costs about \$120 per inmate, he said, or more than \$40,000 yearly. The mission spends about \$36 per person.

Two stark events drove home the need for a different approach to helping Merced's homeless population, Pazin said.

First, there was the man who lived in a South Merced park and died of pneumonia.

Most recently, there was the man who tried to jump off Highway 99 into traffic along Martin Luther King Jr. Way.

Typically, the department uses the money it seizes in drug cases to pay for more equipment or even overtime. The only requirement is that the money be used to fight drug-related crime.

After the county counsel concluded that the money could be used to help homeless people with drug issues, Pazin took his plan to the Board of Supervisors, who approved it.

*Reporter Scott Jason can be reached at (209) 385-2453 or [sjason@mercedsun-star.com](mailto:sjason@mercedsun-star.com).*

# **Annual Progress Report (APR)**

**for**

**Supportive Housing Program**

**Shelter Plus Care**

**and**

**Section 8 Moderate Rehabilitation  
for Single Room Occupancy  
Dwellings (SRO) Program**

**Public reporting burden** for this collection of information is estimated to average 33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

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## General Instructions

**Purpose.** The Annual Progress Report (APR) is a reporting tool that HUD uses to track program progress and accomplishments and inform the Department's competitive process for homeless assistance funding.

**Filing Requirements.** Recipients of HUD's homeless assistance **grants must submit 2 APR'S to HUD within 90 days after the end of each operating year.** One copy of the report must be submitted to the Community Planning and Development (CPD) Division Director in the local HUD Field Office responsible for managing the grant. The other copy must be submitted to HUD Headquarters, Department of Housing and Urban Development, Attn: APR Data Editor, Room 7262, 451 7<sup>th</sup> Street, SW, Washington, DC. 20410. Failure to submit an APR will delay receiving grant funds and may result in a determination of lack of capacity for future funding. An APR must be submitted for each operating year in which HUD funding is provided.

Grantees that received SHP funding for new construction, acquisition, or rehabilitation are required to operate their facilities for 20 years. They must submit an APR 90 days after the end of the first operating year and every year throughout the 20 years.

A separate report must be submitted for each HUD grant received. For Shelter Plus Care (S+C), a separate APR must be submitted for each S+C component.

For those grantees receiving an extension, a separate report covering that period must be submitted (see Extension below).

**Recordkeeping.** Grantees must collect and maintain information on each participant in order to complete an APR. Optional worksheets are attached. The worksheets may be used to record information manually or to design a computerized system to store and tabulate the information. The worksheets should not be submitted to HUD with the APR.

**Organization of the Report.** The APR is organized in the following manner:

**Part I: Project Progress.** This portion of the report describes the progress in moving homeless persons to self-sufficiency, documenting services received, listing project goals, and accounting for beds/units.

**Part II: Financial Information.** This portion of the report is completed by all grantees receiving funding under SHP, S+C, and SRO.

**Final Assembly of Report.** After the entire report is assembled, number every page sequentially. Mark any questions that do not apply to your program with "N/A" for not applicable. (See Special Instructions for SSO Projects below.)

**Definitions of Client/Household Types.** Each client/household type is defined below. Note that a client's client/household type should be based on the client's age and/or household composition *at the program entry date closest to the start of the operating year.*

**Families** – A family is a household composed of two or more related persons, at least one of who is a child accompanied by an adult or a juvenile parent.

**Singles not in Families** – Persons not accompanied by children, including pregnant women not accompanied by other children and unaccompanied youth, are singles not in families. When two adults or two unaccompanied youth present together for services, each person should be counted in singles not in families.. Clients' household status should be determined based on their household composition at the program entry date closest to the start of the operating year. This means that pregnant women expected to give birth during their program stay should still be counted as singles not in families.

**Adults in Families** – Within a family, an adult is any person 18 years of age or older. For the purposes of APR reporting, the determination of whether a person is an adult in family should be made based on their age and household composition at the program entry date closest to the start of the operating year.

**Children in Families** – Children in Families are defined as children under the age of 18 accompanied by one or more adults (parent, relative or guardian). Children in families also include both a juvenile parent and the parent's child(ren). For the purposes of APR reporting, the determination of whether a person is a child in family should be made based on

their age and household composition at the program entry date closest to the start of the operating year. For example, clients who are less than 18 years of age on the first day of the operating year or at program entry (if they entered during the operating year) should be counted as children even if they turn 18 during the course of the operating year.

**Persons in Families** – Persons in families includes adults in families and children in families.

**Other Key Definitions.** The following terms are used in the APR. As indicated, in some cases, terms are applied differently depending on whether the funding is from SHP, S+C, or SRO.

**Chronically homeless person** – HUD defines a chronically homeless person as “an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four (4) episodes of homelessness in the past three (3) years.” To be considered chronically homeless, a person must have been on the streets or in an emergency shelter (i.e., not in transitional housing) during these stays.

HUD’s definition of a chronically homeless person is based on the following components:

- **Unaccompanied homeless individual:** an unaccompanied homeless individual has the same characteristics of a Single not in a Family (described above).
- **Disabling condition:** see the instructions under disabling condition (below) to determine whether a client is disabled.

**Did not leave the program** – This term refers to clients who were in the program on the last day of the operating year.

**Disabling condition** - HUD defines a disabling condition as: (1) A disability as defined in Section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is (a) expected to be of long-continued and indefinite duration, (b) substantially impedes an individual’s ability to live independently, and (c) of such a nature that such ability could be improved by more suitable housing conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder.

**Entered the program** – Entered the program refers to the first day a client receives services. For a residential program, this date would represent the first day of residence in the program’s housing. For services, this date may represent the day of program enrollment, the day a service was provided, or the first date of a period of continuous participation in a service (e.g., daily, weekly, or monthly).

For S+C and SRO programs, the program entry date is the date that the participant starts to receive rental assistance. For S+C, services provided prior to this point are recognized as necessary for outreach/enrollment and are eligible to count as match.

An **Extension APR** applies to SHP and S+C grantees that requested and received an extension of their grant term from the HUD field office. The only difference between an APR for the extension period and the regular APR (besides the amount of time covered) is the signature page. Grantees should circle “yes” to indicate the APR is for an extension period and circle the operating year for which the report is an extension. For example, if the grantee is extending year 3, the grantee should submit an APR as usual for year 3 and submit another APR for the extension period, indicating the second is an extension and also circling year 3 on the signature page.

**Grantee** means a direct recipient of the HUD award.

**Left the program** – Left the program refers to the last day a client receives services. For a residential program, this date would represent the last day of residence in the program’s housing. For services, the exit date may represent the last day a service was provided or the last date of a period of continuous service. If a client leaves the program temporarily (e.g., for a hospitalization) but is expected to return within 30 days, do not count that client as having left the program.

For S+C programs, the program exit date refers to the date the participant stops receiving rental assistance and is not expected to return to S+C assisted housing. If the participant returns to S+C assisted housing within 90 days, the person should not be considered as exiting from the program. If the person returns to S+C assisted housing after 90 days, that person is considered a new participant. The worksheet is designed to capture this information.

**Match** for S+C is the value of supportive services received by participants in the S+C project which, in the aggregate, must at least equal the value of the S+C rental assistance provided over the life of the project. For SHP, match is cash used to provide the grantee's portion of acquisition, rehabilitation, new construction, operations and supportive services expenses.

**Operating year** – For SHP programs, the first operating year begins after development activities for acquisition, rehabilitation, and new construction are complete, after a copy of the Certificate of Occupancy is sent to the local HUD office, and when the first participant is accepted into the project. For projects without acquisition, rehabilitation, or new construction, the operating start date begins when the grantee accepts the first participant. For dedicated HMIS projects, the operating year begins when any eligible cost included in the approved project budget is incurred. For S+C (SRA, PRA and TRA components), the first operating year begins on the date HUD signs the grant agreement. For S+C/SRO and for Sec. 8 SRO, the first operating year begins with the effective date of the Housing Assistance Payments (HAP) Contract.

To determine which operating year to circle on the APR cover page, begin counting from the initial grant operating start date and include renewal grants. For example, a project receiving an initial grant for three years and a renewal grant for two years would circle years 1, 2, and 3 respectively on the APR cover sheet for the initial grant and would circle 4 and 5 respectively for the renewal grant. For any future renewal grants, the grantee would begin by circling 6 on the APR cover sheet.

**Participants** – The term participant refers to Singles not in Families and Adults in Families as defined above. Participant does not include children or caregivers who live with the adults assisted.

**Project Sponsor** means the organization responsible for carrying out the daily operation of the project, if the organization is an entity other than the grantee.

**Special Instructions for Supportive Service Only (SSO) Programs.** SSO grantees should complete all questions, unless a written agreement has been reached with the field office concerning which questions can be answered using estimates, or in rare instances, skipped.

Below is an example of how information could be derived in a large, single-service SSO project:

A grantee/sponsor staff member could be assigned to collect information from the organizations housing the participants. The staff person would contact these individual organizations to request information regarding the persons in that facility that use the service. For participants living on the street, the grantee/project sponsor may provide estimates.

Information could be collected for each participant or for participants receiving services at a point-in-time. If estimates or point-in-time counts are used, the method used must be described in the APR and the documentation kept on file.

As with all projects funded under HUD's homelessness assistance grants, grantees operating SSO projects are expected to complete **all** APR questions that are applicable to them. Note that all projects have been awarded funds as a result of responding to the program goals of assisting homeless persons obtain/remain in permanent housing and increase their skills and income. The APR documents their progress in meeting these goals.

In some circumstances field offices and grantees may sign a written agreement concerning questions that can be answered using estimates, or in rare instances, skipped. See the special instructions below for reporting on special types of projects, such as outreach only projects, projects providing services to children only, and transportation, medical, dental, and other single, short-duration service projects.

SSO programs are a third priority for local HMIS implementation, following emergency shelters, transitional housing programs, outreach programs, and permanent supportive housing programs. Once SSO programs are included in the HMIS, SSO grantees will be able to answer all APR questions using their HMIS data. SSO grantees that are not yet participating in HMIS will need to collect data to answer the APR questions using the special instructions provided above.

**Outreach Only Projects.** Projects which are solely devoted to street outreach and connection to housing and services are not required to track participants beyond their contact with persons on the street. It is sufficient for these projects to enter

information on questions 1-10 (skipping questions 11-13 and 17). Estimates for questions 5-9 are allowed, given that participants may be reluctant to answer personal questions.

Answering the questions will demonstrate that the grantee is serving the appropriate number of people, providing basic demographic information for Congress, demonstrating that homeless persons are being served, demonstrating the types of housing participants are connected to, and the type of services they are receiving.

**Hotline Projects.** Hotline services are similar to **outreach only projects**, but contact between grantee and participant is often of very short duration - people enter and leave the program nearly simultaneously. It is sufficient for these projects to answer questions 1-5 (skipping 4), 10, and 14-19 (skipping 17).

**Projects Providing Services To Children Only. Projects that provide child care, after school care, counseling for children, etc. make an important contribution toward moving a family out of homelessness. While the main focus of the project is providing services to the children, it is the adults who are reported on in questions 6-16 of the APR. Like all other projects, this type is also targeted toward getting the families into housing and increasing the families' incomes.** Grantees may skip question 9; all other questions should be answered (except 17).

**Transportation, Medical, Dental, and Other Single, Short-Duration Service Projects.** Some grantees provide a single service of fairly short duration focused ONLY indirectly on assisting homeless persons to obtain/remain in permanent housing and increase their skills and incomes. It is sufficient for these projects to enter information on questions 1-10 and 14-19 (question 17 may be skipped). However, with transportation services, it is unreasonable to think that someone would have to give their age, race, and ethnicity to a bus driver to get a ride a few blocks.

For these services, provide a narrative, which gives the number of rides given during the operating year, and provides estimates on the above statistics based on the population that utilizes the service.

**Special Instructions For Safe Haven (SH) Projects.** Grantees should report on all participants served during the operating year. Note: this is a change from prior instructions where grantees were instructed to report on the first 25 participants served.

**Special Instructions for Homeless Management Information System (HMIS) Projects.** HMIS grantees should fill out the cover sheet of the APR, Part II Financial Information, and the HMIS Activities section.

**THIS PAGE - TO BE COMPLETED BY ALL GRANTEES**

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Grantee: **Merced County Department of Mental Health** HUD Grant or Project Number: **CA 01 B 520001**

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Project Sponsor: **Community Action Agency** Project Name: **Project Homestart**

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Operating Year: (Circle the operating year being reported on) Reporting Period: (month/day/year)  
1 2 3 4 5 6 7 8 9 10  
11 12 13 14 15 16 17 18 19 20  
Indicate if extension:  Yes  No from: **6-1-07** to: **5-31-08**  
Indicate if renewal:  Yes  No

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Previous Grant Numbers for this project:


Check the component for the program on which you are reporting.

- |   |   |   |
|---|---|---|
| <b>Supportive Housing Program (SHP)</b><br><input type="checkbox"/> Transitional Housing<br><input checked="" type="checkbox"/> Permanent Housing for Homeless Persons with Disabilities<br><input type="checkbox"/> Safe Haven<br><input type="checkbox"/> Innovative Supportive Housing<br><input type="checkbox"/> Supportive Services Only<br><input type="checkbox"/> HMIS | <b>Shelter Plus Care (S+C)</b><br><input type="checkbox"/> Tenant-based Rental Assistance (TRA)<br><input type="checkbox"/> Sponsor-based Rental Assistance (SRA)<br><input type="checkbox"/> Project-based Rental Assistance (PRA)<br><input type="checkbox"/> Single Room Occupancy (SRO) | <b>Section 8 Moderate Rehabilitation</b><br><input type="checkbox"/> Single Room Occupancy (Sec. 8 SRO) |
|---|---|---|

Summary of the project: (One or two sentences with a description of population, number served and accomplishments this operating year)

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Name & Title of the Person who can answer questions about this report: **Christina Kraushar, Assistant Director** Phone: (include area code) **209-381-6814**  
Address: **PO Box 2087, Merced, CA 95344** Fax Number: (include area code) **209-725-3676**  
E-mail Address **ckraushar@co.merced.ca.us**

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I hereby certify that all the information stated herein is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Name & Title of Authorized Grantee Official: **Troy Dean Fox, Interim Director** Signature & Date:

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Name and Title of Authorized Project Sponsor Official: Signature & Date:

**PART I. TO BE COMPLETED BY ALL GRANTEES (EXCEPT HMIS)**

**SSO GRANTEES, PLEASE SEE SPECIAL INSTRUCTIONS ON PAGE 3 OF THE APR**

**Part I: Project Progress**

**1. Projected Level of Persons to be served at a given point in time.** (This information comes from the most recent CoC application.)

	Projected Level	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Persons to be served at a given point in time	4	0	0	0

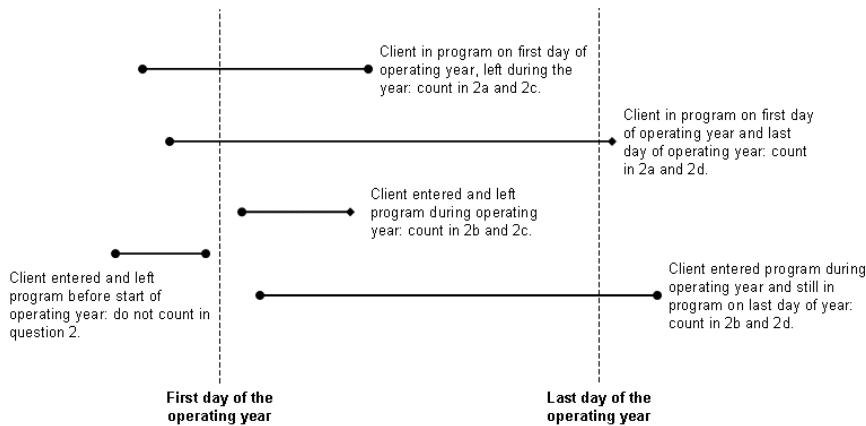
**2. Persons Served during the operating year.**

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	3	0	0	0
b.	Number entering program during the operating year	2	0	0	0
c.	Number who left the program during the operating year	2	0	0	0
d.	Number in the program on the last day of the operating year (a + b - c) = d	3	0	0	0

**Explanatory notes:**

See Definitions of Client/Household Types in the General Instructions above to determine which clients should be counted as Singles Not in Families, Adults in Families, and Children in Families. Note that this table does not account for changes in client/household type that may occur during the course of the operating year. Instead, each client should be assigned a single client/household type based on the client's age and/or household composition *at the program entry date closest to the start of the operating year*. In this way, each client is counted only once in the table.

Use the following graphic and explanations to determine who should be counted in rows a-d:



- a. **Number on the first day of the operating year:** This row includes all clients who entered the program before the first day of the operating year and did not leave the program until after the first day of the operating year.
- b. **Number entering the program during the operating year:** This row includes all clients who entered the program on or after the first day of the operating year, up to and including the last day of the operating year. For clients with multiple program entry dates, use the entry date closest to the start of the operating year. Do not count the client more than once even if he/she entered the program more than once during the operating year.
- c. **Number who left during the operating year:** This row includes all clients who left the program on or after the first day of the operating year, up to and including the last day of the operating year. For clients with multiple program exit dates, use the exit date

closest to the end of the operating year. Do not count the client more than once even if he/she exited the program more than once during the operating year.

- d. Number in the program on the last day of the operating year:** This row includes all clients who were in the program as of the first day of the operating year or who entered during the operating year *and* who did not leave during the operating year. The number of clients or families in the program on the last day of the operating year is calculated based on the responses to rows 2a through 2c. For each column, add the number of clients or families in row 2a to the number of clients or families in row 2b and subtract the number of clients or families in row 2c. Therefore,  $2d = 2a + 2b - 2c$ .

### 3. Project Capacity.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the last day (from 2d, columns 1 and 4)	3			0
b.	Number proposed in application (from 1a, columns 1 and 4)	4			0
c.	Capacity Rate (divide a by b) = %	75%			0%

#### Explanatory Notes:

Row b refers to the most recent CoC application for which the program is reporting.

- 4. Non-homeless persons.** This question is to be completed for Section 8 SRO projects.

How many income-eligible non-homeless persons were housed by the SRO program during the operating year?	N/A
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- 5. Age and Gender.** Of those who **entered** the project during the operating year, how many people are in the following age and gender categories?

Single Persons (from 2b, column 1)		Age	Male	Female
	a.	62 and over	0	0
	b.	51-61	0	0
	c.	31-50	0	2
	d.	18-30	0	0
	e.	17 and under	0	0
Persons in Families (from 2b, columns 2 & 3)	f.	62 and over	N/A	N/A
	g.	51 - 61	N/A	N/A
	h.	31 - 50	N/A	N/A
	i.	18 - 30	N/A	N/A
	j.	13-17	N/A	N/A
	k.	6-12	N/A	N/A
	l.	1-5	N/A	N/A
	m.	Under 1	N/A	N/A

#### Explanatory Notes:

This question refers only to Singles not in Families and Persons in Families who entered the program during the operating year. Only clients who meet these criteria can be counted in this table. The total number of clients reported under Single Persons should be equal to the number reported in question 2b, column 1. The total number of clients reported under Persons in Families should be equal to the sum of columns 2 and 3 in question 2b.

Answer questions 6 - 10 only for **participants who entered the project during the operating year** (from 2b, columns 1 & 2). The term **participant** means Singles not in Families and Adults in Families. It does not include children or caregivers. NOTE: The total for questions, 7, 8 and 10 below should be the same; respond to each of those questions for all participants. Some of the questions listed throughout the APR will be asking information for individuals who are **chronically homeless**.

**6a. Veterans Status.** A veteran is anyone who has ever been on active military duty status.

How many participants were veterans? 0

**6b. Chronically homeless person.** An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays. For further discussion of the definition of chronic homelessness, see Other Key Definitions under the General Instructions above.

How many participants were **chronically homeless** individuals? 2

**7. Ethnicity.** How many participants are in the following ethnic categories?

a.	Hispanic or Latino	0
b.	Non-Hispanic or Non-Latino	2

**Explanatory Notes:**

Each participant should be listed in only one category. The total number of participants in this table should equal the number of participants in question 2b, columns 1 and 2.

**8. Race.** How many participants are in the following racial categories?

a.	American Indian/Alaskan Native	
b.	Asian	
c.	Black/African American	1
d.	Native Hawaiian/Other Pacific Islander	
e.	White	1
f.	American Indian/Alaskan Native & White	
g.	Asian & White	
h.	Black/African American & White	
i.	American Indian/Alaskan Native & Black/African American	
j.	Other Multi-Racial	

**Explanatory Notes:**

Each participant should be listed in only one category. A participant whose race does not correspond to categories a through i should be counted in j, Other Multi Racial. The total number of participants in this table should equal the number of participants in question 2b, columns 1 and 2. If using HMIS data, you may combine HMIS race response categories to generate the APR response categories.

**9a. Special Needs.** How many participants have the following? Participants may have more than one.

If so, count them in all applicable categories. For each condition, also indicate the number that were **chronically homeless**.

		All	Chronic
a.	Mental illness	2	2
b.	Alcohol abuse	1	1
c.	Drug abuse	1	1
d.	HIV/AIDS and related diseases	0	0
e.	Developmental disability	0	0
f.	Physical disability	0	0
g.	Domestic violence	1	1
h.	Other (please specify)		

**9b.** How many of the participants are disabled? 2

**Explanatory Notes:**

To determine which participants meet HUD’s definition of “disabled,” see “Disabling Condition” under Other Key Definitions in the General Instructions.

**10. Prior Living Situation.** How many participants slept in the following places in the week prior to entering the project? (For each participant, choose one place. The total number of participants in the “All” column should equal the number of participants in question 2b, columns 1 and 2). Also, indicate how many **chronically homeless** participants slept in the following places. (Choose one)

		All	Chronic
a.	Non-housing (street, park, car, bus station, etc.)		
b.	Emergency shelter	2	2
c.	Transitional housing for homeless persons		
d.	Psychiatric facility*		
e.	Substance abuse treatment facility*		
f.	Hospital*		
g.	Jail/prison*		
h.	Domestic violence situation		
i.	Living with relatives/friends		
j.	Rental housing		
k.	Other (please specify)		

\*If a participant came from an institution (psychiatric facility, substance abuse treatment facility, hospital, or jail), but was there less than 30 days and was living on the street or in emergency shelter before entering the treatment facility, he/she should be counted in either the street or shelter category, as appropriate.

Complete questions 11 - 15 for all **participants who left during the operating year** (from 2c, columns 1 and 2). The term participant means single persons and adults in families. It does not include children or caregivers. The term **chronically homeless person** means an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

**11. Amount and Source of Monthly Income at Entry and at Exit.** Of those participants who left during the operating year, how many participants were at each monthly income level and with each source of income? Also, please place the monthly income level and each source of income for **chronically homeless persons** in the second column of each chart. The number of participants in Chart A and B should be the same.

		All	Chronic
	<b>A. Monthly Income at Entry</b>		
a.	No income	1	1
b.	\$1-150		
c.	\$151 - \$250		
d.	\$251 - \$500		
e.	\$501 - \$1,000	1	1
f.	\$1001- \$1500		
g.	\$1501- \$2000		
h.	\$2001 +		

		All	Chronic
	<b>C. Income Sources At Entry</b>		
a.	Supplemental Security Income (SSI)		
b.	Social Security Disability Income (SSDI)		
c.	Social Security	1	1
d.	General Public Assistance		
e.	Temporary Aid to Needy Families (TANF)		
f.	State Children’s Health Insurance Program (SCHIP)		
g.	Veterans Benefits		
h.	Employment Income		
i.	Unemployment Benefits		
j.	Veterans Health Care		
k.	Medicaid		
l.	Food Stamps		
m..	Other (please specify)		
n.	No Financial Resources	1	1

		All	Chronic
	B. Monthly Income at Exit		
a.	No income	1	1
b.	\$1-150		
c.	\$151 - \$250		
d.	\$251- \$500		
e.	\$501 - \$1,000	1	1
f.	\$1001- \$1500		
g.	\$1501- \$2000		
h.	\$2001 +		

		All	Chronic
	D. Income Sources at Exit		
a.	Supplemental Security Income (SSI)		
b.	Social Security Disability Income (SSDI)		
c.	Social Security	1	1
d.	General Public Assistance		
e.	Temporary Aid to Needy Families (TANF)		
f.	State Children's Health Insurance Program (SCHIP)		
g.	Veterans Benefits		
h.	Employment Income		
i.	Unemployment Benefits		
j.	Veterans Health Care		
k.	Medicaid		
l.	Food Stamps		
m.	Other (please specify)		
n.	No Financial Resources	1	1

**Explanatory Notes:**

**Table A:** Monthly income at entry refers to the participant's monthly income on the day he/she entered the program (i.e., on the program entry date or as close as possible to that day). You should not report on income received before entering the program or income received during the program stay.

**Table B:** Monthly income at exit refers to the participant's monthly income on the day he/she left the program (i.e., on the program exit date or as close as possible to that day). You should not report on income received during the program stay.

**Table C:** Income sources at entry refers to the participant's sources of income on the day he/she entered the program (i.e., on the program entry date or as close as possible to that day). You should not report on sources of income received before entering the program or income received during the program stay. Participants with no income at the time of program entry should be reported in category n, No Financial Resources.

**Table D:** Income sources at exit refers to the participant's sources of income on the day he/she left the program (i.e., on the program exit date or as close as possible to that day). You should not report on sources of income received during the program stay. Participants with no income at the time of program exit should be reported in category n, No Financial Resources.

**12a.** Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many were in the project for the following lengths of time? Also, please place the length of stay for **chronically homeless** persons who **left** during the operating year in the second column.

		All	Chronic
a.	Less than 1 month		
b.	1 to 2 months		
c.	3 - 6 months	1	
d.	7 months - 12 months		
e.	13 months - 24 months	1	
f.	25 months - 3 years		
g.	4 years - 5 years		
h.	6 years - 7 years		
i.	8 years - 10 years		
j.	Over 10 years		

**Explanatory Notes:**

Compute each participant's length of stay using the participant's program entry date and program exit date. If the participant has only one program exit date during the operating year, calculate length of stay by subtracting the program entry date from the program exit date. If the participant has multiple program exit dates during the operating year, calculate the length of stay for each program stay (by subtracting the program entry date from the program exit date for each program stay) and add them together to produce a cumulative length of stay. Each

participant should be associated with only one length of stay category. The total number of participants in the first column (“All”) should equal the number of participants in question 2c, columns 1 and 2.

**12b. Length of Stay in Program.** For those participants who did not leave during the operating year (from 2d, columns 1 and 2), how long have they been in the project? Also, please place the length of stay for **chronically homeless persons** who did not leave during the operating year in the second column.

		All	Chronic
a.	Less than 1 month		
b.	1 to 2 months		
c.	3 - 6 months	1	1
d.	7 months - 12 months	1	1
e.	13 months - 24 months	1	1
f.	25 months - 3 years		
g.	4 years - 5 years		
h.	6 years - 7 years		
i.	8 years - 10 years		
j.	Over 10 years		

**Explanatory Notes:**

Compute each participant’s length of stay using the participant’s program entry date and the last day of the operating year. To calculate length of stay, subtract the program entry date from the last day of the operating year. Each participant should be associated with only one length of stay category. The total number of participants in the first column (“All”) should equal the number of participants in question 2d, columns 1 and 2.

**13. Reasons for Leaving.** Of those participants who left the project during the operating year (from 2c, columns 1 and 2), how many left for the following reasons? If a participant left for multiple reasons, *include only the primary reason*. The total number of participants in the first column (“All”) should equal the number of participants in question 2c, columns 1 and 2. Also, please place the **primary** reason for **chronically homeless persons** who left the project during the operating year in the second column.

		All	Chronic
a.	Left for a housing opportunity before completing program	1	1
b.	Completed program		
c.	Non-payment of rent/occupancy charge		
d.	Non-compliance with project		
e.	Criminal activity / destruction of property / violence	1	1
f.	Reached maximum time allowed in project		
g.	Needs could not be met by project		
h.	Disagreement with rules/persons		
i.	Death		
j.	Other (please specify)		
k.	Unknown/disappeared		

**14. Destination.** Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many left for the following destination? Also, please place the destination of **chronically homeless persons** who **left** during the operating year in the second column.

			All	Chronic
PERMANENT (a-h)	a.	Rental house or apartment (no subsidy)		
	b.	Public Housing		
	c.	Section 8		
	d.	Shelter Plus Care		
	e.	HOME subsidized house or apartment		
	f.	Other subsidized house or apartment		
	g.	Homeownership		
	h.	Moved in with family or friends		
TRANSITIONAL (i-j)	i.	Transitional housing for homeless persons		
	j.	Moved in with family or friends		
INSTITUTION (k-m)	k.	Psychiatric hospital		
	l.	Inpatient alcohol or other drug treatment facility		
	m.	Jail/prison	1	
EMERGENCY SHELTER (n)	n.	Emergency shelter		
OTHER (o-q)	o.	Other supportive housing		
	p.	Places not meant for human habitation (e.g. street)		
	q.	Other (please specify)		
UNKNOWN	r.	Unknown	1	

**Explanatory Notes:**

Identify each participant’s destination upon leaving the program using the categories provided. The response categories combine “destination” (e.g., rental house or apartment, public housing, homeownership, etc.) and “tenure” (e.g., permanent, transitional, etc.). Consider both destination and tenure to determine the most appropriate response, and be sure to look at all of the response categories before making a selection. The table below provides a brief description of each response category.

Enter the number of participants under each destination category in either the first column of the table or in both columns if the participant is chronically homeless. Only one reason for leaving should be recorded per participant. The total number of participants in the first column (“All”) should equal the number of participants in question 2c, columns 1 and 2.

Tenure		Destination	Description
Permanent	a.	Rental house or apartment (no subsidy)	Participant is moving to an apartment or house without any subsidy.
	b.	Public housing	Participant is moving to a public housing unit.
	c.	Section 8	Participant will use a housing choice voucher (formerly known as a Section 8 voucher) to rent a house or apartment.
	d.	Shelter Plus Care	Participant is moving to a unit funded by the Shelter Plus Care program (e.g., TBA, SRA, PRA, Section 8 SRO).
	e.	HOME subsidized house or apartment	Participant is moving to a unit with rental assistance provided by the HOME program (tenant-based or project-based assistance).
	f.	Other subsidized house or apartment	Participant is moving to a unit subsidized by some program other than public housing, housing choice voucher program (formerly Section 8), Shelter Plus Care, or HOME.
	g.	Homeownership	Participant is moving to a unit that he/she has purchased.
	h.	Moved in with family or friends	Participant is moving in with family or friends and expects to live there for 90 days or more.
Transitional	i.	Transitional housing for homeless people	Participant is moving into a unit funded by a transitional housing program for homeless people (e.g., transitional housing funded through the Supportive Housing Program).
	j.	Moved in with family or friends	Participant is moving in with family or friends and expects to live there less than 90 days.
Institution	k.	Psychiatric hospital	Participant is moving to a psychiatric hospital.
	l.	Inpatient alcohol or other drug treatment facility	Participant is moving to an inpatient alcohol or drug treatment facility.

Tenure		Destination	Description
	m.	Jail/Prison	Participant is moving to a jail or prison.
Emergency Shelter	n.	Emergency shelter	Participant is moving to an emergency shelter for homeless people.
Other	o.	Other supportive housing	Participant is moving into supportive housing that does not correspond to any of the permanent housing categories (a-h) and is not transitional housing for homeless people (i), such as Section 811 housing.*
	p.	Places not meant for human habitation	Participant is moving to a place not meant for human habitation, such as a car, park, sidewalk, or abandoned building.
	q.	Other (please specify)	Participant is moving to a place that does not correspond to any of the categories above (a-p).
Unknown	r.	Unknown	This response category should be used if you are unsure about where the participant is moving or if the participant has disappeared and there is no way to find out where he/she is.

\*HUD encourages programs to limit the use of the “Other Supportive Housing” APR response category. Programs should report destinations to housing that are permanent or transitional in APR categories (a) through (h) or in categories (i) through (j), respectively. Exits to emergency shelters should be reported in category (n).

**15. Supportive Services.** Of those participants who **left** during the operating year (from 2, columns 1 and 2), how many received the following supportive services during their time in the project? Also, please place the supportive services received for **chronically homeless** participants who **left** during the operating year in the second column. Participants may have received multiple services and all services should be reported in the table.

		All	Chronic
a.	Outreach	0	
b.	Case management	2	
c.	Life skills (outside of case management)	2	
d.	Alcohol or drug abuse services	2	
e.	Mental health services	2	
f.	HIV/AIDS-related services	0	
g.	Other health care services	1	
h.	Education	0	
i.	Housing placement	2	
j.	Employment assistance	0	
k.	Child care	0	
l.	Transportation	2	
m.	Legal	0	
n.	Other (please specify)	0	

**16. Overall Program Goals.** Under objectives, list your measurable objectives for this operating year (from your application, Technical Submission, or APR) for each of the three goals listed below. Under Progress, describe your progress in meeting the objectives.

Under Next Operating Year's Objectives, specify the measurable objectives for the next operating year.

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**a. Residential Stability**

Objectives: Obtain and remain in permanent housing. 75% of those participants in Project Home Start will retain housing status for one (1) year.

Progress: Two of three (66%) of those placed in housing retained housing for twelve months.

Next Operating Year's Objectives: 75% of those participating in Project Home Start will retain housing for one (1) year.

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**b. Increased Skills or Income**

Objectives: 50% of those participants in Project Home Start will complete the twelve week food preparation training provided by Community Action Agency. 100% of participants will complete and submit applications for mainstream benefits.

Progress: 0% of those participants completed the twelve week food preparation training provided by Community Action agency. Four out of five (80%) participants completed applications for mainstream benefits; one participant already received mainstream benefits.

Next Operating Year's Objectives: 25% will access Department of Rehabilitation corps program or find competitive employment. 50% of those remaining will complete the twelve week food preparation course.

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**c. Greater Self-determination**

Objectives: Participants will develop an individual Client Plan of Care focused on their recovery goal toward self sufficiency and self determination. 75% of participants will obtain one goal on their Client Plan of Care in the first year. 50% of those participants will report an overall "good" quality of life on the California Quality of Life Assessment.

Progress: Four out of five (80%) obtained one goal on their Client Plan of Care in the first year. 100% of those participants reported an overall "satisfactory" quality of life.

Next Operating Year's Objectives: One participant will achieve housing independence. 100% of those participants will continue to report an overall "satisfactory" quality of life.

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**17. Beds.** SHP recipients answer 17a. S+C recipients answer 17b. SRO recipients answer 17c. (*SHP-SSO projects do not complete this question*)

- a. **SHP.** How many beds were included in the application approved for *this* project under 'Current Level' and under 'New Effort'? How many of these New Effort beds were actually in place at the end of the operating year?

	Current Level	New Effort	New Effort in Place
Number of Beds:	___	___	___

- b. **S+C.** How many beds and dwelling units were being assisted with project funds at the end of the operating year? (Include beds for all participants, other family members, and care givers.)

Number of Beds: \_\_\_  
Number of Dwelling Units: \_\_\_

- c. **SRO.** How many dwelling units were being assisted at the end of the operating year? (Include units occupied by "in place" non-homeless persons who qualify for assistance.)

Number of Dwelling Units: \_\_\_

## Part II: Financial Information

### 18. Supportive Services.

For Supportive Housing (SHP), this exhibit provides information to HUD on how SHP funding for supportive services was spent **during the operating year**. Enter the amount of SHP funding spent on these supportive services. Include HMIS costs under "Other".

For Shelter Plus Care (S+C), this exhibit tracks the supportive services match requirement. Specify the value of supportive services from all sources that can be counted as match that all homeless persons received **during the operating year**. (S+C grantees should keep documentation on file, including source, amount, and type of supportive services.)

For Section 8 SRO, this exhibit provides information to HUD on the value of supportive services received by homeless persons **during the operating year**.

	Supportive Services	Dollars
a.	Outreach	
b.	Case management	5,713
c.	Life skills (outside of case management)	
d.	Alcohol and drug abuse services	12,131
e.	Mental health services	8,988
f.	AIDS-related services	
g.	Other health care services	
h.	Education	
i.	Housing placement	
j.	Employment assistance	
k.	Child care	
l.	Transportation	1,459
m.	Legal	665
n.	Other (please specify)	
o.	<b>TOTAL</b> (Sum of a through n)	28,956
	Cumulative amount of match provided to date for the <b>Shelter Plus Care Program</b> under this grant	

**19. Supportive Housing Program: Leasing, Supportive Services, Operating Costs, HMIS Activities and Administration**

All grantees receiving funding under the Supportive Housing Program must complete these charts each operating year. For **expansion projects**: If SHP grant funds are for the expansion of a pre-existing homeless facility, only the people and expenditures for the additional expansion may be included, as in the original application or any grant amendments. Documentation of resources used is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors. Do not include any expenditures made before the SHP grant was executed.

**Summary of Expenditures.** Enter the amount of SHP grant funds and cash match expended during the operating year for each activity. This table should add up both horizontally and vertically. The SHP supportive services total should be the same as the SHP supportive services in Question 18.

		SHP Funds	Cash Match	Total Expenditures
a.	Leasing	31,380.00		31,380.00
b.	Supportive Services	48,805.00		48,805.00
c.	Operating Costs	71,604.00		71,604.00
d.	HMIS Activities			
e.	Administration	7,589.00		7,589.00
f.	<b>Total</b>			

**Note:** Payments of principal and interest on any loan or mortgage may not be shown as an operating expense.

**Sources of Cash Match.** Enter the sources of cash identified in the Cash Match column, above, in the following categories. Use additional sheets, as necessary.

		Amount
a.	Grantee/project sponsor cash	
b.	Local government (please specify)	
c.	State government (please specify)	
d.	Federal government (please specify)	
	Community Development Block Grant (CDBG)	
e.	Foundations (please specify)	
f.	Private cash resources (please specify)	
g.	Occupancy charge / fees	

h.	<b>Total</b>	
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**20. Supportive Housing Program: Acquisition, Rehabilitation, and New Construction**

All grantees that received SHP funds for acquisition, rehabilitation, or new construction must complete these charts in the year one APR only. This exhibit will demonstrate to HUD that the grantee has contributed enough cash to at least equally match the amount of SHP funds spent for acquisition, rehabilitation, or new construction. Documentation that matching funds were provided is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors.

**Summary of Expenditures.** Enter the amount of SHP grant funds and cash match expended during the operating year for each activity.

		SHP Funds	Cash Match	Total Expenditures
a.	Acquisition			
b.	Rehabilitation			
c.	New construction			
d.	<b>Total</b>			

**Cash Match.** Enter the sources of cash identified in the Cash Match column, above, in the following categories. Use additional sheets, as necessary.

		Amount
a.	Grantee/project sponsor cash	
b.	Local government (please specify)	
c.	State government (please specify)	
d.	Federal government (please specify)	
	Community Development Block Grant (CDBG)	
e.	Foundations (please specify)	
f.	Private cash resources (please specify)	
g.	Occupancy charge/ fees	
h.	<b>Total</b>	

## ***FOR HMIS ACTIVITIES ONLY***

21. For **Supportive Housing (SHP) – HMIS Activities**

This exhibit provides information to HUD on how SHP-HMIS funding for supportive services was spent **during the operating year**. Enter the amount of SHP-HMIS funding spent on these activities.

<i><b>HMIS Activities Only</b></i>	<i><b>Dollars</b></i>
<i><b>Equipment</b></i>	
Central Server(s)	
Personal Computers and Printers	
Networking	
Security	
<i><b>Subtotal</b></i>	
<i><b>Software</b></i>	
Software / User Licensing	
Software Installation	
Support and Maintenance	
Supporting Software Tools	
<i><b>Subtotal</b></i>	
<i><b>Services</b></i>	
Training by Third Parties	
Hosting / Technical Services	
Programming: Customization	
Programming: System Interface	
Programming: Data Conversion	
Security Assessment and Setup	
On-line Connectivity (Internet Access)	
Facilitation	
Disaster and Recovery	
<i><b>Subtotal</b></i>	
<i><b>Personnel</b></i>	
Project Management / Coordination	
Data Analysis	
Programming	
Technical Assistance and Training	
Administrative Support Staff	
<i><b>Subtotal</b></i>	
<i><b>HMIS Space and Operations</b></i>	
Space Costs	
Operational Costs	
<i><b>Total</b></i>	

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**Describe any problems and/or changes implemented during the operating year.**

1. The success of Project Home Start was somewhat hampered in its initial stages due to a faulty tenant selection process. Tenants were selected with a primary problem of chronic homelessness rather than a primary problem of serious mental illness accompanied by chronic homelessness. Subsequent applicants have been clients of the Mental Health Department initially.
2. Due to fiscal constraints, Project Home Start staff had to be reassigned within the Department causing continuity of care issues in the start-up process. This problem has now been resolved.

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**Technical Assistance and Recommendations**

Based on your experience during the last year, are there any areas in which you need technical advice or assistance? If so, please describe.

None.



# Merced City and County Continuum of Care

*A collaborative effort to end homelessness*

## **MEMORANDUM**

**DATE:** MARCH 11, 2009

**TO:** CONTINUUM OF CARE EXECUTIVE COUNCIL

**FROM:** LORI FLANDERS, CONTINUUM OF CARE COORDINATOR

**RE:** HOMELESS PREVENTION FUND

## **PROGRAM DESCRIPTION**

The Homelessness Prevention Fund will provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management.

At least 60 percent of funds must be spent within two years; all funds must be spent within three years. The NOFA will be released on March 19<sup>th</sup> with further details.

### **Process for Making Awards**

The process for making awards shall be through formula allocation.

### **Eligible Applicants**

Eligible applicants include Metropolitan Cities, urban Counties and States (for distribution to local governments and private nonprofit organizations).

### **Funding Amounts**

Merced's fund allocation is \$515,203.

## **REQUESTED ACTION**

For information only.

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
Merced County Association of Governments  
369 West 18<sup>th</sup> Street, Merced  
Monday, February 9, 2009  
7:30 a.m.**

**MINUTES**

**MEMBERS PRESENT**

Monika Grasely, Concerned Citizen  
Mae Pierini, Merced County Office of Education (arrived at 2pm)  
Terry Tatum, Faith-based Representative

**ABSENT**

Su Briggs, Community Action Agency  
Terry Nichols, Department of Rehabilitation  
Masoud Niroumand, City of Merced  
Herb Opalek, Rescue Mission

**OTHERS PRESENT**

Lori Flanders, MCAG  
Jesse Brown, MCAG

**1. Welcome**

Chair Tatum called the meeting to order at 7:37 a.m.

**2. Information Only**

- *Minutes of the January 21, 2009 General Collaborative Meeting*
- *News Articles*
- *Neighborhood Stabilization Program*

So noted.

**3. Minutes of the January 14, 2009 Executive Council Meeting**

Monika Grasely made a motion to approve the minutes of the January 14, 2009 Executive Council meeting.

Seconded by Mae Pierini.

**MOTION CARRIED UNANIMOUSLY.**

**4. General Collaborative: Brainstorm Agenda for February 25<sup>th</sup> Meeting**

Chair Tatum inquired to how the proposed Homeless Task Force will integrate with the Continuum of Care.

Jesse Brown explained that the Homeless Task Force has three goals. (1) To create a plan for interim shelter during the winter months for this year (2)

Establish a plan for shelter during the winter months for next year (3) Provide leadership in the preparation of a 10 Year Plan.

After discussions the Council agreed to the following format for the next General Collaborative meeting:

- Guest presenter: Polly Schmidt, “The Exchange” 5 minutes
- Presentation via power point: What is Continuum of Care? 20 minutes
- Prioritize issues (after filtering topics that are being addressed under the Homeless Task Force) 15 minutes
- Roundtable discussions / Network 20 minutes

The Council would also like to elect a liaison at the next meeting to provide regular updates of the Homeless Task Force to the Executive Council.

## **5. Restructuring General Collaborative Agenda**

Chair Tatum inquired to the possibility of removing the “Oral Communications” section of the agenda.

Jesse explained that “Oral Communications” are required, but that a time restriction could be placed on the item.

## **6. Adjourned at 8:50 a.m.**

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
Merced County Association of Governments  
369 West 18<sup>th</sup> Street, Merced  
Monday, February 23, 2009  
9:00 a.m.**

**MINUTES**

**MEMBERS PRESENT**

Monika Grasely, Concerned Citizen  
Mae Pierini, Merced County Office of Education (arrived at 2pm)  
Terry Tatum, Faith-based Representative  
Su Briggs, Community Action Agency  
Terry Nichols, Department of Rehabilitation  
Masoud Niroumand, City of Merced

**ABSENT**

Herb Opalek, Rescue Mission

**OTHERS PRESENT**

Diane Obrey, Sierra Presbyterian – Advocate  
Renee Davenport, Sierra Presbyterian – Advocate  
John Carlisle, City of Merced Council Member  
Fr. Fred Risard, Episcopal Church  
Brenda Callahan-Johnson, Community Action Agency  
Christina Kraushar, Mental Health  
Candice Adam-Medefind, Sierra Presbyterian (arrived at 9:30 am)  
Lori Flanders, MCAG  
Jesse Brown, MCAG

**1. Welcome**

Chair Tatum called the meeting to order at 9:00 a.m.

**2. Oral Communications**

None.

**3. Homeless Task Force**

Chair Tatum explained that the proposed Homeless Task Force was not implemented by the MCAG Governing Board due to the resignation of the original leadership prior to any approval. Jesse Brown asked the Council to decide if they would like to shoulder the responsibility of a 10 Year Plan and a plan for the winter/summer months for overflow shelter for 2010 and beyond.

The Council had a lengthy discussion with the following key points:

- Su commented that she did not believe the Executive Council had the time to devote to the completion of a 10 Year Plan. She also commented that the idea of a 10 Year Plan has been discussed for several years with no action.
- Mae commented that the Executive Council should take a proactive approach in developing such a plan while momentum was high.
- Masoud commented that the Continuum of Care and 10 Year Plan should be coordinated in unison.
- Monika asked if there was anyone the Council could sit down and have a Q&A with regarding the 10 Year Plan process. Lori explained that the Interagency Council on Homelessness offers technical assistance for 10 Year Planning. She will schedule a call/meeting.
- Terry Nichols commented that there is no harm in releasing an RFP to gain a better understanding of the costs involved, identify funding sources, and if necessary, the Council can discuss a contingency plan.

Terry Nichols made a motion to recommend the MCAG Governing Board authorize MCAG staff release an RFP to solicit bids for a potential contract to complete a 10 Year Plan and that MCAG identify funding sources.

Seconded by Monika Grasely.

**MOTION CARRIED UNANIMOUSLY.**

#### **4. General Collaborative Meeting**

Chair Tatum provided an overview of last months General Collaborative and asked the Council for their thoughts on how to prioritize issues identified.

Mae recommended the group break into sub-committees and tackle issues that relate to that committee.

Chair Tatum asked if the Council wanted to rank the issues and select the top five as priorities.

Brenda commented that the Council ensures issues that will be “prioritize” relate to requirements within the CoC Plan.

Due to time constraints, Chair Tatum asked several Executive members to stay after the meeting to discuss work groups for Wednesday’s meeting.

#### **5. Potential Projects**

Chair Tatum recommended the Council create a way to evaluate potential projects for funding. Examples of additional criteria should include 501(c)(3) status, audit history, track record, funding history, etc.

Monika commented that the entire process is overwhelming, especially for a smaller non-profit. Education should be key to assist potential applicants.

Mae would like to see additional criteria reviewed, but would be against eliminating a project if they meet the minimum requirements.

Lori explained that she sits down with interested applicants to explain the process and minimum requirements.

This item will continue to be a work in progress.

**6. Adjourned at 10:25 a.m.**

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
Merced County Association of Governments  
369 West 18<sup>th</sup> Street, Merced  
Tuesday, March 3, 2009  
11:00 a.m.**

**MINUTES**

**MEMBERS PRESENT**

Monika Grasely, Concerned Citizen  
Mae Pierini, Merced County Office of Education (arrived at 2pm)  
Terry Tatum, Faith-based Representative  
Su Briggs, Community Action Agency  
Terry Nichols, Department of Rehabilitation  
Masoud Niroumand, City of Merced

**ABSENT**

Herb Opalek, Rescue Mission

**OTHERS PRESENT**

Renee Davenport, Sierra Presbyterian – Advocate  
John Carlisle, City of Merced Council Member  
Fr. Fred Risard, Episcopal Church  
Lori Flanders, MCAG  
Jesse Brown, MCAG

**1. Welcome**

Chair Tatum called the meeting to order at 11:00 a.m.

Oral communications were taken after action items.

**3. Possible rescission or edit of motion to recommend that the MCAG Governing Board release a RFP for consulting services to prepare a 10 Year Plan consistent with Federal Continuum of Care guidelines and solicit plan funding from member agencies and community based organizations.**

Chair Tatum commented that she did not feel comfortable with the motion to “recommend that the MCAG Governing Board release a RFP for consulting services to prepare a 10 Year Plan consistent with Federal Continuum of Care guidelines and solicit plan funding from member agencies and community based organizations” with too many unknowns. She was concerned with the costs for a consultant, cost to the existing funders of the CoC, who solicits funds, etc.

Chair Tatum asked the group to discuss their understanding of the motion.

Masoud commented that he would like the item to go before the MCAG boards to gage the interests of other jurisdictions participating in the CoC and 10 Year Plan

process, financially and technically. Following discussion with the jurisdictions, the Executive Council could then go back to the MCAG boards with a recommendation detailing costs and responsibilities so that an informed decision could be made regarding the release of a RFP.

After extensive discussions, the group agreed that whomever is coordinating the CoC process would need to take the lead on developing the 10 Year Plan.

Monika Grasely made a motion to recommend the MCAG Governing Board direct staff to:

- a. Release a RFP to prepare a 10 Year Plan to End Chronic Homelessness combined with coordination of the Continuum of Care Process which is consistent with Federal Continuum of Care guidelines; and
- b. Solicit plan funding from member agencies and community based organizations.

Seconded by Mae Pierini.

**MOTION CARRIED UNANIMOUSLY.**

## **2. Oral Communications**

Father Risard requested the Executive Council expand their representation at the next meeting. Lori will review HUD's requirements for membership and schedule as an agenda item at their March 11<sup>th</sup> meeting.

## **4. Adjourned at 12:52 p.m.**



# Merced City and County Continuum of Care

*A collaborative effort to end homelessness*

## GENERAL COLLABORATIVE *NOTE LOCATION*

Workshop / Meeting  
March 18, 2009  
1:00 – 3:00 p.m.  
@ Sam Pipes Room, Merced City Hall  
678 West 18<sup>th</sup> Street, Merced

**Workshop:** Social Security Administration

**Discussion:** Status reports from workgroups established at the February meeting



This event is facilitated by Merced County Association of Governments (MCAG). If you have any questions or comments, please contact Lori Flanders, CoC Coordinator, by phone at (209) 723-3153, or by email at [lori.flanders@mcagov.org](mailto:lori.flanders@mcagov.org).



# Merced City and County Continuum of Care

*A collaborative effort to end homelessness*

## **MEMORANDUM**

**DATE:** MARCH 11, 2009

**TO:** CONTINUUM OF CARE EXECUTIVE COUNCIL

**FROM:** LORI FLANDERS, CONTINUUM OF CARE COORDINATOR

**RE:** ORGANIZATIONAL STRUCTURE

## **BACKGROUND**

The Executive Council adopted the Bylaws of the Merced City and County Continuum of Care on October 10, 2007. The Bylaws establish the following standing committees:

**General Collaborative** – Open to all who agree with the CoC mission.

**Executive Council** – Nine members elected by the General Collaborative for staggered, two-year terms beginning in June. Membership: 3 government reps, 2 faith-based, 2 nonprofit, 1 business rep, 1 concerned citizen.

**Prioritization Panel** – One at large community member, one non-profit rep, one faith-based rep and two government agency reps for a total of five members.

The Department of Housing and Urban Development (HUD), require the main decision making body have a ratio of 65% private representation and 35% public.

At your March 3, 2009 meeting during public comment, Father Fred Risard requested the Executive Council expand their representation to allow greater participation. At the February 18, 2009 MCAG Governing Board meeting, Director Kelsey recommended the addition of an elected official from the City of Merced and County of Merced.

## **REQUESTED ACTION**

- a. Revamp organizational structure of the Continuum of Care; or
- b. After discussion leave organizational structure as is.

**MERCED CONTINUUM OF CARE  
EXECUTIVE COUNCIL MEETING  
Merced County Association of Governments  
369 West 18<sup>th</sup> Street, Merced  
Wednesday, March 11, 2009  
8:00 a.m.**

**MINUTES**

**MEMBERS PRESENT**

Monika Grasely, Concerned Citizen  
Mae Pierini, Merced County Office of Education (arrived at 2pm)  
Terry Tatum, Faith-based Representative  
Su Briggs, Community Action Agency  
Terry Nichols, Department of Rehabilitation  
Masoud Niroumand, City of Merced  
Prapai Werkenblam (for Herb Opalek)

**OTHERS PRESENT**

Darrell Rogers, Impact House  
Denise Cannistraci, Impact House  
Patti Dosetti, Grant Writer  
Dennis Queen, Public Health  
Fr. Fred Risard, Episcopal Church  
Bridget Spence, Department of Rehabilitation  
Lori Flanders, MCAG  
Jesse Brown, MCAG

**1. Welcome**

Chair Tatum called the meeting to order at 8:00 a.m.

**2. Oral Communications**

Father Risard wanted to know if the Council would be addressing possible expansion of the Executive Council as he requested at their last meeting.

Chair Tatum informed him that item 8, Continuum of Care Bylaws, would address that topic.

Monika Grasely asked Prapai (representative for Herb Opalek), if the Rescue Mission was going to have their "Sleep Out for the Homeless Event" on March 13<sup>th</sup> as mentioned in November. Prapai was unsure and will follow up with Herb.

Chair Tatum asked Lori to contact Flip Hassett with United Way to provide a brief overview at the March General Collaborative meeting regarding the \$30,000 that was provided to United Way from the Sheriffs Department.

**3. Information only:**

- *Minutes of the February 25, 2009 General Collaborative Meeting*
- *News Articles*
- *Project Home Start Annual Progress Report*
- *Homeless Prevention Fund*

Lori explained that the City of Merced has been allocated \$515,000 for this program. Notice of Funding Availability (NOFA) will be released on March 19<sup>th</sup> with further details.

So noted.

**4. Minutes of the February 9<sup>th</sup>, February 23<sup>rd</sup>, and March 3<sup>rd</sup>, 2009 Executive Council Meetings**

Monika Grasely made a motion to approve the minutes of the February 9<sup>th</sup>, February 23<sup>rd</sup>, and March 3<sup>rd</sup>, 2009 Executive Council meetings  
Seconded by Mae Pierini.

**MOTION CARRIED UNANIMOUSLY.**

**5. General Collaborative**

Lori explained that a workshop will be held by the Social Security Administration from 1:00-2:00 p.m. and that the regular meeting will be held from 2:00-3:00 p.m. Discussion topics for the meeting will include existing vacancies on the Executive Council as well as updates from the workgroups that were established at the January meeting.

Chair Tatum asked that discussion regarding a committee to establish a winter shelter plan take place at the March meeting.

**6. Project Proposal Form**

Patti Dosetti, Chair of the CoC Process Workgroup, provided an overview of the workgroups first meeting. The groups primary focus was to brainstorm how the continuum could successfully apply for the full amount of CoC grant dollars available from HUD.

The group created a project proposal form that they believe covers all the necessary requirements and is user friendly. A copy of the proposal form was passed out to attendees.

Mae Pierini made a motion to adopt the project proposal form created by the CoC Process Workgroup.

Seconded by Monika Grasley.

**MOTION CARRIED UNANIMOUSLY.**

**7. Request for Projects**

Terry Nichols made a motion to authorize staff to post a request for projects on the MCAG website and in local newspapers.

Seconded by Mae Pierini.

**MOTION CARRIED UNANIMOUSLY.**

**8. Continuum of Care Bylaws**

Chair Tatum explained that Father Fred Risard requested the expansion of the Executive Council so that he may apply to become a member and that Director Kelsey recommended the Council include elected officials from the city and county. Chair Tatum further explained that there are two existing vacancies that have yet to be filled, Non-profit and Business Reps.

Mae Pierini commented that she would like to see the existing vacancies filled prior to recommending any expansion. Su Briggs agreed.

Monika Grasely also agreed with Mae's recommendation and commented that the Council will continue to have an open door policy for public comment.

Terry Nichols recommended recruitment occur at the next General Collaborative meeting and depending on the response from that recruitment, the Council can reevaluate the need to expand representation.

The Executive Council unanimously agreed to table the item until their April meeting allowing for time to gage the interests of community members wishing to serve on the Council.

**9. Presentation by potential application: Impact House**

Denise Cannitraci provided an overview of the existing program operated through Impact House. She explained that Impact House was interested in applying for funding for two homes through the CoC process, one in Atwater and one in Merced. Total proposed requests is for \$115,488.

**10. Executive Council Announcements / Coordinator Announcements**

Monika announced that six schools are now participating in donating un-used food to the Homeless Shelter.

Darrell Rogers announced that the homeless on the river are very grateful to the community for their donations.