



The **Regional Task Force on the Homeless** is the homeless policy expert and lead coordinator for the introduction of new models and implementation of best practices for the San Diego Region.

RTFH Board Meeting Agenda

AGENDA		
Date: January 17, 2019	Time: 3:00 PM-5:00 PM	Location: County Administration Center (1600 Pacific Highway, San Diego, CA 92101) Rooms 302-303
Agenda Items	Presenter	Page
1. Welcome and Introductions	Councilmember Chris Ward, Chair	
2. Non-Agenda Public Comment	Councilmember Chris Ward, Chair	
3. Consent Agenda		
a) Approval of November 2018 Board Meeting Minutes	Tamera Kohler, CEO	
b) Approval of November & December 2018 Financials	Tamera Kohler, CEO	
c) Check Signing Resolutions	Tamera Kohler, CEO	
4. Executive Officers & CEO Updates		
5. Action Items		
a) Youth Advisory Board – officially add Ad Hoc committee to board records	Walter Phillips	
b) Accept RTFH CoC monitoring process	Nancy Cannon-O’Connell	
6. Informational Items		
a) PITC Update	Kat Durant/Alexandra Berenter	
b) HEAP Update	Jennifer Yost	
c) City of San Diego Plan Update	Rick Gentry/Lisa Jones	
d) SB 1152 Hospital Discharge Plan for Homeless	Dimitrios Alexiou/Karen McCabe	
e) No Board meeting February due to NAEH in San Diego. Board retreat in March in lieu of Board Meeting	Councilmember Chris Ward Tamera Kohler	
7. Board Comments		
Next Board Meeting Date: April 18, 2019 Time: 3:00-5:00 p.m. Location: San Diego County Administration Center, 1600 Pacific Highway, in Rooms 302-303		



REGIONAL TASK FORCE ON THE HOMELESS

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

Regional Task Force on the Homeless Governance Board Regular Meeting Minutes November 29, 2018

Read and Approved: _____

Secretary on behalf of Governance Board

The regular meeting of the Regional Task Force on the Homeless was called to order at 3:00 p.m.

The number of board members required to reach a quorum for this board is 16. A quorum was present at this meeting.

ATTENDANCE

Present:

Laura Tancredi-Baese
Greg Anglea
Andre Simpson
Kathie Lembo
Deacon Jim Vargas
Proxy for Nick Macchione
Michael Hopkins
Nancy Cannon-O'Connell
Tricia Tasto- Levien
Karen Brailean
Amy Denhart
Jerry Gering
Ray Ellis
Alexandra Berenter
Ron Roberts
Chris Ward
Karen McCabe
Ellis Rose
Paul Connely
Reverend Rolland Slade
Walter Phillips
David Estrella
Lisa Jones, proxy for Rick Gentry
Peter Callstrom
Nancy Sasaki
Cara Franke, proxy for Jessica
Chamberlain

Absent:

Susanne Terry
Sean Karafin
Dimitrios Alexiou
John Ohanian

1. Welcome and Introductions

- Board Chair, welcomed board and community members to the open session meeting of the RTFH Governance Board.
 - No action taken for the conflict of interest.
 - Tamera will be full time CEO. Action was unanimous.
 - Received Gordon Walker's letter of resignation from the CEO position.

2. Non-Agenda Public Comment

Martha Sullivan: Small business owner & resident west of Old town, advocating for the unsheltered believes we are not doing what the people who live on the streets need. We are spending a lot of money and time massaging data, policy and procedures but lack is the political leadership and will to do what we need to do which is to make a safe place for every San Diegan. No excuse for people to be living on the street. No excuse for criminalizing people who are in desperate poverty and who are desperately ill.

Dennis Sellers: Live in Rancho Penasquitos. San Diego is a culture of military and we sometimes forget that the military creates a lot of what we are seeing on the streets including destabilization of families. What we are doing around the world and in our own city by not taking care of the fallout is despicable, unbelievable to me. I know San Diego is getting rid of affordable housing at a shocking rate so more people will be unable to afford living here and we need to change our thinking somehow.

Carrea Christopher: I have reviewed the homeless task force's budget and we do not have to think about what the homeless need, they need housing subsidies. We get \$18M, \$3.6M goes to housing subsidies & about \$15M goes to supporting services. With this spending, ending homelessness will never happen. My proposition is it should be the other way around. The \$15M should go to the homeless housing subsidies and the \$3.6M should go to supporting services.

John Brady: - Representing Voices of Our City Choir comprised mostly of people who are experiencing homelessness in the past & present to support the recommended slate of new leadership for RTFH on the homeless. The fact that we sit on over \$1.2Billion worth of unallocated funds is intolerable & this year the state is providing us with even more funding. Our crisis is not being defined by a lack of available resources rather it is a matter of attitude and will power amongst the leadership and region and specifically within this body. Let us work together to make change happen starting today. The Choir members are available and open to meet each of you and share their personal experience. We are eager to use our voices to support positive change in 2019 and promise to be much more present here advocating in front of this body and throughout the region.

Patricia Franklin: I was trained by Deacon Jim Wolf to be a volunteer at the juvenile hall, and over the course of that time I have seen some familiar faces over and over again. To solve homelessness I have a proposal. I propose a method for educating homeless youth that transfers the wisdom of mentors through interactive media rich stories based on their life experience. Using a framework that transfers interviews into interactive dramas these lessons hold powerful teaching moments as learners make choices at peak decision times and experience consequences and rewards. Working with homeless youth who will help us create unforgettable learning with the touch of a smart phone app. My vision is for us to create a profound holistic solution in San Diego that can be tapped by homeless youth across the country. My background is in multimedia and education and I am here to connect with stakeholders who might be interested in such a project.

Michael McConnell: It is great that all these public speakers are here. I think that really shows something. It unfortunately shows that a lot of people want to keep a closer eye on what is going on because they see how little is going on in our streets and while this body is certainly not all to blame, this is the body that needs to do the regional planning for this effort. So I want to thank John Brady. I don't think I can articulate any better than he did. I think that it is an exciting time with new leadership who will hopefully have new direction. More than anything no more promising things, saying things look promising or saying we are improving this that. Let us see some data about housing people. Let us see some data about what we are actually doing. So, I look forward to what is next so keep up the good work.

Completes Public Comment

Michael Hopkins: - 5 weeks ago Jewish Family Service, San Diego Organizing Project, Catholic Charities and others began operating a migrant shelter here in San Diego. We organized a pop up shelter after we learned that ICE was dropping off moms and their children in front of the bus station at night with no money, no food, no travel tickets, cell phones, etc. Many of the families were dehydrated, hungry and some had health issues. They were easy targets for trafficking and if not helped, they would certainly would become a part of the homeless problem. Since we have operated the shelter for the last 5 weeks over 15,000 individuals passed through the shelter typically with a two night stay. We have had a number of conversations with the state, city and county. Last night (11/18/18) we had over 200 individuals in the shelter that was set up for 100. We are at the point of having limited resources. I bring this matter to the attention of the board because if we do not create a coordinated effort to work on this issue these individuals will become a part of our homeless population. So we need a short term and long term solution for a number of the asylum seekers that are crossing the border and that are here in San Diego. Most will move on to other locations but only if they get some immediate services. We wanted to raise the issue because we as an organization need help.

Deacon Jim - Some may have read the Voice of San Diego about the transition of the Bridge Shelter that's currently on Father Joes Villages' property. The shelter is coming down in March of this coming year, because in the third quarter we will be breaking ground on a 14 story building of 407 permanent housing units. We have begun our transition plan for the Bridge Shelter tent. The Bridge Shelter is meant to bridge individuals into permanent housing. It has had success, with successful exits of 44% for families and 33% of single women. We will continue to work with the current Bridge Shelter clients to get them situated in other places that are permanent. Since do not want any of the beds to remain vacant as we transition the current individuals out, we decided to turn the resulting empty beds into emergency shelter beds. We are working with the City of San Diego as well as the San Diego Housing Commission in order to transition the current tent to another site. We are looking for a longer term and a short term site so those in the tents after March can go to a temporary location and not back onto the streets, and then transition to the location of the reconstructed tent. You will be hearing more about it. The article today expressed concerns, but the reality is we are working diligently to place people.

3. Consent Agenda		Items Removed from Consent Agenda
a.	Approval of October 2018 , Board Meeting Minutes	
b.	Approval of October 2018 Financial Statements	
c.	Approval of Separate HEAP Bank Account	

Voting

Motion	Motion by <i>Supervisor Ron Roberts</i> to: Approve the Consent Agenda. Second by <i>Deacon Jim Vargas</i> .
Yay	Everyone
Nay	No
Recused	No
New Action Items	N/A
4. Executive Officer & CEO Updates	
N/A	
5. Action Items	
a.	
Presentation	Tamera Kohler will now be appointed the official CEO for RTFH and the Board of Directors will as accept the resignation from Gordon Walker.
Public Comment	N/A
Board Member Discussion	Performance review shall be conducted.
New Action Items	N/A
Voting:	
Motion	Motion by <i>Jeffery Gering</i> to: Appoint Tamera Kohler as the new CEO for RTFH. Seconded by <i>Walter Phillips</i>
Yay	All in favor
Nay	0
Recused	0
b.	
Presentation	Vote for Executive Committee Slate: <ul style="list-style-type: none"> • Chair: Councilman Chris Ward • Vice Chair: Karen Brailean • Secretary: Deacon Jim Vargas • Treasurer: David Estrella
Public Comment	None
Board Member Discussion	<i>Ellis Rose</i> : Voiced concerns about voting for the slate of officers. He requested that the vote be on officers separately. <i>Peter Callstrom</i> : Supports the whole slate.
New Action Items	N/A
Voting:	
Motion	Motion by <i>Peter Callstrom</i> to: Accept the slate of officers as recommended by the Ad Hoc committee Seconded by <i>Michael Hopkins</i>
Yay	25
Nay	1
Recused	0

c.	
Presentation	Adoption of recommendation of Board Calendar
Public Comment	N/A
Board Member Discussion	N/A
New Action Items	N/A
Voting:	
Motion	Motion by <i>Karen McCabe</i> to: Accept the proposed calendar for year 2019 Second by <i>Laura Trancredi-Baese</i>
Yay	All in favor
Nay	0
Recused	0
5. Informational Items	
a.	
Presentation	<p><i>Jennifer Yost</i>- HEAP Update</p> <p>The HEAP Application has been submitted to the state. The intent of the HEAP funds is to provide immediate assistance to people experiencing homelessness or for those at imminent risk of homelessness. Once award decision are made, RTFH will submit the final allocation amounts for each category to the State (Services, Rental Assistance, Capital, Other, and Youth).</p> <p>The 5% set aside for the youth is a minimum amount. RTFH will consider all applications for youth. We have a priority to spend the funding from the Youth Demonstration Grant which is \$7.9 Million because it will be renewed based upon the amount we actually spend. It is therefore very important that we spend The Youth Demonstration Grant funding first because it will continue. The HEAP funding will not.</p> <p>RFP notes:</p> <ul style="list-style-type: none"> • We are meeting with different jurisdictions. • We must have a strategy to ramp up and ramp down programs. • We are encouraging collaborative applicants. • Applicants are allowed to request funds from multiple categories. • We cannot use HEAP funds to supplant other funding. <p>Next steps:</p> <ul style="list-style-type: none"> • Dec 14 - Final Declarations submitted to State • Dec/Jan - Pre-Application Workshop • Jan - NOFA/RFP Released • Feb - Applications Due (minimum of 30 days) • Feb/Mar - Rating and Ranking

	<ul style="list-style-type: none"> • Mar/Apr – Award Notices • Apr - Contract Execution
Public Comment	RTFH and the City of San Diego have been coordinating effort but there will be two different disbursement of funds. On Dec 4 th , the City Council will discuss the proposed allocation for the city’s direct resources for HEAP. Collaborative applications are allowed. The application must be clear about what is going to be done and who the partners will be to implement the project. Diversion is considered a service under HEAP funding.
Board Member Discussion	N/A
New Action Items	N/A
b.	
Presentation	<p>Kathryn Durant - PITC Update</p> <p>We are building on HUD’s guidance for San Diego is changing the methodology of our Point-in-Time Count to a more engaged count. This engaged count will be a 3 day process that will begin on Friday January 25th to Sunday January 27th starting at 4AM. New Components:</p> <ul style="list-style-type: none"> • Teams of volunteers will be led by outreach workers who will help with the Unsheltered Enumeration and Surveying. • We will be counting individuals not structures or vehicles • New Infer-red/thermal imaging to help with the count or the survey • Sheltered Surveying <p>Roles of the volunteers:</p> <ul style="list-style-type: none"> • Outreach Workers will go out through the census tract and if they do not want to engage with the homeless there are other roles like: <ul style="list-style-type: none"> • Map reader to guide the group • Record survey responses • Handle and distribute gift cards, surveys, and socks • Drive the census tract <p>We are going to open up the volunteering sign up tomorrow.</p>
Public Comment	<p>We are aiming for 50% engaged count this year and will continue to work our way up. The surveying is still paper based but we are working on upgrading that to be electronic for the following year. During the count we will be identifying the homeless as being in a vehicle and mark on the survey where the vehicle is located in order to return if unable to engage at the time of observation. RTFH will be bringing in some teams in December for a test run. They will provide training on how to conduct an engaged count since we are going to do this count for over 3 days and we need to know the safest approach possible. This has been a process throughout the country and nationally which we have direction from HUD. RTFH has received direction from HUD regarding engaging and counting the individuals in RVs and have received guidance on how to have a conversation and who to count.</p> <p>How are we not going to duplicate when we count?</p>

	<p>There are changes in the survey this year and we will also attempt to have more of a conversation with. We will enter all the survey into the HMIS system so we are able to see if there are any duplicates.</p> <p>Cars are much more identifiable than an individual walking. The goal is to have our outreach workers looking at areas where they know there are vehicles and engage them to develop an interaction and a relationship. We have areas that we know there is cars and we are really trying to make an intentional effort to collect all of them. We solve homelessness one person at a time.</p> <p>We do not know what these numbers will look like because we are doing this engaged count. We want to be inclusive with this unsheltered population. HUD and the state office are very mindful. It will not affect our funding or scoring or eligibility from HEAP.</p>
Board Member Discussion	N/A
New Action Items	N/A
c	
Presentation	<p><i>Jegnaw Zeggeye - HMIS Update</i></p> <p>Completed task:</p> <ul style="list-style-type: none"> • System Administrator trainings and learning the system • Identify programs and their respective assessments, services and users • Complete agency (68) , program (235) and service configuration • Identify and set up agency administrators and system users (645) • Initial data migration from the legacy system • Configuration of a separate DV database as per compliance • Conduct informational community meeting <p>Next steps:</p> <ul style="list-style-type: none"> • Quality assurance and testing on the data migration • Mandatory Trainings at Blue Star Learning <ul style="list-style-type: none"> ○ Agency managers: Dec 10th morning and afternoon ○ All users: Dec 11th – 13th three sessions every day with a capacity of 60 trainees in each session • Overflow user trainings after mid-December • Dec 22, 11:59pm - Last client level data entry into the legacy system: Final data migration from the legacy system • Jan 4th - Go Live (launch date for the new system) • Post launch webinar/training and Q&A sessions • Maintain the current database for reporting • Custom data migration (VI-SPDAT, client case notes,) • Feb 12 - Final run of custom migration
Public Comment	N/A
Board Member Discussion	N/A
New Action Items	N/A

d.	
Presentation	<p>Abrea Ponce - YHDP Update Project Task specialist with RTFH, also formerly homeless</p> <p>The RTFH-Youth Advisory Board (YAB) is a committee of the Continuum of Care, formalized in 2016 and unanimously adopted by the CoC Governance Board in March 2018. It currently consists of 15 individuals. One of the main goals of the Youth Advisory Board is to incorporate “Youth Voice” into the regions youth homelessness planning.</p> <p>YAB’s Mission & Vision: Our Mission is to unite providers, young people and diverse stakeholders together to ensure youth homelessness is rare, brief, and non-recurring by utilizing a coordinated Ecosystem to connect youth to housing services and community resources. Our vision is seeing San Diego where all youth have homes that provide safety and stability, and where their journey to independence is supported through an accessible Ecosystem of care that embodies the following values:</p> <ul style="list-style-type: none"> • Equity • Inclusiveness • Compassion • Social Justice <p>What is the YAB doing to end youth homelessness?</p> <ul style="list-style-type: none"> • We have hosted six sub-population focus groups in the community • We held a community forum meeting here in the county building with over 60 people in attendance, including 19 youth • We led a Walk and Rally March for Runaway and Homeless youth Awareness Month • Working weekly on the HUD YHDP Local San Diego Coordinated Community Plan.
Public Comment	Interest was raised about handing out food, hygiene products and blankets during the PITC. While it might be possible it’s not a guarantee. However, there is work happening with a nonprofit organization who putting together funding for precisely that. There is going to be an effort.
Board Member Discussion	N/A
New Action Items	N/A
e.	
Presentation	<p>Deme Hill - YHDP Update We submitted the first draft of the Youth Homeless Demonstration Program Community Plan HUD on November 13th. We have received feedback and we are doing a great job so far. The final document is due in March.</p>

	<p>Community Process:</p> <ul style="list-style-type: none"> • With the focus group and community input sessions. • Youth advisory board is part of the continuum care. • Action team about 10 individuals including youth writing the CCP • Larger Community group that is our Leadership Team • Youth Consortium all youth providers <p>Next Steps:</p> <ul style="list-style-type: none"> • HUD Technical Assistance for Youth Providers (January 16, 2019) • HUD Technical Assistance for Youth Action Board (January 17, 2019) • HUD Technical Assistance for Education Stakeholders (January 22, 2019) • HUD Technical Assistance for Priorities & Projects (January 23 & 24, 2019) • Final Draft of the Coordinated Community Plan (March 13, 2019) • YHDP Projects Submitted to HUD (July 15, 2019)
Public Comment	N/A
Board Member Discussion	N/A
New Action Items	N/A
f. Board Member Comments—Board Members	
<p><i>Karen Brailean:</i> This is Supervisor’s Ron Roberts’s last meeting. I would like to thank him for his service and all of his hard work that he has done.</p> <p><i>Deacon Jim:</i> I would like to second that gratitude towards Supervisor Ron Roberts leadership.</p> <p><i>Ron Roberts:</i> This is indeed my last official meeting. I am so proud of the Board for what they are doing. I am proud of the efforts that are being made. I know Chris will do a good job and I will be watching him. I thank everyone who is involved for what they do. So much appreciation towards you all keep doing it.</p> <p><i>Chris Ward:</i> Thank You Ron Roberts and Stephanie Gioia.</p>	
Adjournment	
<p>The meeting was adjourned at 5:10PM. The Board will reconvene for their next regular meeting on January 17, 2019 at 3:00-5:00pm.</p>	



REGIONAL TASK FORCE
ON THE **HOMELESS**

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

RTFH Financial Statements

Period Ending November 30, 2018

<u>Reports Included</u>	<u>Page</u>
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**Regional Task Force on the Homeless
Budget vs. Actuals
Five Months Ended November 30, 2018**

	July '18 - Nov '18 Budget	July '18 - Nov '18 Actuals	(Under) / Over	%	Explanation
Revenue					
HUD CoC Grants	\$ 1,008,698	\$ 996,405	\$ (12,293)	-1.2%	
Local Government Contracts	210,000	81,091	(128,909)	-61.4%	Timing of awards was later than planned
Other Local Contracts	-	3,892	3,892	#DIV/0!	
Private Donations / Foundations	122,917	243,655	120,738	98.2%	\$140k received in November - covers additional HMIS expansion costs
Membership Fees	2,917	753	(2,164)	-74.2%	
ServicePoint Fees	63,025	69,604	6,579	10.4%	
Total Revenue	1,407,557	1,395,400	(12,156)	-0.9%	
Expense					
Salary & Wages	733,333	562,450	(170,883)	-23.3%	
Benefits	145,833	118,651	(27,182)	-18.6%	
Direct Costs					
HMIS	50,208	374,167	323,959	645.2%	Increased expenditures due to HMIS transition costs and the maintenance of two systems
Other Consultants	166,667	148,049	(18,618)	-11.2%	
Software / Subscriptions	12,591	16,070	3,479	27.6%	
Equipment	4,167	677	(3,489)	-83.7%	
Out of Town Travel	8,700	6,442	(2,258)	-26.0%	
Conference Fees	6,250	4,073	(2,177)	-34.8%	
PITC Expenses	6,250	(155)	(6,405)	-102.5%	
Total Direct Costs	254,833	549,323	294,491	115.6%	
Indirect Costs					
Rent / Storage	37,000	36,685	(315)	-0.9%	
Business Insurance	2,333	4,780	2,446	104.8%	
Taxes / Bank Fees	792	1,680	889	112.3%	
Phone / Internet	12,083	16,697	4,614	38.2%	
Supplies	3,060	2,439	(621)	-20.3%	
Copier	3,750	3,326	(424)	-11.3%	
Local Mileage/Parking	11,458	7,726	(3,733)	-32.6%	
Membership/Subscription Fees	833	500	(333)	-40.0%	
Board Expenses	5,000	-	(5,000)	-100.0%	
Staff Expenses	1,042	1,052	10	1.0%	
Audit	15,000	14,700	(300)	-2.0%	
Legal	12,500	6,711	(5,789)	-46.3%	
IT	13,333	18,425	5,092	38.2%	
Fundraising	2,500	-	(2,500)	-100.0%	
Miscellaneous	625	-	(625)	-100.0%	
Total Indirect Costs	121,310	114,720	(6,590)	-5.4%	
Total Expense	1,255,309	1,345,145	89,836	7.2%	
Net Income	\$ 152,247	\$ 50,255	\$ (101,992)	-67.0%	

**Regional Task Force on the Homeless
Statement of Financial Position
As of November 30, 2018**

	<u>Nov 30, 2018</u>	<u>Nov 30, 2017</u>
ASSETS		
Cash	\$ 1,161,256	\$ 365,530
Accounts Receivable	352,976	519,517
Prepaid Expenses	82,719	13,309
Inventory - Gift cards	4,108	15,868
Fixed Assets		
Equipment	5,870	5,870
Accumulated Depreciation	(5,870)	(5,870)
Total Assets	<u><u>\$ 1,601,059</u></u>	<u><u>\$ 914,224</u></u>
 LIABILITIES		
Accounts Payable	\$ 30,357	\$ 11,599
Deferred Revenue		
Accrued Expenses	-	-
Payroll-Related Liabilities	41,329	35,359
Notes Payable-Lucky Duck	283,700	-
Total Liabilities	<u>355,385</u>	<u>46,958</u>
 NET ASSETS		
Unrestricted	563,874	606,267
Temporarily Restricted	681,800	261,000
Total Net Assets	<u>1,245,674</u>	<u>867,267</u>
Total Liabilities & Net Assets	<u><u>\$ 1,601,059</u></u>	<u><u>\$ 914,224</u></u>

**Regional Task Force on the Homeless
Statement of Financial Income and Expense
Year-to-Date Through November 2018**

	<u>Nov 18</u>	<u>Oct 18</u>	<u>Sep 18</u>	<u>Aug 18</u>	<u>Jul 18</u>	<u>TOTAL</u>
Ordinary Income/Expense						
Income						
5160 · City of San Diego / SDHC - CES	11,341	3,055	10,637	10,641	10,640	46,314
5260 · County of SD / NRP	-	10,945	-	23,832	-	34,777
5325 · HUD HMIS Expansion - Merge	64,446	130,286	59,087	52,067	56,551	362,436
5326 · HUD HMIS Admin Exp - Merge	14	-	-	7,717	14,023	21,753
5375 · HUD CES	53,758	254,593	35,410	40,905	40,559	425,225
5376 · HUD CES Admin	4,670	86	15,398	5,045	4,239	29,439
5382 · HUD CoC Planning 2016	20,566	-	-	-	-	20,566
5383 · HUD CoC Planning 2017	18,289	(18,644)	50,037	35,373	51,931	136,986
5390 · FTEHSD 2017	11,538	-	-	-	-	11,538
5530 · Donations	-	6	242	8	-	256
5550 · Foundations	140,000	(25,029)	74,416	22,122	20,353	231,861
5575 · Membership Fees	-	100	200	300	153	753
5590 · ServicePoint Fees	13,921	13,921	13,921	13,921	13,921	69,604
5700 · State of California	3,892	-	-	-	-	3,892
Total Income	<u>342,435</u>	<u>369,318</u>	<u>259,347</u>	<u>211,931</u>	<u>212,370</u>	<u>1,395,401</u>
Gross Profit	342,435	369,318	259,347	211,931	212,370	212,370
Expense						
Payroll Expenses						
7000 · Salaries / Consultants	104,236	114,451	112,296	116,241	115,226	562,450
7100 · Taxes & Fringe Benefits	30,108	20,760	23,346	21,091	23,346	118,651
7200 · Insurance	32	21	3,540	690	680	4,963
7340 · Banking	569	473	306	214	118	1,680
7420 · Contract Services	27,885	58,098	31,664	42,216	28,023	187,885
7510 · HMIS	150,021	149,703	58,004	7,858	7,817	373,402
7620 · Information Technology	2,734	4,799	4,010	2,002	3,552	17,096
7710 · Rent/Maintenance	7,923	7,923	7,923	7,923	4,994	36,685
7770 · Supplies	532	1,050	1,216	1,068	1,444	5,310
7900 · Program Equipment	-	(253)	1,460	118	118	1,443
8000 · Travel/Transportation	3,355	1,252	1,334	2,434	5,792	14,167
8100 · Board Development/Fund Raising	5,988	3,521	1,723	3,226	6,954	21,412
Total Expense	<u>333,383</u>	<u>361,796</u>	<u>246,821</u>	<u>205,082</u>	<u>198,064</u>	<u>1,345,146</u>
Net Ordinary Income	9,052	7,521	12,526	6,849	14,306	50,255
Other Income/Expense						
Other Expense						
Reportable Health Coverage	-	-	-	-	-	-
Total Other Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Other Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income	<u><u>9,052</u></u>	<u><u>7,521</u></u>	<u><u>12,526</u></u>	<u><u>6,849</u></u>	<u><u>14,306</u></u>	<u><u>50,255</u></u>



REGIONAL TASK FORCE
ON THE **HOMELESS**

"OUR COMMUNITY, OUR HOMELESS, OUR ISSUES"

RTFH Financial Statements

Period Ending December 31, 2018

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**Regional Task Force on the Homeless
Budget vs. Actuals
Six Months Ended December 31, 2018**

	July '18 - Dec '18 Budget	July '18 - Dec '18 Actuals	(Under) / Over	% Variance	Explanation
Revenue					
HUD CoC Grants	\$ 1,175,397	\$ 1,126,325	\$ (49,072)	-4.2%	
Local Government Contracts	260,000	140,304	(119,696)	-46.0%	
Other Local Contracts	-	17,832	17,832	0.0%	
Private Donations / Foundations	147,500	306,553	159,053	107.8%	
Membership Fees	3,500	1,053	(2,447)	-69.9%	
ServicePoint Fees	70,450	83,935	13,485	19.1%	
Total Revenue	1,656,847	1,676,002	19,155	1.2%	
Expense					
Salary & Wages	880,000	675,266	(204,734)	-23.3%	
Benefits	175,000	123,430	(51,570)	-29.5%	
Direct Costs					
HMIS	60,250	420,750	360,500	598.3%	Increased expenditures due to HMIS transition costs and the maintenance of two systems
Other Consultants	200,000	170,382	(29,618)	-14.8%	
Software / Subscriptions	14,364	18,610	4,246	29.6%	
Equipment	5,000	677	(4,323)	-86.5%	
Out of Town Travel	9,600	6,442	(3,158)	-32.9%	
Conference Fees	7,500	4,093	(3,407)	-45.4%	
PITC Expenses	7,500	(155)	(7,655)	-102.1%	
Total Direct Costs	304,214	620,798	316,584	104.1%	
Indirect Costs					
Rent / Storage	45,000	44,607	(393)	-0.9%	
Business Insurance	2,333	4,780	2,446	104.8%	
Taxes / Bank Fees	950	1,958	1,008	106.1%	
Phone / Internet	14,500	20,258	5,758	39.7%	
Supplies	3,625	3,212	(413)	-11.4%	
Copier	4,500	3,826	(674)	-15.0%	
Local Mileage/Parking	13,750	9,065	(4,685)	-34.1%	
Membership/Subscription Fees	1,000	500	(500)	-50.0%	
Board Expenses	6,000	-	(6,000)	-100.0%	
Staff Expenses	1,250	1,131	(119)	-9.5%	
Audit	15,000	14,700	(300)	-2.0%	
Legal	15,000	11,199	(3,801)	-25.3%	
IT	16,000	19,600	3,600	22.5%	
Fundraising	3,000	-	(3,000)	-100.0%	
Miscellaneous	750	-	(750)	-100.0%	
Total Indirect Costs	142,658	134,835	(7,823)	-5.5%	
Total Expense	1,501,872	1,554,329	52,457	3.5%	
Net Income	\$ 154,975	\$ 121,673	\$ (33,302)	-21.5%	

**Regional Task Force on the Homeless
Statement of Financial Position
As of December 31, 2018**

	<u>Dec 31, 2018</u>	<u>Dec 31, 2017</u>
ASSETS		
Cash	\$ 1,239,929	\$ 494,673
Accounts Receivable	388,784	402,215
Prepaid Expenses	70,099	15,540
Inventory - Gift cards	4,108	15,868
Fixed Assets		
Equipment	5,870	5,870
Accumulated Depreciation	(5,870)	(5,870)
Total Assets	<u><u>\$ 1,702,920</u></u>	<u><u>\$ 928,296</u></u>
 LIABILITIES		
Accounts Payable	\$ 64,388	\$ 7,357
Accrued Expenses	6,500	-
Payroll-Related Liabilities	42,295	35,372
Notes Payable-Lucky Duck	283,700	-
Total Liabilities	<u>396,883</u>	<u>42,729</u>
 NET ASSETS		
Unrestricted	1,022,337	624,567
Temporarily Restricted	283,700	261,000
Total Net Assets	<u>1,306,037</u>	<u>885,567</u>
Total Liabilities & Net Assets	<u><u>\$ 1,702,920</u></u>	<u><u>\$ 928,296</u></u>

**Regional Task Force on the Homeless
Statement of Financial Income and Expense
Year-to-Date Through December 2018**

	<u>Dec 18</u>	<u>Nov 18</u>	<u>Oct 18</u>	<u>Sep 18</u>	<u>Aug 18</u>	<u>Jul 18</u>	<u>TOTAL</u>
Ordinary Income/Expense							
Income							
5160 - City of San Diego / SDHC - CES	11,059	11,341	3,055	10,637	10,641	10,640	57,373
5220 - County of SD / HCD - CDBG	48,154	-	-	-	-	-	48,154
5260 - County of SD / NRP	-	-	10,945	-	23,832	-	34,777
5325 - HUD HMIS Expansion - Merge	21,831	64,446	130,286	59,087	52,067	56,551	384,267
5326 - HUD HMIS Admin Exp - Merge	23,692	14	-	-	7,717	14,023	45,446
5375 - HUD CES	42,969	53,758	254,593	35,410	40,905	40,559	468,194
5376 - HUD CES Admin	4,429	4,670	86	15,398	5,045	4,239	33,868
5382 - HUD CoC Planning 2016	23,692	20,566	-	-	-	-	44,259
5383 - HUD CoC Planning 2017	13,306	18,289	(18,644)	50,037	35,373	51,931	150,292
5530 - Donations	51,844	-	6	242	8	-	52,100
5550 - Foundations	11,054	151,538	(25,029)	74,416	22,122	20,353	254,453
5575 - Membership Fees	300	-	100	200	300	153	1,053
5590 - ServicePoint Fees	14,331	13,921	13,921	13,921	13,921	13,921	83,935
5700 - State of California	4,882	3,892	-	-	-	-	8,774
5700 - WorkForce Partnership	9,058	-	-	-	-	-	9,058
Total Income	<u>280,601</u>	<u>342,435</u>	<u>369,318</u>	<u>259,347</u>	<u>211,931</u>	<u>212,370</u>	<u>1,676,002</u>
Gross Profit	280,601	342,435	369,318	259,347	211,931	212,370	1,676,002
Expense							
Payroll Expenses							
7000 - Salaries / Consultants	112,819	104,236	114,451	112,296	116,241	115,226	675,269
7100 - Taxes & Fringe Benefits	4,776	30,108	20,760	23,346	21,091	23,346	123,427
7200 - Insurance	-	32	21	3,540	690	680	4,963
7340 - Banking	278	569	473	306	214	118	1,958
7420 - Contract Services	27,996	27,885	58,098	31,664	42,216	28,023	215,881
7510 - HMIS	30,253	166,425	149,628	58,004	7,858	7,817	419,985
7620 - Information Technology	2,859	3,435	4,799	4,010	2,002	3,552	20,657
7710 - Rent/Maintenance	7,923	7,923	7,923	7,923	7,923	4,994	44,607
7770 - Supplies	1,273	532	1,050	1,216	1,068	1,444	6,583
7900 - Program Equipment	-	-	(253)	1,460	118	118	1,443
8000 - Travel/Transportation	1,339	3,355	1,252	1,334	2,434	5,792	15,506
8100 - Board Development/Fund Raising	2,638	5,988	3,521	1,723	3,226	6,954	24,051
Total Expense	<u>192,153</u>	<u>350,488</u>	<u>361,721</u>	<u>246,821</u>	<u>205,082</u>	<u>198,064</u>	<u>1,554,330</u>
Net Ordinary Income	88,448	(8,053)	7,596	12,526	6,849	14,306	121,672
Other Income/Expense							
Other Expense							
Reportable Health Coverage	-	-	-	-	-	-	-
Total Other Expense	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Other Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Income	<u><u>88,448</u></u>	<u><u>(8,053)</u></u>	<u><u>7,596</u></u>	<u><u>12,526</u></u>	<u><u>6,849</u></u>	<u><u>14,306</u></u>	<u><u>121,672</u></u>

**REGIONAL TASK FORCE ON THE HOMELESS
BOARD OF DIRECTORS ACTION/INFORMATION REPORT**

TITLE OF REPORT:

Check Signing Resolutions

ADVISORY COMMITTEE NAME:

Executive Committee

ITEM TYPE:

- Information
 Action

Recommendation/Board Policy

Request to Present at Board Meeting

MEETING DATE:

1/17/2019

PRIMARY CONTACT:

David Estrella

SECONDARY CONTACT:

Chris Ward

TIME SENSITIVITY:

- No Yes (If yes, state deadline and why it's urgent)

[Click here to enter text.](#)

RECOMMENDATION:

Approve Resolutions as presented.

OVERVIEW & BACKGROUND SUMMARY:

The previous check signing resolution was established in March 2017. These resolution provide authorization for current Executive Committee Members and RTFH staff to sign checks. They provide authorization for RTFH staff to sign checks upto \$75,000 at which a Board Member would be required to be one of the signatories.

Resolution 2019-01-17-A repeals Resolution No. 2017-03-16-A for the main bank account.

Resolution 2019-01-17-B is for the HEAP funding.

FISCAL IMPACT:

None

FUTURE ACTION NEEDED BY BOARD? If so, by what date?

None

STAFF/AND OR COMMITTEE STATEMENT:

[Click here to enter text.](#)

SUMMARY OF PREVIOUS COMMITTEE AND/OR BOARD ACTION RELATED TO THIS TOPIC:

[Click here to enter text.](#)

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

NA

IMPACT ON KEY STAKEHOLDERS, PROJECTS, COMMUNITIES, OR SUB-POPULATIONS :

NA

CONNECTIONS TO HUD/HEARTH COMPLIANCE:

NA

COB BOARD RESPONSIBILITY CATEGORY(S):

- | | |
|--|---|
| <input type="checkbox"/> Annual Regional Planning | <input type="checkbox"/> Draft written standards for providing CoC assistance |
| <input type="checkbox"/> Approve CoC Policies | <input type="checkbox"/> Emergency Solutions Grants Evaluation & Recommendations |
| <input type="checkbox"/> Manage annual CoC funding application | <input type="checkbox"/> Conduct regular/annual CoC Plan (includes Point-in-Time Count) |
| <input type="checkbox"/> Designate and operate an HMIS | <input type="checkbox"/> Fundraise |
| <input type="checkbox"/> Develop Coordinated Entry System | <input checked="" type="checkbox"/> Other: RTFH Operations |

ATTACHMENTS OR BACK-UP INFORMATION TO REFERENCE:

Resolution No. 2019-01-17-A and Resolution No. 2019-01-17-B

RESOLUTION NO. 2019-01-17-A

RESOLUTION OF THE BOARD OF DIRECTORS OF THE REGIONAL TASK FORCE ON THE HOMELESS, INC. TO PROVIDE CHECK SIGNING AUTHORITY

WHEREAS, at its January 17, 2019 meeting, the Board of Directors (“Board”) of the Regional Task Force on the Homeless, Inc. (“RTFH”) repealed RESOLUTION NO. 2017-03-16-A and authorized the individuals in the following positions to sign checks and other documents consistent with the operating contracts and agreements approved and authorized by the Board, or otherwise consistent with Board policy:

Board Vice-Chair, currently Karen Brailean

Board Treasurer, currently David Estrella

Board Secretary, currently Deacon Jim Vargas

Chief Executive Officer, currently Tamera Kohler

Director of Grants Management, currently Jennifer Yost

NOW, THEREFORE, this Board of the RTFH does hereby find and resolve as follows:

1. The individuals in the position identified above are hereby granted authority to sign checks and other documents on behalf of RTFH consistent with the operating contracts and agreements approved and authorized by the Board, or otherwise consistent with Board policy.
2. This Resolution for check signing authority does not apply to the Homeless Emergency Aid Program (HEAP) authorized by the State of California SB 850 account(s).
3. Two authorized signatures are required for all checks exceeding \$10,000 but less than \$75,000.
4. Two authorized signatures are required for all checks exceeding \$75,000, one of which must be by a board member.
5. No authorized signer may sign checks that are made out to themselves.

[END OF RESOLUTION]

SECRETARY’S CERTIFICATE

I, Deacon Jim Vargas, Secretary of the Board of Directors of the Regional Task Force on the Homeless, Inc., a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached RESOLUTION NO. 2019-01-17-A is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the Board of Directors of the Regional Task Force on the Homeless, Inc., which was duly and regularly held on the 17th day of January 2019, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolution was adopted by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

WITNESS my hand this 17th day of January 2019.

Secretary of the Board of Directors of the
Regional Task Force on the Homeless, Inc.

RESOLUTION NO. 2019-01-17-B

RESOLUTION OF THE BOARD OF DIRECTORS OF THE REGIONAL TASK FORCE ON THE HOMELESS, INC. TO PROVIDE CHECK SIGNING AUTHORITY FOR HOMELESS EMERGENCY AID PROGRAM GRANT FUNDS AUTHORIZED BY STATE OF CALIFORNIA SB 850

WHEREAS, at its January 17, 2019 meeting, the Board of Directors (“Board”) of the Regional Task Force on the Homeless, Inc. (“RTFH”) repealed RESOLUTION NO. 2017-03-16-B and authorized the individuals in the following positions to sign checks and other documents consistent with the operating of Homeless Emergency Aid Program grant funding authorized by California State SB 850 contracts and agreements approved and authorized by the Board, or otherwise consistent with Board policy:

Board Vice-Chair, currently Karen Brailean

Chief Executive Officer, currently Tamera Kohler

Director of Grants Management, currently Jennifer Yost

NOW, THEREFORE, this Board of the RTFH does hereby find and resolve as follows:

1. The individuals in the position identified above are hereby granted authority to sign checks and other documents on behalf of RTFH consistent with the operating Homeless Emergency Aid Program grant funding authorized by California State SB 850 contracts and agreements approved and authorized by the Board, or otherwise consistent with Board policy.
2. Two authorized signatures are required for all checks exceeding \$10,000 but less than \$75,000.
3. Two authorized signatures are required for all checks exceeding \$75,000, one of which must be by a board member.
4. No authorized signer may sign checks that are made out to themselves.

[END OF RESOLUTION]

SECRETARY’S CERTIFICATE

I, Deacon Jim Vargas, Secretary of the Board of Directors of the Regional Task Force on the Homeless, Inc., a California nonprofit public benefit corporation, County of San Diego, California, hereby certify as follows:

The attached RESOLUTION NO. 2019-01-17-B is a full, true, and correct copy of the resolution duly adopted at a regular meeting of the Board of Directors of the Regional Task Force on the Homeless, Inc., which was duly and regularly held on the 17th day of January 2019, at which meeting all of the members of the Board of Directors had due notice and at which a quorum thereof was present; and at such meeting such resolution was adopted by the following vote:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

WITNESS my hand this 17th day of January 2019.

Secretary of the Board of Directors of the
Regional Task Force on the Homeless, Inc.

**REGIONAL TASK FORCE ON THE HOMELESS
BOARD OF DIRECTORS ACTION/INFORMATION REPORT**

TITLE OF REPORT:

Youth Action Board (YAB) as an ad hoc committee adoption by CoC

ADVISORY COMMITTEE NAME:

Executive Committee

ITEM TYPE:

Information

Action

Recommendation/Board Policy

Request to Present at Board Meeting

MEETING DATE:

1/17/2019

PRIMARY CONTACT:

Walter Phillips

SECONDARY CONTACT:

Deme Hill, CoC Lead

TIME SENSITIVITY:

No Yes (If yes, state deadline and why it's urgent)

As soon as possible

RECOMMENDATION:

To formally adopt the Youth Action Board as an ad hoc committee under the CoC.

OVERVIEW & BACKGROUND SUMMARY:

The Regional Task Force on the Homeless, Continuum of Care, Youth Action Board is required by HUD to be a working committee of the CoC. The YAB is comprised of 10 youth and young adults ages 24 and younger who have current or former experience of homelessness.

The objective of the YAB is to inform processes of the CoC particularly on policies that relate to preventing and ending youth homelessness. In addition, the YAB creates an organized safe space and internal processes for youth, to ensure a continuous youth voice throughout the development of the HUD Youth Coordinated Community Plan to end homelessness, and beyond.

The youth attend weekly YAB meetings and weekly Operations Team meetings for the YHDP. YAB members also participate in national YHDP calls. To help ensure a more coordinated youth homelessness system, the youth also attend the Youth Consortium to advocate on issues that matter to them.

The youth are working simultaneously with the Operations Team of the CoC to vet all information regarding the planning processes for YHDP. They have taken pride of ownership of several youth related tasks for YHDP such as development of graphics, logos, organization of the CCP, threshold development and review, focus groups, community input sessions, and all meetings with HUD Technical Assistance Provider(s).

The youth are integral to the mission of ending youth homelessness in San Diego, and have organized themselves into the following governance positions:

YAB Governance Team

Chair- Nyla Vivas

Co-Chair – Abrea Ponce

Secretary- Jessica Hamilton

Treasurer- TBD

MC- East Coast

Peacekeeper- Joi Cole

Public Relations- Josue Hernandez

FISCAL IMPACT:

n/a

FUTURE ACTION NEEDED BY BOARD? If so, by what date?

n/a

STAFF/AND OR COMMITTEE STATEMENT:

n/a

SUMMARY OF PREVIOUS COMMITTEE AND/OR BOARD ACTION RELATED TO THIS TOPIC:

n/a

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

Ongoing

IMPACT ON KEY STAKEHOLDERS, PROJECTS, COMMUNITIES, OR SUB-POPULATIONS :

n/a

CONNECTIONS TO HUD/HEARTH COMPLIANCE:

Required by HUD for the purposes of funding the Youth Homeless Demonstration Grant.

COB BOARD RESPONSIBILITY CATEGORY(S):

- | | |
|--|---|
| <input type="checkbox"/> Annual Regional Planning | <input type="checkbox"/> Draft written standards for providing CoC assistance |
| <input type="checkbox"/> Approve CoC Policies | <input type="checkbox"/> Emergency Solutions Grants Evaluation & Recommendations |
| <input type="checkbox"/> Manage annual CoC funding application | <input type="checkbox"/> Conduct regular/annual CoC Plan (includes Point-in-Time Count) |
| <input type="checkbox"/> Designate and operate an HMIS | <input type="checkbox"/> Fundraise |
| <input type="checkbox"/> Develop Coordinated Entry System | <input checked="" type="checkbox"/> Other: Adopt and Approve |

ATTACHMENTS OR BACK-UP INFORMATION TO REFERENCE:

**REGIONAL TASK FORCE ON THE HOMELESS
BOARD OF DIRECTORS ACTION/INFORMATION REPORT**

TITLE OF REPORT:
CoC Monitoring Policy

ADVISORY COMMITTEE NAME:
Evaluation Advisory Committee

ITEM TYPE:
 Recommendation/Board Policy
 Information
 Request to Present at Board Meeting
 Action

MEETING DATE:
1/17/2019

PRIMARY CONTACT:
Nancy O'Connell

SECONDARY CONTACT:
Deme Hill, CoC Lead

TIME SENSITIVITY: No Yes (If yes, state deadline and why it's urgent)

RECOMMENDATION:
Approve CoC Monitoring Policy

OVERVIEW & BACKGROUND SUMMARY:
Required by Title 24 CFR 578

FISCAL IMPACT:
Potential future impact of additional staff needed to provide monitoring

FUTURE ACTION NEEDED BY BOARD? If so, by what date?
n/a

STAFF/AND OR COMMITTEE STATEMENT:
n/a

SUMMARY OF PREVIOUS COMMITTEE AND/OR BOARD ACTION RELATED TO THIS TOPIC:
Evaluation Committee reviewed the monitoring policy in November and December of 2019, and has approved to move CoC Monitoring Policy to the CoC Governance Board approval.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:
Provided public outreach in March 2018 at General Meeting of the CoC with providers.

IMPACT ON KEY STAKEHOLDERS, PROJECTS, COMMUNITIES, OR SUB-POPULATIONS :
Monitoring will be done by the CoC to ensure compliance with HUD required federal regulations.

CONNECTIONS TO HUD/HEARTH COMPLIANCE:
24 CFR 578

COB BOARD RESPONSIBILITY CATEGORY(S):

<input type="checkbox"/> Annual Regional Planning	<input type="checkbox"/> Draft written standards for providing CoC assistance
<input checked="" type="checkbox"/> Approve CoC Policies	<input type="checkbox"/> Emergency Solutions Grants Evaluation & Recommendations
<input type="checkbox"/> Manage annual CoC funding application	<input type="checkbox"/> Conduct regular/annual CoC Plan (includes Point-in-Time Count)
<input type="checkbox"/> Designate and operate an HMIS	<input type="checkbox"/> Fundraise
<input type="checkbox"/> Develop Coordinated Entry System	<input type="checkbox"/> Other: Click here to enter text.

ATTACHMENTS OR BACK-UP INFORMATION TO REFERENCE:
CoC Monitoring Policy

Policy: CoC Monitoring Policy**Approved By:****Effective Date:** X/XX/2019**Prepared By:** The Regional Task force on Homelessness, Continuum of Care (Collaborative Applicant)

Policy Authority: This policy is adopted under the authority of the local Continuum of Care (CoC), the Regional Task Force on the Homeless as Collaborative Applicant for the San Diego region.

Purpose: To effectively administer the federal grant funds, specific standards for operating and managing the CoC Program are defined to include general recordkeeping requirements, fiscal management, program participant records, and monitoring procedures.

Standard: Grant recipients and subrecipients under the Continuum of Care (CoC) Program are required to show compliance with regulations through appropriate program implementation, administration and recordkeeping.

Scope: Recipients and subrecipients of CoC Program funds, the CoC Collaborative Applicant, and the HMIS Lead.

Authority: Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Code of Federal Regulation (CFR) for the CoC Program 24 CFR Part 578, Subpart G Grant Administration; and the Office of Management Budget (OMB) to include OMB Guidance for Grants and Agreements 2 CFR 200; Audits of States, Local Government and Nonprofit Organizations 24 CFR Part 85; the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846); and Environmental review activities subject to 24 CFR Part 50.

Responsibilities:

1. DEFINITIONS

1.1 Collaborative Applicant is defined to mean an instrumentality of state or local government, local government, nonprofit, state, or public housing authority that has been designated by the Continuum of Care to collect the required application information from all projects within the geographic area of the Continuum and apply for a grant.

1.2 Recipient is defined to mean an applicant that signs a grant agreement with the U.S. Department of Housing and Urban Development (HUD), as defined in Section 424 of the McKinney-Vento Act.

1.3 Subrecipient is defined to mean a private nonprofit organization, State or local government, or instrumentality of a State or local government that receives a subgrant from the recipient to operate a project. The definition of “subrecipient” is consistent with the definition of “project sponsor” found in Section 401 of the McKinney-Vento Act.

2. PROGRAM MONITORING The Regional Task Force on the Homeless (the Collaborative Applicant), will establish and maintain standard procedures for ensuring that Continuum of Care (CoC) Program funds are used in accordance with federal requirements, and will establish and maintain sufficient records to enable the U.S. Department of Housing and Urban Development (HUD) to determine whether the recipient and its subrecipients are meeting the requirements of 24 CFR Part 578.

To support this role and responsibility, CoC Program monitoring activities will include financial and program compliance outlined in 24 CFR Part 578 identified in this policy and the supporting CoC Program Monitoring Checklist. The United States Department of Housing and Urban Development (HUD) maintains responsibility for monitoring all CoC recipients, and this will include monitoring a sample of subrecipients when a recipient is selected for HUD program monitoring.

3. ADMINISTRATION AND GENERAL RECORDKEEPING

Administration and recordkeeping activities include, but are not limited to:

3.1 Continuum of Care Records (24 CFR 578.103(a)(1)) As the jurisdiction's CoC Collaborative Applicant, the Regional Task Force on the Homeless will maintain documentation relating to establishment and operations of the local Continuum of Care (CoC).

3.2 Program Records (24 CFR 578.103(a)(3 through 17) Recipients and subrecipients will maintain documentation relating to implementation and operations of CoC Program projects, to include:

- a) **Homeless Status** – Documentation of literal homelessness as defined in 24 CFR Part 576.500(b).
- b) **At Risk of Homeless Status** – Documentation that establishes “at risk of homelessness” status of each individual or family who receives homelessness prevention assistance as defined in 24 CFR Part 576.500(c).
- c) **Reasonable Belief of Imminent Threat of Harm** – Documentation for people who moved to a different Continuum of Care (region) due to imminent threat of further domestic violence, dating violence, sexual assault, or stalking under 24 CFR Part 578.51(c)(3).
- d) **Annual Income** – Perform initial, and at least annually thereafter, a review of income for people receiving housing assistance where rent or occupancy charge is paid by the program participant. The annual income review will be performed in compliance with 24 CFR Parts 578.77. Calculating Occupancy Charges, Rent and Annual Income will be entered in HMIS using the anniversary of the program entry date that is established “when the fiscal payment of rent begins (first date of Housing Assistance Payment)” regardless of the date when the actual income review was completed, as long as this review was no sooner than 30 days prior to the anniversary date, and no later than 30 days following the anniversary date. The supporting income documentation will be retained in the participant case file, and may be uploaded into HMIS for agencies using electronic filing.
- e) **Program Participant Records** – Documentation for each program participant receiving services, an annual assessment of services for those program participants that remain in the program for more than a year, and compliance with the termination of assistance requirements under 24 CFR 578.91.

ADMINISTRATION AND GENERAL RECORDKEEPING {Continued}

- f) **Housing Standards** - Documentation of compliance with the housing quality standards (HQS), to include inspection reports under 24 CFR 578.75(b).
- g) **Services Provided** – Documentation of supportive services provided under the recipient or subrecipients program and the amounts spent on those services, to include the annual assessment of services for participants and that the service package offered to program participants was adjusted, as applicable.
- h) **Services to Families/ Youth** - Agencies must have a *designated a staff person* to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community (**Education**), including early childhood programs such as Head Start. A policy must be in place to ensure that families with children under the age of 18 are not denied admission or separated when entering housing. 24 CFR § 578.93 (e); 24 CFR § 578.23 (c)(iii)(iv).
- i) **Match** – Records of the source and use of contributions made to satisfy the match requirement in 24 CFR 578.73, to include the records of match provided by subrecipients. The record will show *how* the value placed on third party in-kind contributions was derived.
- j) **Conflicts Of Interest** – Documentation to show compliance with organizational conflict-of-interest requirements.
- k) **Homeless Participation** – Documentation to show compliance with the homeless participation requirements.
- l) **Faith-Based Activities** – Documentation to show compliance with the faith-based requirements under 24 CFR 578.87(b), as applicable.
- m) **Affirmatively Furthering Fair Housing** – Maintain marketing, outreach and other materials used to inform eligible persons of the program to document compliance with the requirements in 24 CFR 578.93(c).
- n) **Other Federal Requirements** – Documentation in support of compliance with 24 CFR 578.99, as applicable. www.fsr.gov
- o) **Subrecipients and Contractors** – The recipient will retain copies of all solicitations from and agreements with subrecipients, records of payment requests and payments, and documentation of monitoring findings with corrective actions of subrecipients, as applicable.
- p) **Other Records Specified by HUD** - Other documentation defined in 24 CFR 578.103(a)(17).

3.3 Confidentiality (24 CFR Part 578.103(b)) In addition to meeting the specific confidentiality and security requirements for HMIS data, the recipient and subrecipient will establish written procedures to ensure records containing program participant identifying information are kept secure and confidential, address or location of violence program site will not be made public, and the address or location of any housing of a program participant will not be made public.

ADMINISTRATION AND GENERAL RECORDKEEPING {Continued}

3.4 Record Retention (24 CFR Part 578.103(c)) All records pertaining to CoC Program funds must be retained for the greater of 5 years from grant close-out, and 15 years from the date first occupied for acquisition, construction, and/or rehabilitation programs.

3.5 Access To Records (24 CFR Part 578.103(d)) All records are subject to Federal and public rights as outlined in this rule. Notwithstanding the confidentiality procedures, HUD, the HUD Office of the Inspector General, and the Comptroller General of the United States, or any of their authorized representatives, must have the right of access to all books, documents, papers, or other records of the recipient and its subrecipients that are pertinent to the CoC Program grant audits, examinations, excerpts, and transcripts.

3.6 Reports (24 CFR Part 578.103(e)) In addition to reports outlined in 24 CFR parts 84 and 85, the recipient must collect and report data on CoC Program funds in an Annual Performance Report (APR), as well as, any additional reports required by HUD.

3.7 Financial Management Monitoring of CoC Programs will include internal controls to include:

- a) Documentation demonstrating compliance with the Single Audit Act and OMB Circular 2 CFR 200. All non-Federal entities that expend \$750,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the 2 CFR 200.501 Audit Requirement and the OMB Circular Compliance Supplement and Government Auditing Standards.
- b) Compliance with the Federal Procurement Management Review under the Federal Suspension and Debarment. www.gsa.gov or <http://www.gsaig.gov/index.cfm/suspension-and-debarment-listed-by-state/>

4. GRANT AND PROJECT CHANGES The recipient and subrecipients may not make any significant changes to a project without prior HUD approval, evidenced by a grant amendment signed by HUD and the recipient. Any other minor changes to an approved grant must be fully documented in the recipient and subrecipient records.

4.1 Significant changes include a change of recipient and subrecipient, a change of project site, additions or deletions of the types of eligible activities approved for a project, a shift of more than 10 percent from one approved eligible activity to another, a reduction in the number units, and a change in the subpopulation served.

4.2 Minor changes or program revisions that require recipient approval before the recipient or subrecipient can implement the change include all budget changes, a shift in funded program activities, and any program change not referenced in item 4.1 of this policy.

5. MONITORING SELECTION PROCESS

Monitoring Selection and Sampling: The risk analysis process will be used to determine which recipients and program areas should be reviewed. Once that process has been completed, where it is indicated that a file review is necessary to answer monitoring questions, the RTFH reviewer will consider the following factors when determining the specific files that will comprise the review sample:

- a. Where feasible, initial monitoring selection should be made using a random selection method.
- b. The reviewer may consider adding more files to this selection to:
Include file(s) from each staff person working in the respective program area being monitored;
 - I. Expand the sample, if possible, to include additional files with the same characteristics, if indicated by the severity or nature of any problems(s) noted during the initial selection's review (for example, same problem category, same staff person, same activities or other characteristics). This expanded sampling aids in determining whether problems are isolated events or represent a systemic problem.
- c. The reviewer may also add files to the selection that the HUD reviewer has reason to believe may have compliance problems or that is substantially different in terms of size, complexity, or other factors from other projects the recipient has administered.

6. ON-SITE MONITORING Annually, the Collaborative Applicant will contact the CoC Program recipients to schedule an on-site monitoring visit, and confirm the monitoring visit in a written letter sent to recipient via email, which will include a copy of the CoC Program Monitoring Checklist.

6.1 On-site monitoring visits will be coordinated by the Collaborative Applicant, the monitor(s) will observe the independently funded programs according to applicable CoC Program and federal regulations.

6.2 On-site monitoring may occur for programs requiring additional assistance or due to poor performance.

6.3 Program monitoring will consist of on-site review or off-site (or remote) review of records/files, agency policies and procedures, participants' files, HMIS and/or CES reports.

6.4 On-site reviews are conducted at the grant recipients' office and may include visits to housing sites. The Collaborative Applicant will contact the recipient to schedule the monitoring visit and will provide written notice and details of the monitoring visit at least 15 business days prior to the monitoring visit.

Onsite Monitoring (continued)

- a) Prior to Onsite Monitoring Site Visit-
 1. RTFH will send an email to the recipient requesting pertinent documents (i.e. Financial Audit, HUD Findings, APR).
 2. All requested pertinent documents must be submitted to RTFH **10 business days prior** to the Onsite Monitoring Visit.
 3. The recipient will have a date to return the documents noted in the email.

- b) During Onsite Monitoring Site Visit-
 1. At the monitoring visit, the purpose of the monitoring will be communicated by the Collaborative Applicant and the recipient will provide an overview of their project.
 2. Document Review – The Monitoring Team will complete the monitoring tool, including a review of the program policies, procedures and all required documents.
 3. The Monitoring Team will ask clarifying questions and will take notes, attach copies or photos of what was examined, and document the resulting analysis.
 4. Participant File Review – The Monitoring Team may randomly selected participant files to review.
 5. Prior to exiting the meeting, the Monitoring Team will discuss concerns, findings, observations, recommendations and suggest corrective actions (if necessary).

6.5 Within 30 calendar days of completing the on-site monitoring, RTFH will summarize the monitoring review, document performance, and identify concerns and/or findings. If a concern or finding is noted, RTFH will document the concern/finding in a Corrective Action Plan and submit the plan to the recipient within 30 days of the onsite monitoring visit.

- a) A concern is a deficiency in program performance and will result in a finding if the concern is not corrected by the requested date in the corrective action plan.
- b) A finding is a deficiency in program performance based on material noncompliance with a statutory, regulatory, or program requirement for which sanctions or other corrective actions are authorized. A finding, depending on the nature may be immediately reportable to HUD.
- c) The Corrective Action Plan will address all concerns and/or findings with a list of actions and measurable goals to correct the problem(s)
- d) RTFH reserves the right to request immediate corrective action for housing quality standards issues that may affect the health and safety of consumers.

6.6 The subrecipient will have 15 calendar days to provide a written response to RTFH regarding the onsite monitoring notification letter and corrective action plan, inclusive of actionable goals.

7. REMEDIAL ACTIONS AND SANCTIONS RTFH will review the performance of each recipient in carrying out its responsibilities. This will occur through annual on-site monitoring visits, single or program specific audits, and other financial audit reports, information generated by HUD financial and reporting systems (e.g. LOCCS and e-snaps), HMIS, the Annual Performance Report (APR) and, relevant information pertaining to recipient and subrecipient performance gained from other sources, to include citizen comments, complaints, and litigation. For programs that fail to meet program requirements:

7.1 RTFH shall notify the recipient and subrecipient of the nonperformance and/or non-compliance with CoC Program regulations, and/or citizen comments and complaints.

7.2 If the recipient determines that a subrecipient is not complying with a program requirement or its subrecipient agreement; the recipient must take action through the following process:

- a) The *recipient* will document the subrecipient non-compliance with the CoC Program regulations and develop corrective actions designed to prevent a continuation of the deficiency, to mitigate to the extent possible, its adverse effects, and to prevent its recurrence. This report will be submitted to RTFH.
- b. RTFH will convene a meeting to review program performance and compliance to the CoC program guidelines and present the proposed corrective actions. The recipient and subrecipient will attend the meeting to support the development of a schedule with milestones necessary to implement the corrective actions. The outcome of this review will be a Corrective Action Plan that assigns responsibilities for carrying out the remedial actions and corresponding dates for evaluating activities.

7.3 If the recipient or subrecipient fails to respond to the proposed corrective actions of the corrective action plan, or fails to reply within the designated time frames, and is not able to demonstrate compliance, the following sections describe remedial actions and sanctions that may be taken or imposed by both HUD and/or The Continuum of Care.

1) Remedial Actions:

- a. Remedial actions as described at 24 CFR part 578.107(b)(1) may include the following:
 - Developing and following a schedule of actions for carrying out project activities and projects affected by non-compliance, including schedules, timetables, and milestones;
 - Establishing and following a grants management plan that assigns responsibilities for carrying out remedial actions;
 - Canceling or revising project activities or projects likely to be affected by non-compliance before expending associated grant funds;
 - Re-programming grant funds not yet expended for given activities or projects to eligible costs or projects;
 - Suspending funds disbursement;
 - Reducing or terminating a subrecipients remaining grant funds and re-allocating funds to other subrecipients or returning funds to HUD; and
 - Requiring matching contributions to be made before or in conjunction with draws being made from the recipient's grant.

REMEDIAL ACTIONS AND SANCTIONS {Continued}

- 2) Sanctions by HUD:
 - a. Sanctions, as defined at 24 CFR part 578.107(b)(2) through (9), may include the following:
 - Changing method of payment to reimbursement;
 - Suspending payments to preclude the further expenditure of funds for affected projects or activities;
 - Continuing the grant with a substitute recipient of HUD's choosing;
 - Denying matching credit for all or part of the cost of the affected activities and requiring further matching contributions;
 - Requiring the recipient to reimburse its line of credit in an amount equal to the funds used for the affected activities;
 - Reducing or terminating the remaining grant;
 - Imposing conditions on a future grant; and
 - Imposing other legally available remedies.

8. Recipients must be in compliance the following federal laws as applicable:

- **Code of Federal Regulations:** Title 24 part 578, 2 CFR part 200
- **The McKinney-Vento Homeless Assistance Act**
As Amended by S.896 The Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH) of 2009
- **Fair Housing Laws and Presidential Executive Orders**
https://www.hud.gov/program_offices/fair_housing_equal_opp/FHLaws
- **HUD-CoC Notices**
<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/#notices>
- **Fair Housing and Equal Opportunity** requirements
24 CFR § 578.93; 24 CFR § 578.103(a)(15)
- **Environmental Review**
24 CFR § 578.99; 24 CFR § 578.31
- **Compliance with other federal requirements** (i.e. *lead based paint, Section 3, Section 504*), if applicable 24 CFR § 578.99; 24 CFR § 35; 24 CFR § 578.3