

# FINAL

## CITY PLAN TO PREVENT AND COMBAT HOMELESSNESS CITY OF COVINA

### 1. City and Plan Information

Name of City	Period of Time Covered by Plan	Date of Plan Adoption
Covina	July 1, 2018 - June 30, 2021	June 5, 2018

### 2. Why is the City working to develop and implement a homelessness plan?

In 2017, the City of Covina had a homeless population of 80 people, accounting for roughly 2.2% of Service Planning Area (SPA) 3's total homeless population.

Covina saw a considerable rise in homelessness from 2016 to 2017, during which time Covina's overall homeless population rose from 53 to 80, an increase of approximately 50%. In this period, LAHSA changed the methodology for counting and no longer counted sheltered homeless persons in domestic violence shelters. Therefore, the numbers for the unsheltered population in this period show a large variance.

Regarding 2017's unsheltered population, about 38% were living in the street, while 54% slept in cars, vans, or RVs/campers. In addition to the overall increase from 2016 to 2017, Covina experienced an increase in the number of places people slept. In 2016, 80% of homeless individuals slept in the street.

In the 2018 Covina homeless count, the raw numbers collected of those living in make-shift shelters, campers, vans and cars were higher in 2018 than in recent years. The unofficial 2018 street homeless count for the City of Covina is 98 persons. Official numbers will be released by LAHSA in late June 2018.

In addition to the Point-In-Time Count (PITC) data and regional demographics, it is useful to examine city-level data from the regional Coordinated Entry System (CES). This provides an enhanced view of those experiencing homelessness and their challenges as well as needs using responses to the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) pre-screen tool. The VI-SPDAT is designed to determine the presence and acuity<sup>1</sup> of an issue and identify clients to refer for assessment for specific housing interventions, but it is not intended to provide a comprehensive assessment of each person's needs. The VI SPDAT asks questions regarding<sup>2</sup> history of housing risks, socialization and daily functions, and wellness.

One useful aspect is that the VI-SPDAT assessment produces an acuity score, which can help identify an appropriate housing intervention for someone experiencing homelessness.

<sup>1</sup> Acuity is a term that is a summation of a quantifiable measurement of a client's responses to questions regarding housing, socialization, daily functions and wellness. Responses determine risk and prioritization. The lower the numerical score, the less need for direct public assistance.

<sup>2</sup> <http://www.rihomeless.org/Portals/0/Uploads/Documents/VI-SPDAT-Manual-2014-v1.pdf>

The Los Angeles Continuum of Care suggests that people experiencing homelessness who fall into the low-acuity scoring range of the assessment (0-3) should be able to find housing on their own, or self-resolve, those in the mid-acuity scoring range (4-11) are best served by Rapid Rehousing programs, and high-acuity individuals (12+) generally need supportive housing.<sup>3</sup>

Other useful indicators in the data set include information about a person's housing history, legal background, physical and mental health, history of substance use, and general demographic information such as age and race. All of these elements are self-reported by the individuals being assessed.

For the purposes of the City of Covina Homeless Plan, data was obtained from the SPA 3 CES lead agency. All data has been de-identified to protect confidentiality. The date range being reviewed is from July 2016 through November 2017.

71% of assessed individuals who said they were from Covina are in the mid-acuity range, compared to 15% for high-acuity (12+) and 14% for low-acuity individuals (0-3).

36% of people assessed in Covina were 41-55 years old, while 27% were 25-40, 26% were 56+, and 11% were 18-24.

Of individuals for whom data on race is available, 77% were white, 14% were black or African American, 3% were American Indian, 3% were Asian, and 3% were Native Hawaiian or other Pacific Islander. (Note: 43% of the individuals assessed also identified themselves ethnically as Hispanic/Latino. Of those, 90% were white; 7% were American Indian or Alaskan Native, and 3% were Native Hawaiian or other Pacific Islander.)

64% of those assessed identified as male and 33% identified as female (data was not collected for 3% of respondents).

Of those assessed,

- 44% received health care at an emergency room at least once in the past six months.
- 33% report having a chronic health condition.
- 23% report having a mental health issue.

### **3. Describe your City's planning process**

The City plan was created through a collaborative process that included the input of multiple stakeholders from different sectors. Key activities of the plan process included multiple input sessions targeted to different stakeholders including the City Departments, the business community, Homeless Services Provider Partners, the general public including current and formerly homeless individuals via field surveys, and the faith-based community.

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<sup>3</sup> Los Angeles Homeless Services Authority. Draft CES Prioritization Policies. Available: <https://www.lahsa.org/documents?id=1896-draft-ces-prioritization-policies>.

As a part of each stakeholder input session, groups were asked to provide feedback on the challenges of homelessness within the City as well as to provide input into possible strategies, many of which make up the approved goals and strategies for the City within the plan.

City staff met with a sub-committee of the Roundtable on April 25, 2018, to discuss the draft plan, and updated the Plan with their comments.

On May 16, 2016, the Plan was brought to the Roundtable for discussion. Representatives from City staff, area non-profits, and interested citizens attended and brought some areas in need of funding to the attention of staff. The goals were revised to reflect the comments.

The plan covers a three-year period; implementation of the goals which follow will be dependent on available funding.

Goals 1, 2, 4 and 5 will be implementable in large part if Los Angeles County provides Measure H funding for staffing and housing operation purposes. The staff person can be a Los Angeles County staff member or a City of Covina contract staff member, provided outside funding is provided for salary and benefits. The City's limited resources do not allow for funding for this position. The City can provide work space for a County employee.

**4. What are the goals of the City's plan and related actions? Review the example below, then respond to the prompts for your own City goals. Add sections for additional goals if needed.**

**Goal 1: Coordinate homeless programs and enhance regional coordination with key stakeholders (Homeless Initiative Strategy Link(s): A5, C4, E6, E7)**

**Action 1a:** Create a full-time position to be staffed, either with a County of Los Angeles employee assigned to the City or a grant-funded contract employee, who will coordinate homeless programs and enhance regional coordination with key stakeholders. The position will enable the following actions:

- a. Facilitate annual City participation in the regional Point in Time Count
- b. Provide ongoing education on homelessness and City Homeless Plan to residents, businesses, City staff, medical providers, and faith-based organizations
- c. Support Los Angeles County's efforts regarding
  - SSI Benefits Advocacy (C4)
  - Outreach (E6)
  - Strengthening of the Coordinated Entry System in the San Gabriel Valley (E7)

**Action 1b:** Position to coordinate roundtable with local medical facilities to integrate discharge planning and care coordination practices, and to further understand impact of discharged patients on Covina homeless population.

Associated Policy Changes	Goal Measurement	Goal Ownership	Leveraged City Resources	Timeline
<p>1a: The dedicated staff person needed to provide this service would need to be funded through grant funding, such as through Measure H. Staff person could be a Los Angeles County employee working on assignment in the City, or a City contract employee. 1b: (same as “Goal Measurement”)</p>	<p>The City will prepare an implementation plan to carry out the identified actions of Goal 1 which includes, but may not be limited to, identifying funding sources and the responsible agency and the following action items.</p>	<p>(same as “Goal Measurement”)</p>	<p>City will provide facility space and overhead for position.</p>	<p>1-3 years, depending on funding.</p>

<b>Goal 2: Expand Outreach, Education and Prevention Services and Alignment with Regional Coordinated Entry System (Homeless Initiative Strategy Link(s): A1, A5, E4, E6)</b>
<p><b>Action 2a:</b> Upon funding of the staff person identified in Goal No. 1, staff will participate in regional case conferencing in order to monitor progress of Covina residents and advocate for timely housing intervention. Actions 2.2 through 2.5 will be performed by the new staff person.</p>
<p><b>Action 2b:</b> Support LA County and service provider outreach efforts to</p> <ul style="list-style-type: none"> <li>a. Assess homeless individuals using Vulnerability Index-Service Prioritization and Decision Assistance Tool (VI-SPDAT) and enter them into CES (E6).</li> <li>b. Ensure individuals and families in need of homelessness prevention assistance are entered into CES (A1, A5).</li> </ul>
<p><b>Action 2c:</b> Assist LAHSA to educate stakeholders on using County Web-Based Outreach Reporting Portal.</p>
<p><b>Action 2d:</b> Explore funding opportunities, including renewed partnership with LA County, to sustain Homeless Assistance Liaison Officer (HALO) program and expand Mental Evaluation Team outreach coverage.</p>
<p><b>Action 2e:</b> Continue and expand First Responder training protocol about the needs of the unsheltered homeless population and how to connect individuals to services (E4).</p>
<p><b>Action 2f:</b> Contract with homeless services provider(s) to perform local outreach services.</p>

Associated Policy Changes	Goal Measurement	Goal Ownership	Leveraged City Resources	Timeline
<p>2a: The dedicated staff person needed to provide this service would need to be funded through grant funding, such as through Measure H. Staff person could be a Los Angeles County employee working on assignment in the City, or a City contract employee.</p> <p>2b, 2c, 2d, 2f: none</p> <p>2e: Update relevant policy concerning First Responder training</p>	<p>The City will prepare an implementation plan to carry out the identified actions of Goal 2 which includes, but may not be limited to, identifying funding sources and the responsible agency and the following action items.</p>	<p>(same as “Goal Measurement”)</p>	<p>2a, 2b: City will provide facility space and overhead for position.</p> <p>2c, 2d, 2e: Staff time</p> <p>2f: City staff time; potential funding for outreach worker(s)</p>	<p>1-3 years, depending on funding.</p>

<b>Goal 3: Adopt an Accessory Dwelling Unit (ADU) Ordinance (Homeless Initiative Strategy Link(s): F4)</b>				
<b>Action 3a:</b> Develop and adopt a City ADU Ordinance pursuant to California state law (F4).				
<b>Action 3b:</b> Schedule the ADU Ordinance for City Council approval.				
<b>Action 3c:</b> Community Development Department to create an ADU Frequently Asked Questions handout for public use.				
Associated Policy Changes	Goal Measurement	Goal Ownership	Leveraged City Resources	Timeline
<p>Passage of ADU Ordinance</p>	<p>3a: Development of Ordinance</p> <p>3b: Adoption of ADU ordinance; completion and review of ADU FAQ document</p> <p>3c: Completion and review of ADU FAQ document</p>	<p>Community Development Department</p>	<p>Staff time</p>	<p>1-2 years</p>

<b>Goal 4: Improve and Expand Housing Options and General Homeless Services (Homeless Initiative Strategy Link(s): B3, B7, C1, C2)</b>				
<b>Action 4a:</b> Support Los Angeles County/regional CES lead in their efforts to improve and expand existing rapid rehousing (RRH) program including the provision of bridge housing (B3, B7).				
<b>Action 4b:</b> Explore ways to increase access to, and potential Measure H funding for, restrooms, showers laundry services and safe parking. This may include working with faith-based organizations and non-profit providers on utilizing existing restrooms, and partnering with laundromats to provide laundry vouchers when feasible and practical.				
<b>Action 4c:</b> Work with service providers to develop storage opportunities, and potential Measure H grant funding for same, for individuals and families to facilitate participation in existing and projected programs and services when feasible and practical.				
<b>Action 4d:</b> Will refer/coordinate Covina’s Adult Workforce Job Readiness Program with links to CalWorks. Support formation of Social Enterprise Agency and Alternate Staffing Organization (C1, C2), and engagement with business community and chamber of commerce to the best of the ability of the Job Readiness Program, and good faith efforts. Assist the Program to pursue Measure H funding to increase, expand and continue services.				
<b>Associated Policy Changes</b>	<b>Goal Measurement</b>	<b>Goal Ownership</b>	<b>Leveraged City Resources</b>	<b>Timeline</b>
None	The City will prepare an implementation plan to carry out the identified actions of Goal 4 which includes, but may not be limited to, identifying funding sources and the responsible agency and the following action items.	(same as “Goal Measurement”)	City staff time.	1-3 years

<b>Goal 5: Obtain Sustained Funding for the McGill Transitional House (Homeless Initiative Strategy Link(s): A1)</b>
<b>Action 5a:</b> Seek and obtain grant funding for the continued operation of the McGill Transitional house, in order to provide continued case management for the clients and operating funds for the maintenance of the house.

Associated Policy Changes	Goal Measurement	Goal Ownership	Leveraged City Resources	Timeline
If the grant is to be obtained through Measure H, the liability question raised by the Housing First requirement will need to be addressed.	The City will prepare an implementation plan to carry out the identified actions of Goal 4 which includes, but may not be limited to, identifying funding sources and the responsible agency and the following action items.	(same as "Goal Measurement")	Staff time and provision of the facility	1-3 years

**5. Identify City employees or other staff who will lead implementation of the plan.**

**Table 1: Primary Contact for Plan Implementation**

Name & Position	Address & Email	Phone	% of Time
Brian Lee, Community Development Director	125 E. College St. Covina, CA 91723 blee@covinaca.gov	626-384-5460	TBD

**6. Describe the City’s participation or plans to participate in any new or ongoing collaborative efforts, within the City and/or with other cities and/or in the Service Planning Area.**

In recent years, the City of Covina has diligently worked to develop housing and programs that assist low-income families and people experiencing homelessness. In Fiscal Year 2017-2018, Covina initiated a Rapid Rehousing (RRH) program, a nationally recognized best practice, in partnership with Los Angeles County, dedicating \$15,000 in City of Covina Community Development Block Grant (CDBG) fund allowance. In Fiscal Year 2018-2019, it is estimated \$20,000 will be budgeted with housing funds for this purpose. As shown in the table below, an additional \$240,000 is available for programming for allowable homeless programs.

In addition to the activities outlined in the table below, the City, alone or with its partners, are currently providing and participating in the following activities:



### **HALO Team**

The growing homeless population in the region often experience mental health issues, substance abuse disorders and other serious health problems. Law enforcement resources are frequently tasked with addressing these issues when assisting homeless persons. In 2016, the police departments from Azusa, Covina, Glendora and West Covina requested funding from the Board of State and Community Corrections (BSCC), and were granted one-time funding to form the East San Gabriel Valley Homeless Assistance Liaison Officer (ESGHALO) Team. One week each month, a team consisting of officers from the participating cities and a representative from the Los Angeles County Department of Mental Health works in the four communities to address ongoing issues associated with the homeless population in the region. While enforcement is sometimes required, the emphasis of the ESGHALO program is to work collaboratively with local community groups and regional partners to offer homeless persons resources which result in permanent housing. The intent is to do outreach and provide service with dignity, compassion and support.

This successful program needs to be continued and even expanded to be available more frequently.

### **MET Team**

In addition, the City supports the expansion of the Los Angeles County Mental Evaluation Team (MET) which works with Covina officers once a week. One of the goals of the MET program is to divert people with psychiatric needs away from overcrowded jails and juvenile halls and from emergency room beds and into consistent services. The City can provide a work station for the Los Angeles County homeless team member.

### **McGill Transitional House**

In 2004, the then-Covina Redevelopment Agency purchased a home and pursued a federal grant to make modifications to make it ADA compliant. In 2006 another federal grant made it possible to operate the house as a Transitional House for homeless women and children and provide case management services.

The City partners with Catholic Charities of Los Angeles to provide case management services and it is in large part due to the care delivered through the case management that our residents succeed in the goals they seek to achieve. Today, the house has served thirty-nine homeless families, including eighty children, providing rent-free housing and a mechanism for families to save money and move on to permanent housing. The City is reaching out to faith-based communities to mentor and assist transitional house residents and graduates.

On May 7, 2018, the City of Covina was awarded the 2018 Spirit of Caring Award by Catholic Charities of Los Angeles, Inc., at their 34<sup>th</sup> Annual Volunteer Recognition Dinner, for demonstrating the importance of service to others, and allocating resources to assist the underprivileged and needy.



**COG Homeless Committee**

The City will continue to work with the San Gabriel Valley Council of Governments homelessness manager to coordinate regional efforts where feasible.

**Covina Homeless Roundtable**

Covina will continue to work with the Homeless Roundtable which meets quarterly and work with the members to have more nonprofits participate on a regular basis.

**Adult Workforce Job Readiness Program**

In FY 2017-2018, the City of Covina instituted a pilot program, to provide job training to homeless persons using CDBG funds, working with Support Solutions. The program will continue to be funded in FY 2018-2019.

- Supporting the San Gabriel Valley Consortium on Homelessness which provide a networking opportunity for homeless care providers in the San Gabriel Valley;
- Supporting the East San Gabriel Valley Coalition for the Homeless' rotational winter shelter, which operates out of Sacred Heart Church for two weeks in December; and,
- Monitoring 431 covenanted rental affordable housing in the City of Covina, and 18 Ownership units.

The following table outlines the City's current annual funding and programs dedicated to individuals and families experiencing homelessness and those facing housing instability.

Activity	Annual Funding FY 17-18	Projected Funding FY 18-19	Funding Source	Department or Non-Profit Partner	Activity Description
Transitional housing	\$151,000	\$151,000	Covina Housing Authority Housing Fund	Catholic Charities of Los Angeles	Transitional housing for homeless women and children
Rapid Rehousing	\$15,000	\$20,000	CDBG	LA County	Time-limited housing subsidy and case management for individuals and families experiencing homelessness
Unprogrammed	\$245,000	\$240,000	Covina Housing Authority Housing Fund	To be determined	Funds set aside and presently undesignated for individuals and families experiencing homelessness
Job Training for Individuals with Low- and Moderate-Income	\$48,559	\$42,995	CDBG	Support Solutions	"The Adult Workforce Job Readiness Program prepares and trains low- and moderate-income job seekers for entry into career-track permanent employment through a local Community Based Development Organization" <sup>4</sup>
Affordable Housing	\$1,500,000	\$1,500,000	Covina Housing Authority Housing Fund	Community Development	Development of affordable housing units under discussion. Unused funds in FY 17-18 will be re-budgeted in FY 18-19.
Response to calls	\$8,400	\$8,400	General Fund	Police Dept	SUV Costs
Response to calls/Security	\$16,498	\$16,498	General Fund	Public Works Dept	Equipment and landfill and security to lock bathrooms
<b>Total Annual Funding</b>	<b>\$1,984,457</b>	<b>\$1,978,893</b>			

<sup>4</sup> City of Covina. City of Covina FY 2017/18 Adopted Budget.

**7. Review specific County Homeless Initiative Strategies from the table below and consider how the City could collaborate and align planning efforts to achieve mutual goals.**

**City Planning Activities tied to County Homeless Initiative Strategies**

	Plan to participate	Currently participating	County Homeless Initiative Strategies
<b>A – Prevent Homelessness</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A1. Homeless Prevention for families
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A5. Homeless Prevention for Individuals
<b>B – Subsidize Housing</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B3. Partner with Cities to Expand Rapid Rehousing
	<input type="checkbox"/>	<input type="checkbox"/>	B4. Facilitate Utilization of Federal Housing Subsidies
	<input type="checkbox"/>	<input type="checkbox"/>	B6. Family Reunification Housing Subsidies
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B7. Interim/Bridge Housing for those Exiting Institutions
	<input type="checkbox"/>	<input type="checkbox"/>	B8. Housing Choice Vouchers for Permanent Supportive Housing
<b>C – Increase Income</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C1. Enhance the CalWORKs Subsidized Employment Program for Homeless Families
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C2. Increase Employment for Homeless Adults by Supporting Social Enterprise
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C4/5/6. Countywide Supplemental Security/Social Security Disability Income and Veterans Benefits Advocacy
	<input type="checkbox"/>	<input type="checkbox"/>	C7. Subsidize Employment for Homeless Adults
	Plan to participate	Currently participating	County Homeless Initiative Strategies
<b>D – Provide Case Management &amp; Services</b>	<input type="checkbox"/>	<input type="checkbox"/>	D2. Jail In-Reach
	<input type="checkbox"/>	<input type="checkbox"/>	D5. Support for Homeless Case Managers
	<input type="checkbox"/>	<input type="checkbox"/>	D6. Criminal Record Clearing Project
	<input type="checkbox"/>	<input type="checkbox"/>	D7. Provide Services for Permanent Supportive Housing
<b>E – Create a Coordinated System</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E4. First Responders Training
	<input type="checkbox"/>	<input type="checkbox"/>	E5. Decriminalization Policy
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E6. Expand Countywide Outreach System
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E7. Strengthen the Coordinated Entry System (CES)

	<input type="checkbox"/>	<input type="checkbox"/>	E8. Enhance the Emergency Shelter System
	<input type="checkbox"/>	<input type="checkbox"/>	E10. Regional Coordination of Los Angeles County Housing Agencies
	<input type="checkbox"/>	<input type="checkbox"/>	E14. Enhance Services for Transition Age Youth
<b>F – Increase Affordable/ Homeless Housing</b>	<input type="checkbox"/>	<input type="checkbox"/>	F1. Promote Regional SB2 Compliance and Implementation
	<input type="checkbox"/>	<input type="checkbox"/>	F2. Linkage Fee Nexus Study
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F4. Development of Second Dwelling Units Program
	<input type="checkbox"/>	<input type="checkbox"/>	F5. Incentive Zoning/Value Capture Strategies
	<input type="checkbox"/>	<input type="checkbox"/>	F6. Using Public Land for Homeless Housing
	<input type="checkbox"/>	<input type="checkbox"/>	F7. Preserve and Promote the Development of Affordable Housing for Homeless Families and Individuals
	<input type="checkbox"/>	<input type="checkbox"/>	F7. Housing Innovation Fund (One-time)