

## **Before Starting the CoC Application**

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (\*), which are mandatory and require a response.

## 1A. Continuum of Care (CoC) Identification

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**1A-1. CoC Name and Number:** CA-521 - Davis, Woodland/Yolo County CoC

**1A-2. Collaborative Applicant Name:** Yolo Community Care Continuum

**1A-3. CoC Designation:** CA

**1A-4. HMIS Lead:** Yolo Community Care Continuum

## 1B. Continuum of Care (CoC) Engagement

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**1B-1. CoC Meeting Participants.**

**For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:**

- 1. participated in CoC meetings;**
- 2. voted, including selecting CoC Board members; and**
- 3. participated in the CoC’s coordinated entry system.**

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	No	Yes
Hospital(s)	Yes	No	Yes
EMS/Crisis Response Team(s)	Yes	No	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	No	Yes
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	No	No
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Not Applicable	No	No
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	No	No	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	Yes	Yes
Other:(limit 50 characters)			
Veterans Service Organizations	Yes	Yes	Yes
Employment Development Organizations	Yes	Yes	Yes
Local Food Banks	Yes	No	No

**1B-1a. CoC’s Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.**

**Applicants must describe how the CoC:**

- 1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
  - 2. communicates information during public meetings or other forums the CoC uses to solicit public information;**
  - 3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and**
  - 4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF.**
- (limit 2,000 characters)**

The CoC is purposeful about engaging an array of opinions, using information collected from CoC members and partners to improve the homeless system:

All General Meetings, Technical Subcommittee, and Data Subcommittee meetings are open to the public with meeting details and agenda packets posted online on both the CoC calendar and the County of Yolo’s meeting calendar.

CoC dedicates first 20 minutes of CoC meetings for attendees to introduce themselves, discussion of new or evolving programs for the homeless, and identification of system challenges. When issues are identified, they are placed on future meeting/subcommittee agendas to ensure continued discussion and resolution.

In the past year, subcommittees educated and made recommendations to CoC on many issues: seeking grant funding; strengthening HMIS; homeless count; development and implementation of coordinated entry; revising the strategic plan; and updating governing documents.

In 2018, the County conducted an extensive public input process to revise the homeless strategic plan. The steering committee was comprised of current and past CoC leadership. Public workshops were attended by an array of CoC participating agencies, community members, homeless advocates, homeless individuals, etc.

CoC conducts outreach to engage persons who are living homeless in providing input. Input sessions are hosted at accessible sites for the population (such as shelter and evening meals), and CoC members are regularly encouraged to engage any current or former clients who are interested in attending CoC meetings.

All meeting materials are communicated electronically in PDF; all links in emails, documents, and on the CoC website are in a voice-command optimized format. During meetings, printed materials are available for each individual and reviewed verbally before action is taken. The County provides assistive listening devices to attendees with hearing limitations.

**1B-2. Open Invitation for New Members.**

**Applicants must describe:**

- 1. the invitation process;**
  - 2. how the CoC communicates the invitation process to solicit new members;**
  - 3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;**
  - 4. how often the CoC solicits new members; and**
  - 5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.**
- (limit 2,000 characters)**

The CoC is open to all parties interested in issues of homelessness in Yolo County. The CoC has an established Governance Charter that describes how new members join. The CoC requires that new members be invited by posting an updated public notice on its website in November, but also encourages new members to join year round. Stakeholders in the local homeless system are welcome to attend CoC meetings at any time, and any new participants are invited to join by completing a simple one page application. Members with a filed application can obtain status on the Board of Voting Members through regular participation in CoC meetings, and participation on at least one CoC Subcommittee. The CoC has approximately 30 members, and has engaged multiple new members in the past year.

The CoC keeps updated information regarding membership on its website, but also encourages CoC members to conduct one on one outreach with potential new members. The CoC routinely discusses any stakeholders or opinions that may be missing from the membership during meetings, and CoC staff follows up to invite new members when identified.

The CoC solicits new members year round, and interested individuals or organizations can submit a membership application at any time.

The CoC also actively seeks new members who have lived experiencing in homelessness. CoC members are encouraged to share CoC information with clients and to recruit leaders in the homeless community. The CoC also identifies individuals who testify in public meetings on issues of homelessness, and conducts outreach to engage their participation in CoC meetings.

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**1B-3. Public Notification for Proposals from Organizations Not Previously Funded.**

**Applicants must describe:**

- 1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;**
  - 2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;**
  - 3. the date(s) the CoC publicly announced it was open to proposal;**
  - 4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and**
  - 5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the CoC does not accept proposals from organizations that have not previously received CoC Program funding.**
- (limit 2,000 characters)**

Notice of the CoC competition was shared with the public on August 5, 2019 to ensure that potential applicants (including current and new) were aware. The Notice was posted on the County website, sent to the CoC’s full homeless partner email list, and sent to several provider email lists maintained by the County. The Notice uses specific language to ensure that new project applications will be accepted through the bonus funding and/or the process of reallocation. The CoC considers proposals from non-CoC Program funded organizations. While the Notice does not prohibit proposals from non-CoC funded organizations, the Notice does not specifically state “proposals from non-CoC Program funded organizations are accepted”. The CoC will consider adding this specific language during the Notice of Funding and Local Selection Process revisions already underway in preparation for subsequent funding rounds.

The CoC requires that all project applications be submitted by 30 days before the full application is due to HUD. An objective ranking panel (including 5-10

non conflicted CoC members) scores projects based on program design, performance, and previous grant management. The process uses comparable scoring criteria for renewal and new projects. If a renewal project is underperforming or unaligned with HUD priorities (as evidenced by a low score), the project is recommended for reallocation. Next, the CoC determines the amount of funding available for new projects (amount reallocated + bonus), and selects top scoring new project proposals until funds run out.

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# 1C. Continuum of Care (CoC) Coordination

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## 1C-1. CoCs Coordination, Planning, and Operation of Projects.

**Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.**

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	
Managed Care Provider: Partnership Health Plan	Yes



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**1C-2. CoC Consultation with ESG Program Recipients.**

**Applicants must describe how the CoC:**

- 1. consulted with ESG Program recipients in planning and allocating ESG funds;**
  - 2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and**
  - 3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.**
- (limit 2,000 characters)**

Several HPAC member agencies receive ESG funding as Program Recipients. The CoC has a very large role in planning for the local ESG process, selecting ESG recipients, and evaluating ESG program recipients throughout the year. Similar to the CoC funding competition, the CoC hosts a local competition to select its recommended recipients for ESG funding, which are then forwarded to the State for a final decision.

The CoC initiates its local ESG competition through the public release of a Notice of Local Funding. The CoC requires that all ESG project applications be submitted approximately one month before the full application is due to the State. An objective ranking panel (including 5-10 non conflicted CoC members) scores projects based on applicant experience, program design, need for funds, impact and effectiveness and cost efficiency.

All ESG projects enter data in HMIS, and the CoC conducts activities to review and monitor projects throughout the year. Data quality and performance data for projects is reviewed at the CoC’s quarterly Data Subcommittee meetings, and the Subcommittee makes recommendations on how recipients can address challenges as needed. Additionally, project performance data is a critical part of the scoring and selection process in the local funding competition.

Representatives from each of the local Consolidated Plan jurisdictions actively participate in the CoC and receive homeless related data and updates regularly via the CoC mailing list and in person at CoC meetings. The County of Yolo maintains a website including Point-in-Time County and Housing Inventory Count reports, year-end reports on activities related to homelessness, and local resource lists that is utilized by organizations throughout the CoC a data resource.

**1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions.** Yes to both

**Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.**

**1C-2b. Providing Other Data to Consolidated Plan Jurisdictions.** Yes

**Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it can be addressed in Consolidated Plan updates.**

**1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**

**Applicants must describe:**

- 1. the CoC’s protocols, including protocols for coordinated entry and the CoC’s emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and**
- 2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality. (limit 2,000 characters)**

The CoC has adopted a Domestic Violence Transfer Plan in accordance with the Violence Against Women Act (VAWA). Not only does the transfer plan allow CoC-funded and ESG-funded permanent housing project participants to transfer to safer housing, but also guides prioritization for services through Coordinated Entry. When there are no units available that a participant can safely move into, the participant and their household are prioritized for housing through the Coordinated Entry process. In addition, the local legal services agency offers support to individuals facing unfounded evictions due to damage or violence caused by the survivor’s abuser. The CoC DV Emergency Transfer plan is easily accessible on the CoC website including resources to assist providers and landlords to stay compliant with VAWA.

As the only victim service provider in Yolo County, Empower Yolo (EY) works with the CoC to ensure that survivors have a range of safe housing options (including CoC, ESG, DOJ, and HHS programs) through the following process:

- 1) EY conducts a VI-SPDAT on each survivor. EY records confidential client information in an independent database comparable to HMIS, to protect confidentiality. EY then inputs the VI-SPDAT information into HMIS under a pseudonym with no client identifying information, this ensures that the DV survivor has full participation in the Coordinated Entry system without their confidentiality being compromised. When housing becomes available, EY consults with the survivor regarding safety issues and helps them develop a safety plan.
- 2) The CoC’s Coordinated Entry system protects client choice and uses victim centered practices. Survivors are offered any available housing they are eligible for, but may choose not to pursue an available housing option, in which case their prioritization level is maintained in coordinated entry until a better option becomes available.

**1C-3a. Training–Best Practices in Serving DV Survivors.**

**Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:**

- 1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and**
- 2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.**

**(limit 2,000 characters)**

Empower Yolo (EY), as the only victim service provider in Yolo County, offers training to the CoC and partner agencies on working with survivors, including best practices, safety planning, and available resources. Empower Yolo also provides direct training for providers upon request.

Legal Services of Northern California (LSNC) in conjunction with Yolo County Housing (local public housing authority) facilitates an annual Fair Housing Conference attended by approximately 100 landlords, property owners, and CoC agencies. Landlord responsibilities and tenant rights under VAWA are covered every year at the conference.

Most recently, EY and LSNC have partnered to offer a Renter’s Academy with the purpose of informing renters and service providers of the legal rights that tenants have in various rental situations, including sessions on domestic violence.

**1C-3b. Domestic Violence–Community Need Data.**

**Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking.**

**(limit 2,000 characters)**

Empower Yolo collects data on local domestic violence in a database comparable to HMIS. Empower Yolo shares the aggregate data for use in community needs assessments and strategic planning. Empower Yolo also participates in the annual PIT and HIC count. In addition, the annual PIT count includes a demographic survey that is completed for each homeless individual or family, this survey includes questions related to domestic violence. In 2019, the survey collected both information related to whether an individual had ever been a victim of domestic violence, and whether the individual was currently homeless because they were fleeing domestic violence. This information is useful to the CoC because it shows the extent of the effects of DV on the homeless population, including those who do not seek services from Empower Yolo.

**\*1C-4. PHAs within CoC. Attachments Required.**

**Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC’s geographic area.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Yolo County Housing	31.35%	No	No

**1C-4a. PHAs’ Written Policies on Homeless Admission Preferences.**

**Applicants must:**

- 1. provide the steps the CoC has taken, with the two largest PHAs within the CoC’s geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference—if the CoC only has one PHA within its geographic area, applicants may respond for one; or**
- 2. state that the CoC does not work with the PHAs in its geographic area. (limit 2,000 characters)**

While there is not a homeless admission preference in their written policies, Yolo’s PHA accepts referrals for highly vulnerable individuals and families experiencing homelessness from local government entities, who cite such persons for living in uninhabitable conditions. Displaced due to governmental action, these persons receive admission preference for the PHA’s HCV program.

In addition, the CoC is in the early stages of working with its PHA to institute a “moving up” strategy for all PSH units. Consistent with HUD guidance, the CoC and PHA are devising ways to encourage persons who no longer need supportive services to “move up” and transition to community-based housing.

Another forthcoming initiative is for the CoC to assist the PHA in reviewing its admission policies. The purpose of the review is to ensure the scope is as low barriers as possible, while still maintaining compliance with statutorily mandated provisions.

**1C-4b. Moving On Strategy with Affordable Housing Providers.**

**Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.**

No

**1C-5. Protecting Against Discrimination.**

**Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing. (limit 2,000 characters)**

The CoC Policies and Procedures include provisions that protect against discrimination. They state the following: “Pursuant to civil rights laws, including, but not limited to the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Title II and III of the Americans with Disabilities Act, all CoC and ESG funded projects must comply with federal nondiscrimination provisions. This includes Attorney General Order No. 2353-2001, 66 Fed. Reg. 361619, which states that agencies should not withhold certain services based on immigration status when the services are necessary to protect life and/or safety. This also includes HUD’s final rule, ‘Equal Access in Accordance with an Individual’s Gender Identity’ which states that agencies must ensure equal access to HUD programs regardless of gender identity.” All providers within our CoC, regardless of CoC or ESG funding status, follow these antidiscrimination policies. Additionally, cultural competency trainings are offered by HHS and HHS facilitates workgroups specific to protected classes such as ethnic minorities, gender identity and sexual orientation, etc. Participation in these trainings and workgroups is open to the public and CoC agencies. The local Legal Services provider, Legal Services of Northern California facilitates an annual Fair Housing Conference in conjunction with the local Public Housing Authority. The Conference is attended by homeless services providers, permanent supportive housing providers, private landlords, and homeless advocates and covers all applicable state and federal fair housing laws, including VAWA and the aforementioned laws.

**\*1C-5a. Anti-Discrimination Policy and Training.**

**Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:**

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

**\*1C-6. Criminalization of Homelessness.**

**Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area.**

1. Engaged/educated local policymakers:	<input checked="" type="checkbox"/>
2. Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
3. Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
4. Implemented communitywide plans:	<input checked="" type="checkbox"/>

5. No strategies have been implemented:	<input checked="" type="checkbox"/>
6. Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

**When "No Strategies have been implemented" is selected no other checkbox should be selected.**

**1C-7. Centralized or Coordinated Assessment System. Attachment Required.**

**Applicants must:**

- 1. demonstrate the coordinated entry system covers the entire CoC geographic area;**
  - 2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and**
  - 3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner.**
- (limit 2,000 characters)**

The Yolo County Coordinated Entry system covers the entire CoC geographic area. Each major city has programs that provide shelter, mainstream services, and outreach for individuals living homeless. Also, each of the three major cities now has a special partnership with the city police departments that embeds homeless outreach and housing navigators with the local police while addressing unsheltered homelessness. These partnerships have allowed individuals living homeless to receive outreach and services while also training local law enforcement on best practices for engaging with and helping individuals living in unsheltered homelessness. Apart from homeless services being offered in the major cities, Yolo County also has a large amount of rural areas and as a result the outreach teams operate throughout the entire county. Every individual contacted has equal opportunity to engage in the Coordinated Entry Process. These practices ensure that those who are least likely to seek services receive special outreach and services.

The CoC's Coordinated Entry Policies and Procedures includes policies that when outreach workers encounter an individual during street outreach, the worker will complete a VI-SPDAT, if possible, or arrange for a VI-SPDAT to be completed within 30 days or when adequate rapport is established. Furthermore, to ensure that the individual is added to the community queue as quickly as possible, the policies require that should a VI-SPDAT not be completed by live data entry, the VI-SPDAT shall be entered in HMIS within 3 days of the assessment being completed.

# 1D. Continuum of Care (CoC) Discharge Planning

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### 1D-1. Discharge Planning Coordination.

**Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

# 1E. Local CoC Competition

## Instructions

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## \*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

**Applicants must indicate whether the CoC:**

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Did not reject or reduce any project
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

## 1E-2. Project Review and Ranking–Objective Criteria.

**Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:**

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes



**1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.**

**Applicants must describe:**

- 1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and**
  - 2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.**
- (limit 2,000 characters)**

The Yolo CoC considers the extent to which a project serves individuals who are highly vulnerable as a part of its objective ranking process for CoC project selection.

1) The CoC scoring process considered several vulnerabilities, including: Chronic homelessness; Veteran status; History of victimization or abuse; history of mental illness or substance use; Criminal history; Status as an unaccompanied minor or transition-aged youth.

2) The CoC allocated 5 points out of 75 (7% of total) towards serving priority and vulnerable populations in its objective ranking process. Rankers are provided with APR HMIS data (or comparable database for victim service providers), and asked to consider how well the project served individuals with the vulnerabilities listed above, as well as the plan for outreach and engagement with these populations.

Rankers are instructed to score using the following metric: 5 pts- Excellent; 4 pts- Strong; 3 pts- Fair; 2 pts- Needs Work; 1 pts- Poor; 0 pts- Terrible.

**1E-4. Public Postings–CoC Consolidated Application. Attachment Required.**

**Applicants must:**

- 1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or**
- 2. check 6 if the CoC did not make public the review and ranking process; and**
- 3. indicate how the CoC made public the CoC Consolidated Application—including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected—which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or**
- 4. check 6 if the CoC did not make public the CoC Consolidated Application.**

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	<input checked="" type="checkbox"/>	1. Email	<input checked="" type="checkbox"/>
2. Mail	<input type="checkbox"/>	2. Mail	<input type="checkbox"/>

3. Advertising in Local Newspaper(s)	<input type="checkbox"/>	3. Advertising in Local Newspaper(s)	<input type="checkbox"/>
4. Advertising on Radio or Television	<input type="checkbox"/>	4. Advertising on Radio or Television	<input type="checkbox"/>
5. Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	5. Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>
6. Did Not Publicly Post Review and Ranking Process	<input type="checkbox"/>	6. Did Not Publicly Post CoC Consolidated Application	<input type="checkbox"/>

**1E-5. Reallocation between FY 2015 and FY 2018.**

**Applicants must report the percentage of the CoC’s ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.**

**Reallocation: 28%**

**1E-5a. Reallocation–CoC Review of Performance of Existing Projects.**

**Applicants must:**

- 1. describe the CoC written process for reallocation;**
  - 2. indicate whether the CoC approved the reallocation process;**
  - 3. describe how the CoC communicated to all applicants the reallocation process;**
  - 4. describe how the CoC identified projects that were low performing or for which there is less need; and**
  - 5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.**
- (limit 2,000 characters)**

The CoC FY 2019 Competition Project Reallocation, Ranking, and Selection Process, formally adopted by the CoC on 8/2/2019, provides the written process for reallocation. The process was distributed through the CoC email distribution, and was publicly posted on the CoC website <https://www.yolocounty.org/health-human-services/boards-committees/homeless-and-poverty-action-coalition-hpac/continuum-of-care-coc-funding-competition> .

The process defined reallocation and stated that the Project Selection Subcommittee would determine whether reallocation of under-performing renewal projects was necessary based on the project score. Any projects not meeting a minimum scoring threshold of 45 points (60% of total available points) would be recommended for reallocation by the Subcommittee. Any projects scoring between 45 to 55 points (60-73% of total available points) would be recommended to develop a Corrective Action Plan. Projects recommended for corrective action would be required to develop and share a Corrective Action Plan with the CoC by November 1, 2019. The County Homeless Services Team would assist projects with development of the Plan, and would provide technical assistance as needed. Additionally, the CoC would continually monitor the Plan and provide ongoing assistance with improvement efforts. If the project did not demonstrated improvement before the FY 2020 CoC process (as demonstrated by an improved score), the project may be

recommended for reallocation. None of these provisions were utilized in FY 2019 because all of the renewal projects scored higher than 55 points.

## DV Bonus

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

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<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notice>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 1F-1 DV Bonus Projects.

**Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing:** Yes

**1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.**

1. PH-RRH	<input checked="" type="checkbox"/>
2. Joint TH/RRH	<input type="checkbox"/>
3. SSO Coordinated Entry	<input type="checkbox"/>

**Applicants must click “Save” after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.**

### \*1F-2. Number of Domestic Violence Survivors in CoC’s Geographic Area.

**Applicants must report the number of DV survivors in the CoC’s geographic area that:**

Need Housing or Services	574.00
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the CoC is Currently Serving	81.00
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**1F-2a. Local Need for DV Projects.**

**Applicants must describe:**

- 1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and**
  - 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).**
- (limit 500 characters)**

1) Data counts both adults and children: 1053 total DV Clients were served from 7/1/18 – 6/30/2019; Approx. 574 DV Survivors were in need of housing, 289 survivors received emergency shelter or transitional housing; 285 requests for shelter went unmet because beds were not available; 81 survivors of domestic violence currently using housing services for DV.

2) Data was sourced from a computer database – Osnum range 7/1/18 – 6/30/2019

Data was collected using client files and advocate notes.

**1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.**

**Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing—using the list feature below.**

Applicant Name	DUNS Number
Empower Yolo, Inc.	364419150

## 1F-4. PH-RRH and Joint TH and PH-RRH Project

### Applicant Capacity

DUNS Number:	364419150
Applicant Name:	Empower Yolo, Inc.
Rate of Housing Placement of DV Survivors–Percentage:	56.00%
Rate of Housing Retention of DV Survivors–Percentage:	94.00%

#### 1F-4a. Rate of Housing Placement and Housing Retention.

**Applicants must describe:**

- 1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and**
- 2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)**

The current rate of housing placement for DV survivors leaving Empower Yolo’s shelter to permanent housing is 56%. Some leave without stating their destination. The rate of housing retention for our transitional housing clients is 94%. The rate for housing placement was calculated using the number of shelter clients and destination at exit. The rate for retention was based on the number of Housing First clients who are still housed at 3 months. The data source was our Osniium database.

#### 1F-4b. DV Survivor Housing.

**Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing. (limit 2,000 characters)**

Empower Yolo has a 35 bed shelter and a housing first transitional housing program. Some survivors stay in our emergency shelter until they find housing, others go straight into the transitional housing program. By adopting the “housing first” or rapid re-housing approach, our program moves our shelter residents and other qualified clients into affordable rental housing as quickly as possible and then provides supportive services designed to help them maintain and sustain economic self-sufficiency.

Through the multi-faceted services and supports offered at Empower Yolo, clients are able to find support for barriers such as lack of child-care, lack of emotional support and community involvement, limited employment experience, need for education, limited access to transportation, and other basic needs like clothing, hygiene items, and child-care needs. Client Navigators assist clients with financial literacy and sustainability practices, assistance in obtaining important documents like birth certificates, social security cards, and drivers license or ID for no or little cost to the client. They are able to connect clients with resources for self-improvement in career, education, and emotional and mental health. The Career Coach and Mentoring program addresses clients’ need for income and career development. Staff can provide emotional support

and self-care practices, and healing after trauma to address the barrier that stress and crisis have on their lives. Bus passes are provided when available to address the barrier of limited transportation. Partnering agencies and referrals to community agencies are offered to provide an answer to the need for childcare and job training. Free groups and classes are offered to increase connection with community and peer support, as well as credit repair and financial coaching for clients who have bad credit or no credit.

**1F-4c. DV Survivor Safety.**

**Applicants must describe how project applicant:**

- 1. ensured the safety of DV survivors experiencing homelessness by:**
    - (a) training staff on safety planning;**
    - (b) adjusting intake space to better ensure a private conversation;**
    - (c) conducting separate interviews/intake with each member of a couple;**
    - (d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;**
    - (e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;**
    - (f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and**
  - 2. measured its ability to ensure the safety of DV survivors the project served.**
- (limit 2,000 characters)**

All staff and volunteers are trained as domestic violence counselors pursuant to the Evidence Code § 1037.1. This training includes safety planning for and with survivors. Empower Yolo offices have private intake rooms. As a precaution all intakes for Empower Yolo services are completed separately.

Our program uses scattered sites throughout Yolo County that meet the local HUD housing standards. The scattered site housing is in locations chosen by the program participants. They have the greatest understanding of their personal safety, transportation and amenity needs. In other words, they will be able to secure housing in an area that makes the most sense for them.

Because many of our clients reside in the smaller rural areas of the county, this flexibility in choosing permanent housing is a must. Using this approach also better serves individuals with different accessibility issues. Rather than having a single site that might have only one accessible apartment, we are not limited in the number of special needs clients we can serve.

Because Empower Yolo is a Rapid Re-housing Provider, our staff has expertise to assist with locating and obtaining suitable affordable housing. Other supports offered can include tenant counseling, assisting clients with understanding leases, securing financial assistance, making moving arrangements, financial coaching and mediation services related to neighbor/landlord problems that may arise.

Because we use scattered sites, when needed, we purchase alarms or additional locks to ensure that our participants are as safe as possible. If requested, our legal staff will help with obtaining restraining orders.

Empower Yolo follows strict confidentiality policies regarding who is in our program, and keeps the location of housing sites confidential.

**1F-4d. Trauma-Informed, Victim-Centered Approaches.**

**Applicants must describe:**

- 1. project applicant’s experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and**
  - 2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:**
    - (a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants’ preferences;**
    - (b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;**
    - (c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;**
    - (d) placing emphasis on the participant’s strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;**
    - (e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;**
    - (f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**
    - (g) offering support for parenting, e.g., parenting classes, childcare.**
- (limit 4,000 characters)**

Empower Yolo has a long history of serving survivors through a trauma informed lens. We believe that survivors of trauma are best served by programs that are individualized and adaptable. By recognizing the traumatic effects of domestic and sexual violence in all its forms, our programs work to mitigate those effects by making the survivor our partner in developing a housing plan. By utilizing scattered sites recognizing and honoring each participant’s right to define what works for them and guaranteeing choice, our approach ensures the meaningful involvement of survivors in planning a successful transition to permanent housing.

Empower Yolo offers low-barrier shelter and transitional housing services and our intake process has been simplified to only a few questions. Self-identified victims of domestic violence are “screened in” rather than “screened out.” We pride ourselves in having few rules and a participant driven service model. When residents arrive at Empower Yolo, they receive more than just a bed, they also receive a partner in their journey to self-sufficiency.

Our program design is anchored in the Full Frame Initiative’s Five Domains of Well-Being: social connectedness, safety, stability, mastery and meaningful access to relevant mainstream resources. Providers of services to victims of violence tend to focus on the violence in a victim’s life, offering a limited scope of services based on escaping violence. We are changing that. We have started to look at survivors in the full frame of their lives. We believe that helping survivors strengthen their social networks is a critical pathway to safety, stability and wellbeing.

Our advocates work with each resident to build a personal plan for success. Each plan outlines their goals based upon their unique situation and needs. At Empower Yolo, we know that safety and stability doesn’t come from taking the first apartment that is offered, or jumping at an opportunity for public housing. Stability comes from ensuring that each client has access to the services that



mean the most to them, and that they live in a community where they can build social connections.

We recognize that a holistic, trauma informed and compassionate program is essential to survivors of personal violence. Although we offer many services, in shelter and in our business offices, participation is voluntary and receiving one service is never dependent on participating in another. Voluntary service statements are posted in our business center office and at the shelter.

Empower Yolo has had a Latina Outreach Program for many years which includes offering therapy, shelter services, outreach and education that are bilingual/bicultural for Spanish speakers. We have partnered with My Sister's House in several initiatives that help us provide culturally specific intervention/advocacy and training to address that needs of API domestic violence and sexual assault survivors in Yolo County and we have staff members that speak Mandarin, Punjabi, Hindi, Urdu, and Hebrew. We continue our efforts to identify underserved populations in our county and use the information gathered to guide our work.

Because Empower Yolo has resource centers through out the county we are able to offer other services that are non-traditional for a domestic violence or sexual assault program. Those services include food distribution, Zumba and Yoga classes, sewing classes, women's groups, parent-child interaction programs, parent support, after school programs, tax preparation, community clothes closets and more. Rather than have programs that isolate domestic violence victims, our programs seek to help them find community.

**1F-4e. Meeting Service Needs of DV Survivors.**

**Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:**

- **Child Custody**
- **Legal Services**
- **Criminal History**
- **Bad Credit History**
- **Education**
- **Job Training**
- **Employment**
- **Physical/Mental Healthcare**
- **Drug and Alcohol Treatment**
- **Childcare**

**(limit 2,000 characters)**

Empower Yolo (EY) has a weekly family law clinic staffed by 5 volunteer attorneys who provide limited representation for clients for divorce, custody, or guardianships. Our full-time legal advocacy program offers daily restraining order clinics throughout the county. Child Support Enforcement provides weekly office hours at the Woodland center.

Legal Services of Northern California provides legal assistance for participants with other barriers to finding housing, such as helping them expunge criminal records for non-violent offenses, or assistance with credit repair. LSNC will also help mediate disputes with landlords and provide other civil legal assistance.

EY's client navigators assist victims of domestic violence in accessing educational opportunities through the Workforce Innovation and Opportunity Act, the Short-term Emergency Aid Committee, Soroptimist and other scholarships.

Yolo County has a robust employment opportunity program, YoloWorks, that provides employment assistance to anyone in the county in Woodland, Davis, Winters and West Sacramento. EY offers transportation assistance and online access to this valuable resource, and connects clients with a local job coach who meets with victims for free.

EY offers free Yoga and Zumba classes in Woodland and Davis, providing health benefits, socializing, and relationship building. Counseling to victims of domestic violence and their children is provided at the shelter, business center, and outreach offices in Davis and West Sacramento. Walk-in crisis peer counseling is available during business hours. Interactive group counseling is also provided, with staff and/or appropriately trained volunteer facilitators. Our clients often cite the lack of affordable childcare as a major barrier to self-sufficiency. The local crisis nursery allows victims to drop-off their children when they go to job interviews and assists with applying for benefits through CalWORKS, which often includes childcare assistance.

## 2A. Homeless Management Information System (HMIS) Implementation

**Intructions:**

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

**2A-1. HMIS Vendor Identification.** Clarity Human Services-Bitfocus

**Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.**

**2A-2. Bed Coverage Rate Using HIC and HMIS Data.**

**Using 2019 HIC and HMIS data, applicants must report by project type:**

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	279	35	171	70.08%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	59	0	33	55.93%
Rapid Re-Housing (RRH) beds	233	30	199	98.03%
Permanent Supportive Housing (PSH) beds	142	0	100	70.42%
Other Permanent Housing (OPH) beds	0	0	0	

**2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.**

**For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:**

**1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and  
 2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.  
 (limit 2,000 characters)**

Over the next 12 months Yolo County will:

- 1) Train and on-board the Interfaith Rotating Winter Shelter to use HMIS, adding 32 ES beds. This will continue the efforts began in 2018-2019 winter season. The project struggled to fully implement HMIS and expanded supports are planned for the 2019-2020 winter season for successful HMIS implementation.
- 2) Continue working with the Yolo County CalWORKs team to add the Temporary Homeless Assistance (THA) and Permanent Homeless Assistance (PHA) beds into HMIS. This would add 21 ES beds and 1 RRH bed.
- 3) Work with Shores of Hope to implement HMIS for their TH project. This would add 13 beds.

**\*2A-3. Longitudinal System Analysis (LSA) Submission.**

**Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.** Yes

**\*2A-4. HIC HDX Submission Date.**

**Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX).  
(mm/dd/yyyy)** 04/30/2019

## 2B. Continuum of Care (CoC) Point-in-Time Count

### Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

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**2B-1. PIT Count Date.** 01/22/2019

**Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy).**

**2B-2. PIT Count Data–HDX Submission Date.** 04/30/2019

**Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy).**

**2B-3. Sheltered PIT Count–Change in Implementation.**

**Applicants must describe:**

**1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**

**2. how the changes affected the CoC’s sheltered PIT count results; or**  
**3. state “Not Applicable” if there were no changes.**

**(limit 2,000 characters)**

1)The data analysis team received additional training throughout the last year from the HMIS Administrator data team.

2)This improved implementation of the sheltered count by improving the quality of the data analysis and identifying areas for improving future counts.

**\*2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

**Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC's 2019 sheltered PIT count.** No

**2B-5. Unsheltered PIT Count–Changes in Implementation.**

**Applicants must describe:**

- 1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and**
  - 2. how the changes affected the CoC's unsheltered PIT count results; or**
  - 3. state "Not Applicable" if there were no changes.**
- (limit 2,000 characters)**

1) The CoC has seen an increase in street outreach teams throughout the county. This has contributed to increased awareness of unsheltered individuals' whereabouts and allowed PIT teams to locate individuals more easily. Also, the data analysis team received additional training throughout the last year from the HMIS Administrator data team.

2) Both of these changes improved the quality of the data reported to HUD and the local community because it ensured a more complete count of unsheltered individuals and improved data quality overall.

**\*2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

**Applicants must:**

**Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.** Yes

**2B-6a. PIT Count–Involving Youth in Implementation.**

**Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:**

- 1. plan the 2019 PIT count;**
  - 2. select locations where youth experiencing homelessness are most likely to be identified; and**
  - 3. involve youth in counting during the 2019 PIT count.**
- (limit 2,000 characters)**

1)The CoC engaged stakeholders serving youth while planning the 2019 PIT count. All Leaders Must Serve, a local job readiness program formed to empower young adults from 15-25 years of age, participated in the 2019 PIT Count Subcommittee and their youth representative provided insight into the unique characteristics and challenges of youth homelessness. Additionally, all providers that run youth-centered programs were engaged in planning from the

beginning, they were provided the opportunity to review and suggest changes to the PIT survey collecting demographic data. Also, 2 questions related to age were added to the PIT survey that allowed for clearer identification of youth households where the entire household was between 18-25 or under 18.

2)The CoC utilized local jurisdiction homeless outreach coordinators in the 2019 PIT count and relied on their expertise in selecting locations where both youth and adults experiencing homelessness were most likely to be identified.

3)The CoC involved student volunteers from the local university as participants in counting during the 2019 PIT count.

**2B-7. PIT Count–Improvements to Implementation.**

**Applicants must describe the CoC’s actions implemented in its 2019 PIT count to better count:**

- 1. individuals and families experiencing chronic homelessness;**
- 2. families with children experiencing homelessness; and**
- 3. Veterans experiencing homelessness.**

**(limit 2,000 characters)**

In 2019, the CoC conducted a more comprehensive training for count enumerators than in previous years. The training was also attended by a larger group of enumerators and they reported that it helped them communicate better with individuals when completing the survey. Furthermore, the CoC utilized the following strategies to better count individuals and families experiencing chronic homelessness, families with children experiencing homelessness, and veterans experiencing homelessness:

1) Questions on the PIT survey included questions related to disability status and frequency and length of time homeless, answers to these questions allowed us to identify those individuals and families experiencing chronic homelessness. Additionally,

2) Family and children experiencing homelessness were better counted in 2019 due to increased and clearer communication with the teams that implement the CalWORKs Housing Support and Temporary/Permanent Homeless Assistance programs. Both of these programs only serve families with children or pregnant women.

3) Questions on the PIT survey were utilized to identify an individual’s veteran status, the questions were worded in such a way as to capture all ways that an individual could be considered a veteran. The following questions were used to identify an individual as a veteran:

- a. “Have you ever served in the US Armed Forces?”
- b. “Have you ever been activated into the National Guard or Reserve?”

### 3A. Continuum of Care (CoC) System Performance

#### Instructions

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

#### \*3A-1. First Time Homeless as Reported in HDX.

**Applicants must:**

Report the Number of First Time Homeless as Reported in HDX.

536

#### 3A-1a. First Time Homeless Risk Factors.

**Applicants must:**

1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;
2. describe the CoC’s strategy to address individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

To identify risk factors, Yolo works with community partners to locate areas where households fall below the median income. For example, Yolo works with the County’s Community Health department to examine census data and map social determinants of health.

To reduce first time homelessness, Yolo implements several strategies. Through coordinated entry, Yolo assesses households for diversion or prevention, utilizing a Prevention/Diversion tool developed by county staff. Using prevention funds, providers are able to assist at-risk households by paying for arrears. Yolo actively works with hospitals and jails to avoid discharges into homelessness, including individualized case planning prior to



discharge. Yolo works with legal services to fight unfounded evictions. Yolo also provides landlord mediation and aftercare through its housing navigation programs.

The County’s HMIS Analyst and Data Subcommittee review HUD’s System Performance Measure Report and monitor progress.

**\*3A-2. Length of Time Homeless as Reported in HDX.**

**Applicants must:**

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	132
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**3A-2a. Strategy to Reduce Length of Time Homeless.**

**Applicants must:**

- 1. describe the CoC’s strategy to reduce the length of time individuals and persons in families remain homeless;**
  - 2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
  - 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the length of time individuals and families remain homeless.**
- (limit 2,000 characters)**

1)With the implementation of Yolo County’s formal Coordinated Entry System on January 17, 2018, the region has bolstered prevention and diversion strategies and coordination between agencies to house individuals and families more quickly. Housing programs in the community utilize a Housing First approach that allows for individuals and families to be moved into housing quickly. In 2018, the CoC applied for funds through two State of California funded programs, many of the services funded through these programs include flexible housing subsidy funds that improve the community’s capacity to immediately serve and house individuals and families living homeless. The CoC also works closely with housing voucher programs such as the Family Unification Program and the Mainstream Voucher program that prioritize individuals and families living homeless.

2)The number of programs in the county focusing on the chronically homeless has increased along with street outreach programs that aim to engage all individuals living unsheltered in Yolo County. Also, chronically homeless individuals have been prioritized for housing placement as part of the Coordinated Entry process since the CoC adopted HUD’s Orders of Priority CPD-16-11 Notice.

3)The County’s HMIS Analyst and Data Subcommittee review HUD’s System Performance Measure Report and monitor progress.

**\*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	58%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	98%

**3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.**

**Applicants must:**

- 1. describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;**
- 2. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;**
- 3. describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and**
- 4. provide the organization name or position title responsible for overseeing the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.**

**(limit 2,000 characters)**

From 2017 to 2018, Yolo experienced a 7% increase in the rate at which persons exited to permanent housing and the rate at which persons retained permanent housing was maintained at 98%.

These rates are reflective of Yolo’s focus on expanding its housing navigation, street outreach, and care coordination between permanent supportive housing programs and emergency shelter, transitional housing, and rapid rehousing programs. In 2017-2018, the CoC added 6 housing navigators in addition to the 2 added in 2016 for a total of 8 housing navigators working in programs throughout the County. These housing navigators are dedicated to seeking low cost rentals, maintaining a list of affordable housing options, building relationships with landlords, and providing aftercare. The 2018-2019 year has seen even more positive results of their work as relationships with landlords grow stronger and their services are better known and more easily accessible throughout the community.

The County Homeless Services team hired two case managers in 2019 who provide guidance and triage services to individuals experiencing homelessness throughout the community, ensuring swift connections with more intensive service programs.

In addition to the housing navigators and case manager positions, multi-disciplinary teams meet regularly in each of the area’s 3 major cities, improving care coordination and housing referrals for the area’s most vulnerable homeless individuals and families. Local hospitals and law enforcement representatives regularly participate, which has improved discharge planning. As a result, Yolo

has seen less fragmented services and ultimately improved effectiveness and efficiency in its programs. The County’s HMIS Analyst and Data Subcommittee review HUD’s System Performance Measure Report and monitor progress.

**\*3A-4. Returns to Homelessness as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	6%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	4%

**3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.**

**Applicants must:**

- 1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;**
- 2. describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and**
- 3. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families return to homelessness. (limit 2,000 characters)**

In addition to utilizing HUD’s System Performance Measure Report to drill down in the HMIS and identify the persons who return to homelessness, Yolo also conducts regular case conference and multi-disciplinary team meetings. At these meetings, individuals and families who return to homelessness are often discussed as they are often some of the most vulnerable. In this way, Yolo identifies trends in factors of individuals and families who return to homelessness.

To further reduce returns, Yolo implements the following strategies:

- 1) Connect all persons exiting with mainstream and employment services to ensure they can maintain their housing
- 2) Offer up to 12 months of case management aftercare
- 3) Provide housing navigation services for formerly homeless persons at risk of losing their housing, including landlord mediation and past due rental assistance
- 4) Assess all homeless persons for potential diversion or re-housing options

The County’s HMIS Analyst and Data Subcommittee review HUD’s Report and monitor progress.

**\*3A-5. Cash Income Changes as Reported in HDX.**

**Applicants must:**

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	4%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	7%

**3A-5a. Increasing Employment Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase employment income;**
  - 2. describe the CoC's strategy to increase access to employment;**
  - 3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and**
  - 4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.**
- (limit 2,000 characters)**

In the past year, the CoC has worked diligently to increase employment income through implementation of employment readiness strategies in case management programs and on the job training programs. There are programs in Woodland, West Sacramento, and Davis that support these efforts. The Pathways to Employment program employs individuals living homeless in the City of Davis in various positions with the City and local businesses. Several individuals have acquired gainful employment beyond the program, with at least one individual finding full-time permanent employment with the City of Davis. Woodland Works began in early 2019 and employs 4 individuals living homeless in the City of Woodland at any given time; 2 individuals have found full-time employment and 3 others have obtained part-time employment. The Downtown Streets Team (DST) began in the City of West Sacramento with at least 6 individuals are now employed full-time, and at least 5 part-time. Participants in the DST program operate on a volunteer team of individuals living homeless or at-risk of homelessness who perform duties such as street cleaning and park beautification while also receiving a stipend and case management services. The program participates in HMIS and regularly refers its participants to housing and services through the Coordinated Entry system.

The County's Employment Division works closely with the CoC to assist persons in securing mainstream employment. Services include application and resume assistance, skills training, as well as interview preparation. In 2018, the County designated an Employment Specialist to work directly with homeless outreach and case management programs to not only further assist with job search activities, but also to develop and cultivate relationships with more employers to make for an easier matching and job placement process.

The County's HMIS Analyst and Data Subcommittee review HUD's Report and monitor progress.

**3A-5b. Increasing Non-employment Cash Income.**

**Applicants must:**

- 1. describe the CoC's strategy to increase non-employment cash income;**
- 2. describe the CoC's strategy to increase access to non-employment cash sources;**
- 3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.**

For several years, the CoC has made multiple efforts to increase access to non-employment income growth, most notably, by partnering with the region's advocate resource team, called SMART-Y. SMART-Y utilized a SOAR-like model to enroll homeless persons into SSI disability benefits. Due to face-to-face interviews with determination representatives, more than 60% of claimants were awarded benefits. In early 2018, the SMART-Y program transitioned into a more comprehensive Housing and Disability Advocacy Program (HDAP). Under the new program, participants not only receive disability benefit advocacy, but also outreach, intensive case management, and interim and permanent housing supports. The new program also provides assistance with more types of disability benefit applications than in the previous SMART-Y program. In addition, all case management programs that operate throughout the CoC prioritize linkages with mainstream resources such as the cash assistance for families, general assistance for adults, and disability benefits.

The County's HMIS Analyst and Data Subcommittee review HUD's Report and monitor progress.

**3A-5c. Increasing Employment. Attachment Required.**

**Applicants must describe how the CoC:**

- 1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and**
  - 2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.**
- (limit 2,000 characters)**

The CoC works with Yolo County Employment Services, WIOA programs, and One-Stop Employment Centers that regularly hold job fairs, perform outreach to employers, and partner closely with staffing agencies. Job fairs and employment opportunities are publicized through the CoC mailing list. The Branch Director over these programs is a voting board member of the CoC, facilitating information sharing between the two entities. Additionally, staff attend Coordinated Entry Case Conferences, providing direct access and linkage for clients. Each of the three major cities sponsors an employment program that prioritizes homeless individuals: Woodland Works, supervised by a formerly homeless individual, employs homeless individuals in the City of Woodland's Parks and Recreation Department; Pathways to Employment employs homeless individuals with the City of Davis and private employers; the Downtown Streets Team in West Sacramento provides stipends and case

management to a team of homeless/at-risk of homeless volunteers to perform street cleaning and park beautification.

The CoC works with providers of permanent supportive housing (PSH) to provide education, training, and employment opportunities that further recovery and well-being. Yolo Community Care Continuum works with a local non-profit thrift store and a local gardening program to provide vocational training, therapeutic experience, volunteer and paid employment opportunities for PSH residents. With assistance, each resident identifies employment goals and develops a plan to reach them. Fourth and Hope develops/distributes a monthly newsletter and activity calendar, including at least one activity weekly covering life skills, income/employment, health and safety, social events, etc. for their PSH residents. Turning Point operates an employment program that prioritizes homeless, formerly homeless, and PSH residents. Formerly homeless, Peer Support Workers, are included on case management teams throughout the CoC.

**3A-5d. Promoting Employment, Volunteerism, and Community Service.**

**Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC’s geographic area:**

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	<input type="checkbox"/>
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	<input type="checkbox"/>
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	<input type="checkbox"/>
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	<input type="checkbox"/>
5. The CoC works with organizations to create volunteer opportunities for program participants.	<input type="checkbox"/>
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	<input type="checkbox"/>
7. Provider organizations within the CoC have incentives for employment.	<input type="checkbox"/>
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	<input type="checkbox"/>

**3A-6. System Performance Measures Data–HDX Submission Date** 05/31/2019

**Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)**

## 3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

### Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.

Please submit technical questions to the HUD Exchange Ask-A-Question at <https://www.hudexchange.info/program-support/my-question/>

**Resources:**

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<https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources>

The FY 2019 CoC Program Competition Notice of Funding Availability at:

<https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices>

**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 3B-1. Prioritizing Households with Children.

**Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.**

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of previous homeless episodes	<input checked="" type="checkbox"/>
3. Unsheltered homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad credit or rental history	<input checked="" type="checkbox"/>
6. Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

### 3B-1a. Rapid Rehousing of Families with Children.

**Applicants must:**

**1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;**

**2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once**

assistance ends; and

**3. provide the organization name or position title responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of them becoming homeless. (limit 2,000 characters)**

To rapidly rehouse families, the CoC utilizes the following strategies:

1) Strengthening coordinated entry participation among RRH providers. The CalWORKs Housing Support Program (RRH), a program meant specifically to rapidly rehouse families, began participating in the HMIS system for the first time in late 2017 which has since increased their participation in the Coordinated Entry process. The vast majority of families who experience homelessness in Yolo County, are CalWORKs participants, thus having this program participate in HMIS has greatly improved coordination of care for families.

2) Using progressive engagement to continually re-assess the level of assistance a household needs to end their current homelessness and prevent future episodes of homelessness. Assistance provided includes both housing and supportive service needs.

The aim of both strategies is to reduce system inefficiencies. Linking households with coordinated entry simplifies the intake process, while progressive engagement maximizes the number of households served.

Despite its best efforts, Yolo’s lack of affordable housing remains an obstacle to housing families quickly.

The County’s Homeless Coordinator, is responsible for overseeing this strategy.

**3B-1b. Antidiscrimination Policies.**

**Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or - Insured Housing.**

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	<input type="checkbox"/>
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	<input checked="" type="checkbox"/>
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input checked="" type="checkbox"/>
4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>



**3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.**

**Applicants must indicate whether the CoC’s strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:**

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

**3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.**

**Applicants must check all that apply that describes the CoC’s current strategy to prioritize unaccompanied youth based on their needs.**

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
2. Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
3. Unsheltered Homelessness	<input checked="" type="checkbox"/>
4. Criminal History	<input checked="" type="checkbox"/>
5. Bad Credit or Rental History	<input checked="" type="checkbox"/>

**3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.**

**Applicants must describe how the CoC increased availability of housing and services for:**

**1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and**

**2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.**

**(limit 3,000 characters)**

To prevent and end youth homelessness, the CoC is utilizing the following strategies:

- 1) Conduct outreach and in-reach to identify all unaccompanied youth experiencing homelessness
- 2) Forge partnerships with other large systems including the public school system, the criminal justice system, and the child welfare system. The CoC has a RRH program whose purpose is to facilitate reunification for child welfare involved families experiencing homelessness. Also, the CoC has two transitional housing programs that serve primarily former foster care youth.
- 3) Implement prevention and diversion strategies such as connecting and/or reunifying with family members or other natural supports whenever possible
- 4) Utilize coordinated entry to link all youth experiencing homelessness to housing and service solutions that are tailored to their needs
- 5) Creating new projects to serve youth experiencing homelessness. In 2018, the CoC was awarded funds through the State of California’s Homeless Emergency Aid Program (HEAP), which requires a minimum 5% of funds be dedicated to serving youth. The CoC chose to not only fund a brand new program in Yolo that targets disabled youth who are also experiencing homelessness, in addition to other projects funded by the program including youth-centered performance measure targets. Also, the local Public Housing Authority (PHA), was awarded 26 vouchers through the Family Unification Program (FUP), with approximately 6 of those being reserved for former foster youth.

**3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.**

**Applicants must:**

1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;
2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and
3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)

The CoC monitors the effectiveness of such strategies by comparing the inflow and outflow of homeless youth in HMIS. Specifically, the CoC analyzes the number of youth assessed to the number of youth actively enrolled in an HMIS project, to the number of youth exiting an HMIS project. When comparing the data over time, the CoC hopes to see a reduction in the inflow and an increase in the outflow to permanent housing.

The CoC believes these measures are appropriate because they rely on data to inform future systems planning efforts.

**3B-1e. Collaboration–Education Services.**

**Applicants must describe:**

1. the formal partnerships with:
  - a. youth education providers;
  - b. McKinney-Vento LEA or SEA; and

**c. school districts; and**

- 2. how the CoC collaborates with:**  
**a. youth education providers;**  
**b. McKinney-Vento Local LEA or SEA; and**  
**c. school districts.**  
**(limit 2,000 characters)**

The CoC and youth education providers collaborate in the following ways:

- 1) Education liaisons attend CoC meetings
- 2) Education liaisons participate in multi-disciplinary meetings to develop family case plans

In terms of formal partnerships, Empower Yolo has an MOU with the Davis Joint Unified School District and the Woodland Joint Unified School District. Empower Yolo also has service sites on the campuses of the Marguerite Montgomery Elementary School, Woodland High School and Pioneer High School. Those sites have a parent engagement component that includes offering meals to food insecure students, homeless prevention, emergency shelter for domestic violence victims, and rapid rehousing services when needed.

**3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.**

**Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.**  
**(limit 2,000 characters)**

All agencies are aware of the educational requirements outlined in the McKinney-Vento Act. The CoC’s local policy is that every time a household with minor children presents to an agency, staff must inform the family of their educational rights. Staff must then collaborate with the education liaisons to ensure the family has access to the appropriate educational services.

**3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.**

**Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.**

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	Yes	No
Early Head Start	No	No
Child Care and Development Fund	No	Yes
Federal Home Visiting Program	No	No

Healthy Start	No	No
Public Pre-K	No	Yes
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

**3B-2. Active List of Veterans Experiencing Homelessness.**

**Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC.** Yes

**3B-2a. VA Coordination–Ending Veterans Homelessness.**

**Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness.** Yes

**3B-2b. Housing First for Veterans.**

**Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach.** No

**3B-3. Racial Disparity Assessment. Attachment Required.**

**Applicants must:**  
 1. select all that apply to indicate the findings from the CoC’s Racial Disparity Assessment; or  
 2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	<input type="checkbox"/>
2. People of different races or ethnicities are less likely to receive homeless assistance.	<input type="checkbox"/>
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>

7. The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>
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**3B-3a. Addressing Racial Disparities.**

**Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:**

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	<input checked="" type="checkbox"/>
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	<input type="checkbox"/>
3. The CoC has identified strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
4. The CoC has implemented strategies to reduce disparities in their homeless system.	<input type="checkbox"/>
5. The CoC has identified resources available to reduce disparities in their homeless system.	<input type="checkbox"/>
6: The CoC did not conduct a racial disparity assessment.	<input type="checkbox"/>

## 4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

**Instructions:**

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**Warning! The CoC Application score could be affected if information is incomplete on this formlet.**

### 4A-1. Healthcare—Enrollment/Effective Utilization

**Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.**

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

#### 4A-1a. Mainstream Benefits.

**Applicants must:**

- 1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;**
- 2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;**
- 3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in**

**health insurance;**

**4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and**

**5. provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits.**

**(limit 2,000 characters)**

The CoC coordinates closely with the primary provider of mainstream benefits (the Yolo County Health and Human Services Agency (HHS)) to ensure that homeless individuals have access to all mainstream benefits.

1) The County provides routine training and educational materials for the CoC regarding mainstream benefit. Benefits staff attend CoC meetings to provide updates regarding changes to mainstream benefits programs and send regular updates to the CoC email distribution list.

2) HHS disseminates mainstream benefit information by posting on HHS’s website, social media posts, the CoC’s main mailing list, and participating in local service fairs. The HHS Branch Director over the mainstream benefits programs is a voting member of the CoC and regularly attends CoC meetings, providing updates and benefits literature. HHS provides mainstream benefits in community-based settings to improve access, including sending Benefits staff to local provider sites, conducting outreach at the local university, and participating in street outreach efforts with local homeless outreach workers.

3) & 4) Healthcare organizations actively participate in the CoC and have begun participating in multi-disciplinary team (MDT) case conferencing. Benefits staff also participate in these meetings to address any health insurance enrollment issues and ensure that service providers are aware of the full scope of benefits available to Medicaid beneficiaries. In 2019, the CoC facilitated a healthcare services coordination meeting with hospital/health center leadership and homeless services providers. HHS also sends Benefits staff to three local healthcare clinics weekly to accept applications, process eligibility, and answer questions from patients and healthcare providers, assisting them in effectively understanding and utilizing Medicaid benefits.

5) The Service Center Branch within HHS is the lead organization responsible for ensuring access to mainstream benefits for homeless persons.

**4A-2. Lowering Barriers to Entry Data:**

**Applicants must report:**

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	7
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	7
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

**4A-3. Street Outreach.**

**Applicants must:**

**1. describe the CoC’s street outreach efforts, including the methods it**

**uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;**

**2. state whether the CoC’s Street Outreach covers 100 percent of the CoC’s geographic area;**

**3. describe how often the CoC conducts street outreach; and**

**4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)**

1) The CoC has street outreach teams that cover 100% of the CoC, including the 4 cities and unincorporated areas. Outreach is a multi-disciplinary effort that includes homeless outreach workers, police officers, animal services, mainstream benefits staff and clinicians. Outreach teams focus on relationship building, assessing vulnerability, enrollment in coordinated entry and linkage to services.

2) The CoC’s street outreach teams cover 100% of the CoC’s geographic area, including the 4 cities and unincorporated areas.

3) Each jurisdiction has at least one full time dedicated outreach worker, which means that outreach is occurring throughout the CoC’s geographic area on a daily basis. Additionally, multi-disciplinary teams conduct joint outreach to unsheltered individuals in each jurisdiction at least weekly.

4) Outreach teams utilize multiple engagement strategies that are tailored to individuals who are unlikely to request assistance. These strategies include: Using multi-disciplinary teams with expertise in trauma informed practices; Law enforcement identification of encampments; Conducting intensive outreach that involves multiple visits per week for as long as needed; Offering mobile health services; and employing outreach workers who speak Spanish and Russian.

**4A-4. RRH Beds as Reported in HIC.**

**Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.**

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	75	233	158

**4A-5. Rehabilitation/Construction Costs–New No Projects.**

**Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting \$200,000 or more in funding for housing rehabilitation or new construction.**



**4A-6. Projects Serving Homeless under Other Federal Statutes.** No

**Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.**

## 4B. Attachments

**Instructions:**

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site:  
<https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource>

Document Type	Required?	Document Description	Date Attached
_ FY 2019 CoC Competition Report (HDX Report)	Yes	FY2019 CoC Compet...	09/26/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners’ Preference.	No	CA-521 PHA Admin ...	09/26/2019
1C-4. PHA Administrative Plan Homeless Preference.	No	CA-521 PHA Admin ...	09/26/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	CA-521 Coordinate...	09/26/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	CA-521 - Public P...	09/26/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	CA-521-15-Day Not...	09/26/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	CA-521 - Public P...	09/26/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	CA-521 - Public P...	09/26/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	CA-521 - 1E-4 Pub...	09/26/2019
3A. Written Agreement with Local Education or Training Organization.	No	CA-521 Training O...	09/26/2019
3A. Written Agreement with State or Local Workforce Development Board.	No	CA-521 Workforce ...	09/26/2019
3B-3. Summary of Racial Disparity Assessment.	Yes	CA-521 - Racial D...	09/26/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No		
Other	No		

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Other	No		
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## **Attachment Details**

**Document Description:** FY2019 CoC Competition Report (HDX) - CA-521

## **Attachment Details**

**Document Description:** CA-521 PHA Admin Plan - Moving On Strategy - FY2019

## **Attachment Details**

**Document Description:** CA-521 PHA Admin Plan - Homeless Preference - FY2019

## **Attachment Details**

**Document Description:** CA-521 Coordinated Entry Assessment Tools - FY2019

## **Attachment Details**

**Document Description:** CA-521 - Public Posting - 15-Day Notification Outside of e-snaps - Projects Accepted and Ranked - FY2019

## **Attachment Details**

**Document Description:** CA-521-15-Day Notification - Projects Rejected or Reduced - FY2019

## **Attachment Details**

**Document Description:** CA-521 - Public Posting - 30-Day Local Competition Timeline - FY2019

## **Attachment Details**

**Document Description:** CA-521 - Public Posting - Announcement of Local Competition - FY2019

## **Attachment Details**

**Document Description:** CA-521 - 1E-4 Public Postings - CoC Approved Consolidated Application - FY2019

## **Attachment Details**

**Document Description:** CA-521 Training Organization Written Agreements - FY2019

## **Attachment Details**

**Document Description:** CA-521 Workforce Development Board Written Agreements - FY2019

## **Attachment Details**

**Document Description:** CA-521 - Racial Disparity Assessment\_FY2019

## **Attachment Details**

**Document Description:**

## **Attachment Details**

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## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**

## Submission Summary

**Ensure that the Project Priority List is complete prior to submitting.**

Page	Last Updated
<b>1A. Identification</b>	09/20/2019
<b>1B. Engagement</b>	09/26/2019
<b>1C. Coordination</b>	09/26/2019
<b>1D. Discharge Planning</b>	No Input Required
<b>1E. Local CoC Competition</b>	09/25/2019
<b>1F. DV Bonus</b>	09/26/2019
<b>2A. HMIS Implementation</b>	09/26/2019
<b>2B. PIT Count</b>	09/26/2019
<b>3A. System Performance</b>	09/26/2019
<b>3B. Performance and Strategic Planning</b>	09/23/2019
<b>4A. Mainstream Benefits and Additional Policies</b>	09/26/2019
<b>4B. Attachments</b>	09/26/2019

**Submission Summary**

No Input Required



# 2019 HDX Competition Report

## PIT Count Data for CA-521 - Davis, Woodland/Yolo County CoC

### Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	532	459	448	655
Emergency Shelter Total	189	204	179	212
Safe Haven Total	0	0	0	0
Transitional Housing Total	150	46	60	46
Total Sheltered Count	339	250	239	258
Total Unsheltered Count	193	209	209	397

### Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	89	174	157	175
Sheltered Count of Chronically Homeless Persons	45	27	10	40
Unsheltered Count of Chronically Homeless Persons	44	147	147	135

## 2019 HDX Competition Report

### PIT Count Data for CA-521 - Davis, Woodland/Yolo County CoC

#### Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	68	39	48	37
Sheltered Count of Homeless Households with Children	65	38	47	37
Unsheltered Count of Homeless Households with Children	3	1	1	0

#### Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	50	29	28	22	35
Sheltered Count of Homeless Veterans	14	13	10	4	5
Unsheltered Count of Homeless Veterans	36	16	18	18	30

2019 HDX Competition Report  
HIC Data for CA-521 - Davis, Woodland/Yolo County CoC

**HMIS Bed Coverage Rate**

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	209	35	126	72.41%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	59	0	33	55.93%
Rapid Re-Housing (RRH) Beds	233	30	199	98.03%
Permanent Supportive Housing (PSH) Beds	142	0	100	70.42%
Other Permanent Housing (OPH) Beds	0	0	0	NA
Total Beds	643	65	458	79.24%

# 2019 HDX Competition Report

## HIC Data for CA-521 - Davis, Woodland/Yolo County CoC

### PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	46	35	51	62

### Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC	1	26	25	69

### Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC	1	77	75	233

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Summary Report for CA-521 - Davis, Woodland/Yolo County CoC

#### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1:** Change in the average and median length of time persons are homeless in ES and SH projects.  
**Metric 1.2:** Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	298	299	91	118	27	49	85	36
1.2 Persons in ES, SH, and TH	323	348	109	132	23	62	99	37

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	311	432	311	439	128	135	234	99
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	336	481	323	452	129	154	241	87

# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	3	0	0%	0	0%	0	0%	0	0%
Exit was from ES	107	9	8%	7	7%	4	4%	20	19%
Exit was from TH	16	2	13%	0	0%	1	6%	3	19%
Exit was from SH	0	0		0		0		0	
Exit was from PH	62	0	0%	1	2%	3	5%	4	6%
TOTAL Returns to Homelessness	188	11	6%	8	4%	8	4%	27	14%

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	459	448	-11
Emergency Shelter Total	204	179	-25
Safe Haven Total	0	0	0
Transitional Housing Total	46	60	14
Total Sheltered Count	250	239	-11
Unsheltered Count	209	209	0

### Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	327	356	29
Emergency Shelter Total	302	306	4
Safe Haven Total	0	0	0
Transitional Housing Total	29	56	27



# 2019 HDX Competition Report

## FY2018 - Performance Measurement Module (Sys PM)

### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	17	27	10
Number of adults with increased earned income	0	1	1
Percentage of adults who increased earned income	0%	4%	4%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	17	27	10
Number of adults with increased non-employment cash income	3	2	-1
Percentage of adults who increased non-employment cash income	18%	7%	-11%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	17	27	10
Number of adults with increased total income	3	3	0
Percentage of adults who increased total income	18%	11%	-7%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	16	28	12
Number of adults who exited with increased earned income	0	7	7
Percentage of adults who increased earned income	0%	25%	25%

#### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	16	28	12
Number of adults who exited with increased non-employment cash income	1	2	1
Percentage of adults who increased non-employment cash income	6%	7%	1%

#### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	16	28	12
Number of adults who exited with increased total income	1	9	8
Percentage of adults who increased total income	6%	32%	26%

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	262	284	22
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	47	45	-2
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	215	239	24

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	333	609	276
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	70	73	3
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	263	536	273

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

#### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

#### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	65	96	31
Of persons above, those who exited to temporary & some institutional destinations	13	16	3
Of the persons above, those who exited to permanent housing destinations	39	30	-9
% Successful exits	80%	48%	-32%

Metric 7b.1 – Change in exits to permanent housing destinations

## 2019 HDX Competition Report

### FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	340	318	-22
Of the persons above, those who exited to permanent housing destinations	174	184	10
% Successful exits	51%	58%	7%

#### Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	52	118	66
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	51	116	65
% Successful exits/retention	98%	98%	0%

## 2019 HDX Competition Report FY2018 - SysPM Data Quality

### CA-521 - Davis, Woodland/Yolo County CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports in order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

## 2019 HDX Competition Report FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	65	151	149	122	178	169	52	66	89	107	101	132	7	1	77	75				
2. Number of HMIS Beds	61	56	54	95	145	147	10	33	57	36	35	122	7	1	3	73				
3. HMIS Participation Rate from HIC ( % )	93.85	37.09	36.24	77.87	81.46	86.98	19.23	50.00	64.04	33.64	34.65	92.42	100.00	100.00	3.90	97.33				
4. Unduplicated Persons Served (HMIS)	416	347	310	306	324	193	30	56	71	63	53	139	75	202	196	361	34	53	216	376
5. Total Leavers (HMIS)	362	286	241	217	224	180	17	36	25	14	3	6	1	72	123	101	2	4	52	101
6. Destination of Don't Know, Refused, or Missing (HMIS)	32	4	9	17	50	13	1	1	4	0	0	0	0	2	0	1	0	0	8	27
7. Destination Error Rate (%)	8.84	1.40	3.73	7.83	22.32	7.22	5.88	2.78	16.00	0.00	0.00	0.00	0.00	2.78	0.00	0.99	0.00	0.00	15.38	26.73

# 2019 HDX Competition Report

## Submission and Count Dates for CA-521 - Davis, Woodland/Yolo County CoC

### Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/22/2019	

### Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/30/2019	Yes
2019 HIC Count Submittal Date	4/30/2019	Yes
2018 System PM Submittal Date	5/31/2019	Yes





## **Yolo County Homeless and Poverty Action Coalition (HPAC)**

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Davis/Woodland/Yolo County Continuum of Care (CA-521)

**The Housing Authority of Yolo County (the only housing authority serving the jurisdiction of the CA-521 Davis/Woodland/Yolo County CoC) does not participate in a formal move-on strategy with the CoC.**



## **Yolo County Homeless and Poverty Action Coalition (HPAC)**

---

Davis/Woodland/Yolo County Continuum of Care (CA-521)

**The Housing Authority of Yolo County (the only housing authority serving the jurisdiction of the CA-521 Davis/Woodland/Yolo County CoC) does not offer a homeless preference.**

**NOTE FOR HUD:**

- See page 25 for the Orders of Priority/Prioritization Scheme which utilizes information from the VI-SDPAT Assessment tools attached.
- See page 37 for the Family assessment tool.
- See page 48 for the Single Adult assessment tool.



**Yolo County Homeless and Poverty Action Coalition (HPAC)**

**Coordinated Entry Policies and Procedures**

Davis/Woodland/Yolo County Continuum of Care (CA-521)

*Re-adopted August 28, 2019*

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## Overview

The United States Department of Housing and Urban Development (HUD) requires local homeless Continuums of Care (CoCs) to establish and operate a “centralized or coordinated assessment system” (referred to as “coordinated entry”) with the goal of establishing a local crisis response system, born out of the existing network of autonomous projects, thus, improving fairness and ease of access to resources. Coordinated entry processes are intended to help “communities prioritize people who are most in need of assistance” by “strategically allocating their current resources and identifying the need for additional resources”.<sup>1</sup> They also provide information to CoCs and other stakeholders about service needs and gaps to help communities strategically allocate their current resources and identify the need for additional resources. The development of a comprehensive crisis response system in each community, including new and innovative types of system coordination, is central to the key objectives and strategies outlined in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, the approach used by HUD and its Federal partners to address homelessness.<sup>2</sup>

Both the CoC and Emergency Solutions Grants (ESG) Program interim rules, 24 CFR § 578 and 24 CFR §§ 91 and 576 respectively, require the use of a local coordinated entry process that meets HUD requirements. The CoC Program interim rule set the basic parameters for coordinated entry and left further requirements to be set by HUD notice. Under the authority of 24 CFR § 578.7(a)(8) and through Notice CPD-17-01, HUD established additional requirements that local CoCs and recipients of CoC Program and ESG Program funding must follow related to the development and use of a coordinated entry system.

The ensuing set of Coordinated Entry Policies and Procedures is established by the Yolo County Homeless and Poverty Action Coalition (“HPAC” or “the CoC”) to govern operation of its Coordinated Entry System in compliance with the CoC and ESG Interim Rules and CPD-17-01.

Except as otherwise specified, these Coordinated Entry Policies and Procedures apply to all geographic areas and all subpopulations in the Yolo County Continuum of Care, including individuals, families, and unaccompanied youth. These Policies and Procedures shall be made publicly available and must be applied consistently throughout the CoC areas for all populations.

These Coordinated Entry Policies and Procedures shall be applied to all CoC and ESG funded projects in Yolo County, as well as any other housing and homeless service programs operating within Yolo that choose to participate in the local Coordinated Entry System.

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<sup>1</sup> CPD 17-01, Coordinated Entry Notice, p.2. <https://www.hudexchange.info/resources/documents/Notice-CPD-17-01-Establishing-Additional-Requirements-or-a-Continuum-of-Care-Centralized-or-Coordinated-Assessment-System.pdf>

<sup>2</sup> Amended in 2012 and 2015. <https://www.usich.gov/opening-doors>.

## **Vision and Core Values**

---

The Vision and Core Values of the HPAC Coordinated Entry System mirror the Vision and Core Values of the Yolo County General and Strategic Plan to End Homelessness. All policies and procedures included in this document are aligned with the vision and core values described below.

### **Vision**

Yolo County should be a community where everyone has the opportunity for a safe and stable place to call home.

### **Core Values**

#### *Value # 1: Preservation of Human Dignity*

- All people are worthy of respect, mercy, kindness, and compassion.

#### *Value # 2: Safe, Decent, and Sanitary Housing*

- All people deserve an opportunity for stable affordable housing.

#### *Value # 3: Innovation*

- Yolo agencies and communities will be receptive to new ideas, methodologies, and technology. They will work to change existing ways of working and will use creativity, new strategies, and collaboration in effective problem solving.

#### *Value # 4: Courage*

- Partners will address issues openly and in a timely manner. They will display a willingness to undertake prudent risk.

#### *Value # 5: Success*

- Yolo is committed to the principle of achieving success through realistic optimism and dedication to its principles and goals.

## System Characteristics

---

The HPAC Coordinated Entry System utilizes the following concepts of service to ensure fair, equal, and person-centered practices throughout the system.

### **Cultural and Linguistic Competency**

All staff administering assessments shall use culturally and linguistically competent practices. Assessments shall include trauma-informed culturally and linguistically competent questions for special subpopulations, including:

- Immigrants, refugees, and other first-generation subpopulations;
- Youth;
- Persons fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking; and
- Persons who identify as lesbian, gay, bisexual and/or transgender (LGBT).

HPAC shall strive to offer training to participating projects that receive referrals in culturally and linguistically competent practices so that appropriate resources available to participants are as comprehensive as possible.

Organizations shall strive to provide access to translation of verbal and written materials in the three (3) threshold languages of Yolo County, including:

- English
- Spanish
- Russian

### **Fair and Equal Access**

All people in the CoC's geographic area will have fair and equal access to the coordinated entry process, regardless of where or how they present for services. Fair and equal access means that people can easily access the coordinated entry process, whether in person, by phone, or some other method, and that the process for accessing help is well known.

### **Housing First**

*Housing First* is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry.

### **Use of the Homeless Management Information System (HMIS)**

HPAC will use HMIS to collect and manage data associated with assessments and referrals for Coordinated Entry.

### **Inclusive**

HPAC's Coordinated Entry System will include all subpopulations, including:

- People experiencing chronic homelessness;
- Veterans;
- Families;
- Youth; and
- Survivors of domestic violence.



HPAC will continuously evaluate and improve the process to ensure that all subpopulations are well served.

**Incorporating Mainstream Services**

The coordinated entry process will aim to connect people with non-homeless specific programs and services. Mainstream service providers will act as referral sites within the Coordinated Entry system.

**Informing Local Planning**

Information gathered through the Coordinated Entry process will be used to guide homeless assistance planning and system change efforts across the CoC.

**Leverage Local Attributes and Capacity**

HPAC's physical and political geography, including local agency capacity, and the opportunities unique to the CoC's context, shall inform local coordinated entry implementation.

**Low Barrier**

The CoC's Coordinated Entry System will not screen people out for assistance due to perceived barriers to housing or services, including, but not limited to:

- Too little or no income;
- Active or history of substance use;
- History of domestic violence;
- Resistance to receiving services;
- Type or extent of disability-related services or supports that are needed;
- History of evictions or poor credit;
- Lease violations or history of not being a leaseholder;
- Criminal record—with exceptions for state or local restrictions that prevent projects from serving people with certain convictions.

**Participant Autonomy**

HPAC's coordinated entry process will allow participants autonomy to freely refuse to answer assessment questions and to refuse housing and service options without retribution or limiting their access to assistance.

**Person-Centered Approach**

HPAC shall use a person-centered approach, and incorporate the following principles:

- **Person-Centered Assessments:** Assessments shall be based in-part on participants' strengths, goals, risks, and protective factors.
- **Accessible Tools and Processes:** Tools and assessment processes will be designed to be easily understood by participants. Assessment questions and instructions shall reflect the developmental capacity of the participants being assessed.
- **Sensitivity to Lived Experiences:** Sensitivity to participants' lived experiences shall be incorporated into every aspect of this coordinated entry system, including the ongoing assessment and improvement of assessment tools and delivery protocols that are trauma informed, minimize risk and harm, and address potential psychological impacts.

- **Participant Choice:** Participants’ choices in coordinated entry process decisions, such as location and type of housing, level and type of services, and other program characteristics, shall be accommodated to the fullest extent possible given overriding health and safety concerns and compliance with outstanding legal requirements. The ongoing development of assessment processes that provide options and recommendations similarly shall be guided and informed by participant choice, as opposed to rigid decisions about what individuals or families need.
- **Clear Referral Expectations:** Participants will be able to easily understand to which programs they are being referred to, what the program expects of them, what they can expect of the program, and evidence of the program’s rate of success.
- **Commitment to Referral Success:** The providers in HPAC’s Coordinated Entry System will commit to successfully completing the referral process once a referral decision has been made through Coordinated Entry, including supporting the safe transition of participants from an access point or emergency shelter to housing, and supporting participants in identifying and accessing an alternate suitable project in the rare instance of an eligible participant being rejected by a participating project.

**Referral Protocols**

Programs that participate in the CoC’s Coordinated Entry process will accept all eligible referrals unless the CoC has a protocol for rejecting referrals documented in these Policies and Procedures, which ensures that such rejections are justified and rare and that participants are able to identify and access another suitable project.

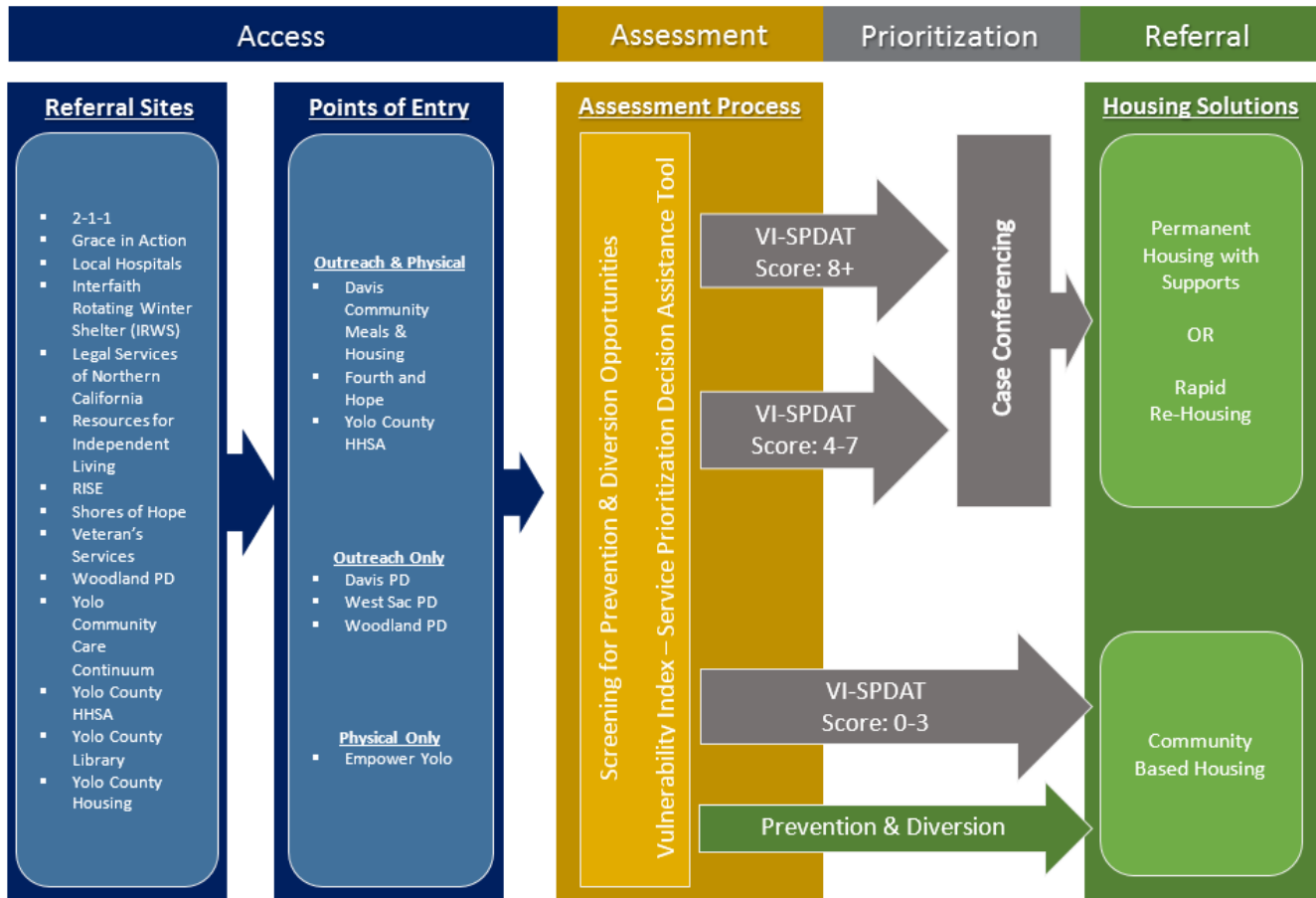
**Ongoing Planning and Stakeholder Consultation**

HPAC will engage in ongoing planning with all stakeholders participating in the coordinated entry process. This process shall be reviewed as needed, and shall be revised and re-adopted every 3 years by HPAC. Feedback from individuals and families experiencing homelessness or recently connected to housing through the Coordinated Entry process will be routinely gathered and used to improve the process.

## Overview of Coordinated Entry Process

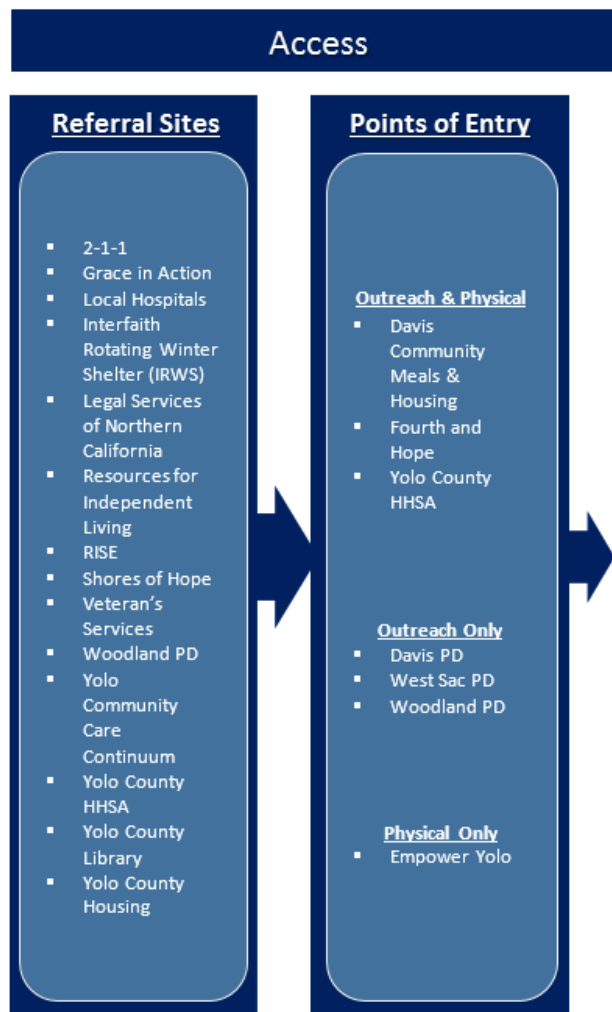
The Coordinated Entry system in Yolo County operates as a multi-site centralized system. This means that though clients may access the system through various sites, they can only be assessed at specific sites known as Entry Points.

### YOLO COUNTY COORDINATED ENTRY SYSTEM



1/23/2019

## Section 1: Access



Access to the Coordinated Entry System occurs through either points of referral or points of entry when an individual reaches out to a local organization to access mainstream services, or homeless specific services.

### Referral Sites

When a participant presents at a Referral Site, staff will gather basic information required to determine whether the individual might be appropriate for inclusion in the Coordinated Entry System. Staff at Referral Sites may use the HPAC Diversion and/or Prevention Tools to assist them in determining whether an individual should be referred for Coordinated Entry. When a Referral Site determines that a participant does not have sufficient resources to be prevented or diverted from entering the homeless system of care, the Referral Site will refer the participant to a Point of Entry for a full assessment.

Referral Sites will be mindful of consumers' unique needs by referring participants to a Point of Entry that specializes in their specific needs if available. For example, Referral Sites can refer families to programs that specialize in family services, or individuals with severe mental health conditions to programs that specialize in mental health services. However, a program's specialization should not necessarily exclude a participant from being referred to the program, as the Referral Site must also be mindful of participants' barriers to accessing the Point of Entry. These barriers might include issues such as transportation, work

and school schedules and childcare. Points of Referral should also consider each participant's personal choice regarding where they wish to be referred for services. As of the date of this document, the following Referral Sites have been identified:

- 2-1-1
- Grace in Action
- Interfaith Rotating Winter Shelter of Davis (IRWS)
- Legal Services of Northern California (LSNC)
- Resources for Independent Living
- Rural Innovations in Social Economics (RISE)
- Shores of Hope
- Sutter Davis Hospital
- Veteran's Services Administration
- Woodland Memorial Hospital
- Woodland Police Department
- Yolo Community Care Continuum (YCCC)
- Yolo County Health and Human Services Agency (HHSA)
- Yolo County Library
- Yolo County Housing

Along with referring participants to the Coordinated Entry System, Referral Sites will also refer participants to other resources related to homelessness and to community providers for mainstream services.

## **Points of Entry**

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The role of Points of Entry differs from Referral Sites in that complete vulnerability assessments and Prevention/Diversion assessments are conducted at Points of Entry, whereas only Prevention/Diversion assessments are conducted at Referral Sites.

All local providers of homeless services are eligible to participate as a point of entry to the system, as long as they meet the following minimum requirements:

- Have access to HMIS or a comparable database as permitted by the United States Department of Housing and Urban and Development (HUD) for domestic violence, dating violence, human trafficking, sexual assault, and stalking victim service providers;
- Opt-in to the HPAC Data Sharing Agreement;
- Receive training on use of the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT); and
- Agree to follow all Policies and Procedures set forth in this document.

As of the date of this document, the following providers are designated as Points of Entry:

- City of Davis Police Department
- City of West Sacramento Police Department
- City of Woodland Police Department
- Empower Yolo / Family Resource Center
- Davis Community Meals and Housing (DCMH)
- Fourth and Hope
- Yolo County Children's Alliance
- Yolo County Health and Human Services Agency (HHS)

These access points were chosen to optimize accessibility for as many consumers as possible with respect to geography, language, culture, and subpopulation-specific needs. The agencies listed above are subject to change and HPAC will update and distribute an updated list of Points of Entry as necessary.

## **Separate Points of Entry for Subpopulations**

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HPAC has elected not to create access points that are separate and distinct from general entry points for the following six subpopulations:

- Adults without children;
- Adults accompanied by children;
- Unaccompanied youth;
- Veterans;
- Households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions including human trafficking; and/or,
- Persons at risk of imminent homelessness, for purposes of administering homeless prevention assistance.

However, it is recognized that Points of Entry may specialize in serving particular subpopulations. As such, Referral Points should offer referrals to Points of Entry that are most appropriate for placement according to the participant's specific needs and choice. This does not preclude participants from being referred to Points of Entry that do not specialize in one of the subpopulations to which they belong, as participant choice must be respected.

The CoC also may choose to establish designated Points of Entry for one or more of the six subpopulations at a future date, in which case that change should be documented in a future version of these Policies and Procedures. Should the CoC designate separate Points of Entry for any of the six subpopulations in the future, all Points of Entry shall still be required to follow a uniform decision-making process, including equal access to emergency services, use common assessment approaches and tools, and prioritize persons for available resources using the standardized approach as determined and documented in these Policies and Procedures.

## **Full Coverage**

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HPAC's Coordinated Entry System covers the CoC's entire geographic area. Historically, the rural communities in Yolo County are the most difficult to reach due to a lack of providers with physical sites in the rural communities. To combat this, outreach programs operate throughout the community to reach individuals and families that live in the rural areas.

### **Outreach**

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Outreach strategies are a primary method of making contact with and engaging people experiencing homelessness in Yolo County, especially for those living in the rural and/or hard to reach areas. The majority of HPAC's Points of Entry have outreach programs in place and will continue to develop them.

When an outreach worker encounters a person during street outreach, the person shall be prioritized for assistance in the same manner as any other person who accesses and is assessed through Coordinated Entry. The outreach worker shall complete a VI-SPDAT, if appropriate, or arrange for a VI-SPDAT to be completed with the individual, ideally within 30 days or as soon as rapport is established.

## **Emergency Services**

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HPAC is committed to ensuring that the coordinated entry process allows for people experiencing a housing crisis to access emergency homeless and housing services with as few barriers as possible. These services include homeless prevention assistance, domestic violence and emergency services hotlines, drop-in service programs, emergency shelters and other short-term crisis residential programs.

**Low barrier:** The emergency services listed above shall operate with as few barriers to entry as possible. Designated Points of Entry shall provide "unqualified" emergency access, meaning access is not limited to certain populations.

**Not subject to prioritization:** Regulation 576.400(e)(3)(iv) states that emergency services funded with ESG funds "must include policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter". As such, emergency housing and homeless services in Yolo County shall not be prioritized based on severity of service need or vulnerability.

**Twenty-four hour connection to emergency system:** Persons shall be able to access emergency housing and homeless services independent of the operating hours of the coordinated entry's intake and assessment processes. This ensures that when coordinated entry staff are unavailable to complete a full assessment (VI-SPDAT), participants are still able to receive the emergency services they need. People receiving emergency services after hours will be connected with Coordinated Entry staff within 48 hours of being admitted to the shelter and/or having received services, Coordinated Entry staff shall complete a VI-SPDAT, if appropriate, or arrange for a VI-SPDAT to be completed with the individual, ideally within 30 days or as soon as rapport is established.

- Emergency service providers, including all domestic violence hotlines, emergency service hotlines, drop-in service programs, emergency shelters, domestic violence shelters, and other short-term

crisis residential programs, will receive and care for participants including during hours when Points of Entry may be closed for business.

- Emergency service providers must notify coordinated entry staff regarding new homeless consumers who have been served within 48 hours, so that those consumers can be integrated into the Coordinated Entry system as soon as possible.

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## **Standardized Access, Assessment and Prioritization**

**Standardized Access and Assessment:** These Policies and Procedures establish the same assessment process at all access points and all access points must be usable by all people who may be experiencing homelessness or at risk of homelessness. Households who present at any Point of Entry, regardless of whether it is an entry point dedicated to the population to which the household belongs, shall be afforded easy access to the assessment process as outlined in the Policies and Procedures. This shall be described in more detail in Section 2 of this manual.

**Standardized Prioritization in the Referral Process:** Once assessed, individuals and families shall be prioritized for available services in the Coordinated Entry System through a standardized process that shall be applied consistently throughout the CoC areas for all populations. This shall be described in more detail in Section 3 of this manual.

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## **Affirmative Marketing and Outreach**

HPAC shall affirmatively market its housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, sexual orientation, gender, age, familial status, history of domestic violence, or disability, who are least likely to apply in the absence of special outreach. HPAC shall maintain records of those marketing activities. Housing funded by HUD and made available through the CoC will also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2). Additionally, HPAC shall follow the nondiscrimination and affirmative outreach requirements for the ESG program in accordance with 24 CFR § 576.407(a) and (b).

HPAC's Coordinated Entry System shall also be linked to street outreach efforts so that people sleeping on the streets are prioritized for assistance in the same manner as any other person assessed through the coordinated entry process.

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## **Non-Discriminatory Access**

HPAC does not tolerate discrimination based on actual or perceived membership in any protected class. The entirety of HPAC's Coordinated Entry process shall be conducted in compliance with the nondiscrimination provisions of federal civil rights laws, including the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II and III of the Americans with Disabilities Act, as well as HUD's Equal Access and Gender Identity Rules. Under these laws and rules, the following classes are protected from discrimination:

- Race
- Color
- Religion
- National origin
- Sex
- Actual or perceived sexual orientation or gender identity
- Disability
- Familial status

- Marital status

Some programs may be forced to limit enrollment based on requirements imposed by their funding sources and/or state or federal law. For example, a HOPWA-funded project might be required to serve only participants who have HIV/AIDS. All such programs will avoid discrimination to the maximum extent allowed by their funding sources and their authorizing legislation.

All aspects of the HPAC Coordinated Entry process will comply with all Federal, State, and local Fair Housing laws and regulations. Participants will not be “steered” toward any housing facility or neighborhood because of race, color, national origin, religion, sex, sexual orientation, gender, disability, marital status, history of domestic violence, or the presence of children.

Locations where persons are likely to access or attempt to access the CoC’s Coordinated Entry System shall display signs or brochures in prominent locations, informing participants of their right to file a non-discrimination complaint and containing the contact information needed to file a non-discrimination complaint. Requirements associated with filing a non-discrimination complaint, if any, will be included on the signs or brochures.

When a non-discrimination complaint is received, HPAC will complete an investigation of the complaint within 60 days by attempting to contact and interview a reasonable number of persons who are likely to have relevant knowledge, and by attempting to collect any documents that are likely to be relevant to the investigation. Within 30 days after completing the investigation, HPAC will write an adequate report of the investigation’s findings, including the investigator’s opinion about whether inappropriate discrimination occurred and the action(s) recommended by the investigator to prevent discrimination from occurring in the future. If appropriate, the investigator may recommend that the complainant be re-assessed or re-prioritized for housing or services. The report will be kept on file for two years.

## **Safety Planning**

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Pursuant to 24 CFR Subpart B Section 578.7<sup>3</sup>, HPAC shall implement a separate coordinated entry process for victims of domestic violence, dating violence, human trafficking, sexual assault, stalking, and any other dangerous or life-threatening conditions that relate to violence against a homeless individual or family.

To protect the safety and maintain the confidentiality of such survivors, HPAC prohibits victim service providers from using HMIS. Rather, HPAC requires that victim service providers use a comparable database as permitted by HUD.

To ensure that homeless survivors receive the same opportunities afforded by the region’s coordinated entry system as all others, HPAC implements the following process:

1. If an individual or family experiencing homelessness presents to a non-victim service provider and either self-identifies herself, himself, or a family member, as a victim or reveals any information that implies dangerous or life-threatening conditions that relate to violence, the provider must offer a referral to a victim service provider. The individual or family then has the choice whether to accept the referral to the victim service provider or to not accept the referral.
2. When a household accepts the referral to a victim service provider:
  - The victim service provider shall perform an intake assessment of the individual or family to determine if the survivor is eligible for shelter entry based on lethality as well as bed availability.

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<sup>3</sup> 24 Code of Federal Regulations (CFR) Part 578 Continuum of Care Program Interim Rule: [http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578\\_165](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=5d030234903ffc25ad85a1fe4656bff7&mc=true&n=pt24.3.578&r=PART&ty=HTML#se24.3.578_165)



- If the victim service provider deems that the individual or family does not have adequate resources to exit homelessness on her, his, or their own, the provider shall conduct a VI-SPDAT.
  - Once complete, the provider shall send a de-identified VI-SPDAT to the County Homeless Manager. The only personal identifying information shall be the unique identification number indicating the appropriate record within the victim service provider’s comparable database.
  - HPAC will then integrate the anonymous victim service referrals into its community queue.
  - HPAC shall require training specifically related to this process for all Referral Sites and Points of Entry into the Coordinated Entry System. In particular, HPAC shall provide training to coordinated entry staff on the confidentiality and privacy rights of survivors protected by the Health Insurance Portability and Accountability Act (HIPAA) as well as the Violence Against Women Act (VAWA).
3. If the household rejects the referral to the victim service provider:
- The non-victim service provider must either:
    - i. Complete the assessment process, ensuring confidentiality standards are followed; or,
    - ii. Arrange with another point of entry to complete an intake assessment with the household within 48 hours of the household’s contact with the non-victim service provider.
4. In either case, every attempt to provide the victim with case management services that ensure all appropriate safety measures are being met will be made. This includes aiding the victim or connecting the victim with another provider, to acquire applicable legal services including but not limited to, the establishment of restraining orders and the initiation of family law actions including marriage and child custody and/or support legal proceedings.

People fleeing or attempting to flee domestic violence and victims of trafficking will have safe and confidential access to the Coordinated Entry System and victim services, including access to the comparable process used by victim service providers, as applicable, and immediate access to emergency services such as domestic violence hotlines and shelter.

## Privacy

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All HPAC providers that will act as points of entry to the Coordinated Entry System also participate in an open information sharing system via the local HMIS, in compliance with Section 4 of the HPAC HMIS Policies and Procedures Manual. Existing protocols for obtaining, sharing, and storing participant personal information meet the requirements specified in the 2004 HMIS Data and Technical Standards Final Notice<sup>4</sup>. The following subsections explain each requirement and HPAC’s standards for compliance.

### Privacy Statement

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The Privacy Statement describes how an agency collects, uses, and discloses client information. The Privacy Statement must also describe how a client can access his or her information. HPAC requires that each agency either adopt HPAC’s standard Privacy Statement or adopt their own agency-specific Privacy Statement, which

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<sup>4</sup> 2004 HMIS Data and Technical Standards Final Notice:  
<https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf>

meets all of the minimum requirements set forth in HUD's 2004 HMIS Data and Technical Standards Final Notice<sup>5</sup> (see Additional Information about the Privacy Statement).

In addition to having a Privacy Statement, HPAC requires that HMIS Partner Agencies, who have a website, post a link to the Privacy Statement online. HPAC also requires that Partner Agencies post the Privacy Statement at each intake desk(s) or a comparable location(s). Lastly, HPAC requires that all staff have access to hard copies of the Privacy Statement when out in the field.

#### Privacy Statement and Protected Personal Information (PPI) Disclosure

As stated above, every HMIS Partner Agency must have a Privacy Statement that describes how and when the agency will use and disclose a client's Protected Personal Information (PPI). PPI includes name, Social Security Number (SSN), date of birth, zip code, project entry and/or exit date.

Partner Agencies may be required to collect a client's PPI by law or by funders. Partner Agencies also collect PPI to monitor project operations, to better understand the needs of persons experiencing homelessness, and to improve services for persons experiencing homelessness. HPAC only permits agencies to collect PPI with a client's written consent.

Partner Agencies may use and disclose PPI to:

- Verify eligibility for services
- Provide clients with and/or refer clients to services that meet their needs
- Manage and evaluate the performance of programs
- Report about program operations and outcomes to funders and/or apply for additional funding to support agency programs
- Collaborate with other local agencies to improve service coordination, reduce gaps in services, and develop community-wide strategic plans to address basic human needs
- Participate in research projects to better understand the needs of people served

Partner Agencies may also be required to disclose PPI for the following reasons:

- When the law requires it
- When necessary to prevent or respond to a serious and imminent threat to health or safety
- When a judge, law enforcement or administrative agency orders it

Partner Agencies are obligated to limit disclosures of PPI to the minimum necessary to accomplish the purpose of the disclosure. Uses and disclosures of PPI not described above may only be made with a client's written consent. Clients have the right to revoke consent at any time by submitting a request in writing.

Clients also have the right to request in writing:

- A copy of all PPI collected
- An amendment to any PPI used to make decisions about the client's care and services (this request may be denied at the discretion of the agency, but the client's request should be noted in the project records)
- An account of all disclosures of client PPI
- Restrictions on the type of information disclosed to outside partners
- A current copy of the agency's Privacy Statement

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<sup>5</sup> 2004 HMIS Data and Technical Standards Final Notice:

<https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf>

Partner Agencies may reserve the right to refuse a client’s request for inspection or copying of PPI in the following circumstances:

- Information compiled in reasonable anticipation of litigation or comparable proceedings
- The record includes information about another individual (other than a health care or homeless provider)
- The information was obtained under a promise of confidentiality (other than a promise from a health care or homeless provider) and a disclosure would reveal the source of the information
- The Partner Agency believes that disclosure of the information would be reasonably likely to endanger the life or physical safety of any individual

If an agency denies a client’s request, the client should receive a written explanation for the denial. The client has the right to appeal the denial by following the established HPAC Partner Agency Agreement grievance procedure. Regardless of the outcome of the appeal, the client will have the right to add to his or her project records a concise statement of disagreement. The agency must disclose the statement of disagreement whenever it discloses the disputed PPI.

All individuals with access to PPI are required to complete formal training in privacy requirements at least annually.

Partner Agencies can amend their Privacy Statements at any time. Amendments may affect information obtained by the agency before the date of the change. An amendment to the Privacy Statement regarding use or disclosure will be effective with respect to information processed before the amendment, unless otherwise stated. The agency must make available a record of all amendments to the Privacy Statement upon a client’s request.

As stated previously, a Privacy Statement must reflect, at a minimum, the baseline requirements outlined within HUD’s 2004 HMIS Data and Technical Standards Final Notice. In any instance where an agency’s Privacy Statement is not consistent with HUD standards, HUD standards will take precedence.

### Consumer Notice

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The Consumer Notice explains the reason for asking for personal information and notifies the client of the Privacy Statement. The Consumer Notice shall be available in each of the County’s threshold languages: English, Spanish, and Russian. HPAC requires that agencies either adopt HPAC’s standard Consumer Notice or adopt their own Consumer Notice, which meets all of the minimum requirements set forth in HUD’s 2004 HMIS Data and Technical Standards Final Notice<sup>6</sup>.

In addition to having a Consumer Notice, HPAC requires that participating HMIS agencies post the Consumer Notice at each intake desk or a comparable location. Lastly, HPAC requires that all staff have access to hard copies of the Consumer Notice when out in the field.

### List of Participating Agencies

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The List of Participating Agencies names all current HMIS using providers, which allows clients to see which organizations have access to their information. Participating Agencies must sign the HPAC Interagency HMIS Data Sharing Agreement to be included on the list.

HPAC requires that participating HMIS agencies post the List of Participating Agencies at each intake desk or a comparable location. Lastly, HPAC requires that all staff have access to hard copies of the List of Participating Agencies when out in the field.

As of the date of this document, the participating agencies are:

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<sup>6</sup> 2004 HMIS Data and Technical Standards Final Notice:

<https://www.hudexchange.info/resources/documents/2004HUDDataandTechnicalStandards.pdf>

- City of Davis
- City of West Sacramento
- City of Woodland
- CommuniCare Health Centers
- Davis Community Meals and Housing
- Downtown Streets Team
- Empower Yolo
- Fourth and Hope
- Interfaith Rotating Winter Shelter – Davis
- Yolo Community Care Continuum
- Yolo County Children’s Alliance
- Yolo County Health and Human Services Agency

This list is subject to change, and the HMIS Daily Operator will provide updated lists when necessary. For the most up to date list, please visit the [Provider Resources](#) section of the HPAC website.

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#### Informed Consent and Release of Information Authorization

The Informed Consent and Release of Information Authorization must be signed by all adult clients and unaccompanied youth. This gives the client the opportunity to refuse the sharing of his or her information to other agencies within the system. HPAC requires client signatures prior to inputting their information in HMIS. HPAC also requires agencies to update Informed Consent and Release of Information Authorization forms every five years.

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#### Language Access and Forms

Generally, clients should not sign any form that is not printed in their preferred written language, unless absolutely necessary. The HMIS administrator aims to make all HMIS forms available in the three threshold languages of Yolo County: English, Spanish, and Russian. However, HMIS forms are currently only available in English, with translations into Spanish and Russian in development. Meanwhile, should a client’s preferred written language be one other than English, it is acceptable for the client to sign an English version, provided a complete and accurate verbal translation of the document is provided to the client prior to signing.

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#### Accessibility to Local Subpopulations

The homeless population in Yolo County spans the complete range of subpopulations as identified by HUD.

1. Adults without children
2. Adults accompanied by children
3. Unaccompanied youth
4. Households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions including human trafficking
5. Persons at imminent risk of homelessness, for purposes of administering homeless prevention assistance

Participants shall not be denied access to the Coordinated Entry process on the basis of belonging to any given subpopulation. Persons included in more than one of the subpopulations may be served at all points of entry for which they qualify as a target population, as well as points of entry not specializing in a particular subpopulation.

Should a household who identifies as part of a particular subpopulation present to a point of entry that does not specialize in their subpopulation and that has limited resources, the household must be referred to another point of entry and have an assessment completed within 48 hours.

To achieve this, referring agencies will coordinate with the point of entry to which the household is being referred, to schedule an appointment for assessment falling within 48 hours of when the household made initial contact with the referring agency.

### **Physical Accessibility**

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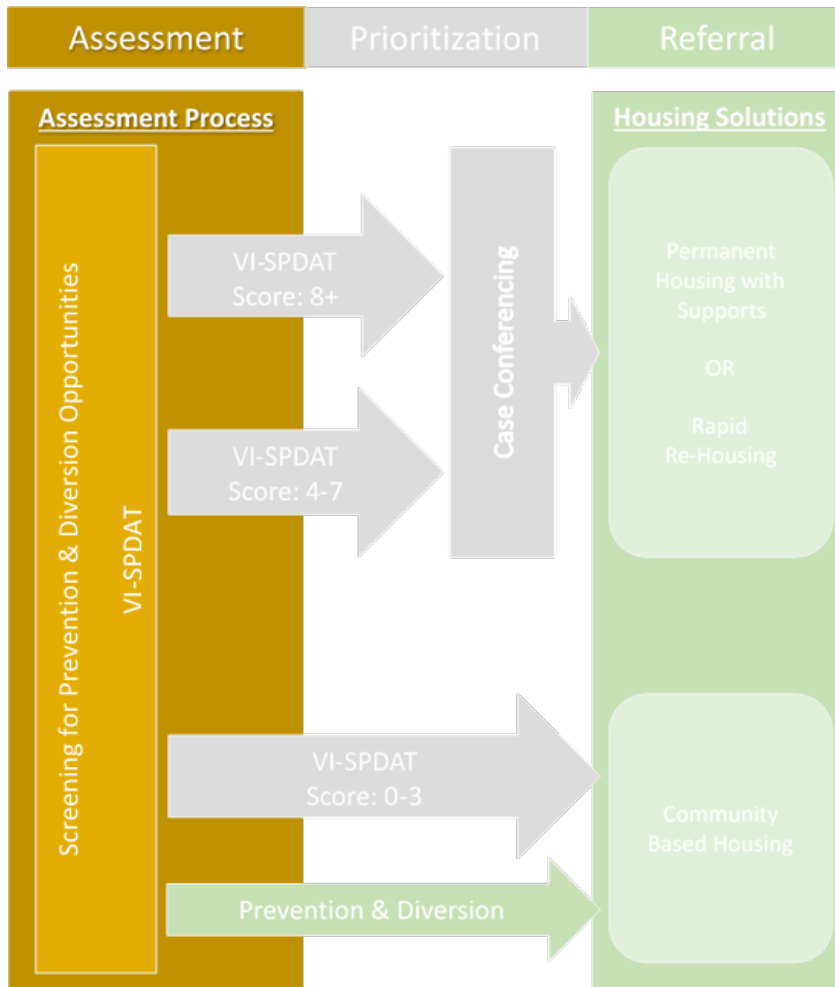
All providers in the Coordinated Entry System must be compliant with ADA standards. No individual shall be excluded from the Coordinated Entry process due to physical accessibility barriers.

### **Connection to Mainstream Resources**

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Coordinated Entry marketing materials shall be available to all providers offering mainstream resources. Providers offering mainstream resources shall act as Referral Sites in the Coordinated Entry System.

## Section 2: Assessment



The objective of assessment is to establish an individual's or family's degree of vulnerability to becoming or remaining homeless in order to best match them with resources that meet their needs.

### Standardized Access and Assessment Tools

The assessment process shall begin with an initial triage period where diversion and prevention options are evaluated first. Participants will only be fully assessed and enrolled in emergency homeless and housing services and the Coordinated Entry System after all other safe and appropriate alternatives have been exhausted. A full assessment shall be completed within 48 hours of the household's contact with the Coordinated Entry system, if it is determined that the household's homelessness or risk of homelessness cannot be resolved by resources outside of the homeless system. The primary assessment tool utilized to determine vulnerability will be the

Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT).

### Prevention

An individual or family may present at a referral or entry point while they are currently housed, but at risk of losing their housing. In this case, prevention services may be the most appropriate course of action. Prevention services would work towards mitigating the reason for housing loss. This may be through a community resource paying rent owed, mediation with landlord to prevent eviction for issues unrelated to nonpayment, and/or financial planning counseling for the individual or family, among others. Prevention services will attempt to keep the household in their current housing situation.

### Diversion

When an individual or family presents at a referral or entry point in circumstances where they are already homeless or homelessness is imminent, diversion to community-based housing or other resources may occur. Diversion services would assist potential program participants in exploring all safe and appropriate alternative housing options that are immediately available. If appropriate, the individual or family may be functionally diverted from the Coordinated Entry System when their housing need has been met. This will most often take the form of the individual or family moving in with a family member or friend, to an affordable housing unit, or to other community-based housing. Diversion moves the household into safe and appropriate alternative housing.

## Housing Needs Assessment

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The Coordinated Entry System will consistently assess all persons using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT). For a full description of the VI-SPDAT see Appendix A.

HPAC will use two different versions of the VI-SPDAT to assess adults without children and adults accompanied by children. HPAC will not use a separate assessment tool for any of the following subpopulations:

- Unaccompanied youth
- Households fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions (including human trafficking)

Application of the VI-SPDAT may not produce the entire body of information necessary to determine a household's prioritization, either because of the nature of self-reporting, withheld information, or circumstances outside the scope of assessment questions. Therefore, case workers and others who work with households may provide additional information, through case conferencing or otherwise, that appears relevant to the CoC's written prioritization policies. For example, although a separate formal assessment for Transition Aged Youth (TAY) is available, it will not be used in the assessment process, but questions from that assessment tool specific to Transition Aged Youth may be integrated into Case Conferencing for TAY individuals.

### Timeliness of Assessment Data Entry

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Every assessment shall be entered in HMIS within three (3) days of the assessment being completed, regardless of whether the individual or family being assessed formally enrolls in a project. This is consistent with the HMIS data standards and timeliness requirements previously established in the HPAC HMIS Policies and Procedures Manual. To meet this requirement, services providers are *strongly encouraged* to utilize only live data entry methods when conducting the VI-SPDAT, rather than completing the VI-SPDAT on paper and entering the data into HMIS at a later time.

### Assessment across Stages of Coordinated Entry

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Coordinated Entry providers will use a progressive and phased process in order to capture information on an as-needed basis as participants navigate the process, recognizing that trauma-informed approaches are necessary throughout these phases. The assessment process, including information gathered from assessment tools, case workers, and others working with households, shall provide sufficient information to make prioritization decisions.

Assessment phases may include:

- Screening for diversion or prevention;
- Assessing shelter and other emergency needs;
- Identifying housing resources and barriers; and,
- Evaluating vulnerability to prioritize for assistance.

Assessments conducted in different phases shall build on each other and limit the frequency with which a participant must repeat a personal story so as to reduce trauma and improve system efficiency. Information collection related to prioritization ranking and program eligibility may also occur concurrently with these different phases, even though assessment generally occurs before referral.

Once connected to housing and services, project staff may conduct more sophisticated assessments to evaluate a participant's need for specialized services or resources.

The phased assessment process used during coordinated entry is not intended to replace more specialized assessment approaches but rather to connect participants to the appropriate housing solution as quickly as possible. Similarly, the assessment process does not preclude the use of complementary assessments designed

to support access to mainstream services that are made available during assessment or otherwise conveniently accessed.

All of the following assessment approaches shall be considered when assessing a participant:

- **Progressive and Phased Assessment:** As discussed above, this approach is essential to building trust with participants that may be otherwise reluctant to share sensitive information such as substance use disorders, health status, past trauma, and others.
- **Trauma-informed Assessment:** All Coordinated Entry providers and assessors shall utilize trauma-informed techniques with all populations regardless of a person's history. All assessors shall be trained in how to conduct trauma-informed assessments with subpopulations to reduce the chance of re-traumatization.
- **Safety Planning:** Assessors shall be trained on safety planning and other "next-step" procedures if the assessment uncovers safety issues pertaining to domestic violence, sexual assault, child abuse or neglect, stalking, and trafficking.
- **Private Space for Assessments:** The assessment space and experience shall be designed to allow people to safely reveal sensitive information or safety issues. The space shall allow for both visual and auditory privacy. Assessors are allowed to gather information from each adult in the household in separate interviews, if appropriate.
- **Skip-logic for Unnecessary or Irrelevant Assessment Questions:** Assessment questions shall be adjusted to be appropriate for specific subpopulations, for example:
  - For unaccompanied youth aged 17 or younger, questions relating to veterans can be skipped.
  - For men, questions regarding pregnancy and prenatal care can be skipped.
- **Accessible Language:** Assessment instructions and questions for children and youth shall reflect their level of development and be administered in a culturally competent manner.
- **Translation Services:** Multiple language options shall be available. Confidential phone interpreters or translators may be utilized if face-to-face language options are limited.

The aforementioned assessment approaches shall guide the assessment process for every individual. Providers shall be cognizant that a change in a participant's circumstances may precipitate further assessment.

### **Participant Autonomy**

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All participants in the coordinated entry process will be freely allowed to decide what information they provide during the assessment process and to refuse to answer assessment questions. Although participants may become ineligible for some programs based on a lack of information, a participant's refusal to answer questions will not be used as a reason to terminate the participant's assessment, nor will it be used as a reason to refuse to refer the participant to programs for which the participant appears to be eligible. Participants may refuse to answer assessment questions and to reject housing and service options offered without their suffering retribution or limiting their access to assistance.

Assessment staff shall engage participants in an appropriate and respectful manner to collect only necessary assessment information. Should a consumer choose not to provide a piece of requested information, coordinated entry staff shall communicate to those participants the impact of incomplete assessment responses. Staff shall also discern whether the consumer's hesitance to provide information is due to them not wanting to speak with a particular assessor and provide an alternate assessor if necessary. Assessment staff shall make every effort to assess and resolve the person's housing needs based on a participant's responses to assessment questions no matter how limited those responses.



The assessment process will not require disclosure of any specific disabilities or diagnoses. The assessment process may attempt to collect specific information about a person's diagnoses or disabilities, but only in so far as is necessary to determine program eligibility to make appropriate referrals, or in so far as is necessary to provide a reasonable accommodation for the person being served.

#### **Protocols for When a Participant Refuses to Provide Information**

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Participants are allowed to refuse to answer some or all of the questions. If they do not want to give information, providers shall:

- Explain the impact of incomplete responses and continue to perform outreach and engagement activities to build the relationship.
- Offer a different assessor or environment in which to complete the assessment.
- Consider participants that cannot be placed in housing because of a lack of information during Case Conferencing.
- Track how often participants are unable to be housed due to lack of information and evaluate further staff training needs to reduce occurrences.

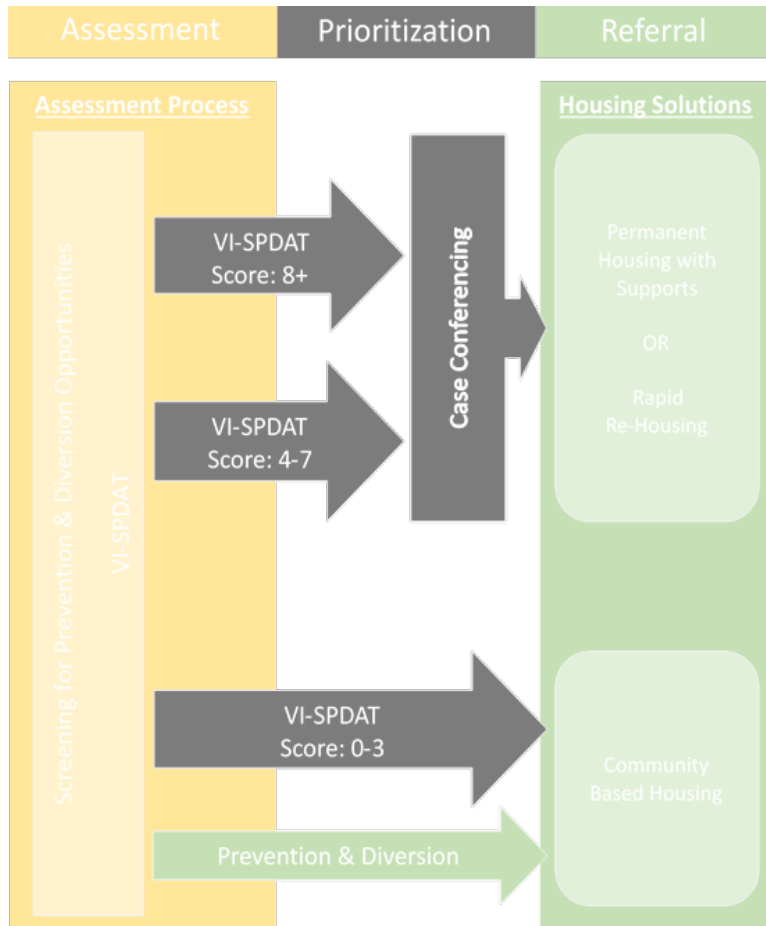
#### **Assessment Training**

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Training opportunities for all agencies and persons authorized by HPAC to serve as Coordinated Entry Points of Entry or to administer VI-SPDATs shall be available at least once annually. Training curricula and protocols shall be updated and distributed annually, and shall include the following topics:

- Review of HPAC's Coordinated Entry Policies and Procedures, including any adopted variations for specific subpopulations;
- Requirements for use of assessment information to determine prioritization;
- Completion of the VI-SPDAT assessment and entry into HMIS;
- Criteria for uniform decision-making and referrals;
- Cultural and linguistic competency;
- How to conduct trauma-informed assessments, including for special populations;
- Safety planning and how to identify safety issues during the assessment process; and,
- Personal and data privacy considerations and procedures to protect confidential information.

## Section 3: Prioritization



Individuals and families are prioritized for a full continuum of housing and service interventions according to HPAC's CoC and ESG Written Standards, which prioritize those who are most vulnerable and with the most immediate needs for referral and placement into appropriate housing interventions. Those with the highest VI-SPDAT scores are prioritized highest for longer-term housing solutions. HPAC shall use the Coordinated Entry System to prioritize homeless persons within the CoC's geographic area for access to housing and supportive services.

The Coordinated Entry prioritization process combines the individual person's assessment results to determine each person's level of vulnerability. The person's assessed vulnerability, in combination with consideration of HPAC's prioritization policies and procedures will establish his or her level of priority for resources in the homeless system. Persons with the highest priority shall be referred to projects connected to the Coordinated Entry System as vacancies become available.

While it is recognized that a participant's fitness for housing will also inform housing placement decisions, prioritization is the core of the housing placement process. As such, the prioritization process will identify a pool of the most vulnerable individuals to be considered first for placement when permanent housing becomes available, rather than identifying a single individual who is the top priority. Final decisions regarding who will be referred to a new vacancy will be made during the case conferencing process at the time the vacancy first occurs. This prioritization method requires ongoing coordination and cooperation of service providers throughout the community, facilitated by regularly occurring case conferencing meetings.

### Determining a Priority Level

Priority decisions will be made based on the severity of the following factors:

- VI-SPDAT Score
- Chronic Homelessness and/or Length of Time Homeless
- Disabling Conditions

Four priority levels have been identified that will guide housing placement decisions. The CoC shall make decisions of prioritization based on the following scheme:

**NOTE FOR HUD:** The Prioritization Scheme below utilizes information from the VI-SDPAT Assessment tools attached. See page 37 for the Family assessment tool, and page 48 for the Single Adult assessment tool.

YOLO COUNTY COORDINATED ENTRY PRIORITIZATION SCHEME		
	DECIDING FACTORS	REFERRED TO
<b>PRIORITY 1</b>	1) VI-SPDAT Score: 8+ 2) Chronic Homelessness and Length of Time Homeless a) Participants who are chronically homeless and with the longest length of time homeless will be prioritized first. 3) Co-Occurring Disabling Conditions a) Those with co-occurring disabling conditions will be prioritized first. i) Physical Health ii) Mental Health iii) Substance Use Disorder iv) Developmental Disability	<ul style="list-style-type: none"> <li>- Case Conferencing</li> <li>- Permanent Housing with Supports (includes HUD funded PSH)</li> <li>- Rapid Re-Housing</li> </ul>
<b>PRIORITY 2</b>	1) VI-SPDAT Score: 8+; 2) Length of Time Homeless a) Longest length of time homeless but not chronically homeless. 3) Disabling Conditions a) Those without co-occurring disabling conditions but with at least one. i) Physical Health ii) Mental Health iii) Substance Use Disorder iv) Developmental Disability	<ul style="list-style-type: none"> <li>- Case Conferencing</li> <li>- Permanent Housing with Supports (includes HUD funded PSH)</li> <li>- Rapid Re-Housing</li> </ul>
<b>PRIORITY 3</b>	1) VI-SPDAT Score: 4-7 2) Chronic Homelessness and/or Length of Time Homeless a) Participants that are chronically homeless and with the longest length of time homeless will be prioritized highest within Priority Level 3. 3) Disabling Conditions a) Participants with co-occurring disabling conditions will be prioritized the highest within Priority Level 3, followed by participants with at least one. i) Physical Health ii) Mental Health iii) Substance Use Disorder iv) Developmental Disability	<ul style="list-style-type: none"> <li>- Case Conferencing</li> <li>- Permanent Housing with Supports (includes HUD funded PSH)</li> <li>- Rapid Re-Housing</li> </ul>
<b>PRIORITY 4</b>	1) VI-SPDAT Score: 0-3	<ul style="list-style-type: none"> <li>- Community Based Housing</li> </ul>
<b>NOTE</b>	All priorities are subject to change as needed and decided on by HPAC.	

## Case Conferencing

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Case Conferencing is the continuous process by which a multi-disciplinary team of providers meet to designate a housing and/or case management high-priority list. Case Conferences shall occur at least monthly, even when there are no permanent housing beds available, in the form of Multi-Disciplinary Teams (MDT) in each of the three major cities: Davis, West Sacramento, and Woodland. In addition to the monthly MDT meetings, Case Conferences for Housing Placement will occur when needed to fill available permanent housing beds.

Each Case Conference shall strive to include the participation of at least one representative from each CoC- and ESG-funded housing project, as well as representatives involved in street outreach, veteran service organizations, emergency shelters, hospitals and other physical and behavioral health providers.

Participation in case conferences may be done in person, over the phone or through use of other participatory technology, or some combination thereof.

If during Case Conferencing it becomes clear that a participant's assessment score is inconsistent with their actual vulnerability, the case conferencing team may request that an individual be re-assessed. Each such instance shall be tracked by Coordinated Entry staff and shall be used to inform Coordinated Entry evaluation procedures. The Case Conferencing process will also attempt to meet the housing needs of participants who are not eligible for housing due to a lack of information provided by the participant.

## Managing the Priority List

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To manage prioritization for referral and placement into CoC resources, Coordinated Entry staff shall use HMIS to prepare and maintain a single priority list, known as the Community Queue. The priority list shall include persons by name and/or identification code, their assigned VI-SPDAT scores, and their placement ranking level according to the aforementioned prioritization scheme.

Coordinated Entry staff shall utilize the Community Queue function in HMIS to refer individuals and families for housing. To ensure that the Community Queue is representative of those individuals and families currently homeless and searching for housing in the community, an individual or family that has no interaction in HMIS for 120 days will be removed from the list. As such, case managers and other Coordinated Entry shall regularly update HMIS records for individuals and families with whom they are interacting, to ensure that active clients are not erroneously removed from the list and that clients are appropriately removed from the list once housed.

## Using the Priority List to fill all Vacancies

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While Case Conferencing meetings will occur regularly, they may also be convened when needed to fill a new housing vacancy. Based on the Community Queue, Case Conferences shall determine which individual or family is the most appropriate to fill the vacancy. While it is permissible to place a participant of lower vulnerability prior to a participant with higher vulnerability, due to that individual's better fitness with the housing placement option, Case Conferences shall only consider participants with lower vulnerability after all of the most vulnerable participants have been considered for housing.

The Yolo County Health and Human Services Agency (HHS) will facilitate the **Case Conference for Housing Placement**, in its capacity as staff to the Davis/Woodland/Yolo County Continuum of Care (CoC), in compliance with the process detailed below:

1. Housing provider notifies HHS of vacant units as soon as conditions permit.
2. HHS schedules a Case Conference to take place within 1-2 weeks.
3. HHS notifies participating Coordinated Entry service providers of the vacancy and solicits referrals through targeted outreach to community service providers that serve the project's target populations, for a specified "referral period". This ensures that any potentially eligible individuals who are not already

on the existing countywide Community Queue in HMIS, have the opportunity to be assessed and considered for the vacancy.

4. Service providers review previous referrals and make new referrals to the Community Queue.
  - a. For providers who are not HMIS Partner Agencies, HHSA will facilitate completion of the VI-SPDAT and referral to the Community Queue in HMIS.
5. After the referral period has ended, HHSA screens all referrals active on the Community Queue for eligibility to the housing project:
  - a. Referrals that meet eligibility requirements for the housing project move on to Step 6.
  - b. Referrals that are ineligible to the housing project remain on the Community Queue to be considered for other housing options.
6. HHSA compiles eligible referrals into a list prioritized by highest vulnerability as indicated by the VI-SPDAT numerical score.
7. HHSA facilitates the Case Conference attended by the housing project Case Manager(s) and representatives from Yolo County HMIS Partner Agencies. Attendees of the Case Conference review the list and select five (5) individuals or families to refer to the housing project. As the facilitator, HHSA ensures that those individuals with the highest need for Permanent Supportive Housing and the most barriers to housing retention are prioritized first.
8. HHSA communicates the results of the Case Conference:
  - a. By providing the housing provider with the list of those referred to housing ranked by prioritization and with a point of contact indicated for each individual or family, and
  - b. By notifying Case Conference attendees of the results and ongoing service coordination needs of those referred to housing and those not referred to housing.
9. The housing provider offers available units to the most vulnerable individuals and families first, in compliance with the CoC and ESG Interim Rules and CPD-17-01.
  - a. The housing provider and case managers are responsible for collaborating to ensure the following activities are completed: preparation of program related documents, complete interviews as part of tenant selection process, and other actions needed to facilitate the client's housing placement.
  - b. In the event the client is not connected to a case manager, the housing provider will work through direct client engagement to ensure the above items are completed.
10. Housing provider then reports back to HHSA within 1 week with the status of referrals and documents the following:
  - a. Attempt at contact, and
  - b. Whether the individual or family will be placed in housing, or
  - c. Reason why an individual is not placed in housing.
11. If all of the selected individuals or families are inaccessible, ineligible, or otherwise unable to be housed at that time, steps 2-10 will be repeated as quickly as possible.

### **Using the Case Conference to Facilitate Linkage to Resources**

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During any **Case Conference for Housing Placement**, the needs of individuals not selected for referral to housing shall still be considered. By the end of the Case Conference, every individual or family discussed shall have at least one action to address their barriers to housing identified.

Such actions may include, but are not limited to:

- Case managers re-engaging the individual or family,
- Convening a Multi-Disciplinary Team meeting to establish a care coordination plan for the individual, or

- Referral to other mainstream services that the individual or family is eligible to.

### **Using Multi-Disciplinary Teams (MDTs) as Ongoing Service Coordination**

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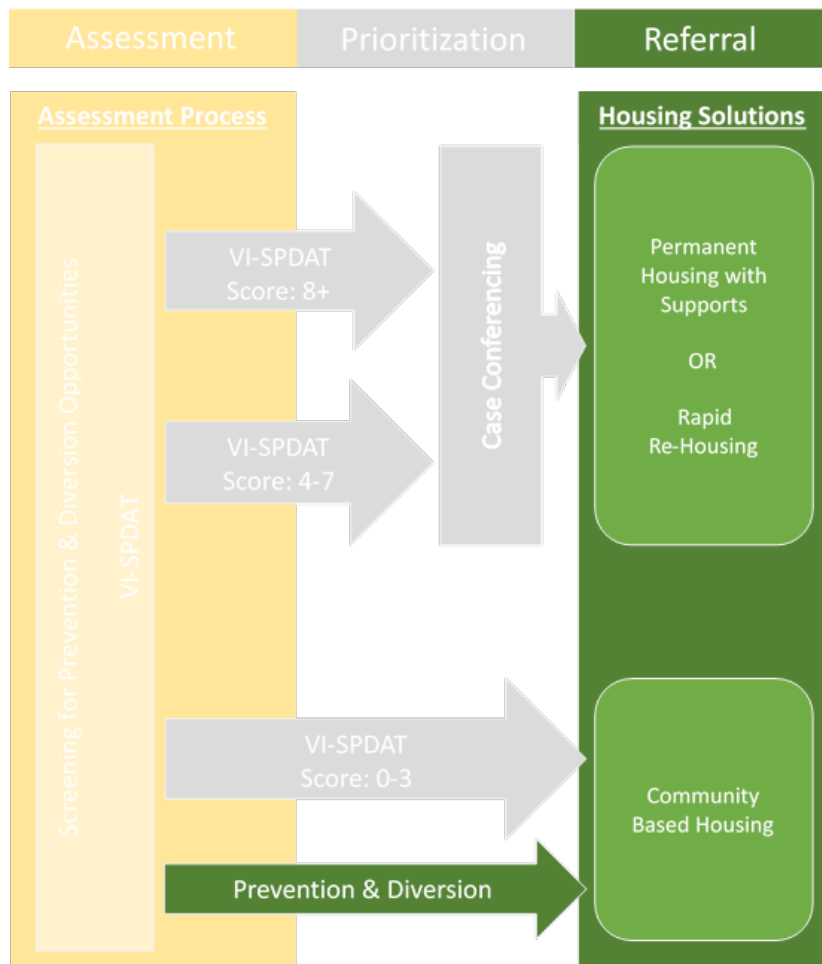
Recognizing that ongoing services coordination is a vital component in assisting individuals and families living homeless resolve their barriers to housing, HPAC will utilize **Multi-Disciplinary Teams (MDTs)** for coordination of ongoing services. MDTs generally meet monthly in each of the three major cities in Yolo County and include participation from a variety of stakeholders including, but not limited to: homeless services, behavioral healthcare, and physical healthcare providers; criminal justice system representatives; and mainstream benefit providers.

An individual or family does not have to be active on the Community Queue, nor registered in HMIS, for their care to be discussed at the MDT. However, an MDT Release of Information must be signed by the client prior to discussing their case. When an individual or family's care is discussed at an MDT who is not already in HMIS, the case manager will identify housing needs and facilitate completion of the VI-SPDAT and referral to the Community Queue.

Cases will be identified for discussion at MDTs by direct referral from case managers and by utilizing the Community Queue. Before every MDT meeting, HHSA will send out a list of the Top 5 individuals on the Community Queue to HMIS agencies, requesting that an MDT release of information be acquired. Action steps identified during MDTs include, but are not limited:

- Case managers re-engaging the individual or family in services,
- Referral to other mainstream services,
- Referral to specialized programs to address housing, behavioral and physical healthcare, and criminal justice related needs,
- Facilitating warm hand-offs to additional services whenever possible.

## Section 4: Referral



All CoC-program and ESG-program recipients must use the Coordinated Entry System established by HPAC as the only referral source from which to consider filling vacancies in CoC- or ESG-funded housing and/or services.

### Participating Project List

Coordinated Entry staff shall maintain and annually update a Participating Project List to identify all resources that may be accessed through referrals from the coordinated entry process. This list shall provide information on required eligibility criteria for each participating project.

### Eligibility Screening and Determination

Each CoC-funded project must establish specific eligibility criteria that the project will use to make enrollment determinations, and these criteria must be made available to the public.

Projects within the Coordinated Entry

System may not use the coordinated entry process to screen people out due to perceived barriers related to housing or services, including, but not limited to:

- Too little or no income;
- Active or past substance abuse;
- Domestic violence history;
- Resistance to receiving services:
- Type or extent of a disability;
- Services or supports that are needed because of a disability;
- History of evictions or of poor credit;
- History of lease violations;
- History of not being a leaseholder;
- Criminal record;
- Sexual orientation or gender identity and expression.

Exceptions are state or local restrictions that prohibit projects from serving people with certain criminal convictions or other specified attributes.

## Referral Rejection Protocols

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Providers should rarely reject a referral from the Coordinated Entry System. CoC or ESG programs may reject a client referred by the Coordinated Entry System only if:

- That client is ineligible to participate in the program because of restrictions imposed by government regulations or outside funding sources; or
- The program lacks the capacity to safely accommodate that client.

Whenever a program rejects a referral, the program must document the time of the rejection and the reason for the rejection, and communicate that information to both the client and to Coordinated Entry staff.

All CoC and ESG providers are expected to adopt a Housing First approach that continually lowers the barriers to entry for prospective clients, and that avoids screening out clients based on real or perceived barriers to success. A provider that repeatedly rejects referrals of high-needs clients based on an inability to safely accommodate those clients must attempt to improve its capacity to serve high-needs clients. HPAC will provide training and technical assistance on this topic upon request. HPAC's Project Selection Committee is encouraged to reallocate the funding of low-capacity providers that cannot or will not make diligent efforts to improve their capacity to serve high-needs clients.

When a client has been rejected from a program, Coordinated Entry staff shall consider the reasons provided, attempt to determine whether the client can be safely and lawfully placed in that program or a different program in the future, and raise the client's case again at the next case conference to locate alternative housing for the client. A household shall not lose its priority or be returned to a general waiting list simply because he or she was rejected by a provider.

### When Appropriate Beds Are Not Available

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When a household is recommended for Permanent Supportive Housing but no beds are currently available, the household may be referred to "bridge housing" in other program types, and/or for any other available resource that would be of use to the household. In referring households to bridge housing, case conference participants shall attempt to balance the need to provide immediate care for the community's most vulnerable households against the need to match tenants with safe, adequately supported housing situations that will promote the community's long-term ability to increase its supply of available and affordable housing.

### When Clients Are Difficult to Locate or Refuse Housing

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When a client is referred for housing, Coordinated Entry staff should see to it that a diligent attempt is made to locate that client and persuade the client to enter the housing program. However, some homeless households may require significant engagement and contacts prior to entering housing. Accordingly, programs are not required to allow units to remain vacant indefinitely while waiting for an identified homeless person to accept an offer of housing. Instead, if a referral remains unfilled after five business days of attempts to engage the intended tenant(s), the housing placement may be considered open again, and returned to the coordinated entry system for additional referral attempts with new client(s). Coordinated Entry staff shall complete a standardized form with case notes recording when and how attempts were made to contact the client during the five-business day period. Such records shall be kept for five years following the end of the five-business day contact attempt period.

The fact that a client could not be located or persuaded to enter housing should not be used to remove or cancel the client's priority for receiving housing or services. However, if a client cannot be found, or refuses a housing opportunity matched for him or her on three consecutive occasions, then Coordinated Entry staff shall convene a case conference to re-evaluate that client's appropriateness for housing placement. Decisions



in these cases shall be made on a case-by-case basis, and may include continued efforts to enroll in housing through the Coordinated Entry System, referral to alternate project types, and reclassification in the Coordinated Entry System as “inactive.” Case conference participants also shall determine which agency is best suited to reach out to the client to engage them in the discussion and report back to the group at the next case conference.

Some prospective tenants may explicitly reject a housing placement. When this happens, Coordinated Entry staff should attempt to determine the reason for the clients’ refusal to accept the offered housing and to communicate during a case conference. Whenever possible, case conferencing participants should take clients’ known preferences into account when generating referrals.

If case conference participants believe that a client no longer resides in the CoC’s geographic area, and the CoC has no effective means of contacting that client, then Coordinated Entry staff may remove the client from the priority list.

## Section 5: Evaluation

HPAC will consult with each participating project and project participants annually to evaluate the intake, assessment, and referral processes associated with the Coordinated Entry System. Solicitations for feedback shall address the quality and effectiveness of the entire coordinated entry experience for participating projects and households.

Feedback will be collected utilizing multiple strategies, including:

- Surveys designed to reach the entire population or a representative sample of participating providers and households,
- Focus groups of five or more participants that approximate the diversity of the participating providers and households, and,
- Individual interviews with participating providers and enough participants to approximate the diversity of participating households.

The data collected through the evaluation process will inform needed updates to the existing policies and procedures manuals governing HPAC, the use of HMIS, and the Coordinated Entry system. All existing protocols governing the privacy and confidentiality of participant information shall govern the collection and use of data collected for evaluation purposes.

## APPENDIX A: Key Terms

### **Affirmative Marketing and Outreach**

The CoC Program interim rule at 24 CFR 578.93(c) requires recipients of CoC Program funds to affirmatively market their housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach, and maintain records of those marketing activities. Housing assisted by HUD and made available through the CoC must also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identity, or marital status in accordance with 24 CFR 5.105 (a)(2).

Nondiscrimination and affirmative outreach requirements for the ESG program are located at 24 CFR § 576.407(a) and (b).

### **Assessment**

In the context of the coordinated entry process, HUD uses the term *Assessment* to refer to the use of one or more standardized assessment tool(s) to determine a household's current housing situation, housing and service needs, risk of harm, risk of future or continued homelessness, and other adverse outcomes. HUD does not intend that the term be confused with assessments often used in clinical settings to determine psychological or physical health, or for other purposes not related to preventing and ending the homelessness of persons who present to coordinated entry for housing-related assistance.

### **Community Based Housing**

Housing that is not directly related to a homeless services program within the Coordinated Entry System. It may take the form of housing with family, roommate arrangements, affordable housing units not restricted to a particular program, among other options.

### **Coordinated Entry**

The CoC and ESG Program interim rules, 24 CFR § 578 and 24 CFR §§ 91 and 576, respectively, use the terms "*centralized or coordinated assessment*" and "*centralized or coordinated assessment system*;" however, HUD and its Federal partners have begun to use the terms "*coordinated entry*" and "*coordinated entry process*." "*Centralized or coordinated assessment system*" remains the legal term but, for purposes of consistency with phrasing used in other Federal guidance and in HUD's other written materials, these Policies and Procedures uses the terms "*Coordinated Entry*" or "*Coordinated Entry System*" ("CES").

The CoC Program interim rule at 24 CFR § 578.3 defines centralized or coordinated assessment as a "*centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.*"

<b>Crisis Response System</b>	All the services and housing available to persons who are homeless or at imminent risk of experiencing literal homelessness.
<b>Diversion</b>	The process of diverting a participant from the homeless system by resolving their housing need outside of the system. This most often takes on the form of a Referral Site or Point of Entry aiding the consumer in securing community based housing. It differs from <i>prevention</i> in that <i>diversion</i> is utilized once an individual or family is already homeless or homelessness is imminent, while <i>prevention</i> effectively prevents the individual from becoming homeless and keeps the individual or family in their current housing situation.
<b>Domestic Violence</b>	In the context of these Policies and Procedures, the term <i>domestic violence</i> will be used to refer to victims of domestic violence, dating violence, human trafficking, sexual assault, or stalking.
<b>Eligibility</b>	In the context of the Coordinated Entry System, determining eligibility is a project-level process governed by written standards as established in 24 CFR § 576.400(e) and 24 CFR § 578.7(a)(9). Eligibility information may not be used as part of prioritization and ranking, e.g. using documentation of a specific diagnosis or disability to rank a person. Projects or units may be legally permitted to limit eligibility, e.g., to persons with disabilities, through a Federal statute which requires that assistance be utilized for a specific population, e.g., the HOPWA program, through State or local permissions in instances where Federal funding is not used and Federal civil rights laws are not violated.
<b>Emergency Solutions Grant (ESG)</b>	<p>HUD funded program that provides grants to fund projects that:</p> <ol style="list-style-type: none"> <li>1. Engage homeless individuals and families living on the street</li> <li>2. Improve the number and quality of emergency shelters for homeless individuals and families</li> <li>3. Help operate these shelters</li> <li>4. Provide essential services to shelter residents</li> <li>5. Rapidly house homeless individuals and families; and,</li> <li>6. Prevent families/individuals from becoming homeless.</li> </ol>
<b>Homeless System</b>	Refers specifically to the services and housing available only to persons who are literally homeless.
<b>U.S. Department of Housing and Urban Development (HUD)</b>	The U.S. Department of Housing and Urban Development oversees the implementation of the Continuum of Care Program, an aspect of which is the Coordinated Entry System.
<b>Participants</b>	Once a person is enrolled in a housing or supportive services program they are called program <i>participants</i> .
<b>Permanent Supportive Housing (PSH)</b>	Official HUD housing type characterized by an indefinite lease or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability.

<b>Prevention</b>	The process of preventing a consumer’s homelessness by resolving the issue that would make them homeless. It differs from <i>diversion</i> in that <i>prevention</i> keeps an individual or family in their current housing, preventing them from becoming homeless, while <i>diversion</i> meets the consumer’s need by securing new housing.
<b>Points of Entry</b>	<i>Points of Entry</i> are the places in the Coordinated Entry system where an individual or family experiencing homelessness is formally assessed and prioritized for housing and/or connected with an appropriate housing solution.
<b>Prioritization</b>	The coordinated entry-specific process by which all persons in need of assistance who use coordinated entry are ranked in order of priority, in accordance with written standards established under 24 CFR 576.400(e). In addition, the coordinated entry process must, to the maximum extent feasible, ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability. Regardless of how prioritization decisions are implemented, the prioritization process must follow the requirements in Section II.B.3. and Section I.D. of this Notice.
<b>Projects or Programs</b>	Housing or supportive services intended to help a program participant to rapidly exit homelessness and remain stably housed.
<b>Rapid Re-Housing (RRH)</b>	An intervention, informed by a Housing First approach that rapidly connects families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services.
<b>Referral Site</b>	<i>Referral Sites</i> are the places – either virtual or physical – where an individual or family in need of assistance accesses the coordinated entry process. Assessments beyond simple prevention/diversion evaluations are not conducted, rather the individual or family is referred to a <i>Point of Entry</i> for a complete assessment.
<b>Scoring</b>	In the context of the Coordinated Entry System, the term <i>scoring</i> is used to refer to the process of deriving a numerical indicator of risk, vulnerability, or need based on responses to assessment questions. The output of most assessment tools is often an <i>Assessment Score</i> for potential project participants, which provides a standardized analysis of risk and other objective assessment factors. While assessment scores generally reflect the factors included in the prioritization process, the assessment score alone does not necessarily determine the relative order of potential participants for resources. Additional consideration, including use of case conferencing, is often necessary to ensure that the outcomes of the assessment more closely align with the community’s prioritization process by accounting for unique population-based vulnerabilities and risk factors.
<b>Suitability</b>	<i>Suitability</i> gauges the appropriateness of a match between a consumer and a program based on that match being right for a particular person given the case at hand and resource limitations. <i>Suitability</i> will be considered in the

matching process, but may not conflict with any other system characteristics, including the system's Housing First orientation, low barriers, or client choice.

**VI-SPDAT**

The *Vulnerability Index – Service Prioritization Decision Assistance Tool* is the primary assessment tool utilized in the Yolo County Coordinated Entry system to inform prioritization and referral. It is an evidence-informed tool that combines both medical and social science research consisting of approximately 30 questions meant to quantify the vulnerability of homeless persons with a numeric score. The score not only allows providers to link clients with appropriate services and housing, but it also assists informs prioritization based upon the acuity of need.



# VI-SPDAT VERSION 2.0 FOR FAMILIES REVISED 9-15-16

BASIC INFORMATION	
Assessment Date:	Location of Contact:
Agency:	Outreach Contract:
Client Name:	Nickname:
Primary Language:	Date of Birth:
Age:	Gender:
Race:	Ethnicity:
Zip Code of Last Permanent Address:	Social Security Number:
Number of Additional Adults in Household (including children 18 and older):	
Total Household Members Seeking Housing (including adults and children):	
Is there a Secondary Head of Household? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, Second Head of Household Name:	
If Yes, Second Head of Household Gender:	
If Yes, Second Head of Household Date of Birth:	
If Yes, Second Head of Household Age:	
<b>IF EITHER HEAD OF HOUSEHOLD IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1</b>	
Total Number of Children Under Age 18 that are Currently with You, or that You Have Reason to Believe will be Joining You When You Get Housed:	
Please Provide a List of the Child(ren) Name(s) and Date(s) of Birth:	
Is any member of the family currently pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>IF THERE IS A SINGLE PARENT WITH 2+ CHILDREN, AND/OR A CHILD AGED 11 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE</b>	
<b>IF THERE ARE TWO PARENTS WITH 3+ CHILDREN, AND/OR A CHILD AGED 6 OR YOUNGER, AND/OR A CURRENT PREGNANCY, THEN SCORE 1 FOR FAMILY SIZE</b>	
Important Instructions:	
<ul style="list-style-type: none"> <li>Please read all questions as is to the client.</li> <li>The order of the VI-SPDAT cannot change. As a self-reported tool, the sequence is vitally important.</li> <li>An individual must provide informed consent prior to the VI-SPDAT being completed.</li> <li>Please tell the client that most questions only require a Yes or No answer. Some questions require a one-word answer.</li> <li>Please note that some questions are personal in nature.</li> <li>Please note that you cannot complete the VI-SPDAT solely through observation or using known information within your organization.</li> </ul>	

## A. HISTORY OF HOUSING AND HOMELESSNESS

<p>What is you and your family's current housing status?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Category 1 – Homeless</li> <li><input type="checkbox"/> Category 2 – At Imminent Risk of Losing Housing</li> <li><input type="checkbox"/> Category 3 – Homeless Only Under Other Federal Statutes</li> <li><input type="checkbox"/> Category 4 – Fleeing Domestic Violence</li> <li><input type="checkbox"/> At Risk of Homelessness</li> <li><input type="checkbox"/> Client Doesn't Know</li> <li><input type="checkbox"/> Client Refused</li> <li><input type="checkbox"/> Data Not Collected</li> </ul>
<p>What is the main reason for why you and your family are homeless?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not Homeless</li> <li><input type="checkbox"/> Credit Problems</li> <li><input type="checkbox"/> Domestic Violence</li> <li><input type="checkbox"/> Drug or Alcohol Problems</li> <li><input type="checkbox"/> Eviction Due to Foreclosure (Owner Occupied)</li> <li><input type="checkbox"/> Eviction Due to Foreclosure (Rental)</li> <li><input type="checkbox"/> Eviction for Non-Financial Reasons</li> <li><input type="checkbox"/> Eviction for Non-Payment</li> <li><input type="checkbox"/> Financial</li> <li><input type="checkbox"/> Fire/Condemnation</li> <li><input type="checkbox"/> Gambling</li> <li><input type="checkbox"/> Incarceration</li> <li><input type="checkbox"/> Kicked Out by Family/Friends</li> <li><input type="checkbox"/> Left State Foster Care</li> <li><input type="checkbox"/> Loss of Public Assistance/Aid</li> <li><input type="checkbox"/> Loss of Job</li> <li><input type="checkbox"/> Medical Problems, Non-Mental Health Problems</li> <li><input type="checkbox"/> Mental Health Problems</li> <li><input type="checkbox"/> New to Area – No Deposit Money</li> <li><input type="checkbox"/> New to Area – No Social Supports</li> <li><input type="checkbox"/> Previous Evictions/Unpaid Utilities</li> <li><input type="checkbox"/> Unable to Find Work</li> <li><input type="checkbox"/> Other</li> </ul>
<p>Where did you and your family sleep last night?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Shelter, including Motel Paid for with Voucher</li> <li><input type="checkbox"/> Transitional Housing for Homeless Persons</li> <li><input type="checkbox"/> Permanent Housing for Formerly Homeless Persons</li> <li><input type="checkbox"/> Psychiatric Hospital or Other Psychiatric Facility</li> <li><input type="checkbox"/> Substance Use Treatment Facility or Detox Center</li> <li><input type="checkbox"/> Hospital or Other Residential Non-Psychiatric Medical Facility</li> <li><input type="checkbox"/> Jail, Prison, or Juvenile Detention Center</li> <li><input type="checkbox"/> Staying or Living with a Family Member</li> <li><input type="checkbox"/> Staying or Living with a Friend</li> <li><input type="checkbox"/> Hotel or Motel Paid for Without Emergency Shelter Voucher</li> <li><input type="checkbox"/> Foster Care Home or Foster Care Group Home</li> <li><input type="checkbox"/> Place Not Meant for Human Habitation</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> Safe Haven</li> <li><input type="checkbox"/> Rental by Client with VASH Subsidy</li> <li><input type="checkbox"/> Rental by Client with Other Ongoing Housing Subsidy</li> <li><input type="checkbox"/> Owned by Client with Ongoing Housing Subsidy</li> <li><input type="checkbox"/> Rental by Client with No Ongoing Housing Subsidy</li> <li><input type="checkbox"/> Owned by Client with No Ongoing Housing Subsidy</li> <li><input type="checkbox"/> Long-Term Care Facility or Nursing Home</li> <li><input type="checkbox"/> Rental by Client with GPD TIP Subsidy</li> <li><input type="checkbox"/> Residential Project/Halfway House with No Homeless Criteria</li> <li><input type="checkbox"/> Client Doesn't Know</li> <li><input type="checkbox"/> Client Refused</li> <li><input type="checkbox"/> Data Not Collected</li> </ul>
<p>Where do you and your family sleep most frequently?</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shelters</li> <li><input type="checkbox"/> Transitional Housing</li> </ul>



	<input type="checkbox"/> Safe Haven <input type="checkbox"/> Outdoors <input type="checkbox"/> Other, please specify: _____ <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF THE PERSON ANSWERS ANYTHING OTHER THAN "SHELTER," "TRANSITIONAL HOUSING," OR "SAFE HAVEN," THEN SCORE 1</b>	
Are you or any members of your family currently staying on the streets or an emergency shelter? <b>This will include clients who may be entering from an institutional stay of 90 days or less, but resided on the streets or in a shelter prior to entering that institution.</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If yes, what is the approximate date this current episode of homelessness started?	Date: _____
How long has it been since you and your family lived in permanent stable housing?	<input type="checkbox"/> Less than a Week <input type="checkbox"/> 1 Week to 3 Months <input type="checkbox"/> 3 to 6 Months <input type="checkbox"/> 6 Months to 1 Year <input type="checkbox"/> 1 to 2 Years <input type="checkbox"/> 2 or More Years <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past three years, how many times have you and your family been housed and then homeless again?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF THE FAMILY HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1</b>	
If four or more times, what is the total number of months, you and your family have spent homeless on the streets or in an emergency shelter in the past three years?	<input type="checkbox"/> 1 Month <input type="checkbox"/> 2 Months <input type="checkbox"/> 3 Months <input type="checkbox"/> 4 Months <input type="checkbox"/> 5 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 7 Months <input type="checkbox"/> 8 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> 10 Months <input type="checkbox"/> 11 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> More than 12 Months <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
What is the total length of time you and your family have lived on the streets or in shelters in your life?	<input type="checkbox"/> Less than a Week <input type="checkbox"/> 1 Week to 3 Months <input type="checkbox"/> 3 to 6 Months <input type="checkbox"/> 6 Months to 1 Year <input type="checkbox"/> 1 to 2 Years <input type="checkbox"/> 2 or More Years <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If more than two years, how many years have you	Years: _____

and your family been homeless in your life?	
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**B. RISKS**

In the past six months, how many times have you or anyone in your family received health care at an emergency department/room?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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In the past six months, how many times have you or anyone in your family taken an ambulance to the hospital?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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In the past six months, how many times have you or anyone in your family been hospitalized as an inpatient?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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In the past six months, how many times have you or anyone in your family used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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In the past six months, how many times have you or anyone in your family talked to police because they witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told them that they must move along?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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In the past six months, how many times have you or anyone in your family stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offence, or anything in between?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE**

Have you or anyone in your family been attacked or beaten up since they've become homeless?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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Have you or any family member threatened to or tried to harm themselves or anyone else in the last year?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM**

Do you or any member of the family have any legal stuff going on right now that may result in them being locked up, having to pay fines, or that make it more difficult to rent a place to live?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "YES," THEN SCORE 1 FOR LEGAL ISSUES**

Does anybody force or trick you or anyone in your family to do things that you do not want to do?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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Do you or anyone in your family ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone they don't know, share a needle, or anything like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "YES," TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION**

**C. SOCIALIZATION AND DAILY FUNCTIONING**

Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you or anyone in your family owe them money?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
---	--

Do you or anyone in your family get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "YES," TO THE FIRST QUESTION OR "NO" TO SECOND QUESTION, THEN SCORE 1 FOR MONEY MANAGEMENT**

Does everyone in your family have planned activities, other than just surviving, that make them feel happy and fulfilled?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY**

Is everyone in your family currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "NO," THEN SCORE 1 FOR SELF-CARE**

Is your family's current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because other family or friends caused your family to become evicted?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
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**IF "NO," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS**

## D. WELLNESS

Has your family ever had to leave an apartment, shelter program, or other place you were staying because of the physical health of you or anyone in your family?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you or anyone in your family have any chronic health issues with your liver, kidneys, stomach, lungs or heart?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you or anyone in your family?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Does anyone in your family have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
When someone in your family is sick or not feeling well, does your family avoid getting medical help?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH</b>	
Has drinking or drug use by you or anyone in your family led your family to being kicked out of an apartment or program where you were staying in the past?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Will drinking or drug use make it difficult for your family to stay housed or afford your housing?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE</b>	
Has your family ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:	
A mental health issue or concern?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
A past head injury?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
A learning disability, developmental disability, or other impairment?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you or anyone in your family have any mental health or brain issues that would make it hard for your family to live independently because help would be needed?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH</b>	
<b>IF THE FAMILY SCORED 1 EACH FOR PHYSICAL, SUBSTANCE USE, AND MENTAL HEALTH:</b> Does	<input type="checkbox"/> No <input type="checkbox"/> Yes

any single member of your household have a medical condition, mental health concerns, and experience with problematic substance use?	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES," THEN SCORE 1 FOR TRI-MORBIDITY</b>	
Are there any medications that a doctor said you or anyone in your family should be taking that, for whatever reason, they are not taking?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Are there any medications like painkillers that you or anyone in your family don't take the way the doctor prescribed or where they sell the medication?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MEDICATIONS</b>	
Has your family's current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you or anyone in your family have experienced?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES," THEN SCORE 1 FOR ABUSE AND TRAUMA</b>	

<b>E. FAMILY UNIT</b>	
Are there any children that have been removed from the family by a child protection service within the last 180 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you have any family legal issues that are being resolved in court or need to be resolved in court that would impact your housing or who may live within your housing?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY LEGAL ISSUES</b>	
In the last 180 days, have any children lived with family or friends because of your homelessness or housing situation?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Has any child in the family experienced abuse or trauma in the last 180 days?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF THERE ARE SCHOOL-AGED CHILDREN:</b> Do your children attend school more often than not each week?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO THE FIRST TWO QUESTIONS OR "NO" TO THE LAST QUESTION, SCORE 1 FOR NEEDS OF CHILDREN</b>	
Have the members of your family changed in the last 180 days, due to things like divorce, your kids coming back to live with you, someone leaving for military service or incarceration, a relative moving in, or anything like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you anticipate any other adults or children coming to live with you within the first 180 days of being	<input type="checkbox"/> No <input type="checkbox"/> Yes

housed?	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR FAMILY STABILITY</b>	
Do you have two or more planned activities each week as a family such as outings to the park, going to the library, visiting other family, watching a family movie, or anything like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
After school, or on weekends or days when there isn't school, is the total time children spend each day where there is no interaction with you or another responsible adult . . .	
Three or more hours per day for children aged 13 or older?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Two or more hours per day for children aged 12 or younger?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF THERE ARE CHILDREN BOTH 12 AND UNDER AND 13 AND OVER:</b> Do your older kids spend 2 or more hours on a typical day helping their younger sibling(s) with things like getting ready for school, helping with homework, making them dinner, bathing them, or anything like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "NO" TO THE FIRST QUESTION, OR "YES" TO THE LAST TWO QUESTIONS, SCORE 1 FOR PARENTAL ENGAGEMENT</b>	

**FINALLY, I'D LIKE TO ASK YOU SOME QUESTIONS TO HELP US BETTER UNDERSTAND HOMELESSNESS AND IMPROVE HOUSING AS WELL AS SUPPORT SERVICES.**

Do you or anyone in your family have a physical, mental, or emotional impairment (including an impairment caused by alcohol, drug abuse, PTSD, or brain injury), a developmental disability, HIV or AIDS and is it expected to be long-continuing OR of an indefinite duration AND substantially impedes your ability to live independently where it could be improved by the provision of more suitable housing conditions? <b>(this will be "Yes" if client is receiving SSI/SSDI)</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Have you or anyone in your family ever been in prison?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Have you or anyone in your family ever been in jail?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Are you or anyone in your family currently facing any criminal charges in Yolo County?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Are you or anyone in your family a registered sex offender?	<input type="checkbox"/> No <input type="checkbox"/> Yes

	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Are you or is anyone in your family not a U.S. citizen?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Are you or anyone in your family a veteran?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If yes, what era did you, he, or she serve in?	<input type="checkbox"/> Persian Gulf Era (August 1991-September 2001) <input type="checkbox"/> Post Vietnam (May 1975-July 1991) <input type="checkbox"/> Vietnam Era (August 1964-April 1975) <input type="checkbox"/> Between Korean and Vietnam War (February 1955-July 1964) <input type="checkbox"/> Korean War (June 1950-January 1955) <input type="checkbox"/> Between WWII and Korean War (August 1947-May 1950) <input type="checkbox"/> Post September 11 (September 2011-Present) <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If yes, what was your, his, or her discharge status?	<input type="checkbox"/> Honorable <input type="checkbox"/> General Under Honorable Conditions <input type="checkbox"/> Under Other than Honorable Conditions <input type="checkbox"/> Bad Conduct <input type="checkbox"/> Dishonorable <input type="checkbox"/> Uncharacterized <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you or anyone in your family have a permanent physical disability that limits your mobility? <b>(i.e. wheelchair, amputation, unable to climb stairs)</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Have you or anyone in your family ever been in foster care?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
What is your sexual orientation?	<input type="checkbox"/> Heterosexual or Straight <input type="checkbox"/> Gay or Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Other <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
What type of health insurance do you and your family have, if any? <b>(check all that apply)</b>	<input type="checkbox"/> Yolo County Medi-Cal <input type="checkbox"/> Medi-Cal from Another County <input type="checkbox"/> Medicare <input type="checkbox"/> VA Medical <input type="checkbox"/> Private Insurance <input type="checkbox"/> No Health Insurance <input type="checkbox"/> Other: _____
When is the last time you or anyone in your family had a physical health exam?	Date: _____
Do you or anyone in your family have cash income?	<input type="checkbox"/> Earned/Employment Income Amount: _____ <input type="checkbox"/> Unemployment Income Amount: _____ <input type="checkbox"/> TANF/CalWORKs Amount: _____ <input type="checkbox"/> General Assistance (GA)

	<p>Amount: _____</p> <p><input type="checkbox"/> Supplemental Security Income (SSI) Amount: _____</p> <p><input type="checkbox"/> Social Security Disability Insurance (SSDI) Amount: _____</p> <p><input type="checkbox"/> Social Security Retirement Amount: _____</p> <p><input type="checkbox"/> Worker's Compensation Amount: _____</p> <p><input type="checkbox"/> VA Service—Connected Disability Compensation Amount: _____</p> <p><input type="checkbox"/> VA Service—Connected Disability Pension Amount: _____</p> <p><input type="checkbox"/> Alimony and Other Spousal Support Amount: _____</p> <p><input type="checkbox"/> Employment Pension or Retirement Income for Former Job Amount: _____</p> <p><input type="checkbox"/> Private Disability Insurance Amount: _____</p> <p><input type="checkbox"/> Child Support Amount: _____</p> <p><input type="checkbox"/> Other Cash Income Source: _____ Amount: _____</p> <p>Total Cash Income Amount: _____</p> <p>Total Gross Annual Amount: _____</p>
Where did you and your family grow up?	City/Region: _____ State: _____
Where do you and your family consider home?	City/Region: _____ State: _____
Where do you and your family want to live?	City/Region: _____ State: _____
What brought you and your family to Yolo County?	<p><input type="checkbox"/> Myself or one of my family members grew up here</p> <p><input type="checkbox"/> We have family here</p> <p><input type="checkbox"/> We have friends here</p> <p><input type="checkbox"/> We were sent here By whom: _____</p> <p><input type="checkbox"/> It was suggested that we come here By whom: _____</p> <p><input type="checkbox"/> There are good social services here</p> <p><input type="checkbox"/> There is affordable housing here</p> <p><input type="checkbox"/> There is good weather here</p> <p><input type="checkbox"/> Other Please specify: _____</p> <p><input type="checkbox"/> Client Doesn't Know</p> <p><input type="checkbox"/> Client Refused</p>
How long have you and your family been in Yolo County?	<p><input type="checkbox"/> Less than 1 Month</p> <p><input type="checkbox"/> 1-2 Months</p> <p><input type="checkbox"/> 3-5 Months</p> <p><input type="checkbox"/> 6-11 Months</p> <p><input type="checkbox"/> 1 to 2 Years</p> <p><input type="checkbox"/> 2 or More Years If more than 2 years, please specify: _____</p> <p><input type="checkbox"/> Client Doesn't Know</p> <p><input type="checkbox"/> Client Refused</p>
Where did you and your family live prior to coming to Yolo County?	<p>City/Region: _____</p> <p>State: _____</p> <p><b>WRITE NOT APPLICABLE IF LIVED IN YOLO COUNTY ENTIRE LIFE.</b></p>



Are you or anyone in your family currently employed?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If no, are you or anyone in your family seeking employment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you and your family have any pets?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, how many and what types?	Answer: _____
On a regular day, where is it easiest to find you and your family and what time of day is easiest to do so?	Answer: _____
Do you or anyone in your family have a phone number where someone can safely get in touch with you or leave you a message?	Phone Number: _____
Do you or anyone in your family have an email address where someone can safely get in touch with you or leave you a message?	Email Address: _____
OK, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you detect signs of poor hygiene or daily living skills?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you observe signs or symptoms of a serious health condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you observe signs or symptoms of problematic alcohol or drug use?	<input type="checkbox"/> No <input type="checkbox"/> Yes

## SCORING SUMMARY

**0 to 3: No Housing Intervention**

**4 to 8: An Assessment for Rapid Re-Housing**

**9+: An Assessment for Permanent Supportive Housing/Housing First**



# VI-SPDAT VERSION 2.0 FOR SINGLE ADULTS REVISED 9-15-16

## BASIC INFORMATION

Assessment Date:	Location of Contact:
Agency:	Outreach Contract:
Client Name:	Nickname:
Primary Language:	Date of Birth:
Age:	Gender:
Race:	Ethnicity:
Zip Code of Last Permanent Address:	Social Security Number:
Number of Additional Adults in Household (must conduct a separate VI-SPDAT):	

### IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1

Important Instructions:

- Please read all questions as is to the client.
- The order of the VI-SPDAT cannot change. As a self-reported tool, the sequence is vitally important.
- An individual must provide informed consent prior to the VI-SPDAT being completed.
- Please tell the client that most questions only require a Yes or No answer. Some questions require a one-word answer.
- Please note that some questions are personal in nature.
- Please note that you cannot complete the VI-SPDAT solely through observation or using known information within your organization.

## A. HISTORY OF HOUSING AND HOMELESSNESS

What is your current housing status?	<input type="checkbox"/> Category 1 – Homeless <input type="checkbox"/> Category 2 – At Imminent Risk of Losing Housing <input type="checkbox"/> Category 3 – Homeless Only Under Other Federal Statutes <input type="checkbox"/> Category 4 – Fleeing Domestic Violence <input type="checkbox"/> At Risk of Homelessness <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
What is the main reason for why you are homeless?	<input type="checkbox"/> Not Homeless <input type="checkbox"/> Credit Problems <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Drug or Alcohol Problems <input type="checkbox"/> Eviction Due to Foreclosure (Owner Occupied) <input type="checkbox"/> Eviction Due to Foreclosure (Rental) <input type="checkbox"/> Eviction for Non-Financial Reasons <input type="checkbox"/> Eviction for Non-Payment <input type="checkbox"/> Financial <input type="checkbox"/> Fire/Condemnation <input type="checkbox"/> Gambling

	<input type="checkbox"/> Incarceration <input type="checkbox"/> Kicked Out by Family/Friends <input type="checkbox"/> Left State Foster Care <input type="checkbox"/> Loss of Public Assistance/Aid <input type="checkbox"/> Loss of Job <input type="checkbox"/> Medical Problems, Non-Mental Health Problems <input type="checkbox"/> Mental Health Problems <input type="checkbox"/> New to Area – No Deposit Money <input type="checkbox"/> New to Area – No Social Supports <input type="checkbox"/> Previous Evictions/Unpaid Utilities <input type="checkbox"/> Unable to Find Work <input type="checkbox"/> Other
Where did you spent last night?	<input type="checkbox"/> Emergency Shelter, including Motel Paid for with Voucher <input type="checkbox"/> Transitional Housing for Homeless Persons <input type="checkbox"/> Permanent Housing for Formerly Homeless Persons <input type="checkbox"/> Psychiatric Hospital or Other Psychiatric Facility <input type="checkbox"/> Substance Use Treatment Facility or Detox Center <input type="checkbox"/> Hospital or Other Residential Non-Psychiatric Medical Facility <input type="checkbox"/> Jail, Prison, or Juvenile Detention Center <input type="checkbox"/> Staying or Living with a Family Member <input type="checkbox"/> Staying or Living with a Friend <input type="checkbox"/> Hotel or Motel Paid for Without Emergency Shelter Voucher <input type="checkbox"/> Foster Care Home or Foster Care Group Home <input type="checkbox"/> Place Not Meant for Human Habitation <input type="checkbox"/> Other <input type="checkbox"/> Safe Haven <input type="checkbox"/> Rental by Client with VASH Subsidy <input type="checkbox"/> Rental by Client with Other Ongoing Housing Subsidy <input type="checkbox"/> Owned by Client with Ongoing Housing Subsidy <input type="checkbox"/> Rental by Client with No Ongoing Housing Subsidy <input type="checkbox"/> Owned by Client with No Ongoing Housing Subsidy <input type="checkbox"/> Long-Term Care Facility or Nursing Home <input type="checkbox"/> Rental by Client with GPD TIP Subsidy <input type="checkbox"/> Residential Project/Halfway House with No Homeless Criteria <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused <input type="checkbox"/> Data Not Collected
Where do you sleep most frequently?	<input type="checkbox"/> Shelters <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Safe Haven <input type="checkbox"/> Outdoors <input type="checkbox"/> Other, please specify: _____ <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF THE PERSON ANSWERS ANYTHING OTHER THAN “SHELTER,” “TRANSITIONAL HOUSING,” OR “SAFE HAVEN,” THEN SCORE 1</b>	
Are you currently staying on the streets or an emergency shelter? <b>This will include clients who may be entering from an institutional stay of 90 days or less, but resided on the streets or in a shelter prior to entering that institution.</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If yes, what is the approximate date this current episode of homelessness started?	Date: _____
How long has it been since you lived in permanent stable housing?	<input type="checkbox"/> Less than a Week <input type="checkbox"/> 1 Week to 3 Months <input type="checkbox"/> 3 to 6 Months <input type="checkbox"/> 6 Months to 1 Year <input type="checkbox"/> 1 to 2 Years <input type="checkbox"/> 2 or More Years

	<input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past three years, how many times have you been housed and then homeless again?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused

**IF THE PERSON HAS EXPERIENCED 1 OR MORE CONSECUTIVE YEARS OF HOMELESSNESS, AND/OR 4+ EPISODES OF HOMELESSNESS, THEN SCORE 1**

If four or more times, what is the total number of months, you've spent homeless on the streets or in an emergency shelter in the past three years?	<input type="checkbox"/> 1 Month <input type="checkbox"/> 2 Months <input type="checkbox"/> 3 Months <input type="checkbox"/> 4 Months <input type="checkbox"/> 5 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 7 Months <input type="checkbox"/> 8 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> 10 Months <input type="checkbox"/> 11 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> More than 12 Months <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
What is the total length of time you have lived on the streets or in shelters in your life?	<input type="checkbox"/> Less than a Week <input type="checkbox"/> 1 Week to 3 Months <input type="checkbox"/> 3 to 6 Months <input type="checkbox"/> 6 Months to 1 Year <input type="checkbox"/> 1 to 2 Years <input type="checkbox"/> 2 or More Years <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
If more than two years, how many years have you been homeless in your life?	Years: _____

**B. RISKS**

In the past six months, how many times have you received health care at an emergency department/room?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past six months, how many times have you taken an ambulance to the hospital?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past six months, how many times have you been hospitalized as an in-patient?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time

	<input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past six months, how many times have you used a crisis service, including sexual assault crisis, mental health crisis, family/intimate violence, distress centers and suicide prevention hotlines?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past six months, how many times have you talked to police because you witnessed a crime, were the victim of a crime, or the alleged perpetrator of a crime or because the police told you that you must move along?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
In the past six months, how many times have you stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?	<input type="checkbox"/> 0 Times <input type="checkbox"/> 1 Time <input type="checkbox"/> 2 Times <input type="checkbox"/> 3 Times <input type="checkbox"/> 4 Times <input type="checkbox"/> 5 or More Times <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE</b>	
Have you been attacked or beaten up since you've become homeless?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Have you threatened to or tried to harm yourself or anyone else in the last year?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF HARM</b>	
Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines or that make it more difficult to rent a place to live?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES," THEN SCORE 1 FOR LEGAL ISSUES</b>	
Does anybody force or trick you to do things that you do not want to do?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused

**IF "YES," TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION**

### **C. SOCIALIZATION AND DAILY FUNCTIONING**

Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

**IF "YES," TO THE FIRST QUESTION OR "NO" TO SECOND QUESTION, THEN SCORE 1 FOR MONEY MANAGEMENT**

Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

**IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY**

Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

**IF "NO," THEN SCORE 1 FOR SELF-CARE**

Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

**IF "NO," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS**

### **D. WELLNESS**

Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

Do you have any chronic health issues with your liver, kidneys, stomach lungs or heart?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

When you are sick or not feeling well, do you avoid getting help?

No  
 Yes  
 Client Doesn't Know  
 Client Refused

<b>FOR APPLICABLE RESPONDENTS ONLY:</b> Are you currently pregnant?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH</b>	
Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Will drinking or drug use make it difficult for you to stay housed or afford your housing?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE</b>	
Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:	
A mental health issue or concern?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
A past head injury?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
A learning disability, developmental disability, or other impairment?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH</b>	
<b>IF THE RESPONDENT SCORE 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY</b>	
Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MEDICATIONS</b>	
Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
<b>IF "YES," THEN SCORE 1 FOR ABUSE AND TRAUMA</b>	

**FINALLY, I'D LIKE TO ASK YOU SOME QUESTIONS TO HELP US BETTER UNDERSTAND HOMELESSNESS AND IMPROVE HOUSING AS WELL AS SUPPORT SERVICES.**

<p>Do you have a physical, mental, or emotional impairment (including an impairment caused by alcohol, drug abuse, PTSD, or brain injury), a developmental disability, HIV or AIDS and is it expected to be long-continuing OR of an indefinite duration AND substantially impedes your ability to live independently where it could be improved by the provision of more suitable housing conditions? <b>(this will be "Yes" if client is receiving SSI/SSDI)</b></p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>Have you ever been in prison?</p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>Have you ever been in jail?</p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>Are you currently facing any criminal charges in Yolo County?</p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>Are you a registered sex offender?</p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>What is your citizenship status?</p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>Are you a veteran?</p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>If yes, what era did you serve in?</p>	<p><input type="checkbox"/> Persian Gulf Era (August 1991-September 2001)  <input type="checkbox"/> Post Vietnam (May 1975-July 1991)  <input type="checkbox"/> Vietnam Era (August 1964-April 1975)  <input type="checkbox"/> Between Korean and Vietnam War (February 1955-July 1964)  <input type="checkbox"/> Korean War (June 1950-January 1955)  <input type="checkbox"/> Between WWII and Korean War (August 1947-May 1950)  <input type="checkbox"/> Post September 11 (September 2011-Present)  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>If yes, what was your discharge status?</p>	<p><input type="checkbox"/> Honorable  <input type="checkbox"/> General Under Honorable Conditions  <input type="checkbox"/> Under Other than Honorable Conditions  <input type="checkbox"/> Bad Conduct  <input type="checkbox"/> Dishonorable  <input type="checkbox"/> Uncharacterized  <input type="checkbox"/> Client Doesn't Know  <input type="checkbox"/> Client Refused</p>
<p>Do you have a permanent physical disability that limits your mobility? <b>(i.e. wheelchair, amputation, unable to climb stairs)</b></p>	<p><input type="checkbox"/> No  <input type="checkbox"/> Yes  <input type="checkbox"/> Client Doesn't Know</p>



	<input type="checkbox"/> Client Refused
Have you ever been in foster care?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
What is your sexual orientation?	<input type="checkbox"/> Heterosexual or Straight <input type="checkbox"/> Gay or Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/> Other <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
What type of health insurance do you have, if any? <b>(check all that apply)</b>	<input type="checkbox"/> Yolo County Medi-Cal <input type="checkbox"/> Medi-Cal from Another County <input type="checkbox"/> Medicare <input type="checkbox"/> VA Medical <input type="checkbox"/> Private Insurance <input type="checkbox"/> No Health Insurance <input type="checkbox"/> Other: _____
When is the last time you had a physical health exam?	Date: _____
Do you have cash income?	<input type="checkbox"/> Earned/Employment Income Amount: _____ <input type="checkbox"/> Unemployment Income Amount: _____ <input type="checkbox"/> TANF/CalWORKs Amount: _____ <input type="checkbox"/> General Assistance (GA) Amount: _____ <input type="checkbox"/> Supplemental Security Income (SSI) Amount: _____ <input type="checkbox"/> Social Security Disability Insurance (SSDI) Amount: _____ <input type="checkbox"/> Social Security Retirement Amount: _____ <input type="checkbox"/> Worker's Compensation Amount: _____ <input type="checkbox"/> VA Service—Connected Disability Compensation Amount: _____ <input type="checkbox"/> VA Service—Connected Disability Pension Amount: _____ <input type="checkbox"/> Alimony and Other Spousal Support Amount: _____ <input type="checkbox"/> Employment Pension or Retirement Income for Former Job Amount: _____ <input type="checkbox"/> Private Disability Insurance Amount: _____ <input type="checkbox"/> Child Support Amount: _____ <input type="checkbox"/> Other Cash Income Source: _____ Amount: _____ Total Cash Income Amount: _____ Total Gross Annual Amount: _____
Where did you grow up?	City/Region: _____ State: _____
Where do you consider home?	City/Region: _____ State: _____
Where do you want to live?	City/Region: _____

	State: _____
What brought you to Yolo County?	<input type="checkbox"/> I grew up here <input type="checkbox"/> I have family here <input type="checkbox"/> I have friends here <input type="checkbox"/> I was sent here By whom: _____ <input type="checkbox"/> It was suggested that I come here By whom: _____ <input type="checkbox"/> There are good social services here <input type="checkbox"/> There is affordable housing here <input type="checkbox"/> There is good weather here <input type="checkbox"/> Other Please specify: _____ <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
How long have you been in Yolo County?	<input type="checkbox"/> Less than 1 Month <input type="checkbox"/> 1-2 Months <input type="checkbox"/> 3-5 Months <input type="checkbox"/> 6-11 Months <input type="checkbox"/> 1 to 2 Years <input type="checkbox"/> 2 or More Years If more than 2 years, please specify: _____ <input type="checkbox"/> Client Doesn't Know <input type="checkbox"/> Client Refused
Where did you live immediately prior to coming to Yolo County?	City/Region: _____ State: _____ <b>WRITE NOT APPLICABLE IF LIVED IN YOLO COUNTY ENTIRE LIFE.</b>
Are you currently employed?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If no, are you seeking employment?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have any pets?	<input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, how many and what types?	Answer: _____
On a regular day, where is it easiest to find you and what time of day is easiest to do so?	Answer: _____
Do you have a phone number where someone can safely get in touch with you or leave you a message?	Phone Number: _____
Do you have an email address where someone can safely get in touch with you or leave you a message?	Email Address: _____
OK, now I'd like to take your picture so that it is easier to find you and confirm your identity in the future. May I do so?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you detect signs of poor hygiene or daily living skills?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you observe signs or symptoms of a serious health condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you detect signs or symptoms of severe, persistent mental illness or severely compromised cognitive functioning?	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>OBSERVATION ONLY:</b> Surveyor, do you observe signs or symptoms of problematic alcohol or drug	<input type="checkbox"/> No <input type="checkbox"/> Yes

use?	
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## SCORING SUMMARY

**0 to 3: No Housing Intervention**

**4 to 7: An Assessment for Rapid Re-Housing**

**8+: An Assessment for Permanent Supportive Housing/Housing First**

**Question 1E-1: Public Posting - 15-Day Notification Outside of *e-snaps***

The following documents show that all CoC project applicants were notified outside of *e-snaps* that their applications were accepted and ranked on the CoC Priority List more than 15 days before the FY2019 CoC Program Competition Application Submission deadline of 9/30/2019.

Required elements are **highlighted** in the pages attached.

**From:** [Emily Meza](#)  
**To:** [Ginger Hashimoto](#); [Bill Pride](#)  
**Cc:** [Ian Evans](#); [Kim Heuvelhorst](#)  
**Subject:** FY 2019 Continuum of Care (CoC) Local Competition Notification - City of Davis/Davis Community Meals and Housing  
**Date:** Wednesday, September 11, 2019 4:57:00 PM  
**Attachments:** [image001.png](#)

Hello there,

Thank you for submitting a project application to HPAC's FY 2019 CoC local competition.

I am writing to inform you that HPAC officially accepted your Transitional Housing project application during its meeting on September 11, 2019. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your project third within Tier 1 for the total requested amount of \$66,282.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee			
Rank	Applicant	Project	Amount
<b>TIER 1</b>			
1	Yolo Community Care Continuum	Supported Housing	\$146,527
2	City of Woodland/ 4 <sup>th</sup> and Hope	Consolidated PSH	\$91,191
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282
4	City of Woodland/ 4th and Hope	Reallocation (2015) PSH	\$148,795
<b>TIER 2</b>			
			\$4,141
5	Empower Yolo	Domestic Violence Bonus	\$53,609
6	City of Woodland/ 4th and Hope	Bonus (2019)	\$26,804
7	City of Woodland/ 4th and Hope	Bonus (2016)	\$24,761
<b>TOTAL:</b>			<b>\$562,110</b>

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 30, 2019 by 8:00 p.m. eastern time.

Thank you,

*Emily Meza*

Homeless Services Analyst  
 Yolo County Health and Human Services Agency (HHSA)  
 137 N. Cottonwood St,  
 Woodland, CA, 95695  
 Desk: (530) 666-8553  
 Cell: (530) 312-5146  
[emily.meza@yolocounty.org](mailto:emily.meza@yolocounty.org)

**From:** [Emily Meza](#)  
**To:** "Dan Sokolow"; Doug Zeck; "Amara Pickens"  
**Cc:** [Ian Evans](#); [Kim Heuvelhorst](#)  
**Subject:** FY 2019 Continuum of Care (CoC) Local Competition Notification - City of Woodland/Fourth & Hope  
**Date:** Wednesday, September 11, 2019 4:51:00 PM  
**Attachments:** [image001.png](#)

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Hello there,

Thank you for submitting a project application to HPAC's FY 2019 CoC local competition.

I am writing to inform you that HPAC officially accepted your Consolidated PSH, Reallocation (2015) PSH, Bonus (2019), and Bonus (2016) project applications during its meeting on September 11, 2019. Therefore, HPAC will submit your projects as part of its CoC Consolidated Application. Per the table below, HPAC ranked your projects accordingly in Tiers 1 and 2 for the total requested amount of \$295,692.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee			
Rank	Applicant	Project	Amount
<b>TIER 1</b>			
1	Yolo Community Care Continuum	Supported Housing	\$146,527
2	City of Woodland/ 4 <sup>th</sup> and Hope	Consolidated PSH	\$91,191
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282
4	City of Woodland/ 4th and Hope	Reallocation (2015) PSH	\$148,795
<b>TIER 2</b>			
			\$4,141
5	Empower Yolo	Domestic Violence Bonus	\$53,609
6	City of Woodland/ 4th and Hope	Bonus (2019)	\$26,804
7	City of Woodland/ 4th and Hope	Bonus (2016)	\$24,761
<b>TOTAL:</b>			<b>\$562,110</b>

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 30, 2019 by 8:00 p.m. eastern time.

Thank you,

*Emily Meza*

Homeless Services Analyst  
 Yolo County Health and Human Services Agency (HHSA)  
 137 N. Cottonwood St,  
 Woodland, CA, 95695  
 Desk: (530) 666-8553  
 Cell: (530) 312-5146  
[emily.meza@yolocounty.org](mailto:emily.meza@yolocounty.org)

**From:** [Emily Meza](#)  
**To:** [Lynette Irlmeier](#)  
**Cc:** [Ian Evans](#); [Kim Heuvelhorst](#)  
**Subject:** FY 2019 Continuum of Care (CoC) Local Competition Notification - Empower Yolo  
**Date:** Wednesday, September 11, 2019 4:58:00 PM  
**Attachments:** [image001.png](#)

Hello there,

Thank you for submitting a project application to HPAC's FY 2019 CoC local competition.

I am writing to inform you that HPAC officially accepted your Domestic Violence Bonus project application during its meeting on September 11, 2019. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your project fifth and in Tier 2, for the total requested amount of \$53,609.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee			
Rank	Applicant	Project	Amount
<b>TIER 1</b>			
1	Yolo Community Care Continuum	Supported Housing	\$146,527
2	City of Woodland/ 4 <sup>th</sup> and Hope	Consolidated PSH	\$91,191
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282
4	City of Woodland/ 4th and Hope	Reallocation (2015) PSH	\$148,795
<b>TIER 2</b>			
			\$4,141
5	Empower Yolo	Domestic Violence Bonus	\$53,609
6	City of Woodland/ 4th and Hope	Bonus (2019)	\$26,804
7	City of Woodland/ 4th and Hope	Bonus (2016)	\$24,761
<b>TOTAL:</b>			<b>\$562,110</b>

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 30, 2019 by 8:00 p.m. eastern time.

Thank you,

*Emily Meza*

Homeless Services Analyst  
 Yolo County Health and Human Services Agency (HHSA)  
 137 N. Cottonwood St,  
 Woodland, CA, 95695  
 Desk: (530) 666-8553  
 Cell: (530) 312-5146  
[emily.meza@yolocounty.org](mailto:emily.meza@yolocounty.org)

**From:** [Emily Meza](#)  
**To:** [Michele Kellogg](#); "[jmcleod@y3c.org](#)"  
**Cc:** [Ian Evans](#); [Kim Heuvelhorst](#)  
**Subject:** FY 2019 Continuum of Care (CoC) Local Competition Notification - **Yolo Community Care Continuum**  
**Date:** **Wednesday, September 11, 2019 4:50:00 PM**  
**Attachments:** [image001.png](#)

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Hello there,

Thank you for submitting a project application to HPAC's FY 2019 CoC local competition.

I am writing to inform you that HPAC officially accepted your Supported Housing Program application during its meeting on September 11, 2019. Therefore, HPAC will submit your project as part of its CoC Consolidated Application. Per the table below, HPAC ranked your project first within Tier 1 for the total requested amount of \$146,527.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee			
Rank	Applicant	Project	Amount
<b>TIER 1</b>			
1	Yolo Community Care Continuum	Supported Housing	\$146,527
2	City of Woodland/ 4 <sup>th</sup> and Hope	Consolidated PSH	\$91,191
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282
4	City of Woodland/ 4th and Hope	Reallocation (2015) PSH	\$148,795
<b>TIER 2</b>			
			\$4,141
5	Empower Yolo	Domestic Violence Bonus	\$53,609
6	City of Woodland/ 4th and Hope	Bonus (2019)	\$26,804
7	City of Woodland/ 4th and Hope	Bonus (2016)	\$24,761
<b>TOTAL:</b>			<b>\$562,110</b>

If you believe HPAC denied your agency the opportunity to participate in the local competition and HPAC unfairly rejected or reallocated your project, pursuant to 24 CFR 578.35(c) you may appeal directly to HUD by submitting as a Solo Applicant prior to the application deadline of September 30, 2019 by 8:00 p.m. eastern time.

Thank you,

*Emily Meza*

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## **Yolo County Homeless and Poverty Action Coalition (HPAC)**

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Davis/Woodland/Yolo County Continuum of Care (CA-521)

**No applications submitted to the FY2019 CoC Local Program Competition were rejected or reduced. As such, no notification to applicants of rejection or reduction was required.**

**See the Local Project Selection Subcommittee Notes attached for evidence that all applications submitted were ranked and maintained their requested funding amounts in the ranking process.**

**See separate Attachment 1E-1 - Public Posting - 15- Day Notification Outside *e-snaps* of the CoC Application for evidence that all applicants were notified of ranking status.**



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Selection Subcommittee Meeting Notes

August 30, 2019

#### COMMITTEE MEMBERS

Janis Holt, Yolo County Housing  
 Alysa Meyer, Legal Services of Northern California  
 Veronica Williams, Volunteers of America  
 Chris Bulkeley, Yolo County District Attorney's Office  
 Kathy Trott, Woodland Opportunity Village

**NOTE to HUD:** All applications submitted.

#### STAFF TO COMMITTEE

Emily Meza, Homeless Services Analyst, Yolo County Health and Human Services Agency  
 Kim Heuvelhorst, Homeless Services Analyst, Yolo County Health and Human Services Agency

#### APPLICATION SUBMISSION

Applications were due by 11:59pm on August 22, 2019. As of that time, five applications for renewal projects and two applications for new projects were submitted.

Applications Submitted in FY2019 CoC Local Competition				
Organization	Application	Project	Housing Type	Amount
City of Davis/ Davis Community Meals and Housing	Renewal	Transitional Housing	TH	\$66,282
City of Woodland/ 4th and Hope	Renewal	Reallocation (2015) PSH	PSH	\$152,936
City of Woodland/ 4th and Hope	Renewal	Consolidated PSH	PSH	\$91,191
City of Woodland/ 4th and Hope	Renewal	Bonus (2016)	PSH	\$24,761
City of Woodland/ 4th and Hope	New (CoC Bonus)	Bonus (2019)	PSH	\$26,804
Empower Yolo	New (DV Bonus)	Domestic Violence Bonus	RRH	\$53,609
Yolo Community Care Continuum	Renewal	Supported Housing	PSH	\$146,527
<b>Total:</b>				<b>\$562,110</b>

#### REALLOCATION, SCORING, AND RANKING PROCESS

Subcommittee members received the application packets on Monday, August 26, 2019, and had four (4) days to individually score each project on a 75-point scale. The Subcommittee met as a group on Friday, August 30, 2019. The Subcommittee conducted a 20 minute interview with each of the applicants to address any questions. Interviews occurred as follows:

- 9:15-9:35- Bill Pride, Davis Community Meals and Housing
- 9:35-9:55- Michele Kellogg and James McLeod, Yolo Community Care Continuum
- 9:55-10:15- Lynette Irlmeier, Empower Yolo
- 10:15-10:35- Doug Zeck and Amara Pickens, Yolo Wayfarer Center, dba Fourth and Hope; Dan Sokolow, City of Woodland



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Selection Subcommittee Meeting Notes

August 30, 2019

After the interviews were completed, the Subcommittee reviewed the individual scores of each project and developed aggregate scores for each project. Next, the Subcommittee considered whether reallocation of under-performing renewal projects was necessary, in accordance with the [FY2019 CoC Project Selection Process](#). As no project scored lower than 55 points, no project was recommended for reallocation nor development of a Corrective Action Plan. Then, the Subcommittee decided on a final rank for each project. Tier 1 or Tier 2 placement was determined based on the rank of each project.

The Subcommittee's recommended rank and tier placement for each project are listed below.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee				
Rank	Applicant	Project	Amount	Score
<b>TIER 1</b>				
1	Yolo Community Care Continuum	Supported Housing	\$146,527	70.8
2	City of Woodland/ 4 <sup>th</sup> and Hope	Consolidated PSH	\$91,191	65.6
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282	61.6
4	City of Woodland/ 4th and Hope	Reallocation (2015) PSH	\$148,795	64.6
<b>TIER 2</b>				
			\$4,141	
5	Empower Yolo	Domestic Violence Bonus	\$53,609	64.0
6	City of Woodland/ 4th and Hope	Bonus (2019)	\$26,804	62.0
7	City of Woodland/ 4th and Hope	Bonus (2016)	\$24,761	55.8

**TOTAL: \$562,110**

### NOTES ON RANKING DETERMINATIONS

The Subcommittee began the initial discussion regarding the rank of each project by placing all projects in order by score. All seven projects scored within 15 points of each other, and the Subcommittee decided to move the project ranking for one project based on a discussion about community need.

- The Yolo Community Care Continuum (SHP) project was the highest scoring project (70.8 points). The Subcommittee ranked this project as **number 1** (placed in tier 1).
- The City of Woodland/ Fourth and Hope (Consolidated PSH) project was the second highest scoring project (65.6 points). The Subcommittee ranked this project up as **number 2** (placed in tier 1).
- The City of Davis/Davis Community Meals (Transitional Housing) was the sixth highest scoring project (61.6 points). The Subcommittee chose to move this project up in ranking to **number 3** (placed in tier 1) based on geographic need. The Subcommittee determined that keeping beds available in Davis (the city in Yolo County that historically has among the lowest housing vacancy and the highest rental rates) was critical, and that keeping a small number of transitional housing units available in Yolo County was crucial given the high number of unsheltered persons currently living in Yolo County. The current countywide unsheltered count is estimated at approximately 61% of the overall homeless population.
- The City of Woodland/Fourth and Hope (Reallocation (2015) PSH) project was the third highest scoring project (64.6 points). The Subcommittee ranked this project as **number 4** (straddling tier 1 and tier 2).



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### FY 2019 Continuum of Care (CoC) Competition

#### *Project Selection Subcommittee Meeting Notes*

*August 30, 2019*

- The Empower Yolo (Domestic Violence Bonus) project was the fourth highest scoring project (64.0 points). The Subcommittee ranked this project as **number 5** (placed in tier 2).
- The City of Woodland/Fourth and Hope (Bonus 2019) project was the fifth highest scoring project (62.0 points). The Subcommittee ranked this project as **number 6** (placed in tier 2).
- The City of Woodland/Fourth and Hope (Bonus 2016) project was the seventh highest scoring project (55.8 points). The Subcommittee ranked this project as **number 7** (placed in tier 2).



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Selection Subcommittee Meeting Notes

August 30, 2019

#### ATTACHMENT A: AGGREGATED PROJECT SCORES

Scoring Criteria	Total Points Available	Davis Community Meals Transitional Housing (\$66,282)	Fourth and Hope Consolidated Permanent Supportive Housing (\$91,191)	Fourth and Hope Reallocation (2015) Permanent Supportive Housing (\$152,936)	Fourth and Hope Bonus (2016) (\$24,761)	Fourth and Hope Bonus (2019) (\$26,804)	Empower Yolo Domestic Violence Bonus Project (\$53,609)	Yolo Community Care Continuum Supported Housing Project (\$146,527)
Type of Project	10	8.2	9.2	8.6	9.4	9	8.4	9.8
Low Barriers	10	8.4	10	9.6	9.2	9.6	9.6	9.6
Serving Priority Populations	5	4.2	5	5	4.6	5	4	5
<b>PROGRAM DESIGN SUB TOTAL:</b>	<b>25</b>	20.8	24.2	23.2	23.2	23.6	22	24.4
Housing Stability and Exits	10	8.2	9.6	9.6	8.4	8	8.8	9.2
Income	10	9.2	7.6	7.4	5	7.6	8	9.6
Mainstream Benefits	10	7.2	7	7.2	5	6.6	8	9
Bed Utilization	5	2.8	5	5	2.6	3	4	5.4
<b>PROGRAM PERFORMANCE SUB TOTAL:</b>	<b>35</b>	27.4	29.2	29.2	21	25.2	28.8	33.2
HPAC Participation	10	8.4	9.2	9.2	9.2	9.2	8.8	9.6
Drawdown Rates and Fund Utilization	5	5	3	3	2.4	4	4.4	3.6
<b>GRANT MANAGEMENT SUB TOTAL:</b>	<b>15</b>	13.4	12.2	12.2	11.6	13.2	13.2	13.2
<b>TOTAL:</b>	<b>75</b>	61.6	65.6	64.6	55.8	62	64	70.8

### **Question 1E-1: Public Posting - 30-Day Local Competition Timeline**

The following documents show that the CoC announced the local competition by email to the CoC mailing list and publicly posting it on the CoC website, including the timeline which clearly stated the Project Applications were due by 8/22/2019, more than 30 days prior to the FY2019 CoC Program Competition Application Submission deadline of 9/30/2019.

-**Page 2:** Notice of Funding including timeline emailed to CoC Mailing List.

-**Page 3:** Timeline and Notice of Funding posted to website.

-**Page 6:** Notice of Funding with full timeline clearly delineated.

Required elements are indicated in **NOTES TO HUD** in orange ink or highlighting.

## NOTE TO HUD: Email to CoC Mailing List with Notice of Funding.

**From:** [Emily Meza](#)  
**Bcc:** [Adrienne Heinig](#); ["Aleecia Gutierrez"](#); [Alexis Bernard](#); [Amanda Ekman](#); [Amber Whitaker](#); [ameyer@isnc.net](#); [Andre Huddleston](#); [Anna Sutton](#); [Anne Marie Flynn](#); [Anston Houghton](#); [apickens@fourthandhope.org](#); [April Wick](#); [Bill Pride](#); [bob@srceh.org](#); [Bobbi Vaughn](#); [bobbies@communicarehc.org](#); [Brandi Halstead](#); [Carolyn Pierson](#); [celina@empoweryolo.org](#); [Christina Andrade-Lemus](#); [Christopher Bulkeley](#); [Claudine Turner \(Hotel Woodland\)](#); [Corkey Mapalo](#); [Craig Seelig](#); [Crista Cannariato](#); [Cynthia Van Nostrand](#); [Dan Wessel \(Community Member\)](#); [dan.sokolow@cityofwoodland.org](#); [Dana Christy](#); [daniel.maguire@cityofwinters.org](#); [Davis Chamber](#); [Dawn Brown](#); [Deanna Lynn-Steele](#); [Diane Clarke](#); [Don Bosley \(Mercy Coalition\)](#); [dzeck@fourthandhope.org](#); [Elaine Lytle](#); [Elizabeth Correa](#); [Emily Kochly](#); [Emily Meza](#); [Eric Gudz](#); [Erica Plumb - Mercy Housing](#); [Erin McEwen](#); [Evelyn Aguilar](#); [Gary Wegener](#); [ghashimoto@cityofdavis.org](#); [Hannah Gray](#); [Hazaiah Williams](#); [Helen Roland](#); [Helen Thomson](#); [Holly Pierce](#); [Holly Wunder-Stiles](#); [housing@y3c.org](#); [housingnow@y3c.org](#); [Ian Evans](#); [iperez@ych.ca.gov](#); [Jade Smith](#); [Jayne Williams](#); [Jeneba Lahai](#); [Jeremy Smith](#); [jfox@voa-ncnn.org](#); [jholt@ych.ca.gov](#); [Joan Planell](#); [Joy Cohan](#); [Julie Baumgartner](#); [Julie Freitas](#); [kalic@communicarehc.org](#); [Kara Hunter](#); [Karen Larsen](#); [Kathy Trott](#); [Katie Villegas](#); [Kevin Roddy](#); [Kim Heuvelhorst](#); [Koy Saechao](#); [Kristen Cline](#); [Larry Love](#); [lbaker@ych.ca.gov](#); [Liane Moody](#); [Ligayah@cimcinc.com](#); [Linda Scott](#); [Lindsay Moss](#); [Lynnette@empoweryolo.org](#); [Mariah Ernst-Collins \(YCOE\)](#); [Mark Fink](#); [Mark Sawyer](#); [Martha Guerrero](#); [Martha Teeter](#); [Mary Anne Kirsch](#); [Melesio Perez](#); [Melinda Daugherty](#); [Melissa Marshall, MD](#); [Michael Bisch](#); [Michele Kellogg](#); [Nadia Waggener](#); [Nancy Mills](#); [Nasiya Jae Gordy](#); [Nelly Ramos](#); [Nicole Ring-Collins \(Shores of Hope\)](#); [Niomi Michel](#); [Nolan Sullivan](#); [pastor\\_ross@yahoo.com](#); [Patti Hobbs \(IRWS\)](#); [Phaicia Chow](#); [Philip Reed \(VA\)](#); [Rachael Austin](#); [Rachel Davidson \(Rachel@streetsteam.org\)](#); [Rachel Nervo](#); [RCollins@cityofdavis.org](#); [Reed Walker@va.gov](#); [Robin Frank](#); [Rosie.Caraveo@wjusd.org](#); [Rudy](#); [Ryann Esteban](#); [Sabina Kish](#); [Sadie Shen](#); [Sandra Sigrist](#); [Sara Gavin](#); [Scott Love](#); [Scott Thurmond](#); [Sheila Allen](#); [Susan Hensley](#); [Tammi Lidie](#); [Tico Zendejas - RISE, Inc.](#); [Tinal@communicarehc.org](#); [Tracey Dickinson](#); [Veronica Williams](#); [Zane Hatfield](#)  
**Subject:** **FY 2019 CoC Notice of Funding & Project Selection Process - Adopted**  
**Date:** Monday, August 05, 2019 1:56:00 PM  
**Attachments:** [FY 2019 CoC Announcement- Davis.Woodland.Yolo County CoC- CA-521 FINAL 8.2.19.pdf](#)  
[FY 2019 CoC Ranking Policy- Davis Woodland Yolo County CoC- CA-521 FINAL 8.2.19.pdf](#)

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Hello,

I'm writing to update you all on the FY2019 Notice of Funding and Project Selection Process email vote; as of 4:00pm on Friday, August 2, 2019, no objections were received. As such, the **FY 2019 CoC Notice of Funding** and [the FY 2019 CoC Project Reallocation, Ranking and Selection Process](#) have been adopted by HPAC. The finalized versions are attached to this email and available on the CoC section of the [HPAC website](#).

As a reminder, per the adopted process, **all project applications must be submitted in e-snaps by August 22<sup>nd</sup>, 2019, at 11:59pm**. Also, agencies considering submitting an application for a new project should send a notice of intent to Emily Meza ([Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org)) by August 7<sup>th</sup>, 2019.

Regarding the Project Selection Subcommittee, two individuals have volunteered (thank you!), and we are in need of at least three more representatives from non-conflicted agencies to participate. If your agency is not conflicted and you would like to participate, please notify me as soon as possible.

If you have any questions, please let me know.

*Emily Meza*

Homeless Services Analyst  
Yolo County Health and Human Services Agency (HHSAA)  
137 N. Cottonwood St,  
Woodland, CA, 95695  
Desk: (530) 666-8553  
Cell: (530) 312-5146

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# YOLO COUNTY

87° Mostly Cloudy

Residents Business Visitors **Health & Human Services** Community Services Law & Justice General Government

- Adults
- Boards & Committees
  - Behavioral Health Quality Improvement Committee
  - Child Welfare Services Subcommittee
  - Community Services Action Board
  - County Nutrition Action Partnership (CNAP)
  - Cultural Competence Committee
  - Emergency Medical Care Committee (EMCC)
  - Health Council
  - Healthcare Preparedness Coalition
- Healthy Yolo
- Homeless and Poverty Action Coalition (HPAC)
  - HPAC Membership
  - HPAC Meeting Archive
  - Continuum of Care (CoC) Funding Competition
  - Emergency Solutions Grant (ESG)
  - California Emergency Solutions & Housing (CESH) Grant
  - Homeless Emergency Aid Program (HEAP)
  - Provider Resources
  - Local Mental Health Board

Health & Human Services » Boards & Committees » Homeless and Poverty Action Coalition (HPAC)

## CONTINUUM OF CARE (COC) FUNDING COMPETITION

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### Continuum of Care (CoC) Notice of Funding Availability (NOFA)

Each year the United State Department of Housing and Urban Development (HUD) releases a NOFA for its CoC program. The CoC program is designed to provide funding for nonprofit providers and local governments to quickly rehouse individuals and families experiencing homelessness while minimizing the trauma and dislocation caused by homelessness.

### FY 2019 CoC Competition

The United States Department of Housing and Urban Development (HUD) released its Notice of Funding Availability (NOFA) for the 2019 Continuum of Care (CoC) Competition on July 3, 2019. You can access additional information regarding the CoC Program and the 2019 NOFA on the [HUD website](#).

For information regarding how the local CoC funding competition will be implemented in Yolo, please see the [2019 CoC Notice of Funding](#) for the Davis/Woodland/Yolo County CoC (CA-521). This document provides important information regarding available funding, eligibility requirements and timelines.

The Homeless and Poverty Action Coalition (HPAC) adopted the [FY 2019 CoC Project Ranking and Selection Process](#) on August 2, 2019. Applicants should review the Notice of Funding and Selection Process carefully for details on meeting important deadlines and to learn about their applications will be ranked in the local competition.

### FY 2019 CoC Program - Yolo County Local Selection Process Timeline

7/3/19	HUD released Notice of Funding Availability (NOFA) for 2018 <a href="#">CoC</a> Competition
7/25/19	<a href="#">CoC</a> Technical Subcommittee revises project ranking and selection process
8/2/19	<a href="#">CoC</a> formally adopts project ranking and selection process and posts online
8/7/19	Notice of Intent Due to Homeless Services Team for New Projects
<b>8/22/19 @ 11:59pm</b>	<b>Project applications must be submitted to <a href="#">CoC</a> in e-snaps</b>
9/22/19	Homeless Services Team conducts final review of project applications





## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services

#### FY 2019 Continuum of Care Competition

The United States Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the 2019 Continuum of Care (CoC) program on July 3, 2019. The full NOFA can be found on the [HUD Exchange website](#).

The CoC Program is designed to accomplish several goals, including:

- Promoting a community-wide commitment to the goal of ending homelessness;
- Providing funding for efforts by nonprofit providers, states and local government to quickly re-house homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness;
- Promoting access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimizing self-sufficiency among those experiencing homelessness.

#### APPLICATION QUICK FACTS

Eligible agencies within the Davis/Woodland/ Yolo County Continuum of Care (CA-521) (also known as the Homeless and Poverty Action Coalition (HPAC)) are potentially eligible to receive an estimated combined total of \$578,193, divided as follows:

- \$481,697 in renewal funding (*annual renewal demand*)
- \$26,804 in CoC Bonus funding (*6% of annual renewal demand*)
- \$53,609 in Domestic Violence Bonus funding
- \$16,083 in CoC Planning funding (*3% of annual renewal demand*)

#### HUD FUNDING PRIORITIES

To support its goal of ending homelessness, HUD prioritizes:

- Ending homelessness for all persons;



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

The United States Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the 2019 Continuum of Care (CoC) program on July 3, 2019. The full NOFA can be found on the [HUD Exchange website](#).

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- \$481,697 in renewal funding (*annual renewal demand*)
- \$26,804 in CoC Bonus funding (*6% of annual renewal demand*)
- \$53,609 in Domestic Violence Bonus funding
- \$16,083 in CoC Planning funding (*3% of annual renewal demand*)

#### HUD FUNDING PRIORITIES

To support its goal of ending homelessness, HUD prioritizes:

- Ending homelessness for all persons;
- Creating a systemic response to homelessness;
- Strategically allocating and using resources;
- Using an Evidence-Based Approach;
- Increasing employment; and
- Providing Flexibility for Housing First with Service Participation Requirements.

As in previous years, HUD will prioritize funding in alignment with the FY 2019 Appropriations Act. This includes requirements such as:

- CoC's cannot receive grants for new projects (other than reallocation), unless the CoC competitively ranks projects based on how they improve system performance;



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

- HUD is increasing the share of the CoC application score that is based on performance criteria; and
- HUD will prioritize funding for CoC's that have demonstrated the ability to reallocate resources to higher performing projects.

More detailed information regarding HUD's funding priorities can be found in Section II of the NOFA.

#### **ELIGIBLE PROJECTS:**

CoCs may request renewals for existing projects, or may use reallocation, the CoC bonus, or the domestic violence bonus to request funding for new projects as described below. Eligible entities include nonprofit organizations, states, local governments and public housing authorities.

#### **Renewal Projects**

All projects funded by the CoC Program that are currently in operation and will expire in Calendar Year 2020 (January 1, 2020 to December 31, 2020) are eligible to apply for renewal funding.

- **Note:** projects that are eligible for renewal may also apply as an expansion project. See the New Project section below for further details on application requirements.

#### **New Projects**

CoCs may request funding for new projects through (1) the process of reallocation or (2) bonus funding.

- Through the **Reallocation process**, which reallocates funds from a currently funded project to a new project, CoCs may create six types of new projects:
  - New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families.
  - New permanent supportive housing projects that meet the requirements of Dedicated PLUS as defined in Section III.C.2.g of the NOFA.
  - New rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.
  - New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section III.C.2.n of the NOFA.
  - New Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment system.
  - New dedicated Homeless Management Information System (HMIS) projects carried out by the HMIS lead.
- Through the **CoC Bonus**, the Yolo CoC may request up to \$26,804 for the following types of new projects:
  - New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

- New permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.C.2.g of the NOFA.
- New rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.
- New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section III.C.2.n of the NOFA.
- New dedicated Homeless Management Information System (HMIS) projects carried out by the HMIS lead.
- New Supportive Services Only – Coordinated Entry (SSO-CE) projects specifically for a centralized or coordinated assessment system.
- **Please Note:** To be eligible to receive a bonus project, a CoC must demonstrate that it ranks projects based on how they improve system performance as outlined in Section VII.B.1.a of the NOFA.
- Through the **Domestic Violence Bonus (DV Bonus)**, the Yolo CoC may request up to \$53,609 for the following types of projects:
  - New rapid re-housing projects that must follow a housing first approach.
  - New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section III.C.2.n of the NOFA that must follow a housing first approach.
  - New Supportive Services Only projects for Coordinated Entry (SSO-CE) to implement policies, procedures and practices that equip the CoC’s coordinated entry to better meet the needs of survivors of domestic violence, dating violence, sexual assault, or stalking.
  - **Please Note:**
    - The CoC may only submit one project application for an SSO-CE project.
    - The CoC may submit any number PH-RRH and Joint TH and PH-RRH projects provided that each application is for at least \$25,000.
    - The CoC may apply for domestic violence bonus funds to expand an existing project that is not dedicated to serving survivors of domestic violence if the funds are used to dedicate additional units, beds persons served, or services provided to existing program participants of this population.
- Through the **transition grant**, the Yolo CoC may request to transition one eligible renewal project being eliminated through reallocation to a new project, with the transition from one project component to another occurring over a 1-year period. No more than 50% of funds may be used for costs of eligible activities of the program component being eliminated.
- Through the **expansion process** HUD will allow CoC’s to apply for a new “expansion project” using the reallocation process or bonus projects. This will allow applicants to expand its current operations by adding units, beds, persons served, services provided to existing program



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

participants, or in the case of HMIS projects, increase the current HMIS activities within the CoC's geographic area.

- Applicants must submit the following:
  1. a renewal application for the current project,
  2. a new project application with just the expansion information, and
  3. a renewal project application that incorporates the renewal and new expansion activities, and the combined budget line items for both the renewal and new expansion.
- **New in FY 2019:** HUD will allow CoC's to renew projects funded in the FY2016 Youth Homeless Demonstration Project (YHDP) if they meet the requirements of the CoC program and will have an operating end date in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020). The Yolo CoC does not have any current YHDP projects.

#### YOLO COC PROJECT RANKING

CoCs will be required to hold a local funding competition and use an objective ranking system to determine the project applications to be submitted to HUD in this funding round. Projects submitted cannot equal more than the CoC's Annual Renewal Demand (ARD) of \$481,697, CoC Bonus of \$26,804, and domestic violence bonus of \$53,609. Once the final projects have been selected, the CoC must rank the project applications in two tiers.

- Tier 1 will be equal to 100% of the combined Annual Renewal Amounts (ARA) for all projects eligible for renewal for the first time plus 94 percent of the combined ARAs for all other projects eligible for renewal Tier 1 for the Yolo CoC will be \$452,795 for FY2019.
- Tier 2 will be equal to the difference between Tier 1 and the CoC's ARD (\$28,902) plus any amounts available for CoC Bonus projects (\$26,804). Tier 2 for the Yolo CoC will be \$55,706.

#### HUD Selection

- HUD will conditionally select projects that are fully within Tier 1 that pass eligibility and threshold review, based on CoC score beginning with highest scoring CoC to the lowest scoring.
- HUD will select projects in Tier 2 in order of CoC score and project score until there are no more funds available.
- If a project application is straddling the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. If HUD does not fund the Tier 2 portion, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding.
- For projects the CoC indicates it would like to be considered as part of domestic violence bonus, HUD will award a separate point value to each project application. CoCs are required to rank all domestic violence bonus projects among the other new CoC projects, but also to assign domestic violence projects a unique rank number. If a domestic violence bonus project is selected by HUD for receipt of domestic violence bonus funds, HUD will remove that project from the CoC's ranked list of new projects, and all other project applications ranked below the



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services *FY 2019 Continuum of Care Competition*

domestic violence bonus project will move up one ranked position. If the domestic violence bonus project is not selected for domestic violence funding, the project application will remain in its ranked position and will be considered as a normal ranked project within the other CoC funding competition.

#### **APPLICATION TIMELINE**

- Eligible applicants must submit a project application in the [e-snaps system](#) no later than **11:59pm on August 22, 2019**.
- Applicants requesting funding for new projects should express their intent to apply to the Yolo County Homeless Services Team at [Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org) or (530) 666-8553 no later than **5:00pm on Wednesday, August 7, 2019**.
- Project applicants will be notified regarding the status of their application (including approval or denial, and ranking if approved) no later than **5:00pm on Friday, September 13, 2019**.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

#### APPENDIX A: APPLICATION TIMELINE

7/3/19	HUD released Notice of Funding Availability (NOFA) for 2018 CoC Competition
7/25/19	CoC Technical Subcommittee revises project ranking and selection process
8/2/19	CoC formally adopts project ranking and selection process and posts online
8/7/19	Notice of Intent Due to Homeless Services Team for New Projects <sup>1</sup>
<b>8/22/19 @ 11:59pm</b>	<b>Project applications must be submitted to CoC in e-snaps</b>
8/23/19	Homeless Services Team conducts threshold review of project applications
8/26/19-8/30/19	Ranking of project applications
9/11/19	CoC formally adopts project ranking at special HPAC Meeting
9/13/19 @ 5:00pm	Notification letters issued to applicants
9/19/19	CoC Coordinator sends comments and corrections to project applicants on apps
9/24/19	Project applicants return final corrected applications in e-snaps
9/26/19	CoC target for uploading the entire collaborative application and project priority listing to the HPAC website
9/28/19	CoC target for submitting collaborative application and project priority listing
<b>9/30/19 @ 4:59pm</b>	<b>CoC application due to HUD</b>

**NOTE TO HUD:**  
Project application deadline more than 30 days prior to FY2019 CoC Program Competition deadline.

#### <sup>1</sup> New Projects:

- Any new project proposal for a:
  - *Permanent supportive housing projects dedicated to chronically homeless*
  - *Permanent supportive housing projects meeting the definition of DedicatedPLUS*
  - *Rapid re-housing projects*
  - *Joint Transitional Housing and Rapid Re-Housing projects*
  - *Supportive Services Only (SSO) projects for coordinated entry*
  - *HMIS project (only HMIS lead can apply)*
  - *CoC Bonus projects*
  - *Domestic Violence Bonus projects*



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

#### APPENDIX B: HUD SCORING

Applications will be assessed on a 200-point scale.

<b>Project Capacity, Review, and Ranking</b>	<b>29 Points/ 15%</b>
Objective Criteria and Past Performance	18
Reallocating Projects	4
Severity of Needs and Performance	4
Ranking and Selection Process	3
<b>System Performance</b>	<b>60 Points/ 30%</b>
Reducing the Number of Homeless Individuals and Families	10
Reduction in the Number of First Time Homeless	3
Length of Time Homeless	14
Successful Permanent Housing Placement or Retention	11
Returns to Homelessness	8
Jobs and Income Growth	5
Other Non-Employment Income	3
HMIS System Performance Measures	6
<b>Homeless Management Information System</b>	<b>9 Points/ 4.5%</b>
Housing Inventory Count (HIC)	1
Bed Coverage	6
Longitudinal Systems Analysis (LSA) Report	2
<b>Point-in-Time Count</b>	<b>6 Points/ 3%</b>
PIT Count and Data Submissions	3
Effectively Counting Youth	3
<b>Performance and Strategic Planning</b>	<b>40 Points/ 20%</b>
Ending Chronic Homelessness	10
Ending Homelessness Among Households with Children	10
Ending Youth Homelessness	10
Ending Veteran Homelessness	10
<b>CoC Coordination and Engagement</b>	<b>56 Points/ 28%</b>
Inclusive Structure and Participation	5
Coordination with Federal, State, Local, Private and Other Organizations	2
Addressing the Needs of Victims of Domestic Violence	3
Protecting Against Discrimination	3
Public Housing Agencies	5
Discharge Planning	1
Low Barriers to Entry	7
Street Outreach	3
Criminalization	1
Rapid Re-Housing	10
Mainstream Benefits	1
Coordinated Entry	3
Addressing Racial Disparities in Homelessness	5
Promoting and Increasing Employment	6
Promoting Volunteering and Community Service	1
Section 3 Requirements for CoCs ( <i>only applicable to new construction or rehabilitation projects</i> )	-2 ( <i>if req. not met</i> )



**Question 1E-1: Public Posting - Announcement of Local Competition that documents how the CoC informed project applicants about point values or other ranking criteria the CoC would use to rank projects on the CoC Priority Listing during its local competition.**

The following documents show that the CoC announced the local competition by email to the CoC mailing list and publicly posting it on the CoC website, and the final Project Reallocation, Ranking, and Selection Process including the scoring criteria rubric with point values.

-**Page 2:** Final Notice of Funding and final Project Reallocation, Ranking, and Selection Process announced via CoC mailing list with documents attached and linked on the website.

-**Page 3:** Final Notice of Funding and final Project Reallocation, Ranking, and Selection Process posted to website, including scoring rubric and description of ranking process.

-**Page 6:** Notice of Funding with HUD's ranking requirements outlined.

-**Page 13:** Project Reallocation, Ranking, and Selection Process including scoring rubric and description of ranking process.

Required elements are indicated in **NOTES TO HUD** in orange ink or highlighting.

**NOTE TO HUD: Email to CoC Mailing List with Final Notice of Funding and final Project Reallocation, Ranking, and Selection Process attached and linked on the website.**

**From:** [Emily Meza](#)  
**Bcc:** [Adrienne Heinig](#); ["Aleecia Gutierrez"](#); [Alexis Bernard](#); [Amanda Ekman](#); [Amber Whitaker](#); [ameyer@isnc.net](#); [Andre Huddleston](#); [Anna Sutton](#); [Anne Marie Flynn](#); [Anston Houghton](#); [apickens@fourthandhope.org](#); [April Wick](#); [Bill Pride](#); [bob@srceh.org](#); [Bobbi Vaughn](#); [bobbies@communicarehc.org](#); [Brandi Halstead](#); [Carolyn Pierson](#); [celina@empoweryolo.org](#); [Christina Andrade-Lemus](#); [Christopher Bulkeley](#); [Claudine Turner \(Hotel Woodland\)](#); [Corkey Mapalo](#); [Craig Seelig](#); [Crista Cannariato](#); [Cynthia Van Nostrand](#); [Dan Wessel \(Community Member\)](#); [dan.sokolow@cityofwoodland.org](#); [Dana Christy](#); [daniel.maguire@cityofwinters.org](#); [Davis Chamber](#); [Dawn Brown](#); [Deanna Lynn-Steele](#); [Diane Clarke](#); [Don Bosley \(Mercy Coalition\)](#); [dzeck@fourthandhope.org](#); [Elaine Lytle](#); [Elizabeth Correa](#); [Emily Kochly](#); [Emily Meza](#); [Eric Gudz](#); [Erica Plumb - Mercy Housing](#); [Erin McEwen](#); [Evelyn Aguilar](#); [Gary Wegener](#); [ghashimoto@cityofdavis.org](#); [Hannah Gray](#); [Hazaiah Williams](#); [Helen Roland](#); [Helen Thomson](#); [Holly Pierce](#); [Holly Wunder-Stiles](#); [housing@y3c.org](#); [housingnow@y3c.org](#); [Ian Evans](#); [iperez@ych.ca.gov](#); [Jade Smith](#); [Jayne Williams](#); [Jeneba Lahai](#); [Jeremy Smith](#); [jfox@voa-ncnn.org](#); [jholt@ych.ca.gov](#); [Joan Planell](#); [Joy Cohan](#); [Julie Baumgartner](#); [Julie Freitas](#); [kalic@communicarehc.org](#); [Kara Hunter](#); [Karen Larsen](#); [Kathy Trott](#); [Katie Villegas](#); [Kevin Roddy](#); [Kim Heuvelhorst](#); [Koy Saechao](#); [Kristen Cline](#); [Larry Love](#); [lbaker@ych.ca.gov](#); [Liane Moody](#); [Ligayah@cimcinc.com](#); [Linda Scott](#); [Lindsay Moss](#); [Lynnette@empoweryolo.org](#); [Mariah Ernst-Collins \(YCOE\)](#); [Mark Fink](#); [Mark Sawyer](#); [Martha Guerrero](#); [Martha Teeter](#); [Mary Anne Kirsch](#); [Melesio Perez](#); [Melinda Daugherty](#); [Melissa Marshall, MD](#); [Michael Bisch](#); [Michele Kellogg](#); [Nadia Waggener](#); [Nancy Mills](#); [Nasiya Jae Gordy](#); [Nelly Ramos](#); [Nicole Ring-Collins \(Shores of Hope\)](#); [Niomi Michel](#); [Nolan Sullivan](#); [pastor\\_ross@yahoo.com](#); [Patti Hobbs \(IRWS\)](#); [Phaicia Chow](#); [Philip Reed \(VA\)](#); [Rachael Austin](#); [Rachel Davidson \(Rachel@streetsteam.org\)](#); [Rachel Nervo](#); [RCollins@cityofdavis.org](#); [Reed Walker@va.gov](#); [Robin Frank](#); [Rosie Caraveo@wjusd.org](#); [Rudy](#); [Ryann Esteban](#); [Sabina Kish](#); [Sadie Shen](#); [Sandra Sigrist](#); [Sara Gavin](#); [Scott Love](#); [Scott Thurmond](#); [Sheila Allen](#); [Susan Hensley](#); [Tammi Lidie](#); [Tico Zendejas - RISE, Inc.](#); [Tinal@communicarehc.org](#); [Tracey Dickinson](#); [Veronica Williams](#); [Zane Hatfield](#)  
**Subject:** **FY 2019 CoC Notice of Funding & Project Selection Process - Adopted**  
**Date:** Monday, August 05, 2019 1:56:00 PM  
**Attachments:** [FY 2019 CoC Announcement- Davis.Woodland.Yolo County CoC- CA-521\\_FINAL\\_8.2.19.pdf](#)  
[FY 2019 CoC Ranking Policy- Davis Woodland Yolo County CoC- CA-521\\_FINAL\\_8.2.19.pdf](#)

Hello,

I'm writing to update you all on the FY2019 Notice of Funding and Project Selection Process email vote; as of 4:00pm on Friday, August 2, 2019, no objections were received. As such, **the FY 2019 CoC Notice of Funding and the FY 2019 CoC Project Reallocation, Ranking and Selection Process** have been adopted by HPAC. **The finalized versions are attached to this email and available on the CoC section of the HPAC website.**

As a reminder, per the adopted process, **all project applications must be submitted in e-snaps by August 22<sup>nd</sup>, 2019, at 11:59pm**. Also, agencies considering submitting an application for a new project should send a notice of intent to Emily Meza ([Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org)) by August 7<sup>th</sup>, 2019.

Regarding the Project Selection Subcommittee, two individuals have volunteered (thank you!), and we are in need of at least three more representatives from non-conflicted agencies to participate. If your agency is not conflicted and you would like to participate, please notify me as soon as possible.

If you have any questions, please let me know.

*Emily Meza*

Homeless Services Analyst  
Yolo County Health and Human Services Agency (HHS)A  
137 N. Cottonwood St,  
Woodland, CA, 95695  
Desk: (530) 666-8553  
Cell: (530) 312-5146

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# YOLO COUNTY

87° Mostly Cloudy

Residents Business Visitors **Health & Human Services** Community Services Law & Justice General Government

- Adults
- Boards & Committees
  - Behavioral Health Quality Improvement Committee
  - Child Welfare Services Subcommittee
  - Community Services Action Board
  - County Nutrition Action Partnership (CNAP)
  - Cultural Competence Committee
  - Emergency Medical Care Committee (EMCC)
  - Health Council
  - Healthcare Preparedness Coalition
- Healthy Yolo
- Homeless and Poverty Action Coalition (HPAC)
  - HPAC Membership
  - HPAC Meeting Archive
  - Continuum of Care (CoC) Funding Competition
  - Emergency Solutions Grant (ESG)
  - California Emergency Solutions & Housing (CESH) Grant
  - Homeless Emergency Aid Program (HEAP)
  - Provider Resources
  - Local Mental Health Board

Health & Human Services » Boards & Committees » Homeless and Poverty Action Coalition (HPAC)

## CONTINUUM OF CARE (COC) FUNDING COMPETITION

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### Continuum of Care (CoC) Notice of Funding Availability (NOFA)

Each year the United State Department of Housing and Urban Development (HUD) releases a NOFA for its CoC program. The CoC program is designed to provide funding for nonprofit providers and local governments to quickly rehouse individuals and families experiencing homelessness while minimizing the trauma and dislocation caused by homelessness.

### FY 2019 CoC Competition

The United States Department of Housing and Urban Development (HUD) released its Notice of Funding Availability (NOFA) for the 2019 Continuum of Care (CoC) Competition on July 3, 2019. You can access additional information regarding the CoC Program and the 2019 NOFA on the [HUD website](#).

For information regarding how the local CoC funding competition will be implemented in Yolo, please see the [2019 CoC Notice of Funding](#) for the Davis/Woodland/Yolo County CoC (CA-521). This document provides important information regarding available funding, eligibility requirements and timelines.

The Homeless and Poverty Action Coalition (HPAC) adopted the [FY 2019 CoC Project Ranking and Selection Process](#) on August 2, 2019. Applicants should review the Notice of Funding and Selection Process carefully for details on meeting important deadlines and to learn about their applications will be ranked in the local competition.

### FY 2019 CoC Program - Yolo County Local Selection Process Timeline

7/3/19	HUD released Notice of Funding Availability (NOFA) for 2018 <a href="#">CoC</a> Competition
7/25/19	<a href="#">CoC</a> Technical Subcommittee revises project ranking and selection process
8/2/19	<a href="#">CoC</a> formally adopts project ranking and selection process and posts online
8/7/19	Notice of Intent Due to Homeless Services Team for New Projects
8/22/19 @ 11:59pm	Project applications must be submitted to <a href="#">CoC</a> in e-snaps
9/22/19	Homeless Services Team conducts threshold review of finalist applications



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services

#### FY 2019 Continuum of Care Competition

The United States Department of Housing and Urban Development (HUD) released a Notice of Funding Availability (NOFA) for the 2019 Continuum of Care (CoC) program on July 3, 2019. The full NOFA can be found on the [HUD Exchange website](#).

The CoC Program is designed to accomplish several goals, including:

- Promoting a community-wide commitment to the goal of ending homelessness;
- Providing funding for efforts by nonprofit providers, states and local government to quickly re-house homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault, and stalking, and youth while minimizing the trauma and dislocation caused by homelessness;
- Promoting access to and effective utilization of mainstream programs by homeless individuals and families; and
- Optimizing self-sufficiency among those experiencing homelessness.

#### APPLICATION QUICK FACTS

Eligible agencies within the Davis/Woodland/ Yolo County Continuum of Care (CA-521) (also known as the Homeless and Poverty Action Coalition (HPAC)) are potentially eligible to receive an estimated combined total of \$578,193, divided as follows:

- \$481,697 in renewal funding (*annual renewal demand*)
- \$26,804 in CoC Bonus funding (*6% of annual renewal demand*)
- \$53,609 in Domestic Violence Bonus funding
- \$16,083 in CoC Planning funding (*3% of annual renewal demand*)

#### HUD FUNDING PRIORITIES

To support its goal of ending homelessness, HUD prioritizes:

- Ending homelessness for all persons;



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### **Project Reallocation, Ranking, and Selection Process**

*Adopted 8/2/2019*

#### **PROJECT SELECTION SUBCOMMITTEE**

During the FY 2019 CoC competition HPAC will establish an objective Project Selection Subcommittee to develop a recommendation regarding which project applications should be sent to HUD for funding in the FY2019 CoC competition. The Subcommittee will include:

- Representatives from non-conflicted CoC member agencies and stakeholders
- A minimum of 5 members, maximum of 10 members
- Membership representing both public and private agencies
- Membership representing all geographic areas within the HPAC jurisdiction
- No more than one representative from each member agency

The County Homeless Services Team will act as staff to committee, but will not participate in ranking or voting.

#### **PROJECT REALLOCATION, RANKING, AND SELECTION PROCEDURE**

#### **SUBMISSION OF PROJECT APPLICATIONS**

All project applications must be submitted in [e-snaps](#) by **August 22, 2019 at 11:59pm.**

- Applications received late, but within 8 hours of the due date/time will receive a 5-point score reduction.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

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- \$53,609 in Domestic Violence Bonus funding
- \$16,083 in CoC Planning funding (*3% of annual renewal demand*)

#### HUD FUNDING PRIORITIES

To support its goal of ending homelessness, HUD prioritizes:

- Ending homelessness for all persons;
- Creating a systemic response to homelessness;
- Strategically allocating and using resources;
- Using an Evidence-Based Approach;
- Increasing employment; and
- Providing Flexibility for Housing First with Service Participation Requirements.

As in previous years, HUD will prioritize funding in alignment with the FY 2019 Appropriations Act. This includes requirements such as:

- CoC's cannot receive grants for new projects (other than reallocation), unless the CoC competitively ranks projects based on how they improve system performance;



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

- HUD is increasing the share of the CoC application score that is based on performance criteria; and
- HUD will prioritize funding for CoC's that have demonstrated the ability to reallocate resources to higher performing projects.

More detailed information regarding HUD's funding priorities can be found in Section II of the NOFA.

#### **ELIGIBLE PROJECTS:**

CoCs may request renewals for existing projects, or may use reallocation, the CoC bonus, or the domestic violence bonus to request funding for new projects as described below. Eligible entities include nonprofit organizations, states, local governments and public housing authorities.

#### **Renewal Projects**

All projects funded by the CoC Program that are currently in operation and will expire in Calendar Year 2020 (January 1, 2020 to December 31, 2020) are eligible to apply for renewal funding.

- **Note:** projects that are eligible for renewal may also apply as an expansion project. See the New Project section below for further details on application requirements.

#### **New Projects**

CoCs may request funding for new projects through (1) the process of reallocation or (2) bonus funding.

- Through the **Reallocation process**, which reallocates funds from a currently funded project to a new project, CoCs may create six types of new projects:
  - New permanent supportive housing projects where all beds will be dedicated for use by chronically homeless individuals and families.
  - New permanent supportive housing projects that meet the requirements of Dedicated PLUS as defined in Section III.C.2.g of the NOFA.
  - New rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.
  - New Joint Transitional Housing and Rapid Re-Housing projects as defined in Section III.C.2.n of the NOFA.
  - New Supportive Services Only (SSO) projects specifically for a centralized or coordinated assessment system.
  - New dedicated Homeless Management Information System (HMIS) projects carried out by the HMIS lead.
- Through the **CoC Bonus**, the Yolo CoC may request up to \$26,804 for the following types of new projects:
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## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

- New permanent supportive housing projects that meet the requirements of DedicatedPLUS as defined in Section III.C.2.g of the NOFA.
- New rapid re-housing projects that will serve homeless individuals and families, including unaccompanied youth.
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## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

participants, or in the case of HMIS projects, increase the current HMIS activities within the CoC's geographic area.

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  3. a renewal project application that incorporates the renewal and new expansion activities, and the combined budget line items for both the renewal and new expansion.
- **New in FY 2019:** HUD will allow CoC's to renew projects funded in the FY2016 Youth Homeless Demonstration Project (YHDP) if they meet the requirements of the CoC program and will have an operating end date in Calendar Year (CY) 2020 (between January 1, 2020 and December 31, 2020). The Yolo CoC does not have any current YHDP projects.

#### YOLO COC PROJECT RANKING

CoCs will be required to hold a local funding competition and use an objective ranking system to determine the project applications to be submitted to HUD in this funding round. Projects submitted cannot equal more than the CoC's Annual Renewal Demand (ARD) of \$481,697, CoC Bonus of \$26,804, and domestic violence bonus of \$53,609. Once the final projects have been selected, the CoC must rank the project applications in two tiers.

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- Tier 2 will be equal to the difference between Tier 1 and the CoC's ARD (\$28,902) plus any amounts available for CoC Bonus projects (\$26,804). Tier 2 for the Yolo CoC will be \$55,706.

#### HUD Selection

- HUD will conditionally select projects that are fully within Tier 1 that pass eligibility and threshold review, based on CoC score beginning with highest scoring CoC to the lowest scoring.
- HUD will select projects in Tier 2 in order of CoC score and project score until there are no more funds available.
- If a project application is straddling the Tier 1 and Tier 2 funding line, HUD will conditionally select the project up to the amount of funding that falls within Tier 1. If HUD does not fund the Tier 2 portion, HUD may award the project at the reduced amount, provided the project is still feasible with the reduced funding.
- For projects the CoC indicates it would like to be considered as part of domestic violence bonus, HUD will award a separate point value to each project application. CoCs are required to rank all domestic violence bonus projects among the other new CoC projects, but also to assign domestic violence projects a unique rank number. If a domestic violence bonus project is selected by HUD for receipt of domestic violence bonus funds, HUD will remove that project from the CoC's ranked list of new projects, and all other project applications ranked below the



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### Notice of Funding for Homeless Services *FY 2019 Continuum of Care Competition*

domestic violence bonus project will move up one ranked position. If the domestic violence bonus project is not selected for domestic violence funding, the project application will remain in its ranked position and will be considered as a normal ranked project within the other CoC funding competition.

#### APPLICATION TIMELINE

- Eligible applicants must submit a project application in the [e-snaps system](#) no later than **11:59pm on August 22, 2019**.
- Applicants requesting funding for new projects should express their intent to apply to the Yolo County Homeless Services Team at [Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org) or (530) 666-8553 no later than **5:00pm on Wednesday, August 7, 2019**.
- Project applicants will be notified regarding the status of their application (including approval or denial, and ranking if approved) no later than **5:00pm on Friday, September 13, 2019**.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

#### APPENDIX A: APPLICATION TIMELINE

7/3/19	HUD released Notice of Funding Availability (NOFA) for 2018 CoC Competition
7/25/19	CoC Technical Subcommittee revises project ranking and selection process
8/2/19	CoC formally adopts project ranking and selection process and posts online
8/7/19	Notice of Intent Due to Homeless Services Team for New Projects <sup>1</sup>
8/22/19 @ 11:59pm	Project applications must be submitted to CoC in e-snaps
8/23/19	Homeless Services Team conducts threshold review of project applications
8/26/19-8/30/19	Ranking of project applications
9/11/19	CoC formally adopts project ranking at special HPAC Meeting
9/13/19 @ 5:00pm	Notification letters issued to applicants
9/19/19	CoC Coordinator sends comments and corrections to project applicants on apps
9/24/19	Project applicants return final corrected applications in e-snaps
9/26/19	CoC target for uploading the entire collaborative application and project priority listing to the HPAC website
9/28/19	CoC target for submitting collaborative application and project priority listing
<b>9/30/19 @ 4:59pm</b>	<b>CoC application due to HUD</b>

#### <sup>1</sup> New Projects:

- Any new project proposal for a:
  - *Permanent supportive housing projects dedicated to chronically homeless*
  - *Permanent supportive housing projects meeting the definition of DedicatedPLUS*
  - *Rapid re-housing projects*
  - *Joint Transitional Housing and Rapid Re-Housing projects*
  - *Supportive Services Only (SSO) projects for coordinated entry*
  - *HMIS project (only HMIS lead can apply)*
  - *CoC Bonus projects*
  - *Domestic Violence Bonus projects*



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### Notice of Funding for Homeless Services FY 2019 Continuum of Care Competition

#### APPENDIX B: HUD SCORING

Applications will be assessed on a 200-point scale.

<b>Project Capacity, Review, and Ranking</b>	<b>29 Points/ 15%</b>
Objective Criteria and Past Performance	18
Reallocating Projects	4
Severity of Needs and Performance	4
Ranking and Selection Process	3
<b>System Performance</b>	<b>60 Points/ 30%</b>
Reducing the Number of Homeless Individuals and Families	10
Reduction in the Number of First Time Homeless	3
Length of Time Homeless	14
Successful Permanent Housing Placement or Retention	11
Returns to Homelessness	8
Jobs and Income Growth	5
Other Non-Employment Income	3
HMIS System Performance Measures	6
<b>Homeless Management Information System</b>	<b>9 Points/ 4.5%</b>
Housing Inventory Count (HIC)	1
Bed Coverage	6
Longitudinal Systems Analysis (LSA) Report	2
<b>Point-in-Time Count</b>	<b>6 Points/ 3%</b>
PIT Count and Data Submissions	3
Effectively Counting Youth	3
<b>Performance and Strategic Planning</b>	<b>40 Points/ 20%</b>
Ending Chronic Homelessness	10
Ending Homelessness Among Households with Children	10
Ending Youth Homelessness	10
Ending Veteran Homelessness	10
<b>CoC Coordination and Engagement</b>	<b>56 Points/ 28%</b>
Inclusive Structure and Participation	5
Coordination with Federal, State, Local, Private and Other Organizations	2
Addressing the Needs of Victims of Domestic Violence	3
Protecting Against Discrimination	3
Public Housing Agencies	5
Discharge Planning	1
Low Barriers to Entry	7
Street Outreach	3
Criminalization	1
Rapid Re-Housing	10
Mainstream Benefits	1
Coordinated Entry	3
Addressing Racial Disparities in Homelessness	5
Promoting and Increasing Employment	6
Promoting Volunteering and Community Service	1
Section 3 Requirements for CoCs ( <i>only applicable to new construction or rehabilitation projects</i> )	-2 ( <i>if req. not met</i> )



## **Yolo County Homeless and Poverty Action Coalition (HPAC)**

### **FY 2019 Continuum of Care (CoC) Competition**

#### ***Project Reallocation, Ranking, and Selection Process***

*Adopted 8/2/2019*

#### **PROJECT SELECTION SUBCOMMITTEE**

During the FY 2019 CoC competition HPAC will establish an objective Project Selection Subcommittee to develop a recommendation regarding which project applications should be sent to HUD for funding in the FY2019 CoC competition. The Subcommittee will include:

- Representatives from non-conflicted CoC member agencies and stakeholders
- A minimum of 5 members, maximum of 10 members
- Membership representing both public and private agencies
- Membership representing all geographic areas within the HPAC jurisdiction
- No more than one representative from each member agency

The County Homeless Services Team will act as staff to committee, but will not participate in ranking or voting.

#### **PROJECT REALLOCATION, RANKING, AND SELECTION PROCEDURE**

##### **SUBMISSION OF PROJECT APPLICATIONS**

All project applications must be submitted in [e-snaps](#) by **August 22, 2019 at 11:59pm**.

- Applications received late, but within 8 hours of the due date/time will receive a 5-point score reduction.
- Projects received after 7:59am on 8/23/19 may receive an additional point reduction, to be determined by the Project Selection Subcommittee.
- It is recommended that applicants take a screenshot of their Submissions List and Project Summaries after submitting. In the event that the e-snaps system has issues, this can be used as evidence that the project was submitted on-time.
- If an applicant is having issues with submitting the application in e-snaps by the deadline due to system error they may submit a PDF version of the application, along with evidence that the e-snaps system was not working.

For renewal projects, the Annual Performance Report (APR) from the Homeless Management Information System (HMIS) should be submitted directly to the Homeless Services Team at [Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org) by **August 22, 2019 at 11:59pm**. Victim service providers should submit APR data from a comparable database to HMIS.

In addition to the application in e-snaps, project applicants may submit a supplementary response (no longer than 5 pages) directly to the Homeless Services Team at [Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org), to address any areas where they believe members of the Project Selection Subcommittee may require additional information or explanations. These responses will be distributed to Subcommittee members along with the project applications. Project applicants may also participate in a brief in-person interview with the Project Selection Subcommittee prior to their cumulative ranking process to answer questions and address any areas of concern.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

#### PREPARATION FOR REVIEW PROCESS

##### Minimum Threshold Review

**8/23:** Homeless Services Team conducts a minimal threshold review on new projects to ensure that projects meet minimum requirements as described below. Per guidance from HUD, all renewal projects will be assumed to meet the threshold requirements.

- Project type and population served is eligible for CoC funding
- Project serves CoC service area
- Project meets 25% match requirements
- Project meets HUD project quality threshold (as described on page 34 of the Notice of Funding Availability)

If a project does not meet the threshold requirements the Project Selection Subcommittee will be notified. Depending on the severity of the issue, the Subcommittee may reject the project for funding, or work with the applicant on addressing the issue.

##### Distribution of Application Scoring Packets

**8/26:** Homeless Services Team prepares and distributes application packets to the members of the Project Selection Subcommittee.

#### **SCORING**

**8/26-8/30:** Members of the Project Selection Subcommittee independently review and score all renewal projects<sup>1</sup> and new projects<sup>2</sup> (out of 75 possible points). Separate scoring sheets will be used for renewal and new projects. Renewal projects that have been in operation for less than 1 year, and have not completed an Annual Performance Report (APR), will be scored using the new project rubric. Victim service providers will be evaluated using the same scoring sheets as other projects, but should submit APR data from a database comparable to HMIS.

#### **REALLOCATION, RANKING AND PROJECT SELECTION**

**8/30:** Members of the Project Selection Subcommittee meet to complete the following tasks:

- Interview project applicants to address any outstanding questions
- Assign a cumulative score to each new and renewal project
- Consider reallocation of under-performing projects
- Select new projects
- Assign a rank to each project application

<sup>1</sup> **Renewal Projects:** Projects currently funded by the CoC program with an expiration date in 2020

<sup>2</sup> **New Projects:** Any new project proposal for:

- Permanent supportive housing projects dedicated to chronically homeless
- Permanent supportive housing projects meeting the definition of DedicatedPLUS
- Rapid re-housing projects
- Joint Transitional Housing and Rapid Re-Housing projects
- Supportive Services Only (SSO) projects for coordinated entry
- HMIS project (only HMIS lead can apply)
- CoC Bonus projects
- Domestic Violence Bonus Projects



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

Minutes will be recorded at the meeting, provided at the subsequent HPAC meeting with the ranking results, and made available to the public.

#### Cumulative Scoring of Renewal and New Projects

The Subcommittee's first task will be to develop a cumulative score for each project by aggregating the scores assigned to each project by each individual member of the Subcommittee.

#### Reallocation of Under-Performing Projects

Next, the Subcommittee will consider whether reallocation<sup>3</sup> of under-performing renewal projects is necessary.

- The Subcommittee will recommend reallocation of any projects not meeting a minimum scoring threshold of 45 points (60% of total available points).
- The Subcommittee will recommend development of a Corrective Action Plan for any projects scoring between 45 to 55 points (60-73% of total available points).
  - ✓ Projects recommended for corrective action must develop and share a Corrective Action Plan with HPAC by November 1, 2019. The Homeless Services Team will assist projects with development of the Plan, and will provide technical assistance as needed. Additionally, HPAC will continually monitor the Plan and provide ongoing assistance with improvement efforts. If project has not demonstrated improvement before FY20 CoC process (as demonstrated by improved score), the project may be recommended for reallocation.

#### Selection of Renewal and New Projects

After considering all renewal projects and determining the need for reallocation of under-performing projects the Project Selection Subcommittee will recommend all remaining renewal projects for funding in the FY19 CoC competition. After renewals have been reviewed and recommended for funding, the Subcommittee will determine the amount of funding available for new projects using the formula provided below.

<b>STEP 1:</b>	\$481,697	Annual Renewal Demand
	\$26,804	CoC Bonus
	+ \$53,609	Domestic Violence Bonus
=	<b>\$562,110</b>	<b>Total Available Funds</b>
<b>STEP 2:</b>	\$562,110	Total Available Funds
	- \$xxx,xxx	Cost of Recommended Renewals
	=	<b>\$xxx,xxx</b>

The Subcommittee will review the new project proposals, giving consideration to the score of each project, the geographic disbursement of projects, and whether the project addresses a critical community need that is currently unmet. The Subcommittee will select projects for funding until the available funding runs out. All remaining new projects will be rejected for funding.<sup>4</sup>

<sup>3</sup> **Reallocation:** When funds are shifted from an existing renewal project to create new projects

<sup>4</sup> Projects **selected for funding** will be recommended to HUD for funding in the FY19 CoC competition. Projects **rejected for funding** will not be recommended to HUD for funding in the FY19 CoC competition.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

#### Ranking of New and Renewal Projects

Once the Subcommittee has selected all new and renewal projects that will be recommended for funding, the Subcommittee will assign a rank<sup>5</sup> and tier<sup>6</sup> to each project. Projects will be placed in order from highest to lowest based on cumulative score, and assigned a rank in that order.

<b>TIER 1:</b>	\$452,795	100% of first time renewal projects plus 94% of all other renewals
<b>TIER 2:</b>	+ \$109,315	Remaining renewal and Bonus Funding <sup>7</sup>
	<u>\$562,110</u>	Total Available Funding

The Subcommittee retains the right to alter the initial ranking and tier placement for strategic reasons, if initial scoring is likely to result in any critical services gaps, including lack of services in a community or lack of services for a priority population.

#### PUBLIC MEETING AND HPAC ADOPTION

**9/11:** The Project Selection Subcommittee will bring its final recommendation regarding project reallocation, selection, rejection, and rank/tier to the full HPAC membership at a public meeting on September 11, 2019. The draft recommendation will be posted on the HPAC website and emailed to the membership a minimum of 48-hours prior to the public meeting. The meeting will be publicly advertised on the HPAC website. All members of the public and local agencies will be invited to provide public comment during the meeting.

Following public comment, the HPAC membership will make a final determination regarding which projects will be recommended to HUD for funding, and will hold a vote of all non-conflicted member organizations.

#### NOTIFICATION TO APPLICANTS

**9/13:** The Homeless Services Team will send an email to each project applicant explaining whether their project was accepted or rejected. If rejected, the letter will explain the reason for the rejection. If accepted, the letter will explain the rank and tier assignment. In addition, all applicants may request copies of the scoring materials associated with their project, or a debrief with the Homeless Services Team.

#### SOLO APPLICATIONS TO HUD

Eligible project applicants that attempted to participate in the CoC planning process in the CA-521 Davis/Woodland/Yolo County Continuum of Care, that believe they were denied the opportunity to participate in a reasonable manner and were rejected or reallocated may appeal the rejection directly to HUD by submitting a solo application to HUD prior to the application deadline of **September 30, 2019 by 8:00PM Eastern Time.**

<sup>5</sup> **Project Rank:** Once selected for funding, all projects must be placed in order of preference or “ranked”.

<sup>6</sup> **Project Tier:** Once ranked, projects must be placed in two tiers. Projects in tier 1 will be conditionally selected by HUD for funding. Projects in tier 2 will be selected by HUD in order of CoC score and project score until no more funds are available.

<sup>7</sup> **Bonus Funding:** \$26,804 is available for CoC Bonus projects, and \$53,609 is available for DV Bonus projects.





## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

#### Yolo CoC Scoring Rubric: Renewal Projects

##### PROGRAM DESIGN

<b>Type of Project</b>	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities as described in Section II.A (pages 5-6) of the <a href="#">NOFA</a> and demonstrate the ability to meet a local community need?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Low Barriers</b>	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Serving Priority and Vulnerable Populations</b>	<p>If PSH, does project serve exclusively the chronically homeless<sup>8</sup>, or prioritize the chronically homeless for beds as they turn over?</p> <hr/> <p>If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?</p>	<b>5</b>	<p>5 Pts: Prioritizes chronically homeless with bed turnover 3Pts: Demonstrates in recent APR that a minimum of 50% of clients were chronically homeless 0 Pts: Does not prioritize chronically homeless</p> <hr/> <p>Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible</p>

**Points Sub-Total: 25**

##### PROGRAM PERFORMANCE *(Answers should be based on FY 15/16 HMIS data)*

<b>Housing Stability and Exits</b>	If permanent supportive housing, do at least 80% of participants remain housed or exit to another permanent housing destination?	<b>10</b>	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding
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<sup>8</sup> A person or household who is “chronically homeless” according to HUD includes an unaccompanied homeless individual with a disabling condition who has either (1) been homeless continuously for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition may include (1) a diagnosis of substance use disorder, (2) a serious mental illness, (3) a development disability, (4) a chronic physical illness, and (5) the co-occurrence of two or more of the previously mentioned conditions.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

	<p>If transitional housing, do at least 80% of homeless persons exit to permanent housing?</p>		<p>performance issues, Yolo County housing market, affordable housing availability and local vacancy rates.            10 Pts: Excellent            8 Pts: Strong            6 Pts: Fair            4 Pts: Needs Work            2 Pts: Poor            0 Pts: Terrible</p>
<b>Income</b>	<p>Does project demonstrate that at least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured?</p>	<b>10</b>	<p>Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues.            10 Pts: Excellent            8 Pts: Strong            6 Pts: Fair            4 Pts: Needs Work            2 Pts: Poor            0 Pts: Terrible</p>
<b>Mainstream Benefits</b>	<p>Does the project demonstrate success in connecting participants with and ensuring participants mainstream resources (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)?</p>	<b>10</b>	<p>Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues.            10 Pts: Excellent            8 Pts: Strong            6 Pts: Fair            4 Pts: Needs Work            2 Pts: Poor            0 Pts: Terrible</p>
<b>Bed Utilization</b>	<p>Does the project routinely operate at 85% capacity according to quarterly bed utilization reports from previous funding year?</p>	<b>5</b>	<p>Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues.            5 Pts: Excellent            4 Pts: Strong            3 Pts: Fair            2 Pts: Needs Work            1 Pts: Poor            0 Pts: Terrible</p>
			<b>Points Sub-Total: 35</b>
<b>GRANT MANAGEMENT (20 Points)</b>			



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

<p><b>HPAC Participation</b></p>	<p>Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has the agency demonstrated a commitment to HPAC participation and partner engagement in the future?</p>	<p><b>10</b></p>	<p>Consider HPAC participation levels and supplemental responses.          10 Pts: Excellent          8 Pts: Strong          6 Pts: Fair          4 Pts: Needs Work          2 Pts: Poor          0 Pts: Terrible</p>
<p><b>Drawdown Rates and Fund Utilization</b></p>	<p>In the previous funding year, did the project draw down at least 95% of funds within 90 days of the project's expiration date? <i>(determined using supplemental information from HUD)</i></p>	<p><b>5</b></p>	<p>Consider data from HUD. Also consider supplemental responses from applicant regarding any performance issues.          5 Pts: Excellent          4 Pts: Strong          3 Pts: Fair          2 Pts: Needs Work          1 Pts: Poor          0 Pts: Terrible</p>
<p style="text-align: right;"><b>Points Sub-Total: 15</b></p>			<p style="text-align: right;"><b>TOTAL AVAILABLE POINTS: 75</b></p>



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

### Yolo CoC Scoring Rubric: New Projects

#### PROGRAM DESIGN

<b>Type of Project</b>	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities as described in Section II.A (pages 5-6) of the <a href="#">NOFA</a> and demonstrate the ability to meet a local community need?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Low Barriers</b>	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Serving Priority and Vulnerable Populations</b>	If PSH, will project serve exclusively the chronically homeless, or prioritize the chronically homeless for beds as they turn over?  If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?	<b>5</b>	5 Pts: Serves exclusively chronically homeless 3Pts: Prioritizes chronically homeless with bed turnover 0 Pts: Does not prioritize chronically homeless  Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible

**Points Sub-Total: 25**

#### PROGRAM PERFORMANCE

<b>Housing Stability and Exits</b>	If permanent supportive housing, how does the project plan to retain participants or ensure that they exit to permanent housing? <i>HUD Standard: 80% of participants remain housed or exit to another permanent housing destination</i>	<b>10</b>	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:  10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair
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## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

	<p>If rapid re-housing, how does the project plan to rapidly move participants into permanent housing? <i>HUD Standard: 80% of participants remain housed or exit to permanent housing</i></p>		<p>4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible</p>
<b>Income</b>	<p>How does the project plan to increase income for participants? <i>HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured</i></p>	<b>10</b>	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible</p>
<b>Mainstream Benefits</b>	<p>How does the project plan to assist participants in accessing mainstream benefits (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)? <i>HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured</i></p>	<b>10</b>	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible</p>
<b>Bed Utilization</b>	<p>How does the project plan to quickly fill vacancies? <i>HUD Standard: Projects operate at 85% capacity</i></p>	<b>5</b>	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible</p>
			<b>Points Sub-Total: 35</b>
<b>GRANT MANAGEMENT</b>			
<b>HPAC Participation</b>	<p>Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has</p>	<b>10</b>	<p>Consider HPAC participation levels and supplemental responses.</p> <p>10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work</p>



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

	the agency demonstrated a commitment to HPAC participation and partner engagement in the future?		2 Pts: Poor 0 Pts: Terrible
<b>Experience &amp; Readiness</b>	Does the applicant have experience with managing similar projects and with successful grant administration for federal funds? Will the project be able to begin drawing funds in a timely manner?	<b>5</b>	5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			<b>Points Sub-Total: 75</b>
			<b>TOTAL AVAILABLE POINTS: 75</b>

**Question 1E-2: Project Review and Ranning - Objective Criteria**

**Question 1E-4: Public Postings - CoC Approved Consolidated Application**

The following documents show that the CoC publicly posted all required elements of the CoC Application and Project Priority Listing.

- **Pages 2-8:** Public posting of Public Hearing Notice including rank and tier recommendations.
- **Pages 9-12:** Project Selection Subcommittee meeting notes detailing how the CoC utilized an objective criteria and system performance measures to score and rank projects. This document includes the report of actual scores awarded to project applicants.
- **Pages 13-22:** Project Reallocation, Ranking, and Selection Process including the complete breakdown of scoring criteria included in the attached scoring rubrics.
- **Page 23:** Evidence of Public Posting of CoC Consolidated Application and CoC Project Priority Listing as entered into *e-snaps* at least two days prior to the application submission.

Required elements are indicated in NOTES TO HUD in orange ink or highlighting.

File Message Help Adobe PDF Tell me what you want to do

Ignore Delete Archive Reply Reply All Forward Meeting

Junk Delete Archive Reply Reply All Forward Meeting

Action Needed... To Manager

Team Email Done

Reply & Delete Create New

Move Rules OneNote Actions

Assign Mark Categorize Follow

Policy Unread Tags Up

Translate Find Related Select

Read Aloud Zoom

Speech Zoom

Thu 9/5/2019 4:00 PM

**EM** Emily Meza

**PUBLIC HEARING 9/11/19- CoC Project Ranks/Tier Placement FY2019**

To 'Adrienne Heinig'; 'Aleecia Gutierrez'; 'Alexis Bernard'; Amanda Ekman; 'Amber Whitaker'; 'ameyer@lsnc.net'; Andre Huddleston; Anna Sutton; 'Anne Marie Flynn'; 'Anston Houghton'; 'apickens@fourthandhope.org'; 'April Wick'; 'Bill Pride'; 'bob@srceh.org'; 'Bobbi Vaughn'; 'bobbies@communicarehc.org'; Brandi Halstead; 'Carolyn Pierson'; 'celina@empoweryolo.org'; 'Christina Andrade-Lemus'; Christopher Bulkeley; 'Claudine Turner (Hotel Woodland)'; 'Corkey Mapalo'; Craig Seelig; Crista Cannariato; 'Cynthia Van Nostrand'; 'Dan Wessel (Community Member)'; 'dan.sokolow@cityofwoodland.org'; Dana Christy; 'daniel.maguire@cityofwinters.org'; 'Davis Chamber'; 'Dawn Brown'; 'Deanna Lynn-Steele'; 'Diane Clarke'; 'Don Bosley (Mercy Coalition)'; 'dzeck@fourthandhope.org'; Elaine Lytle; 'Elizabeth Correa'; Emily Kochly; Emily Meza; 'Eric Gudtz'; 'Erica Plumb - Mercy Housing'; Erin McEwen; 'Evelyn Aguilar'; 'Gary Wegener'; 'ghashimoto@cityofdavis.org'; 'Hannah Gray'; 'Hazaiah Williams'; 'Helen Roland'; 'Helen Thomson'; 'Holly Pierce'; 'Holly Wunder-Stiles'; 'housing@y3c.org'; 'housingnow@y3c.org'; Ian Evans; 'iperez@ych.ca.gov'; 'Jade Smith'; 'Jayne Williams'; Jeneba Lahai; 'Jeremy Smith'; 'jfox@voa-ncnn.org'; 'jholt@ych.ca.gov'; 'Joan Planell'; 'Joy Cohan'; 'Julie Baumgartner'; Julie Freitas; 'kalic@communicarehc.org'; 'Kara Hunter'; Karen Larsen; 'Kathy Trott'; Katie Villegas; 'Kevin Roddy';

Bcc

This message was sent with High importance.

HPAC Public Hearing Notice- Yolo County Continuum of Care Funding Competition FY 2019.pdf 169 KB

HPAC Agenda & Materials\_CoC Public Hearing\_9.11.19.pdf 276 KB

Hello HPAC,

I am sending this email to update you regarding the status of our local Continuum of Care (CoC) funding competition. Per the *Project Reallocation, Ranking and Selection Process* that HPAC adopted on 8/2/19, all applicants interested in receiving CoC funding in the FY 2019 local competition had to submit their project applications by 8/22/19. For the FY 2019 CoC funding year the Yolo CoC received 7 project applications totaling \$562,110. This is the exact amount of funding available from HUD in 2019, which means that we will not be rejecting any projects, though all projects still have to be ranked and placed in either Tier 1 or Tier 2.

The Project Selection Subcommittee spent 8/26-8/30 reviewing the applications, and met on 8/30/19 to develop a recommendation regarding the rank and tier placement of each project. The notes from that meeting are included in the agenda packet attached and available on the [Yolo County website](#). The recommended rank and tier placement are provided below.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee				
Rank	Applicant	Project	Amount	Score
<b>TIER 1</b>				
1	Yolo Community Care Continuum	Supported Housing	\$146,527	70.8
2	City of Woodland/ 4 <sup>th</sup> and Hope	Consolidated PSH	\$91,191	65.6
3	City of Davis/ Davis Community Meals	Transitional Housing	\$66,282	61.6
4	City of Woodland/ 4th and Hope	Reallocation (2015) PSH	\$148,795	64.6
<b>TIER 2</b>				
			\$4,141	
5	Empower Yolo	Domestic Violence Bonus	\$53,609	64.0
6	City of Woodland/ 4th and Hope	Bonus (2019)	\$26,804	62.0
7	City of Woodland/ 4th and Hope	Bonus (2016)	\$24,761	55.8
<b>TOTAL:</b>			<b>\$562,110</b>	

Per the *Project Reallocation, Ranking and Selection Process* that HPAC adopted on 8/2/19, we will be holding a [PUBLIC HEARING](#) to consider and approve the rank and tier placement for our local Continuum of Care (CoC) funding competition during a special HPAC meeting on 9/11/19. The Public Hearing Notice is available on the [Yolo County website](#) and attached to this email. The public hearing will include a brief presentation of the Project Selection Subcommittee's recommendations, followed by an open public comment period, then a discussion and vote of the non-conflicted HPAC member agencies.

Please feel free to get in touch with me if you have any questions or comments.

Thank you,

*Emily Meza*

Homeless Services Analyst  
Yolo County Health and Human Services Agency (HHS&A)



**From:** Emily Meza  
**Bcc:** "Adrienne Hejnic"; "Aleecia Gutierrez"; "Alexis Bernard"; "Amanda Ekman"; "Amber Whitaker"; "ameyer@snc.net"; "Andre Huddleston"; "Anna Sutton"; "Anne Marie Flynn"; "Anston Houghton"; "apickens@fourthandhope.org"; "April Wick"; "Bill Pride"; "bob@srceh.org"; "Bobbi Vaughn"; "bobbies@communicarehc.org"; "Brandi Halstead"; "Carolyn Pierson"; "celina@empoweryolo.org"; "Christina Andrade-Lemus"; "Christopher Bulkeley"; "Claudine Turner (Hotel Woodland)"; "Corkey Mapalo"; "Craig Seelig"; "Crista Cannariato"; "Cynthia Van Nostrand"; "Dan Wessel (Community Member)"; "dan.sokolow@cityofwoodland.org"; "Dana Christy"; "daniel.maguire@cityofwinters.org"; "Davis Chamber"; "Dawn Brown"; "Deanna Lynn-Steele"; "Diane Clarke"; "Don Bosley (Mercy Coalition)"; "dzeck@fourthandhope.org"; "Elaine Lytle"; "Elizabeth Correa"; "Emily Kochly"; "Emily Meza"; "Eric Gudz"; "Erica Plumb - Mercy Housing"; "Erin McEwen"; "Evelyn Aguilar"; "Gary Wegener"; "ghashimoto@cityofdavis.org"; "Hannah Gray"; "Hazaiah Williams"; "Helen Roland"; "Helen Thomson"; "Holly Pierce"; "Holly Wunder-Stiles"; "housing@y3c.org"; "housingnow@y3c.org"; "Jan Evans"; "lperez@ych.ca.gov"; "Jade Smith"; "Jayne Williams"; "Jeneba Lahaj"; "Jeremy Smith"; "jfox@voa-ncnn.org"; "jholt@ych.ca.gov"; "Joan Planell"; "Joy Cohan"; "Julie Baumgartner"; "Julie Freitas"; "kalic@communicarehc.org"; "Kara Hunter"; "Karen Larsen"; "Kathy Trott"; "Katie Villegas"; "Kevin Roddy"; "Kim Heuvelhorst"; "Kimberly Angulo"; "Koy Saechao"; "Kristen Cline"; "Larry Love"; "lbaker@ych.ca.gov"; "Liane Moody"; "Ligayah@cimcinc.com"; "Linda Scott"; "Lindsay Moss"; "Lynette@empoweryolo.org"; "Mariah Ernst-Collins (YCOE)"; "Mark Fink"; "Mark Sawyer"; "Martha Guerrero"; "Martha Teeter"; "Mary Anne Kirsch"; "Melesio Perez"; "Melinda Daugherty"; "Melissa Marshall, MD"; "Michael Bisch"; "Michele Kellogg"; "Nadia Waggener"; "Nancy Mills"; "Nasiya Jae Gordy"; "Nelly Ramos"; "Nicole Ring-Collins (Shores of Hope)"; "Niomi Michel"; "Nolan Sullivan"; "pastor.ross@yahoo.com"; "Patti Hobbs (IRWS)"; "Phaicia Chow"; "Philip Reed (VA)"; "Rachael Austin"; "Rachel Davidson (Rachel@streetsteam.org)"; "Rachel Nervo"; "RCollins@cityofdavis.org"; "Reed.Walker@va.gov"; "Robin Frank"; "Rosie.Caraveo@wjud.org"; "Rudy"; "Ryann Esteban"; "Sabina Kish"; "Sadie Shen"; "Sandra Sigrist"; "Sara Gavin"; "Scott Love"; "Scott Thurmond"; "Sheila Allen"; "Susan Hensley"; "Tammi Lidie"; "Tico Zendejas - RISE, Inc."; "Tinal@communicarehc.org"; "Tracey Dickinson"; "Veronica Williams"; "Zane Hatfield"  
**Subject:** PUBLIC HEARING 9/11/19- CoC Project Ranks/Tier Placement FY2019  
**Date:** Thursday, September 05, 2019 3:59:00 PM  
**Attachments:** [HPAC Public Hearing Notice- Yolo County Continuum of Care Funding Competition FY 2019.pdf](#)  
[HPAC Agenda & Materials CoC Public Hearing 9.11.19.pdf](#)  
[image002.png](#)  
**Importance:** High

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vote of the non-conflicted HPAC member agencies.

Please feel free to get in touch with me if you have any questions or comments.

Thank you,

*Emily Meza*

Homeless Services Analyst

Yolo County Health and Human Services Agency (HHSA)

137 N. Cottonwood St,

Woodland, CA, 95695

Desk: (530) 666-8553

Cell: (530) 312-5146

[emily.meza@yolocounty.org](mailto:emily.meza@yolocounty.org)



**Yolo County Homeless and Poverty Action Coalition (HPAC)**

Davis/Woodland/Yolo County Continuum of Care (CA-521)

**PUBLIC HEARING NOTICE**

To all citizens, residents, and interested parties, the Yolo County Homeless and Poverty Action Coalition (HPAC), also known as the Davis/Woodland/ Yolo County Continuum of Care (CA-521) will be conducting a public hearing regarding the following:

- Adopt a recommended rank and tier placement to send to the United States Department of Housing and Urban Development for the 7 project applications submitted to the local FY 2019 Continuum of Care (CoC) funding competition.

The HPAC Project Selection Subcommittee has developed a recommended rank and tier placement for each project as provided below, per the process outlined in the *HPAC Project Reallocation, Ranking and Selection Process* (adopted 8/2/2019). Meeting minutes that provide additional detail regarding how the Subcommittee developed its recommendations can be found on the [CoC Funding Competition](#) webpage.

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**TOTAL: \$562,110**

HPAC will hold a public hearing during a special meeting on **Wednesday, September 11, 2019 at 1:15pm** at **25 N. Cottonwood Street, Woodland, CA 95695** in the **Community Room**. Interested residents are invited to attend.

Comments may be submitted in writing to Emily Meza ([Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org); 530-666-8553) in advance of the meeting, or may be presented orally at the public hearing.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

Davis/Woodland/Yolo County Continuum of Care (CA-521)

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- Yolo County's Anti-Tobacco Youth Coalition
- Substance Use Disorder System Provider Meeting
- Children & Youth
- Employment Services
- Families
- Mental Health
- Providers & Partners
- Substance Abuse
- Welfare
- Child Support Services
- Report a Concern
- Ombudsman Complaint Form
- Health Statistics
- Health Alerts
- Homeless Services
- Contact Us

9/24/19	Project applicants return final corrected applications in e-snaps
9/26/19	CoC target for uploading the entire collaborative application and project priority listing to the HPAC website
9/28/19	CoC target for submitting collaborative application and project priority listing
9/30/19 @ 4:59pm	CoC application due to HUD

### Rank and Tier Recommendations

Per the *FY 2019 CoC Project Ranking and Selection Process* that HPAC adopted on August 2, 2019, all applicants interested in receiving CoC funding in the FY 2019 local competition had to submit their project applications by August 22, 2019. For the FY 2019 CoC funding year the Yolo CoC received 7 project applications totaling \$562,110. This is the exact amount of funding available from HUD in 2019, which means that no project applications will be rejected, though all projects will still be ranked and placed in either Tier 1 or Tier 2.

The Project Selection Subcommittee spent August 26-30, 2019 reviewing the applications, and met on 8/30/2019 to develop a recommendation regarding the rank and tier placement of each project. The notes from that meeting are available to the public ([FY2019 Coc Project Selection Subcommittee Notes](#)), and the recommended rank and tier placement are provided below.

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### Public Hearing Notice

HPAC will hold a Public Hearing on **Wednesday, September 11, 2019 at 1:15pm** at 25 N. Cottonwood Street, Woodland, CA 95695 in the Community Room to consider public comments before adopting a final rank and tier placement for the FY 2019 CoC local competition. Additional information can be found in the [Public Hearing Notice](#). The public hearing will include a brief presentation of the Project Selection Subcommittee's recommendations, followed by an open public comment period, then a discussion and vote of the non-conflicted HPAC member agencies.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Selection Subcommittee Meeting Notes

August 30, 2019

#### COMMITTEE MEMBERS

Janis Holt, Yolo County Housing  
Alysa Meyer, Legal Services of Northern California  
Veronica Williams, Volunteers of America  
Chris Bulkeley, Yolo County District Attorney's Office  
Kathy Trott, Woodland Opportunity Village

#### STAFF TO COMMITTEE

Emily Meza, Homeless Services Analyst, Yolo County Health and Human Services Agency  
Kim Heuvelhorst, Homeless Services Analyst, Yolo County Health and Human Services Agency

#### APPLICATION SUBMISSION

Applications were due by 11:59pm on August 22, 2019. As of that time, five applications for renewal projects and two applications for new projects were submitted.

Applications Submitted in FY2019 CoC Local Competition				
Organization	Application	Project	Housing Type	Amount
City of Davis/ Davis Community Meals and Housing	Renewal	Transitional Housing	TH	\$66,282
City of Woodland/ 4th and Hope	Renewal	Reallocation (2015) PSH	PSH	\$152,936
City of Woodland/ 4th and Hope	Renewal	Consolidated PSH	PSH	\$91,191
City of Woodland/ 4th and Hope	Renewal	Bonus (2016)	PSH	\$24,761
City of Woodland/ 4th and Hope	New (CoC Bonus)	Bonus (2019)	PSH	\$26,804
Empower Yolo	New (DV Bonus)	Domestic Violence Bonus	RRH	\$53,609
Yolo Community Care Continuum	Renewal	Supported Housing	PSH	\$146,527
				<b>Total: \$562,110</b>

#### REALLOCATION, SCORING, AND RANKING PROCESS

Subcommittee members received the application packets on Monday, August 26, 2019, and had four (4) days to individually score each project on a 75-point scale. The Subcommittee met as a group on Friday, August 30, 2019. The Subcommittee conducted a 20 minute interview with each of the applicants to address any questions. Interviews occurred as follows:



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

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- 9:15-9:35- Bill Pride, Davis Community Meals and Housing
- 9:35-9:55- Michele Kellogg and James McLeod, Yolo Community Care Continuum
- 9:55-10:15- Lynette Irlmeier, Empower Yolo
- 10:15-10:35- Doug Zeck and Amara Pickens, Yolo Wayfarer Center, dba Fourth and Hope; Dan Sokolow, City of Woodland



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Selection Subcommittee Meeting Notes

*August 30, 2019*

After the interviews were completed, the Subcommittee reviewed the individual scores of each project and developed aggregate scores for each project. Next, the Subcommittee considered whether reallocation of under-performing renewal projects was necessary, in accordance with the [FY2019 CoC Project Selection Process](#). As no project scored lower than 55 points, no project was recommended for reallocation nor development of a Corrective Action Plan. Then, the Subcommittee decided on a final rank for each project. Tier 1 or Tier 2 placement was determined based on the rank of each project.

The Subcommittee’s recommended rank and tier placement for each project are listed below.

Rank and Tier Placement as Recommended by CoC Project Selection Subcommittee				
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**TOTAL: \$562,110**

### NOTES ON RANKING DETERMINATIONS

The Subcommittee began the initial discussion regarding the rank of each project by placing all projects in order by score. All seven projects scored within 15 points of each other, and the Subcommittee decided to move the project ranking for one project based on a discussion about community need.

- The Yolo Community Care Continuum (SHP) project was the highest scoring project (70.8 points). The Subcommittee ranked this project as **number 1** (placed in tier 1).
- The City of Woodland/ Fourth and Hope (Consolidated PSH) project was the second highest scoring project (65.6 points). The Subcommittee ranked this project up as **number 2** (placed in tier 1).
- The City of Davis/Davis Community Meals (Transitional Housing) was the sixth highest scoring project (61.6 points). The Subcommittee chose to move this project up in ranking to **number 3** (placed in tier 1) based on geographic need. The Subcommittee determined that keeping beds available in Davis (the city in Yolo County that historically has among the lowest housing vacancy and the highest rental rates) was critical, and that keeping a small number of transitional housing units available in Yolo County was crucial given the high number of unsheltered persons currently living in Yolo County. The current countywide unsheltered count is estimated at approximately 61% of the overall homeless population.
- The City of Woodland/Fourth and Hope (Reallocation (2015) PSH) project was the third highest scoring project (64.6 points). The Subcommittee ranked this project as **number 4** (straddling tier 1 and tier 2).





## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### FY 2019 Continuum of Care (CoC) Competition

#### *Project Selection Subcommittee Meeting Notes*

*August 30, 2019*

- The Empower Yolo (Domestic Violence Bonus) project was the fourth highest scoring project (64.0 points). The Subcommittee ranked this project as **number 5** (placed in tier 2).
- The City of Woodland/Fourth and Hope (Bonus 2019) project was the fifth highest scoring project (62.0 points). The Subcommittee ranked this project as **number 6** (placed in tier 2).
- The City of Woodland/Fourth and Hope (Bonus 2016) project was the seventh highest scoring project (55.8 points). The Subcommittee ranked this project as **number 7** (placed in tier 2).



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Selection Subcommittee Meeting Notes

August 30, 2019

#### ATTACHMENT A: AGGREGATED PROJECT SCORES

Scoring Criteria	Total Points Available	Davis Community Meals Transitional Housing (\$66,282)	Fourth and Hope Consolidated Permanent Supportive Housing (\$91,191)	Fourth and Hope Reallocation (2015) Permanent Supportive Housing (\$152,936)	Fourth and Hope Bonus (2016) (\$24,761)	Fourth and Hope Bonus (2019) (\$26,804)	Empower Yolo Domestic Violence Bonus Project (\$53,609)	Yolo Community Care Continuum Supported Housing Project (\$146,527)
Type of Project	10	8.2	9.2	8.6	9.4	9	8.4	9.8
Low Barriers	10	8.4	10	9.6	9.2	9.6	9.6	9.6
Serving Priority Populations	5	4.2	5	5	4.6	5	4	5
<b>PROGRAM DESIGN SUB TOTAL:</b>	<b>25</b>	20.8	24.2	23.2	23.2	23.6	22	24.4
Housing Stability and Exits	10	8.2	9.6	9.6	8.4	8	8.8	9.2
Income	10	9.2	7.6	7.4	5	7.6	8	9.6
Mainstream Benefits	10	7.2	7	7.2	5	6.6	8	9
Bed Utilization	5	2.8	5	5	2.6	3	4	5.4
<b>PROGRAM PERFORMANCE SUB TOTAL:</b>	<b>35</b>	27.4	29.2	29.2	21	25.2	28.8	33.2
HPAC Participation	10	8.4	9.2	9.2	9.2	9.2	8.8	9.6
Drawdown Rates and Fund Utilization	5	5	3	3	2.4	4	4.4	3.6
<b>GRANT MANAGEMENT SUB TOTAL:</b>	<b>15</b>	13.4	12.2	12.2	11.6	13.2	13.2	13.2
<b>TOTAL:</b>	<b>75</b>	61.6	65.6	64.6	55.8	62	64	70.8



## Yolo County Homeless and Poverty Action Coalition (HPAC)

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### FY 2019 Continuum of Care (CoC) Competition

#### *Project Reallocation, Ranking, and Selection Process*

*Adopted 8/2/2019*

### PROJECT SELECTION SUBCOMMITTEE

During the FY 2019 CoC competition HPAC will establish an objective Project Selection Subcommittee to develop a recommendation regarding which project applications should be sent to HUD for funding in the FY2019 CoC competition. The Subcommittee will include:

- Representatives from non-conflicted CoC member agencies and stakeholders
- A minimum of 5 members, maximum of 10 members
- Membership representing both public and private agencies
- Membership representing all geographic areas within the HPAC jurisdiction
- No more than one representative from each member agency

The County Homeless Services Team will act as staff to committee, but will not participate in ranking or voting.

### PROJECT REALLOCATION, RANKING, AND SELECTION PROCEDURE

#### SUBMISSION OF PROJECT APPLICATIONS

All project applications must be submitted in [e-snaps](#) by **August 22, 2019 at 11:59pm**.

- Applications received late, but within 8 hours of the due date/time will receive a 5-point score reduction.
- Projects received after 7:59am on 8/23/18 may receive an additional point reduction, to be determined by the Project Selection Subcommittee.
- It is recommended that applicants take a screenshot of their Submissions List and Project Summaries after submitting. In the event that the e-snaps system has issues, this can be used as evidence that the project was submitted on-time.
- If an applicant is having issues with submitting the application in e-snaps by the deadline due to system error they may submit a PDF version of the application, along with evidence that the e-snaps system was not working.

For renewal projects, the Annual Performance Report (APR) from the Homeless Management Information System (HMIS) should be submitted directly to the Homeless Services Team at [Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org) by **August 22, 2019 at 11:59pm**. Victim service providers should submit APR data from a comparable database to HMIS.

In addition to the application in e-snaps, project applicants may submit a supplementary response (no longer than 5 pages) directly to the Homeless Services Team at [Emily.Meza@yolocounty.org](mailto:Emily.Meza@yolocounty.org), to address any areas where they believe members of the Project Selection Subcommittee may require additional information or explanations. These responses will be distributed to Subcommittee members along with the project applications. Project applicants may also participate in a brief in-person interview with the Project Selection Subcommittee prior to their cumulative ranking process to answer questions and address any areas of concern.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

#### PREPARATION FOR REVIEW PROCESS

##### Minimum Threshold Review

**8/23:** Homeless Services Team conducts a minimal threshold review on new projects to ensure that projects meet minimum requirements as described below. Per guidance from HUD, all renewal projects will be assumed to meet the threshold requirements.

- Project type and population served is eligible for CoC funding
- Project serves CoC service area
- Project meets 25% match requirements
- Project meets HUD project quality threshold (as described on page 34 of the Notice of Funding Availability)

If a project does not meet the threshold requirements the Project Selection Subcommittee will be notified. Depending on the severity of the issue, the Subcommittee may reject the project for funding, or work with the applicant on addressing the issue.

##### Distribution of Application Scoring Packets

**8/26:** Homeless Services Team prepares and distributes application packets to the members of the Project Selection Subcommittee.

#### SCORING

**8/26-8/30:** Members of the Project Selection Subcommittee independently review and score all renewal projects<sup>1</sup> and new projects<sup>2</sup> (out of 75 possible points). Separate scoring sheets will be used for renewal and new projects. Renewal projects that have been in operation for less than 1 year, and have not completed an Annual Performance Report (APR), will be scored using the new project rubric. Victim service providers will be evaluated using the same scoring sheets as other projects, but should submit APR data from a database comparable to HMIS.

#### REALLOCATION, RANKING AND PROJECT SELECTION

**8/30:** Members of the Project Selection Subcommittee meet to complete the following tasks:

- Interview project applicants to address any outstanding questions
- Assign a cumulative score to each new and renewal project
- Consider reallocation of under-performing projects
- Select new projects
- Assign a rank to each project application

---

<sup>1</sup> **Renewal Projects:** Projects currently funded by the CoC program with an expiration date in 2020

<sup>2</sup> **New Projects:** Any new project proposal for:

- *Permanent supportive housing projects dedicated to chronically homeless*
- *Permanent supportive housing projects meeting the definition of DedicatedPLUS*
- *Rapid re-housing projects*
- *Joint Transitional Housing and Rapid Re-Housing projects*
- *Supportive Services Only (SSO) projects for coordinated entry*
- *HMIS project (only HMIS lead can apply)*
- *CoC Bonus projects*
- *Domestic Violence Bonus Projects*



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

Minutes will be recorded at the meeting, provided at the subsequent HPAC meeting with the ranking results, and made available to the public.

#### Cumulative Scoring of Renewal and New Projects

The Subcommittee's first task will be to develop a cumulative score for each project by aggregating the scores assigned to each project by each individual member of the Subcommittee.

#### Reallocation of Under-Performing Projects

Next, the Subcommittee will consider whether reallocation<sup>3</sup> of under-performing renewal projects is necessary.

- The Subcommittee will recommend reallocation of any projects not meeting a minimum scoring threshold of 45 points (60% of total available points).
- The Subcommittee will recommend development of a Corrective Action Plan for any projects scoring between 45 to 55 points (60-73% of total available points).
  - ✓ Projects recommended for corrective action must develop and share a Corrective Action Plan with HPAC by November 1, 2019. The Homeless Services Team will assist projects with development of the Plan, and will provide technical assistance as needed. Additionally, HPAC will continually monitor the Plan and provide ongoing assistance with improvement efforts. If project has not demonstrated improvement before FY20 CoC process (as demonstrated by improved score), the project may be recommended for reallocation.

#### Selection of Renewal and New Projects

After considering all renewal projects and determining the need for reallocation of under-performing projects the Project Selection Subcommittee will recommend all remaining renewal projects for funding in the FY19 CoC competition. After renewals have been reviewed and recommended for funding, the Subcommittee will determine the amount of funding available for new projects using the formula provided below.

<b>STEP 1:</b>	\$481,697	<i>Annual Renewal Demand</i>
	\$26,804	<i>CoC Bonus</i>
	+ \$53,609	<i>Domestic Violence Bonus</i>
=	<b>\$562,110</b>	<b>Total Available Funds</b>
<b>STEP 2:</b>	\$562,110	<i>Total Available Funds</i>
	- \$xxx,xxx	<i>Cost of Recommended Renewals</i>
	=	<b>\$xxx,xxx</b>

The Subcommittee will review the new project proposals, giving consideration to the score of each project, the geographic disbursement of projects, and whether the project addresses a critical community need that is currently unmet. The Subcommittee will select projects for funding until the available funding runs out. All remaining new projects will be rejected for funding.<sup>4</sup>

<sup>3</sup> **Reallocation:** When funds are shifted from an existing renewal project to create new projects

<sup>4</sup> Projects **selected for funding** will be recommended to HUD for funding in the FY19 CoC competition. Projects **rejected for funding** will not be recommended to HUD for funding in the FY17 COC competition.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

#### Ranking of New and Renewal Projects

Once the Subcommittee has selected all new and renewal projects that will be recommended for funding, the Subcommittee will assign a rank<sup>5</sup> and tier<sup>6</sup> to each project. Projects will be placed in order from highest to lowest based on cumulative score, and assigned a rank in that order.

<b>TIER 1:</b>	\$452,795	<i>100% of first time renewal projects plus 94% of all other renewals</i>
<b>TIER 2:</b>	+ \$109,315	<i>Remaining renewal and Bonus Funding<sup>7</sup></i>
	<u>\$562,110</u>	<i>Total Available Funding</i>

The Subcommittee retains the right to alter the initial ranking and tier placement for strategic reasons, if initial scoring is likely to result in any critical services gaps, including lack of services in a community or lack of services for a priority population.

#### PUBLIC MEETING AND HPAC ADOPTION

**9/11:** The Project Selection Subcommittee will bring its final recommendation regarding project reallocation, selection, rejection, and rank/tier to the full HPAC membership at a public meeting on September 11, 2019. The draft recommendation will be posted on the HPAC website and emailed to the membership a minimum of 48-hours prior to the public meeting. The meeting will be publicly advertised on the HPAC website. All members of the public and local agencies will be invited to provide public comment during the meeting.

Following public comment, the HPAC membership will make a final determination regarding which projects will be recommended to HUD for funding, and will hold a vote of all non-conflicted member organizations.

#### NOTIFICATION TO APPLICANTS

**9/13:** The Homeless Services Team will send an email to each project applicant explaining whether their project was accepted or rejected. If rejected, the letter will explain the reason for the rejection. If accepted, the letter will explain the rank and tier assignment. In addition, all applicants may request copies of the scoring materials associated with their project, or a debrief with the Homeless Services Team.

#### SOLO APPLICATIONS TO HUD

Eligible project applicants that attempted to participate in the CoC planning process in the CA-521 Davis/Woodland/Yolo County Continuum of Care, that believe they were denied the opportunity to participate in a reasonable manner and were rejected or reallocated may appeal the rejection directly to HUD by submitting a solo application to HUD prior to the application deadline of **September 30, 2019 by 8:00PM Eastern Time.**

<sup>5</sup> **Project Rank:** Once selected for funding, all projects must be placed in order of preference or “ranked”.

<sup>6</sup> **Project Tier:** Once ranked, projects must be placed in two tiers. Projects in tier 1 will be conditionally selected by HUD for funding. Projects in tier 2 will be selected by HUD in order of CoC score and project score until no more funds are available.

<sup>7</sup> **Bonus Funding:** \$26,804 is available for CoC Bonus projects, and \$53,609 is available for DV Bonus projects.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

Yolo CoC Scoring Rubric: Renewal Projects			
<b>PROGRAM DESIGN</b>			
<b>Type of Project</b>	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities as described in Section II.A (pages 5-6) of the <a href="#">NOFA</a> and demonstrate the ability to meet a local community need?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Low Barriers</b>	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Serving Priority and Vulnerable Populations</b>	<p>If PSH, does project serve exclusively the chronically homeless<sup>8</sup>, or prioritize the chronically homeless for beds as they turn over?</p> <hr/> <p>If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?</p>	<b>5</b>	5 Pts: Prioritizes chronically homeless with bed turnover 3Pts: Demonstrates in recent APR that a minimum of 50% of clients were chronically homeless 0 Pts: Does not prioritize chronically homeless <hr/> Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			<b>Points Sub-Total: 25</b>
<b>PROGRAM PERFORMANCE</b> <i>(Answers should be based on FY 15/16 HMIS data)</i>			
<b>Housing Stability and Exits</b>	If permanent supportive housing, do at least 80% of participants remain housed or exit to another permanent housing destination?	<b>10</b>	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding

<sup>8</sup> A person or household who is “chronically homeless” according to HUD includes an unaccompanied homeless individual with a disabling condition who has either (1) been homeless continuously for a year or more, or (2) has had at least four episodes of homelessness in the past three years. A disabling condition may include (1) a diagnosis of substance use disorder, (2) a serious mental illness, (3) a development disability, (4) a chronic physical illness, and (5) the co-occurrence of two or more of the previously mentioned conditions.



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

	If transitional housing, do at least 80% of homeless persons exit to permanent housing?		performance issues, Yolo County housing market, affordable housing availability and local vacancy rates. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Income</b>	Does project demonstrate that at least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured?	<b>10</b>	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Mainstream Benefits</b>	Does the project demonstrate success in connecting participants with and ensuring participants mainstream resources (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)?	<b>10</b>	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Bed Utilization</b>	Does the project routinely operate at 85% capacity according to quarterly bed utilization reports from previous funding year?	<b>5</b>	Consider HMIS data, as compared to other local projects. For victim service providers, consider data for a comparable database. May also consider supplemental responses from applicant regarding performance issues. 5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			<b>Points Sub-Total: 35</b>
<b>GRANT MANAGEMENT (20 Points)</b>			





## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

<p><b>HPAC Participation</b></p>	<p>Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has the agency demonstrated a commitment to HPAC participation and partner engagement in the future?</p>	<p><b>10</b></p>	<p>Consider HPAC participation levels and supplemental responses.          10 Pts: Excellent          8 Pts: Strong          6 Pts: Fair          4 Pts: Needs Work          2 Pts: Poor          0 Pts: Terrible</p>
<p><b>Drawdown Rates and Fund Utilization</b></p>	<p>In the previous funding year, did the project draw down at least 95% of funds within 90 days of the project's expiration date? <i>(determined using supplemental information from HUD)</i></p>	<p><b>5</b></p>	<p>Consider data from HUD. Also consider supplemental responses from applicant regarding any performance issues.          5 Pts: Excellent          4 Pts: Strong          3 Pts: Fair          2 Pts: Needs Work          1 Pts: Poor          0 Pts: Terrible</p>
<p style="text-align: right;"><b>Points Sub-Total: 15</b></p>			<p style="text-align: right;"><b>TOTAL AVAILABLE POINTS: 75</b></p>



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

### Yolo CoC Scoring Rubric: New Projects

#### PROGRAM DESIGN

<b>Type of Project</b>	Does the type of project (PSH, RRH, TH, SSO, HMIS) meet HUD priorities as described in Section II.A (pages 5-6) of the <a href="#">NOFA</a> and demonstrate the ability to meet a local community need?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Low Barriers</b>	Does the project plan to operate using a low barriers model, by minimizing service participation requirements and preconditions (meaning that they do not screen out potential participants based on clients possessing (1) too little income, (2) active or history of substance use, (3) criminal record, with exception of state mandated restrictions, and (4) history of domestic violence)?	<b>10</b>	10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible
<b>Serving Priority and Vulnerable Populations</b>	If PSH, will project serve exclusively the chronically homeless, or prioritize the chronically homeless for beds as they turn over?  If not PSH, does the project serve high rates of highly vulnerable populations (including veterans, people with a history of victimization or abuse, people with mental illness or substance use disorder, people with a criminal history, unaccompanied minors and/or transition aged-youth)?	<b>5</b>	5 Pts: Serves exclusively chronically homeless 3Pts: Prioritizes chronically homeless with bed turnover 0 Pts: Does not prioritize chronically homeless  Consider rates of each population served according to HMIS data. Also consider plan for outreach and engagement with vulnerable populations. 5 Pts: Excellent 4Pts: Strong 3Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible

**Points Sub-Total: 25**

#### PROGRAM PERFORMANCE

<b>Housing Stability and Exits</b>	If permanent supportive housing, how does the project plan to retain participants or ensure that they exit to permanent housing? <i>HUD Standard: 80% of participants remain housed or exit to another permanent housing destination</i>	<b>10</b>	Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:  10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair
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## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

Adopted 8/2/2019

	<p>If rapid re-housing, how does the project plan to rapidly move participants into permanent housing? <i>HUD Standard: 80% of participants remain housed or exit to permanent housing</i></p>		<p>4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible</p>
<b>Income</b>	<p>How does the project plan to increase income for participants? <i>HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured</i></p>	<b>10</b>	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible</p>
<b>Mainstream Benefits</b>	<p>How does the project plan to assist participants in accessing mainstream benefits (including Food Stamps, General Assistance, SSI, TANF, Unemployment, Veterans Benefits, Veterans Healthcare and Workforce Investment Act)? <i>HUD Standard: At least 20% of participants experience an increase in financial resources at project exit, or from project entry to end of period measured</i></p>	<b>10</b>	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work 2 Pts: Poor 0 Pts: Terrible</p>
<b>Bed Utilization</b>	<p>How does the project plan to quickly fill vacancies? <i>HUD Standard: Projects operate at 85% capacity</i></p>	<b>5</b>	<p>Consider the information provided in the application to determine the likelihood that the project will meet the HUD standard:</p> <p>5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible</p>
			<b>Points Sub-Total: 35</b>
<b>GRANT MANAGEMENT</b>			
<b>HPAC Participation</b>	<p>Did agency (or sub recipient) staff participate in HPAC meetings (all HPAC and technical) and HPAC subcommittees during the past year? If new to the community, has</p>	<b>10</b>	<p>Consider HPAC participation levels and supplemental responses.</p> <p>10 Pts: Excellent 8 Pts: Strong 6 Pts: Fair 4 Pts: Needs Work</p>

**PLACEHOLDER PAGE**

**Evidence of Public Posting of CoC Consolidated Application and CoC Project Priority Listing as entered into e-snaps at least two days prior to the application submission will be uploaded here after application is publicly posted.**



## Yolo County Homeless and Poverty Action Coalition (HPAC)

### FY 2019 Continuum of Care (CoC) Competition

#### Project Reallocation, Ranking, and Selection Process

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	the agency demonstrated a commitment to HPAC participation and partner engagement in the future?		2 Pts: Poor 0 Pts: Terrible
<b>Experience &amp; Readiness</b>	Does the applicant have experience with managing similar projects and with successful grant administration for federal funds? Will the project be able to begin drawing funds in a timely manner?	<b>5</b>	5 Pts: Excellent 4 Pts: Strong 3 Pts: Fair 2 Pts: Needs Work 1 Pts: Poor 0 Pts: Terrible
			<b>Points Sub-Total: 75</b>
			<b>TOTAL AVAILABLE POINTS: 75</b>

**Attachment for Question 3A-5b: Written agreement with local education or training organization.**

The following documents show 4 agreements between the CoC and CoC partner agencies to implement job training programs that prioritize homeless individuals.

- Page 2: Contract between Administrative Entity for CoC governed State funds and City of Davis
- Page 22: Contract between the City of Davis and Davis Community Meals and Housing
- Page 50: Contract between the City of West Sacramento and the Downtown Streets Team
- Page 81: Letter Agreement between the City of Woodland and the Yolo Community Care Continuum

**NOTES TO HUD** in orange ink or highlighting indicate required elements.



## County of Yolo

www.yolocounty.org

To: The Chair and Members of the Board of Supervisors

### Consent-Health & Human Services # 23.

#### Board of Supervisors

#### Adult & Aging

**Meeting Date:** 06/25/2019

**Brief Title:** City of Davis – Homeless Emergency Aid Program (HEAP) FY19-21

**From:** Karen Larsen, Director, Health and Human Services Agency

**Staff Contact:** Sandra Sigrist, Adult and Aging Branch Director, Health and Human Services Agency, x8794

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#### Subject

Approve agreement with City of Davis to provide expanded operations of an existing job training program, Pathways to Employment, for the Homeless Emergency Aid Program grant in the amount of \$129,000 for the period July 1, 2019 through June 30, 2021. (No general fund impact) (Larsen)

#### Recommended Action

Approve agreement with City of Davis to provide expanded operations of an existing job training program, Pathways to Employment, for the Homeless Emergency Aid Program (HEAP) grant in the amount of \$129,000 for the period July 1, 2019 through June 30, 2021.

#### Strategic Plan Goal(s)

Operational Excellence  
Thriving Residents  
Safe Communities

#### Reason for Recommended Action/Background

In September 2018, the Homeless Coordinating and Financing Council (HCFC) released a Notice of Funding Availability for the Homeless Emergency Aid Program (HEAP). The intention of this funding was for emergency housing vouchers, rapid rehousing services, emergency shelter construction, and use of armories to provide temporary shelters, and related homeless services. These funds were approved through the June 27th, 2018 passing of Senate Bill 850 to provide immediate assistance to cities, counties, and local continuums of care to address the homelessness crisis throughout California.

Requirements of the HEAP grant included designating an Administrative Entity, Yolo County HHSA for Yolo County, and establishing a local selection committee of

NOTE to HUD: The CoC governs the funds for this program.

non-conflicted partners to review and approve grant applications. This occurred throughout the months of October and November 2018, with the funding recommendations being approved by the local continuum of care (CoC), Homeless and Poverty Action Coalition (HPAC) in Yolo County.

Through the location selection process, the City of Davis proposal was selected to provide expanded operations of an existing job training program, Pathways to Employment, for the period of July 1, 2019 through June 20, 2021. Any funds not expended by June 20, 2021 must be returned to the County (HHS), who then must return the money to HCFC.

The Performance Measures associated with this agreement are included in Attachment B.

**Collaborations (including Board advisory groups and external partner agencies)**  
County Counsel has approved this Agreement as to form.

### **Competitive Bid Process**

Requirements of the HEAP grant included designating an Administrative Entity, Yolo County HHS for Yolo County, and establishing a local selection committee of non-conflicted partners to review and approve grant applications. HPAC developed and adopted a local competition timeline and selection process. Proposals were reviewed and scored based on the developed criteria.

The vendor was awarded funding via this process, please see Attachment C.

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### **Fiscal Information**

Fiscal impact (see budgetary detail below)

#### Fiscal Impact of this Expenditure

Total cost of recommended action	\$129,000
Amount budgeted for expenditure	\$129,000
Additional expenditure authority needed	\$0
One-time commitment	Yes

#### Source of Funds for this Expenditure

HEAP

#### Further explanation as needed

No general funds are required by this action. These services will be funded by HEAP Grant funds. The amount of \$129,000 is included in the HHS recommended budget for FY19-20.

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## Attachments

Att. A. Agreement

Att. B. Performance Measures

Att. C. Award Funding

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### Form Review

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Karen Larsen	Karen Larsen	06/17/2019 07:30 PM
Carolyn Jhaji	Carolyn Jhaji	06/18/2019 11:51 AM
Financial Services	Tom Haynes	06/19/2019 09:27 AM
County Counsel	Hope Welton	06/19/2019 09:38 AM
Form Started By: Kimberly Mayfield		Started On: 04/08/2019 10:20 AM
Final Approval Date: 06/19/2019		

**FILED**

JUN 26 2019

BY Jupita Ramirez  
DEPUTY CLERK OF THE BOARD

**MEMORANDUM OF UNDERSTANDING  
(BOS Agreement No. 19 - 129)**

This Memorandum of Understanding (hereinafter "MOU") is entered into as of June 25, 2019, by and between the County of Yolo, a political subdivision of the State of California, ("County") and the City of Davis, a municipal corporation organized under the laws of the State of California, ("Sub-Recipient"), collectively referred to as the parties ("the Parties").

**WITNESSETH:**

**WHEREAS**, on or about June 27, 2018 the passing of Senate Bill 850 established the Homeless Emergency Aid Program (HEAP), a flexible block grant program which provides direct assistance to cities, counties and local continuums of care (CoCs) to address homelessness crisis throughout California; and

**WHEREAS**, on or about September 5, 2018, the Homeless Coordinating and Financing Council (HCFC) released a Notice of Funding Availability regarding HEAP grant funding, including an estimated allocation for the Davis/Woodland/Yolo County CoC (CA-521), otherwise known as the Homeless and Poverty Action Coalition (HPAC);

**WHEREAS**, on or about September 26, 2018 HPAC designated the County to be the Administrative Entity and adopted the HEAP local competition and timeline and project selection process; and

**WHEREAS**, on October 24, 2018 Sub-Recipient submitted a proposal to HPAC; and

**WHEREAS**, on November 15, 2018 the HEAP project section subcommittee of HPAC convened, reviewed all proposals received, and determined recommendations for HEAP grant allocations;

**WHEREAS**, on November 28, 2018 the HEAP project section subcommittee of HPAC made a recommendation that Sub-Recipient be awarded an allocation and HPAC unanimously approved that recommendation; and

**WHEREAS**, the Parties through collaboration have determined that the provision expanded operations of an existing job training program, Pathways to Employment through HEAP would improve the health and overall well-being of persons experiencing homelessness in Yolo County.

**NOW, THEREFORE, BASED ON THE FOREGOING RECITALS**, the parties agree as follows:

**I. PURPOSE**

The purpose of this MOU is to describe the roles and responsibilities of County and Sub-Recipient in connection with the HEAP allocation.

**II. RESPONSIBILITIES**

**A.** Sub-Recipient. During the term of this MOU, the Sub-Recipient shall provide expanded operations of an existing job training program, Pathways to Employment more specifically described in Exhibit A-Scope of Services.

**B.** County. During the term of the MOU, the County shall act as the fiscal agent to:

**1.** Disburse funding to the Sub-Recipient for the services provided under this MOU.

2. Collect and return any unexpended funds to the Business, Consumer Services and Housing Agency (BCSH), if needed.
- C. All Parties. During the term of the MOU, the Parties shall perform the following:
1. Consult and collaborate, as needed, to ensure successful expanded operations of an existing job training program, Pathways to Employment provided in conformance with the HEAP.
  2. Exercise all of the care and judgment consistent with good practices in the performance of the services required by this MOU.

### III. METHOD OF PAYMENT

A. Subject to the satisfactory performance of the services required of the Sub-Recipient pursuant to this MOU and following Sub-Recipient's submission of County approved invoices and such other documentation that the County may require, the maximum financial obligation to the Sub-Recipient shall be **ONE HUNDRED TWENTY-NINE THOUSAND DOLLARS (\$129,000)**.

B. Claims for payment may be submitted to the County in an electronic format at [JHISA.AccountsPayable@yolocounty.org](mailto:JHISA.AccountsPayable@yolocounty.org). All claims shall be submitted with any required supporting documentation accompanying the claim. If a claim contains confidential client information, the claim and supporting documentation must be encrypted for transmission. All claims shall be submitted 30 days following the end of the month in which the services were provided and in conformance with the terms of this MOU.

Claims, with any required supporting documentation, may also be submitted via US Postal Service mail addressed to:

Yolo County Health and Human Services Agency  
137 N. Cottonwood Street, Suite 2400  
Woodland, CA 95695  
Attn: Accounts Payable

- C. County shall pay Sub-Recipient actual expenditures as specified in Exhibit B, Budget.
- D. The County's obligation to compensate Contractor pursuant to this MOU is contingent upon, and subject to, the County's receipt of such funding from the State, and the absence or removal of any constraints imposed by the State upon such receipt and payment.
- E. Sub-Recipient shall use the funds provided by County exclusively for the purposes of performing the services required by this MOU. No funds provided by County pursuant to this MOU shall be used for any political activity or political contribution.
- F. Should either party terminate this MOU or should the Sub-Recipient terminate the provision of outreach, independent living skills, diversion and housing case management before the termination date of this MOU, Sub-Recipient shall return to County any unexpended funds within 30 days of the termination date.
- G. Sub-Recipient shall utilize the funds in accordance with the budget set forth in Exhibit B.

H. Sub-Recipient agrees to accept the foregoing payments as full and complete payment for all services provided pursuant to this MOU, irrespective of whether the cost of such services and related administrative expenses exceed such payments.

I. Sub-Recipient shall return any funds not expended by June 30, 2021 to the County. The County will ensure the funds are returned to BCSH.

#### **IV. REPORTS**

Sub-Recipient shall provide and/or require that a subcontractor provide, such reports referenced in Exhibit C, Performance Measures, and such additional information and reports relating to the services otherwise required by this MOU as are reasonably requested by the Director of the Yolo County Health and Human Services Agency or her designee ("Director"), at the times and in the manner specified by this MOU, or by the Director if not so specified.

#### **V. RECORDS**

Sub-Recipient shall retain and make available for review by the County and its designees all records, documents, and general correspondence relating to this MOU and the services required hereunder for a period of not less than five (5) years after receipt of final payment or until all pending audits and proceedings are completed, whichever is later. Sub-Recipient shall make such records available for inspection and copying by the County and its designees at any reasonable time. At least thirty (30) calendar days prior to any destruction of these records following the five years, Sub-Recipient shall notify the Director. Upon such notification, the Director shall either agree to the destruction or authorize the records to be forwarded to the County for further retention. Sub-Recipient shall also require subcontractor to meet these requirements.

#### **VI. TERM AND TERMINATION**

A. The term of this MOU shall be from **July 1, 2019 through June 30, 2021** unless sooner terminated as provided in this MOU.

B. Either party may terminate this MOU in whole or in part, in its sole discretion, for any reason or for no reason at all, upon at least 30 days advance written notice to the other party.

C. Should either party fail to substantially perform its obligations in accordance with this MOU, the other party may notify the defaulting party of such default in writing and provide not less than thirty (30) days to cure the default. Such notice shall describe the default, and shall not be deemed a forfeiture or termination of this MOU. If such default is not cured within said thirty-day period (or such longer period as is specified in the notice or agreed to by the parties), the party that gave notice of default may terminate this MOU upon not less than fifteen (15) days advance written notice.

D. This MOU is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the Sub-Recipient pursuant to this MOU. If the County's adopted budget and/or its receipts from the State of California and the United States do not contain sufficient funds for this MOU, the County may terminate this MOU by giving ten (10) days advance written notice thereof to the Sub-Recipient, in which event the County shall have no obligation to pay the Sub-Recipient any further funds or provide other consideration and the Sub-Recipient shall have no obligation to provide any further services pursuant to this MOU. If the County terminates the MOU pursuant to this subparagraph, the County will pay Sub-Recipient in accordance with this MOU for all services performed to the

satisfaction of the Director before such termination and for which funds have appropriated as required by law.

## **VII. APPLICABLE LAWS**

**A.** In the performance of the services required by this MOU, Sub-Recipient shall comply with all applicable Federal, State, and County statutes, ordinances, regulations, directives and laws. This MOU is also subject to any additional restrictions or conditions that may be imposed upon the County by the Federal or State government.

**B.** The Parties shall secure and maintain throughout the term of this MOU all licenses, permits, qualifications and approvals of whatsoever nature that are legally required to perform the services required in this MOU. The Sub-Recipient shall ensure that subcontractors that receive funding or perform the requirements pursuant to this MOU, also secures and maintains all licenses, permits, qualifications and approvals of whatsoever nature that are legally required to perform any services contemplated by this MOU.

## **VIII. NON-DISCRIMINATION IN SERVICES AND BENEFITS**

Sub-Recipient certifies, and shall require any subcontractor, to provide services pursuant to this MOU without discrimination based on color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the County Administrative Officer. For the purpose of this MOU, distinctions on the grounds of color, race, creed, national origin, religion, sex, age, sexual preferences, or physical or mental disability include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this MOU; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; and the assignment of times or places for the provision of services.

## **IX. INDEMNIFICATION**

With the exception that this section shall in no event be construed to require indemnification by either party to a greater extent than permitted under the public policy of the State of California, each party shall indemnify, defend and hold harmless the other, its officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorney fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of a party, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. A party's or subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this MOU for the full period of time allowed by law. The defense and indemnification obligations of this MOU are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this MOU.

Any subcontractor shall agree to be bound to the Sub-Recipient and the County in the same manner and to the same extent as Sub-Recipient is bound to the County under the MOU. Any subcontractor

shall further agree to include the same requirements and provisions of this MOU, including the indemnity and insurance requirements, with any sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work.

In providing any defense under this section, Sub-Recipient shall use counsel reasonably acceptable to the County Counsel.

## X. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE

A. During the term of this MOU, Sub-Recipient shall at all times maintain, at its expense, the following coverages and requirements. The commercial general liability insurance shall include broad form property damage insurance.

1. Minimum Coverages (as applicable). Insurance coverage shall be with limits not less than the following:

- a. **Commercial General Liability** – \$1,000,000/occurrence and \$2,000,000/aggregate.
- b. **Automobile Liability** – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) (include coverage for Hired and Non-owned vehicles.)
- c. **Professional Liability/Malpractice/Errors and Omissions** – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the Sub-Recipient must provide this insurance. If not, then this requirement automatically does not apply.)
- d. **Workers' Compensation – Statutory Limits/Employers' Liability** - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers' compensation and professional liability coverages. [Please note: Evidence of additional insured may be needed as a separate endorsement due to wording on the certificate negating any additional writing in the description box.] It shall be a requirement under this MOU that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this MOU; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

a. The Additional Insured coverage under the Sub-Recipient's policy shall be "primary and non-contributory" and will not seek contribution from the County's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.

b. The limits of Insurance required in this MOU may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or MOU) before the County's own Insurance or self-insurance shall be called upon to protect it as a named insured.

3. Said policies shall remain in force through the life of this MOU and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Sub-Recipient changes insurance carriers Sub-Recipient shall purchase "tail" coverage covering the term of this MOU and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Sub-Recipient changes to a new carrier prior to receipt of any payments due.

4. The Sub-Recipient shall declare all aggregate limits on the coverage before commencing performance of this MOU, and the County's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this MOU as set forth above are available throughout the performance of this MOU.

5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named insured or Yolo County.

6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).

7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.

8. The policies shall cover all activities of Sub-Recipient, its officers, employees, agents and volunteers arising out of or in connection with this MOU.

9. For any claims relating to this MOU, the Sub-Recipient's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Sub-Recipient's liability insurance policy.

10. The Sub-Recipient shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.

**B.** Prior to commencing services pursuant to this MOU, Sub-Recipient shall furnish the County with original endorsements reflecting coverage required by this MOU. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County's request, Sub-Recipient shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.

**C.** During the term of this MOU, Sub-Recipient shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this MOU. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Sub-Recipient shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

D. Sub-Recipient agrees to include with all subcontractors in their subcontract the same requirements and provisions of this MOU including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by Sub-Recipient must agree to be bound to Sub-Recipient and the County of Yolo in the same manner and to the same extent as Sub-Recipient is bound to the County under this MOU. Subcontractors must further agree to include these same provisions with any sub- subcontractors. The Sub-Recipient shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in the MOU prior to commencement of any work and Sub-Recipient will provide proof of compliance to the County.

E. Sub-Recipient shall maintain insurance as required by this MOU to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Sub-Recipient fails to obtain or maintain completed operations coverage as required by this MOU, the County at its sole discretion may purchase the coverage required and the cost will be paid by Sub-Recipient.

## **XI. WORKERS' COMPENSATION**

Sub-Recipient shall provide workers' compensation coverage as required by State law, and prior to commencing services pursuant to this MOU shall file the following statement with the County in a form substantially as set forth below.

### **WORKERS' COMPENSATION CERTIFICATE**

I am aware of the provisions of Section 3700 of the Labor Code that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing any services required by this MOU.

The person executing this certificate on behalf of Sub-Recipient affirmatively represents that she/he has the requisite legal authority to do so on behalf of Sub-Recipient, both the person executing this MOU on behalf of Sub-Recipient understand that the County is relying on this representation in entering into this MOU.

## **XII. NOTICE**

A. All notices shall be deemed to have been given when made in writing and delivered or mailed to the respective representatives of County and Sub-Recipient at their respective addresses as follows:

To Sub-Recipient: City of Davis  
Michael Webb, City Manager  
23 Russell Boulevard, Suite 1  
Davis, CA 95616

To County: County of Yolo  
Attention: Karen Larsen, Director  
Health and Human Services Agency  
137 N. Cottonwood St.  
Woodland, CA 95695

B. In lieu of written notice to the above addresses, any party may provide notices through the use of email provided the following email addresses are used:



To Sub-Recipient: [ghashimoto@cityofdavis.org](mailto:ghashimoto@cityofdavis.org)

To County: [HEISAContracts@YoloCounty.org](mailto:HEISAContracts@YoloCounty.org)

**C.** Any party may change the address or email address to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

**D.** All notices shall be effective upon receipt and shall be deemed received through delivery if personally served or served using email, or on the fifth (5th) day following deposit in the mail if sent by first class mail.

### **XIII. CONFLICT OF INTEREST**

**A.** Sub-Recipient shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.

**B.** Sub-Recipient covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Sub-Recipient's obligations and responsibilities hereunder. Sub-Recipient further covenants that in the performance of this MOU, no person having any such interest shall be employed. This covenant shall remain in force until Sub-Recipient completes performance of the services required of it under this MOU.

**C.** Sub-Recipient agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict of interest law or regulation, Sub-Recipient will immediately inform the County and provide all information needed for resolution of the question.

### **XIV. COVENANT AGAINST CONTINGENT FEES**

Sub-Recipient warrants that it has not employed or retained any company or person, other than a bona fide employee working for Sub-Recipient, to solicit or secure this MOU, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this MOU. For breach or violation of this warranty, the County shall have the right to annul this MOU without liability, or in its discretion to deduct from the MOU price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

### **XV. AUDITS**

**A.** Sub-Recipient shall be subject to examination and audit by the State or the County, or both, throughout the term of this MOU and thereafter for a period of three years from the date that final payment is made pursuant to this MOU. This does not preclude access to records by County, State, the Comptroller General of the United States, or any of their authorized representatives, as otherwise provided by this MOU, the State contract, or State or Federal laws and regulations. Sub-Recipient agrees that County and/or State has the right to review, obtain, and copy all records pertaining to the performance of this MOU, and agrees to provide County and/or State with any and all relevant information requested.

**B.** Any and all books, records, and facilities maintained by Sub-Recipient related to services provided under this MOU may be audited, inspected and copied at any time during normal business hours. Unannounced visits may be made at the discretion of the County or State. Employees who might reasonably have information related to such records may be interviewed. All expenditures of State and federal funds furnished to Sub-Recipient pursuant to this MOU are subject to audit by County, State and/or Federal representatives. Such audits shall consider and build upon external independent audits performed pursuant to audit requirements of the Office of Management and Budget (OMB) Uniform Grant Guidance or Super Circular (2 CFR part 200, subpart F) as described in Paragraph C below.

**C.** Should Sub-Recipient expend seven hundred fifty thousand dollars (\$750,000) or more in Federal funds during any fiscal year, Sub-Recipient shall furnish County a certified copy of an Audit Report from an independent CPA firm covering the Sub-Recipient's preceding fiscal year of January 1 through December 31. This Audit shall be performed in accordance with OMB Circular A-133 and conducted in accordance with generally accepted government auditing standards as described in Government Auditing Standards (2003 Revision), and provided in a form satisfactory to the Director.

Sub-Recipient shall provide this Audit Report no later than July 31 of each year. In the event that this MOU expires or is terminated on a date other than December 31, Sub-Recipient shall provide County such an Audit Report covering the preceding period of January 1 through the date of expiration or termination no later than July 31 after the date of expiration or termination. Sub-Recipient shall ensure that audit work papers supporting the report are retained for a period of three (3) years from the date of the audit report, and longer if notified by the State or County to extend the retention period, and are made available to the State and/or County upon request.

**D.** Should an Audit Report or any State or County audit determine that Sub-Recipient has misspent funds and been overpaid based on the requirements of this MOU and applicable laws and regulations, County shall demand repayment from Sub-Recipient in the amount of such audit findings and withhold any payment otherwise due under this MOU until Sub-Recipient repays such amount. Sub-Recipient shall repay County such amount within sixty (60) days of the date of the County's demand for repayment. Should Sub-Recipient fail to repay County within sixty (60) days of the date of County's demand for repayment, the County may offset the amount due from Sub-Recipient against any amounts that would otherwise be due from the County to Sub-Recipient pursuant to this MOU or any other MOU or source.

**E.** Any failure or refusal by Sub-Recipient to permit access to any facilities, books, records or other information required to be provided to the State &/or the County by this MOU &/or the State contract shall constitute an express and immediate breach of this MOU.

## **XVI. ASSIGNMENT AND SUBCONTRACTS**

**A.** Except for the subcontract contemplated by this MOU between Sub-recipient and Davis Community Meals, no performance of this MOU or any portion thereof may be assigned or subcontracted without the express mutual consent of the parties.

**B.** In the event that the Parties agree to assign or subcontract any portion of this MOU, including Davis Community Meals subcontract referenced in paragraph A. of this section, the Parties further agree to include with all subcontractors in their subcontract the same requirements and provisions of this MOU including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by the Parties must agree to be bound to the Parties in the same manner and to the same extent as the Parties are bound to each

other under this MOU. Any subcontractors must further agree to include these same provisions with any sub-subcontractor. The Parties shall require all subcontractors to provide a valid certificate of insurance and the required endorsements included in this MOU prior to commencement of any work proof of same must be provided to the Parties.

C. The Parties shall maintain insurance as required by this MOU to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event a party fails ("failing party") to obtain or maintain completed operations coverage as required by this MOU, the other Party at its sole discretion may purchase the coverage required and the cost will be paid by the failing party.

#### **XVII. STATUS OF PARTIES**

It is understood and agreed by all the Parties that each is an independent agency or contractor and that no relationship of employer-employee exists between any of the Parties hereto. No party or its assigned personnel shall be entitled to any benefits payable to employees of any other party. It is further understood and agreed that no party or its assigned personnel shall have any right to act on behalf of any other party in any capacity whatsoever to bind any other party to any obligation whatsoever.

#### **XVIII. SUCCESSORS**

This MOU, its terms, conditions, and provisions herein contained shall, subject to the provisions as to assignments, inure to the benefit and bind successors of each of the Parties hereto.

#### **XX. AMENDMENT**

No alteration or variation of the terms of this MOU shall be valid and/or binding unless made in writing and signed by the parties hereto.

#### **XXI. WAIVER**

The waiver by the County or any of its officers, agents or employees or the failure of the County or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this MOU shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this MOU.

#### **XXII. AUTHORIZED REPRESENTATIVE**

The persons executing this MOU on behalf of each of the Parties affirmatively represent that s/he has the requisite legal authority to enter this MOU on behalf of the party and to bind the party to the terms and conditions of this MOU.

#### **XXIII. PUBLIC RECORDS ACT**

Upon its execution, this MOU (including all exhibits and attachments) shall be subject to disclosure pursuant to the California Public Records Act.

#### **XXIV. COVENANTS AND CONDITIONS**

Where there is a doubt as to whether a provision of this document is a covenant or a condition, the MOU between the County of Yolo and City of Davis - Homeless Emergency Aid Program (HEAP) FY 19-21

provision shall carry the legal effect of both. Should the County choose to excuse any given failure of Sub-Recipient to meet any given condition, covenant or obligation (whether precedent or subsequent), that decision will not be, or have the legal effect of, a waiver of the legal effect in subsequent circumstances of either that condition, covenant or obligation or any other found in this document. All conditions, covenants and obligations continue to apply no matter how often County may choose to excuse a failure to perform them.

**XXV. THIRD PARTY RIGHTS**

Except where specifically stated otherwise in this document, the promises in this document benefit the County and Sub-Recipient only. They are not intended to, nor shall they be interpreted or applied to, give any enforcement rights to any other persons (including corporate) which might be affected by the performance or non-performance of this MOU, nor do the parties hereto intend to convey to anyone any "legitimate claim of entitlement" with the meaning and rights that phrase has been given by case law.

**XXVI. GOVERNING LAW**

This MOU shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this MOU shall be filed and resolved in a court of competent jurisdiction located in Woodland, California.

**XXVII. SEVERABILITY**

If any provision of this MOU is adjudicated by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect.

**XXVIII. ENTIRE AGREEMENT**

A. The complete MOU shall include the following exhibits and attachment(s) attached hereto and incorporated herein:

- Exhibit A: Scope of Services
- Exhibit B: Budget
- Exhibit C: Performance Measures

B. This MOU constitutes the entire agreement between the County and Sub-Recipient and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the parties as to the language of this MOU or the construction or meaning of any term hereof, this MOU shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this MOU.

**[Signatures on next page]**

W  
W  
W

IN WITNESS WHEREOF, the parties have executed this MOU as of the day and year first set forth above.

SUB-RECIPIENT

By *Michael Webb*  
Michael Webb, City Manager  
City of Davis

Date: 6/12/19

Approved as to Form:  
Inder Khalsa, City Attorney

By *Inder Khalsa*  
Inder Khalsa, City Attorney

Date: 6/11/19

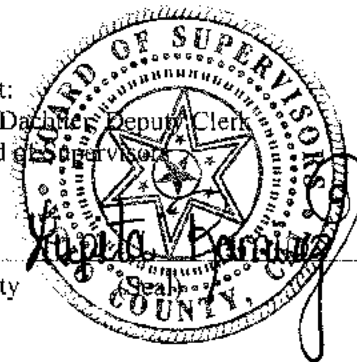
COUNTY OF YOLO

By *Don Saylor*  
Don Saylor, Chair  
Board of Supervisors

Date: 06/25/19  
*Karen Karsen*  
Karen Karsen, Director  
Health and Human Services Agency

Attest:  
Julie Dachtler, Deputy Clerk  
Board of Supervisors

By *Julie Dachtler*  
Deputy



Approved as to Form:  
Philip J. Pogledich, County Counsel

By *Carrie Scarlata*  
Carrie Scarlata, Assi. County Counsel

## EXHIBIT A – SCOPE OF SERVICES

### I. Purpose

To continue and expand the operation of an existing job training program for unhoused individuals called Pathways to Employment (Level One).

### II. Services

#### Level One.

- A. Level One will be operated by the homeless services nonprofit, Davis Community Meals and Housing (DCMH),
- B. Level One will employ up to four participants at a time for approximately 12 hours per week and pay an hourly stipend of \$12 per hour.
- C. DCMH will focus participant recruitment on individuals who are already enrolled in one of the City's supportive housing programs. This will not only allow DCMH to capitalize on the intensive case management associated with the housing programs, but also enrich the wraparound services by adding an employment component.
- D. The Program Supervisor will manage day-to-day operations such as finding and securing training opportunities. The Program Supervisor will also provide assistance with applying for permanent employment including reviewing resumes and conducting practice interviews.
- E. The Lead Worker will supervise the four participants. In addition, the Lead Worker position will serve as a promotional opportunity for participants who display strong work ethic.

Concurrent with employment training, the participants will be receiving permanent housing navigation assistance and intensive supportive services, which includes linkages to all mainstream resources such as CalFresh, Medi-Cal, SSI/SSDI, General Assistance, and CalWORKs as well as veteran's benefits as applicable.

The City and DCMH will convene regular meetings of its Pathways to Employment Advisory Committee.

Complying with all of the Continuum of Care's (CoC) written standards and core practices including housing first principles and Coordinated Entry, the proposed project:

- A. Attempts to resolve housing needs first by focusing participation on individuals already enrolled in one of the City's supportive housing programs;
- B. Utilizes a low-barrier service model by making the program easily accessible to all people, including people with no income or income history and people with active substance use and/or mental health issues;
- C. Employs a progressive engagement model, where participants receive a minimum amount of assistance, but builds as necessary over time; and
- D. Connects participants to appropriate support and services available in the community that foster long-term housing stability.

Homeless Management Information System (HMIS) will be utilized to track participation in the Pathways to Employment program.

**EXHIBIT B – BUDGET**

<b>City of Davis</b>		
<b>HEAP</b>		
	Cost Items	Fiscal Year 2019-20 July 1, 2019 through June 30, 2020
1	a. Personnel	\$58,566.66
	b. Indirect (15%) Admin.	\$0.00
2	Operating Costs	\$4,000.00
3	Direct to Clients	\$0.00
4	<b>Total</b>	<b>\$62,566.66</b>

<b>City of Davis</b>		
<b>HEAP</b>		
	Cost Items	Fiscal Year 2020-21 July 1, 2020 through June 30, 2021
1	a. Personnel	\$62,036.24
	b. Indirect (15%) Admin.	\$0.00
2	Operating Costs	\$4,397.10
3	Direct to Clients	\$0.00
4	<b>Total</b>	<b>\$66,433.34</b>

Per the HEAP program requirements, all funds must be fully liquidated by 6/30/2021, including all funds paid to subcontractors.

**EXHIBIT C – PERFORMANCE MEASURES**

<b>Program Purpose</b>	To assist persons experiencing homeless in Davis obtain employment and improve skills and confidence/self-esteem levels.
Regional and County Goals for Homeless Aid Program	
<b>1.1</b>	<p><b>*Participants Served:</b> Unduplicated number of homeless persons or persons at imminent risk of homelessness served, reported in the subcategories below:</p> <ul style="list-style-type: none"> <li>• Chronically homeless</li> <li>• Homeless veterans</li> <li>• Unaccompanied homeless youth</li> <li>• Homeless persons in families with children</li> </ul> <p><b>Goal:</b> 30 total</p>
<b>1.2</b>	<p><b>*Instances of Service:</b> Number of instances of service*, reported in the subcategories below:</p> <ul style="list-style-type: none"> <li>• Chronically homeless</li> <li>• Homeless veterans</li> <li>• Unaccompanied homeless youth</li> <li>• Homeless persons in families with children</li> </ul> <p><b>Goal:</b> 1,000 total</p> <p>Instance of service means each encounter with a member of the target population where services are provided for each of the eligible grant activities. For example, one individual checks into a warming center operated by Provider X on Tuesday. The same individual checks into the same warming center the next night. This counts at two instances of service for this activity.</p>
Performance Measure for Homeless Aid Program	
<b>2.1</b>	<p><b>**Retention Rate - # (%) who remain enrolled or successfully completed the project</b></p> <p><b>Goal:</b> 26 (85%)</p>
Performance Measure for Homeless Aid Program	
<b>3.1</b>	<p><b>*Participants Sheltered:</b> Number of unsheltered homeless persons becoming sheltered, reported in the subcategories below:</p> <ul style="list-style-type: none"> <li>• Chronically homeless</li> <li>• Homeless veterans</li> <li>• Unaccompanied homeless youth</li> <li>• Homeless persons in families with children</li> </ul> <p><b>Goal:</b> N/A</p>



## EXHIBIT C – PERFORMANCE MEASURES

<b>3.2</b>	<p><b>*Permanently Housed:</b> Number of homeless persons entering permanent housing, reported in the subcategories below:</p> <ul style="list-style-type: none"> <li>• Chronically homeless</li> <li>• Homeless veterans</li> <li>• Unaccompanied homeless youth</li> <li>• Homeless persons in families with children</li> </ul> <p>Goal: N/A</p>
<b>3.3</b>	<p><b>**Obtained Employment - # (%) who obtained employment</b></p> <p>Goal: 22 (75%)</p>
<b>3.4</b>	<p><b>**Increased Skill and Confidence/Self-Esteem - # (%) who increased their skill and confidence/self-esteem levels</b></p> <p>Goal: 26 (85%)</p>

**Report from providers will be due to HHSAs as follows:**

- **November 1, 2019** (for reporting period: Program begin date through September 30, 2019)
- **November 1, 2020** (for reporting period: October 1, 2019 through September 30, 2020)
- **July 31, 2021** (for reporting period: October 1, 2020 through June 30, 2021, AND cumulative)

\*This item is required by the Business, Consumer Services and Housing Agency (BCSH) as part of the HEAP Standard Agreement. If additional guidance is provided by BCSH regarding reporting requirements, this information will be shared with the provider prior to the first data reporting due date.

\*\*This is an additional reporting item identified by Yolo County HHSAs or the Provider

These performance measures have been reviewed and approved by the provider.

**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN  
THE CITY OF DAVIS AND DAVIS COMMUNITY MEALS AND HOUSING**

**THIS AGREEMENT** is made and entered into this 23rd day of April 2019, by and between the CITY OF DAVIS, a municipal corporation existing under the laws of the State of California, hereinafter referred to as “City,” and DAVIS COMMUNITY MEALS AND HOUSING, a nonprofit agency, hereinafter referred to as “Subcontractor.”

**RECITALS**

**WHEREAS**, the City received a \$129,000 Homeless Emergency Aid Program (HEAP) grant award to fund the continuation of its **employment training program for unhoused individuals** called Pathways to Employment (“Project”); and

**WHEREAS**, the Subcontractor served as the Project’s operator since 2017 and agreed to continue administering the Project as required by the terms and conditions set forth in this Agreement; and

**NOW, THEREFORE**, the City and Subcontractor agree as follows:

**1. SCOPE OF SERVICES AND TERM.**

1.1. Scope of Services. Subcontractor promises and agrees to furnish to City all labor, services, and incidental and customary work necessary to fully and adequately perform the professional job training services necessary for the Project (“Services”). The Services are more particularly described in **Exhibit A**. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state, and federal laws, rules, and regulations. In the event of a conflict between a provision in this Agreement and a provision in **Exhibit A** or in any other exhibit to this Agreement, the provision in this Agreement shall control.

1.2. Facilities, Equipment, and Other Materials. Except as specifically provided in

**Exhibit B**, Subcontractor shall, at its sole cost and expense, furnish all facilities, tools, equipment, and other materials necessary for performing the Services pursuant to this Agreement. The City shall furnish to Subcontractor only those facilities, tools, equipment, and other materials specifically listed in **Exhibit B**, according to the terms and conditions set forth in that exhibit.

1.3. Schedule of Services. Subcontractor shall perform the Services expeditiously and in accordance with the Schedule of Services set forth in **Exhibit C** and any updates to the Schedule of Services approved by the City. Time is of the essence in the performance of this Agreement. Subcontractor's failure to perform any Service required under this Agreement within the time limits set forth in **Exhibit C** shall constitute a material breach of this Agreement.

1.4. Term. The term of this Agreement shall begin on May 1, 2019 and shall expire on April 30, 2021 or when terminated as provided in Section 5.

## **2. PROJECT COORDINATION.**

2.1. City's Representative. The City hereby designates the City Manager to act as its representative for the performance of this Agreement. The City Manager shall have the power to act on behalf of the City for all purposes under this Agreement. The City Manager may delegate tasks necessary for the performance of this Agreement to other City staff or subcontractors, as set forth in writing and noticed to Subcontractor.

2.2. Subcontractor's Representative. Subcontractor hereby designates William Pride, or his or her designee, to act as its representative for the performance of this Agreement ("Subcontractor's Representative"). Subcontractor's Representative shall have full authority to represent and act on behalf of Subcontractor for all purposes under this Agreement. The Subcontractor's Representative shall supervise and direct the Services under this Agreement, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services to be performed under this Agreement. Should the Subcontractor's Representative need to be substituted for any reason, the proposed new Subcontractor's Representative shall be

subject to the prior written acceptance and approval of the Project Manager. The Subcontractor shall not assign any representative to whom the City has a reasonable objection.

2.3. Coordination of Services. Subcontractor agrees to work closely with City staff in the performance of the Services and shall be available to City staff at all reasonable times.

### **3. RESPONSIBILITIES OF SUBCONTRACTOR.**

3.1. Independent Contractor. The City retains Subcontractor on an independent contractor basis and not as an employee. Subcontractor retains the right to perform similar or different services for others during the term of this Agreement. Nor shall any additional personnel performing the Services under this Agreement on behalf of Subcontractor be employees of the City; such personnel shall at all times be under Subcontractor's exclusive direction and control. Subcontractor shall be entitled to no other benefits or compensation except as provided in this Agreement.

3.2. Control and Payment of Subordinates. The Services shall be performed by Subcontractor or under its supervision. Subcontractor will determine the means, methods, and details of performing the Services subject to the requirements of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Subcontractor shall at all times be under Subcontractor's exclusive direction and control. Subcontractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Subcontractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.3. Conformance to Applicable Requirements. All services performed by Subcontractor shall be subject to the Project Manager's review and approval. Subcontractor shall furnish City with every reasonable opportunity to determine that Subcontractor's services are being performed in accordance with this Agreement. The City's review of Subcontractor's services shall not relieve Subcontractor of any of its obligations to fulfill this Agreement as prescribed.

3.4. Substitution of Key Personnel. Subcontractor has represented to the City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Subcontractor may substitute other personnel of at least equal competence upon the City's written approval. In the event that the City and Subcontractor cannot agree as to the substitution of key personnel, the City shall be entitled to terminate this Agreement for cause. The key personnel for performance of this Agreement are as follows: William Pride.

3.5. Licenses and Permits. Subcontractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a City of Davis Business License, and that such licenses and approvals shall be maintained throughout the term of this Agreement, at Subcontractor's sole cost and expense.

3.6. Standard of Care; Performance of Employees. Subcontractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California with experience performing services in connection with public works of improvement similar in size, scope and complexity to the Project. Subcontractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Subcontractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Subcontractor shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Subcontractor's failure to comply with the standard of care provided for herein. Any employee of Subcontractor or its subcontractors who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by Subcontractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.7. Laws and Regulations. Subcontractor shall keep itself fully informed of and in

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compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Subcontractor shall be liable for all violations of such laws and regulations in connection with the Services. If Subcontractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Subcontractor shall be solely responsible for all costs arising therefrom. Subcontractor shall defend, indemnify and hold the City, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement and in accordance with the language of Section 7.2, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.8. Labor Certification. By its signature hereunder, Subcontractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.9. Non-Discrimination. No discrimination shall be made in the employment of persons under this Agreement because of that person's race, color, national origin, ancestry, religion, age, marital status, disability, gender, sexual orientation, or place of birth.

3.10. Insurance.

3.10.1. Time for Compliance. Subcontractor shall not commence the performance of Services under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required herein. In addition, Subcontractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required herein. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

3.10.2. Minimum Requirements. Subcontractor shall, at its expense, procure and

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maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of this Agreement by Subcontractor, its agents, representatives, employees or subcontractors. Subcontractor shall also require all of its subcontractors to procure and maintain the same insurance for the duration of this Agreement. Such insurance shall meet at least the following minimum levels of coverage:

3.10.2.1. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (a) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (b) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (c) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

3.10.2.2. Minimum Limits of Insurance. Subcontractor shall maintain limits no less than: (a) *General Liability*: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (b) *Automobile Liability*: \$1,000,000 per accident for bodily injury and property damage; and (c) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease.

3.10.3. Insurance Endorsements. The insurance policies shall contain the following provisions, or Subcontractor shall provide endorsements on forms supplied or approved by the City to add the following provisions to the insurance policies:

3.10.3.1. General Liability. The general liability policy shall include or be endorsed (amended) to state that: (a) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the work or operations

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performed by or on behalf of Subcontractor, including materials, parts or equipment furnished in connection with such work; and (b) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Subcontractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of Subcontractor's insurance and shall not be called upon to contribute with it in any way.

3.10.3.2. Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (a) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by Subcontractor or for which Subcontractor is responsible; and (b) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of Subcontractor's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of Subcontractor's insurance and shall not be called upon to contribute with it in any way.

3.10.3.3. Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by Subcontractor.

3.10.3.4. All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (a) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City; and (b) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the City, its directors, officials, officers, employees, agents, and volunteers.



3.10.4. Separation of Insureds; No Special Limitations. All insurance required herein shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the City, its directors, officials, officers, employees, agents, and volunteers.

3.10.5. Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. Subcontractor shall guarantee that, at the option of the City, either: (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its directors, officials, officers, employees, agents, and volunteers; or (b) the Subcontractor shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.

3.10.6. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the City.

3.10.7. Verification of Coverage. Subcontractor shall furnish the City with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the City if requested. All certificates and endorsements must be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.10.8. Reporting of Claims. Subcontractor shall report to the City, in addition to Subcontractor's insurer, any and all insurance claims submitted by Subcontractor in connection with the Services under this Agreement.

3.11. Safety. Subcontractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out the Services, Subcontractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the

work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (a) adequate life protection and life saving equipment and procedures; (b) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (c) adequate facilities for the proper inspection and maintenance of all safety measures.

3.12. Accounting Records. Subcontractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Subcontractor shall allow a representative of the City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Subcontractor shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.13. Use of Recycled Paper. Subcontractor shall comply with the City's policy on the use of recycled paper, as set forth in **Exhibit E** of this Agreement.

#### **4. FEES AND PAYMENT.**

4.1. Compensation. Subcontractor shall receive compensation, including authorized reimbursements, for Services rendered under this Agreement at the rates set forth in **Exhibit D**. The total compensation shall not exceed one hundred and twenty nine thousand dollars (\$129,000) without written approval of the City Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

4.2. Payment of Compensation. Subcontractor shall submit to the City a monthly itemized statement which indicates tasks completed during the month, hours of services rendered by Subcontractor during the month, and supplies provided during the month. The City shall, within

45 days of receiving such statement, review the statement and pay all approved charges thereon.

4.3. City's Right to Withhold Payment. The City reserves the right to withhold payment from Subcontractor on account of Services not performed satisfactorily, delays in Subcontractor's performance of Services past the milestones established in the Schedule of Services (**Exhibit C**), or other defaults hereunder. Subcontractor shall not stop or delay performance of Services under this Agreement on account of payment disputes with the City, provided that the City continues to make payment of undisputed amounts.

4.4. Payment Disputes. If the City disagrees with any portion of a billing, the City shall promptly notify Subcontractor of the disagreement, and the City and Subcontractor shall attempt to resolve the disagreement. The City's payment of any amounts shall not constitute a waiver of any disagreement and the City shall promptly pay all amounts not in dispute.

4.5. Reimbursement for Expenses. Subcontractor shall not be reimbursed for any expenses except as specifically set forth in Exhibit D.

4.6. Extra Work. At any time during the term of this Agreement, the City may request that Subcontractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by the City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Subcontractor shall not perform, nor be compensated for, Extra Work without written authorization from the City Manager.

4.7. Prevailing Wages. Subcontractor is aware of the requirements of California Labor Code Section 1720, *et seq.*, and 1770 *et seq.*, as well as California Code of Regulations, Title 8, Section 1600 *et seq.* ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Subcontractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Subcontractor with a copy of the prevailing rates of per diem wages in effect at the

commencement of this Agreement. Subcontractor shall make available, to interested parties upon request, copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services, and shall post copies at the Subcontractor's principal place of business and at the Project site. Subcontractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless pursuant to the indemnification provisions of this Agreement and in accordance with the language of Section 7.2, from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

## **5. SUSPENSION AND TERMINATION.**

5.1. Suspension. The City may suspend this Agreement and Subcontractor's performance of the Services, wholly or in part, for such period as it deems necessary due to unfavorable conditions or to the failure on the part of Subcontractor to perform any provision of this Agreement. Subcontractor will be paid for satisfactory services performed through the date of temporary suspension. In the event that Subcontractor's services hereunder are delayed for a period in excess of six (6) months due to causes beyond Subcontractor's reasonable control, Subcontractor's compensation shall be subject to renegotiation.

### 5.2. Termination for Cause.

5.2.1. If Subcontractor at any time refuses or neglects to prosecute its services in a timely fashion or in accordance with the Schedule of Services, or is adjudicated a bankrupt, or commits any act of insolvency, or makes an assignment for the benefit of creditors without the City's consent, or fails to make prompt payment to persons furnishing labor, equipment, materials or services, or fails in any respect to properly and diligently prosecute its services, or otherwise fails to perform fully any and all of the agreements herein contained, Subcontractor shall be in default.

5.2.2. If Subcontractor fails to cure the default within seven (7) days after written notice thereof, the City may, at its sole option, take possession of any Documents & Data (as defined in Section 7.1) or other materials (in paper and electronic form) prepared or used by Subcontractor

in connection with the Project and (1) provide any such work, labor, materials or services as may be necessary to overcome the default and deduct the cost thereof from any money then due or thereafter to become due to Subcontractor under this Agreement; or (2) terminate Subcontractor's right to proceed with this Agreement.

5.2.3. In the event the City elects to terminate, the City shall have the right to immediate possession of all Documents & Data and work in progress prepared by Subcontractor, whether located at the Project, at Subcontractor's place of business, at the offices of a subcontractor, or elsewhere and may employ any other person or persons to finish the Services and provide the materials therefor. In case of such default termination, Subcontractor shall not be entitled to receive any further payment under this Agreement until the Project is completely finished. At that time, if the expenses incurred by the City in obtaining the Services for the Project exceed such unpaid balance, then Subcontractor shall promptly pay to the City the amount by which such expense exceeds the unpaid balance of the not-to-exceed amount reflected in Section 4.1. The expense referred to in the previous sentence shall include expenses incurred by the City in causing the Services called for under this Agreement to be provided by others, for attorneys' fees, and for any costs or damages sustained by the City by reason of Subcontractor's default or defective work.

### 5.3. Termination for Convenience.

5.3.1. In addition to the foregoing right to terminate for default, the City reserves the absolute right to terminate this Agreement without cause, upon 72-hours' written notice to Subcontractor. In the event of termination without cause, Subcontractor shall be entitled to payment in an amount not to exceed the not-to-exceed amount set forth in Section 4.1 which shall be calculated as follows: (1) payment for Services then satisfactorily completed and accepted by the City, plus (2) payment for Extra Work approved by the City Manager, satisfactorily completed by Subcontractor and accepted by the City, plus (3) reimbursable expenses actually incurred by Subcontractor, as provided for in Exhibit D and approved by the City. The amount of any payment made to Subcontractor prior to the date of termination of this Agreement shall be deduced from the amounts described in (1), (2), and (3) above.

Subcontractor shall not be entitled to any claim or lien against the City or the Project for any additional compensation or damages in the event of such termination and payment. In addition, the City's right to withhold funds under Section 4.3 shall be applicable in the event of a termination for convenience.

5.3.2. If this Agreement is terminated by the City for default and it is later determined that the default termination was wrongful, such termination automatically shall be converted to and treated as a termination for convenience under this Section and Subcontractor shall be entitled to receive only the amounts payable hereunder in the event of a termination for convenience.

## **6. OWNERSHIP OF MATERIALS AND CONFIDENTIALITY.**

6.1. Documents and Data; Licensing of Intellectual Property. This Agreement creates a fully paid up, exclusive and perpetual license for the City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in or arising from plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings, designs, graphic representations and data, which are prepared or caused to be prepared by Subcontractor under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of the City, and shall not be used in whole or in substantial part by Subcontractor on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, or at any time upon five (5) days written notice, Subcontractor shall provide to the City reproducible copies of all Documents & Data, in a form and quantity requested by the City. The City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by the City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Subcontractor is entitled under the termination provisions of this Agreement, Subcontractor shall provide all Documents & Data to the City upon payment of the undisputed amount. Subcontractor shall have no right to retain or fail to provide to the City any such documents

pending resolution of the dispute. In addition, Subcontractor shall retain copies of all Documents & Data on file for a minimum of four (4) years following completion of the Project or termination of this Agreement, whichever is earlier, and shall make copies available to the City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Subcontractor shall make a reasonable effort to notify the City and provide the City with the opportunity to obtain the documents.

6.2. Subcontractors. Subcontractor shall require all subcontractors to agree in writing that the City is granted a fully paid, non-exclusive and perpetual license for any Documents & Data the subcontractor prepares under this Agreement. Subcontractor represents and warrants that Subcontractor has the legal right to license any and all Documents & Data prepared by Subcontractor or its subcontractors. Subcontractor makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Subcontractor or its subcontractors, or those provided to Subcontractor by the City.

6.3. Right to Use. The City shall not be limited in any way in its use or reuse of the Documents & Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Subcontractor shall be at the City's sole risk. If the City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Subcontractor's seal from the Documents & Data and indemnify and hold harmless Subcontractor and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other project. Subcontractor shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Subcontractor shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Subcontractor, a party for whom the Subcontractor is legally responsible or liable, or anyone approved by the Subcontractor.

6.4. Indemnification. Subcontractor shall defend, indemnify and hold the City, its directors,

officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement and in accordance with the language of Section 7.2, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by the City of the Documents & Data, including any method, process, product, or concept specified or depicted.

6.5. Confidentiality. All Documents & Data, either created by or provided to Subcontractor in connection with the performance of this Agreement, shall be held confidential by Subcontractor. All Documents & Data shall not, without the prior written consent of the City, be used or reproduced by Subcontractor for any purposes other than the performance of the Services. Subcontractor shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Subcontractor that is otherwise known to Subcontractor or is generally known, or has become known, to the related industry shall be deemed confidential. Subcontractor shall not use the City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

## **7. OTHER PROVISIONS.**

7.1. Assignment; Successors. Subcontractor shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of the City. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

### 7.2. Indemnification.

7.2.1. Scope of Indemnity. To the fullest extent permitted by law (including, without



limitation, California Civil Code Sections 2782 and 2782.8), Subcontractor shall defend (with legal counsel reasonably acceptable to the City) indemnify and hold harmless the City and its officers, departments, officials, representatives, and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Subcontractor or its subcontractors), expense and liability of every kind, nature and description (including, without limitation, fines, penalties, court costs, attorneys fees, litigation expenses and fees of expert subcontractors or expert witnesses incurred in connection therewith, and costs of investigation), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Subcontractor, any subcontractor, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities") in connection with the Project. Such obligations to defend, hold harmless and to indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of such Indemnitee.

7.2.2. Termination or Completion of Agreement. Neither termination of this Agreement nor completion of the Services under this Agreement shall release Subcontractor from its obligations under this Section 7.2, as long as the event giving rise to the claim, loss, cost, damage, injury, expense or liability occurred prior to the effective date of any such termination or completion.

7.2.3. Additional Indemnity Agreements. Subcontractor agrees to obtain executed indemnity agreements with provisions identical to those set forth herein from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Subcontractor in the performance of this Agreement. If Subcontractor fails to obtain such indemnity obligations from others as required, Subcontractor shall be fully responsible for all obligations under this Section 7.2. City's failure to monitor compliance with this requirement imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder.

7.2.4. Successors and Assigns. The obligation to indemnify and defend City as set forth herein is binding on the successors, assigns or heirs of Subcontractor and shall survive the termination of this Agreement or this Section.

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7.2.5. Compliance with Insurance Requirements. Subcontractor's compliance with the insurance requirements does not relieve Subcontractor from the obligations described in this Section 7.2, which shall apply whether or not such insurance policies are applicable to a claim or damages.

7.3. Subcontractor Not Agent. Except as the City may specify in writing, Subcontractor shall have no authority, express or implied, to act on behalf of the City in any capacity whatsoever as an agent. Subcontractor shall have no authority, express or implied, pursuant to this Agreement to bind the City to any obligation whatsoever.

7.4. Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in Yolo County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Subcontractor must comply with the claim procedures set forth in Government Code sections 900 *et seq.* prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Subcontractor. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Subcontractor shall be barred from bringing and maintaining a valid lawsuit against the City.

7.5. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Subcontractor:        Davis Community Meals  
                              202 F Street  
                              Davis, CA 95616  
                              Attn: William Pride, Executive Director

City:                     City of Davis  
                              23 Russell Boulevard, Suite 1

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Davis, CA 95616  
Attn: Michael Webb, City Manager

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

7.6. Incorporation by Reference. All exhibits referred to in this Agreement are attached hereto and are by this reference incorporated herein.

7.7. City's Right to Employ Other Subcontractors. The City reserves the right to employ other subcontractors in connection with this Project.

7.8. Construction; References; Captions. The language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Subcontractor include all personnel, employees, agents, and subcontractors of Subcontractor, except as otherwise specified in this Agreement. All references to the City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various sections and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

7.9. Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both parties.

7.10. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel or otherwise.

7.11. No Third Party Beneficiaries. There are no intended third party beneficiaries of

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any right or obligation assumed by the parties.

7.12. Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

7.13. Interest of Subcontractor. Subcontractor covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the Services under this Agreement. Subcontractor further covenants that, in the performance of this Agreement, no subcontractor or person having such an interest shall be employed. Subcontractor certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of the City.

7.14. Prohibited Interests. Subcontractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Subcontractor, to solicit or secure this Agreement. Further, Subcontractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Subcontractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Subcontractor further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City Clerk as required under state law in the performance of the Services. For breach or violation of this warranty, the City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of the City, during the term of his or her service with the City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

7.15. Cooperation; Further Acts. The parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

7.16. Attorneys' Fees. If either party commences an action against the other party,

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either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all other costs of such action.

7.17. Authority to Enter Agreement. Subcontractor has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.


7.18. Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

7.19. Entirety of Agreement. This Agreement contains the entire agreement of the City and Subcontractor with respect to the subject matter hereof, and no other agreement, statement or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.

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**IN WITNESS WHEREOF**, the City and Subcontractor have entered into this Agreement as of the date first stated above. **IN WITNESS WHEREOF**, the City and Subcontractor have entered into this Agreement as of the date first stated above.


**CITY OF DAVIS**

  
\_\_\_\_\_  
Michael Webb  
City Manager

**SUBCONTRACTOR**

  
\_\_\_\_\_  
William Pride  
Executive Director

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Harriet A. Steiner  
City Attorney

## EXHIBIT A

### SCOPE OF SERVICES

DCMH shall provide the following scope of services:

- Hire up to five participants at a time to work for approximately 12 hours per week and pay each participant an hourly stipend of \$12 per hour in 2019 and \$13 per hour in 2020 and \$14 per hour in 2021
- Hire one supervisor to work for approximately 10 hours per week and pay him/her an hourly stipend of \$15 per hour in 2019, 2020, and 2021. Responsibilities include but are not limited to:
  - Supervising the four participants
  - Managing the day-to-day program operations such as finding and securing training opportunities
  - Providing assistance with applying for permanent employment including reviewing resumes and conducting practice interviews
- Convene regular meetings of the Pathways to Employment Advisory Committee comprised of members from the faith community, business community, City and County governments, and a community representative that will provide program and policy guidance to the DCMH Executive Director
- Collaborate with other nonprofits and community members to secure resources for the program and provide supportive services to the participants including but not limited to permanent housing navigation assistance and linkages to all mainstream resources such as Workforce Investment Opportunity Act, CalFresh, Medi-Cal, SSI/SSDI, General Assistance, CalWORKs, as well as veterans benefits as applicable
- Track performance measures and submit reports in accordance with the stipulations specified in Exhibit C including entering data into the Homeless Management Information System via a services only project
- Comply with all of the Continuum of Care's written standards and core practices including housing first principles and coordinated entry, including but are not limited to:

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- Attempting to resolve housing needs first by focusing participation on individuals already enrolled in one of the City's supportive housing programs
- Utilizing a low-barrier service model by making the program easily accessible to all people, including people with no income or income history and people with active substance use and/or mental health issues
- Employs a progressive engagement model, where participants receive a minimum amount of assistance, but builds as necessary over time
- Connects participants to appropriate support and services available in the community that foster long-term housing stability



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**EXHIBIT B**

FACILITIES, EQUIPMENT, AND OTHER MATERIALS PROVIDED BY CITY

The City will not provide facilities, equipment or other materials for this Project.

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**EXHIBIT D**

**PAYMENT**

The City shall furnish payment on a reimbursement basis, up to \$129,000, based on the allowable expenses, as outlined below and Scope of Services in Exhibit A. DCMH may invoice staff overhead at no more than \$6,000 per year or \$12,000 for the entire contract period.

Per HEAP program requirements, DCMH must liquidated all funds by June 30, 2021.

	2019: May 1 to December 31		2020: January 1 to December 31		2021: January 1 to April 30		
	Supervisor	Participant	Supervisor	Participant	Supervisor	Participant	
Hourly Rate	\$15	\$12	\$15	\$13	\$15	\$14	
Hours per Week	10	60	10	60	10	60	
Weeks per Year	32	32	52	52	16	16	
Wages	\$4,800	\$23,040	\$7,800	\$40,560	\$2,400	\$13,440	
Benefits	\$1,920 (@ 40% of wages)	\$4,608.00 (@ 20% of wages)	\$3,120 (@ 40% of wages)	\$8,112.00 (@ 20% of wages)	\$960 (@ 40% of wages)	\$2,688.00 (@ 20% of wages)	
<b>Total Wages and Benefits</b>	<b>\$6,720</b>	<b>\$27,648</b>	<b>\$10,920</b>	<b>\$48,672</b>	<b>\$3,360</b>	<b>\$16,128</b>	
Supplies						\$3,552	
Staff Overhead						\$12,000	
						<b>Total</b>	<b>\$129,000</b>

**EXHIBIT E**

CONFIDENTIALITY

Davis Community Meals and Housing shall obtain consent and/or authorization from Participants, as required under and in accordance with applicable state or federal laws regarding the confidentiality of personal or individually identifiable health information, including but not limited to the Health Insurance Portability and Accountability Act, the California Confidentiality of Medical Information Act, and the confidentiality of substance use disorder regulations at 42 C.F.R Part 2, in order to (1) obtain personal information or individually identifiable health information from any provider of health care or social service provider for individuals being served by the Project, (2) use and disclose such information to the City of Davis, including its subcontractors and/or agents, for purposes of coordination of housing and social services or (3) use or disclose any personal information or individually identifiable health information provided by the Participant in verbal or written form to the City of Davis, including its subcontractors and/or agents. Davis Community Meals shall retain copies of such consent and/or authorization in its records for a minimum of six (6) years after services to Participant have terminated.

Davis Community Meals represents and warrants that it will disclose personal information and individually identifiable health information to the City of Davis, including its subcontractors and/or agents only if it has obtained the appropriate consents and authorizations for lawful disclosure in accordance with state and federal laws.

City of Davis, including its subcontractors and/or agents shall use and disclose personal information or individually identifiable information solely for the purposes of the coordination of services under the Project and as permitted by the Participant consent and/or authorizations under which information has been provided, if any, and shall not further re-disclose such information to any third party other unless required by law. City of Davis, including its subcontractors and/or agents agrees to implement appropriate safeguards to prevent any use or disclosure of such information other than as provided for by this Agreement.

## CONTRACT FOR SERVICES

THIS CONTRACT is made on July 18, 2019, by and between the CITY OF WEST SACRAMENTO ("City"), and Downtown Streets, Inc., a California 501(c)3 organization ("DST").

WITNESSETH:

WHEREAS, the City desires the services of DST to supplement existing cleaning initiatives undertaken by the City;

WHEREAS, the City desires the services of DST to provide case management and a work-readiness program to individuals experiencing homelessness within West Sacramento;

WHEREAS, DST has presented a proposal for such services to the City, (attached hereto as Exhibit A) and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

### 1. SCOPE OF SERVICES:

A. DST shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in the Scope of Work, attached hereto and incorporated herein by this reference as Exhibit B. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. DST enters into this Contract as an independent contractor and not as an employee of the City. DST shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by DST are employees, agents, contractors or subcontractors of DST and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against DST by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. DST agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

D. In order to assist DST with its services, the City will lease a vehicle to DST to be used in accordance with the Lease Agreement, attached hereto and incorporated herein by this reference as Exhibit C.

E. In order to assist DST with its services, the City will provide DST access to the City's Corp Yard, or other such place that the City may provide, in order for DST to utilize the City's waste disposal system within the capacity as required as per the Scope of Work.

## **2. TERM OF CONTRACT**

A. The services of DST are to commence upon execution of this Contract by the City, and shall be undertaken and completed in accordance with the Schedule of Performance, attached hereto and incorporated herein by this reference as Exhibit D.

B. DST's failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

## **3. COMPENSATION:**

A. DST shall be paid monthly for all time and materials required and expended, but in no event shall total compensation exceed \$284,722, without City's prior written approval. DST's fees and costs shall be as specified in the budget (see page 3 of Exhibit A).

B. Said amount shall be paid upon submittal of a monthly billing showing completion of the tasks that month. DST shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. If DST's performance is not in conformity with Schedule of Performance, payments may be delayed or denied, unless the DST's failure to perform in conformity with the Schedule of Performance is a documented result of the City's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 5.

C. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

## **4. TERMINATION:**

A. This Contract may be terminated by either party, provided that the other party is given not less than 30 calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the DST is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If City gives such notice of temporary suspension, DST shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, DST shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by DST, and the City may withhold any payments due to DST until such time as the exact amount of damages, if any, due the City from DST is determined.

D. In the event of termination, DST shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all

work, including but not limited to, reports, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

**5. AMENDMENTS, CHANGES OR MODIFICATIONS:**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

**6. EXTENSIONS OF TIME:**

DST may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract or the attached Schedule of Performance in the manner provided in Section 5.

**7. PROPERTY OF CITY:**

A. It is mutually agreed that all materials prepared by the DST under this Contract shall become the property of the City, and the DST shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the DST shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the DST in performing this Contract which is not DST's privileged information, as defined by law, or DST's personnel information, along with all other property belonging exclusively to the City which is in DST's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by DST hereunder (the "Work") to be a work made for hire. DST acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City.

**8. COMPLIANCE WITH ALL LAWS:**

A. DST shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. It shall be City's responsibility to obtain all rights of way and easements to enable DST to perform its services hereunder. DST shall assist City in providing the same.

B. DST warrants to the City that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

**9. WARRANTIES AND RESPONSIBILITIES - DST:**

A. DST agrees and represents that it is qualified to properly provide the services set forth in Exhibit B in a manner which is consistent with the generally accepted standards of DST's profession.

B. DST agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. DST shall designate a project manager who at all times shall represent DST before the City on all matters relating to this Contract.

D. DST shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to DST in writing within sixty (60) days of discovery. Should DST fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the DST shall be liable for any expenses thereby incurred.

**10. SUBCONTRACTING:**

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. DST shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by DST.

**11. ASSIGNABILITY:**

DST shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld. However, claims for money due or to become due DST from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

**12. INTEREST IN CONTRACT:**

DST covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. DST shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that DST's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. DST also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies DST in writing that DST's duties under this Contract warrant greater disclosure by DST than was originally contemplated. DST shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

**13. MATERIALS CONFIDENTIAL:**

All of the materials prepared or assembled by DST pursuant to performance of this Contract are confidential and DST agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

**14. LIABILITY OF DST-NEGLIGENCE:**

DST shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of DST's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to DST or its employees, agents, contractors or subcontractors.

**15. INDEMNITY AND LITIGATION COSTS:**

DST shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from DST's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

**16. CONSULTANT TO PROVIDE INSURANCE:**

A. DST shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, DST shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. DST and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by DST and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of DST or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of DST.

**1. Worker's Compensation and Employer's Liability Insurance**

a. Worker's Compensation - Insurance to protect DST, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict



compliance with all applicable state and Federal statutes and regulations. The DST shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. DST shall provide a Waiver of Subrogation endorsement in favor of the City, its officers, officials, employees, agents and volunteers for losses arising from work performed by the DST.

## 2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 per occurrence and \$2,000,000 general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the City, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the City shall be primary as respects the City, its officers, officials, employees and any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the DST's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the DST's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

## 3. Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$1,000,000.00 per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The DST and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than \$1,000,000 per claim.

C. In addition to any other remedy the City may have, if DST fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due DST under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless DST has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the City.

E. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by DST are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by DST under the Contract.

#### **17. MISCELLANEOUS PROVISIONS:**

A. DST shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. DST shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. DST shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the DST.

D. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

Contract for Services  
Downtown Streets, Inc.  
July 18, 2019

E. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City:

City of West Sacramento  
1110 West Capitol Avenue  
West Sacramento, CA 95691

DST:

Downtown Streets, Inc.  
1671 The Alameda, Suite 306  
San Jose, CA 95126

F. This Contract shall be interpreted and governed by the laws of the State of California.

G. Any action arising out of this Contract shall be brought and maintained in Yolo County California, regardless of where else venue may lie.

H. In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

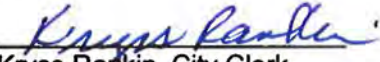
[Signatures on following page]

Contract for Services  
Downtown Streets, Inc.  
July 18, 2019

CITY OF WEST SACRAMENTO

By:   
Aaron Laurel, City Manager

ATTEST:

By:   
Kryss Radkin, City Clerk

APPROVED AS TO FORM:

By:   
Jeffrey Mitchell, City Attorney

Downtown Streets, Inc.

By:   
Title: President + CEO

**SCOPE OF SERVICES**  
**West Sacramento DOWNTOWN STREETS TEAM**

Downtown Streets Team (DST) is a non-profit organization that works to end homelessness through work readiness, case management and employment services. People experiencing homelessness volunteer to be a part of a DST work crew, picking up litter, needles and debris from encampments and outreaching to the community. Through this volunteer work, team members not only give back to the community but also rebuild effective work habits, take on leadership opportunities, further their education, and ready themselves for permanent employment.

**Goals**

The goals of the West Sacramento Downtown Street Team are to:

- Achieve Measure E goals related to reducing community impacts of homelessness and reducing the incidence of homelessness
- Work with City of West Sacramento Homeless Services Coordinator to identify Street Team members to work in the community
- Clean up West Capitol Avenue business corridor, River Walk Park/Trail, and identified encampments (see Attachment 1 for focus area)
- Provide case management, employment services and on-going support to the Team Members
- Provide on-going communication on community work projects through community forums and to City staff/Council

**Capacity and Timing**

The West Sacramento Downtown Streets Team will include 12-15 volunteer Team Members at any point in time, and at least 25 unique individuals over the course of the contract.

**Program Description and Services**

Starting in September 2019, DST will stand up a Street Team of 12-15 volunteers (serving at least 25 individuals annually in our heavy touch manner) to supplement existing cleaning initiatives undertaken by the City of West Sacramento. Team Members will pick-up litter, needles and encampment debris in the focus area while outreaching to the current homeless residents. The program will provide work readiness training, case management and employment services to all Team Members and outreach services to West Sacramento individuals experiencing or at risk of experiencing homelessness.

In addition, DST will host weekly success meetings to serve as a consistent check-in point for existing Team Members, an entry point for people interested in joining the Team and offer a venue to provide housing resources and job leads to Team Members. The West Sacramento Team will work with existing housing and shelter providers, other service providers (medical, legal, etc.), employers and local government agencies to remove barriers to self-sufficiency for every Team Member. Lastly, the Team will work to increase the cooperation of encamped residents with project partners such as City Police, the Parks Department, and the City's Public Works Department. The Team will also hand out trash bags to encampment dwellers and pick up used needles. This will create a safer and cleaner environment in terms of debris, human waste, and transmittable diseases (e.g. Hep A).

DST operates in four-hour shifts. Cleanup crews will work up to five days a week in the morning. Cleanup crews can be added by the City's discretion in the afternoon hours or on weekends. Downtown Streets Team operates 50 weeks out of the year. Team Members do not volunteer in inclement weather because of the health risk inherent due to lack of housing. Team Members receive their stipend for meeting with supportive service staff, attending interviews, trainings and other employment readiness activities. They also do not volunteer during observed holidays or during periods of inclement weather. A list of these holidays can be provided to funding agencies and partners.

Additionally, DST will provide one staff member to pick up all bags of litter, needles and encampment debris collected by the Team and dispose of the collected debris at the City's Corp Yard.

#### **Identification of Projects and Community Engagement**

The DST Team will concentrate efforts around highly blighted neighborhoods surrounding the West Capitol Avenue business corridor, River Walk Park/Trail, and encampments designated by the City's Homeless Services Coordinator. Cleanup efforts will be directed by City staff and focused on public areas impacted by unhoused residents.

In order to increase the program's community engagement efforts, DST will:

- Participate in community events to inform the community about the City's partnership with DST (e.g. Coffee with a Cop);
- Find and secure additional funding opportunities (private/grant dollars);
- Host an annual fundraising event to support DST's growth in West Sacramento; and
- Establish and nurture close relationships with local business owners.

### **Program Referral Process**

DST gains most of its new Team Members through its peer to peer outreach model; this means that while Team Members are on shift, they will interact with others, provide information about DST and how to access the program. This has been found to be an incredibly successful form of outreach. In addition, the DST Case Manager will be present at Open Office Hours with West Sacramento's Homeless Coordinator and other local service providers on Thursdays and will work to form partner relationships with other agencies in the area so they can lead clients to the program, as well.

The first step for someone is to attend the weekly Team Success meetings, which will be held on Thursdays immediately following, and in the same room, where the West Sacramento Homeless Coordinator holds their weekly open office hours. The DST Case Manager will be in attendance during the West Sacramento Homeless Coordinator's open office hours, and the West Sacramento Homeless Coordinator will attend every DST Team Success meeting. Having the West Sacramento Homeless Coordinator at the weekly Team Success meetings will ensure that folks attending the meetings can also begin engagement with the Homeless Coordinator, if they haven't already, as well as to gain the West Sacramento Homeless Coordinator's valuable knowledge regarding the criteria set in our intake form.

All interested individuals wanting to participate in the program will be required to fill out an intake form (Attachment 2) that will demonstrate their connection with West Sacramento. Applicants must be affiliated to West Sacramento in one of the following ways in order to be eligible to participate in the program:

- Last permanent address was in West Sacramento
- I am staying in an encampment or otherwise homeless in West Sacramento AND have been for at least three months
- I have been without permanent housing but living in temporary housing in West Sacramento for more than one year
- I am currently "couch surfing" or staying at a friend/family member's house in West Sacramento AND have been for at least 3 months
- I am currently staying in temporary housing or a shelter/motel in West Sacramento in addition to receiving outreach and food services in West Sacramento AND have been for at least three months
- Individual has been identified as a "high utilizer" of City emergency services

Prior to an applicant's acceptance into the program, the City's Homeless Coordinator will review the intake form to confirm, to the best of his/her ability, the reported connection to West Sacramento. This confirmation process will consist of, but not be limited to, a mandatory interview with the applicant to evaluate the details of the reported connection to West Sacramento. At the end of the interview, the Homeless Coordinator will be required to sign-off on the intake form, verifying that he/she has conducted the interview and has confirmed the applicant's connection to West Sacramento.

#### **Data Collection and Outcomes**

DST will utilize Clarity, a custom data impact system, to measure human service results and will also utilize and input data into the county-wide Coordinated Entry System (HMIS). User data will also be collected annually (January-February) through an anonymous and optional feedback survey that will capture qualitative data such as improved health, increased dignity and more positive interactions with the criminal justice system.

In addition, DST will survey businesses from within the focus area 10 months into the 2019 program to collect qualitative data pertaining to the impacts of homelessness and the effects of DST's efforts.

DST will provide a monthly report to the City on the outcomes of the Downtown Streets Team in reducing the impacts of homelessness in the community and reducing the incidence of homelessness that will include, but not be limited to, the following information:

- a) Number of Team Members who have moved into housing, employment, or gained shelter
- b) Number of volunteer hours performed by Team Members
- c) Number of active Team Members
- d) Number of people on the waitlist
- e) Amount of debris removed from each project area
- f) Number of needles removed from each project area
- g) Snapshot of monthly highlights such as new partner relationships with service providers, and any planned initiatives/events

Data collected by DST will be integrated to support on-going communication with the community and City Council on the outcomes of the program's efforts. Specifically, DST will track and report on current encampment locations, provide data regarding the cleanup activities associated with the encampments, and communicate with City staff and PD regarding areas cleaned or needing to be cleaned.



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Throughout the contract term, the West Sacramento Team will work with the City and the community to establish other metrics as appropriate.

**Monitoring and Evaluation**

The City may at any time, evaluate this Program. Adequate notice shall be given to DST of such action, and DST shall be given opportunities to participate and respond in the evaluation process.

**EXHIBIT D**

**SCHEDULE OF PERFORMANCE**

DST's services shall commence on July 18, 2019 and end on July 17, 2020 and shall be carried out as prescribed within the Scope of Work attached hereto as Exhibit B.

EXHIBIT E

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700  
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Downtown Streets, Inc.

By:   
Title: President + CEO



City of Woodland

Community Services Department • 2001 East Street • Woodland, CA 95776 • (530) 661-2000 • [www.cityofwoodland.org](http://www.cityofwoodland.org)

February 15, 2019

Michele Kellogg, Executive Director  
Yolo Community Care Continuum  
P.O. Box 1101  
Woodland, CA 95617

Re: Letter Agreement for Staffing of Employment Pilot Program (“Woodland Works”)

Dear Ms. Kellogg:

**PARTIES:** This letter shall be our agreement (“Letter Agreement”) regarding the provision of supervision and staffing (“Services”) for the Employment Pilot Program (“Project”) that will be provided by the Yolo Community Care Continuum (“Contractor”) as an independent contractor to the City of Woodland (“City”). Contractor is retained as an independent contractor and is not an employee of the City.

**SERVICES; SCHEDULE OF PERFORMANCE:** The Services to be provided are more particularly described in the Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference. Services on the fourteen-week Project shall begin on March 22, 2019 and end after June 23, 2019 unless extended by the City in writing.

**STANDARD OF CARE:** Contractor shall perform all Services under this Letter Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California, and consistent with all applicable laws. Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the Services, including a City Business License, and that such licenses and approvals shall be maintained throughout the term of this Letter Agreement.

**SUBSTITUTION OF KEY PERSONNEL:** Contractor has represented to City that certain key personnel will perform and coordinate the Services under this Letter Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Contractor cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Letter Agreement for cause. The key personnel for performance of this Letter Agreement are as follows: Supervisor.

**COMPENSATION:** Compensation for the above services shall be based on the expenses detailed in the attached cost schedule (Exhibit B). The total compensation shall not exceed Sixteen-Thousand, One Hundred Twenty-One Dollars (\$16,121) without written approval of City’s Community Services Director or City Manager. Contractor’s invoice shall include a detailed description of the Services performed. Invoices shall be submitted to the City monthly as performance of the Services progresses and City shall pay the approved charges upon receipt.

*PREVAILING WAGES:* Contractor is aware of the requirements of California Labor Code Section 1720, *et seq.*, and 1770, *et seq.*, as well as California Code of Regulations, Title 8, Section 16000, *et seq.*, ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. City shall provide Contractor with a copy of the prevailing rates of per diem wages in effect at the commencement of this Letter Agreement. Contractor shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Contractor's principal place of business and at the project site. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

*INSURANCE:* Contractor shall provide proof of commercial general liability and automobile insurance to the City in amounts and with policies, endorsements and conditions required by the City for the Services. If Contractor is an employer or otherwise hires one or more employees during the term of this Project, Contractor shall also provide proof of workers' compensation coverage for such employees which meets all requirements of state law. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability:* Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), providing coverage on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury; (2) *Automobile Liability:* Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned); and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. Consultant shall maintain limits no less than: (1) *General Liability:* \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability:* \$1,000,000 per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability:* Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 per accident for bodily injury or disease. The General Liability and Automobile Liability policies shall include or be endorsed (amended) to state that: (1) the City, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) the insurance coverage shall be primary insurance as respects the City, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the City, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

*TERMINATION:* The City may terminate this Letter Agreement at any time with or without cause. If the City finds it necessary to terminate this Letter Agreement without cause before Project completion, Contractor shall be entitled to be paid in full for those Services adequately completed prior to the notification of termination. Contractor may terminate this Letter Agreement only upon 30 calendar days' written notice to the City only in the event of City's failure to perform in accordance with the terms of this Letter Agreement through no fault of Contractor.

*INDEMNIFICATION:* To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Contractor's Services, the Project or this Letter Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. Contractor's obligation to indemnify shall survive expiration or termination of this Letter Agreement, and shall not be restricted to insurance proceeds, if any, received by the City, its directors, officials officers, employees, agents, or volunteers.

*LAWS & REGULATIONS; EMPLOYEE/LABOR CERTIFICATIONS:* Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements. By executing this Letter Agreement, Contractor verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Contractor shall maintain records of its compliance, including its verification of each employee, and shall make them available to the City or its representatives for inspection and copy at any time during normal business hours. The City shall not be responsible for any costs or expenses related to Contractor's compliance with the requirements. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants performing any work relating to the Project or this Letter Agreement to make the same verifications and comply with all requirements and restrictions provided herein. Contractor's failure to comply or any material misrepresentations or omissions relating thereto shall be grounds for terminating this Letter Agreement for cause. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services. Finally, Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment in violation of state or federal law. As provided for in the indemnity obligations of this Letter Agreement, Contractor shall indemnify City against any alleged violations of this paragraph, including, but not limited to, any fines or penalties imposed by any governmental agency.

*GOVERNING LAW; VENUE; GOVERNMENT CODE CLAIM COMPLIANCE; ATTORNEY'S FEES:* This Letter Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Letter Agreement, the action shall be brought in a state or federal court situated in Yolo County, State of California. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 *et seq.* prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City. If either party commences

an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Letter Agreement, the prevailing party shall be entitled to recover all reasonable fees and costs incurred, including reasonable attorney's fees, as determined by the court.

*ASSIGNMENT; AMENDMENT:* Contractor shall not assign, sublet, or transfer this Letter Agreement or any rights under or interest in this Letter Agreement without the written consent of the City, which may be withheld for any reason. This Letter Agreement may not be modified or altered except in writing signed by both parties. Except to the extent expressly provided for in the termination paragraph, there are no intended third party beneficiaries of any right or obligation of the Parties.


*ENTIRE AGREEMENT; CONSTRUCTION & CAPTIONS:* This is an integrated Letter Agreement representing the entire understanding of the parties as to those matters contained herein, and supersedes and cancels any prior oral or written understanding or representations with respect to matters covered hereunder. Since the Parties or their agents have participated fully in the preparation of this Letter Agreement, the language of this Letter Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. The captions of the various paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Letter Agreement.

February 15, 2019


If you agree with the terms of this Letter Agreement, please indicate by signing and dating where indicated below. An original, executed copy is enclosed for your records.

**CITY OF WOODLAND**

*Approved by:*

  
\_\_\_\_\_  
Paul Navazio  
City Manager

*Attest:*

  
\_\_\_\_\_  
Dan Sokolow  
Senior Planner

**CONTRACTOR**

*Reviewed and Accepted by Contractor*

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Michele Kellogg

\_\_\_\_\_  
Executive Director

3/12/19  
\_\_\_\_\_  
Date



Scope of Work

Contractor shall provide a staff member to supervise **homeless individuals** employed for the City's Employment Pilot Program and transport them to City parks for cleaning assignments. City staff will select the individuals employed for the program and no sex offenders shall be employed. Case management for the individuals employed will be provided by Fourth & Hope. Contractor's specific duties are detailed below.

1. Contractor's shall meet at a designated location to transport individuals selected by City for the Employment Pilot Program. It is anticipated that a maximum of four individuals will participate in the program although the composition of the individuals may vary depending on availability and other factors. City will notify Contractor of the individuals assigned to the program.
2. Contractor shall transport the employed individuals to City parks to clean the bathrooms, pick up trash, and empty trash. Contractor shall supervise the work. City will train Contractor and provide the required supplies necessary for the work at the parks and the keys for accessing the park supply storage areas and locking the restrooms. Contractor shall train and supervise the individuals employed in the program.
3. The program will operate Friday, Saturday, and Sunday evenings during the hours of 6 – 9 p.m. It is anticipated that three parks (Ferns, Crawford, and Harris) will be cleaned during each evening shift. Time permitting, a fourth park (Harris or another park) may be selected by the City for cleaning. The supervisor will be allocated four hours and each worker shall be allocated three hours for each work shift. Vests provided by the City shall be worn by the supervisor and workers in the performance of their duties for the program.

Exhibit B

Cost Schedule

Item #	Item	Unit Cost	Quantity	Cost
<b>Salaries and Benefits</b>				
1	Workers (4)	\$12/hour	504	\$6,048.00
2	Workers' Benefits (FICA, Unemployment & Workers' Comp)	\$231.97/worker	4	\$927.88
3	Supervisor (1)	\$16.99/hour	168	\$2,854.32
4	Supervisor Benefits (FICA, Unemployment & Workers' Comp)	\$437.86/supervisor	1	\$437.86
<b>Subtotal Salaries and Benefits</b>				<b>\$10,268.06</b>
<b>Operating Expenses</b>				
5	Office Supplies	\$50.00	1	\$50.00
6	Food	\$100.00	1	\$100.00
7	Program Supplies	\$200.00	1	\$200.00
8	Staff Training	\$400.00	1	\$400.00
9	Staff Travel	\$100.00	1	\$100.00
10	Vehicle Gas & Oil	\$600.00	1	\$600.00
11	Vehicle Repair	\$600.00	1	\$600.00
12	Phone	\$800.00	1	\$800.00
13	Insurance	\$500.00	1	\$500.00
14	Taxes, Licenses & Fees	\$400.00	1	\$400.00
<b>Subtotal Operating Expenses</b>				<b>\$3,750.00</b>
<b>Total Salaries and Benefits, Operating Expenses</b>				<b>\$14,018.06</b>
<b>Administration Allocation (15% of above line item)</b>				<b>\$2,102.71</b>
<b>TOTAL PROJECT COST</b>				<b>\$16,120.77</b>

**Attachment for Question 3A-5b: Written agreement with a state or local workforce development board.**

The following documents show the prioritization of homeless individuals in the CoC's Workforce Innovation and Opportunity Act (WIOA) programs.

- Page 2: Priority of service is provided to low-income individuals.
- Page 4: low-income individual definition includes homeless individuals.
- Page 9: Youth Eligibility handbook shows prioritization of homeless youth.

Highlighting indicates required elements.

**Yolo County**  
**Workforce Innovation and Opportunity Act (WIOA)**  
**POLICY BULLETIN 16-4**

**Bulletin Name:** **ADULT PROGRAM PRIORITY OF SERVICE**

**Effective Date:** July 1, 2015

**Issue Date:** March 9, 2016

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**Purpose** This policy provides guidance and establishes the procedures regarding priority of service for recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient served with Workforce Innovation and Opportunity Act (WIOA) adult funds.

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**Background** The WIOA staff of Health and Human Services Agency drafted the policy on guidance provided in Workforce Services Directive 15-14 dated January 22, 2016, and on February 24, 2016, the policy was reviewed by the Workforce Innovation Board (WIB) Executive Committee.

The Workforce Investment Act (WIA) required that if funds allocated to a local area for adult employment and training activities were limited, **priority of service was to be provided to recipients of public assistance and other low-income individuals for intensive and training services.**

The WIOA made several changes to the priority of service requirement by adding individuals who are basic skills deficient as a priority population, changing intensive services to career individualized services, and removing the provision stating priority of service is only applied if funding is limited.

Veterans and eligible spouses continue to receive priority of service for all Department of Labor (DOL) funded programs among all participants. These requirements were not affected by the passage of WIOA and must still be applied in accordance with guidance previously issued by the DOL and Workforce Services Directive WSD08-10.

---

**Policy** As stated in WIOA Section 134(c)(3)(E), with respect to individualized career and training services funded with WIOA adult funds, priority must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the Dislocated Worker population.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E). As described in TEGL 10-09, when programs are statutorily required to provide

priority, such as WIOA adult program, then priority must be provided in the following order:

1. Veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient.
2. Individuals who are the recipient of public assistance, other low income individuals, or individuals who are basic skills deficient.
3. Veterans and eligible spouses who are not included in WIOA's priority groups.
4. Other individuals not included in WIOA's priority groups.

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## Definitions

Basic Skills Deficient: An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.

Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in post-secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.

Individualized Career Services: Individualized career services are subject to priority of service, and may consist of the following:

- Comprehensive and specialized assessments of the skill level and service needs of adults and dislocated workers, which may include the following:
  - Diagnostic testing and use of other assessment tools.
  - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers.
- Group and/or individual counseling and mentoring.
- Career planning (e.g. case management).
- Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality,

personal maintenance skills, and professional conduct to prepare individuals for unsubsidized employment or training, in some instances pre-apprenticeship programs may be considered as short-term pre-vocational services.

- Internships and work experience that are linked to careers.
- Workforce preparation activities that help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into completion of postsecondary education, or training, or employment.
- Financial literacy services.
- Out-of-area job search assistance and relocation assistance.
- English language acquisition and integrated education and training programs.

Low Income: An individual that meets one of the four criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the supplemental nutrition assistance program, (SNAP) temporary assistance for needy families program (TANF), program supplemental security income program, or state or income based public assistance.
2. In a family with total family income that does not exceed the higher of following:
  - a. The poverty line.
  - b. 70 percent of the Lower Living Standard Income Level.
3. **A homeless individual.**
4. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does.

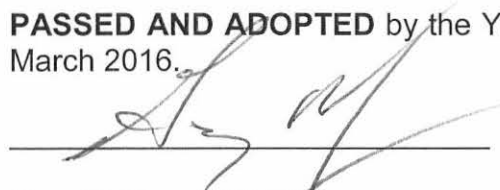
Public Assistance Recipient: An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test.

Training Services: Training services are subject to priority of service, and may consist of the following:

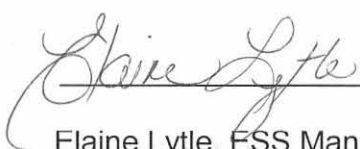
- Occupational skills training, including training for nontraditional employment.
- On-the-job training.
- Incumbent worker training.

- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training.
- Transitional jobs.
- Job readiness training provided in combination with another training service.
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with another training service.
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training.

**PASSED AND ADOPTED** by the Yolo County Workforce Innovation Board, this 9th day of March 2016.

  
\_\_\_\_\_  
Gary Pelfrey, WIB Chair  
On behalf of the Yolo County  
Workforce Innovation Board

Date: 3/9/16

  
\_\_\_\_\_  
Elaine Lytle, ESS Manager  
On behalf of the Yolo County  
Health and Human Services Agency

Date: 3/9/16

*to*



# COUNTY OF YOLO

Health and Human Services Agency

*Karen Larsen*  
Director

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137 N. Cottonwood Street • Woodland, CA 95695  
(530) 661-2750 • [www.yolocounty.org](http://www.yolocounty.org)

## Workforce Innovation and Opportunity Act (WIOA) Youth Eligibility Handbook

Prepared By  
Employment Services Division

September 17, 2018



# Workforce Innovation and Opportunity Act Youth Eligibility Handbook

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## **INTRODUCTION**

The Workforce Innovation and Opportunity Act (WIOA) Youth Eligibility Handbook is provided by the Yolo County Health and Human Services Agency’s Employment Services Division. The Youth Eligibility Handbook was created to assist in establishing participant eligibility for Youth WIOA programs, and maintaining adequate documentation for monitoring reviews.

## **I. ELIGIBILITY DETERMINATION AND REGISTRATION**

All youth must be determined eligible and registered to receive WIOA services.

### **ELIGIBILITY FOR SERVICES**

The WIOA distinguishes between general program eligibility and eligibility for services. General program eligibility includes criteria such as authorization to work, compliance with Selective Service, and age. Eligibility for services is related to local determinations regarding the individual's need for and ability to benefit from services. Such eligibility is determined at the time of intake, and even if the individual's situation changes (such as subsequent involvement with a partner agency) the individual remains eligible. For example, an individual who is an out-of school (OS) youth at the time of enrollment and is subsequently placed at an alternative school, or any school, is still considered an OS youth. Additionally, an individual who is an OS youth and between and ages of 16-24 at the time of enrollment, and is now beyond the age of 24, is still considered an OS youth until exited.

### **ELIGIBILITY VERIFICATION**

Eligibility verification is the examination of existing documents and/or information collected from appropriate telephone or personal contacts and documented declarations to verify an individual's eligibility to participate in one or more WIOA programs. The examination may include checks with other information sources, as appropriate, to confirm authenticity of documents or information.

All documentation and notes relative to verification of an individual's eligibility are kept in the appropriate file (e.g. Eligibility/HIPPA): .

100% up-front verification and documentation of eligibility will be required of all individuals seeking WIOA Youth services. Verification of an individual's eligibility is based on the date of application and/or receipt of source documentation as appropriate. Documentation verifying an individual's eligibility must be maintained in each appropriate file (e.g.: Eligibility/HIPPA).

[TEGL 21-16]

### **REGISTRATION**

Registration is an information collection process that documents a determination of eligibility. It is also the point at which performance accountability measure information begins to be collected.

***For an individual to be registered into a WIOA program, the following must occur:***

- (1) The individual must complete the application/eligibility determination process;***
- (2) The individual must provide the documentation required to substantiate his/her eligibility; and***
- (3) Staff must enter the appropriate activity code for the individual into the***

## **CalJOBS<sup>SM</sup> system.**

### **APPLICATION PROCESS**

There is no federal limit on how much time is allowed between the application date and registration date, or how much time staff have to document and verify eligibility. Although, the Employment Development Department (EDD) Workforce Services Division has recommended 90 days as a general rule. ***Nevertheless, so much time should not elapse before registration that it becomes unreasonable to assume the information about the individual is still true;*** otherwise, there may be disallowed costs associated with the individual's eligibility.

The Yolo County Health and Human Services Agency (HHSA) is to use the 90 day general rule. Applications are good for 90 days; if an individual is not enrolled within 90 days of date of eligibility determination then the application will be “closed never enrolled” and the individual will need to wait 30 days from that date to reapply.

### **AUTHORIZING MINORS TO PARTICIPATE IN WIOA**

The signature of a parent, guardian, or other responsible adult (See Definitions) is required to authorize a minor's participation in WIOA. This provision, including “other responsible adults”, allows minors to participate in the program with the authorization of individuals other than a parent or guardian.

### **CONCURRENT PARTICIPATION**

Individuals for whom eligibility has been verified, and who have been determined eligible for multiple WIOA programs may participate concurrently in multiple WIOA and America's Job Center of California<sup>SM</sup> partner programs.

Eligible youth who are 18 through 24 years of age may participate in the youth and/or adult program or both, depending on the services needed.

### **EXITED PARTICIPANTS**

Once a participant is exited from a WIOA program, the application, documentation, and verification process must be repeated before the individual can be registered into the WIOA program again.

## II. GENERAL ELIGIBILITY CRITERIA

The general eligibility criteria apply to the WIOA youth programs.

### 1. AUTHORIZATION TO WORK

***An individual's authorization to work in accordance with Title 8 Code of Federal Regulations Section 274a.2 must be verified.*** This section specifies that the requirements published in the U.S. Citizenship and Immigration Services [Form I-9, Employment Eligibility Verification](#), are to be used in verifying and documenting that an individual is authorized to work in the United States. This includes citizens and noncitizens. As specified in the Form I-9, staff must accept as evidence of employment authorization, any of the documents listed on the last page of Form I-9. Individuals may present any List A document **or** a combination of a List B and a List C document. For additional guidance regarding the Form I-9, see the U.S. Citizenship and Immigration Services website at [www.uscis.gov](http://www.uscis.gov).

Staff must verify an individual's authorization to work no later than time of application for a WIOA funded program. Verification is not required for [self-service or informational activities](#) (i.e., services an individual can access in an America's Job Center of California<sup>SM</sup> with minimal or no staff assistance). ***Either hard copies or scanned copies of the individual's Form I-9 documents must be kept for State monitoring purposes***

***Citizenship is a demographic reporting element required from time to time by the State for research and analysis. It is not necessary to document and verify citizenship, in addition to documenting an individual's employability.***

### 2. SELECTIVE SERVICE REGISTRATION

The WIOA requires males to comply with Selective Service registration requirements prior to participation in WIOA funded programs. Staff must ensure that each applicable male that participates in any local program or activity established under WIOA, or receives any assistance or benefit under WIOA, has not knowingly and willfully violated Section 3 of the Military Selective Service Act (MSSA).

Males born on or after January 1, 1960, and at least 18 years of age, who are not in the armed services on active duty, must be registered for the Selective Service. A youth who becomes 18 years of age while participating in a WIOA program must register within 30 days of his 18th birthday.

Occasionally, males who were subject to Selective Service registration, but did not register and are now beyond their 26th birth date, apply for assistance from the WIOA program. The MSSA requires that services must be denied to a male applicant 26 years or older, if it is determined that he knowingly and willfully failed to register. However, when it can be determined that the applicant did not knowingly or willfully fail to register, he can be considered for participation. *Reference local Policy Bulletin Number 13-1 and Procedure Bulletin 06-1 for more details regarding the determination of whether an individual knowingly and willfully failed to register.*

### 3. AGE

Table 1 provides the age criteria for participation in the WIOA youth programs.

**Table 1 – Youth Age Criteria**

WIOA YOUTH PROGRAM	AGE	REFERENCE
Out-of-school (OS)	16-24	WIOA Section 129 (a)(1)(B)
In-school (IS)	14-21	WIOA Section 129 (a)(1)(B)

\*A Youth with disabilities who is in an Individualized Education Program at the age of 22 may be enrolled as an IS Youth [TEGL 21-16 AND ec 56026]

### ACCEPTABLE DOCUMENTATION SOURCES

Table 2 provides comprehensive list of eligibility criteria aligned with acceptable documentation sources for general eligibility. There are several different types of eligibility documentation that can be used to demonstrate that eligibility criteria have been verified. The different types of acceptable documentation are listed and described below and only the documentation sources listed are acceptable for establishing WIOA general eligibility. The lists below are outlined in hierarchy order; attempts to obtain appropriate documentation should start at the top of the list and then continue down the list. If applicable on the eligibility narration form, document why lower tiered documents were used over higher tiered documents.

**Table 2 – General Eligibility**

<b>GENERAL ELIGIBILITY CRITERIA</b> (The three general eligibility criteria apply to all WIOA Title I programs)	
<b>Eligibility Criteria</b> (Verify each eligibility criterion)	<b>Acceptable Documentation</b> (One document per criterion is required)
<p><b>1. Employment Eligibility Verification (U.S. work authorization)</b> Registrants shall be citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the U.S.</p>	<ul style="list-style-type: none"> <li>▪ Verification document(s) that satisfy List A or the Form I-9</li> <li>▪ Verification document(s) that satisfy List B <b>and</b> C of the Form I-9.</li> </ul> <p>Note: For the list of acceptable verification documents included in the Form I-9, go to <a href="http://www.uscis.gov">www.uscis.gov</a>.</p>
<p><b>2. Selective Service Registrant</b> Each male registrant 18 years of age or older born on or after January 1, 1960, must present evidence that he has complied with Section 3 of the Military Selective Service Act.</p>	<ul style="list-style-type: none"> <li>▪ Selective Service Acknowledgement Letter</li> <li>▪ Form DD-214, "Report of Separation," (use only if veteran was discharged after his 26<sup>th</sup> birthday)</li> <li>▪ Screen printout of the Selective Service Verification Internet site:</li> </ul>

<p>Males under the age of 18 will complete a Selective Service Registration Card during the intake interview.</p>	<p><a href="http://www4.sss.gov/regver/verification1.asp">http://www4.sss.gov/regver/verification1.asp</a></p> <ul style="list-style-type: none"> <li>▪ Selective Service Registration Card</li> <li>▪ Selective Service Verification Form (Form 3A) and/or</li> <li>▪ Stamped Post Office Receipt of Registration</li> </ul>
<p><b>3. Birth Date/Age</b></p> <p><b>OS</b> Registrants must be age 16 - 24 at the time of registration to participate in the Youth program.</p> <p><b>IS</b> Registrants must be 14 – 21 at the time of registration to participate in the Youth Program.</p>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Baptismal or Church Record (if date of birth is shown)</li> <li>▪ Birth Certificate</li> <li>▪ DD-214 Form (if date of birth is shown)</li> <li>▪ Driver's License</li> <li>▪ Identification Card (photo ID)</li> <li>▪ Federal, State or Local Government Issued Identification Card</li> <li>▪ Hospital Record of Birth</li> <li>▪ Passport</li> <li>▪ School Records</li> <li>▪ Telephone Verification</li> <li>▪ Work Permit</li> </ul>

### III. ADDITIONAL ELIGIBILITY CRITERIA FOR YOUTH

To be eligible to receive youth services, an individual must meet the general WIOA eligibility criteria listed in Section II of the Eligibility Handbook (i.e., authorization to work, Selective Service registration, and age), and the criteria included in this section.

The signature of a parent, guardian, or other responsible adult (See Definitions) is required to authorize a minor's participation in WIOA. This provision, including "other responsible adults", allows minors to participate in the program with the authorization of individuals other than a parent or guardian.

#### 1. RESIDENCY

An individual must meet the locally established residency requirement in addition to the general eligibility criteria established by WIOA. Reference WSD 15-14 and local Policy Bulletin 16-2 for more details regarding local residency requirements.

#### 2. ELIGIBILITY FOR YOUTH SERVICES

An individual must also meet the WIOA out-of-school (OS) or in-school (IS) requirements in addition to the general eligibility criteria and residency.

- o **WIOA OS youth program criteria:**

1. Not attending any secondary school or postsecondary school (not including Title II Adult Education, YouthBuild, Job Corps, high school equivalency programs (exceptions in definitions), non-credit bearing postsecondary classes, dropout reengagement programs or charter schools with federal and state workforce partnerships)
2. Is age 16 through 24, **and**
3. **One or more of the following:**
  - a. A school dropout;
  - b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (note that - if the school does not use school year quarters, Local Areas must use calendar quarters:
  - c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual **and** is either basic skills deficient **or** an English language learner;
  - d. An offender;
  - e. **A homeless individual or a runaway;**
  - f. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible under Section 477 of the social Security Act, or in out-of-home placement;
  - g. An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);
  - h. An individual with a disability;



- i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. (See below for specific parameters)

(Title 20 CFR Section 681.210)

- o **WIOA IS youth program criteria:**
  1. Attending school, including secondary and post-secondary schools:
  2. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth (TEGL 21-16 and EC 56026).
  3. Low income
  4. Meets one or more of the following criteria:
    - a. Basic skills deficient;
    - b. An English language learner;
    - c. An offender;
    - d. A homeless individual or runaway.
    - e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under section 447 of the Social Security Act, or in an individual who is an out-of-home placement;
    - f. Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);;
    - g. Individual with a disability;
    - h. An individual who requires additional assistance to complete an educational program or secure and hold employment.

(Title 20 CFR Section 681.220)

A youth's eligibility is determined at intake; therefore, the youth remains eligible for youth services until exited. For example, an individual who is IS youth between the ages of 14-21 at the time of enrollment, and is now beyond the age of 21, is still considered an IS youth until exited.

For the purposes of determining in-school and out-of-school it is important to note that if a youth is between high school graduation and postsecondary education, the youth is considered an IS youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes the youth is considered OS youth. Youths on summer break are considered IS youth if they are enrolled to continue school in the fall. Because the process of program enrollment can occur over a period of time, school status must be based on status at the time the eligibility determination is made (TEGL 21-16).

\*If a youth registers for post-secondary education, but does not follow through, a request

will need to be made to the State to update the indication in CalJOBS. This request will be carried out by a Supervisor or the Senior Program Analyst.

**ACCEPTABLE DOCUMENTATION SOURCES**

Table 3 provides comprehensive list of eligibility criteria aligned with acceptable documentation sources for general eligibility. There are several different types of eligibility documentation that can be used to demonstrate that eligibility criteria have been verified. The different types of acceptable documentation are listed and described below and only the documentation sources listed are acceptable for establishing WIOA additional eligibility criteria for youth. The lists below are outlined in hierarchy order; attempts to obtain appropriate documentation should start at the top of the list and then continue down the list. If applicable on the eligibility narration form, document why lower tiered documents were used over higher tiered documents.

**Table 3 – Additional Eligibility Criteria for Youth**

<b>ADDITIONAL ELIGIBILITY CRITERIA FOR YOUTH</b> (A youth participant must meet the WIOA general eligibility criteria and the additional eligibility criteria)	
<b>Eligibility Criteria (Verify each eligibility criterion)</b>	<b>Acceptable Documentation (One document per criterion is required)</b>
<p><b>1. Residency</b> Registrants must be residents of the Yolo County <u>or</u> a current or former Yolo County Foster Care youth placed in out of county residency.  Individuals must have a street address. Services may be permitted to homeless individuals who cannot prove residency within Yolo County.</p>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records— CalWIN and/or MEDS screen prints with narration</li> <li>▪ Other U.S. governmental agency printouts (Example: UIB printouts)</li> <li>▪ California Driver’s License</li> <li>▪ Rent Receipt/Landlord Statement/Lease</li> <li>▪ Utility Bill</li> <li>▪ Letter from School or School ID Card</li> <li>▪ Property Tax Record</li> <li>▪ Selective Service Registration Card</li> <li>▪ Yolo Housing Verification</li> <li>▪ Auto/Residence Insurance Policy</li> <li>▪ Post Marked Mail Addressed to the Applicant</li> <li>▪ Applicant Statement for homeless individuals only (WIOA 5)</li> </ul>
<b>Eligibility for Youth Services</b>	
<b>Out-of-School (OS)</b>	See Table 2
1. Not attending any secondary or postsecondary school (not including Title II Adult Education, Youth Build, Job Corps, high school equivalency programs [exceptions in definitions], non-credit bearing postsecondary	<ul style="list-style-type: none"> <li>• School Statement/Records</li> <li>• Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>• Initial Assessment (WIOA 17)</li> </ul>

classes, dropout reengagement programs <b>or charter schools with federal and state workforce partnerships</b> ),	
2. Is age 16 through 24;	
3. One or more of the following barriers:	
a. A school dropout;	<ul style="list-style-type: none"> <li>▪ School Statement/Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Initial Assessment (WIOA 17)</li> </ul>
b. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. (note that, “school year quarter” is defined by the local school district calendar);	<ul style="list-style-type: none"> <li>▪ School Statement/Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Initial Assessment (WIOA 17)</li> </ul>
c. A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual <b>and</b> is either basic skills deficient or an English language learner;	<ul style="list-style-type: none"> <li>▪ Assessed by a generally accepted standardized test as approved for Measuring Educational Gain in the National Reporting System for Adult Education (BSD or English language learner)</li> <li>▪ School Records</li> </ul>
d. An offender;	<ul style="list-style-type: none"> <li>▪ Court Documents</li> <li>▪ Letter of Parole</li> <li>▪ Police Records</li> <li>▪ Statement from Halfway House/Halfway House Resident</li> <li>▪ Statement from Probation Officer</li> <li>▪ Newspaper</li> <li>▪ Telephone Verification</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> </ul>
e. A homeless individual, a runaway;	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CaWIN and/or MEDS screen prints with narration</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12) )</li> <li>▪ Initial Assessment (WIOA 17)</li> <li>▪ Applicant Statement (homeless only) (WIOA 5)</li> </ul>

<p>f. An individual who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the social Security Act, or in out-of-home placement.</p>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Court Records/Documentation</li> <li>▪ Written Statement from Cognizant Agency</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12) )</li> <li>▪ Initial Assessment (WIOA 17)</li> <li>▪ Applicant Statement (homeless only) (WIOA 5)</li> </ul>
<p>g. An individual who is pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);</p>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Birth Certificate</li> <li>▪ Hospital Record of Birth</li> <li>▪ Medical Card</li> <li>▪ Statement from Physician</li> <li>▪ Referrals from Official Agencies</li> <li>▪ Statement from School Program for Pregnant Youth</li> <li>▪ School Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12)</li> <li>▪ Initial Assessment (WIOA 17)</li> <li>▪ Applicant Statement (WIOA 5 - for homeless only)</li> </ul>
<p>h. An individual with a disability.</p>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Letter from Drug or Alcohol Rehabilitation Agency</li> <li>▪ Medical Records</li> <li>▪ Physician's Statement</li> <li>▪ Psychiatrist or Psychologist</li> <li>▪ Rehabilitation Evaluation</li> <li>▪ School Records/School Official Statement</li> <li>▪ Social Security Administration Disability Records</li> <li>▪ Veterans Administration Letter/Records</li> <li>▪ Vocational Rehabilitation Letter/Statement</li> <li>▪ Workers Compensation Records/Statement</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Initial Assessment (WIOA 17)</li> </ul>
i. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (Note: 5% Limitation)	<ul style="list-style-type: none"> <li>▪ See Table 5 Low-income</li> <li>▪ Additional Assistance as identified in the Initial Assessment and documented by youth provider</li> </ul>
<b>In-School (IS)</b>	See Table 2
1. Age 14-21 years old (A youth with disabilities who is in an individualized education program at the age of 22 may be enrolled as an IS youth [TEGL 21-16 and EC 56026]).	<ul style="list-style-type: none"> <li>▪ School Statement/Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>• Initial Assessment (WIOA 17)</li> </ul>
2. Attending school (as defined by law), including secondary and post-secondary schools:	<ul style="list-style-type: none"> <li>▪ School Statement/Records</li> </ul>
3. Low income individual.	<ul style="list-style-type: none"> <li>▪ See Table 5</li> </ul>
4. Meets one or more of the following barriers:	
a. Basic skills deficient;	<ul style="list-style-type: none"> <li>▪ Assessed by a generally accepted standardized test as approved for Measuring Educational Gain in the National Reporting System for Adult Education (BSD or English language learner)</li> <li>▪ School Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Initial Assessment (WIOA 17)</li> </ul>
b. An English language learner;	<ul style="list-style-type: none"> <li>▪ Assessed by a generally accepted standardized test as approved for Measuring Educational Gain in the National Reporting System for Adult Education (BSD or English language learner)</li> <li>▪ School Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> </ul>
c. An offender;	<ul style="list-style-type: none"> <li>▪ Court Documents</li> <li>▪ Letter of Parole</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Police Records</li> <li>▪ Statement from Halfway House/Halfway House Resident</li> <li>▪ Statement from Probation Officer</li> <li>▪ Newspaper</li> <li>▪ Telephone Verification</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Initial Assessment (WIOA 17)</li> </ul>
d. A homeless individual or runaway;	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Court Records/Documentation</li> <li>▪ Written Statement from Cognizant Agency</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12) )</li> <li>▪ Initial Assessment (WIOA 17)</li> <li>▪ Applicant Statement (homeless only)</li> </ul>
e. An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Section 477 of the social Security Act, or in out-of-home placement.	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Court Records/Documentation</li> <li>▪ Written Statement from Cognizant Agency</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12) )</li> <li>▪ Initial Assessment (WIOA 17)</li> <li>▪ Applicant Statement (homeless only)</li> </ul>
f. Pregnant or parenting (custodial and non-custodial parent including non-custodial fathers);	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Birth Certificate</li> <li>▪ Hospital Record of Birth</li> <li>▪ Medical Card</li> <li>▪ Statement from Physician</li> <li>▪ Referrals from Official Agencies</li> <li>▪ Statement from School Program for Pregnant Youth</li> <li>▪ School Records</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Initial Assessment (WIOA 17)</li> <li>▪ Applicant Statement (for homeless only)</li> </ul>

<p>g. Individual with a disability;</p>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ Letter from Drug or Alcohol Rehabilitation Agency</li> <li>▪ Medical Records</li> <li>▪ Physician's Statement</li> <li>▪ Psychiatrist or Psychologist</li> <li>▪ Rehabilitation Evaluation</li> <li>▪ School Records/School Official Statement</li> <li>▪ Social Security Administration Disability Records</li> <li>▪ Veterans Administration Letter/Records</li> <li>▪ Vocational Rehabilitation Letter/Statement</li> <li>▪ Workers Compensation Records/Statement</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12))</li> <li>▪ Youth Initial Assessment (WIOA 17)</li> </ul>
<p>h. An individual who requires additional assistance to complete an educational program or secure and hold employment (Note: 5% Limitation)</p>	<ul style="list-style-type: none"> <li>▪ Additional Assistance as identified in the Initial Assessment and documented by youth provider</li> <li>▪ Initial Assessment (WIOA 17)</li> </ul>

#### IV. LOW-INCOME

An individual that meets one of the five criteria below:

1. An individual or member of a family that is receiving, or in the past 6 months has received, the following:
    - TANF
    - Supplemental Security Income (SSI)
    - State or Local Income-Based Public Assistance (General Assistance)
    - Supplemental Nutrition Assistance Program (SNAP)
    - Refugee Cash Assistance (RCA)
  2. An individual receives, or in the last 6 months, received:
    - Social Security Disability Insurance Income (SSDI)
  3. An individual currently meets the following:
    - Foster Child (State or local payments are made for applicant)
    - A youth living in a high-poverty area is automatically considered to be a low-income individual. A high-poverty area is a Census tract or county that has a poverty rate of at least 25 percent as set every 5 years using American Community Survey (ACS) 5-Year data. Local Areas may access ACS 5-Year data on the U.S. Census Fact Finder website to determine the poverty rate.
- TEGL 21-16, Attachment 2 - Determining Whether Youth are Living in a High

Poverty Area, provides step-by-step instruction on how to calculate the poverty rate.

- Youth who receives or is eligible to receive a free or reduced lunch under the Richard B. Russell National School Lunch Act, is considered to be low-income. While the free/reduced lunch low-income category primarily applies to IS Youth, OS youth may also qualify as low income if the youth is a parent living in the same household as a child who receives or is eligible to receive free or reduced price lunch based on their income level. However, not all youth who receive a free or reduced priced lunch automatically qualify as low-income for the WIOA youth program eligibility. In areas where a school district subsidizes all student meals under the Hunger-Free Kids Act of 2010, the Local Area must base low-income status on an individual student's eligibility to receive free or reduced price lunch or on the youth's ability to meet one of the other low-income categories under WIOA.
4. Youth receiving, or has been notified will receive, the following:
    - Pell Grant
    - Board of Governor's (BOG) community college fee waiver
  5. In a family with total family income that does not exceed the higher of these two measures:
    - The poverty guidelines published by the U.S. Department of Health and Human Services
    - 70 percent of the Lower Living Standard Income Level (LLSIL) published by the Secretary of Labor

Note: An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does.

## **INCOME SOURCES**

The following income sources should be included in an individual's income calculation:

- Monetary compensation for services, including wages, tips, salary, commissions, or fees before any deductions;
- Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership, after deductions for business expense);
- Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);
- Regular payments from railroad retirement, strike benefits from union funds, worker's compensation, and training stipends (e.g., wages from the California Conservation Corp [Section 101 (25)(B); Training and Employment Information Notice 29-91]);
- Alimony, military family allotments, or other regular support from an absent family member or someone not living in the household;
- Private pensions, government employee pensions (including military retirement pay);
- Regular insurance or annuity payments (including state disability insurance);
- College or university scholarships (not needs-based), grants, fellowships, and



assistantships;

- Net gambling or lottery winnings;
- Severance payments;
- Terminal leave pay; and
- Social Security Disability Insurance payments.
- Title I OJT/WEX Wages
- Unemployment insurance;
- Child support payments
- Foster care payments to a foster care parent

[TEGL 21-16 and WSD 17-07]

The following income sources should not be included in an individual's income calculation:

- Need-based public assistance payments (including Temporary Assistance for Needy Families, supplemental security income, emergency assistance money payments, and non-federally-funded general assistance or general relief money payments);
- Social Security old age and survivors' insurance benefit payments;
- Financial assistance under Title IV of the Higher Education Act, i.e., Pell Grants;
- Supplemental Educational Opportunity Grants and Federal Work Study;
- Needs-based scholarship assistance;
- Loans;
- Veterans benefits;
- Income earned while the veteran was on active military duty and certain other veterans' benefits, i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance;
- Capital gains;
- Any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid or union-paid portion of health insurance or other fringe benefits, food or housing received in lieu of wages;
- The value of food and fuel produced and consumed on farms;
- The imputed value of rent from owner occupied nonfarm or farm housing;
- Medicare, Medicaid, food stamps, school meals, and housing assistance; and
- Allowances, earnings and payments to individuals participating in programs under WIOA (except on-the-job training wages).

[TEGL 21-16]

When a federal statute excludes income received under that statute in determining eligibility for programs operated under other federal laws, such income is *excluded* in WIOA eligibility determination as well.

### **CALCULATING INCOME**

The WIOA specifies that only the income received during the six-month period immediately prior to the individual's application for WIOA funded services is used for income determination. Depending on an individual's situation, their income for eligibility purposes may include only their income (e.g., out-of-family youth or youth with a disability) or their total family income. The total family income includes the income from each family member. It is important to note that if an individual is not living in a single residence with other family members that individual is not considered a member of a family.

Individuals normally receive income as salary, varying, or intermittent payments. Local areas may calculate an individual's income using the following methods:

#### **(1) Salary**

Salary is income received without variation in gross pay from pay period to pay period. Salary information may be provided in a series of pay stubs or one, cumulative pay stub.

To determine an individual's gross income for the most recent six-month time period, multiply the individual's weekly gross pay by 26, bi-weekly pay by 13, bi-monthly pay by 12, or monthly pay by 6.

Example: Bi-weekly pay stubs indicate a gross amount of \$548.

$\$548 \times 13 = \$7,124$ , the income for the most recent six-month time period

To determine the individual's annual gross income, multiply their weekly gross pay by 52, bi-weekly pay by 26, bi-monthly pay by 24, or monthly pay by 12.

Example: Year-to-date earnings of \$16,812 with bi-monthly payments. There were 18 bi-monthly payments of \$934.

$\$16,812 \div 18 = \$934$ , the bi-monthly payment amount

$\$934 \times 24 = \$22,416$ , the annual gross income

#### **(2) Varying**

When reported earnings vary from pay period to pay period, annualize the average of the earnings submitted. The earnings may be submitted on a number of pay stubs or on one cumulative pay stub.

Example: Six weekly pay stubs report the following gross earnings: \$534, \$475,

\$398, \$534, \$498, and \$534.

Add:  $\$534 + \$475 + \$398 + \$534 + \$498 + \$534 = \$2,973$

Divide:  $\$2,973 \div 6 = \$495.50$ , the average gross weekly earnings

Multiply:  $\$495.50 \times 52 = \$25,766$ , the annual gross income

(3) Intermittent

Earnings are varied and include periods of unemployment. With as much data as possible, determine the annual gross income by adding the reported earnings.

**LOWER LIVING STANDARD INCOME LEVEL AND POVERTY GUIDELINES**

The WIOA Section 3(36)(A) sets the criteria local areas use in determining whether an individual is a low-income individual. This criteria includes two sets of data: the poverty guidelines, as published by Health and Human Services (HHS), and 70 percent of the Lower Living Standard Income Level (LLSIL), as determined by the Secretary of Labor. Staff use the higher of these two measures to establish low-income status for eligibility purposes of WIOA Title I programs. The WIOA requires annual revisions to both sets of data.

Table 4 provides the 2018 LLSIL and poverty guidelines according to family size. To use the table, staff should compare the applicant's actual individual or family income during the six-month income determination period with the six-month figures on the table. If complete information is not available, staff may take the available information and calculate the income for a six-month or annual time period. ***If multiplying the six-month income by two overstates the actual annual income, the actual annual income should be used.***

**Table 4 – 2018 LLSIL and Poverty Guidelines (adapted from WSD 18-4):**

Use the higher of these two measures to establish low-income status.

Family Size							
	1	2	3	4	5	6	Each Add'l add
<b>70% LLSIL</b>							
Annual	\$10,900	\$17,864	\$24,526	\$30,277	\$35,727	\$41,787	\$6,060
6 Months	\$5,450	\$8,932	\$12,263	\$15,139	\$17,864	\$20,894	\$3,030
100%	\$15,572	\$25,519	\$35,037	\$43,252	\$51,039	\$59,696	\$8,657
<b>Poverty Guidelines</b>							
Annual	\$12,140	\$16,460	\$20,780	\$25,100	\$29,420	\$33,740	\$4,320
6 Months	\$6,070	\$8,230	\$10,390	\$12,550	\$14,710	\$16,870	\$2,160

## ACCEPTABLE DOCUMENTATION SOURCES

Table 5 provides a comprehensive list of low-income eligibility criteria aligned with acceptable documentation sources for determining low-income. There are several different types of eligibility documentation that can be used to demonstrate that eligibility criteria have been verified. The different types of acceptable documentation are listed and described below and only the documentation sources listed are acceptable for establishing WIOA low-income eligibility.

**Table 5 – Low-Income Status**

<b>LOW-INCOME STATUS</b> (Low income can be determined as outlined below)	
<b>Eligibility Criteria</b> (Verify each eligibility criterion)	<b>Acceptable Documentation</b> (One document per criterion is required)
<b>Low-Income</b>	<ul style="list-style-type: none"> <li>▪ Public Assistance Records—CalWIN and/or MEDS screen prints with narration</li> <li>▪ School documentation regarding applicants' eligibility for a free or reduced lunch under the Richard B. Russell National School Lunch Act</li> <li>▪ School documentation that applicant is receiving or will receive a Pell Grant or the Board of Governors (BOG) community college fee waiver</li> <li>▪ In a family that does with total family income that does not exceed the higher of the poverty guidelines or 70% of LLSIL</li> <li>▪ Applicant statement (for homeless only)</li> <li>▪ An individual with a disability whose own income does not exceed the income requirement but is a member of a family whose total income does (is considered a family of one)</li> </ul>

## V. BASIC SKILLS DEFICIENT CRITERIA

Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in secondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at an 8.9 or below grade level.
- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the local area and documented in its required policy.

### ACCEPTABLE DOCUMENTATION SOURCES

Table 6 provides a comprehensive list of basic skills deficient eligibility criteria aligned with acceptable documentation sources for determining basic skills deficient. There are several different types of eligibility documentation that can be used to demonstrate that eligibility criteria have been verified. The different types of acceptable documentation are listed and described below and only the documentation sources listed are acceptable for establishing WIOA low-income eligibility.

**Table 6 – Basic Skill Deficient**

<b>BASIC SKILLS DEFICIENT</b> <i>(Basic skills deficient can be determined as outlined below)</i>	
<b>Eligibility Criteria (Verify each eligibility criterion)</b>	<b>Acceptable Documentation (One document per criterion is required)</b>
<b>Basic Skills Deficient</b>	<ul style="list-style-type: none"> <li>▪ School records</li> <li>▪ Assessed by a generally accepted standardized test as approved for Measuring Educational Gain in the National Reporting System for Adult Education (BSD or English language learner)</li> <li>▪ Self-Certification (WIOA Application for Services (WIOA 12)) Initial Assessment (WIOA 17)</li> </ul>

## WIOA PROGRAM CHANGES TO THE OS YOUTH PROGRAM:

Beginning PY 16-17, at least 75% of WIOA Youth allocations must be spent on OS youth. In WIOA the focus is no longer on IS youth, but rather on OS youth. Partnerships and community resources should be utilized to serve these individuals when appropriate.

WIOA increases the emphasis on the participant's individual need and adds new components while incorporating career pathways while developing the objective assessment and individual service strategy.

The individual service strategy must be directly linked to one or more of the performance indicators. The program design framework includes an objective assessment, an individual service strategy, case management and follow up services, which lead toward successful outcomes for the youth participant (WIOA Section 129[c][1]).

### Assessment Requirements

An objective assessment of academic level, skill level, services needs of the participant. The assessment focuses on the youth's strengths while evaluating basic skills, occupational skills, prior work experience, employability, interests, aptitude, need of support services and developmental level.

A basic skills measurement, Educational Functioning Level (EFL) is required upon enrollment and is indicated under that measurable skills gain and is required upon exit to be documented as a measurable skills gain.

A career assessment can help the youth determine which career path would be the best fit for them.

(TEGL 21-16)

In WIOA Section 129 (c) (2) there are 14 Program Elements, which must be available to Participants within the Local Area:

\* It is important to note, that not all 14 Program Elements must be provided to Youth Participants, however, they must be available in their Local Area.

### Program Elements:

#### 1. Tutoring, Study Skills Training, Instruction, and Dropout Prevention Services.

Tutoring, study skills training and instruction that lead to a high school diploma or its equivalent, including a recognized certificate of attendance or similar document for individuals with disabilities, are reported under program element 1.

These services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies.

Program element 1 also includes secondary school dropout prevention strategies that keep a youth in school and engaged in formal learning or training. These activities include, but are not limited to services provided in a one-on-one or in a group setting including but not limited to: tutoring, study skills, workshops, community resources, literacy development, active learning experiences, after-school opportunities, and individualized instruction (TEGL 21-16).

## 2. Alternative Secondary School Services or Dropout Recovery Services

Alternative secondary school services that assist youth who have struggled in traditional secondary school education, are reported under program element 2. These services include, but are not limited to, basic education skills training, individualized academic instruction, and English as a Second Language training. Program element 2 also includes dropout recovery services aimed at getting youth who have dropped out of secondary education back into a secondary school or alternative secondary school/high school equivalency program (TEGL 21-16). Examples of these services include credit recovery, counseling, and educational plan development. While there is some overlap with dropout prevention strategies (program element 1), the activities within both program elements are provided with the goal of helping youth re-engage and persist in education that leads to the completion of a recognized high school equivalent.

## 3. Paid and Unpaid Work Experience (provided through RISE and YCCA)

An emphasis has been placed on Work Experience programs, allowing for occupational learning opportunities.

Currently, Rural Innovations in Social Economics Incorporated, RISE Inc and Yolo County Children's Alliance, YCCA connect with local partners to establish work experience site locations for IS and OS youth.

In addition to the focus on work experience sites, WIOA also focuses on Pre-apprenticeship, internships and job shadowing as well as On-the-Job training opportunities (OJT). See definitions section for additional information. These components are currently under development.

## 4. Occupational Skills Training (Provided through HHSA)

Training that provides specific vocational skills that lead to proficiency in performing actual and technical tasks/functions relating to the chosen field.

Training provides entry, intermediate and/or advanced training in the occupational field. Priority is given to postsecondary credential attainment which is in alignment with in-demand industry sectors/occupations.

Occupational skills training must meet the following criteria:

- Be outcome-oriented and focused on an occupational goal specified in the individual service strategy.
- Be of sufficient duration to impart the skills needed to meet the occupational goal.
- Lead to the attainment of a recognized postsecondary credential.
- Meet the quality standards in WIOA Section 123.

(Title 20 CFR Section 681.540)

#### 5. Education Offered Concurrently with Workforce Preparation and Training for a Specific Occupation

Concurrent program services ensure an integrated training and education approach to the delivery of services related to workforce preparation, basic academic skills, hands-on occupational skills training while participating in work experience, education or occupational skills training.

#### 6. Leadership Development Opportunities

The purpose of this element is to encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as engagement in the community and their families.

#### 7. Supportive Services

Supportive services are services/supplies including, but are not limited to, the following:

- Linkages to community services.
- Assistance with transportation.
- Assistance with child care and dependent care.
- Assistance with housing.
- Needs-related payments.
- Assistance with educational testing.
- Reasonable accommodations for youth with disabilities.
- Legal aid services.
- Referrals to health care.
- Assistance with work attire and work related tools including eyeglasses and protective eye gear.
- Assistance with books, fees, school supplies, and other necessary items for student enrolled in postsecondary education classes.



- Payments and fees

## 8. Adult Mentoring

Adult mentoring must last at least 12 months and may take place both during the program and following the youth's exit from the program. Local Areas can determine how to provide the mentoring, however, the youth must receive face-to-face interactions from the mentor. Case managers may serve as adult mentors in areas where adult mentors are sparse, however, Local Areas are strongly encouraged to find adult mentors who are not case managers (TEGL 21-16).

## 9. Follow-up Services

These services occur after the participant has exited. Services may include supportive services, adult mentoring, financial literacy education, information on in-demand industry sectors, assistance with preparing/transitioning to postsecondary education and training.

## 10. Comprehensive Guidance and Counseling

These services include making referrals to partner programs such as mental health, counseling, drug/alcohol programs. The referrals should ensure continuity of service (TEGL 21-16).

## 11. Financial Literacy Education

These services assist the participant in creating and managing finances, including credit reports and protecting against identity theft.

## 12. Entrepreneurial Skills Training

This program element helps youth develop the skills associated with starting and operating a small business. Such skills may include the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas.

Approaches to teaching youth entrepreneurial skills may include the following:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses, such as helping

youth access small loans or grants and providing more individualized attention to the development of viable business ideas.

- Experiential programs that provide youth with experience in the day-to-day operation of a business.

(Title 20 CFR Section 681.560)

### 13. Services that Provide Labor Market and Employment Information

Services help the participant increase awareness of the labor market, industry sector/occupational growth include career pathway skills such as resume building, interview preparation, connecting participants with labor market information and tools.

### 14. Postsecondary Preparation and Transition Activities

This program element prepares IS youth and OS youth for postsecondary education after attaining a high school diploma or its recognized equivalent. Activities include exploring postsecondary education options such as registered apprenticeships, technical training schools, community colleges and four-year colleges and universities.

Additional services may include, but are not limited to, the following:

- Preparing youth for the SAT/ACT
- Assisting with college admission applications
- Searching and applying for scholarships and grants
- Filling out financial aid applications
- Connecting youth to postsecondary programs

(Title 20 CFR Section 681.460)

## VI. ACRONYMS

AJCC	America's Job Center of California <sup>SM</sup> , formerly known as One-Stop Career Center
BOG	Board of Governor's
CFR	Code of Federal Regulations
CUIC	California Unemployment Insurance Code
DOL	U.S. Department of Labor
EDD	Employment Development Department
HHS	Health and Human Services (Federal Agency)
HHSA	Health and Human Services Agency (County Agency)
IAW	Initial Assistance Workshop
IS	In-School
Local Area	Local Workforce Innovation and Opportunity Area
Local Board	Local Workforce Development Board
LLSIL	Lower Living Standard Income Level
MSSA	Military Selective Service Act
N/A	Not Applicable
OS	Out-of-School
PJSA	Personalized Job Search Assistance
REA	Reemployment Eligibility Assistance
SEA	Self-Employment Assistance
SSN	Social Security Number
TAG	Technical Assistance Guide
TEGL	Training and Employment Guidance Letter
U.S.	United States
USC	United States Code
WARN	Worker Adjustment and Retraining Notification
WIOA	Workforce Innovation and Opportunity Act
WSD	Workforce Services Division

## VII. DEFINITIONS

**ADULT EDUCATION** – academic instruction and education services below the postsecondary level that increases an individual's ability to: read, write, and speak in English, and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent; transition to postsecondary education and training; and obtain employment (WIOA Section 203).

**ALTERNATIVE SCHOOL**– an alternative school is a type of school designed to achieve grade-level (K-12) standards and meet student needs (EC Section 58500). Examples of alternative schools include, but are not limited to, continuation, magnet, and charter schools. If the youth participant is attending an alternative school at the time of enrollment, the participant is considered to be in-school.

**ATTENDING SCHOOL** – an individual is considered to be attending school if the individual is enrolled in secondary or postsecondary school. If a youth is between high school graduation and postsecondary education, the youth is considered an IS youth if they are registered for postsecondary education, even if they have not yet begun postsecondary classes. However, if the youth registers for postsecondary education, but does not follow through with attending classes, the youth is considered OS youth if the eligibility determination is made after youth decided not to attend postsecondary education. Youth on summer break are considered IS youth if they are enrolled to continue school in the fall (TEGL 21-16).

**BASIC SKILLS DEFICIENT** – An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society [WIOA Section 3(5)]. (See Section V above for criteria)

**CASE NOTES** – Paper or electronic statements by the case manager that identifies, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

Example: A case manager verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

**DOCUMENTATION** – Means to maintain physical evidence obtained during the verification process in participant files. Such evidence may be in the form of copies of documents, completed telephone verification forms, completed document inspection forms, signed applicant statements and applicant self-certification based on the completed and signed WIOA Application for Services (YC34L).

HOMELESS – The term homeless, homeless individual, or homeless person includes:

1. An individual who lacks a fixed, regular, and adequate nighttime residence;
2. An individual with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
3. An individual living in a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including hotels and motels paid for by federal, state, or local government programs for low income individuals or by charitable organizations, congregate shelters, and transitional housing);
4. An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
5. An individual who:
  - a. Will imminently lose their housing, including housing they own, rent, or live in without paying rent, are sharing with others, and rooms in hotels or motels not paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, as evidenced by:
    - i. A court order resulting from an eviction action that notifies the individual or family that they must leave within 14 days;
    - ii. The individual or family having a primary nighttime residence that is a room in a hotel or motel and where they lack the resources necessary reside there for more than 14 days; or
    - iii. Credible evidence indicating that the owner or renter of the housing will not allow the individual or family to stay for more than 14 days, and any oral statement from an individual or family seeking homeless assistance that is found to be credible shall be considered credible evidence for purposes of the clause;
  - b. Has no subsequent residence identified; and
  - c. Lacks the resources or support networks needed to obtain other permanent housing, and
6. Unaccompanied youth and homeless families with children and youth defined as homeless under other federal statutes who:
  - a. Have experienced a long term period without living independently in permanent housing;
  - b. Have experienced persistent instability as measured by frequent moves over such period; and
  - c. Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse, the presence of a child or youth with a disability, or multiple barriers to employment.

JOB SHADOW - temporary, unpaid exposure to the workplace in an occupational area of interest to the participant and may last anywhere from a few hours to a week or more (TEGL 21-16).

**LOW-INCOME** – An individual that meets one of the five criteria below:

1. Receives, or in the past six months has received, or is member of a family that is receiving or in the past six months has received, assistance through the supplemental nutrition assistance program, temporary assistance for needy families program, supplemental security income program, or state or local income-based public assistance.
2. Has received with the past school year, a Board of Governor's (BOG) community college fee waiver.
3. In a family with total family income that does not exceed the higher of the following:
  - a. The poverty guideline.
  - b. 70 percent of the Lower Living Standard Income Level (LLSIL)
4. A homeless individual.
5. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does [WIOA Section 3(36)]. (See Section IV above for determination)

**LOWER LIVING STANDARD INCOME LEVEL** – The income level (adjusted for regional, metropolitan, urban, and rural differences and family size), determined annually by the U.S. Department of Labor based upon the most recent lower living family budget. The LLSIL is published annually in the Federal Register.

**NOT ATTENDING SCHOOL** – an individual who is not attending a secondary or postsecondary school. In addition, individuals enrolled in the following programs would be considered an OS youth for eligibility purposes:

- WIOA Title II Adult Education, YouthBuild, Job Corps, high school equivalency program, or dropout re-engagement programs.
  - o Youth attending high school equivalency programs funded by the public K-12 school system who are classified by the school system as still enrolled in school are the exception; they are considered IS youth (Title 20 CFR Section 681.230).
- Non-credit bearing postsecondary classes only (TEGL 21-16).
- A charter school program that provides instruction exclusively in partnership with WIOA, federally-funded YouthBuild programs, federal Job Corps training or instruction, California Conservation Corps, or a state certified local conservation corps (in alignment with EC Section 47612.1).

**OFFENDER** - An adult or juvenile subject to any stage of the criminal justice process or an adult or juvenile who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial (WIOA Section 3[38]).

**ON-THE-JOB TRAINING (OJT)** - training by an employer that is provided to a paid participant while engaged in in a job that meets the following criteria:

- o Provides knowledge or skills essential to the full and adequate performance of the job.

- o Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant or up to 75 percent in circumstance of extraordinary costs of providing the training and additional supervision related to the training.

- o Is limited in duration to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant as appropriate (WIOA Section 3[44]).

**POSTSECONDARY SCHOOL** – California community colleges, and accredited public and private universities (EC Section 66010).

**POVERTY LEVEL** – The income level at which families are considered to live in poverty, as annually determined by the U.S. Department of Health and Human Services. The poverty level is published annually in the Federal Register.

**PRE-APPRENTICESHIP** – program designed to prepare individuals to enter and succeed in an apprenticeship program.

Pre-apprenticeship programs include the following elements:

- o Training and curriculum that aligns with the skill needs of employers in the economy of the state or region involved.

- o Access to educational and career counseling and other supportive services, directly or indirectly.

- o Hands-on, meaningful learning activities that are connected to education and training activities.

- o Opportunities to attain at least one industry-recognized credential.

- o A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program (Title 20 CFR Section 681.480)

**PUBLIC ASSISTANCE RECIPIENT** – An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test [WIOA Section 3(50)].

**SELF-ATTESTATION** – When an individual states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements and signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the local area management information system, with an electronic signature (TEGL 06-14, Attachment A)

**SCHOOL** – any secondary or postsecondary school (Title 20 CFR Section 681.230). These include, but are not limited to: traditional K-12 public schools and private schools (e.g., continuation, magnet, charter, and home).

**SCHOOL DROPOUT** – an individual who is no longer attending any school and has not received a secondary school diploma or its recognized equivalent (WIOA Section 3[54]).

Per TEGL 8-15, this term does not include individuals who dropped out of postsecondary school.

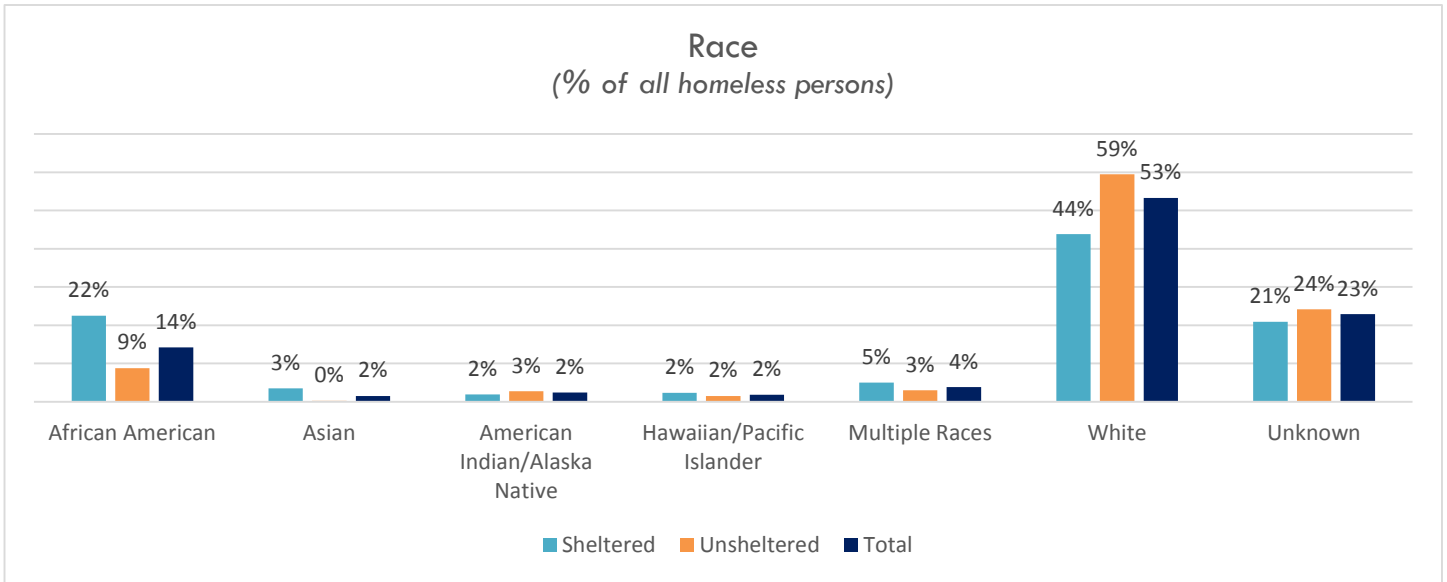
**SECONDARY SCHOOL** – a nonprofit institutional day or resident school, including a public secondary charter school, that provides secondary education, as determined under state law, except that the term does not include any education beyond grade 12 (Title 20 U.S.C. Section 1401[27]).



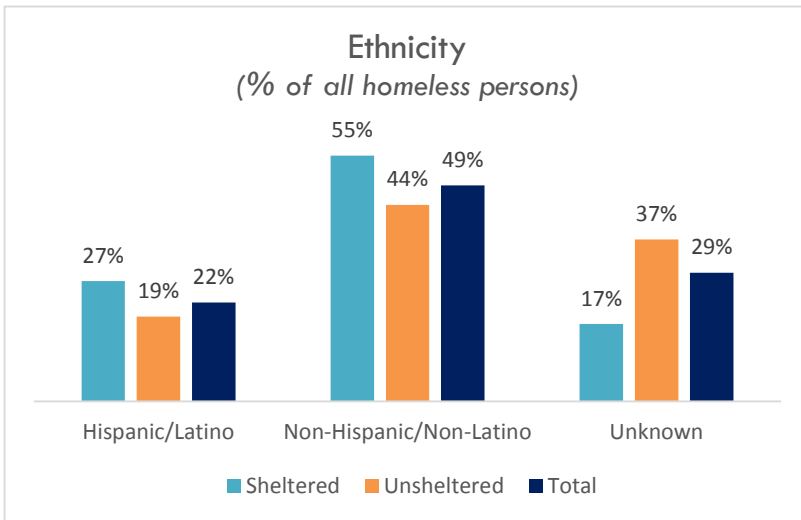
**Question 3B-3. Racial Disparity Assessment.**

While the Yolo County CoC has yet to conduct a formal Racial Disparities Assessment, analysis of the Point in Time (PIT) Count data is completed with a racial equity lens. The data on page 5 of the [2019 Yolo County Homeless County](#) report (see attached) shows evidence that overall rates of homelessness of people who identify with certain races or ethnicities is incongruent with the rates of people who identify with those races or ethnicities in the general population countywide. For example, in 2019 individuals identifying as African American represented 2.6% of the Countywide population and 14% of the total population of those experiencing homelessness. However, a more detailed and complete assessment is needed to determine the causes of such discrepancies with the overall population data and whether disparities in service provision or outcomes is present.

## RACE



## ETHNICITY



## Yolo County vs. Yolo Homeless

Race/Ethnicity	Countywide	Homeless Count	Difference
African American	2.6%	14.0%	11.4%
Asian	12.8%	2.0%	-10.8%
American Indian/Alaska Native	0.4%	2.0%	1.6%
Hawaiian/Pacific Islander	0.4%	2.0%	1.6%
Multiple Races	3.5%	4.0%	0.5%
White	46.3%	53.0%	6.7%
Hispanic/Latino	35.6%	22.0%	-13.6%

Based on population estimates from the California Department of Finance.

## Homeless Status by Race/Ethnicity

Race/Ethnicity	Sheltered	Unsheltered	Total Count
African American	22.5%	8.8%	14.0%
Asian	3.5%	0.3%	2.0%
American Indian/Alaska Native	1.9%	2.8%	2.0%
Hawaiian/Pacific Islander	2.3%	1.5%	2.0%
Multiple Races	5.0%	3.0%	4.0%
White	43.8%	59.4%	53.0%
Hispanic/Latino	27.1%	19.1%	22.0%

## Race/Ethnicity Over Time

(% of all homeless persons)

