



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: October 29, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

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- 1) **Pledge of Allegiance: Isaac Blackstock..... 2 Minutes**
 - 2) **Introductions and Community Updates: Isaac Blackstock 10 Minutes**
 - 3) **Public Comments: Isaac Blackstock..... 3 Minutes**
 - 4) **Approval of 8/13/19 Agenda: Isaac Blackstock 2 minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 10/29/19 Agenda: Isaac Blackstock 2 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 6) **Approval of 7/9/19 Minutes: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 7) **Approval of 8/13/19 Minutes: Isaac Blackstock..... 3 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 8) **2019 Organizational Standards Update: Kim Heuvelhorst 5 Minutes**
 - 9) **2019 Site Monitoring Visits Update: Kim Heuvelhorst 5 Minutes**
 - 10) **CSAB Vacancy Update: Ian Evans 5 Minutes**
 - 11) **CSBG 2020/Funding Recommendation: Ian Evans 50 Minutes**
 - Review role of CSAB
 - Review of Proposals Received and Scores
 - Discussion of Funding Options and Next Steps
 - ACTION REQUIRED: Approve CSBG proposal funding recommendation for the Board of Supervisors
 - 12) **Adjourn**

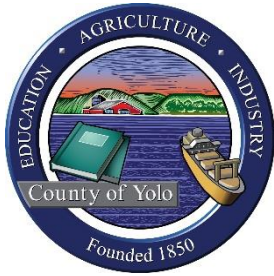
Next Meeting

Date & Time: December 10, 2019 from 4:30 to 6:00 p.m.

Location: Yolo County Library – Davis Branch – Blanchard Room
315 E. 14th Street
Davis, CA 956916

Supporting Documentation for Item #4

Meeting Agenda from 8/13/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Agenda

Date & Time: August 13, 2019 from 4:30 to 6 p.m.

Location: Yolo County HHSA – West Sacramento – Building A – River City Room
500 Jefferson Blvd.
West Sacramento, CA 95605

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

- 1) **Pledge of Allegiance: Isaac Blackstock..... 2 Minutes**
 - 2) **Introductions and Community Updates: Isaac Blackstock..... 10 Minutes**
 - 3) **Public Comments: Isaac Blackstock 5 Minutes**
 - 4) **Approval of 8/13/19 Agenda: Isaac Blackstock..... 2 Minutes**
 - ACTION REQUIRED: Approve Agenda
 - 5) **Approval of 7/9/19 Minutes: Isaac Blackstock 3 Minutes**
 - ACTION REQUIRED: Approve Minutes
 - 6) **Q2 Performance Measure Report: Emily Meza..... 10 Minutes**
 - 7) **2018 Discretionary Performance Measure Report: Kim Heuvelhorst..... 10 Minutes**
 - 8) **2018-19 Community Action Plan 18-Month Review: Ian Evans..... 10 Minutes**
 - 9) **2020-21 Community Action Plan Summary: Kim Heuvelhorst..... 5 Minutes**
 - 10) **2020-21 CSBG Request for Proposals Update: Ian Evans 5 Minutes**
 - 11) **CSAB Board Member Roles and Responsibilities: Emily Meza 15 Minutes**
 - 12) **CSAB Roster Update: Kim Heuvelhorst 3 Minutes**
 - 13) **Conflict of Interest Update: Ian Evans 5 Minutes**
 - 14) **Financial Report Update: Ian Evans 5 Minutes**
 - 15) **Adjourn**
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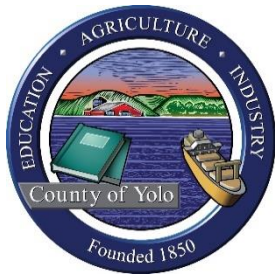
Next Meeting

Date & Time: October 8, 2019 from 4:30 to 6:00 p.m.

Location: Yolo County HHSA – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Supporting Documentation for Item #6

Meeting Minutes from 7/9/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: July 9, 2019 from 4:30 to 6 p.m.

Location: Yolo County Health and Human Services Agency – Bauer Building – Thomson Room
137 N. Cottonwood Street
Woodland, CA 95695

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

Members Present: Isaac Blackstock, Greta Eoff, Fran Maguire, Roz Stone, Maria Elena Alvilar, Lizbeth West, Manuela Melbourne

Members Excused: Irma Rodriguez, Maria Chairez, Elizabeth Mosley, Vincent Olvera, Bill Pride, Pamela Byrd-Dunn

HHSA Staff Present: Ian Evans, Kim Heuvelhorst

Guest Presenters: None

Public Guests: Susan Gonzalez, John Archuleta

The meeting was brought to order at 4:40 pm by Isaac Blackstock. Quorum was not established with only five board members present. By 4:51 pm two additional board members had arrived, establishing a quorum. All voting items were held until a quorum was established.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in introductions. There were no community updates shared.

While waiting for additional board members to arrive, there was a discussion around low attendance, quorum requirements and possible solutions.

- There was a question about whether a member who needed to be absent could communicate their vote to another member to vote as their proxy at the meeting. HHSA will ask County Counsel if the Brown Act allows for this.

- Another suggestion would be to allow a CSAB member to send an approved alternate in the event that they need to be absent. This would require a revision to the bylaws and would need to be researched further.
- CSD mentioned previously that the minimum board size would potentially be reduced. However, reducing the current board size could be problematic since Yolo has five Board of Supervisor districts so reducing the board size would result in a district not being represented individually.

3. Public Comments

- There were no public comments.

4. Approval of 6/11/2019 Agenda.

The 6/11/19 agenda was reviewed and approved with no revisions.

Motion: Lizbeth West

Second: Isaac Blackstock

Ayes: Unanimous

Nays: None

Abstentions: None

5. Approval of 7/9/2019 Agenda.

The 7/9/19 agenda was reviewed and approved with no revisions.

Motion: Greta Eoff

Second: Roz Stone

Ayes: Unanimous

Nays: None

Abstentions: None

6. Approval of 5/14/19 Minutes

The revised draft of the 5/14/19 minutes was reviewed and approved with no additional revisions.

Motion: Roz Stone

Second: Maria Elena Alvilar

Ayes: Unanimous

Nays: None

Abstentions: None

7. Approval of 6/11/19 Minutes

The 6/11/19 minutes were reviewed and approved with one amendment to add Fran Maguire to the Members Excused list.

Motion: Isaac Blackstock

Second: Lizbeth West

Ayes: Unanimous

Nays: None

Abstentions: None

8. Board Vacancy Update

Ian Evans provided the following update.

- One of the vacancies has been filled with the addition of Manuela Melbourne (representing private sector)
- There are two new vacancies with the resignation of Henry Valle (representing low-income residents) and Sally Madden (representing District 4 – Davis)

- A press release was issued in January to recruit applicants
- Supervisor Provenza's office provided the following update:
 - They are working on recruiting a person to fulfill the District 4 category by advertising and speaking to people who are potentially interested.
 - Supervisor Provenza has reviewed the current submitted applications but none of them seem to qualify for the current vacancy (low-income).
 - If CSAB knows anyone who they think can fulfill the current low-income category, please let Supervisor Provenza's office know and they will look at it.

A board member asked if the low income representative must be low income themselves or if they could perhaps work for an agency that works with low income representatives. HHSa will research this.

- A new roster was shared, reflecting the addition of Manuela Melbourne and the two current vacancies. It was noted that the new roster shows end dates of 12/31/18 for Fran Maguire and Elizabeth Mosley. HHSa will update the roster to reflect the correct term end dates since both board members officially renewed at the end of their terms.

9. CSD Monitoring Visit Update

Ian Evans provided the following update:

- In May, CA Dept. of Community Services and Development (CSD) conducted a CSBG Onsite Monitoring visit. HHSa received very positive feedback overall. CSD enjoyed the provider site visit at the Yolo Food Bank and the CSAB Board Meeting.
- The only observation received was due to the board vacancy that had been vacant for more than 3 months. On 6/17/19 HHSa provided a written report to CSD that the board vacancy had been filled, and provided an updated roster and the BOS minutes documenting the new board member's approval.
- On 7/1/19, HHSa received a letter from CSD confirming that we had satisfactorily corrected the board vacancy observation and that CSD now deems the Monitoring Report to be closed.
- CSD monitoring visits occur at least once every three years.
- HHSa conducts annual onsite monitoring with the CSBG subcontractors.

10. 2018 Discretionary Funds Update

Kim Heuvelhorst provided the following update:

- HHSa confirmed with fiscal staff that all providers have submitted claims to fully expended their \$7,000 in 2018 Discretionary funds by the May 31, 2019 spending deadline
- HHSa completed and submitted the required Final Work Plan document to CSD this week. There is one more step that fiscal staff will take and then the contract with CSD can be officially closed out.
- Providers submitted their performance measure data for these funds and these will be shared at the next CSAB meeting.

11. 2020-21 Request for Proposal (RFP) Scope

Ian Evans provided a brief overview of the CSBG funds and the Community Action Plan, including the RFP process to select subcontractors. He explained that any board members connected to an organization that is potentially interested in applying for CSBG funds for 2020-21 would need to excuse themselves during this discussion so as to not provide an unfair advantage to that organization. No one present indicated that they had an interest in applying for CSBG funds. Following that, a copy of the draft RFP scope document was distributed to the board members for their review.

A community member asked if he could see the full results of the survey and community forums that resulted in the top four areas of need selected. This is available as part of the Community Action Plan which is posted on the Yolo County Community Services Action Board's [website](#).

Ian Evans provided a follow up clarification from the last meeting where there had been discussion around incentivizing collaboration between agencies. There is language in the RFP that disqualifies agencies that collaborated on rate setting. This had raised a question about agencies being allowed to collaborate with one another. Ian received clarification that this language is related to price fixing and would not prevent agencies from collaborating. He also received clarification that information about point scoring is not allowed in the RFP.

A board member asked about transportation services since she thought this was included as part of multiple service areas. Ian Evans explained that in this year's Low Income Needs Survey, transportation was listed as a separate category.

A board member asked if there is any requirement to distribute services geographically throughout the county? No. This was a concern in prior years, but previous changes to the scope reduced the preferred experience from 5 to 3 years. This resulted in additional agencies being selected which balanced out services geographically. The other agencies provide services to all county residents, but there is no language in the RFP that requires this. Ultimately is the responsibility of the board to consider this when making funding recommendations.

A board member asked how new agencies will find out about this funding opportunity? Ian Evans explained that the RFP will be disseminated through BidSync, which has over 140 vendors in it. It will also be distribution via various email groups including the CSAB board members, the Homeless and Poverty Action Coalition which includes approximately 40 agencies, the Substance Use Providers, the Local Mental Health Board, Provider Stakeholder Workgroup, Health Council, and possibly the County or Agency social media accounts.

The RFP is typically open for a 5 to 6-week period, with a mandatory bidder's conference occurring one to two weeks after posting. Posting it in BidSync ensures that all questions/answers are shared equally with all potential bidders. The RFP is expected to post by early to mid-August. At the August CSAB meeting we will discuss the process for scoring and selection.

A board member asked about language in Section C.3.f, related to background check results that might disqualify applicants. She was concerned that agencies wanting to employ people who are trying to make a fresh start would not be disqualified for less serious criminal offences. Ian Evans explained that this is required based on federal guidelines, since CSBG is federally funded. Other board members explained that while felonies are not allowed, they did not believe that misdemeanors would be a problem.

The draft RFP scope was approved with these amendments:

- Page 1: Section C.1.a. change "three service areas" to "four service areas"; change (a, b & c) to (i, ii, iii and iv); change 'one, two, or all three of the service areas'; to "one, two, three or all four of the service areas"; and
- Font and style size will be synchronized throughout the document.

Motion: Fran Maguire
Second: Lizbeth West
Ayes: Unanimous
Nays: None
Abstentions: None

12. Future Topics:

- RFP Process – Timeline, Proposal scoring process, etc. Previously there has been a subcommittee of members and HHSA staff who independently scored applications. These were brought back to the full board to approve funding recommendations which are then presented to the Board of Supervisors for approval.
- Recruitment efforts by board – Board members are encouraged to use word of mouth to recruit for the two vacancies in District 4 (Davis) and low-income representative. The representative of low-income residents does not need to themselves be low-income. However, if there is more than one applicant for this category, preference will be given to actual low-income persons over those who represent low-income resident.
- Service provider presentations (2020 when new providers are selected)
- Introduction of new member (August)
- Performance measures report for 2018 Discretionary funds (August) and Quarter 2 for 2019.
- Follow up on proxy vote option (August)
- Services available in Yolo County for low-income residents (other than CSBG providers)

13. Adjourn –The meeting adjourned at 5:40 pm

Motion: Greta Eoff

Second: Manuela Melbourne

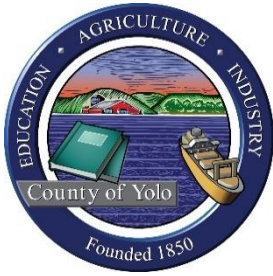
Ayes: Unanimous

Nays: None

Abstentions: None

Supporting Documentation for Item #7

Meeting Minutes from 8/13/2019



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

Minutes

Date & Time: August 13, 2019 from 4:30 to 6 p.m.

Location: Yolo County Health and Human Services Agency –River City Room
500 A Jefferson Blvd.
West Sacramento, CA 95605

Organizer: Yolo County Health and Human Services Agency

Contact: Ian Evans: (530) 666-8297

Members Present: Isaac Blackstock, Irma Rodriguez, Roz Stone, Maria Chairez, and Manuela Melbourne.

Members Excused: Maria Elena Alvillar, Fran Maguire, Lizbeth West, Elizabeth Mosley, Bill Pride, Greta Eoff, Vincent Olvera, and Pamela Byrd-Dunn

HHSA Staff Present: Ian Evans, Kim Heuvelhorst

Guest Presenters: None

Public Guests: None

The meeting was brought to order at 4:47 pm by Isaac Blackstock. Quorum was not established with only five board members present, so all voting items were deferred to the next meeting.

1. Pledge of Allegiance

Isaac Blackstock led members in the Pledge of Allegiance.

2. Introductions and Community Updates

Isaac Blackstock led members in introductions. Members were invited to share any efforts they are making to help recruit to fill board vacancies.

- Isaac Blackstock –
 - Regarding recruitment, Isaac is reaching out individually to people that he thinks might be good candidates.
 - Yolo County Housing held a National Night Out event in West Sacramento that went very well and had great participation from the West Sacramento police and fire departments.

- Backpacks for Kids program in Yolo ended because the coordinator retired and the position has not been filled.
- Yolo County Children's Alliance hosted an outreach event two weeks ago and had approximately 1,000 people in attendance.
- Yolo County Fair starts August 14th. Yolo Bus is offering free bus rides to the fair from Winters and migrant centers.
- Irma Rodriguez –
 - Recruited candidate S.R. a few months ago but she was told that she needed to represent a private agency. She resides in District 4; also previously ran a family resource center. HHSA will follow up with Supervisor Provenza's office.
 - Concilio of Yolo County has two upcoming events:
 - 35th annual recognition dinner and scholarship fundraiser October 26th in Davis at the Veteran's Memorial Center. Tickets are \$30 and there are also sponsorship opportunities. Irma will send a flyer for HHSA to share with the group.
 - Community forum August 15th at 4 PM at La Frontera Bar and Grill in Woodland to discuss the recently shootings impacting Latinos and immigrants.
- Maria Chairez –
 - Back to School event will be held September 5th. There are many new programs starting at her school, including a new after school program sponsored by the Boys and Girls Club, an onsite dental care program and a new Parent Center with computers and resources for homeless and low income families. She would welcome any flyers about events that would be useful for homeless and low-income families.
 - She has some extra school materials available for donation. If any board members are aware of programs that could use them, such as drop in centers for youth, please let her know.
- Kim Heuvelhorst –
 - Proxy vote question from the July meeting was sent to County Counsel and is pending a response.
 - Reviewed the CSAB bylaws and confirmed that low income representatives do not need to be low-income themselves.

3. Public Comments

- There were no public comments.

4. Approval of 8/13/2019 Agenda.

- This item was deferred to the next meeting due to the lack of a quorum.

5. Approval of 7/9/2019 Minutes.

- This item was deferred to the next meeting due to the lack of a quorum.

6. Q2 Performance Measure Report

Ian Evans provided the Q2 Performance Measure Report which is based on the calendar year, so quarter 2 is data for April through June 2019. CSAB reviewed the data and discussed several questions.

- Yolo County Children's Alliance – PM 1.1 and 1.2 have been separated out for clarity but the goals were not revised since the contract was mid-period. Regarding the high percentages for PM 1, this was their first CSBG contract and they didn't have a baseline to use for projections. CSAB also expressed that having a definition of 'long-term' and 'light-touch' noted on the report would be helpful.

- Board members asked for clarification about how the PM 3 percentages were calculated. HHSA explained the methodology, which presents the data in two ways, the 'percent of goal' is comparing the outcome to the stated goal, while the '# (%) of participants To-Date' compares the outcome to the actual served.
- CSAB suggested that HHSA to help providers to project more realistic numbers to avoid significantly over or under estimating the target goal. Ian Evans explained that in current contracts, HHSA typically has a discussion with the providers, but as mentioned above, it can be challenging when they don't have baseline data to reference.
- CSAB expressed concern that the performance measures don't capture instances where housing was offered but declined by the client for various reasons. HHSA explained that this is taken into account when the percentage target goals for PM 3 are set.
- Ian Evans explained that as the agency gains more experience with the RBA framework, staff involved in developing the performance measures are better able to discuss with providers what realistic targets are, and to ensure that key terms are clearly and consistently defined and shared with the board. He suggested that it may be useful in reviewing the performance measures with the providers 6 months into the next two-year funding period, to determine if any amendments or clarifications are needed.
- Ian Evans confirmed that the CSBG funding is not performance based, but CSAB can consider this when reviewing proposals for the upcoming funding cycle.

7. 2018 Discretionary Performance Measure Report

Kim Heuvelhorst provided the 2018 Discretionary Performance Measure Report. These performance measure outcomes are specific to the \$7,000 increase that providers spent from 1/1/2019 through 5/31/19. Instead of quarterly data, a one-time report was requested. The target goals were set based on the percentage the Discretionary Increase represented compared to their regular CSBG award. For example, if the Discretionary Increase was 15% of the regular CSBG award, then the target goal set for the Discretionary Increase Performance Measures was set at 15% of the target goal for their regular CSBG award. This results in some of the target goals being low.

8. 2018-2019 Community Action Plan 18-Month review

- Ian Evans shared the 2018-2019 Community Action Plan 18-Month update which provides information about progress made towards goals identified in the 2018-2019 Community Action Plan.
- CSAB suggested that this be publicized to share out the good work that is being done. HHSA will post this to the CSAB website, and will consider including it in the HHSA Homeless Services annual report.

9. 2020-2021 Community Action Plan Summary

- Kim Heuvelhorst explained that both the full version and this summary version of the 2020-2021 Community Action Plan have been posted to the CSAB website. The purpose of the summary version is to provide a concise version that is easier for the public to review. It consists of excerpts from the full version and does not contain any new information.
- CSAB asked if financial aid was counted when considering student's income? The data being referenced case from the US Census Bureau, American Community Survey so it aligns with the definitions used for the census.

10. 2020 Request for Proposals Update

Ian Evans provided an update about the Request for Proposals for the next 2 years of CSBG funding. When released in BidSync, approximately 140 providers will receive notice. It will also be sent out to multiple listservs to further publicize it. Approximately one week after release, HHSA will host a mandatory bidder's conference for interested providers. Non-conflicted CSAB

members are invited to participate in the scoring of proposals. Proposals will be provided to scorers on October 2nd, to be completed individually, and then score sheets will be due back to HHSA by October 7th. The following CSAB members volunteered to score proposals: Irma Rodriguez, Fran Maguire, Manuela Melbourne, Maria Chairez, and Lizbeth West.

11. CSAB Board Member Roles and Responsibilities

Kim Heuvelhorst explained that CSAB board member roles and responsibilities are reviewed annually. The agenda packet contains the new member orientation materials which are useful for everyone to review. Kim reviewed two sections of the material which provide specific details about the roles and responsibilities as well as the job description for CSAB board members. Board members are encouraged to contact HHSA staff with any questions.

12. CSAB Roster Update

At the last CSAB meeting, it was noted that the term end date for two members was incorrect. This has been corrected. The agenda packet contains the public roster and an updated roster with contact information was distributed during the meeting. CSAB asked about the option for the Board of Supervisors (BOS) to remove members who don't regularly attend. HHSA will contact the BOS CSAB liaison to obtain clarity on next steps in this process.

13. Conflict of Interest Update

Ian Evans explained that to comply with the organizational standards set forth by the federal and state government, County Counsel incorporated CSAB into its County Code. As an advisor to the Board of Supervisors, the County requires that board members complete a Conflict of Interest Form 700 every year, to ensure no conflict of interest. Members should receive an email from the Yolo County Clerk/Recorder's Office (sender: Form700.Yolo@SouthTechHosting.com) asking you to complete the form via an electronic process. If you have any questions about the process or the form, please contact Liz Mahovlich at (530) 666-8130 ext:6081 or via email at liz.mahovlich@yolocounty.org. Alternately, the paper copy of the form may be completed. Any members who need help completing the form are encouraged to contact HHSA.

14. Financial Report Update

Ian Evans provided a review of the financial report which shows the spenddown by each provider of the 2018 Discretionary Increase and the 2019 CSBG contracts. It shows that the 2018 Discretionary Increase funds were fully expended by 5/31/19 as required. CSD has confirmed that the 2018 contracts have been closed out. The 2019 CSBG funds must be spent by 12/31/19, and the financial report shows the monthly amounts claimed thus far by each provider. The 2019 Discretionary Increase must be spent by 5/31/20. HHSA has notified each of the current providers about the additional \$5,000 awarded and is in the process of amending their contracts to add these funds and extend the contract through 5/31/20.

15. Adjourn –The meeting adjourned at 5:59 pm

Supporting Documentation for Item #11

CSBG RFP Proposal Summaries



COUNTY OF YOLO

Health and Human Services Agency

Community Services Action Board

CSBG RFP Proposal Summaries

The following summaries will include the provider name, amount requested, category of services offered, and project description. The project description will include a proposed general budget.

Services funded by CSBG must fall into at least one of the four categories below:

1. Housing and Homeless Services
2. Income and Employment Assistance
3. Emergency Assistance
4. Disability Related or Elderly Services

These summaries are not meant to be comprehensive descriptions of the proposals submitted, they are meant to merely aid in the decision making process. They are listed in alphabetical order by provider name. Five CSAB members are scoring the proposals. The average score for each proposal will be provided at the CSAB meeting on October 29th.

If goals/objectives were indicated in the proposal, they are listed here in the project description, however the finalized goals included in a contract (if awarded) may differ than those listed here.

Lastly, the information provided here is presented as true to form to the original proposal as possible, with much of the descriptions utilizing the exact wording from the original proposals. This was done to maintain the voice and tone of the original proposals in order to present an objective summary of the information pertinent to making selections.

Provider Name:	Davis Community Meals and Housing (DCMH)
Amount Requested:	\$61,942
Score:	Score information will be provided at the CSAB Meeting 10/29/19
Category of Services:	Housing and Homeless Services Income and Employment Assistance Emergency Assistance

Proposal

Funds will be used to operate the Family Transitional Housing Program for homeless families with minor children. Transitional Housing will be provided to homeless individuals and families. Emergency assistance will be provided to individuals and families by their case manager and also at our resource center. Employment assistance will be provided to all adults in our family transitional housing programs as part of their case management and to individuals in our programs as part of the Pathways to Employment program.

Basic Fund Distribution:

Personnel Wages/Benefits: \$22,888
Operating Expenses: \$35,850
Direct Costs on Behalf of Clients: \$0
Administrative Costs: \$3,204
Total: \$61,942

Housing and Homeless Services

- 5 total residential units; 3 one-bedroom units and 2 two-bedroom units, each housing 3-5 individuals. The program will provide a safe and nurturing environment for families/single parents with minor children.
 → **Goal:** Serve at least 10 families (12 adults, 18 children) during calendar year 2020-2021.
- Families in the transitional housing program will be eligible to remain in the program for a maximum of 24 months. No fees or rent will be charged to program participants.
 → **Goal:** 80% will obtain permanent housing.

Income and Employment Assistance, and Emergency Assistance

- Families in the transitional housing program will receive case management services and, when appropriate, life skills training, employment counseling, substance abuse counseling, mental health counselling, public benefit counseling, referrals to other public and private agencies, and permanent housing counselling and assistance.
 → **Goal:** 80% will seek and maintain employment or public benefits,
 → **Goal:** 50% will participate in counseling assistance, and 80% will obtain permanent housing.
- The day shelter/resource center will be open Monday to Friday from 8:00 a.m. to 4:00 p.m. The program shall serve homeless and low-income individuals and families from Davis and the surrounding communities. The program will provide a place to shower, maintain personal hygiene, receive mail, receive food and clothing referrals, transportation assistance, healthcare referrals and use telephones. They will be provided assistance with life skills training, employment counseling, referrals to other public and private agencies, and permanent housing counseling and assistance. *
 → **Goal:** The day shelter/resource center shall provide assistance to not less than 800 individuals and family members who will visit the day shelter not less than 6,500 times *

* The information/goal in the last bullet point was not included in the cover letter, the budget narrative or the budget, but was included in the Proposer's Approach to Project (Section III.A) and the Outputs and Outcome Measures (Section VI.A)

Provider Name:	Short Term Emergency Aid Committee (STEAC)
Amount Requested:	\$20,000
Score:	Score information will be provided at the CSAB Meeting 10/29/19
Category of Services:	Housing and Homeless Services

Proposal

Funds will be used to provide emergency rental assistance as part of STEAC's Eviction Prevention Program, providing up to \$700 rental assistance for families/individuals who have received an eviction notice.

Distribution of Funds:

Personnel Wages/Benefits: \$0

Operating Expenses: \$0

Direct Costs on Behalf of Clients: \$20,000

Administrative Costs: \$0

Total: \$20,000

Housing and Homeless Services

- STEAC will provide up to \$700 in rental assistance to pay rent for families who have received an eviction notice. STEAC's policies include:
 - Clients must provide copy of the 3-day eviction notice.
 - Clients are eligible to receive STEAC services once every two years as verified using STEAC's database.
 - Clients must provide documentation of low-income according to the Federal Poverty Guidelines.
 - Clients must show proof of an emergency circumstance.
 - Client rent cannot exceed 80% of their income to ensure their situation is sustainable as verified by direct contact with landlords.
 - STEAC makes payments only to vendors, such as landlords, and never directly to clients.
 - STEAC works closely with the landlord to verify the client's status.
 - STEAC requires that an outside volunteer consultant be contacted and provide approval for cases in which any question is raised.
- **Goal:** Serve 32 families (86 individuals) with CSBG funds during calendar year 2020
- In preventing homelessness, this program results in improved health and more stable communities for families.
 - **Goal:** 90% of families/clients receiving assistance will remain housed 6 months after receiving CSBG assistance.
- STEAC seeks to ensure that their services are available to everyone in the community.
 - **Goal:** 100% of STEAC's referral agencies have received up to date training on STEAC's policies for all of their staff
 - **Goal:** 100% of STEAC's referral agencies report that STEAC's processes are not creating unnecessary barriers to accessing support.

Provider Name:	Yolo County Children’s Alliance (YCCA)
Amount Requested:	\$100,000; <i>Match: \$77,179</i>
Score:	Score information will be provided at the CSAB Meeting 10/29/19
Category of Services:	Housing and Homeless Services

Proposal

Funds will be used to provide Housing and Homeless case management services in Yolo County, serve as a Point of Entry for low-income persons requiring such services with a special focus on West Sacramento, and work collaboratively with the County and community partners to provide supportive services.

Distribution of Funds:

Personnel Wages/Benefits: \$55,000

Operating Expenses: \$2,710

Direct Costs on Behalf of Clients: \$34,040

Administrative Costs: \$8,250

Total: \$100,000

Housing and Homeless Services

- Assist clients in:
 - Finding and keeping safe, decent affordable housing
 - Housing navigation
 - Provide supportive services to assist in maintenance of permanent housing
 - Increase of non-cash benefits (Cal-Fresh, Medi-Cal)
 - Increase access to income and expense offsets (WIC, utility programs, cash tax credits)
 - Eviction prevention assistance
 - Assistance with rental application fees, housing and utility deposits
 - Transportation (bus vouchers)
 - Transitional/bridge housing assistance (motel vouchers)
 - Provide “warm hand-offs” to other community resources as needed
- Develop and maintain trusting relationships with landlords and property managers providing affordable housing in Yolo County, especially those who are flexible with tenants that may have poor credit histories.
- Assist in rental application including coaching on gathering needed information and how to complete forms and present selves to landlords and property managers.
- The number of program participants provided with housing related assistance will be measured, reported by the number of more intensively case managed clients as well as number of clients served with a “lighter touch”.
- The average length of time from program intake to placement in permanent housing will be measured
 - **Goal:** less than 120 days.
- Additional possible outcome measures include: the number of persons who secured permanent housing, the number of participants who increased or maintained their non-cash benefits including Cal-Fresh and Medi-Cal and the number of participants who increased their total income.

Provider Name:	Yolo Wayfarer Center- Fourth and Hope
Amount Requested:	\$50,000
Score:	Score information will be provided at the CSAB Meeting 10/29/19
Category of Services:	Housing and Homeless Services Emergency Assistance

Proposal

Funds will be used to fund one case manager position and food for daily meals to support the operation of the emergency shelter.

Distribution of Funds:

Personnel Wages/Benefits: \$43,264

Operating Expenses: \$0

Direct Costs on Behalf of Clients: \$2,200

Administrative Costs: \$4,536

Total: \$50,000

Housing and Homeless Services

- A shelter case manager will provide direct client services, assisting clients with the development of an individualized case plan and follow up support and resource and referral services.

Emergency Assistance

- Emergency shelter beds for persons experiencing homelessness will be provided for men, women, and families with children.
- Dorm rooms accommodate 24 men and 24 women.
- The cafeteria is converted in the evening for families with children
- Shelter comfortably serves approximately 65 individuals nightly, but has a capacity of 73 individuals.
- Three daily meals are provided, along with hygiene items and clothing.
- Suggested outcome measures include:
 - The number of individuals that enrolled in the Emergency Shelter Services program, exited to stable housing, maintained or increased their total income or accessed primary health care and/or mental health care services
 - The number of meals provided
 - Average number of years of staff case management experience
 - Ratio of cases to case management staff
 - Timeliness of HMIS data entry
 - Average number of days between case management engagement activities
 - The percentage of individuals that exited to stable housing, maintained or increased their total income, accessed primary health care and/or mental health care services, or became engaged in on-going services