

1.0 INTRODUCTORY LETTER

Applicant Organization: Rural Communities Housing Development Corporation
Contact: Ryan LaRue, Chief Executive Officer
Address: 499 Leslie Street, Ukiah, CA 95482
Contact Information: Phone: (707) 463-1975 | Email: rlarue@rchdc.org

Rural Communities Housing Development Corporation (RCH), a 501c3 non-profit corporation is pleased to have the opportunity to submit a proposal in response to the County of Humboldt's Request for Proposals for the Homeless Housing and Prevention Program (HHAP). For 47 years, RCHDC has been dedicated to the acquisition, development, and management of housing that is affordable to some of the most vulnerable populations in Northern California's rural regions. To support regional coordination, evidence-based solutions and increase local capacity to address and prevent homelessness, RCHDC intends to purchase and rehabilitate a motel in Garberville to provide permanent housing, subcontracting with Redwoods Rural Health Center for supportive service coordination and provision. Redwoods Rural Health Clinic (RRHC), a 501c3 non-profit corporation, currently provides interim shelter at a local motel. This is the only housing serving individuals and families experiencing homelessness in Southern Humboldt.

The proposed HHAP project would consist of the conversion and renovation of a motel in the Garberville/Redway region of Southern Humboldt County. An award of HHAP funding would be leveraged with other public and private financing as necessary to create housing opportunities for people and/or families who are at risk of or are experiencing homeless in the Humboldt County Housing Authority's jurisdiction. HHAP funding would be utilized to purchase the motel, renovate the motel rooms into single resident occupancy and family, permanent housing units. This renovation would include new flooring, paint, kitchenettes, and the necessary code upgrades to serve the targeted population. RCHDC will coordinate the rehabilitation of the facility and on-site property management, utilizing the operational subsidy requested for sustainability and to contract with RRHC for supportive services. As RCHDC's proposal will demonstrate, our housing development and asset management professionals are experienced in financing, constructing, renovating, and operating projects with funding sources with similar objectives and requirements as HHAP.

RCHDC's mission is in alignment with the best practices to serve the target population and our agency meets the requirements of this RFP as we have policies and procedures that adhere to the following, Humboldt County's Housing First Principles; conflict of interest and/or grievances; mobility/accessibility; and accounting policies to adequately operate and track the rehabilitation of the proposed project. RCHDC will contract with RRHC for interim sheltering and supportive services, and they are prepared to be a subcontractor and meet the County's Homeless Management Information System data collection and reporting requirements. Both RCHDC and RRHC have established data collection policies and procedures for the preparation and maintenance of project related records in compliance with local, state, and federal laws.

2.0 TABLE OF CONTENTS

1.0	INTRODUCTORY LETTER	1
2.0	TABLE OF CONTENTS	2
3.0	SIGNATURE AFFIDAVIT	3
4.0	PROFESSIONAL PROFILE	3
4.1	ORGANIZATION OVERVIEW	3
4.2	OVERVIEW OF QUALIFICATION AND EXPERIENCE	5
5.0	PROJECT DESCRIPTION	9
5.1	PROJECT DESIGN	10
5.2	PROJECT BUDGET	17
6.0	SUPPLEMENTAL DOCUMENTATION	17
7.0	EXCEPTIONS, OBJECTIONS AND REQUESTED CHANGES	17
8.0	REQUIRED ATTACHMENTS	17
	Attachment 1. Signature Affidavit.....	18 -19
	Attachment 2. Project Budget.....	20 - 21
	Attachment 3. Supplemental Documentation.....	22 - 51

3.0 SIGNATURE AFFIDAVIT

Please see “Attachment 1 – RFP Signature Affidavit” attached hereto and made a part thereof.

4.0 PROFESSIONAL PROFILE

Rural Communities Housing Development Corporation (RCHDC) is a 501c3 nonprofit organization, that for 47 years has been dedicated to the acquisition, development, and management of housing that is affordable to some of most vulnerable populations in Northern California’s rural regions. RCHDC was incorporated as a community-based nonprofit in 1975 after recognizing the need for housing low-income persons and the need for a local, housing development, public benefit corporation to address California’s growing need for affordable housing. Since inception in Mendocino County, RCDHC has expanded our development and property management services to include Lake, Humboldt, Siskiyou, Shasta, Tehama, Plumas, and Del Norte Counties. RCHDC manages over 1400 low-income housing units that include housing for families, seniors, and a variety of special needs populations.

RCHDC has an extensive history of developing and managing affordable housing, and engaging and collaborating with various County, State and local agencies and community-based non-profit service providers. Through these collaborative, community partnerships and evidence-based solutions in housing that address and prevent homelessness, RCHDC has been able to expand our supportive housing portfolio. Expanding our portfolio and having the ability to support our residents through service provision has been possible through the development of these strong community partnerships. Through our highly trained and competent Property Management team, collaborative community partner service provision, and the utilization of the Housing First Principles, our housing developments promote housing stability for individuals and families, including but not limited to, people at-risk of or exiting homelessness/chronic homelessness, seniors, veterans, Transition Age Youth (TAY), and developmentally and/or intellectually disabled adults.

4.1 ORGANIZATION OVERVIEW

Rural Communities Housing Development Corporation’s Mission is to “*provide decent, affordable housing to low- and moderate-income persons.*” At RCHDC, we strive to be a strong, dynamic, and flexible organization, effective at achieving our mission through collaborative public and private community partnerships throughout rural Northern California.

Organization Name: Rural Communities Housing Development Corporation
Address: 499 Leslie Street, Ukiah, CA 95482

Legal Organizational Status: RCHDC is a 501c3 Nonprofit. Please see IRS Letter of Determination and Secretary of State, Certificate of Good Standing included in Attachment 3 – Supplemental Documentation.

RCHDC was initially developed and staffed by North Coast Opportunities (NCO) a local Community Action Agency. In January 1983 RCHDC became financially and administratively independent of NCO. Initially, RCHDC was involved in developing affordable multi-family apartment communities for low-income senior citizens, special needs groups, and families. RCHDC expanded our scope to include providing a USDA - Rural Development Mutual Self-Help Housing Program in Lake, Mendocino, and Humboldt Counties. In addition, about 13 years ago RCHDC also began the preservation of “at-risk housing” by purchasing and rehabilitating affordable housing developments at risk of being sold and converted into market-rate rental housing, which included property management of these units once rehabilitated. RCHDC manages 48 apartment complexes, totaling 1,423 units and of those units 212 are specifically reserved for people experiencing or at-risk of homelessness, serious mental illness, and/or intellectually/developmentally disabled. RCHDC has 2 developments that in the construction phase. These developments will add another 82 units to our portfolio, with half of these new units being reserved for special needs populations. RCHDC’s success in carrying out its mission is evidenced by the number of housing units developed and managed throughout Rural Northern California. RCHDC has rehabilitated, completed capital improvements on and/or completed new construction on the following units equivalent to those that will be provided as a part of the proposed HHAP project as follows:

- Own and property manage 15 developments and fee manage 1 Rental development for Low-Income Seniors. These 16 developments consist of 497 senior housing units.
- Own and property manage 10 developments and fee manage 12 Low-Income Family units. Together these 22 developments consist of 665 units.
- Own and property manage 7 developments and fee manage 2 developments reserved for individuals and families exiting or at-risk of homelessness, Transition Age Youth (TAY) and people with intellectual and physical disabilities and/or other special needs. The combination of these 9 developments consists of 247 units.
- RCHDC presently has 334 units in the construction pipeline or development phase in Willits, Anderson, Plumas, Siskiyou, Tehama, Humboldt, and Lake, all of which have designated units that will house the target populations identified in the HHAP RFP.

RCHDC has had the ability to focus on housing for people experiencing or at-risk of homelessness, individuals with serious mental illness, seniors, and intellectually/developmentally disabled adults through collaboration, contracting and/or by working with multiple County, State and Federal agencies to acquire funding for development and capital improvements. This has included a variety of funding opportunities through the California Department of Housing and Community Development’s No Place Like Home Program (NPLH), the Multifamily Housing Program (MHP), Homekey and the Community Development Block Grant (CDBG). In addition, RCHDC has utilized funding through the Mental Health Services Administration (MHSA), Partnership HealthPlan, and California Housing Finance Agency-Special Needs Housing Program (CALHFA-SNHP). These developments would not be possible without the strong collaborative relationships we have developed with the Counties of Mendocino, Lake, Humboldt, Del Norte, Siskiyou, Shasta, Tehama, and Plumas.

To ensure compliance with Federal, State, and Local government entities, RCHDC has financial and personnel policy and procedures and management systems in place. An annual audit is completed for each project operated by RCHDC as well as a Consolidated Audit of the entire organization. Final reports from these audits are submitted to the RCHDC Board of Directors and all interested parties and stakeholders.

Please see “Attachment 3 – Supplemental Documentation” included hereto and made a part thereof, for a complete list of RCHDC’s multi-family developments that have been constructed and property managed, acquired “at-risk” and rehabilitated, fee managed, and Self-Help developments and Land Trust homes; and for evidence of prior performance with some of the Counties RCHDC has collaborated and/or partnered with to address the housing and supportive service needs of the HHAP target population.

RCHDC attests that they have not been directly or indirectly involved in any of the following:

- Litigation regarding the provision of services or capital improvements
- Fraud convictions related to the provision of services or capital improvements
- Current or prior debarments, suspensions, or other ineligibility to participate in public contracts
- Violations of local, state and/or federal regulatory requirements

4.2 OVERVIEW OF QUALIFICATION AND EXPERIENCE

RCHDC Corporate Officers:

Ryan LaRue, Chief Executive Officer

Ryan joined RCHDC in 2015 as a Project Manager for the Development Department subsequently becoming the Director of Development. As CEO, Ryan is committed to bringing much needed affordable housing to the communities we serve. Ryan is particularly grateful for the opportunity to develop Permanent Supportive Housing. As Director, Ryan secured financing and partnerships for six multifamily permanent supportive housing communities. Prior to joining RCHDC, Ryan worked in the construction and social services industries. In his downtime he enjoys working on his alpaca farm and spending time with his wife and two children.

Dan McIntire, Chief Operations Officer

Daniel has a master’s in science in Organizational Leadership and a master’s in science in Management from Colorado State University’s Global campus. Dan has over 15 years of experience in senior management in the fields of production, quality control, purchasing, construction and construction management. In January 2015, Daniel began his career in the affordable housing industry as the Corporate Facilities Manager and he currently holds a California Real Estate Brokers license and serves as the broker for RCHDC.

Jennifer Hofstetter, Chief Financial Officer

Jennifer holds a Bachelor of Science in Business Administration in Accounting from Sonoma State University. As RCHDC's Chief Financial Officer, Jennifer works directly under the Chief Executive Officer. She is responsible for the daily activities of the Finance Department. Jennifer

is certified as an Asset Management Specialist (AMS) and is pursuing a Certified Housing Asset Manager (CHAM) designation. Prior to working for RCHDC, Jennifer worked for Eel River Fuels Inc. and Mendocino Forest Products, LLC.

RCHDC's Development Team:

Angie Figueroa—Director of Development

Angelica has been with RCHDC for the last 5 years. She holds a Bachelor of Science degree in Engineering-Construction Management with a minor in Business Administration from CSU, Sacramento. She is involved in all aspects of development from site acquisition and project financing to overseeing the construction phase of all projects. She was the lead Project Manager on RCHDC's McCloud Rehab, Willow Terrace, Orr Creek Commons and Orr Creek Commons Phase II. She has been part of numerous successful funding applications during her time with RCHDC including the Affordable Housing Program, HOME, Special Needs Housing Program, No Place Like Home and last, and six, 9% tax credit applications. Angie has a vital role in establishing and maintaining the Development Pipeline. She has developed a great relationship with not only her team members but also consultants, contractors, architects, and local government representatives. She is goal oriented and understands the complexities and the extensive rules and regulations of affordable housing development. Her hands-on experience in finance and construction management continues to be quintessential in bringing RCHDC's projects to completion.

Elizabeth Matsumoto—Director of Multifamily Development

Beth has 20 years of experience in nonprofit affordable housing. She holds a master's degree focused on Sustainable Community Development from Humboldt State University and a bachelor's degree from the University of Colorado Leeds School of Business. After working in corporate management Beth shifted gears in pursuit of creating something that endures and improves lives. This new path led Beth to nonprofit housing. From there she learned to navigate the complex but rewarding field of developing and preserving affordable housing to help meet a basic need of our community members. In 2015, she was selected as the recipient of the Northern California Nonprofit Leadership Achievement Award for her contribution to affordable housing. As Executive Director of Housing Humboldt based in Arcata, Beth helped to facilitate a formal partnership with RCH to strengthen the nonprofit housing sector in Humboldt County and the surrounding region. Beth is now RCH's Director of Multifamily Development.

Larry Weiss—Construction Supervisor

Larry has been a licensed construction contractor for more than 20 years. He has worked for RCHDC as both the Construction Foreman for our Self-Help Program and as the Construction Supervisor for all Development Department affordable housing projects. He has supervised and worked with families to complete 18 new homes at the Lakewood Project Site. Working side by side with the families he has been able to complete the homes on time and under budget. Larry assists in the preparation of the construction budgets, procuring bids and estimates of materials in order to accurately project construction costs for all multi-family, senior and special need properties. He is responsible for directing and coordinating all sub-contractors for all relative project work. Larry ensures that construction is completed in accordance with the blueprint design and according to code. He coordinates all City or County inspections and

planning aspects of our projects. To date, Larry has provided all aspect of construction supervision and sub-contractor coordination for the rehab of 7 multi-family projects.

Yessica Figueroa—Senior Project Manager

Yessica is a graduate from Sonoma State University, majoring in Sociology and minoring in Criminal Justice. She became a development intern in 2017 through the California Coalition for Rural Housing Internship Program, a dynamic program designed for college students who want to learn about building and maintaining affordable housing in underserved communities. After her one-year internship, she joined RCHDC as a Project Manager and in 2021 was promoted to Senior Project Manager. Yessica continually collaborates with local jurisdictions in the determination of appropriate sites to develop. She conducts feasibility assessments ensuring that the sites comply with federal and state requirements. She has managed compliance during the development phase, maintained appropriate documentation, and the completion of several successful funding grants for both multifamily and single-family developments. Yessica also assisted in the loan closing of Willow Terrace, Orr Creek Commons, Orr Creek Commons II and Olive Grove, all new-construction developments serving special needs populations and low-income families. Yessica is passionate about helping others and hopes to improve the quality of life of low-income communities through the development of affordable housing.

Allie Campbell—Project Manager

Allie has been with RCHDC since September of 2016. During this time, Allie transferred from a Regional Manager in Property Management to a Project Manager with the Development Department. Allie has a passion for the organization's mission. She is well rounded in understanding the different funding sources within Affordable Housing. As a Regional Property Manager, she was responsible for each property's budget in her region and assisted her property management staff with growing into leaders, meeting deadlines and managing the properties successfully. As a Project Manager she has been able to take her knowledge from Property Management and apply to the numerous components of Development. Additionally, she assisted in tracking and maintaining the project budget for RCHDC's Self-Help program. Allie is the lead on a HomeKey rehabilitation project in Mendocino County, working with Mendocino County Planning and Building, Social Services, and subcontractors to ensure all deadlines and requirements are met. This project converted what was formally known as the Best Western Hotel into interim and permanent supportive housing. Allie has loved the transition from Property Management to Development and continues to grow her wealth of knowledge.

Jessica Johnson—Project Manager

Jessica is a passionate community-oriented advocate and ally and is an active participant in facilitating local change, volunteering on two local non-profit boards. With a diverse education from the University of Oregon, a master's certificate in Project Management from UC Davis, and a certificate in Paralegal Studies from CAL Berkeley, Jessica brings a unique combination of education and experience to the development team. Jessica has extensive knowledge researching, writing, managing, complying, and reporting on various State and Federal funding opportunities. She has participated in multiple collaborations focusing on program and project development with community stakeholders and partnering agencies, helping bring more robust supportive services to some of the most vulnerable populations. Jessica's work has included participating in opening an emergency shelter for people experiencing homelessness in Mendocino County; collaborating with community partners and school districts to obtain

funding for better mental health services in schools; and applying for and obtaining grant funding to bolster a variety of supportive services in Mendocino, Lake, and Humboldt counties. Advocating for and helping people has always been one of Jessica's greatest passions and she is eager to increase affordable housing for the most vulnerable populations RCHDC serves.

Brad McDonald—Project Manager

Brad has a BA in Biblical Studies from Trinity University and is a Certified Counselor and Life Coach (Christian emphasis). He has over 25 years' senior leadership and management experience including hospitality property development and management, business development, mortgage banking and government administration. Brad was originally hired as RCHDC Home Ownership Program Manager and was responsible for all single-family housing program development and department and grant administration as well as the authorship of RCHDC first ever Homeownership Program Marketing Plan. He was hired as RCHDC CEO in February 2015 and has guided both the development of RCHDC Strategic and Business Plans. Under his leadership, RCHDC has achieved nearly every strategic and business operational objective, goal and/or leading indicator identified during plan development. Including the recruitment and hiring of RCHDC's current senior management team and implementing a competitive wage and salary plan. Brad also led the organizations effort to expand their housing portfolio from 1200 to 1500 units and directed a team effort that produced 6 finished tax credit projects and 3 that are currently under development producing over \$6.5 million in total developer fees. Brad recently rejoined the Development Department as a Project Manager.

Property Management:

Rebecca Neilson, Director of Property Management

Rebecca attended Cornell University for business and currently holds a California Real Estate License. In addition, she holds the following Certifications: Certified Occupancy Specialist, Certified Tax Credit Specialist, Certified Manager of Housing, Certified Manager of Maintenance, Site-Based Budgeting Specialist, and USDA Rural Development Certified Manager. Rebecca also holds a Certificate in Mental Health First Aid and is a Certified Mental Health First Aid Instructor. She has been a Notary Public for 13 years. Rebecca has been with RCHDC for 12 years serving in the following capacities: Property Manager, Compliance Specialist, Regional Manager, Senior Regional Manager, and is now the Director of Property Management.

Subcontractor for Supportive Service Provision – Redwoods Rural Health Clinic

Overview of Qualifications and Experience

RRHC's Project Director and Case Managers are qualified and experienced and trained on evidence-based practices and other relevant trainings that will enable them to complete the work. The Project Director will be supervised by RRHC Program Manager who is directly supervised by RRHC Executive Director.

The main individuals responsible for evaluation will be the Program Manager, Michele Hernandez, and RRHC's Executive Director, Tina Tvedt. Michele has developed and managed grant-funded programs for over two decades and has successfully navigated the

implementation of the emergency shelter program through RRHC. Tina has managed RRHC for over 9 years and oversees the day-to-day operations of Redwoods Rural. Tina has reporting relationships with the department managers at RRHC as well as experience developing contracts with external partners and ensuring program outcomes.

The Program Manager will be responsible for supervising the HHAP Project Director. Facilitates research, development, review, and editing of social service and behavioral health grant proposals. Responsible for the effective operations of the integrated behavioral health, social service, and transportation programs. In charge of organizing, implementing, and completing grant funded projects. Oversees project planning and scheduling, resource allocation, project accounting and control, and ensures compliance with quality standards.

The job duties of the Program Manager may include, but not limited to the following:

- Assists with development of grant proposals to ensure support services are provided to the health center and community
- Project work plans - estimates, budgets, timetables, and resources needed
- Assists with reviewing and editing grant proposals and preparation of grant budgets
- Communicates project objectives effectively to employees, contractors, and partners
- Manages grant projects, ensuring compliance with activities, requirements, policies, and guidelines
- Anticipates needs of the grant and develops recommendations for filling these needs
- Data collection and tracking
- Communicates with Stakeholders, RRHC Management, Leadership and Program staff
- Problem solving and conflict resolution for project issues and delays
- Ensures the grant projects comply with all legal or regulatory requirements

5.0 PROJECT DESCRIPTION

Humboldt County's Point In Time Count showed that 1,309 individuals are experiencing homelessness and of those counted, 251 were located in Southern Humboldt County communities. As evidenced by other community support programs in this region, such as the local food pantry/bank, this number does not accurately reflect the true numbers of the population experiencing homelessness in this region. This poses a serious problem for residents of the Southern Humboldt region as there are few private rentals in Southern Humboldt willing to house people exiting homelessness and there are no permanent supportive housing options in the region. Redwoods Rural Health Clinic is the only local agency providing consistent interim housing and emergency shelter. Through the RRHC HHAP 2 Emergency Shelter Program, which began placing clients on December 14, 2021, RRHC has served over 65 unique individuals and children. Of those, 6 individuals and/or families have transitioned into permanent housing. With our Emergency Shelter Case Manager participating in the Humboldt Homeless Housing Coalition's Coordinated Entry System prioritization committee meetings, an additional 9 homeless clients are in process of completing paperwork and rental agreements to be placed into newly opening permanent supportive housing in northern Humboldt.

RCHDC is proposing to convert a local motel into permanent housing in the Garberville/Redway area with the intention to serve a minimum of 30 households. RCHDC has extensive development and property management experience; proven organizational history and capacity to comply with program objectives; an in depth understanding of the State, regional and local funding priorities; and the legal and procedural requirements of developing supportive housing and subcontracting with a service provider. Supportive Services will be provided to tenants onsite but, in alignment with Housing First principles, but are not required to acquire or maintain housing at the converted motel.

Project Objectives:

- The development of a permanent supportive housing project that will help individuals recover from homelessness.
- Support increased understanding of financial management enabling individuals to sustain permanent housing.
- Increase job skills, life skills, and marketability for people in recovery from homelessness.
- Support understanding of the recovery process.
- Provide services and supports to both individuals and project staff during relapse and reintegration into the workplace.
- Provide education to individuals for eviction prevention strategies.
- Provide integrated housing with a diverse mixture of populations.
- Offer a variety of services and classes to residents ranging from financial education to healthcare and mental health services.

5.1 PROJECT DESIGN

RCHDC will utilize grant funding for the purchase and renovation of a local motel in the Garberville/Redway area. The proposed project will be divided into two phases; phase one will provide interim housing during the acquisition and pre-development process; phase two will be the conversion of the motel rooms to permanent supportive housing. All motel rooms will be renovated to meet current building codes and The California Department of Housing and Community Developments standards for single resident occupancy and/or family occupancy. Each room will have new flooring, paint, kitchenettes, and the necessary code upgrades to serve the targeted population, and one room reserved for RCHDC's onsite property manager. This proposal is in alignment with the priorities of Humboldt County's funding request from the State of California's HHAP application, to increase interim and permanent housing for people experiencing homelessness.

Southern Humboldt County is extremely rural. Infrastructure for housing has been difficult due a lack of available properties able to be developed and a lack of ability to acquire new PG&E services. While this project specifically benefits the Southern Humboldt region and a desperate need for housing that supports people exiting homelessness, the use of the Coordinated Entry System (CES) will make it possible to serve the entirety of Humboldt County. Through the purchase of a local motel, RCHDC will be able to house individuals and families in a permanent,

supportive environment. There will be no time limit on the length of stay and tenants will have the opportunity to work with a case manager, if they choose, through RCHDC's subcontractor, Redwoods Rural Health Center (RRHC).

All case management and supportive services during the interim housing phase (phase one) that includes acquisition, pre-development and construction will be contracted out to Redwoods Rural Health Center and will not employ a waitlist for entry into interim housing and/or temporary shelter. Intakes will be conducted daily, and outreach workers will communicate bed availability to people experiencing homelessness and instructions on how to access shelter. The project aims to provide case management and referrals to supportive services that will address barriers to permanent housing obtainment as well as ongoing maintenance of interventions. The project will comply with the trauma-informed Housing First principles with no service or program readiness requirements, will follow all fair housing laws, will not exclude participants with zero income and/or limited to no work history. The project will offer services as needed and requested on a voluntary basis and does not make housing contingent on participation in services. In addition to Housing First, the project will employ a variety of evidence-based practices to determine needs for services. RRHC staff will engage and link individuals to supportive services that will assist in over-coming barriers to housing and overall well-being. Once phase one is complete, the units will continue to be permanent and supportive housing units. RCHDC has every intention of continuing to contract with RRHC to provide supportive services for the residents beyond the grant performance period.

Project Timeline & Funding

During phase one, HHAP funding will support the acquisition of a motel with at least 30 units and will support the overall operation of the interim housing facility for a three-year period until the motel is renovated and converted into permanent supportive housing. In year one, RCHDC will acquire the motel and begin operations of an interim housing facility. Based on RCHDC's experience with operating interim housing in partnership with Del Norte and Mendocino Counties, expenses are expected at \$360,000 per year. These expenses include on-site management staff, maintenance contracts, utilities, insurance, and other property upkeep related expenses. The interim housing will be fully supported by HHAP.

A subcontract with Redwoods Rural Health Center (RRHC) for case management and supportive services will be an integral part of the delivery of interim housing to the target population. During the interim housing phase in years one and two, RCHDC will conduct predevelopment activities necessary to prepare for the conversion of the motel into permanent supportive housing. RCHDC will apply for renovation/construction as well as project-based vouchers and capitalized operating subsidies to help support project operations and maintain rents affordable to the target population. Possible funding programs include HomeKey, PLHA, CDBG, AHP, etc. In year three, RCHDC will implement a temporary relocation plan and begin the renovation/conversion of the motel into permanent housing.

Target Population

This project seeks to support primarily the homeless and at-risk low-income population of Southern Humboldt, but also the entirety of Humboldt County, as defined by Section 50216(h) of the California Health and Safety Code and Section 578.3 of Title 24 of the Code of Federal Regulations, and homeless youth, as defined by Section 50216(k) of the California Health and Safety Code and Section 11434a(2) of the United States Code. Through street outreach or other referral, RRHC will determine eligibility for services for persons at-risk of homelessness, chronically homeless or unaccompanied homeless youth. Eligibility will be determined by code.

A person will be considered at-risk if the individual has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance is living in the home of another because of economic hardship; Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance; lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by government programs for low-income individuals; lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau; is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness.

A person will be considered chronically homeless if they live in a place not meant for human habitation, a safe haven, or in an emergency shelter; and has been homeless and living as described in continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights in said spaces; stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness; An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days, before entering that facility; or a family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Coordinated Entry

Currently RRHC has two HMIS licenses/users to enter individuals and families into the HMIS system but does not have access to Coordinated Entry (CE). Previously, RRHC collaborated with Southern Humboldt Housing Opportunities (SHHO) through their ESG Street Outreach program as they had access to a CE license. Through collaboration with SHHO's ESG Street Outreach program, their case managers worked closely with RRHC to get their Emergency Shelter and other case managed houseless clients entered into CE and on housing waitlists. However, SHHO's Street Outreach project has ended, leaving a gap in housing coordination in Southern Humboldt through the Coordinated Entry System (CES). This gap has left Southern Humboldt

with a need to work with Northern Humboldt agencies and staff to get our Emergency Shelter and other case managed clients entered into the CES and the process often takes multiple hours per client. Having a CE license in southern Humboldt would be crucial for RRHC as a provider of Emergency Shelter, Street Outreach, and Case Management Services. With their current case load and service provision, RRHC is the organization best suited for this access/license. RRHC has recently hired Case Managers that were trained in and have utilized the CE system in their previous positions.

Case Management – Emergency Services

The project will support a Case Manager who will administer onsite and offsite case management services that will include assessment, service plan development and client progress reporting. Each client will have a case file that includes vulnerability index assessment (VI-SPDAT), emergency quick assessment, service plan, progress notes, referral logs and follow up, and additional information. On-site supportive services will include access to all RRHC general services, as well as access to the RRHC food pantry.

Case Managers will meet with clients at least once a week to review progress and provide supportive services. The case managers will retain case files, complete intake assessments, and develop case plans using client centered practices. He/she will meet the client where he or she is at in their lives and develop realistic goals towards overcoming barriers to housing permanency. The case manager will meet periodically with all services providers to ensure the highest quality of services are being provided and address any barriers or issues that may arise towards that end

The case manager will make referrals including mental health, physical health, substance abuse treatment and/or substance abuse supports, social services (eligibility, SSI, etc.), educational/vocational training, employment readiness training, and other identified ancillary services. He/she will work closely with other providers including but not limited to RRHC's medical and behavioral health teams and participate in regular services coordination meetings. He/she will educate folks on resources and COVID related safety measures and provide folks with masks, brochures that will include health related services and other essential services in the community such as food banks. He/she will provide a quick health assessment/screening for COVID symptoms and provide necessary referrals and transportation as needed to clinics. Services Coordination will ensure no duplication of services, consistency in services, provider communication, problem solving any barriers that may arise, and support client successes.

Administrative Oversight

The project will support a Project Director who will ensure administrative oversight including supervision of the case managers. He/she will meet with the case managers weekly to provide direction and support and problem solve any issues that may arise. The Project Director will also participate in monthly homeless Continuum of Care meetings and other relevant meetings to ensure coordination of services project evaluation, and continuous quality improvement.

He/she will be responsible for contractual compliance and monthly invoicing, reports, monitor the project budget.

Services Coordination

The RRHC case managers will make referrals including mental health, physical health, substance abuse treatment and/or substance abuse supports, social services (eligibility, SSI, etc.), educational/vocational training, employment readiness training, and other identified ancillary services. He/she will work closely with other providers including but not limited to RRHC's medical and behavioral health teams and participate in regular services coordination meetings. He/she will educate clients on resources and COVID related safety measures and provide masks, brochures that will include health related services and other essential services in the community such as food banks. He/she will provide a quick health assessment/ and provide necessary referrals and transportation as needed to clinics. Services Coordination will ensure no duplication of services, consistency in services, provider communication, problem solving any barriers that may arise, and support client successes.

Housing Stability Plan

The Housing Stability Plan is a standard template that allows case managers and clients to jointly identify goals and to detail the steps needed to achieve those goals. Goals are related to obtaining permanent housing as well as other activities that will help the household maintain long-term stability, such as connecting to health services, increasing income, or maintaining the terms of a lease. Goals are informed by the client's VISPDAT, budget, and other related sources of information available to the client and the case manager. Clients and case managers develop goals and action steps jointly. To the extent appropriate, clients will be setting their own goals for housing stability, with support from case managers so that they are reasonable, actionable, and timely. Case managers will use techniques such as motivational interviews, active listening, housing-focused case management, and strengths-based case management to assist clients in developing goals and action steps. For each goal, additional action steps are created.

Typically, a Housing Stability Plan includes medium- to long-term goals and action steps that can be accomplished within the next 1-2 meetings or covering the next 30 days. A new Housing Stability Plan is created once those action steps are completed. To increase collaboration and consistency between the multiple providers a client may be working with, all Housing Stability Plans must be jointly created and/or shared with all case managers that are working with the same client within the provider network. This may include a joint session in which all case managers working with the client develop and sign the Housing Stability Plan together, or it may be that a primary case manager will develop the Housing Stability Plan with the client and then share it with the client's other case managers. If a client requires financial assistance to achieve their goals, the Housing Stability Plan must clearly describe any conditions required to receive that assistance. In this way, the Housing Stability Plan clearly establishes expectations for both case managers and clients for providing and receiving financial assistance, with a written record of agreements. All Housing Stability Plans must be maintained in the client's file and be made available to the Director in the event of monitoring, client appeals, or otherwise as requested by the Project Director.

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

The VISPDAT is an evidence-informed approach to assessing an individual's or family's acuity. The tool, across multiple components, identifies the areas in the person/family's life where support is most likely necessary to avoid housing instability. The VISPDAT is used as both a prioritization tool and as a case management tool in RRHC's programs and services. As a prioritization tool, the VISPDAT is completed with households by the case-manager to determine the most appropriate housing intervention for the household, and to determine the types of assistance that may be appropriate to assist the client. The VISPDAT is used to determine the household's priority in being served if there are not enough resources to serve all households in need of services.

As a case management tool, the VISPDAT is used by case managers and households to identify areas of strength and challenge the household may face in maintaining housing stability, and to develop Housing Stability Plans that address the household's barriers. The VISPDAT is intended to be completed frequently during intake/ enrollment (or within 5 days of entering a shelter), and regularly thereafter. In the emergency shelter, this may include updates every 30 days. In Rapid Re-Housing, this includes updates at least once every 90 days. The caseworker completing the VISPDAT is expected to share the assessment with the household's other caseworkers. In many cases, it may be appropriate for a household's other case worker(s) to be interviewed or present during the completion of the VISPDAT to ensure that the household's history is being reported accurately.

A copy of every VISPDAT will be provided to the household and maintained in the client's case file. The VISPDAT will be used in conjunction with the Household Budget to develop the Housing Stability Plan. It is expected that the components in the VISPDAT that are identified as barriers to housing stability are addressed in the Housing Stability Plan. It is expected that as the components increase or decrease in acuity, a summary of these changes is reflected in the client's Housing Stability Plan, case notes, and Re-Assessment, as appropriate. In this way, the VISPDAT forms the basis of case planning with project clients.

Case Notes

All interactions between clients and project staff will be documented in NextGen Electronic Health Record, with a case note corresponding to the date of the interaction. Case notes must include the mode of communication and date. Any time a new assessment or re-assessment, VISPDAT, or budget is completed, the case note must indicate this and include a summary of the result. It is the expectation that case notes are submitted into NextGen Electronic Health Record in a timely manner, reflecting current status and real-time. Case notes are to be entered within 1 week from the encounter, outreach, phone call, or other contact made with the client.

Records Retention – Client records will be retained for at least 7 years in a double locked facility. Current client records will be kept in the office in a locked file cabinet behind a locked door. No client files will be left on desks when they are not being used.

Confidentiality/HIPPA – All staff and volunteers adhere to confidentiality standards and HIPPA compliance.

Program Evaluation Plan

HMIS data will be collected to determine numbers served, demographic data, discharge and exits including destinations, increases in income, job obtainment, permanent housing obtainment, and housing subsidies information. Qualitative client surveys will be provided at intake and at 3-, 6-, and 9-month intervals, to measure well-being and overall programs satisfaction. The project staff will participate and collect data of the PIT (Point in Time) Counts and compare numbers over the next 5 years commencing with the most recent PIT count. This will help to determine whether the number of homeless residents is increasing or decreasing. Surveys will assist in determining reasons that led to homelessness so that prevention strategies can be utilized. The project will work in partnership with the community at baseline and annually thereafter to measure community perceptions, stigma, and nimbyism.

HMIS Data Collection

RRHC will continue the Humboldt County HMIS Partner Agency Agreement which is already in place. All current project staff are trained in HMIS. Direct services staff will participate in further required training and the Project Director will provide instruction and administrative training for all new staff on proper completion of the HMIS intake form as well as the Client Consent Agreement, HMIS Release of Information Form, HMIS Grievance procedure, HMIS Exit Form, HMIS Policies and Procedures, and intake procedures.

Article XXXIV

The proposed project will be located in Garberville, an unincorporated area of Humboldt County. Based on the following facts, the proposed conversion of a motel to interim and then permanent housing is exempt from Article 34 election requirements:

- On November 3, 2020, Humboldt County residents approved Measure I – Humboldt County’s Affordable Housing Initiative.
- Measure I states: Shall a measure be approved allowing Humboldt County to obtain state and federal funding to construct, develop, or acquire housing for low income families, seniors, and people with disabilities within unincorporated areas, either directly or through assisting private projects, up to 2.5% of the total number of housing units existing in unincorporated Humboldt County, without raising taxes?
- On December 8, 2020, the Humboldt County Board of Supervisors accepted the certified November 3, 2020 election results, affirming Measure I.
- According to Humboldt County’s website, “As of January 2019, Humboldt County had 34,861 housing units.”
- When calculated, 2.5% of 34,861 = 872 units

The above-mentioned information clarifies that Humboldt County is authorized to obtain state and federal funding to construct, develop, or acquire housing for low-income families, seniors, and people with disabilities within unincorporated areas, either directly or through assisting

private projects, up to 872 units in unincorporated Humboldt, which includes Garberville, without raising taxes.

The most current data published in the Housing Element Implementation and APR Dashboard administered by the California Department of Housing and Community Development (HCD) shows a total of 366 units in the submitted, entitled, permitted, and completed phases of the housing development process. Even if all the units in the development process are constructed in the next period, Humboldt County is not currently in jeopardy of exceeding the Article 34 threshold as approved in the 2020 election. Therefore, the project as currently proposed is exempt from Article 34 election requirements based on the 2020 Election.

Prevailing Wage Determination

The proposed project does not contemplate any rehabilitation or construction of the motel at acquisition. Therefore, prevailing wage requirements do not apply.

5.2 PROJECT BUDGET

Please see “Attachment 2 – Project Budget” attached hereto and made a part thereof.

6.0 SUPPLEMENTAL DOCUMENTATION

Please see “Attachment 3 – Supplemental Documentation” attached hereto and made a part thereof.

7.0 EXCEPTIONS, OBJECTIONS AND REQUESTED CHANGES

RCHDC has carefully reviewed the terms, conditions, local funding priorities, requirements, specifications, and standards set forth in the Humboldt County Request for Proposals Number DHHS2022-07 and is not requesting any exceptions, does not have any objections or requested changes to any portion of the RFP.

8.0 REQUIRED ATTACHMENTS

Attachment 1 – Signature Affidavit

Attachment 2 – Project Budget

Attachment 3 – Supplemental Documentation

Attachment 1.
RCHDC Signature Affidavit

**REQUEST FOR PROPOSALS – NO. DHHS2022-07
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**


**ATTACHMENT A – SIGNATURE AFFIDAVIT
(Submit with Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2022-07 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	Rural Communities Housing Development Corporation
STREET ADDRESS:	499 Leslie Street
CITY, STATE, ZIP	Ukiah, CA 95482
CONTACT PERSON:	Ryan LaRue, Chief Executive Officer
PHONE #:	(707) 463-1975
FAX #:	(707) 463-2252
EMAIL:	rlarue@rchdc.org

Government Code Sections 6250, *et seq.*, the “Public Records Act,” define a public record as any writing containing information relating to the conduct of public business. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

In signing this Proposal, I certify that this firm has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or agency to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposer, competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other Proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned is an authorized representative of the above-named organization and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2022-07 and declares that the attached Proposal and pricing are in conformity therewith.



Signature
 Ryan LaRue

Name

11/23/2022

Date
 11/23/2022

Date

This agency hereby acknowledges receipt / review of the following Addendum(s), if any
 Addendum # [] Addendum # [] Addendum # [] Addendum # []

Attachment 2.
Project Budget

**ATTACHMENT B – PROPOSED BUDGET
2023-2026 (3 Year Project Budget)**

A. Personnel Costs <i>Formula for salary calculations and any benefits should be clearly identified</i>	
Title: Hourly Rate of Pay or Salary Calculation: Duties Description:	\$
Title: Hourly Rate of Pay or Salary Calculation: Duties Description:	\$
Total Personnel Costs:	\$
B. Operational Costs	
Item: Delivery of Interim Housing Description: Costs to operate interim housing facility (on site mgr, insurance, utilities, repairs, etc)	\$ 1,080,000
Item: Description:	\$
Total Operational Costs:	\$ 1,080,000
C. Supplies	
Item: Description:	\$
Item: Description:	\$
Item: Description:	\$
Total Supply Costs:	\$
D. Transportation/Travel (<i>Travel expenses must follow Humboldt County Travel Policy Limits</i>)	
Item: Description:	\$
Item: Description:	\$
Total Transportation/Travel Costs:	\$
E. Other Costs	
Item: Acquisition of motel with at least 30 units Description:	\$ 2,000,000
Item: Subcontract with Redwoods Rural Health Center (RRHC) Description: RRHC will provide on site case management and supportive services.	\$ 341,977
Item: Administrative Expenses Description: 7% of acquisition cost to cover RCHDC administrative costs	\$ 140,000
Total Other Costs:	\$ 2,341,977
Grand Total:	\$ 3,561,977

Attachment 3.

Supplemental Documentation

- I. RCHDC Housing Development
- II. Evidence of Prior Performance

RCHDC Housing Development

**MULTI-FAMILY DEVELOPMENTS CONSTRUCTED AND MANAGED BY
RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION**

Walnut Village - 48-unit senior project located at 1240 North Pine, Ukiah. Developed in 1978 and was RCHDC's first senior apartment community. Financed with HUD 202 funds.

Sunshine Manor - 30-unit senior project located at 2031 Giselman Street in Lakeport. It was developed in 1979 and was financed with HUD 202 funds.

Highlands Village - 40-unit senior project located at 6215 Old Hwy 53, Clearlake. Developed in 1982 and funded with HUD 202 funds.

McCarty Manor - 40-unit family project located at 741 Waugh Lane, Ukiah. Developed in 1982 and financed with USDA-RD 515 funds.

Creekside Village - 44-unit senior project located at 751 Waugh Lane, Ukiah. Developed in 1983 and financed with HUD 202 funds.

Cypress Ridge - 42-unit senior project located at 520 Cypress Avenue, Fort Bragg. Developed in 1981 and financed with USDA-RD 515 funds.

Holden Street - 6-unit apartment complex for adults experiencing serious mental illness, located at 490 Holden Street, Ukiah. Developed in 1982 with HUD 202 funds.

Lakeview Housing - 36-unit senior project located at 525 Bevins Street, Lakeport. Developed in 1990 and financed with HUD 202 funds.

North Shore Villas - 30-unit senior project located at 5680 East Highway 20, Lucerne. Developed in 1990 and financed with HUD 202 funds.

Jack Simpson School View Apartments - 30-unit senior project located at 1051 North Bush Street, Ukiah. Developed in 1992 and financed with HUD 202 funds.

Oak Park Manor - 30-unit senior project located at 200 Jackson Street, Red Bluff. Developed in 1993 and financed with HUD 202 funds.

Lenore Senior Housing - 12-unit senior housing project located at 241 South Lenore Street, Willits. Developed in 2001 and financed with HUD 202 funds.

Gibson Court - 16-unit apartment project for adults experiencing serious mental illness in Ukiah. Developed in 2002 and financed with HUD 811 funds.

Washington Court - 11-unit senior project located at 100 Washington Street, Red Bluff. Developed in 2002 and financed with HUD 202 funds.

North Pine Street Senior Housing - 10-unit senior project located at 1080 North Pine, Ukiah. Developed in 2002 and financed with HUD 202 funds.

Bevins Court Housing - 10-unit apartment project for adults experiencing serious mental illness in Lakeport. It was developed in 2004 and was financed with HUD 811 funds.

Oak Hill Apartments - 40 units of farmworker housing for families located at 4425 Cruickshank Road, Kelseyville. Developed in October 2005 and financed with USDA-RD 515 funds, HOME funds and Joe Serna Farmworker funds.

Duane Hill Terrace - 32-unit family development located on Orchard Avenue, Ukiah. Completed in December 2011. Developed with HOME, tax credits and tax-exempt bond financing and owned by a Limited Partnership controlled by RCHDC.

Arcata Bay Crossing – 32-unit Single Room Occupancy (SRO) apartment complex for people that have been experiencing homelessness or at risk of homelessness located at 280 E Street, Arcata. The project was developed in 2015.

Willow Terrace – 38-unit special needs development for people experiencing serious mental illness, homelessness and/or at risk of homelessness. Located at 237 East Gobbi Street, Ukiah. It was developed in May 2019 by a joint venture between RCHDC as the developer and Mendocino County Health and Human Services Agency as the service provider. It was financed by Mendocino County HHSA, Affordable Housing Program, and Low-Income Housing Tax Credits.

Orr Creek Commons – 40-unit special needs development for transitional-age youth, developmentally delayed individuals, and clients with various special needs currently being serviced by the Mendocino County Health and Human Services Agency. With 9 units reserved for low-income individuals/families. Located in Ukiah, Orr Creek Commons was financed by HOME, Partnership Health Plan of California, and Low-Income Housing Tax Credits.

Orr Creek Commons Phase II – 40-unit special needs development with 20 units set aside for individuals experiencing serious mental illness and/or homeless, chronically homeless or at risk of chronic homelessness and serviced by Mendocino County Health and Human Services Agency (HHSA). With 10 units set aside for Redwood Coast Regional Center (RCRC) developmentally and/or intellectually delayed clients. With 9 units reserved for low-income families/individuals. Located in Ukiah, Orr Creek Commons II was financed by HEAP, DDS, NPLH and Low-Income Housing Tax Credits.

ACQUIRED “AT RISK” & REHABILITATED PROJECTS

Redwood Court - 50-unit tax credit project for families, that RCHDC has managed since 1989, financed with USDA-RD 515 funds. Located at 2042 Jenny Lane, Fortuna, in 2008, RCHDC purchased both the General Partner and Limited Partner interests in the tax credit partnership and completed a major rehabilitation of the project with HOME funds.

Siskiyou Gardens - 48-unit family project located at 380 Siskiyou Way, Weed, was purchased by RCHDC in 1996 under the LIHPRHA program to preserve “at risk projects”. This project received HUD Section 236 financing and a LIHPRHA Grant for both the purchase and rehabilitation of the project.

Orchard Village - 48-unit “at risk” family complex located at 548 Ford Street, Ukiah. Developed in 1980 and purchased in 2002 by a Limited Partnership controlled by RCHDC.

Orchard Manor - 64-unit “at risk” family complex located at 610 Orchard Avenue, Ukiah. Developed in 1979 and purchased by a Limited Partnership controlled by RCHDC in 2002.

River Gardens - 48-unit “at risk” family complex, located at 421 South Street, Fort Bragg. Developed in 1978 and purchased by a Limited Partnership controlled by RCHDC in 2002.

McCloud Apartments – 14-unit “at risk” senior apartment project located at 101 Minnesota Ave, McCloud. Acquired by RCHDC in 2008 with a bridge loan from Housing Assistance Council. The project was rehabilitated in 2016 with HOME and RD 538 funds.

Seabreeze – 56-unit “at risk” family complex located at 1045 E. Condor St, Crescent City. Constructed in 1980 and acquired by a Limited Partnership controlled by RCHDC in 2006.

Seagull Villa – 50-unit “at risk” senior complex located at 655 Pacific Ave, Crescent City. Constructed in 1980 and acquired by a Limited Partnership controlled by RCHDC in 2006.

Totem Villa – 38-unit “at risk” family complex located at 1085 Highway 101 North, Crescent City. Acquired by a Limited Partnership controlled by RCHDC in 2006.

Autumn Village Apartments – 40-unit “at risk” senior complex located at 14930 Burns Valley, Clearlake. Acquired by a Limited Partnership controlled by RCHDC in early 2014.

FEE MANAGED MULTIFAMILY APARTMENTS

Bayview Courtyard Apartments – 30-unit senior complex located at 550 Union Street, Arcata was developed in 1998 by a Limited Partnership controlled by Housing Humboldt using Redevelopment Agency funds, 4% Low Income Tax Credits, and HOME Program funds. RCHDC assumed fee management in 2018.

Misty Village Apartments – 24-unit family complex located at 2331 McKinleyville Ave, McKinleyville. Developed in 2001 by a Limited Partnership controlled by Housing Humboldt using 4% Low-Income Tax Credits, HOME Program, and HOPWA funding. RCHDC assumed fee management of the apartment complex in 2018.

Arcata Gardens – a former motel converted in 1997 by Housing Humboldt using HOME Program funds, to 37-unit multifamily complex located at 2255 Alliance Rd, Arcata. RCHDC assumed fee management of the property in 2018.

Juniper Apartments – 10-unit family complex located at 4854 Valley East Blvd, Arcata. Acquired, rehabilitated, and converted into affordable housing by Housing Humboldt in 1994 using HOME Program funds. RCHDC assumed fee management in 2018.

Windsong Duplexes – 4 units within two duplexes located at 2024 Tina Court, Arcata. Acquired in 1996 by Housing Humboldt and converted into affordable housing with HOME Program funds. RCHDC assumed fee management in 2018.

3rd Street Apartments – 6-unit family complex located at 1528 3rd Street, Eureka. Redwood Community Action Agency acquired and converted the apartments into affordable housing with HOME Program funding in 1997. RCHDC assumed fee management in 2018.

C Street Apartments – 10-unit family complex located at 829 C Street, Eureka. Acquired and converted into affordable housing by Redwood Community Action Agency with HOME Program funds in 1995. RCHDC assumed fee management in 2018.

Loni Drive Apartments – 12-unit family complex located at 1015 Loni Drive, Fortuna was acquired and converted into affordable housing by Redwood Community Action Agency with HOME Program funds in 1995. RCHDC assumed fee management in 2018.

9th Street Apartments – 16-unit family complex located at 300 & 320 9th Street, Fortuna. Redwood Community Action Agency used HOME Program funds to acquire and convert the apartment complex into affordable housing in 1994. RCHDC assumed fee management in 2018.

Murray Apartments – 5 duplexes comprising twenty units located at 1431 Murray Rd, McKinleyville. Acquired and converted from United States Coast Guard Housing by Redwood Community Action Agency in 1993 with HOME Program funds. RCHDC assumed fee management in 2018.

Garden Court Apartments – 10-unit family apartment complex located at 1175 S. State St, Ukiah. Converted to affordable housing in the 1990's and is currently owned by the Ford Street Project. RCHDC assumed fee management in 2018.

River Community Homes – 40-unit family cooperative complex located in Arcata that was constructed in the 1980's. RCHDC assumed fee management in 2017.

Tribal Winds – 12-unit family complex located in Covelo. Owned by the Round Valley Indian Housing Authority, this community finished construction in 2018 and provides rental assistance to residents under USDA RD 515 program. RCHDC assumed a consulting management role for this community in 2017.

The Legacy – 30-unit transitional and permanent supportive housing development funded under the Homekey program, located in Crescent City. RCHDC assumed the fee management of this community in 2020.

Live Oak Phase I – 35-unit transitional and permanent supportive housing development funded under the Homekey program located in Ukiah. RCHDC assumed the fee management of this community in 2021.

RCHDC SELF-HELP DEVELOPMENTS

In January of 1983, RCHDC received a grant from Farmers Home Administration to provide technical assistance to participants in USDA/RD Mutual Self-Help Housing Developments. This initial grant enabled RCHDC to assist 27 families to build and occupy single-family homes in Willits and Ukiah (Mendocino County), as well as Lucerne (Lake County). Since this initial beginning, RCHDC has been developing Self-Help Housing projects in Lake, Mendocino, and Humboldt Counties right up to the present. The list of developments, number of families, and completion dates of these projects follow:

Name/Location	No. of Families	Date Completed
Willits	9	February 1984
Ukiah	10	April 1985
Lucerne	8	April 1986
Willits	9	May 1987
Willits	10	July 1988
Ukiah	6	November 1987
Ukiah	10	July 1989
Ukiah	6	July 1989
Willits	11	March 1990
Humboldt	7	August 1989
Clearlake	9	June 1990
Clearlake	11	May 1992
Oceanside, McKinley	12	November 1993
Brookside	9	June 1994
Oceanside	8	December 1993
Oceanside	8	April 1994
Brookside	9	June 1994

Marlene Street, Ukiah	12	December 1994
Lakeport	7	March 1995
Fort Bragg	10	September 1995
Orchard, Ukiah	10	April 1996
Mill Creek, Fortuna	10	September 1996
Cleveland Lane, Ukiah	15	January 1997
Glass Beach, Fort Bragg	10	May 1997
Tami, Fortuna	10	June 1998
Hudson, Ukiah	10	May 1999
Marius, McKinleyville	9	July 1999
Cooper, Ukiah	9	March 2000
Stewart, Fort Bragg	10	March 2000
Middletown	9	July 2000
Stewart Circle, Fort Bragg	7	August 2000
Doolan Creek, Ukiah	9	November 2001
Creek Court, Ukiah	14	July 2002
Kirkwood Ct, McKinleyville	10	November 2002
Harmony Park, Upper Lake	11	July 2003
Melody Lane, Upper Lake	10	January 2005
Kirkwood Ct, McKinleyville	12	May 2005
East Oak St, Fort Bragg	7	June 2006
Bay Street, Clearlake	9	April 2007
Habitat Lane, McKinleyville	6	July 2009
Lake Mendocino, Ukiah	14	December 2010
Lake Mendocino, Ukiah	5	May 2015
Lake Mendocino, Ukiah	6	August 2016
Lake Mendocino, Ukiah	5	June 2018
Lake Mendocino, Ukiah	7	June 2019
Lake Mendocino, Ukiah	6	July 2019
Lake Mendocino, Ukiah	5	January 2021

COMMUNITY LAND TRUST HOMES

In 2003, Housing Humboldt established a Community Land Trust (CLT) program to keep homes affordable to low-income households from one owner to the next. The land is held in trust as a community asset to ensure homes constructed atop the land remain affordable. Owners of the CLT homes agree to share the affordability created for them with future low-income buyers. To date, the Humboldt Community Land Trust has made it possible for 32 households to own and occupy homes in neighborhoods where many households are priced out of the market.

Name/Location	No. of Homes	No. Re-sales	Date Completed
Windsong Duets	9	5	April 2005
Plum Village	3	1	July 2007

Janes Creek	10	4	December 2009
-------------	----	---	---------------

Projects Under Construction

Development Name	No. of Units	Timeline for Completion
Pine Hill Village, Eureka	30	November 2022
Olive Grove, Corning	32	December 2022
Siskiyou Crossroads, Yreka	50	July 2023

Evidence of Prior Performance



Lake County Behavioral Health Services
Todd Metcalf, Director
 PO BOX 1024, LUCERNE, CALIFORNIA 95458-1024
 P 707-274-9101 F 707-274-9192



April 27, 2022

California Tax Credit Allocation Committee
 915 Capital Mall, Suite 485
 Sacramento, CA 95814

Re: Collier Avenue Commitment Letter

Dear CTCAC,

On behalf of Lake County Behavioral Health Services (LCBHS), please accept this letter as our formal commitment to provide supportive services for 20 of the units in Collier Avenue, a 40-unit special needs affordable housing complex. Eligible tenants include adults with a serious mental disorder who are homeless, chronically homeless or at risk of chronic homelessness as defined by the No Place Like Home Program.

Supportive services may include but are not limited to:

- Mental health Services
- Psychiatric Evaluations
- Case Management
- Crisis Management
- Medication Support
- Substance Abuse
- Peer Support
- Basic Housing Retention Skills
- Employment Services
- Budgeting & Financial Training
- 24/7 Consumer After-Hour Crisis Support

The County will conduct ongoing assessments to monitor progress and provide interventions as needed. LCBHS will collaborate with Rural Communities Housing Development Corporation (RCHDC) as appropriate to ensure NPLH tenants obtain the support and services needed to maintain their housing. For a more in-depth view of the County's and Sponsor's roles and responsibilities, please refer back to the MOU provided in Tab 4 of this application.

LCBHS will provide the following staff: Mental Health Case Manager – 2080 hrs/yr, Mental Health Registered Nurse – 312 hrs/yr, Behavioral Health Clinician II – 1040 hrs/yr, Mental Health Team Leader – 416 hrs/yr, Psychiatric Technician – 416 hrs/yr, Program Manager – 208 hrs/yr, Substance Abuse Counselor – 104 hrs/yr, and Peer Support Assistant – 520 hrs/yr. The estimated in-kind value of staff salaries as well as additional operating expenses is \$294,317.30. We have enclosed the job descriptions for the previously mentioned staff. We are committed to providing such services to the NPLH tenants of Collier Avenue for at least 15 years. These services will be provided on-site free of charge in the fully accessible community building.

“To improve the quality of life for the people of Lake County experiencing mental illness or substance abuse by offering recovery-oriented services.”



Lake County Behavioral Health Services
Todd Metcalf, Director
PO BOX 1024, LUCERNE, CALIFORNIA 95458-1024
P 707-274-9101 F 707-274-9192



Lake County Behavioral Health Services has been a long-term fixture in the community, serving its residents and appreciates the opportunity to expand the health and wellness of our local community.

Sincerely,

Todd Metcalf

Todd Metcalf (May 17, 2022 11:51 PDT)

Todd Metcalf, MPA

Director, Lake County Behavioral Health Services

“To improve the quality of life for the people of Lake County experiencing mental illness or substance abuse by offering recovery-oriented services.”

MEMORANDUM OF UNDERSTANDING

Between

County of Lake

and

Rural Communities Housing Development Corporation (RCHDC)

THIS MEMORANDUM OF UNDERSTANDING, hereinafter referred to as “MOU” or “Agreement,” is made and entered into on this 19th day of April, 2022 (the “Effective Date”), by and between the County of Lake, a political subdivision of the State of California, through its Behavioral Health Services Department (hereinafter known as “County”), and Rural Communities Housing Development Corporation, a California nonprofit public benefit corporation (hereinafter known as “RCHDC”). Together all the above entities shall be referred to hereafter as the “Parties.”

WHEREAS, RCHDC proposes to develop and provide property management services for an affordable housing development (“Development”) consisting of one and two-bedroom units and an unrestricted three-bedroom property manager’s unit. The NPLH-Assisted Units will be dedicated to house adults 18 years or older with a “Serious Mental Disorder” (as defined in California Welfare and Institutions Code Section 5600.3) that are eligible as a “Target Population” under the No Place Like Home (“NPLH”) Program (California Welfare and Institutions Code Sections 5849.1 – 5849.15).

WHEREAS, total household income at the time of move-in for the NPLH-Assisted Units shall not exceed 30% of the Area Median Income (AMI) limit as published by the California State Department of Housing and Community Development (“HCD”);

WHEREAS, NPLH is administered by “HCD” and provides financing for the development of permanent supportive housing for individuals living with serious mental health disabilities who are homeless, chronically homeless, or at-risk of chronic homelessness. The supportive housing is required to be linked with supportive services. The services assist the NPLH tenant to retain housing, improve their health, and increase their self-sufficiency;

WHEREAS, the County, through its Behavioral Health Services Department administers the County of Lake NPLH programs;

WHEREAS, the County and RCHDC will seek approval from HCD to use capital funds for the development of permanent supportive housing;

WHEREAS, the funding award will be made directly to the RCHDC or an affiliate of RCHDC through agreements with HCD, and the County shall commit to provide supportive services to NPLH eligible residents for the term of the Development loans (i.e., 20 years); and

WHEREAS, HCD may request that any necessary updates to the supportive services plan or related documents, including fully executed written agreements between the County and RCHDC be provided prior to the beginning of the initial rent-up period or prior to the permanent loan closing.

NOW, THEREFORE, the Parties mutually agree as follows:

Section 1. Term

This MOU shall become effective as of the Effective Date and shall continue through the term of the NPLH permanent loans (anticipated at twenty year terms), unless terminated earlier (Section 8 of this MOU) or extended (Section 9 of this MOU), in whole or in part; provided, however, the Parties' obligations to commence services shall begin upon the closing of the NPLH permanent loans.

Section 2. Intent

The intention of this MOU is to outline the roles and responsibilities among the Parties and to coordinate their resources and efforts to provide permanent affordable housing to the NPLH Target Populations utilizing the supportive housing model. Supportive services are made available to NPLH eligible residents who may benefit from such services, to help them maintain stable housing and/or achieve improvements in health, wellness, recovery, employment, income, socialization and quality of life.

Section 3. Guiding Principles

The Parties share the following principles that will guide the Parties under this MOU:

- All Parties shall work together, establish a foundation of trust and partnership, and provide seamless and high-quality services to each NPLH tenant, based on the NPLH tenant's individual needs.
- All Parties agree to provide permanent supportive housing that incorporates core components of Housing First (as defined in California Welfare and Institutions Code, Section 8255).
- All mental health services shall be client-driven and coordinated with the needs and wishes of the NPLH tenant.
- On-site and off-site supportive services provided by the County will be available to NPLH tenants on a voluntary basis.
- Social Services Amenities provided by RCHDC, linked with the Low-Income Housing Tax Credit program, will be available to NPLH tenants on a voluntary basis. A representative from RCHDC and/or contract provider will attend quarterly meetings for the duration of this service (a minimum of 15 years).
- All Parties shall protect tenant privacy in the delivery of services.
- The supportive services shall include linkage to community services.
- The County shall organize and facilitate quarterly meetings with representatives from RCHDC to discuss emerging Development issues.
- The Parties agree to establish key objectives regarding housing stability, increased skills or income, and self-determination as a means of evaluating the program. The key objectives may be reviewed at quarterly meetings, and whenever possible, will be assessed periodically for appropriateness.

Section 4. Scope of Services

A. Responsibilities of County: Lead Service Provider – Lake County Behavioral Health Services, or its designated agent.

1. NPLH Tenant Referral, Outreach, Screening, and Communication. The County will:

- a. Access the NorCal Continuum of Care’s (“NorCal CoC”) Homeless Management Information System (HMIS) / Coordinated Entry Process (CEP) (“HMIS/CEP”) Lake County community queue to refer the top three ranked eligible participants upon notification by Property Management about upcoming vacancies.
- b. Screen and document eligibility of a Serious Mental Disorder (as defined in California Welfare and Institutions Code Section 5600.3) by qualified mental health worker. Screening and documentation are to occur before applicants are approved to move into a NPLH unit.
- c. The County will work with referring agencies to document applicant’s status of Chronically Homeless, Homeless, or At-Risk of Chronic Homelessness as defined under the NPLH Guidelines and incorporate procedures established by local HMIS/CEP. Documentation to occur before applicants are approved to move into a NPLH unit.
- d. Be responsible for monitoring the provisions of this MOU, including conducting quarterly administrative and programmatic collaborative meetings. These meetings will help to ensure that the Parties comply with this MOU, timely development of policies and procedures as issues emerge, and that units funded through the NPLH Housing Programs are being fully utilized.
- e. Ensure representatives from the County will participant in quarterly meetings with representatives of RCHDC, to discuss coordination of referrals, services, and vacancies. When needed, an RCHDC representative will attend meetings.
- f. Provide RCHDC with a list of County staff hours, schedules of when staff will be on-site, and ongoing supportive service events. Whenever possible, keep this list updated.

2. Move-In and Ongoing Tenancy. The County will:

- a. Arrange for the provision of supportive services for the term of this MOU.
- b. Explain to new NPLH tenants the roles and responsibilities of RCHDC and the County. Obtain written permission from tenants, through a County “*Authorization of Release of Information*” form, for RCHDC staff to contact the County should any behaviors occur that could place the tenants’ housing in jeopardy (e.g., failure to pay tenant portion of rent or to follow terms and conditions of the lease or house rules).
- c. At move-in, meet with NPLH tenants to provide an orientation of voluntary services that are available on-site and off-site, and to provide information about other community resources.

- d. In collaboration with each NPLH tenant, conduct a “needs assessment,” and develop a recovery focused service plan. Supportive services may include, but are not limited, to the following:
 - Mental Health Services
 - Psychiatric Evaluations
 - Case Management
 - Physical Health Services
 - Clinical Support
 - Crisis Management
 - Medication Support
 - Linkage to Community-Based Services
 - Nursing Support
 - Substance Abuse
 - Wellness and Recovery Action Planning (WRAP)
 - Life Skills Training
 - Peer Support
 - Benefits Counseling
 - Basic housing retention skills
 - Educational Opportunities
 - Employment/Vocational Services
 - Budgeting & Financial Training
 - Recreational and social activities
 - Representative Payee Support
 - 24/7 Consumer After-Hour Crisis Support
- e. Conduct ongoing assessments/evaluations to monitor progress and provide appropriate interventions as needed. Update NPLH tenant service plans at least annually.
- f. Provide 24/7 response for crisis intervention, when needed, using various programs implemented by the County.
- g. Coordinate and participate as needed, but no less than once a month, in case conferences with other members of the NPLH tenants’ support team to discuss NPLH tenants’ progress.
- h. Collaborate with RCHDC, weekly or as appropriate to ensure NPLH tenants obtain the support and services needed to maintain their housing.

3. Lease Violation Intervention/Eviction Prevention. The County will:

- a. Act as a liaison between RCHDC and the NPLH tenants to facilitate the communication of concerns that could jeopardize a NPLH tenant's residency.
- b. In collaboration with the NPLH tenants and RCHDC, establish plans to help NPLH tenants obtain appropriate support and services they need to maintain their permanent housing in times of crisis.
- c. Whenever possible, notify RCHDC of any changes in the supportive services offered to NPLH tenants, and any changes and/or losses of funding that could affect availability of supportive services.

4. Reporting. The County will:

- a. Meet all HCD (NPLH) outcomes reporting requirements.
- b. In consultation with RCHDC collect, manage, and submit data to HCD to demonstrate supportive service delivery and housing outcomes for NPLH tenants.
- c. Collaborate with RCHDC to prepare and submit annual supportive services budget to HCD. The supportive services plan and budget may be amended from time to time between the County and HCD. The County will notify RCHDC of anticipated changes to plan and budget.

B. Responsibilities of RCHDC.

1. Development, Construction, and Property Management Contract. RCHDC will:

- a. Legally organize an affiliated single purpose entity to own and operate the Development.
- b. Have sole duties and responsibility for the successful development, operation, and management of the Development.
- c. Ensure the design and construction of the Development will meet ADA requirements for accessibility.
- d. Comply with prevailing wage laws regarding the payment of prevailing wages, if required by the County, or other lenders. In addition to any other indemnification provision of this MOU, RCHDC shall indemnify and hold County harmless from and defend County against any and all claims of liability for any failure by RCHDC arising in part or in whole from its agents, contractors, or employees' failure to pay prevailing wages for work on the Development or to comply with the duties proscribed by this section.
- e. On an annual basis, execute a management contract with a bonded and licensed property management agent. RCHDC shall ensure the property management contract includes copies of the NPLH Regulatory Agreement(s) and are made a part of the management contract.
- f. RCHDC will secure a property management contract with the Development owner.

- g. Monitor and provide oversight of property management and ensure compliance with applicable local, State, and Federal statutes and regulations governing Fair Housing and tenants' rights.
- h. Provide a 30-day written notice to the County prior to change in property management. Any such change may need prior approval by the County, HCD, and other interested lenders. Please reference the NPLH Regulatory Agreements.

2. Outreach, Application & Screening. RCHDC will:

- a. Dedicate units funded through NPLH ("NPLH-Assisted Units") in accordance with the NPLH Standard Agreement from HCD for eligible NPLH tenants. The NPLH-Assisted Units will be integrated and randomly mixed with units that are not funded through NPLH ("Non-NPLH-Assisted Units") within the apartment complex. One (1) three- bedroom unrestricted unit will be available for the on-site property manager.
- b. Develop Community Outreach and Marketing Plan for the Development. The Plan shall comply with applicable local, State, and Federal Fair Housing regulations and shall use the HMIS/CEP for NPLH-Assisted Units for tenant referrals. Develop an on-site wait list for non-supportive housing units, which includes procedures to administer the wait list, and ongoing maintenance of the wait list.
- c. Provide written notice to County if any NPLH eligible applicant that the County refers for tenancy in an NPLH-Assisted Unit is denied tenancy.

3. Ongoing Tenancy. RCHDC will:

- a. Per provisions of the Low-Income Housing Tax Credit program, RCHDC will provide on-site social services (service amenities), for a minimum period of 15 years, that enhance the County's supportive services to residents. Social services may include, but are not limited, to the following:
 - Service Coordinator and/or other Services Specialist
 - Case Manager
 - Finance/Budgeting Classes
 - Income Tax Preparation
 - Adult Education Classes
 - Benefit/Entitlement Assistance
 - Health and Wellness Services
- b. Shall ensure RCHDC notifies County staff, and the local HMIS/CEP Committee when new units under construction are placed into service and/or when vacancies occur in NPLH funded units.
- c. Develop and maintain a clear separation of responsibilities and duties between RCHDC and County.

- d. Establish policies and procedures for resolving conflicts between RCHDC and County when they cannot reach agreement on a course of action.
- e. Collaborate with County and RCHDC to help NPLH tenants resolve issues as they emerge. Whenever possible, have a representative attend quarterly administrative and programmatic meetings to ensure all Parties are in compliance with this MOU, and that NPLH units funded through the NPLH Housing Programs are being fully utilized.
- f. Provide regular training for on-site property management staff in advanced safety precautions, including first aid, crisis management, conflict de-escalation, and other skills.

4. Communication and Reporting. RCHDC will:

- a. Provide on-site office space for County and community service agencies to conduct individual and confidential meetings with NPLH tenants.
- b. Cooperate with the County and RCHDC to collect, manage, and submit data for the NPLH Housing Program Annual Self-Certification forms, to demonstrate supportive service delivery and housing outcomes for program eligible NPLH tenants.
- c. Comply with the necessary documentation and reporting requirements and guidelines as established by the County, HCD, and other Development lenders.
- d. Submit an annual audit prepared by a certified public accountant in accordance with commonly accepted accounting standards.
- e. In consultation with County, RCHDC to submit annual financial reports, annual operating budget, and an annual supportive services budget to HCD and other Development lenders.


C. Responsibilities of RCHDC as Property Manager.

1. Outreach, Application, and Screening. RCHDC as Property Manager will:

- a. Ensure that the NPLH Regulatory Agreements are part of the property management contract.
- b. Implement the Community Outreach and Marketing Plans and oversee the use of the HMIS/CEP in connection with filling NPLH-Assisted Units with County referrals. All Plans and the use of HMIS/CEP shall comply with applicable local, State, and Federal Fair Housing regulations.
- c. Develop an on-site waiting list for Non-NPLH-Assisted Units and implement procedures to administer and maintain the waiting list.
- d. Create admission, eviction, and appeals policies that are consistent with requirements established by Fair Housing laws, Housing First model, and regulatory agreements with all funding sources. These policies must include reasonable accommodations for the needs of the Target Population, particularly the needs of hard to serve individuals (e.g., individuals with histories of substance

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on the dates set forth below, and each signatory represents that they have the authority to execute this agreement and to bind the party on whose behalf their execution is made.

Rural Communities Housing Development Corporation

By: 

4/25/2022

Date

Name: Ryan LaRue

Title: CEO

By: _____

_____ Date


Name: _____

Title: _____

License No.: [Not Applicable]

(Licensed in accordance with an act providing for the registration of contractors)

County of Lake

By: 
Eddie Crandell (Apr 21, 2022 16:47 PDT)

04/21/2022

Chair

Date

Lake County Board of Supervisors

ATTEST:

Clerk, Board of Supervisors



Approved as to Form: 

Anita Grant

County Counsel

By: Johanna DeLong
Johanna DeLong (Apr 21, 2022 16:57 PDT)
Deputy

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

PA# 20-150

COUNTY OF MENDOCINO

MEMORANDUM OF UNDERSTANDING – NO PLACE LIKE HOME HOUSING

Between the Mendocino County Health & Human Services Agency, Behavioral Health and Recovery Services; and Rural Communities Housing Development Corporation

This Memorandum of Understanding is entered into between Mendocino County Behavioral Health and Recovery Services (BHRS) and Rural Communities Housing Development Corporation (RCHDC), a California non-profit public benefit corporation, for the development and operation of Orr Creek Commons, Phase II, in Ukiah, California, which shall provide permanent supportive rental housing under the No Place Like Home (NPLH) Program.

Whereas, BHRS is responsible for the delivery of mental health treatment and supportive services. Wherever possible, BHRS works with very-low income persons with serious mental illness (SMI) who are homeless or at risk of homelessness to secure appropriate and adequate range of housing; and

Whereas, BHRS would be the recipient of California’s No Place Like Home Program (NPLH) funding for the development and operation of permanent supportive housing; and

Whereas, BHRS has identified affordable housing as a significant unmet need among persons with SMI in Mendocino County and as a priority for NPLH funding; and

Whereas, BHRS recognizes that it does not have the expertise to independently pursue a strategy for developing housing resources in the County for persons with SMI; and

Whereas, RCHDC has expertise in developing affordable housing, in managing housing funding, and in leveraging resources for the creation of such housing; and

Whereas, one of the goals of the NPLH funding is the creation of rental housing units dedicated to consumers with SMI who are chronically homeless, homeless or at risk of chronic homelessness; and

Whereas, RCHDC has expertise in property management including the management of housing for SMI tenants capable of independent living and will act as the property management agent; and

Whereas, BHRS wishes to engage RCHDC to carry out the roles and responsibilities outlined herein;

Whereas, RCHDC and BHRS desire that BHRS and its agents provide services in accordance with the plan submitted as a part of the NPLH funding application.

Now therefore BHRS and RCHDC agree that the relationship between BHRS and RCHDC should result in the creation of policies, procedures, housing units, and services dedicated to persons with SMI and to the following:

I. General Agreement

- A. BHRS and RCHDC shall develop the NPLH housing in three phases: Pre-Development, Development, and Property Management.
 - 1. The Development phase will be governed by this document, except that RCHDC will be primarily reimbursed for its efforts from development fees generated by funding leveraged beyond the NPLH funding referred to in this document. Any exceptions to this will be negotiated between RCHDC and BHRS prior to the beginning of the affected work.
 - 2. The Property Management phase will be governed by documents appropriate to the plans and policies developed and at rates standard for the mental health property management industry and appropriate to Mendocino County area median income. Supportive services provided during this phase will materially conform to the NPLH Supportive Services Plan attached as Exhibit A to this Memorandum of Understanding.

II. Housing Planning and Policy

- A. NPLH Housing Policies

1. RCHDC and BHRS will work together to establish relevant and integrated housing-related plans and policies to implement the use of the No Place Like Home Program and other similar funding.
2. RCHDC will:
 - a. Outline the policies that must be decided upon, prepare research on different policies and best practices, and facilitate a team discussion (including BHRS, if interested) of the implications of the different policy decisions. These policies shall cover housing issues as they relate to the Dedicated Housing Development Resources, Dedicated Housing Development Projects, and Operating or Rental Subsidy funds. General items to be reviewed will include desired numbers and types of housing units, appropriate target populations, level of allowable subsidy, length of funding commitments, applicable housing quality standards and other matters that may be necessary to define in order to operationalize BHRS housing-related programs and/or to make funding commitments and monitor performance by housing contractors.
 - b. Draft the NPLH Housing Policies and present to BHRS with recommendations.
 - c. Provide BHRS with recommendations to amend the adopted policies if it is determined that certain policy decisions are having a negative impact on the feasibility of projects, impacting BHRS' ability to leverage other resources or provide consistency for housing providers with other common funding sources. In addition, if the State makes broad policy decisions that conflict with those adopted by Mendocino County, RCHDC will make recommendations to BHRS about how to resolve the conflict.
 - d. Work with BHRS and other organizations as appropriate to select and obtain all site(s) approvals and to determine facility size(s) and features.
 - e. Submit NPLH applications and reporting as necessary to obtain expected funding.
3. BHRS will:

- a. Add their knowledge and expertise to the policy discussion with regards to other state and federal funding sources dedicated to people with SMI, BHRS programs, and knowledge of SMI clients' needs.
 - b. Take the RCHDC recommended policies, and make the final decision regarding adopting the policies.
4. BHRS and RCHDC together will periodically review NPLH housing policies to ensure that they are consistent with State and national regulations and guidance, County policy, best practices in the field and other matters that may affect the implementation of the NPLH programs.

B. Other Planning and/or Policy related matters

- 1. RCHDC will:
 - a. Participate in NPLH community, local and State meetings as appropriate that affect the NPLH funding when requested by the county; in order to represent housing needs from the County's perspective.

III. Creation of Dedicated Housing Units

A. Management of NPLH Funding

- 1. Within the legislation that created the NPLH funding, the creation of new housing was a high priority. Development of new housing is sometimes a lengthy process. BHRS plans to apply and utilize NPLH funding with RCHDC to develop housing dedicated to persons with SMI.
- 2. The funding shall come from:
 - a. One time funding: If awarded, BHRS will dedicate one-time NPLH funds for the development of housing for persons with SMI who are chronically homeless, homeless, or at risk of chronic homelessness.
- 3. BHRS and RCHDC will work together to establish a method and structure for managing the funds that is consistent with NPLH guidelines and utilizes existing financial policies as much as possible while ensuring that the funds are only made available for units dedicated to qualified persons with SMI who are chronically homeless, homeless, or at risk of chronic homelessness.

4. RCHDC will:

- a. Establish an earmark for the dedicated NPLH funding, and deposit the first funds and all additional funds, into an interest-bearing account named the "NPLH Fund".
- b. Provide to BHRS a quarterly report during Pre-Development and Development phases and an annual (or more often as required by DHCS) report of the funding, plus a semi-annual report based on the timeframe to be determined for reporting of available funds.
- c. Use the adopted NPLH policies to recommend Housing Development Projects to receive NPLH funding in exchange for units dedicated to people with SMI.

5. BHRS will:

- a. Identify funding sources to be deposited to the "NPLH Fund."
- b. Transfer funds to RCHDC for deposit.

B. Housing Project Development

1. BHRS and RCHDC will work together to encourage and ensure the development of new housing for persons with SMI in Mendocino County.
2. RCHDC will:
 - a. Carry out a variety of activities to identify projects to be funded. These activities may include, but are not limited to:
 - i. Publicizing BHRS intent to develop housing and the availability of resources to support the development of such housing.
 - ii. Identifying potential projects or project sponsors.
 - iii. Meeting with City and County Staff to discuss potential new projects in their jurisdictions and identify possible local resources to leverage the NPLH funding.
 - iv. Evaluating the feasibility and desirability of specific projects as they meet criteria.

- v. Making recommendations to BHRS regarding projects to support, including amounts and types of funding on in-kind support to provide (capital, operating, services).
 - b. Submit service planning documents to BHRS for its review as part of the approval process.
 - c. Present potential projects to BHRS with funding recommendations for BHRS approval.
- 3. BHRS will:
 - a. Review and approve the services plan attached to the proposed housing development project.
 - b. Assure that the services plans and policies are followed by Administrative Services Organizations (ASOs).
 - c. Make commitment of supportive services to the dedicated housing units.
 - d. Review RCHDC recommendations in a timely way, and make approvals of the projects.
 - e. Have the ultimate decision-making authority regarding funding commitments, subject to Board of Supervisors approval.
- C. Loan Closing, Project Monitoring and Development
 - 1. Once the project is approved by BHRS, RCHDC will:
 - a. Contract for the use of funding, including drafting of loan documents (Pro-Note, Deed of Trust, Regulatory Agreement and Contract/Loan Agreement) specific to each project.
 - b. Record loan documents and regulatory agreements against the property to insure long term affordable housing.
 - c. Provide development and construction of the new project.
 - d. Pay periodic invoices for the housing projects in either predevelopment or construction.
 - e. Review the property management and marketing plans to determine if they meet NPLH Housing Policies and fair housing laws.

- f. Develop the housing.

IV. Monitoring

- A. Monitoring of the MOU: BHRS and RCHDC will meet a minimum of four times per year - or more frequently, if required by NPLH or other regulatory agencies, to review the work of the MOU and status of the work products. RCHDC will provide regular reports to BHRS. The format of these reports will be established in the next six months.
- B. Financial Monitoring: BHRS and RCHDC will work together to establish financial policies for NPLH funding administered by RCHDC prior to the transfer of any funding to RCHDC. These policies will be in writing and approved by each party.
- C. Monitoring of Housing Development Projects: RCHDC and BHRS will work together to establish monitoring policies during the first year of this MOU. Once established, RCHDC will follow these monitoring policies in the ongoing monitoring of completed projects.

V. Compensation

- A. Development
 - 1. It is expected that RCHDC will receive compensation from development fees generated by funding leveraged beyond the NPLH funding.
- B. Property Management
 - 1. Property management fees shall be as required and allowed by the various funding organizations including possibly but not limited to NPLH, California Tax Credit Allocation Committee, and USDA Rural Development. Consideration shall be taken where allowed to provide property manager(s) with mental health backgrounds.

VI. Ongoing Coordination and Oversight

- A. BHRS and RCHDC will meet on a regular basis to review progress on these efforts.
- B. At least annually, BHRS and RCHDC will review this MOU.

- C. Either party may choose to terminate this MOU at any time for any reason with at least thirty (30) days written notice.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Jenine Miller
Jenine Miller, Psy.D; HHSA Assistant Director/
Behavioral Health Director

Date: 6/14/20

Budgeted: Yes No
Budget Unit: N/A
Line Item: N/A
Org/Object Code: N/A
Grant: Yes No
Grant No.:

CONTRACTOR/COMPANY NAME

By: Brad McDonald
Brad McDonald, CEO

Date: 6/25-2020

NAME AND ADDRESS OF CONTRACTOR:

Rural Communities Housing Development Corp
499 Leslie Street
Ukiah, CA 95482
707-462-9196
bmcDonald@rchdc.org

INSURANCE REVIEW:

By: Christina J. Angelo
Risk Management

6/24/2020

Date: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Darcie Antle
Deputy CEO

6/24/2020

Date: _____

CARMEL J. ANGELO, Chief Executive Officer

By: Vanella Rana
PURCHASING AGENT

Date: **6/24/2020**

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
County Counsel

By: Christian M. Curtis
Deputy

6/24/2020

Date: _____

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed N/A
Mendocino County Business License: Valid
Exempt Pursuant to MCC Section:

TEHAMA COUNTY HEALTH SERVICES AGENCY

Response Page 50



Mailing Address – PO Box 400, Red Bluff, CA 96080

VALERIE S. LUCERO
EXECUTIVE DIRECTOR

DEANNA GEE
ASSISTANT EXECUTIVE DIRECTOR
ADMINISTRATION

JAYME BOTTKE
ASSISTANT EXECUTIVE DIRECTOR
PROGRAM

RICHARD WICKENHEISER, MD
PUBLIC HEALTH OFFICER

ADMINISTRATIVE &
FISCAL/DATA DIVISION
(530) 527-8491
FAX (530) 527-0240

June 11, 2020

Ryan LaRue
Director of Development
Rural Communities Housing Development Corporation
499 Leslie Street
Ukiah, CA 95482
Office: (707) 463-1975 Ext. 139

CLINIC DIVISION
Vicky Reilly, Director
(530) 527-0350
FAX (530) 529-3881

Subject: Olive Grove Apartments, Southeast Highway 99W and Fig Lane
Corning, Tehama County, California
Commitment Letter-Group Classes for All Tenants

DRUG & ALCOHOL DIVISION
(530) 527-7893
FAX (530) 527-0766

Dear Mr. LaRue:

MENTAL HEALTH DIVISION
Betsy Gowan, LMFT
Director
(530) 527-5631
FAX (530) 527-0232
24-HOUR CRISIS UNIT
(530) 527-5637
FAX (530) 527-0249

On behalf of Tehama County Health Services Agency (TCHSA), please accept this letter as our formal commitment to provide on-site public health and wellness classes, in a group setting, for the tenants of the Olive Grove Apartments, a 32-unit affordable housing community.

Within 6 months of the project's placed-in service date, TCHSA would be pleased to provide on-site public health and wellness classes on a regular and ongoing basis to the tenants of the Olive Grove Apartments for approximately 5 hours per month, for a period of at least 15 years. The services will be in the form of group classes to be held in the community room; all community tenants will be invited to participate. These classes will be free of charge. The classes we provide will include but are not limited to:

- **Health and Wellness:** Goal is to collaborate with community partners to encourage residents to eat healthy, move daily with inexpensive exercise options, and drink more water and less sugary drinks. We will offer health education classes such as:
 - Healthy cooking and nutrition
 - Stress management
 - Physical activity
 - Smoking cessation
 - Substance abuse prevention

PUBLIC HEALTH DIVISION
Minnie Sagar, MPH
Director
(530) 527-6824
FAX (530) 527-0362

TCHSA has been serving Tehama County residents since July 1st, 2002, when the Tehama County Board of Supervisors approved the reorganization of the Health Agency and Health Center to establish the Tehama County Health Services Agency and served approximately 6,000 individuals in 2019.

CORNING OFFICE
(530) 824-4890
FAX (530) 824-8443

We appreciate this opportunity to expand the wellness of our local community, and we look forward to working with RCHDC.

Sincerely,

Valerie S. Lucero
Executive Director
Tehama County Health Services Agency
Tel: (530) 528-3216
Valerie.Lucero@tchsa.net



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

June 1, 2020

Ryan LaRue
 Director of Development
 Rural Communities Housing Development Corporation
 499 Leslie Street
 Ukiah, CA 95482

Dear Mr. LaRue,

As the Interim Executive Director of the Redwood Coast Regional Center (RCRC), I am writing to express our support for the Orr Creek Housing Development Phase II, and our intention to provide long-term supports for clients of our Regional Center who will reside there. Redwood Coast Regional Center is one of 21 Regional Centers across the state of California, that provide life span services for individuals with Intellectual and Developmental Disabilities, through a contract with the Department of Developmental Services.

Individuals who are eligible for our services have an entitlement to needed services through the Lanterman Act, as described in the California Welfare and Institutions Code. For the Orr Creek Phase II Project, this would mean that clients of RCRC would receive a variety of services, based upon their individual needs, including supported living (assistance with shopping, cooking, health care assistance, money management, etc.), behavioral support (assistance with social/emotional problems), and other services they might require to live a healthy, independent life. The funding source of these services comes directly from the State Department of Developmental Disability Services RCRC contracts with local provider agencies to provide direct services, and monitors the quality of these services.

The proposed staffing levels for individuals residing at Orr Creek will be based on an Individual Program Plan that describes what services the individual requires. It is anticipated that the residents, due to their significant disabilities, will require an intensive level of service. RCRC and RCHDC have agreed that 25% (10 units) would be dedicated to Regional Center clients. RCRC would fund supported living services 24 hours per day, seven days a week, ensuring that all residents could access needed services at any time. Staffing levels are dependent on individual needs assessments and are generally provided as one full-time service provider per client. Other services would be made available based upon client needs.

We are very excited about this collaboration to provide affordable housing to our clients, who are at risk of homelessness, due to the severity of their disabilities combined with the rising cost of housing in our County. We have dedicated \$500,000.00 in start up funds to contribute to the project, and are able to provide stable funding for supportive services through our contract with the State of California. If you should require additional information from me, I may be contacted at 707-462-3832, ext. 260, or at ksmalley@redwoodcoastrc.org.

Sincerely,

Kimberly Smalley PhD, BCBA-D
 Interim Executive Director
 Redwood Coast Regional Center

525 2nd Street, Suite 300, Eureka, CA 95501 (707) 445-0893 • FAX (707) 444-2563

- 1301 Northcrest Dr., Crescent City, CA 95531 (707) 465-4230 1116 Airport Park Blvd., Ukiah, CA 95482 (707) 462-3832
 270 Chestnut St., Ste. A, Ft Bragg, CA 95437 (707) 964-6387 180 Third Street, Lakeport, CA 95453 (707) 262-0470