

Redwood Community Action Agency

1. Introductory Letter – HHAP Application

April 21, 2025

Dear Review Committee,

Redwood Community Action Agency's Youth Service Bureau (YSB) is pleased to submit this application for Homeless Housing, Assistance and Prevention (HHAP) funding. We are requesting a total of \$238,131.19 for 12 months to continue meeting the needs of our county's homeless and houseless youth ages 18 to 24 years not accompanied by a parent or guardian. Special subpopulations served include: 1) LGBTQ youth, 2) pregnant and parenting youth, and 3) youth experiencing human trafficking and commercial exploitation.

Our proposed project will continue to provide housing and comprehensive Case Management services for 16 transition-age youth, ages 18-24 at West Village Studios and scattered sites throughout Humboldt County. The total number may increase, depending on the length of stay for each youth in the program and their ability to become self-sufficient. We are committed to accessing Humboldt's homeless youth through the implementation of a comprehensive outreach plan housed within the YSB RAVEN Project in Eureka.

YSB has been providing a continuum of shelter and housing services to runaway and homeless youth (RHY) in Humboldt County for 40 years and has the capacity and reputation, with support of RCAA administrative services, to implement the proposed project. YSB operates the RAVEN Project, providing community wide outreach, drop-in and case management services for RHY up to age 21 continuously from 1994 through 2023. The program's focus is runaway, homeless, and youth who have been or are at risk of being subjected to sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking.

Funds requested will provide essential staff wages/benefits for comprehensive Case Management services, transportation and operational costs, one-time security and utility deposits, and ongoing rental assistance to support youth living in housing throughout Humboldt.

HHAP guidelines define "homeless youth" as unaccompanied, between 12 and 24 years of age who is experiencing homelessness as defined in the McKinney-Vento Homeless Assistance Act. Using this definition, the Humboldt Office of Education's McKinney-Vento Homeless Assistance Program identified 1,425 youth were homeless during the 2023-2024 school year. According to the County of Humboldt's 2024 Point in Time County, 94 individuals were identified as youth, homeless and living on the street.

As a non-profit continuing to serve low-income members of our community, RCAA is dedicated to preventing homelessness in all the counties that we serve. RCAA's tripartite Board of Directors has prioritized "**Housing**" in our 2024-2029 Strategic Plan and believes that HHAP funding will help us meet this goal in collaboration with our local community partners.

If you have any questions, please do not hesitate to contact Lorey Keele, Community Services Director at (707) 269-2052 or lkeele@rcaa.org. Thank you for considering this proposal.

Sincerely,

Lorey Keele

RCAA Community Services Director
904 G St., Eureka, CA. 95501

**REQUEST FOR PROPOSALS NO. DHHS2025-01
HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM**

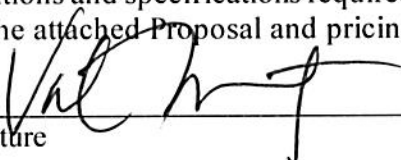
**ATTACHMENT A – SIGNATURE AFFIDAVIT
(Submit with Proposal)**

REQUEST FOR PROPOSALS – NO. DHHS2025-01 SIGNATURE AFFIDAVIT	
NAME OF ORGANIZATION/AGENCY:	REDWOOD COMMUNITY ACTION AGENCY
STREET ADDRESS:	904 G ST.
CITY, STATE, ZIP	EUREKA, CA. 95501
CONTACT PERSON:	LOREY KEELE
PHONE #:	(707) 269-2052
FAX #:	(707) 445-0884
EMAIL:	LKEELE@RCAA.ORG

Government Code Sections 7920.00, *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 agency and hereby agrees to all the terms, conditions and specifications required by the County in Request for Proposals No. DHHS2021-04 and declares that the attached Proposal and pricing are in conformity therewith.



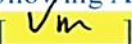



Signature

EXECUTIVE DIRECTOR _____
Title

VAL MARTINEZ _____
Name

April 21, 2025 _____
Date

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



**REDWOOD COMMUNITY ACTION AGENCY'S
YOUTH SERVICE BUREAU
HOMELESS HOUSING, ASSISTANCE AND
PREVENTION PROGRAM**

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4.0 Professional Profile

4.1 Organizational Overview

1. Organization name, physical location, mission statement, legal organizational status and current staffing levels.

Redwood Community Action Agency (RCAA) was incorporated locally in 1980 as a 501(c)(3) nonprofit serving Humboldt County. RCAA's main offices are located at 904 G Street in Eureka, California. The mission of Redwood Community Action Agency is to:

- provide leadership and advocacy
- develop community-based coordinated services and activities.

The purpose of these goals is to enable low-income and/or disadvantaged persons to gain the necessary skills, education, and motivation to become self-sufficient in a healthy, sustainable environment. RCAA's 91 staff include 76 full-time employees and 15 part-time, plus volunteers and interns who are dedicated to achieving these goals with our community partners.

2. Current and previous business activities

RCAA was incorporated as Humboldt County's Community Action Agency in 1980. The non-profit grew from its original start providing weatherization assistance and youth job programs to an agency that at its peak managed over \$11 million in grants and contracts (much of which is subcontracted to other local businesses). RCAA is governed by a tripartite Board of Directors made up of low-income individuals, private business, and public representatives. The Board works with the Executive Director and Senior Staff to help guide the direction of RCAA by focusing on community needs, ensuring quality program performance, and encouraging responsible innovation built on evidence based best-practices. The RCAA Board prioritized *Housing* in RCAA's 2024-2029 Strategic Plan.

Since 1991, RCAA's housing programs – both for youth through the Youth Service Bureau and adults and families through Adult and Family Services – have provided: emergency shelter, transitional and permanent housing, rent and utility assistance, and ongoing case management and other vital supportive services to individuals, youth, children and families who are homeless.

RCAA has been serving low-income residents of rural Humboldt, Del Norte, and Modoc counties for over 41 years (with smaller-scale programs in Siskiyou, Trinity and Mendocino counties). Since opening, RCAA has provided services to thousands of community members and managed capital improvements on hundreds of properties. These projects involve working

with more than 30 government agencies annually, ranging from small cities or community services districts to federal and state funding or oversight departments. In addition, RCAA works with hundreds of local businesses and contractors.

3. **Litigation regarding the provision of services** – N/A
4. **Fraud convictions related to the provision of services** – N/A
5. **Debarments, suspensions/ineligibility to participate in public contracts** – N/A
6. **Violations of local, state and/or federal regulatory requirements** – N/A
7. **Controlling or financial interest in any other organizations**

RCAA does not hold a controlling or financial interest in any other organization.

4.2 Overview of Qualifications and Experience

1. Overall Experience

Humboldt County's low-income and moderate-income community members, particularly those facing homelessness, health disparities, and severe poverty have always been the focus of RCAA's programming. As an example, in 2024 RCAA's Energy Demonstration Services provided more than 1,744 households with utility assistance and arrears payments and 130 households with weatherization services for a total of 3,493 individuals. Seventy-seven individuals were able to benefit from RCAA's Financial Literacy education and counseling services.

In 2024, Adult and Family Services (AFS) staff were able to assist 262 individual infants, children, youth, adults, and seniors locate, obtain, and work to maintain their permanent housing. All these households were eligible to receive on-going case management services programs, which many of the clients continue to receive currently. Case Management support included: job coaching and searches, applying and retaining CalFresh benefits, securing childcare and/or educational services, access health providers including substance abuse and mental health counseling, and financial literacy support.

During 2024, RCAA provided shelter for 44 individuals, placed 65 in transitional housing, assisted 132 individuals in finding safe and affordable housing, helped 31 avoid eviction and 1744 from having their utilities shut off. In addition, 43 seniors, 147 disabled and 95 chronically ill were able to maintain an independent living situation because of the services they received from RCAA and others. Two hundred and ninety-one clients received case management services from RCAA staff.

RCAA's Assisting Families to Access Change Through Resources (AFACTR) recruited 10 AmeriCorps members that served 8 Community and Family Resource Centers located throughout the county in order to provide families with preventative case management, referrals and access to local resources, support positive family and community connections for children in an effort to assist families in reducing the incidence of child abuse. Each AFACTR AmeriCorps member serves an average of 31 families during their year of service, in addition to distributing food boxes, providing assistance in accessing CalFresh and many other local resources. .

Overall, in 2024, RCAA directly served over 4,250 individuals including 1,605 children/youth, and 1,028 seniors. Of the 2,221 households served, over 3.5% reported that they did not have permanent housing. Of the 2,057 youth, 154 received services from YSB and of those youth, 181 were either homeless, couch surfing or being evicted from their homes. Of the 104 individuals served at the West Village Studios (WVS) (funded through HHAP 3), 16 youth/young adults received ongoing case management services from RCAA staff working specifically with those youth.

RCAA's YSB has been the recipient of HHAP grants previously and currently that fund case management services and rental assistance for local RHY. During 2024 of the 170 youth and parenting youth served by YSB and WVS with HHAP funding, staff were able to assist 31 in finding and subsidizing permanent housing, and 10 moved into permanent housing with friends or family.

These programs follow the Housing First model while providing participants with ongoing supportive case management service to assist youth in building self-sufficiency and helping obtain and maintain a safe and stable place to live with the goal of staying housed and avoiding homeless. RCAA's YSB has been the awardee of the set aside for youth from the HEAP, CESH and HHAP funding since 2019 which also gave YSB the opportunity to provide youth with housing subsidies, security deposits and case management supports:

HEAP 12/16/19-11/30/20 - 12 youth received rental subsidies, security deposits and case management services.

CESH 3/3/20-3/2/21 – 18 youth received rental subsidies, security deposits and case management services. Seven of these were originally HEAP clients who continued to receive rental subsidies and case management services.

HHAP 1 12/1/20-6/30/23 - 35 youth received rental subsidies, security deposits and case management services. Eight of these were originally CESH clients who continued to receive rental subsidies and case management services.

HHAP 2 3/1/23-4/30/24 - 31 youth received rental subsidies, security deposits and case management services. One of these were originally HHAP 1 clients who continued to receive rental subsidies and case management services.

HHAP 3 WVS Project 6/1/23-9/31/25 - 16 youth (18-24) and 4 youth total (under 12) received rental subsidies, security deposits and case management services. Fourteen youth continue to receive rental assistance.

Securing housing is one of the primary goals that community members working with RCAA hope to achieve through our programs. Advocating affordable housing is part of RCAA's Strategic Plan with the goal of providing housing to the homeless and those that need our services. HHAP 5 funding will help fill the gap left in providing housing to Humboldt home youth ages 18-24. Contributing factors to this problem of homelessness include lack of affordable housing; knowledge of local resources; lack of health care services; chronic homelessness and no housing or credit history, unemployment, very low income and mental illness. RCAA services are based on the number of homeless community members needing assistance as evidenced in the PIT count as well as quantifiable evidence collected by RCAA. As part of RCAA's youth and family programs, these types of services also become primary steps as we work with clients in achieving self-sufficiency and maintaining secure housing.

RCAA is governed by a tripartite Board of Directors made up of low-income individuals, private businesses, and public representatives. The Board works with the Executive Director and Senior Staff to help guide the direction of RCAA by focusing on community needs, ensuring

high-quality program performance, and encouraging responsible innovation based on evidence based best-practices.

As part of the 2024-2025 Community Action Plan (CAP), RCAA surveyed community members at large and program clientele requesting input as to the needs and concerns they see as significant for our community in Humboldt County. The purpose for requesting the public's comment on the Community Needs Assessment was to allow additional input to help RCAA develop future programs via its CAP. The number one response spoke specifically to the lack of affordable low-income housing, subsidized housing and programs that assist low-income renters with housing costs. Respondents mentioned yearlong (and longer) wait lists for low-income housing programs as an ongoing concern. Respondents also mentioned high rental costs as a concern which affects people's ability to find and maintain their housing, especially when costs related to being housed continue to rise. This lack of affordable housing combined with increased expenses, such as electricity, gas and food, have led to an increase in homelessness in the area. It has also increased the number of people seeking assistance related to these increased costs, which are concerns brought up by the community as well and will be addressed in other sections.

RCAA's YSB program will have the primary responsibility for the activities of this proposal. YSB has been providing continuous services to runaway, homeless, and other at-risk youth for the past 41 years. Services include a 24-hour crisis intervention hotline, short-term emergency shelter, transitional living programs, individual and family counseling, street outreach and drop-in services, advocacy and referral, and other related services. Over the years, YSB has grown to provide a continuum of services for runaway and homeless youth. The program has served more than 8,000 youth since its inception in 1984.

YSB's Our House Program provides short-term emergency shelter to minor runaway and homeless youth, ages 12-17, who have left home without permission of their parents/guardians, have been forced to leave home, or are otherwise homeless and might end up in contact with law enforcement or in the child welfare, mental health, or juvenile justice system. The length of stay is statutorily limited to 21 days. The goal of the program is to provide family reunification or ensure that youth exit to a stable living situation. This is accomplished through provision of case management, counseling, life skills training, and other related services. It is the only shelter for minor youth in Humboldt County. The emergency shelter serves approximately 50 unduplicated

youth and their families annually. Consistently, over 90% of youth served report exiting to a safe and stable living situation, including family reunification, extended family, friends, YSB's Transitional Living Program, and Humboldt County's Child Welfare Services.

The RAVEN Project is the community outreach and drop-in center component of YSB's continuum of services to Humboldt County's homeless, street, and runaway youth population. In its 26 years of operation, the Youth Educators based at the RAVEN Project have become known countywide for their street outreach and drop-in services. The project employs up to 2-4 youth at any given time and is youth-driven. This youth-implemented outreach program utilizes ethnographic approaches to working with youth in youth-frequented locations. Additionally, this program acts as an avenue for homeless/street youth to receive food stuffs, computer access, mail service, job skills training and employment, exploring educational opportunities, use the showers, washers and dryers, and receive support services, while providing youth-centered solutions and services to the problems and atrocities encountered by young people when homeless and living on the streets. The program typically logs 800 unduplicated contacts with runaway and homeless youth, ages 10 up to 22, annually and assists youth with access to local services. RAVEN's Queer Coffee House has evolved into a major support for LGBTQ youth which represents a significant percentage of the homeless youth population.

Since opening in September 1997, YSB's Transitional Living Program (TLP) has assisted homeless youth ages 16-21 toward achieving independent living, thus interrupting the cycles of violence, trafficking, and exploitation, poverty and homelessness through stable housing with comprehensive supportive services. The program serves an average of 17 youth annually with average stays of 13 months. In 2024, 100% of youth served successfully transitioned to independent living arrangements and 100% successfully obtained gainful employment before existing.

Primary funding for these three core YSB programs has been the Runaway and Homeless Youth Act, administered by the federal Department of Health and Human Services/Family and Youth Services Bureau (FYSB). FYSB conducted a site review in 2023. After completion of a 3-day audit, both reviews lauded the professionalism and quality of service provided to runaway and homeless youth by YSB. Programs were found to be in full compliance with federal regulations and the deliverables of the funded grants.

YSB has managed several federal, state, foundation, and local grants/contracts since 1984.

These have included:

FUNDING SOURCE	PURPOSE OF FUNDING
Department of Justice	Youth Mentoring
Family & Youth Services Bureau	Rural Youth Host Home Program
Housing & Urban Development	Supportive Housing for Transition-Age Youth (TAY)
State Office of Criminal Justice Planning	Youth Diversion
State Department of Mental Health	Housing for Dual-Diagnosed Youth
Proposition 86 Youth Shelter Bond Act	Acquisition & renovation of sites for emergency shelter and transitional housing
California Youth Authority	Support YSB operational expenses
The California Wellness Foundation	General support for YSB programs
The California Endowment	General support for YSB programs
Humboldt Area Foundation	General support for YSB programs
St. Joseph Health Care Foundation	General support for YSB programs
County Justice System Subvention Program	Contract with Probation for youth diversion
Humboldt County Schools	Contracts with multiple local junior high and high schools for school-based prevention
Humboldt County DHHS	Contracts for emergency shelter & transitional housing for foster youth and non-minor dependents
City of Eureka	Redevelopment loan used as match for State bond act funds to acquire and renovate TLP facility
California Office of Emergency Services	Contract for emergency shelter (hotel stays, etc.) & permanent housing for youth ages 18-24 and non-minor dependents

YSB has developed and maintained informal and formal relationships with multiple private and public organizations throughout the past 36 years, including but not limited to the following:

FUNDING SOURCE	PURPOSE OF FUNDING
Humboldt County DHHS (Child Welfare Services, Public Health, Mental Health, Transition-Age Youth Program)	Formal contracts to provide housing & supportive services to foster youth and non-minor dependents & clinical/case management services via Title 19; cross referral with TAY; joint staff training & development
Probation Department	Accept referrals of eligible minor unaccompanied youth
Family Resource Centers	Outreach sites for identification and referral of eligible youth
Arcata House Partnership	Accept referrals of eligible TAY ages 18-24

School Attendance Review Boards	Proposed in this application to renew YSB representation to ensure eligible youth access to project services
Humboldt Bridges	Proposed in this application to initiate collaboration to ensure eligible youth access to project services
St. Joseph Health System	Collaboration with their Homeless Services Advocate
Six Rivers Planned Parenthood	Referral sources for family planning services
Open Door Clinic	Collaboration with their case managers
Betty Chin Center	Collaboration with their case managers
Boys and Girls Club of the Redwoods	Proposed in this application to initiate collaboration to ensure eligible youth access to project services

YSB has a long established track record in serving the needs of youth and has the capacity to undertake the project.

2. Knowledge of Legal and Procedural Requirements

RCAA is familiar with the legal and procedural obligations and requirements pertaining to the provision of services equivalent to those that will be provided as part of the proposed YSB HHAP project. Our organization has managed multiple grants and contracts of this nature and does not anticipate challenges. RCAA's Fiscal Policies specify that all substantial purchases follow a documented bid process. Documented policies and procedures for internal controls are included in RCAA's comprehensive Accounting & Financial Policies and Procedures Manual for maintaining good internal controls. Examples include: 1) RCAA maintains separation of duty to prevent misuse; 2) RCAA allocates allowable expenses and matching funds and addresses separation of funds; and 3) RCAA accounts for in-kind contributions and valuation of contributions.

3. Staff Qualifications and Experience

RCAA Youth Housing Program will fall under the general supervision of the Community Services Director, Lorey Keele (.02 FTE), who has over 42 years of administrative management and direct service experience working for non-profits and for-profit businesses, 29 years with RCAA. Ms. Keele has a proven track record of successfully creating and implementing effective community driven programs; managed federal, state, county and foundation contracts with nonprofits, government and tribal organizations, locally, multiple counties and statewide. Ms. Keele ensures contract compliance through evaluation, monitoring and oversight of program

operations. The Community Services Director supervises the YSB Program Manager, prepares the program's annual budget, is responsible for maintaining stable funding support, and administration and integration of youth-related services into a single cohesive unit.

Ms. Keele has extensive experience in the areas of program planning, personnel management, budget preparation and analysis, and contract monitoring and evaluation. She is a member of the Executive Committee of the Humboldt County Continuum of Care where she has been a vocal and effective advocate of services to the homeless population in the county. Ms. Keele has been employed by RCAA for 29 years.

The YSB Program Manager, Patt Sweeney (.05 FTE) under the supervision of the RCAA Community Services Director, is responsible for daily operations of YSB programs. Mr. Sweeney has been with YSB 24 years and has extensive knowledge and experience with the broad array of homeless youth programs and regulations dictated by various funding sources. He has established strong working relationships with program partners and is well-known as a strong advocate for the unique needs of runaway and homeless youth. He is a state-licensed Group Home Administrator and has received extensive training on topics relevant to the provision of services to homeless youth. The position is responsible for oversight of facility operations and maintenance. The position hires YSB employees, develops programming policies and procedures, creates new projects, coordinates staff training, as well as supervises the Outreach and Intake Specialist, Administrative Coordinator and the Youth Educators, and all staff assigned to YSB programs/projects.

YSB Administrative Coordinator, Rachel Wild (.03 FTE) is responsible for the general office operations, maintains client files, and enters and manages data management information systems (HMIS, RHYMIS, and YSB's internal system). Since 2002 Ms. Wild has worked with both the RCAA YSB and Adult and Family services. She has served these divisions in a number of positions including Shelter Program Assistant, Case Worker Specialist, Residential Counselor, Resource Support Specialist, Office Manager and now Administrative Coordinator for YSB and Adult and Family Services.

The RAVEN Project Coordinator (.20 FTE) is responsible for the RAVEN Project and responsible for conducting community outreach to promote the HHAP 5 subsidy program and available services, ensure youth access to program services, conducting preliminary assessments and intake to determine program eligibility, providing referral and connection to YSB's Case

Management service staff who will work with youth to find and then subsidize permanent housing.

Two Case Workers (1 FTE, 1 PT) will be hired to provide case management services to eligible youth ages 18-24 who are homeless or at risk of becoming homeless. Case management services include: client advocacy; information and referral services; assistance in searching for work and educational opportunities; searching for housing with a primary goal of increased client safety and well-being; family reunification; etc. Case Workers will develop Individualized Service Plans while assessing, implementing and monitoring appropriate strategies to meet client identified needs and goals; maintain adequate case notes to monitor and analyze service delivery; and provide community outreach/liaison with other local youth service providers. Two Case Workers will be recruited and hired upon notification of award. One Case Worker will serve 10 youth living on site at the West Village Studios, while the other will serve 6 youth living at scattered sites and referred to by the RAVEN Project.

One part-time Youth Educator will be hired and supervised by the RAVEN Project Coordinator and will be responsible for assisting with community outreach activities throughout the county and services at the drop-in center. Serving as liaisons between homeless runaway/street youth and the program staff, they bring new ideas, relevant information about conditions or concerns of street life, and assist in the continual development of the overall program. They participate in staff trainings and activities as well as provide services to street youth. Minimum educational and experience job requirements for Youth Educators are knowledge of and experience with issues facing street youth; issues related to substance using youth; and relevant experience with transitional age youth.

4. Staff Qualifications Relevant to Meeting Program Objectives

All YSB staff members are thoroughly vetted prior to being hired and receive initial and ongoing training to ensure their ability to provide quality services that meet the needs of youth. In accordance with RCAA policy, FYSB regulations and California Community Care Licensing requirements, all staff, interns, volunteers, and consultants who meet children and youth served or proposed to be served by the agency must submit to criminal history and child abuse registry and sexual abuse registry checks. To ensure compliance with these regulations, all staff, interns, volunteers, and consultants must submit an extensive national criminal background clearance through the Department of Justice (DOJ) and FBI using the "Employment 11105.3 pc" code and

receive acceptable results prior to employment. The records and data compiled by criminal justice agencies for purposes of identifying criminal offenders is referred to as CORI. It may also include: a summary of arrests, pretrial proceedings, the nature and disposition of criminal charges; information pertaining to sentencing, incarceration, rehabilitation, and release; or information depicting employment, licensing, and certification history. Criminal justice agencies throughout the state provide this information to the CA DOJ, and it is maintained in a statewide repository. This confidential information is disseminated to applicant agencies, authorized by California statute for the purposes of adoption, employment, certification, licensing, and permitting determinations. The following information describes each Authorized Applicant Agency's responsibility for accessing, storing, handling, disseminating, and destroying CORI.

These checks are repeated every time a person changes staff positions, or any time an employee is hired by another YSB/RCAA program, and/or if any arrest occurs. All staff and volunteers are mandated to sign letters of agreement to follow all agency policies including prohibitions of sexual harassment, sexual misconduct, and inappropriate/sexually intimate relationships with clients. Other individuals who are not in direct contact with youth (electricians, plumbers, delivery personnel) are always accompanied by YSB staff members when they are in areas where youth are or may be present. In addition, the RCAA Human Resources Division verifies educational credentials, employment experience, driving records and professional licensing records for every employee prior to a position being offered to the individual.

All staff members are required to be First Aid and CPR certified, participate in the HIPPA and California Child Abuse Mandated Reporter training and receive an additional 20 hours of relevant training annually. Special attention is paid to trainings in cultural humility and awareness to best serve Runaway and Homeless Youth (RHY) as well as youth who identify in marginalized communities such as LGBTQ and sexually exploited. New staff members are required to receive 8 hours of training with the Program Manager, and an additional 16 hours of training on program and policies. Staff training takes place on a regular basis for all staff. Weekly staff meetings, weekly meetings with the Clinical Head of Service, and monthly all staff meetings provide perfect venues for training on multiple topics. To ensure that all program staff meet the core competencies of youth workers, trainings offered include: disaster preparedness; aftercare services and counseling; core competencies of youth workers; core support services;

crisis intervention techniques; cultural and linguistic diversity; development of coordinated networks for local services; ethics and staff safety; fiscal management; low cost community alternative for runaway or otherwise homeless youth; positive youth development; program management; risk and protective factors related to youth homelessness; screening and assessment practice; shelter staff development; special populations: LGBTQ, victims of trafficking, sexual exploitation, and sexual abuse; ACES, trauma and the effects of childhood trauma; use of evidenced-based and evidence-informed interventions; mental health awareness and counseling services; and policies and protocols for confidentiality.

5.0 Project Description

5.1 Project Design

1. Goals, Number Youth Served, Geographic Scope, Impact on Youth Homelessness

Our vision is that all Humboldt County youth experiencing homelessness have safe and stable homes where their journey to independence is supported through an accessible, youth driven ecosystem of care. Youth leadership and engagement are the norm, and youth voices are heard and respected. Our work is built on a commitment to equity, inclusiveness, compassion, and social justice.

Embracing a holistic empowerment philosophy, YSB programs focus on each youth as a unique and dynamic individual with specific needs and goals. We have created a program committed to supporting Positive Youth Development that is strength-based and develops individual youth's assets while simultaneously building protective factors and resiliency. All youth need to be able to experiment and try new things and be able to fail and try again in a supportive environment without life-altering consequences. The program works with youth to improve self-sufficiency and improve positive social relationships that will ultimately help their transition to independence. By participating in a program that is youth developed, and youth driven, the residents gain a greater sense of control over their own lives and begin to believe they can influence their futures. Through a combination of education, vocational training, volunteerism and daily life skills practice, youth gain valuable tools and experiences that allow them to move from a supportive housing environment to safe independent living in the greater community as healthy, positive and productive adults.

Program goals include:

- Improved safety – youth’s living situation, neighborhood, and friends will be physically and psychologically safe.
- Improved well-being – youth will have better physical and psychological functioning, greater job satisfaction, greater connection with friends/family (as defined by youth), and greater access to health, social and other resources.
- Improved self-sufficiency – in advancing educational goals, obtaining/maintaining employment, meeting financial obligations, managing money, in performing the activities of daily life and participating in the community.

Number of Youth to be Served and Period of Time

HHAP funding will be used to provide security deposits (on average) of \$1,000, rental assistance (on average) of \$1,000 and utility deposits (on average) of \$70 per person. Clients have the opportunity to live in scattered site rentals or an apartment when available at DANCO’s West Village Studios in Arcata where RCAA has access to 10 apartments set aside for youth. RCAA’s YSB will continue to serve a minimum of 16 transition-age youth, ages 18-24 for - 10 youth currently receiving HHAP subsidy funding, and 6 transition-age youth, ages 18-24 to be served through YSB’s RAVEN Project and their community outreach efforts and referrals from local providers for the period of this funding proposal, up to 12 months.

How Project will Serve Entire County

YSB’s experience and depth of knowledge working with runaway and homeless youth over the years has helped us recognize the unique experiences faced by homeless youth in Humboldt County and the challenges of making access to homeless services and systems truly easier for young people in our communities. A Chapin Hill - University of Chicago report, *Missed Opportunities – Youth Homelessness in Rural America* (2018) notes that when compared to urban areas, youth experiences of homelessness in rural counties are perhaps more hidden, with greater reliance on couch surfing and sleeping in vehicles or outdoors.

Recognizing that YSB is the only provider of housing for homeless youth in Humboldt County, we will use HHAP 5 funding to create a new Youth Educator position while continue funding a RAVEN Project Coordinator position. These positions’ primary responsibility is to conduct community outreach throughout Humboldt County for the purpose of developing and maintaining relationships with organizations working with youth and to create an access point for youth to receive services. Outreach will include, but not be limited, to the following: 1)

schools (participation on School Attendance Review Boards and meetings with school counselors), 2) Family Resource Centers, 3) Truancy Outreach Workers, 4) Teen Centers, 5) HSU and CR Homeless Liaisons, 6) Betty Kwan Chinn Day Center, 7) Arcata House Partnership, 8) Eureka City and HCOE's Homeless Liaisons Programs, 9) Eureka Rescue Mission. These positions are intended to support and broaden YSB's outreach efforts throughout Humboldt County.

YSB outreach activities are an ongoing process in order to connect with: schools and McKinney Vento related programs; a wide range of community service providers; county and city law enforcement agencies; local Native American Tribes; Juvenile Hall and Probation Dept., Health and Human Services including Child Welfare Services, Children's Mental Health Services, Public Health, and Social Services; Humboldt State University and College of the Redwoods; and other formalized groups to increase awareness of all services to youth including our Transitional Living Program. Staff members disperse information via posters, postcards, presentations, training, and other sources. Written media venues include links to RCAA, YSB and the RAVEN Project directly.

How Project will Assist in County's Effort to End Homelessness

YSB is an active member of the County Continuum of Care since its inception and has consistently advocated for the needs of homeless youth. We feel that all young people need a place to live, no matter what the funding source. It has been challenging to build a system of care for homeless youth with the varying bureaucratic definitions that are placed on them and the limited resources available for this population.

The HHAP 5 program has established a minimum allocation of funds for services that meet the specific needs of homeless youth populations and defines "homeless youth" as an unaccompanied youth between 12 and 24 years of age who is experiencing homelessness as defined in the McKinney-Vento Homeless Assistance Act. For the sake of this project, YSB will be limiting services to youth who range in age from 18-24 years old. In doing so, we will be assisting the County in ending youth homelessness in this sub-category of transitional age youth. This HHAP proposal will provide continued services from our current HHAP grants. These are youth who are not involved in other systems and who are not defined as chronically homeless.

2. Description of the Target Population to be served by this proposal.

The target population to be served is Young Adults (AKA transition-age youth) ages 18 to 24

years who are not accompanied by a parent or guardian. Based on our experience over the past 37 years, special subpopulations of youth that will be served include: 1) LGTBQ, 2) pregnant and parenting, and 3) human trafficked and commercial exploitation.

Youth served will benefit by the guiding principles of our program, including Positive Youth Development (PYD), Trauma Informed Care, Individualized and Youth Driver Supports, Youth Choice, Social and Community Inclusion, and Youth Focused Housing First.

Positive Youth Development (PYD) is used to engage youth and assist them in developing skills and living to their full adult potential. We do this by engaging youth, viewing them as participants (not recipients) of services, focusing on building youth's strengths (not fixing problems) and relations, and using a pro-active behavioral approach to focusing on positive outcomes.

Trauma Informed Care (TIC) is used to recognize the exposure to traumatic events most homeless youth have experienced in their lives. Services are designed to recognize the effects of trauma, prevent re-traumatization, and support safety and healing from chronic loss. This is accomplished by integrating youth voice and choice and opportunities for self-advocacy, partnering with youth as they process and navigate adverse experiences such as homophobia, and accounting for the influence of accumulated adverse experiences.

Individualized and Youth Driven Supports recognize that youth entering our programs aren't all cut from the same cookie cutter. A range of services will be offered and available to youth, but the intensity and need will be determined by the youth. The Case Workers work with youth to assess their current situation and determine their Individualized Service Plan to assist with identifying what services they want and need.

Youth Choice recognizes that youth at risk or experiencing homelessness often feel powerless to control their lives. To empower youth, they will have opportunities to exercise choice regarding goals and priorities, the nature and extent of services and programs they access, and involvement in supportive services or programming will be voluntary (youth will not be penalized for saying "no").

Social and Community Inclusion recognizes that youth who are homeless can experience feelings of loneliness that are made worse through isolation and exclusion from social, economic, political, and cultural activities and organizations. Youth will be connected to social, recreational, leadership and civic engagement activities that open avenues for positive

connections to peers and adults.

Youth-Focused Housing First will be focused on identifying and securing appropriate housing as quickly as possible and without preconditions, such as a requirement for clean and sober living or minimum income requirements.

3. Funding Sources to Support Project

Federal Basic Center Program funding through the Runaway and Homeless Youth Acts supports many of the operational expenses including some of the YSB administrative staff, and residential staff at our Launch Pad licensed facility on California Street in Eureka.

Additional funding support comes from United Way's Emergency Food and Shelter Program, CalFresh, California Office of Emergency Services and other HHAP funding awards. These funding sources provide resources for emergency shelter, case management services, youth security deposits and rental assistance, RAVEN Program coordination, mental health support services for staff and residents, and food.

4. Description of Proposed Services

This proposal seeks to continue YSB services to homeless youth. As indicated above, we define "homeless" for children and youth as per the guidelines of the HHAP program.

Unfortunately, we do not know the full extent and nature of youth homelessness in Humboldt County. The numbers presented in the 2024 Point-In-Time Count (PITC) represent the tip of the iceberg of youth experiencing homelessness. The PITC identified 94 unaccompanied youth between the ages of 18-24. The Chapin Hall report on homelessness in rural America cited earlier has conducted research that strongly suggests that rural and non-rural communities have similar rates of youth homelessness; they are just less visible and more difficult to count in rural communities. They suggest that school systems can play a leadership role in rural communities, identifying and supporting young people who are experiencing or are at-risk for homelessness. Kids Data (kidsdata.org) highlights this potential, reporting that the number of public school students in Humboldt County being recorded as homeless during the 2024 school year was 1,425.

Another point made by Chapin Hall that rings true in Humboldt County is "youth confronting homelessness in rural communities have few services to rely on." YSB is the only youth provider in the County offering housing as a component of their service delivery. Sadly, more than 30 of California's 58 counties do not have housing services for homeless youth.

Specifically, this proposal requests HHAP fund the following activities in support of transitioning homeless youth to independence and permanent housing:

Outreach and Coordination

The YSB Program Manager, RAVEN Project Coordinator and Youth Educators will develop and maintain an outreach plan to connect to schools, community service providers, county and city law enforcement officers, local Tribal communities, juvenile hall, Child Welfare Services, Family Resource Centers, homeless providers, and other groups to increase awareness of YSB services to youth by dispersing information through posters, postcards, presentations, social media posts and the development of formal and informal relationships that will encourage, build and strengthen inter-agency relationships with a goal of creating access points for youth to connect with YSB's services. The RAVEN Project Coordinator will be the first contact with eligible youth and conduct preliminary assessments and intakes to make this determination in consultation with the YSB Program Manager. Youth eligible for housing assistance services will be referred to HHAP 5 Case Worker staff.

Individual Service Plans are created through case management in collaboration with the youth and case worker. During this collaboration, a plan is created to include the youth's identified goals, while also addressing food security, safe and stable housing, education and employment, permanent support, and available community resources. Plans are also established to ensure youth receive all of their important documents and paperwork (birth certificate, social security card, California identification card, medical records, and credit reports if available).

The role of case management is to closely monitor youth to ensure the four core outcome areas are met. The four core outcome areas are 1.) **Social and Emotional Well-Being;** 2.) **Permanent Connections;** 3.) **Education or Employment;** and 4.) **Safe and Stable Housing.** Strategies to increase collaboration with youth include making meetings with staff less formal to increase their comfort level and aid in their buy-in to complete goals. Meetings between youth and staff are conducted throughout the community, including hikes, sitting at a local coffee shop, walking in the park, etc.

The RAVEN Project Coordinator and Youth Educators provide face-to-face engagement with runaway, homeless, and street-youth. The RAVEN Project is experienced at finding RHY hanging out in both common and uncommon locations, both in our larger communities and isolated small towns, Native American Reservations and Rancherias, and other rural forested

areas. Any of the YSB outreach staff will work collaboratively with and Project Coordinator to ensure that youth identified as needing housing assistance are referred to and make direct contact with program staff immediately.

Community outreach and awareness efforts are also accomplished through a strong advertising presence, with information in and on local buses, periodic ads in the local free weekly newspaper, a well-advertised 24/7 referral phone line, listing in the Humboldt County 211 information and referral system, the National Runaway Hotline and the California Youth Crisis Line, as well as tabling efforts at community events. Information cards and flyers are distributed during in-person events and staff are available to speak with young people and parents who might need help in accessing our services and support.

A section of RCAA's website and Facebook page are updated regularly to bring attention to available services, how and when they can be accessed, upcoming events, and resources/providers in the community that also serve youth. YSB and the RAVEN Project both have separate Facebook and Instagram accounts of their own in which we post specific information for youth and families about where youth can call or get immediate help if they are on the streets, have been abused or violated, need a safe place to be, need transportation, how to get showers, access to computers and mail delivery service, food, laundry, toiletries, safe sex supplies and contraceptives. Facebook and Instagram pages and flyers/posters distributed identify how to access current information on Harm Reduction, where to dispose of needles, and LGBTQ resources and services that are available locally. Dates and times for Queer Coffee House gatherings are also offered and publicized. Queer Coffee House peer support groups are offered to youth, ages 12-17 for one group and 18-21 in another. New and current information is released and boosted to specific ages of youth in these demographics and their families. YSB is actively using Instagram and other social media platforms as tools to distribute information and resources.

YSB actively participates in numerous community collaboratives, partnerships and committees, often as the single organization representing youth. YSB participates in groups such as the Humboldt Housing and Homeless Coalition (our local CoC), and Juvenile Justice and Delinquency Prevention Committee, where we continue to make information available to other providers to increase referrals. Informational posters and resource cards that include Launch Pad and community provider telephone numbers are placed in locations that are likely to engage

youth and their families who may need services. In our rural region, these locations include laundromats, convenience and grocery stores, schools, local Tribal offices, post offices, family resource centers and food bank/pantries located throughout the county, health clinics, the Eureka and McKinleyville Teen Centers, the Ink People's Center for the Arts-Marz Project for Young Media Makers and other locations frequented by youth. Collaboration with community partners also highlights areas where additional outreach services are needed, and plans are modified to include those areas.

All youth accessing YSB are provided **gateway services** that include food, drink, clothing, transportation, hygiene supplies, and access to care for any identified health needs to prevent malnutrition and ill-health. These gateway services are available to youth at intake and increase the comfortability of the youth. Additional resources for prevention and crisis hotlines are provided at intake and located on posters throughout both locations to increase their personal safety plan. Staff operate with a supportive and engaging approach and begin building trust from the initial phone call. They engage youth in activities, such as conflict resolution and education through hands-on life skills to increase their participation in program services and requirements, which positively impact their success in the program.

Upon initial intake, YSB program staff utilize the Homeless Management Information System (HMIS) and YSB's internal **intake screening and assessment tools** to assess each youth's situation, including immediate needs, physical, mental, and behavioral health, connections to family, safety, access to resources, neglect and abuse, and other risk and protective factors impacting well-being and self-sufficiency. The assessment tools also address the needs of RHY sub-populations who are youth running from foster care, experiencing or experienced trafficking or otherwise sexually exploited, LGBTQ, or in need of substance abuse or mental health services. YSB's internal assessment tool is Strength and Harm Reduction-based, and includes questions related to substance use in a non-judgmental manner as well as questions related to mental health and family relationships.

Participating youth eligible for HHAP services and living in scattered site housing will receive funds for security and utility deposits, and monthly rental support. The exact amount of rental support will be based on youth's current income and ability to sustain their housing beyond HHAP funding.

5. Security Deposits

We are proposing security deposits for 16 youth in scattered site locations and WVS, selected by the youth. No landlord incentives have been planned.

6. Operational Support

The YSB budget submitted has been developed specifically to support implementation activities RCAA is committed to enacting (in combination with other currently confirmed funding awards) should we be funded which will lead to future funding toward our identified goals. The HHAP 5 budget provides a reasonable, but limited amount of funding for staffing the project with highly effective and knowledgeable personnel to fill positions, as detailed in the Proposed Budget.

7. Capital Improvement Projects

No capital improvements are being requested as part of this grant application.

8. Project Staffing - See 4.2, 3 & 4, pages 11-13.

9. Connecting Target Population to Appropriate Services & Resources

YSB has developed strong relationships with key partners who have services and resources that are appropriate for homeless youth ages 18-24. Our belief is that the strength of a referral is proportional to the quality of the relationship project staff has developed with our community partners. Current and proposed partners are identified above in 4.2., 1, page 8.

10. Data Management

YSB collects a variety of data about our program and services that include basic demographic information on youth served (age, ethnicity, income level, etc.), program services (hours of service by type, number of outreach presentations, number of sheltered and housed youth), family feedback on what solutions and strategies they've learned, what abilities they were able to master, and what behavior they've changed. All data collected is entered into the YSB database or HMIS by the Administrative Coordinator who generates monthly reports for review, and analysis by the YSB Management Team to determine needed training or areas of improvement as well as to celebrate successes. Data collected in HMIS is submitted to the Family and Youth Service Bureau via semi-annual and annual uploads by the YSB Administrative Coordinator.

11. How HHAP client services will continue beyond this grant period

RCAA has successfully supported YSB services to homeless youth for more than 39 years. As discussed in section 4.2, 1, funding was and continues to be received from various sources

because of grants, donations and fundraising. YSB will work toward continuing vital HHAP services by applying to the Administration of Children, Youth and Families – Transitional Living Program and Street Outreach Program, California Community Reinvestment Grants Program Office of Emergency Services, Youth Homelessness Demonstration Program, and others as they become available. Supporting housing opportunities for youth is YSB's #1 priority now and long into the future.

Building strong and collaborative relationships with community partners is essential to the success of the HHAP services. Strong relationships are crucial to solving problems, preserving and capitalizing on community assets, and building capital in the community with law enforcement, schools, mental health providers, and other community partners, which support both YSB's residential programs and youth following their exit. To establish partnerships, we identify organizations with shared goals and objectives. We connect with leaders in these organizations or agencies to establish working relationships that ensure information is shared, and screening and referral works seamlessly when providing services to youth. The diversity of our partners strengthens our programs by providing new insights and visions. By working collaboratively with partners, we can streamline services or resolve problems quickly and ensure comprehensive services to youth.

Throughout the life of our projects, YSB works to revise and revisit program policies, procedures, approaches, and staffing on weekly, monthly and annual basis. These revisions occur through residential and case management staff meetings, management meetings, division and executive meetings, as well as through staff evaluations and exit interviews.

Building sustainability begins early on in our process to develop new projects or programs and like many non-profits, we constantly seek to improve programs and add new services for the RHY population while continually seeking new funding streams. There has been an on-going effort to build relationships and enhance funding for youth housing within the community, the state, and nationally to continue to provide services. RCAA cultivates new funding streams and enhances donor participation through our donor outreach, which includes presentations to other agencies and organizations, traditional and social media, grant and foundation applications and fundraisers.

While it is doubtful that we could sustain program activities at their current level with

the loss of HHAP funds, we would consider expanding all avenues and changing where each of our programs (Basic Center Program, Transitional Living Program, Office of Emergency Services, etc.) is located to find the best configuration, maximize service delivery and continue the operation of this essential program. The number of RHY nationwide continues to increase we can't afford to lose even a single bed, and risk losing a youth to the streets long-term. We would also increase our fundraising efforts, as well as to identify and apply for corporate, federal or foundation grants.

12. Adherence to County's Housing First Principles

YSB's program will comply with the County's Housing First Principles. In addition, we recognize and adhere to core principles of Housing First with homeless youth which include:

- Immediate access to housing with no preconditions that help identify and secure appropriate housing as quickly as possible. Housing is not conditional and based on sobriety and/or abstinence.
- Youth choice and self-determination by supporting youth in decisions for housing type, service needs, educational and employment goals. Working with case managers, youth are assisted in creating their Individual Service Plan to help guide their decisions. Youth are allowed to play a part in driving their services in order to increase participation.
- Positive Youth Development orientation is used as an approach to engage youth and develop their skills to their full adult potential. Youth are participants, not just recipients. The focus is on building youth's strength, not fixing problems and helping them learn to build healthy relationships.
- Individualized and client-driven supports are offered recognizing that youth entering our programs aren't all cut from the same cloth.
- Social and community integration by engaging youth to participate in local activities and social groups.

13. California Health & Safety Code, Public Housing Election Implementation Law

RCAA does not believe that the proposed HHAP project is subject to Article XXXIV of the California Constitution, as clarified by Sections 37000, *et seq.* of the California Health and Safety Code.

14. Prevailing Wage Requirements – N/A (see #7)

REDWOOD COMMUNITY ACTION AGENCY'S YOUTH SERVICE BUREAU Homeless Housing, Assistance and Prevention Program V Line Item Budget 2025-2026		
Budget Line Item	Salary Calculations	12 months
A. PERSONNEL COSTS - Titles and duties description		
Program Manager - overall project management, hire staff, supervision and program oversight.	\$42.18 *1950*.05	\$4,112.55
Case Worker I - provide client intake, ongoing case management, rental assistance, and stabilization services.	\$23.50*2080*1.5	\$73,320.00
client intake and referral to case management staff for eligible youth	\$26.00*2080*.20	\$10,816.00
Youth Educator - provide project outreach and development	\$16*2080*.20	\$6,656.00
Administrative Coordinator - maintains client files, enters and manages data management information systems (HMIS, RHYMIS, and YSB's internal system).	\$30.72*2080*.03	\$1,916.93
Community Services Director - ensures compliance to grant, supervision of Program Manager and project sustainability.	\$53.24*1950*.02	\$2,076.36
TOTAL PERSONNEL		\$98,897.84
B. PERSONNEL FRINGE BENEFITS		
FICA	*.062	\$6,131.67
State Unemployment Insurance	*.04	\$3,955.91
Workers Comp	*.012	\$1,186.77
Health Coverage (medical, dental, vision)	*901.293 ave mo.	\$10,815.52
Retirement	*.03	\$2,966.94
Accrued Vacation	*.06	\$5,933.87
TOTAL FRINGE BENEFITS		\$30,990.68
C. TRAVEL		
Mileage reimbursement	900/mi mo*.58/mi*12/mos	\$6,264.00
TOTAL TRAVEL		\$6,264.00
OTHER		
Office Supplies - pens, paper, printer cartridges, etc.	\$25/mo*12/mos	\$300.00
Communication (phones, internet)	\$45/mo*12/mos*2 cell phones/internet	\$1,080.00
IT Maintenance	\$100/mo*12/mos	\$1,200.00
Utilities (gas, electric, water, sewer, waste, cable)	\$200/mo*12/mos	\$2,400.00
Rental assistance & security deposit for scattered site housing.	(\$1000/mo*12/mos) + (\$1000/security deposit+\$70/utility deposit)*6/youth	\$78,420.00
Utility deposits for scattered site housing		
Outreach activities-advertising, social media fees, tabling fees posters/flyers, post cards, etc.	\$250/mo*12/mos	\$3,000.00
TOTAL OTHER		\$86,400.00
Direct Administrative Fee	7%	\$15,578.68
TOTAL BUDGET FOR PROJECT		\$238,131.19

Please accept this letter of support for the Redwood Community Action Agency (RCAA) Youth Service Bureau's (YSB) HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM 5 (HHAP 5). The Humboldt County Office of Education's Foster/Homeless Education Project enthusiastically endorses this application and strongly urges funding for the proposed grant activities.

YSB and the Foster/Homeless Education Project coordinate to ensure the delivery of quality prevention, intervention, and diversion services for runaway and homeless youth and their families in Humboldt County. This liaison implements the McKinney-Vento Homeless Assistance Act policy to provide supportive services to runaway and homeless youth. We have developed a strong collaboration, which is essential to the success of supporting and nurturing our county's most vulnerable high-risk youth.

The HHAP 5 funding will provide critical housing services to youth ages 16 to 22. The project will support runaway and homeless youth and their families by confronting and resolving challenges specific to homeless youth including: safe, affordable and long-term housing; quality prevention, intervention and diversion services; access to educational and vocational services and opportunities; keeping youth out of the foster care system; reunite youth with their families, strengthen family relationships and help youth decide upon constructive courses of action.

YSB is an essential and critical part of Humboldt County's services for youth and is the ONLY housing provider for youth not yet involved with the public service system. Additionally, YSB was one of the founding organizations for Humboldt's Continuum of Care and has been involved and active since its formation more than 20 years ago. Their involvement has contributed to the building and developing many services for all residents experiencing homelessness. This includes operation of shelter projects for youth, families, and adults, including adults and youth with behavioral health challenges. RCAA's work has been critically important to the success of HHHC. RCAA and RCAA/YSB submit data to Humboldt's HMIS system and assist the HHHC in conducting required Point in Time counts of persons experiencing homelessness.

The Humboldt County Office of Education's Foster/Homeless Education Project appreciates your serious consideration of the attached Youth Service Bureau Homeless Housing Assistance and Prevention Program application.

Sincerely,



Leah Lamattina, Director- Foster & Homeless Youth Education Services

Humboldt County Office of Education

6.0 Supplemental Documentation

Attachment 1 - Signature Affidavit – Page 3

Attachment 2 - Project Budget – Page 26

Attachment 3 - Letter of Support from Humboldt County Office of Education Foster Homeless Education Project – Page 27

Supplemental Documentation List:

RCAA has the following in-place and available for County review upon request:

- Fiscal Policies and Procedures
- Human Resources Policies and Procedures
- Job Descriptions
- Best Practices
 - Concept of Trauma and Guidance for a Trauma-Informed Approach – by SAMSHA’s Trauma and Justice Strategic Initiative, July 2014
 - “TRAUMA-INFORMED CASEMANAGEMENT PRACTICE FOR YOUTH EXPERIENCING HOMELESSNESS: CONNECTION, HEALING AND TRANSFORMATION” by Frank McAlpin 5-18
- Licenses, certifications and accreditation documents for services and work provided
- Evidence of prior program performance
- Audits and Letters regarding any relevant audit findings

YSB Youth Housing Program guidelines in place include:

- Procedural Manual and Forms
- General Disbursement Processing
- Income Guidelines
- Homeless Prevention and Rapid Rehousing Program – Case Management Best Practices
- Humboldt Community Housing List
- Exit Form
- Housing Habitability Standards Inspection Checklist Tool
- Initial Telephone Screening Tool
- Homeless Management Information System Client Privacy Notice
- Release of Information Authorization
- Documentation Order Form
- Formal Grieving Process
- Ongoing Case Management Form
- Self-Declaration of Income
- Services Form

7.0 Exceptions, Objections, and Requested Changes – N/A

8.0 Required Attachments