



California Department of
Housing and Community Development

Homekey Application



[Back to Top](#)

[Restart](#)

Acknowledgement

Your documentation for the Homekey Application has been submitted.

Applicant/Organization Name: Mendocino County

Applicant Title : Mendocino County Transitional Housing Facility

The Submission Number is: NOFA-Homekey00071

The Submission Date / Time of record is: 08/13/2020 01:50 PM

Please keep this number in the event that you would like a status on your submittal after the application sub

If you have any questions, please submit them via email to: Homekey@hcd.ca.gov (mailto:Homekey@hcd.ca.gov)



[Back to Top](#)

Pre-screening

Pre-screening

Have you undertaken a pre-application consultation for the Homekey program? *

Yes

Will the project serve the target population? *

Target population is individuals and families who are experiencing homelessness or who are at risk of homelessness defined in Section 578.3 of Title 24 of the Code of Federal Regulation and who are impacted by the COVID-19 pandemic.

Yes

Do you have a path for environmental approval? *

The applicant is able to provide the proof of CEQA compliance or a timeline for acquiring CEQA compliance.

Yes

Is the applicant a city, county, or other local public entity, such as a public housing authority or federally recognized tribal governments within California? *

Yes

True

Application

Application

Application Title *

Please, type the title of your project.

Mendocino County Transitional Housing Facility

Is the applicant: *

Single applicant

Primary Applicant

NOTE: Name of Applicant must match the name that appears on the Applicant's Authorizing Resolution and Payee Data Record or Government TIN Form.

Select Organization Type *

County

Select your County *

Mendocino County

Primary Address

Provide the organization address, not the project address

Address Lookup Tool (optional)

Only CA addresses are eligible for this application

501 Low Gap Rd, Ukiah, CA 95482, USA

Street Name *

Enter the primary address for the Applicant.

Address Line 2

501 Low Gap Road

City *

Ukiah

State *

CA

County *

Mendocino County

Zip *

95482

Mailing Address

Same as Primary Address

Checked

Government TIN Form / Payee Data Record

Select the document you will provide *

Find the forms in the "Files" tab displayed in this site next to the "Submit" tab.

Government TIN Form

Government TIN Form With the Application Package *

(Single File)

County of Mendocino TIN Form.pdf

Description of file

County of Mendocino TIN Form

Authorizing Resolution

Is the applicant submitting a Authorizing Resolution form? *

Find the form in the "Files" tab located in the previous "Overview" page.

No

I commit to submit Authorized Resolution before execution of Standard Agreement

Checked

Contacts

Contacts for Mendocino County (Primary Applicant)

Primary Contact

First Name *

Darcie

Last Name *

Antle

Title *

Deputy Chief Executive Officer

Email Address *

antled@mendocinocounty.org

Phone Number *

(707) 234-6034

Authorized Representative

First Name *

Carmel

Last Name *

Angelo

Title *

Chief Executive Officer

Email Address *

angeloc@mendocinocounty.org

Phone Number *

(707) 234-6034

Alternate Contact

I want to provide an alternate contact

Checked

First Name *

Xuyen

Last Name *

Ung

Title *

Administrative Analyst

Email Address *

ungx@mendocinocounty.org

Phone Number *

(707) 234-6034

Legislative Contacts

Legislative Contacts

State Assembly Member

Select the CA State Assembly Member *

2 Jim Wood

District Number

2

State Senate Member

Select the CA State Senator *

2 Mike McGuire

District Number

2

U.S. House Representative for California

Select the US House Representative for California *

2nd Huffman, Jared

District Number

2nd

U.S. Senators for California

Dianne Feinstein, Kamala D. Harris.

Projects

Geographical Location

The geographical location is automatically determined based on the primary Applicant address.

Geographical Location

Balance of State (including Alpine, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, Trinity, and Tuolumne)

Project Type

Please select project type(s) below according to requirements of eligible projects outlined in the NOFA. The below list of eligible Projects is not exhaustive. The Department will consider a variety of other forms of housing as eligible Projects. Interested applicants should discuss other projects types with the Department during the pre-application consultation. *

Nonresidential structures with a certificate of occupancy as a motel, hotel, or hostel

Project Benefit Type(s) and number of beneficiaries of this

activity

Indicate project benefit type(s) *

Permanent Housing (see NOFA section-305 for requirements)

Submit a supporting document demonstrating how you meet permanent housing requirements. *
(Single File)

County of Mendocino Project Homekey Permanent Housing Requirements Narrative 20200813.pdf

Description of file

Permanent Housing Requirement Description

Demonstrate Statement of Need, Proposed Outcome, and Beneficiaries of the activity *

The narrative must include: a detailed description of the activity, why it is needed, who will benefit, number of beneficiaries, activity location, how will the activity will be implemented, and when it will be complete.

The County of Mendocino will purchase a 56-room motel to convert to transitional housing for people who are homeless or at risk of becoming homeless. The County anticipates maintaining ownership of the facility for the first several years of operation. After the facility is established and service partnerships are in place, discussion of transfer of ownership to a project partner will begin. Transitional units will be available within 90 days of close of escrow and permanent units will be in place within ten years.

As of the 2019 PIT Count, there were 785 homeless individuals in Mendocino County, with 538 unsheltered, 80 in emergency shelters, and 167 in transitional shelters (approximately 78 of which were FEMA-sponsored trailers following the 2017 Redwood Complex fire, which are no longer available). The current availability of services does not match the community need. There are only 50 year-round emergency shelter beds, with an additional 74 seasonal beds available in the winter. There is no permanent homeless shelter, and limited transitional housing available (148 beds).

Will the project be occupied within 90 days from the date of acquisition or lease? *

Yes

Provide escrow information

Not Checked

Sites

Site and Readiness

How many sites are part of your project? *

1

Does the applicant have Evidence of Site Control? *

Select one of the applied choices.

No

Provide a plan and timeline for obtaining site control along with other supporting evidence (letter of intent, an exclusive negotiating agreement, ground lease, etc.) *

(Multiple Files)

8-10-20 Letter of Interest - Best Western.pdf, County of Mendocino Project Homekey Site Control Timeline 20200813.pdf

Description of file

Mendocino County Letter of Interest to seller; site control timeline

Sites Address(es)

Site Address 1

Used for *

1 - Interim housing and expected to be developed into permanent housing and exits to permanent housing.

Address Lookup Tool (optional)

Only CA addresses are eligible for this application

555 S Orchard Ave, Ukiah, CA 95482, USA

Address *

555 South Orchard Avenue

Address Line 2

City *

Ukiah

State *

CA

Zip *

95482

Select all applicable activities: *

Acquisition or rehabilitation of motels, hotels, or hostels , Capitalized operating subsidies for units purchased, converted, or altered with funds provided pursuant to Health and Safety Code section 50675.1.1. Projects seeking 24 month operating subsidies for units purchased, converted, or altered will be awarded with funds from the \$50 million state General Fund allocation. The \$550 million in Homekey derived from the CRF is not permitted to be used for this purpose.

If needed, please add a brief note below

Add activity description here including the scope of work, tasks, and project deliverables. *

Methods for mitigating COVID-19 are challenging for the homeless, many of whom are already high risk. Although the County is still compiling exit data from Roomkey, County staff have noted significant positive outcomes from the program. The County anticipates further success with this population through Homekey.

Scope

a)Site Eval: Appraisal, Title Report

b)BOS approves negotiation

c)LOI, new appraisal, negotiation

Milestone: Option to Purchase Accepted

d)Draft Purchase & Sale Agmt-BOS approval

e)Open escrow

f)Final sales agmt, escrow info to BOS

Milestone: Agmt Approved

g)Environmental Studies

h)Conditions to Close Escrow

Milestone: Due Diligence Complete

i)Escrow Instructions to Title Company

j)Final Escrow-record deed, final payment

Milestone: Close of Escrow

k)Obtain keys

l)Insurance

m)Renovation design

Milestone: design consultant contract

n)Secure contractor

Milestone: contractor agreement

o)Complete renovations

Milestone: renovations complete

p)Establish MOUs

q)Set service schedule

Milestone: Operation/schedule memo

r)Verify eligibility, intake clients

Milestone: Startup memo

Project Evaluation

Project Evaluation

This evaluation applies to the applicant and/or the development team.

1. Does the applicant have experience in acquiring and managing affordable housing? *

Yes

Submit Supporting Documents – File Attachment *

County of Mendocino Project Homekey Applicant Affordable Housing Narrative 20200813.pdf

Description of file

Applicant Experience with Affordable Housing

2. Does the applicant have committed and intended sources for Homekey? *

Yes

2.1. Does the applicant intend to use Homekey resources for development related expenses? *

Yes

Select the category below. *

These expenses should be expended by December 30, 2020.

\$101 to \$150K per door

3. Does the applicant have the corresponding capital match? *

The first \$100K per door of capital requires no match; the next \$50K per door of capital requires a 1:1 match; the final \$50K per door of capital requires 2:1 match.

Yes

4. Does the applicant intend to apply for the 24 month operating subsidy? *

These dollars need to be expended by June 30, 2022.

Yes

5. Does the applicant have the remainder of the required contribution to demonstrate a five-year match in operating costs? *

Yes

6. Ability to expend funds by December 30, 2020. (Up to 50 points)

A - Identification of a site suitable for development and evidence of site control, or a plan and timeline for obtaining site control along with other supporting evidence (e.g., letter of intent, an exclusive negotiating agreement, ground lease, etc.).

The applicant has submitted (Up to 20 points)
Plan and timeline for obtaining site control

B - A proposed development vision that identifies the financial and for regulatory mechanisms to be used to maintain the ongoing affordability of the Project.

Does the applicant have a proposed development vision identifying the financial and regulatory mechanisms to be used to maintain the ongoing affordability of the project? (Up to 20 points) *

Yes

Execution of Proposed Development Vision *

Greater than 36 months

Upload the Descriptive Proposed Development Vision *
(Single File)

County of Mendocino Project Homekey Ongoing Affordability Narrative 20200813.pdf

Description of File

County of Mendocino Ongoing Affordability Narrative

C - An overview of the plan and timeline for any required entitlements, permits, environmental clearances.

Does the applicant have an overview of the timeline and plan for any required entitlements, permits, environmental clearances? (Up to 10 points) *

Yes

Submit the Project Timeline Template – File Attachment *
(Single File)

County of Mendocino Project Homekey Timeline 20200813.xlsx

Description of File

Project Timeline

7. Demonstration of the development team's experience and capacity to acquire and operate the Project. (Up to 40 points)

Demonstration of the development's team experience to acquire and/or rehabilitate and operate the Project.

A. Provide a description of the development team's experience to acquire and/or rehabilitate and operate the Project. (Up to 10 points)

Yes

File Attachment *
(Multiple Files)

County of Mendocino Project Homekey Development Team Experience Narrative 20200813.pdf

Description of File

Development Team Experience narrative

B. Does the applicant have a plan/flowchart for its development team's connection or partner relationship with another entity? (Up to 10 points) *

Yes

Submit documents demonstrating the organizational chart of how the development team is connected and a description of how the team will work together, e.g., MOU, etc. *
(Multiple Files)

County of Mendocino Project Homekey Flow Chart 20200813.pdf

Description of File

Development Team Flow Chart

Development, ownership, or operation of a project similar in scope and size to the proposed Project.

C. Does the applicant have experience with development, ownership, or operation of a Project similar in scope and size to the proposed Project, or at least two affordable rental housing Projects in the last ten years, with at least one of those Projects containing at least one unit housing a tenant who qualifies as a member of the Target Population. (Up to 10 points) *

Yes

Submit Evidence - File Attachment *
(Single File)

County of Mendocino Project Homekey Applicant Experience Narrative 20200813.pdf

Description of File

Applicant Experience Narrative

D. Do you have documents supporting the extent to which the Project can demonstrate the range of on-site and off-site supportive services that will be provided to the Target Population, e.g., mental health services, substance use disorder services, primary health, employment, and other tenancy support services? (Up to 10 points) *

Yes

Submit Documents – File Attachment *

In demonstrating how the project will provide supportive services, please describe the on-site staffing plan proposed to deliver these services. Also describe the approach to securing off-site services including primary care and other needed physical health and behavioral health services as well as other tenancy supports. (Multiple Files)

County of Mendocino Project Homekey Supportive Services Narrative 20200813.pdf

Description of File

Supportive Services Narrative

8. A demonstration of how the Project will address racial equity, other systemic inequities, state and federal accessibility requirements, and serve members of the Target Population. (Up to 25 points)

A - Eligible Applicant shall provide non-discrimination statement per Section 311, which references the Fair Employment and Housing Act. The Fair Employment and Housing Act is supported by accompanying regulations, 2 CCR Section 12005 et seq, covering tenant screening and affirmative marketing requirements. Eligible applicant will also include a description of how the Project will address racial equity and inequities for the Target Population, including any local disproportionate impact of COVID-19 and homelessness by race and other protected classes. The description should include supporting evidence of the strategies' effectiveness if available.

Can the applicant demonstrate how the proposed project will address racial equity, including any local disproportionate impact of COVID-19 and homelessness by race and other protected classes? (Up to 15 points) *

Yes

Eligible Applicant shall provide non-discrimination statement per Section 311, which references the Fair Employment and Housing Act.

Submit Supporting Document – File Attachment *

(Single File)

County of Mendocino Project Homekey Non-discrimination statement Narrative 20200813.pdf

Description of File

Non-discrimination statement

B - The extent to which the Project exceeds the state and federal accessibility requirements set forth Section 311, specifically providing a minimum of 10 percent of units with features accessible to persons with mobility disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC provisions, and a minimum of 4 percent of units with features accessible to persons with hearing or vision disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC Chapter 11B provisions.

Does the project exceed the state and federally accessibility requirements set forth Section 311? (Up to 5 points) *

Yes

Submit Supporting Document – File Attachment
(Single File)

County of Mendocino Project Homekey Accessibility Narrative 20200813.pdf

Description of File

Accessibility Narrative

C - The Applicant or Development team has three or more years of experience serving persons of the Target Population.

Does the applicant or Development team have three or more years of experience serving persons of the target population? (Up to 5 points) *

Yes

Submit Supporting Document – File Attachment *

County of Mendocino Project Homekey Target Population Experience Narrative 20200813.pdf

Description of File

Target Population Experience Narrative

9. The extent to which the Eligible Applicant can demonstrate the Project's community impact and site selection. (Up to 45 points.)

A - The extent to which the Eligible Applicant can demonstrate the Project's impact on the community as demonstrated by a reduction of at least 5 percent of the local 2019 Point in Time Count.

Can the applicant demonstrate the Project's impact on the community via a reduction of at least 5 percent of the local 2019 Point in Time Count? (Up to 10 points) *

Yes

Submit Supporting Document – File Attachment *

Please, clearly highlight/mark the reduction of the submitted documentation (Single File)

County of Mendocino Project Homekey PIT Count Reduction Narrative 20200813.pdf

Description of File

PIT Count Reduction narrative

B - The proposed Project is a Tier One Project and requires no rehabilitation, or the rehabilitation and the occupancy can be completed within 30 days after acquisition.

Is Project a Tier One Project and requires no rehabilitation, or the rehabilitation and occupancy can be completed within 30 days after acquisition? (Up to 10 points) *

No

C - The Project is expected to acquire and maintain 100 or more units for the Target Population.

Is Project expected to acquire and maintain 100 or more units for the Target Population? (Up to 5 points) *

No

D - For any project below \$350,000 per door, if the Eligible Applicant contributes more than a minimum match outlined in Table 5 in the NOFA, the application will receive one (1) extra point for every additional 5% per door contributed to the Project. For example, for an acquisition that costs \$100,000 per door, the applicant will receive 1 extra point for every \$5,000 per door in match contributed.

Will the applicant contribute more than a minimum match outlined in Table 5 in the NOFA? (Up to 10 points) *

No

E - Site Selection (Up to 10 points)

Is Project Site located within 1/3 mile of public transit, such as a bus rapid transit station, light rail station, commuter rail station, ferry terminal, bus station, or public bus stop? (Up to 4 points) *

Yes

Submit Supporting Document – File Attachment *

(Single File)

County of Mendocino Homekey Project Location Map 20200811.pdf

Description of File

Project Location Map

Is Project Site located in proximity (within 1/2 mile for urban area and 1 mile for rural area) to essential services, such as grocery store, health facility, pharmacy, and library? (Up to 6 points) *

Yes

Submit Supporting Document – File Attachment *
(Single File)

County of Mendocino Homekey Project Location Map 20200811.pdf

Description of File

Project Location Map (same as previous)

Environmental Requirements

Environmental Requirements

For Environmental Review documents, please review the link <https://www.hcd.ca.gov/grants-funding/active-funding/homekey/docs/QA-Homekey-CEQA-Exemption-Final.pdf> located on HCD's website - Homekey page.

For further information regarding CEQA guidelines, please review the link below:

- [CEQA - Statute & Guidelines](#)
- [CEQA - Supplemental Documents](#)

Select your option

Upload your timeline for CEQA compliance

Upload your timeline for CEQA compliance *
(Single File)

County of Mendocino Project Homekey CEQA Timeline Discussion 20200813.pdf

Description of file

CEQA Timeline narrative

Budget Worksheet

Budget Worksheet

Upload the completed HCD provided budget template *
(Excel template)

County of Mendocino Homekey Budget Template 20200813.xlsx

Description of file

Project Budget template

Duplication of Benefit

Duplication of Benefit

A Duplication of Benefit (DOB) occurs when a program beneficiary receives assistance from multiple funding sources totaling an amount that exceeds the need for a particular funding need. The duplication is the amount of assistance provided in excess of the need. It is the Department's responsibility to ensure that each Homekey activity provides assistance only to the extent that the recipient's project's funding need(s) has not been met by another funding source. Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) prohibits federal agencies from providing assistance to any "person, business concern, or other entity" for any loss for which the entity has already received financial assistance from another source (See: 42 USC § 5155(a)). The Federal Register Notice, published on November 16, 2011 (Docket No. FR-5582-N-01), requires adequate policies and procedures in place to prevent a DOB and provide for the recapture of funds, if necessary. Once selected, applicant will be required to report on Duplication of Benefit metrics such as types of funding sources received, amounts received, expected persons served and actual persons served. Please check here to confirm you have read the above and agree to monitor applicant for DOB. *

Agree

Additional Information

Additional Information

Upload the Following Documents Demonstrating:

Appraisal

I will provide this document by

Select date *

08/17/2020

Physical Needs Assessment

I will provide this document by

Select date *

09/11/2020

Title Insurance

I will provide this document by

Select date *

08/25/2020

Documentation of Ability to Obtain the Insurance Coverages Specified in Article VI of the NOFA *

Upload document

Documentation of Ability to Obtain the Insurance Coverages Specified in Article VI of the NOFA *
(Multiple Files)

MENDOCINO COUNTY PROP-1139.pdf, MENDOCINO COUNTY WC-CSAC-3096.pdf, MENDOCINO COUNTY GL1-7520.pdf

Description of file

Proof of ability to obtain insurance coverages

I want to provide miscellaneous supporting documentation

Checked

Miscellaneous supporting documentation (photos, maps, renderings, newspaper articles, etc.) *
(Multiple Files)

City of Ukiah Letter of Support- Mendocino County Project Homekey.pdf, County of Mendocino Homekey Applicant Name Verification.pdf

Description of file

City of Ukiah LOS; Applicant Name Verification Form

To receive payment for expenditures that have been incurred since March 1, 2020, or that will be incurred prior to Standard Agreement approval, the Applicant must provide the following information and documentation:

1. A line-item description of the work performed, materials supplied, and/or costs incurred;
2. The total amount incurred and outstanding for each line item;
3. Copies of outstanding invoices for (or other documentary evidence of) each line-item expenditure);
4. An explanation of why each line item is Homekey-critical; and
5. A certification, signed by the Applicant(s), that each line item has not already been funded by another funding source

Applicant Compliance Certification

Applicant Compliance Certification

Submit an Applicant Compliance Certification *

Please complete and upload the Applicant Compliance Certification Form. Find the form in the "Files" tab located in the previous "Overview" page. (Single File)

County of Mendocino Homekey Applicant Compliance Cert.pdf

Description of file

County of Mendocino Compliance Certification

Print and Submit

You must print your application.

If you do not print your application you cannot update your application. Failure to print means that a new application has to be submitted.

You can print your application by clicking the PRINTER icon located on the top right corner of this window. Once the new tab opens you can use the PRINT function of your browser.

State of California
Financial Information System for California (FI\$Cal)
GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215
Sacramento, CA 95815
www.fiscal.ca.gov
1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name*	County of Mendocino		
Remit-To Address (Street or PO Box)*	501 Low Gap Road, Room 1010		
City*	Ukiah	State *	CA Zip Code*+4 95482-3734
Government Type:	<input type="checkbox"/> City	<input checked="" type="checkbox"/> County	Federal Employer Identification Number (FEIN)* 94-6000520
	<input type="checkbox"/> Special District	<input type="checkbox"/> Federal	
	<input type="checkbox"/> Other (Specify)		

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	

Contact Person*	Carmel J. Angelo	Title	CEO
Phone number*	707-463-4441	E-mail address	ceo@mendocinocounty.org
Signature*	Carmel J. Angelo	Date	8/11/2020

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Single narrative document demonstrating compliance with permanent housing requirements including:

- *Site Control*
- *Plan to extend a local covenant restricting the use and target population for 55 years*
- *Plan to cover operations and service costs with specific funding sources for 5 years, and path to ultimate use within 10 years*
- *Description of available on-site services and connection to off-site services*
- *One-for-One replacement of assisted housing*

The County of Mendocino (County) will purchase the Best Western motel located at 555 South Orchard Avenue in Ukiah, California. Following purchase, the County intends to utilize the motel to provide transitional housing for individuals and families who are homeless or at risk of becoming homeless. While the initial purpose of the facility will be transitional housing, the County intends to upgrade at least 50% of the facility into permanent housing within ten years of acquisition.

Due to the uncertainties surrounding the availability of funding under Project Homekey, in order to demonstrate site control, the County has provided a Letter of Interest outlining the status of negotiations on the property, to be purchased from Jivan Hospitality, Inc., as requested in the Project Homekey Notice of Funding Availability (NOFA). You will find that document enclosed in the attachments section of the submittal.

In order to sustain the project long term, the County intends to designate units for members of specific populations who are homeless or at risk of becoming homeless, including veterans, persons experiencing severe mental illness, seniors, families eligible for CalWorks, families involved with the local Child Welfare Services system, people with complex medical conditions, persons at high risk of complications from COVID-19 who are in possession of permanent supportive housing (PSH) vouchers, and a set of “flex” rooms which can be used for members of the target populations listed above, or others who do not fit those categories. These populations have been targeted for a variety of reasons: 1) the County has observed these populations need additional housing supports, especially while searching for permanent housing; 2) structuring the facility to contain varied demographic groups will improve the overall functioning of the facility; and 3) the individuals and families in these programs have already been linked to services which provide housing subsidies and case management. Table 1, below, shows the various populations, the estimated number of rooms set aside, and the funding sources tied to these populations. Please note that the County of Mendocino is requesting two years of operating subsidies through Project Homekey; however, the list of funding sources below assumes that those funds will not be accessible, per the requirements communicated by HCD during the project pre-application consultation.

Table 1. Target Populations and Funding Sources

Target Population	Est. Number of Rooms	Funding Source
Veterans	5	Department of Veteran’s Affairs (VA) funding; Department of Housing and Urban Development (HUD) VA Supportive Housing funding
Persons with severe mental illness	10	California Department of Health Care Services (DHCS) Whole Person Care funding
Seniors	10	Client income (no more than 30% monthly); Housing and Community Development (HCD) Permanent Local Housing Allocation; HCD Emergency Solutions Grant – Coronavirus Relief funding
CalWorks Families	5	CalWorks Housing Support funding
Child Welfare Services Families	3	HUD Family Unification Program Vouchers

Target Population	Est. Number of Rooms	Funding Source
Persons with Complex Medical Conditions	5	Adventist Health Ukiah Valley philanthropic funding
High-Risk of COVID-19 Complications with PSH vouchers	10	Client income (no more than 30% monthly); Housing and Community Development (HCD) Permanent Local Housing Allocation; HCD Emergency Solutions Grant – Coronavirus Relief funding
“Flex” rooms	8	Client income (no more than 30% monthly); Housing and Community Development (HCD) Permanent Local Housing Allocation; HCD Emergency Solutions Grant – Coronavirus Relief funding; population-specific funding listed above.

Most of these funding sources are durable and will be available to maintain the project for the first five years of operations. In addition, in order to identify future, more durable funding streams, the County intends to supplement durable operational funding sources with Emergency Solutions Grant Coronavirus Relief funding. Leveraging these funds will allow the facility to begin operations immediately while alternative funding plans for operations beyond the first five years are determined.

To facilitate the ability to use other affordable housing funding to sustain the project in the future, the County will put in a place a deed restriction on the use of the property and the target population for 55 years following purchase, as required by law. The necessary deed restriction will be put in place during the property acquisition and transfer process.

To purchase the facility, the County currently intends to use some combination of Project Homekey funds, One-time Housing Funds for Whole Person Care Pilots funding, Coronavirus Relief funding (directly allocated by the State of California via the US Treasury), and County General Fund dollars. The County also intends to approach project partners who have expressed interest in room set asides for their client populations to determine the interests of those organizations in contributing to the facility’s capital costs.

In addition, the County intends to convert some units within the facility to permanent housing, while maintaining other units as transitional housing with a linkage to pending permanent housing. The majority of these transitional units will be occupied by individuals with access to Permanent Supportive Housing vouchers who are actively seeking permanent housing units but have not yet secured such housing.

Ultimately, the County anticipates approximately 30 rooms will be converted to permanent housing, with the remaining 26 rooms maintained as transitional housing. However, these targets may change over time as the population in need and funding sources available to the County and its partners become more apparent. Because modifications to the rooms necessary to allow for permanent housing are minor and consist primarily of adding secondary sinks and cook tops, the County anticipates converting units on a rolling basis and completing necessary renovations within the allowable ten-year window. Current estimates provided via Technical Assistance from the California Department of General Services indicate the construction costs to upgrade the units to permanent housing status will be approximately \$10,000

per unit, or approximately \$300,000. Assuming 20% for design services to plan the necessary upgrades puts the costs of permanent housing renovations at approximately \$360,000.

The Mendocino County Homeless Services Continuum of Care (MCHSCoC) will be an integral collaborative and strategic partner to this project. The MCHSCoC is meeting on August 17, and the County anticipates receiving a letter of support for this project at that meeting

In order to support residents of the facility, the County of Mendocino proposes to provide the following on-site services: legal/criminal justice advocacy; substance use disorder therapy; occupant site meetings; life skills classes; diet and nutrition classes; and smoking cessation services. In addition to the on-site services offered, the County will also provide a linkage to off-site services including primary medical care, mental health services, housing navigation services, life skills classes, job skills classes, education (GED, etc) classes, substance use disorder treatment, and linkage to CalFresh, Medi-Cal, and CalWorks programs. The County also anticipates offering linkage to HIV and Hepatitis C screenings, as well as organizing transportation options from the facility. All of these services are available within walking distance or via the Mendocino Transit Authority bus service. This facility is centrally located in Ukiah, with a CVS Pharmacy located 0.22 miles away at 155 South Orchard Avenue, a full service Safeway Grocery store 0.44 miles away at 653 South State Street, a bus stop for the Mendocino Transit Authority 200 feet away on South Orchard Avenue, the Ukiah Branch of the Mendocino County Library 0.5 miles away at 105 North Main Street, and the Adventist Health Ukiah Valley Hospital complex 0.42 miles away at 275 Hospital Drive. These facilities and other nearby services are marked on the enclosed project map.

Please note that this project is replacing transient lodging with a permanent transitional housing facility for the homeless and those at risk of becoming homeless. As such, no assisted housing is being replaced and therefore no replacement of assisted housing is required for the project. All housing developed under this project will be located within the existing site boundaries.



COUNTY OF MENDOCINO

Executive Office

CARMEL J. ANGELO
CHIEF EXECUTIVE OFFICER
CLERK OF THE BOARD

501 Low Gap Road, Room 1010
Ukiah, CA 95482-3734

Email: ceo@mendocinocounty.org
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August 4, 2020

Mr. Mike Jivan
Best Western Orchard Inn
555 South Orchard Ave
Ukiah, CA 95482

Re: Property Located at 555 South Orchard Ave, Ukiah, CA

Dear Mr. Jivan:

On behalf of the County of Mendocino, I would like to express our interest in the property at 555 South Orchard Ave, Ukiah, CA. The property has been described as a 56-room tourist hotel, approximately 29,905 feet of gross building area, situated on a 52,272 +/- sq ft lot; it is the County's understanding that the current asking price for the property is \$10,500,000. As such, the County would like to discuss options for potential purchase consideration.

As you are aware, the County is pursuing funding from Project Homekey with the California Department of Housing and Community Development (HCD) to fund the acquisition of the property. It is my understanding that the County may be required to request you to identify any known encumbrances on the property.

This real property transaction was presented to the Mendocino County Board of Supervisors during their Closed Session meeting on August 4, 2020 to discuss the property acquisition details and terms. As indicated to you verbally, I anticipate, there would be no loan necessary as this property acquisition would be an all cash transaction. Our negotiating team is working with the State Department of General Services Agency Real Property team to evaluate the process, including the recent appraisal. Our team will contact you to discuss the process related to moving forward with the property acquisition, noting that the County would be seeking a short closing timeframe subject to approval of the Board of Supervisors.

Please work directly with Deputy CEO Janelle Rau who can be reached at the number listed above or at rauja@mendocinocounty.org. I want to express my appreciation to you for the collaboration with the County thus far and look forward to your response and working through this process.

Sincerely,

Carmel J. Angelo
Chief Executive Officer/Purchasing Agent
County of Mendocino

cc: Janelle Rau, Deputy Chief Executive Officer
Darcie Antle, Deputy Chief Executive Officer

The County of Mendocino has engaged the seller of the property and confirmed their interest, along with submitting a letter of interest to the seller to confirm the County's interest. The County will provide the Board of Supervisors with the appraised value of the facility and receive further negotiation privileges on the Board Meeting scheduled for August 18, 2020. Following this meeting, the County will work with Technical Assistance providers from the State Department of General Services to further engage the seller and come to terms on a draft purchase and sale agreement. A more complete description of the plan for obtaining site control than provided in the application Scope of Work is provided below. The County anticipates closing escrow for the purchase on or around December 23, 2020, in order to meet the December 30, 2020 expenditure deadline.

1) Purchase and Sale Agreement (PSA)

- a) Purchasing Agent or designee to schedule closed session with the Board of Supervisors to discuss the interest in purchasing the property and to receive direction and authority from the Board to negotiate with the seller (complete)
 - i) The Board will usually provide negotiators with a min/max \$ amount to present to the seller
 - ii) If there is a recent appraisal, that is disclosed to the Board during Closed Session; if none, the Board will be informed of the Assessed valuation or Purchasing Agent or designee will return at future Board meeting with an asking prices, etc.
- b) Option to Purchase - The Purchasing Agent or designee prepares letter of interest to the seller or agent, with an initial offer or indicating County's interest in negotiating. (complete)
 - i) At this time, the County will need to work with the recent appraisal (if it exists) or obtain a new appraisal (in process)
 - ii) Once appraised amount is obtained, Purchasing Agent or designee negotiates with seller
 - iii) **Option to Purchase – Accepted - Milestone**
- c) Purchase & Sale Agreement (Draft) - Once terms are agreed upon, Closed Session is scheduled
 - i) If the Board accepts the Purchasing Agent or designee and negotiated purchase prices, an open session announcement is made at this time with the details of purchase including amount
- d) Escrow is opened (refer to check list: "Purchase of Real Property")
 - i) County / buyer responsible for escrow opening and closing costs (refer to prior purchase process for Title company information)
- e) Final sales agreement and escrow instructions presented to the Board during open session for approval
- f) **Purchase Agreement Approved – Milestone**

2) Due Diligence

- a) Utilities
 - i) Water, Sewer, Storm Drain
 - ii) Electricity, Gas, Phone, Cable
- b) Environmental Studies
 - i) Phase 1 - Hazardous Material Assessment
 - ii) Flood Hazard
 - iii) Building Inspection (Independent Building inspector and/or County Safety Officer)
 - (a) Building Systems
 - (i) HVAC, electrical (incl. PV's), plumbing (incl. well, storage tanks, water softener)
 - (b) Safety
 - (i) Interior Air Quality – mold & mildew

7746.18 Project Homekey Site Control Timeline

County of Mendocino

August 13, 2020

- (ii) Smoke & CO2 Detectors, fire sprinklers (if present)
- (c) Building Interior
 - (i) Flooring, walls & ceilings (paint), cabinetry & countertops, doors & door hardware, plumbing fixtures, appliances
- (d) Building Envelope
 - (i) Roofing, foundation, siding, insulation (attic, under-floor, walls), windows & doors
- (e) Exterior
 - (i) Driveway, walkways, retaining walls (condition & ADA accessibility), landscaping (plants & irrigation system)
- c) Conditions required to Close of Escrow
- d) Due Diligence Completed – Removal of Due Diligence Contingency - Milestone

3) Close of escrow

- a) Escrow Instructions – Buyer, Seller & Lender Instructions to Title Company
- b) Final Escrow Transaction - including recording deed, arranging for final payment via escrow
- c) Close of Escrow – Recordation - Milestone

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Single document describing the development team's experience acquiring and/or rehabilitating and operating affordable housing projects

The County of Mendocino does not have significant experience acquiring and operating affordable housing. While the County offers a variety of services through the County Health and Human Services Agency, including administering CalWorks, Medi-Cal, CalFresh, In-Home Supportive Services, Child Protective Services and Foster Care, WIC programs, mental health and substance abuse supports, and veterans services, the actual ownership and operation of affordable housing is not an activity the County has actively pursued in the recent past. As such, the County will be relying on trusted community partners to support acquisition and operation of the Homekey facility.

The County has partnered with Rural Communities Housing Development Corporation (RCHDC) to support acquisition and operations. RCHDC brings over 40 years of affordable housing experience to the project, with dozens of successful developments serving both the target population for Homekey as well as other populations such as seniors and veterans. The RCHDC team provides deep experience with the affordable housing acquisition process, as well as a comprehensive understanding of accessibility, operations, and sustainability needs. The County will act as the fiscal sponsor of the project, connect existing County programs to the facility, and facilitate additional relationships with other community partners to ensure residents have all necessary supports to transition to a more stable living situation.

By partnering with RCHDC and other qualified community partners, the County will leverage the strengths of the various organizations in our rural community to ensure that the most qualified service providers are involved in the program. In a rural area like Mendocino County, there is limited capacity for the County to maintain all services, including affordable housing, in-house. This community partner model has a demonstrated history of success throughout the County and will allow for the development of facility and program structure which can meet the aggressive timelines of the Homekey program while also offering the level of service and support that program participants deserve.

The County of Mendocino has already reached out to over a dozen community partners to solicit input on the facility, populations which may be able to use the facility, services which those organizations would like to offer, both on- and off-site, and other feedback. Of particular note, the specialty mental health services providers in the community, Redwood Community Services, Redwood Quality Management Company, and Manzanita Services, have indicated a strong commitment to participating in the project. These organizations have extensive experience assisting people who are experiencing homelessness, both before and after being housed. The participation of these community partners is crucial for the project's overall success, and their support will be integral to providing a comprehensive suite of services to the target population.

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Document identifying the financial and regulatory mechanisms to be used to maintain the ongoing affordability of the project

The County of Mendocino anticipates using a variety of sources and strategies to ensure the ongoing affordability and sustainability of the project. These strategies include targeting populations who are already receiving some level of support from various social safety net programs, utilizing existing grant funding such as the Emergency Solutions Grant and Whole Person Care to subsidize the facility, and collecting 30% of resident income as rent for all tenants. These strategies are discussed in further depth below.

As discussed in Permanent Housing Compliance response, the County of Mendocino intends to structure the facility such that a specified number of rooms are set aside for each target population. That breakdown is described in Table 1, below.

Table 1. Target Populations and Funding Sources

Target Population	Est. Number of Rooms	Funding Source
Veterans	5	Department of Veteran's Affairs (VA) funding; Department of Housing and Urban Development (HUD) VA Supportive Housing funding
Persons with severe mental illness	10	California Department of Health Care Services (DHCS) Whole Person Care funding
Seniors	10	Client income (no more than 30% monthly); Housing and Community Development (HCD) Permanent Local Housing Allocation; HCD Emergency Solutions Grant – Coronavirus Relief funding
CalWorks Families	5	CalWorks Housing Support funding
Child Welfare Services Families	3	HUD Family Unification Program Vouchers
Persons with Complex Medical Conditions	5	Adventist Health Ukiah Valley philanthropic funding
High-Risk of COVID-19 Complications with PSH vouchers	10	Client income (no more than 30% monthly); Housing and Community Development (HCD) Permanent Local Housing Allocation; HCD Emergency Solutions Grant – Coronavirus Relief funding
"Flex" rooms	8	Client income (no more than 30% monthly); Housing and Community Development (HCD) Permanent Local Housing Allocation; HCD Emergency Solutions Grant – Coronavirus Relief funding; population-specific funding listed above.

By structuring the facility in this manner, many of these target populations will enter the facility with housing subsidies already in place. Through programs such as HUD VASH, Whole Person Care, CalWorks, and local philanthropic funding, over 44% of the rooms available will be set aside for populations with existing subsidies, with the potential for the eight additional flex rooms to also contain populations with existing subsidies, resulting in up to 59% of the facility being fully subsidized by other programs.

7746.18 Project Homekey Ongoing Affordability Narrative

County of Mendocino

August 13, 2020

Combining these subsidies with the collection of 30% of client income as rent will provide a large portion of the necessary funding to operate the facility. For the remaining rooms, the County anticipates using a selection of grant-funded housing supports to sustain the project initially. These supports include HCD Emergency Solutions grants and HCD Permanent Local Housing Allocation funding. Tentatively, the County's current plan is to set aside a portion of Permanent Local Housing Allocation funding annually to support the facility's operations. The County is also requesting the available two years of operating subsidies through Project Homekey to support the project.

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Single document describing the development team's experience acquiring and/or rehabilitating and operating affordable housing projects

The County of Mendocino does not have significant experience acquiring and managing affordable housing. As such, the County has solicited the support of a key project non-profit development partner, the Rural Communities Housing Development Corporation (RCHDC), to support the project acquisition and management activities.

RCHDC had its beginnings as a program of North Coast Opportunities, Inc. (NCO), the Community Action Agency for Lake and Mendocino Counties. The housing development efforts began in the early 1970s, when Tom MonPere was NCO's Executive Director. It was decided to use agency staff to explore the possibility of NCO developing housing projects. NCO staff were able to locate properties in Willits and Ukiah. The legal entity of RCHDC was organized in November 1975, but the original housing development work was financed under the umbrella of NCO up to 1983.

The first RCHDC housing projects were developed and managed while RCHDC was still a program of NCO. This first wave of housing construction, which occurred between 1979 and 1983, included the development of eight housing projects, including:

- Holly Heights—a 26-unit family project in Willits, funded with USDA/RD 515 funds. This first project was completed in early 1979.
- Walnut Village—a 48-unit senior citizen project in Ukiah that was completed late 1979. Walnut Village was financed primarily with HUD 202 funds.
- Cypress Village—a 42-unit senior citizen apartment complex in Fort Bragg was completed in 1981. This was funded with USDA/RD 515 funds, as well as the California Coastal Conservancy funding.

In January 1983, RCHDC became financially and administratively independent of NCO. RCHDC's mission, as stated in the Articles of Incorporation, is to "provide decent, affordable housing to low and moderate income persons."

In the early 1990s, a number of senior citizen housing developments that had been in the planning stages for a few years came to fruition. These projects included:

- Lakeview Housing-- a 36-unit senior citizen project located in the City of Lakeport, developed in 1990 and funded with HUD 202 monies.
- North Shore Villas—a 30-unit senior citizen project located in the community of Lucerne in Lake County. This project was developed in 1990 and funded with HUD 202 monies.
- Jack Simpson School View Apartments—a 30-unit senior citizen project located in Ukiah adjacent to the Walnut Village development. This project was developed in 1992 and was financed with HUD 202 funds.
- Oak Park Manor Apartments—a 30-unit senior citizen project located in the City of Red Bluff. The project was occupied in 1993 and was financed with HUD 202 funds. With this project tenant subsidies were changed to PRAC (Project Rental Assistance Contract).

In 1999, RCHDC entered into the realm of expiring use properties. With three of these expiring use projects available in Mendocino County, RCHDC made the decision to move forward with the purchase of these properties. This was an entirely new line of business for the agency and required a major investment of time, money, and expertise to pursue the initial three projects. The first expiring use transactions for RCHDC involved the following three projects:

7746.18 Project Homekey Development Team Experience Narrative
County of Mendocino
August 13, 2020

- Orchard Manor—a 64-unit family project located in Ukiah.
- Orchard Village—a 48-unit family project also in Ukiah.
- River Gardens—a 48-unit family project in Fort Bragg.

Overall, since its inception in 1975 up to December 31, 2016, RCHDC had a major impact on the supply of affordable housing on the North Coast. In terms of Self-Help there were 401 families who were able to build their own houses over that period of time. These projects are located in McKinleyville and Fortuna in Humboldt County; Clearlake, Lucerne, and Lakeport in Lake County; and Ft. Bragg, Willits, and Ukiah in Mendocino County.

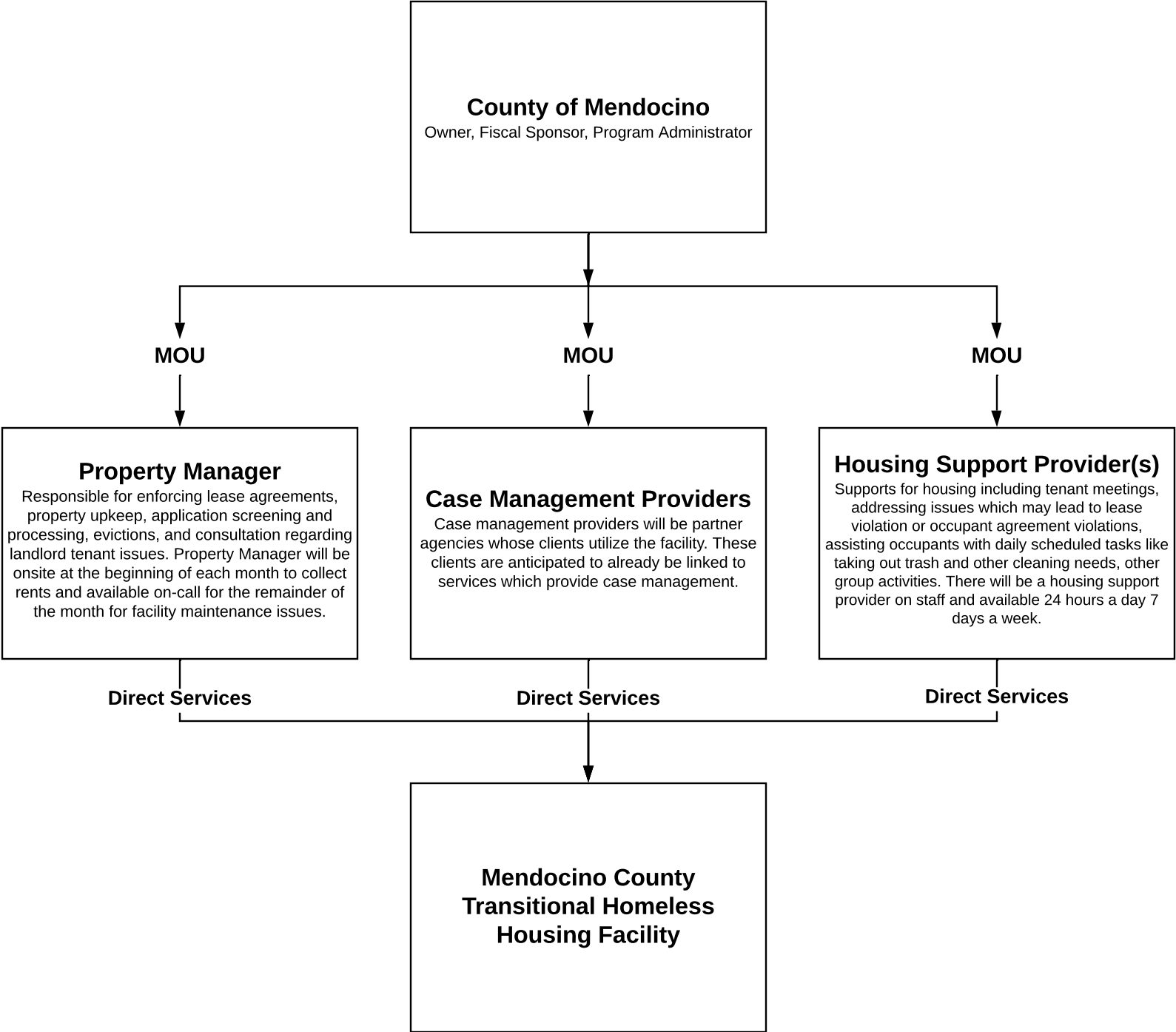
In terms of multifamily rental units, RCHDC has provided decent and affordable housing throughout the North Coast. The following is detail on how many units were produced of various types:

Target Population	Total Number of Units
Senior Citizens	15 projects, 468 units
Families	10 projects, 476 units
Chronically Mentally Ill	4 projects, 64 units
Farmworkers	1 project, 40 units
New Development	1048 Units

It is significant to note that among the 10 family projects—6 were acquisition/rehab projects—this amounted to 362 units. Of the 15 senior citizen projects—only three were acquisition/rehab projects—this amounted to 104 units. Almost one-half of the total units owned by RCHDC were acquisition/rehab—rather than new construction.

Needless to say, RCHDC brings a deep breadth of experience acquiring and managing affordable housing projects. This partnership allows the County of Mendocino to leverage its position as the local agency and eligible grant recipient while mobilizing the expertise and experience of RCHDC to ensure a successful project. Ultimately, the County of Mendocino intends to bring the facility online and help establish the programmatic elements, while relying on RCHDC for property management and compliance support. Over the long term, the County will explore eventually granting the facility to RCHDC to facilitate the conversion of units to permanent housing.

Mendocino County Transitional Housing Facility Development Team Structure



7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Single document describing applicant's experience with development, ownership, or operation of a project similar in scope and size to the proposed project, OR at least two affordable rental housing projects in the last ten years, with at least one of those projects containing at least one unit housing a tenant who qualifies as a member of the target population (homeless or at risk of becoming homeless)

7746.18 Project Homekey Applicant Experience Narrative

County of Mendocino

August 13, 2020

In 2015, the County of Mendocino entered into partnership with the Rural Communities Housing Development Corporation to develop the Willow Terrace Apartments. Willow Terrace offers permanent supportive housing for low-income individuals with mental illness, all of whom were either homeless or at risk of becoming homeless prior to entering the program. Willow Terrace consists of 26 single-room occupancy units and 11 one-bedroom units, as well as one three-bedroom manager's unit. Willow Terrace provides wrap-around services for its residents through the Mendocino County Health and Human Services Agency (HHSA) and other providers, a compassionate and an economically sound approach. Leveraging a \$1.3 million soft loan from the California Mental Health Services Act, RCHDC worked closely with its financial partners to build the \$12 million development. Willow Terrace was financed with federal low-income housing tax credits (LIHTCs), with Enterprise Housing Credit Investments as the primary investment partner, and state housing tax credits, which U.S. Bank purchased. The development also received a Federal Home Loan Bank of San Francisco Affordable Housing Program award through member bank Community First Credit Union. It also includes a \$3.6 million reserve, funded by LIHTC equity, to ensure financial viability for 20 years.

The County has also partnered with various non-profit agencies, including RCHDC, to support components of affordable housing, such as pursuing Community Development Block Grant funding to support infrastructure needs for these developments. While the County has limited direct experience acquiring and managing affordable housing, the County has become adept at developing local partnerships and leveraging the strengths of those partners to facilitate projects which make an impact in the community and improve the quality of life for the County's most vulnerable residents.

The development of Willow Terrace demonstrates the potential of partnerships between local jurisdictions like the County of Mendocino and non-profit housing developers like RCHDC, and this partnership has been re-mobilized to ensure Project Homekey is successful in Mendocino County.

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

In demonstrating how the project will provide supportive services, please describe the on-site staffing plan proposed to deliver these services. Also describe the approach to securing off-site services including primary care and other needed physical health and behavioral health services as well as other tenancy supports.

When a potential occupant is assessed for a unit, the County will require that a behavioral agreement and a release of information is signed. The release will include all partner agencies so that occupants may be referred to the appropriate agency for the services that are relevant to them, and that each referring agency will have the right to know if that referral was followed up on. The behavioral agreement will outline the importance of keeping a safe and clean environment so that all occupants may have peaceful use of the premises; reasonable noise levels must be maintained, bringing occupant disputes to Housing Support Person(s), no drug or alcohol use on premises (we will not be testing or requiring sobriety), no smoking in the rooms and only smoking in designated outside smoking area, and that rooms must be kept reasonably clean as there is not a maid service. Occupant will be required to do regular cleaning, occupant will allow property management and Housing Support Person into their rooms at scheduled times, and occupants are allowed to have guests who must check in and out at the front desk and may not stay overnight.

Property Management would have a staff person on site from the 1st of the month until the 6th, to collect rent. They would have an on-call number to address facility issues (leaking pipes, door locks, etc). This agency would also be responsible for doing unit inspections for violations.

Housing Support Provider: Supports for housing including tenant meetings, addressing issues which may lead to lease violation or occupant agreement violations, assisting occupants with daily scheduled tasks like taking out trash and other cleaning needs, other group activities. There will be a housing support provider on staff and available 24 hours a day, 7 days a week. The County intends to set aside the existing three-bedroom manager's unit for a live-in, on-site staff person to serve as the housing support provider.

The County will also offer connections to off-site services such as primary medical care, mental health services, housing navigation services, life and job skills classes, education, substance use disorder treatment, and benefits such as CalFresh, MediCal, and CalWorks. These services are offered by a variety of community partners including Adventist Health, Redwood Community Services, Redwood Quality Management Company, Mendocino County AIDS and Viral Hepatitis Network, Mendocino County Office of Education, Mendocino County Youth Project, Manzanita Services, and the County Health and Human Services Department. Many of these agencies have existing agreements with the County of Mendocino to provide comparable services, and those agreements will be leveraged to the maximum degree possible to initiate services available at this facility. The County anticipates signing MOUs with the property management provider, likely to be RCHDC, along with the agency providing housing supports, and the various agencies offering off-site services. These MOUs will be negotiated concurrently with the property acquisition and subsequent modifications. The table below describes each off-site service and the anticipated service provider, along with an estimated distance to each facility where the service is provided.

7746.18 Project Homekey Supportive Services Narrative
 County of Mendocino
 August 13, 2020

Service	Provider	Approximate Distance
Primary Medical	Adventist Health Ukiah Valley Primary Care Clinic at 275 Hospital Drive	0.9 miles
	Mendocino Community Health Clinics at 333 Laws Avenue	2.1 miles
Mental Health Services	Manzanita Services at 410 Jones Street	1.2 miles
	Redwood Community Services at 346 Gobbi Street	0.4 miles
	Mendocino County AIDS & Viral Hepatitis Network at 148 Clara Ave	1.1 miles
Housing Navigation Services	On-site	N/A
	Building Bridges at 1045 S State Street	1.4 miles
Life Skills	Mendocino Works at 2550 N. State Street	3.5 miles
Job Skills		
Education	Ukiah Adult School at 1056 N. Bush Street	1.9 miles
Substance Use Disorder Treatment	Behavioral Health and Recovery Services Branch at 1120 S. Dora	1.3 miles
Medi-Cal, Cal-Fresh, and CalWorks benefits	Social Services Agency branch at 737 S. State Street	0.8 miles
Food	Plowshares Soup Kitchen at 1346 S. State Street	1.8 miles

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Eligible Applicant shall provide non-discrimination statement per Section 311, which references the Fair Employment and Housing Act. The Fair Employment and Housing Act is supported by accompanying regulations, 2 CCR Section 12005 et seq, covering tenant screening and affirmative marketing requirements. Eligible Applicant will also include a description of how the Project will address racial equity and inequities for the target population, including any local disproportionate impact of COVID-19 and homelessness by race and other protected classes. The description should include supporting evidence of the strategies' effectiveness if available.

The County of Mendocino commits to non-discrimination and accessibility across all of its activities, including operating the proposed transitional housing facility. The facility will adhere to all accessibility requirements as set forth in the California Building Code Chapters 11A and 11B and the Americans with Disabilities Act. The facility will adhere to the Uniform Federal Accessibility Standards or the HUD Deeming Memo. Accessible units shall, to the extent feasible, will be available in a sufficient range of sizes and amenities consistent with 24 CFR Section 8.26. Please note that the Best Western Orchard Inn contains four accessible rooms, or 7.1% of the total rooms in the facility; however, because the building does not have an elevator, all four accessible rooms are located on the ground floor and adjacent to the lobby. The County of Mendocino maintains an equal opportunity employment policy indicating that “it is the stated policy of the County of Mendocino that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religious creed (including all aspects of religious belief, observance, and practice, including religious dress and grooming), ancestry, national origin, citizenship status, age, sexual orientation, gender (including pregnancy, medical conditions related to pregnancy or childbirth, breastfeeding, or medical conditions related to breastfeeding), gender identity, gender expression, marital status, genetic information, medical condition, physical or mental disability, military status, or any other consideration made unlawful by federal, state, or local law. Discrimination against employees, applicants, or volunteers on any such basis is unlawful and is prohibited.” A similar policy for the operation of this facility will be adopted, documenting that discrimination against any class of individuals will be prohibited. As the County of Mendocino does not have a long history of operating public housing facilities, the County anticipates leveraging the expertise of the development partner, Rural Communities Housing Development Corporation, and their experience administering fair housing practices to support the operations of the facility for the screening of applicants and affirmative marketing requirements.

The table below describes the demographics of the homeless population in the County of Mendocino, as compared to the demographics of the County overall and the State as a whole. All homeless demographics are sourced from the 2019 Mendocino County Homeless Point-in-Time Count, while County and State overall demographic statistics are sourced from HealthMendocino.org via the Claritas demographics service.¹

¹ <http://www.healthymendocino.org/demographicdata>

Table 1. County Demographics

	Mendocino County Homeless Population	Mendocino County Overall	State of California Overall
Gender Identity			
Male	63.7%	49.7%	49.7%
Female	36.1%	50.3%	50.3%
Gender Non-Conforming	0.3%	Not Available	Not Available
Race			
White	80.1%	72.6%	54.2%
Black or African American	1.7%	0.9%	5.8%
Asian	0.3%	2.2%	15.0%
American Indian or Alaskan Native	8.5%	5.0%	1.0%
Native Hawaiian or other Pacific Islander	2.0%	0.2%	0.4%
Multiple Races	7.4%	5.1%	5.4%
Other	Not Available	14.0%	18.1%
Ethnicity			
Hispanic/Latino	10.6%	27.0%	40.4%
Non-Hispanic/Latino	89.4%	73.0%	59.6%

As Table 1 indicates, the homeless population in Mendocino County contains a disproportionately high number of individuals who identify as male when compared to the County and State overall. However, in regard to both race and ethnicity, the demographics of the homeless population align closely with the overall demographics of the County. It should be noted that County- and State-level surveys allow for “other” as a response option for race, while the Point-in-Time Count does not offer this response option. This results in increases across other racial categories as individuals who typically may describe their race as “other” select the response which most closely fits their racial identity, and likely is responsible for the over-representation of white, African American, American Indian, native Hawaiian, and multiple race categories.

Hispanic/Latino individuals are under-represented in the homeless community, while non-Hispanic/Latino individuals are over-represented. Based on the data currently available regarding the County homeless population, there is little to indicate other severe racial or ethnic disparities that do not mirror overall demographics within the County.

It should be noted, however, that even though the homeless population closely mirrors the area’s overall demographics, the impacts of COVID-19 demonstrate significant demographic disparities. As of August 6, 2020, Mendocino County has confirmed 363 cases of COVID-19, with 214 of those cases, or 59.0%, occurring amongst Hispanic/Latino individuals. The County recognizes these disparities. While homelessness statistics in the County do not overrepresent Hispanic/Latino individuals, the County HHSA has a Hispanic outreach unit which is focused on outreaching and enrolling Hispanic/Latino individuals in

service programs for which they are eligible and has established relationships with local Latinx advocacy and service organizations to determine optimal strategies to reach this group. County staff has experience outreaching to this population and most recently conducted targeted outreach to this community to advertise the availability of recently completed farmworker housing on Brush Street in Ukiah. HHSA also has several bilingual and culturally competent staff members who can help clients who do not speak English navigate the social safety net in the community.

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

The extent to which the Project exceeds the state and federal accessibility requirements set forth Section 311, specifically providing a minimum of 10 percent of units with features accessible to persons with mobility disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC provisions, and a minimum of 4 percent of units with features accessible to persons with hearing or vision disabilities, as defined in 24 C.F.R. Section 8.22 and the parallel ADAAG 2010 and CBC Chapter 11B provisions.

7746.18 Project Homekey Accessibility Narrative

County of Mendocino

August 13, 2020

The Best Western Orchard Inn proposed for purchase and conversion in this project is a 56-room motel with four ADA-accessible units, or approximately 7.1% of the total units. The County will also be adding accessible communications features to two rooms to comply with accessibility standards. In order to meet Project Homekey timelines, the County of Mendocino will not be adding any additional accessible rooms prior to bringing the facility on-line as a transitional housing facility.

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Single document describing applicant or development team's experience (need 3+ years) serving persons in the target population

7746.18 Project Homekey Target Population Experience

County of Mendocino

August 13, 2020

The County of Mendocino, via the County Health and Human Services Agency (HHS), has provided services either directly or via community partners to individuals experiencing or at risk of homelessness for decades. HHS, as an agency, was formed via the consolidation of multiple County departments in 2009 and has offered homeless services in its current form since that time period. The County has historically administered a mix of direct-service and community partnership models for providing homelessness supports and other social services. Via this model, the County is able to assess which programs are most effective when directly staffed by County employees and which are most effective when the County acts as the fiscal sponsor and program administrator while community partners provide direct staffing and work with the target population. This model allows for improved efficiency in the provision of services and limits the level of staffing the County itself must maintain to ensure adequate homeless services are provided in the community.

The County also provides facilitation and administration of the local Homelessness Continuum of Care and local Whole Person Care funding. This work with the network of service providers in the area provides County staff with key insights into the challenges facing homeless individuals in Mendocino County, the efforts made to improve outcomes for those individuals, and the programs which have been most effective in achieving those outcomes.

Currently, the County directly administers and staffs the local CalWorks program, Child Welfare Services, Adult Protective Services, Behavioral Health services, CalFresh program, and MediCal enrollment services. While these services are not targeted exclusively at individuals who are homeless or at risk of becoming homeless, each program does work with the homeless population to link those individuals to relevant services which may help them stabilize their situation.

In addition to the services provided directly by County staff, the County also maintains service contracts with community partners such as Redwood Community Services, Redwood Quality Management Company, Manzanita Services, Mendocino County Youth Project, and providers for a variety of services that either target directly or work with homeless populations. While the County does not provide direct services when working with these organizations, the County does apply for and secure funding for the programs staffed by these organizations, as well as providing program oversight and assessment of outcomes. The County works collaboratively with each service provider to craft programs which meet funding requirements and community need while overseeing the successes and shortfalls of the outcomes of those programs. This strategy of adaptive management allows the County to get feedback from service providers about the efficacy of programs and interventions and to work with those providers to continuously update program structures to pursue improved outcomes with client populations.

7746.18 Project Homekey Master Narrative Prompts

County of Mendocino

August 13, 2020

Single document demonstrating project's impact on the community via 5% reduction in 2019 Homeless PIT count (2019 Value: 785)

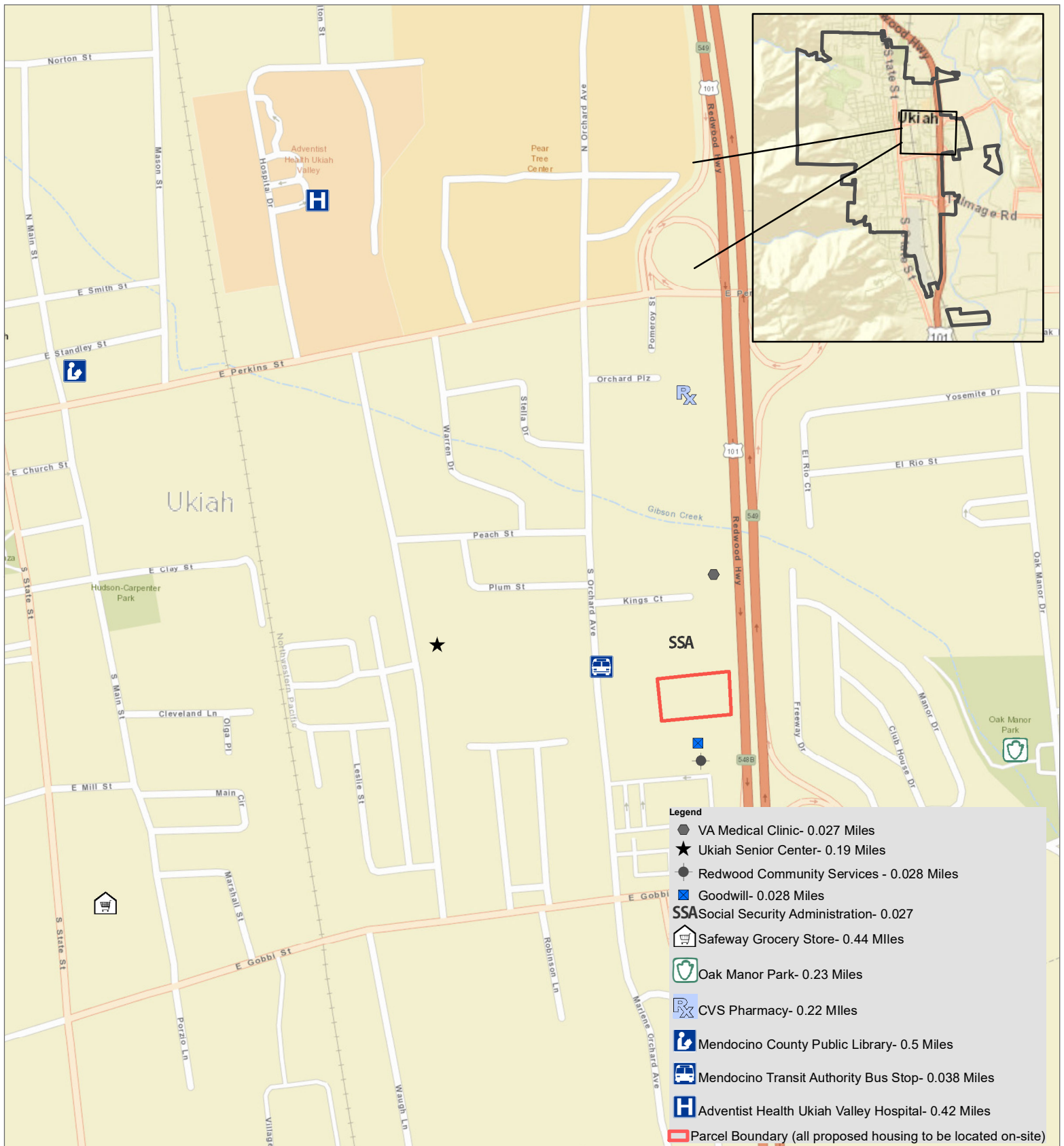
7746.18 Project Homekey PIT Count Reduction Narrative

County of Mendocino

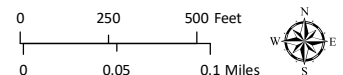
August 13, 2020

The Best Western Orchard Inn is a 56-room motel. The County of Mendocino anticipates that, initially, all 56 rooms will be available as transitional housing. Ultimately, the County anticipates approximately 28 rooms to be maintained as transitional housing, with the remaining 28 rooms converted into permanent housing options. In 2019, the Point-in-Time Count estimated 785 unhoused individuals in Mendocino County. However, of those 785 individuals, 538 were unsheltered at the time of the count. Assuming 100% occupancy of the facility at all times yields an estimated 10.4% reduction in the unsheltered homeless population, or an 7.1% reduction in the total homeless population. Even assuming a more conservative estimate of 75% occupancy of the facility, or 42 rooms, yields an estimated reduction of 7.8% of the unsheltered homeless population and 5.4% of the total homeless population.

Mendocino County Transitional Housing Facility Location and Services Map



Produced by LACO for Mendocino County
Map Drafted August 2020
Coordinate System: NAD 83, Calif. State Plane Zone II
Projection: Lambert Conformal Conic
Parcel Data: Mendocino County Information Services, October, 2017
Aerial Imagery: US Dept. of Agriculture/ArcGIS Online mosaic
Topographic Data: USGS 7.5 minute quad series Mount Diablo Base & Meridian
Parcel numbers are for tax purposes only and do not represent legal or salable parcels.
All spatial data is approximate. This map is not a substitute for a proper land survey.



AERIAL IMAGERY

**THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES**

7746.18 Project Homekey CEQA Timeline

County of Mendocino

August 12, 2020

The County of Mendocino will complete this project using the AB 83 Statutory CEQA exemption and land use streamlining process. Following the close of escrow, the County will file a Notice of Exemption with the State Clearinghouse and the County Clerk, pursuant to the manner specified in Public Resources Code Section 21152 subsections (b) and (c). The County anticipates filing the NOE by January 30, 2021.

GL1-7520

AI

CERTIFICATE OF COVERAGE

08/13/2020

**Public Risk Innovation,
Solutions and Management**

C/O ALLIANT INSURANCE SERVICES, INC.
PO BOX 6450
NEWPORT BEACH, CA 92658-6450

PHONE (949) 756-0271 / FAX (619) 699-0901
LICENSE #0C36861

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED and/or requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVERAGE
AFFORDED

A- Public Risk Innovation, Solutions and Management**Member:**

MENDOCINO COUNTY
ATTN: HEATHER CORRELL
501 LOW GAP ROAD, ROOM 1010
UKIAH, CA 95482-3765

COVERAGE
AFFORDED

B

COVERAGE
AFFORDED

C

COVERAGE
AFFORDED

D**Coverages**

THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF COVERAGE	MEMORANDUM NUMBER	COVERAGE EFFECTIVE DATE	COVERAGE EXPIRATION DATE	LIABILITY LIMITS
A	<input checked="" type="checkbox"/> Excess General Liability <input checked="" type="checkbox"/> General Liability Aggregate <input checked="" type="checkbox"/> Auto Liability	PRISM 20 EL-09	07/01/2020	07/01/2021	\$1,000,000 \$2,000,000 \$1,000,000 Limits inclusive of the Member's Self-Insured Retention of \$150,000

Description of Operations/Locations/Vehicles/Special Items:

AS RESPECTS AGREEMENT BETWEEN MENDOCINO COUNTY AND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR PARTICIPATION IN THE STATE OF CALIFORNIA HOMEKEY PROGRAM.

STATE OF CALIFORNIA AND THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, AS WELL AS THE RESPECTIVE APPOINTEES, OFFICERS, AGENTS, AND EMPLOYEES OF EACH ARE INCLUDED AS ADDITIONAL COVERED PARTIES, BUT ONLY INsofar AS THE OPERATIONS UNDER THIS CONTRACT ARE CONCERNED.

Certificate Holder

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
2020 W. EL CAMINO AVENUE, SUITE 670, 95833
P.O. BOX 952054
SACRAMENTO, CA 94252-2054

Cancellation

SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gina Dear
Public Risk Innovation, Solutions and Management

ENDORSEMENT NO. U-1

**PUBLIC RISK INNOVATION, SOLUTIONS AND MANAGEMENT
GENERAL LIABILITY 1**

ADDITIONAL COVERED PARTY AMENDATORY ENDORSEMENT

It is agreed that the "**Covered Party**, Covered Persons or Entities" section of the Memorandum is amended to include the person or organization named on the Certificate of Coverage, but only with respect to liability arising out of premises owned by or rented to the Member, or operations performed by or on behalf of the Member or such person or organization so designated.

Coverage provided under this endorsement is limited to the lesser of the limits stated on the Certificate of Coverage or the minimum limits required by contract.

ADDITIONAL COVERED PARTY:

NAME OF PERSON OR ORGANIZATION SCHEDULED PER ATTACHED CERTIFICATE OF COVERAGE

AS RESPECTS:

PER ATTACHED CERTIFICATE OF COVERAGE

It is further agreed that nothing herein shall act to increase PRISM's limit of liability.

This endorsement is part of the Memorandum and takes effect on the effective date of the Memorandum unless another effective date is shown below. All other terms and conditions remain unchanged.

Effective Date: _____


Memorandum No.: PRISM 20 EL-00

Issued to: ALL MEMBERS

Issue Date: June 25, 2020



Authorized Representative
Public Risk Innovation, Solutions and Management

CERTIFICATE NUMBER PROP-1139	<h1 style="margin: 0;">EVIDENCE OF PROPERTY COVERAGE</h1>	ISSUE DATE 03/27/2020
THIS EVIDENCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS EVIDENCE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND ADDITIONAL INTEREST.		
Public Risk Innovation, Solutions and Management C/O ALLIANT INSURANCE SERVICES, INC. PO BOX 6450 NEWPORT BEACH, CA 92658-6450 PHONE (949) 756-0271 / FAX (619) 699-0901 LICENSE #0C3686	COVERAGE AFFORDED A - Public Risk Innovation, Solutions and Management BY:	
	COVERAGE AFFORDED B - BY:	
MEMBER MENDOCINO COUNTY ATTN: HEATHER CORRELL 501 LOW GAP ROAD, ROOM 1010 UKIAH, CA 95482-3765	TOWER NUMBER I	MEMORANDUM NUMBER EIAPPR20-22
	EFFECTIVE DATE 03/31/2020	EXPIRATION DATE 03/31/2021
	CONT. UNTIL TERMINATED IF CHECKED <input type="checkbox"/>	
	THIS REPLACES PRIOR EVIDENCE:	
PROPERTY INFORMATION LOCATION / DESCRIPTION AS RESPECTS EVIDENCE OF COVERAGE ONLY.		
THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE LISTED ABOVE HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE MAY BE ISSUED OR MAY PARTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		
COVERAGE INFORMATION		
COVERAGE / PERILS / FORMS		AMOUNT OF INSURANCE
ALL RISK OF DIRECT PHYSICAL LOSS OR DAMAGE, INCLUDING FLOOD.		\$25,000,000 PER OCC FOR ALL RISK AND ANN AGG FOR FLOOD
EARTHQUAKE IS EXCLUDED. EARTHQUAKE LIMIT IS NOT APPLICABLE. REPAIR OR REPLACEMENT COST VALUATION SUBJECT TO MEMORANDUM OF COVERAGE PROVISION VEHICLE/BUSES ARE SUBJECT TO ACTUAL CASH VALUE OR REPLACEMENT COST PER SCHEDULE ON FILE WITH PRISM.		\$25,000,000 PER OCC/ANN AGG FOR EARTHQUAKE
ALL LIMITS ARE SHARED.		
REMARKS (INCLUDING SPECIAL CONDITIONS)		
DEDUCTIBLES: ALL RISK OF DIRECT PHYSICAL LOSS OR DAMAGE (EXCLUDING FLOOD AND EARTHQUAKE): \$10,000 PER OCCURRENCE AS PER SCHEDULE ON FILE WITH PRISM. FLOOD: \$25,000 EXCEPT FOR CRITICAL FLOOD (LOCATIONS IN FEMA FLOOD ZONE A OR V) DEDUCTIBLE IS \$100,000.		
VEHICLES AND MOBILE EQUIPMENT IF COVERAGE IS SCHEDULED AND PURCHASED, DEDUCTIBLE APPLIES PER SCHEDULE ON FILE WITH PRISM.		
CANCELLATION		
SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUM(S) OF COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUM(S) OF COVERAGE PROVISIONS.		
ADDITIONAL INTEREST		
NAME AND ADDRESS FOR THE PURPOSE OF EVIDENCE ONLY. C/O MENDOCINO COUNTY 841 LOW GAP RD UKIAH, CA 95482	NATURE OF INTEREST <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> LOSS PAYEE <input checked="" type="checkbox"/> (OTHER) EVIDENCE ONLY	
AUTHORIZED REPRESENTATIVE  Public Risk Innovation, Solutions and Management		

WC-3096

CERTIFICATE OF COVERAGE

08/13/2020

**PUBLIC RISK INNOVATION,
SOLUTIONS AND MANAGEMENT**

C/O ALLIANT INSURANCE SERVICES, INC.
PO BOX 6450
NEWPORT BEACH, CA 92658-6450
 PHONE (949) 756-0271 / FAX (619) 699-0901
 LICENSE #0C36861

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER

IMPORTANT: If the certificate holder is requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVERAGE
AFFORDED BY: **A - See attached schedule of insurers**

Member:

MENDOCINO COUNTY
 ATTN: HEATHER CORRELL
 501 LOW GAP ROAD, ROOM 1010
 UKIAH, CA 95482-3765

COVERAGE
AFFORDED BY: **B**

COVERAGE
AFFORDED BY: **C**

COVERAGE
AFFORDED BY: **D**

Coverages

THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE AND POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS AND POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS AND POLICIES.

CO LTR	TYPE OF COVERAGE	MEMORANDUM/ POLICY NUMBER	COVERAGE EFFECTIVE DATE	COVERAGE EXPIRATION DATE	LIABILITY LIMITS
A	WORKERS' COMPENSATION & EMPLOYERS' LIABILITY	See attached Schedule of Insurers for policy numbers	07/01/2020	07/01/2021	WORKERS' COMPENSATION: Statutory EMPLOYERS' LIABILITY: \$5,000,000

LIMITS APPLY PER OCCURRENCE FOR ALL PROGRAM MEMBERS COMBINED.**Description of Operations/Locations/Vehicles/Special Items:**

AS RESPECTS EVIDENCE OF COVERAGE AGREEMENT BETWEEN MENDOCINO COUNTY AND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR PARTICIPATION IN THE STATE OF CALIFORNIA HOMEKEY PROGRAM.

THE AUTHORITY WAIVES ITS RIGHTS OF SUBROGATION AGAINST STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT PURSUANT TO ENDORSEMENT NUMBER U-4.

Certificate Holder

DEPARTMENT OF HOUSING AND COMMUNITY
 DEVELOPMENT
 2020 W. EL CAMINO AVENUE, SUITE 670, 95833
 P.O. BOX 952054
 SACRAMENTO, CA 94252-2054

Cancellation

SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGE/POLICIES BE CANCELLED BEFORE THE EXPIRATION THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICIES PROVISIONS.

AUTHORIZED REPRESENTATIVE


Public Risk Innovation, Solutions and Management

PUBLIC RISK INNOVATION, SOLUTIONS AND MANAGEMENT
WORKERS' COMPENSATION PROGRAM
2020/2021 SCHEDULE OF INSURERS
MENDOCINO COUNTY

PROVIDER	POLICY NUMBER	LIMIT
Public Risk Innovation, Solutions and Management	PRISM 20 PWC-10	Workers' Compensation and Employers Liability: \$125,000 each accident/each employee for disease
Public Risk Innovation, Solutions and Management	PRISM 20 EWC-10	Workers' Compensation: \$50,000,000 each accident/each employee for disease (Difference between \$50,000,000 and the individual member's retention) Employers' Liability: \$5,000,000 each accident/each employee for disease (Difference between \$5,000,000 and the individual member's retention)
Liberty Insurance Corporation	EWC-444785-020	Statutory each accident/each employee for disease excess of \$50,000,00

ENDORSEMENT NO. U-4
PUBLIC RISK INNOVATION, SOLUTIONS AND MANAGEMENT
EXCESS WORKERS' COMPENSATION
WAIVER OF SUBROGATION ENDORSEMENT

It is understood and agreed that Section VIII. **SUBROGATION** of the **CONDITIONS** section of the Memorandum of Coverage is deleted in its entirety and replaced by the following:

VIII. SUBROGATION: In the event of any payment under this Memorandum, PRISM shall be subrogated, to the extent of such payment, to all the **Covered Party's** rights of recovery therefore, and the **Covered Party** shall execute all papers required and shall do everything that may be necessary to secure such rights. Any amount recovered as a result of such proceedings, together with all expenses necessary to the recovery of any such amount shall be apportioned as follows: PRISM shall first be reimbursed to the extent of its actual payment hereunder. If any balance then remains, said balance shall be applied to reimburse the **Covered Party**. The expenses of all proceedings necessary to the recovery of such amount shall be apportioned between the **Covered Party** and PRISM in the ratio of their respective recoveries as finally settled. If there should be no recovery in proceedings instituted solely on the initiative of PRISM, the expenses thereof shall be borne by PRISM.

However, in the event of any loss payment under this Memorandum for which you have waived the right of recovery in a written contract entered into prior to the loss, we hereby agree to also waive our right of recovery but only with respect to such loss.

It is further agreed that nothing herein shall act to increase PRISM's limit of indemnity.

This endorsement is part of the Memorandum of Coverage and takes effect on the effective date of the Memorandum of Coverage unless another effective date is shown below. All other terms and conditions remain unchanged.

Effective Date:

Memorandum No.: PRISM 20 EWC-00

Issued to: ALL MEMBERS

Issue Date: June 25, 2020



Authorized Representative

Public Risk Innovation, Solutions and Management



August 12, 2020

Mendocino County
Board of Supervisors
Attn: Carmel Angelo, CEO
501 Low Gap Rd
Ukiah, CA 95482

Re: Letter of Support for Mendocino County Project Homekey Application

Dear CEO Angelo:

The purpose of this letter is to express the City of Ukiah's support for Mendocino County's Project Homekey Application. We understand the County intends to utilize a Homekey funding award for the purchase of a 56-room Best Western motel located in Ukiah to provide transitional and permanent housing for individuals and families who are homeless or at risk of becoming homeless.

This is a much needed project during a critical time. Impacts from the COVID-19 pandemic have disproportionately affected lower and no-income families and individuals across the United States, including Ukiah. By providing this important transitional and permanent housing solution, individuals and families who are homeless or at risk of becoming homeless will be afforded a safe and healthy place to live.

We wish you success in your application to the State Department of Housing and Community Development for Project Homekey. If there is other support we can provide, please contact Shannon Riley, Deputy City Manager, at (707) 467-5793 or sriley@cityofukiah.com.

Sincerely,

Douglas F. Crane
Mayor

CC: Ukiah City Council
Sage Sangiacomo, City Manager
Shannon Riley, Deputy City Manager



Homekey

APPLICANT NAME VERIFICATION FORM

Name of Applicant must match the name that appears on the Applicant's Authorizing Resolution and Payee Data Record or Government TIN Form.

Please complete and submit the Applicant Name Verification Form with your application. Review all the applicable documents listed below before submitting your application to ensure your Applicant Name as it appears on your application form exactly matches the applicant name as stated on all required supporting documents.

Please enter your Applicant Name as stated on the following documents:

I. Homekey Application Forms:

Applicant Name (All Applicants)

II. Authorized Resolution:

Applicant Name (All Applicants)

**III. Government Agency
Taxpayer ID Form:**

Applicant Name (City and County Applicants only)

IV. Bylaws:

Applicant Name (Nonprofits, including Nonprofit Developers)

V. Article of Incorporation:

Applicant Name (Nonprofits and Developers)


VI. Payee Data Record:

Applicant Name (Nonprofits and Developers)

Homekey Applicant Compliance Certification

On behalf of _____, the **[Applicant] [Co-Applicant]**, I certify that **[Applicant] [Co-Applicant]** has had the opportunity to review the Homekey Program with professional legal counsel (and other professional consultants, as necessary), and that the use of any Homekey Program funds will meet all Homekey Program requirements, including those set forth in the Notice of Funding Availability, in the Standard Agreement, at Health and Safety Code sections 50675.1.1 and 50675.1.2, and in all other applicable state and federal laws.

On behalf of _____, the **[Applicant] [Co-Applicant]**, I certify that **[Applicant] [Co-Applicant]** has had the opportunity to review the Homekey Program with professional legal counsel (and other professional consultants, as necessary), and that the use of any Homekey Program funds will meet all Homekey Program requirements, including those set forth in the Notice of Funding Availability, in the Standard Agreement, at Health and Safety Code sections 50675.1.1 and 50675.1.2, and in all other applicable state and federal laws.

PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE Carmel J. Angelo, CEO	AUTHORIZED REPRESENTATIVE SIGNATURE 	DATE 8/11/2020
PRINTED NAME OF AUTHORIZED REPRESENTATIVE	TITLE	AUTHORIZED REPRESENTATIVE SIGNATURE	DATE