The County of San Luis Obispo Department of Social Services is releasing a Request for Proposals (RFP) for the FY22 Emergency Solutions Grant (ESG) Program administered by the California Department of Housing and Community Development (HCD).

HCD has not yet released their NOFA (Notice of Funding Availability) for FY22 ESG, and so the program requirements and amount of funding available listed in this RFP are subject to change.

Once the state releases the FY22 ESG NOFA, the County will post an addendum to the FY22 ESG RFP with any updates or pertinent information.

HCD receives funding from the United States Department of Housing and Urban Development (HUD) for the ESG program and allocates funds to eligible Continuum of Care (CoC) service areas.

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families/individuals from becoming homeless.

**Estimated FY22 Continuum of Care Allocation**

**Estimated FY22 CA CoC ESG Allocation:** $146,740

**40% Minimum for Rapid Rehousing:** $58,696
Balance for other activities (Rapid Re-Housing Assistance, Emergency Shelter, Homeless Prevention and Street Outreach): $88,044

The CoC allocation is estimated based on the FY21 ESG Award. The allocation amounts could change once HCD releases the final award notification from HUD. The Estimated FY22 allocation is based on the total funding available minus administrative costs.

The minimum grant request for a single year program is $33,000.

ESG funds may be used for five program components:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-Housing Assistance
5. HMIS (Homeless Management Information System)

Eligible activities that may be funded under each program component are set forth in 24 CFR Parts § 576.101 through § 576.107. Eligible applicants shall be defined as local governments and non-profit organizations that have a Unique Entity ID number and an active registration in SAM (https://sam.gov/SAM), and are able to comply with all ESG regulations.

Please submit applications by 5pm on May 25, 2022.

I. PRIMARY APPLICANT INFORMATION (LEAD AGENCY)

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>5Cities Homeless Coalition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Organization:</td>
<td>☐ Non-Profit ☐ Government/Public ☐ Other:</td>
</tr>
<tr>
<td>Unique Entity ID (SAM):</td>
<td>KR8JGGKBKEP9</td>
</tr>
<tr>
<td>Contact Person/Title:</td>
<td>Janna Nichols, Executive Director</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>805-574-1638</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:janna.nichols@5chc.org">janna.nichols@5chc.org</a></td>
</tr>
<tr>
<td>Address:</td>
<td>100 S. 4th Street (P.O. Box 558)</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Grover Beach, CA 93433 (93483)</td>
</tr>
</tbody>
</table>
II. PARTNER ORGANIZATIONS

List all subrecipients and their role in project (if applicable).

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Unique Entity ID Number</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Camino Homeless Organization</td>
<td>C9ENRK7J6NB3</td>
<td>Emergency Shelter; RRH Referral</td>
</tr>
<tr>
<td>Community Action Partnership San Luis Obispo</td>
<td>GBL8FVVWCLC5</td>
<td>Emergency Shelter; RRH Referral</td>
</tr>
</tbody>
</table>

III. PROPOSED PROJECT

Name of proposed project: Collaborative Rapid Re-Housing - Emergency Shelter 5CHC ECHO CAPSLO

Project/Program address: 100 S. 4th Street Grover: 40 Prado, SLO; 6370 Atascadero, Atascadero

Areas served:

- [ ] City of Arroyo Grande
- [ ] City of Atascadero
- [ ] City of Grover Beach
- [ ] City of Morro Bay
- [ ] City of Paso Robles
- [ ] City of Pismo Beach
- [ ] City of San Luis Obispo
- [x] Countywide
- [ ] Unincorporated communities of:
Will the program benefit the County's Non-entitlement area (i.e. City of Grover Beach)?

Non-entitlement areas within a Continuum of Care must be ensured access to ESG funds through this program.

☐ No
☐ Yes, the program will benefit the Non-entitlement area by:

Assistance to Grover Beach residents is provided using the same criteria as is given for everyone living in San Luis Obispo County. Residents of Grover Beach qualify under the same terms as anyone coming from any other community in San Luis Obispo County and will receive the same level of services without consideration of resident origin. All San Luis Obispo County residents will continue to receive Emergency Shelter and Rapid Re-Housing services by the collaborative partners without distinction of their city or unincorporated area of origin. 5Cities Homeless Coalition's offices are located in Grover Beach. While Grover Beach makes up just 5% of the total county population, in the past year, of the 1842 unduplicated individuals served by 5CHC, 258 people in 77 households (14%) reported as having last resided (or currently residing) in the City of Grover Beach. Of the 800 unduplicated San Luis Obispo County residents served at Echo in the last year, 45 (5.6%) reported having last resided in Grover Beach. Of the 811 unduplicated San Luis Obispo County residents served at Echo in the last year, 4 (less than 1%) reported having last resided in Grover Beach.

For which of the following eligible activities will ESG funds be requested?

ESG Program Components Quick Reference

☐ Street Outreach
☐ Emergency Shelter
☐ Homelessness Prevention
☐ Rapid Rehousing
☐ Homeless Management Information System

Brief Project Description:

You will have the chance to expand on your project description further in the application.

There is a proven record of success within this partnership. Funding will support continuation of the partners long-standing collaboration to provide emergency shelter and rapid re-housing to residents throughout San Luis Obispo County in a manner consistent with Housing First. Utilizing the Coordinated Entry system, rapid re-housing assistance through this grant will be prioritized for those engaged in emergency shelter services. In this way, the partners avoid duplication of efforts, are able to leverage each other's strengths, and will endeavor to improve coordinated system outcomes for those exiting emergency shelter services into permanent housing. Should strategic priorities change prior to this contract period, 5CHC and its partners will revise the work plan to meet new priorities.
IV. APPLICANT CAPACITY

1. Describe the organization's experience delivering related programs/projects.

The three agencies have been collaborating over several years to provide coordinated entry, shelter and housing stabilization services to assist income-eligible families county wide to obtain or maintain their housing. In the first 5 months of this year, 5CHC has housed 52 families through Rapid Re-Housing, in partnership with CAPSLO and ECHO. Since 2021 5CHC has been a key partner in the California Covid Relief Rental Program, seeking to provide assistance to those at risk of losing housing due to COVID and since the conclusion of this program (in April 2022) has resumed providing direct Homeless Prevention assistance countywide, serving 12 households with HP since April 1. This is just one of 25 grants currently being managed by 5CHC for rapid re-housing and homeless prevention services. CAPSLO (since 1989) and ECHO (since 2001) each have experience providing shelter and supportive services. These two agencies operate the only year-around emergency shelter programs in the County. CAPSLO 40 Prado served 800 individuals from 717 households in the past year, while ECHO Atascadero served 67 households with 81 adults and 28 children. 5CHC intends to open a year-around non-congregate emergency shelter prior to this grant period and will be referring its shelter clients to rapid re-housing services; however shelter services from 5CHC are not included in this application, due to the historic partnership of how this grant has been managed and limited shelter funding eligible through this grant. All three partners operate winter shelter services.

2. Describe the applicant's history partnering with identified partner agencies/subrecipients, and how the partners will collaborate to ensure success of the proposed project/program.

Beginning in 2016, the partners came together to develop an integrated system that prevents duplication of services and streamlines access to the most appropriate service provider to meet client needs. Utilizing an integrated database, each partner has the coordinated entry responsibilities for a specific region to ensure countywide coverage in San Luis Obispo County. Leveraging the unique services and expertise offered by each partner including outreach, shelter, housing stabilization expertise and financial resources, the partners are able to ensure that those needing assistance receive appropriate services tailored to their unique needs through case planning and financial support.

While providing vital day-to-day shelter services, CAPSLO and ECHO also assist clients to become document ready and facilitate the housing stabilization referral to 5CHC for rapid re-housing case management and financial assistance. Given their day-to-day interactions with clients at their respective shelters, they are a key partner in providing a trusted bridge for developing a progressive case plan with the clients seeking housing assistance.

ECHO Atascadero complements ECHO’s new Paso Robles shelter and CAPSLO’s 40 Prado, serving Atascadero and the wider San Luis Obispo County community. As evidenced in his proposal, ECHO collaborates with CAPSLO and 5CHC to provide shelter, outreach, and eviction prevention services countywide. This project will support ECHO Atascadero’s existing capacity, which was recently expanded by 10 beds and to daytime hours through HEAP funding.

CAPSLO's 40 Prado Homeless Services Center effectively doubled the capacity of the former Maxine Lewis Memorial Shelter to 100 beds. This center provides a foundation for prioritizing services to those who are unsheltered, have experienced homelessness the longest amount of time, and who have multiple and severe services needs that inhibit their ability to quickly identify and secure housing on their own.

3. Describe the applicant's history of receiving and managing grants from County, State and Federal sources, as applicable.

At present the three partners are enjoined together in more than 25 grants from County, State and Federal sources for services similar to those requested here. Of these current grants many are targeted to respond to the impacts of COVID. All of these grants are slated to conclude within three months of the beginning of this grant period. Additionally, each agency has years of independent grant experience through government programs. Current grants include:

- Emergency Solutions Grants, annual and CV restricted
- Community Development Block Grants - Urban County and Grover Beach, annual and CV restricted
- County of San Luis Obispo General Fund
- County of San Luis Obispo CBO/Preventative Health
- Continuum of Care - Coordinated Entry services
- CESH – Coordinated Entry, Homeless Outreach Service
4. Describe the organization’s experience with HMIS or other comparable databases to collect client data, and report on outcomes. Participation in HMIS, or a comparable data base for victim services providers, is a requirement for receiving ESG funds.

CAPSLO has participated in the County's HMIS system (with Bell Data) since its inception, with 5CHC and ECHO each joining more than 10 years ago. Each agency currently has a license for operation and trained program staff specifically dedicated to ensuring HMIS compliance, quality assurance, and data reporting.

ClientTrack is an advanced case management and housing solution system acquired by CAPSLO specifically to participate in CES. This tracking system is also HMIS-compliant and is used to collect and manage data associated with assessments on, and referrals for, the individual clients at a higher level of detail than the county HMIS. The partners currently uses this program for client file management, case management coordination, and service reporting. Efforts are underway to streamline and integrate data systems, and we look forward to partnering with the County of San Luis Obispo on this data improvement project to provided an open system enabling all providers to track clients through the COC.

Lastly, through the Supportive Services for Veteran Families program (CAPSLO and 5CHC/Good Sam) and Coordinated Entry efforts, the collaborative partners participate in management of the county’s two “By-Name” lists that are used to determine priority services for veterans, and utilization of the county’s permanent supportive housing and rapid re-housing resources. Each participates in regular case coordination meetings.

5. Are you currently participating in the Coordinated Entry System (CES) as required? If not, describe your capacity to become a participant in the CES.

In 2016, CAPSLO, 5Cities Homeless Coalition (5CHC) and El Camino Homeless Organization (ECHO) were awarded funding to develop a Coordinated Entry System (CES) which would provide a system of screening, diversion, and case management services to homeless individuals and families throughout the county. Under the leadership of CAPSLO and together with county staff, the partners developed an integrated system that avoids duplication of services and streamlines access to the most appropriate service providers to meet client needs.

Utilizing an integrated database, each partner has the coordinated entry responsibilities for a specific region to ensure countywide coverage in San Luis Obispo County. Leverging the unique services and expertise offered by each partner including outreach, shelter, housing stabilization expertise and financial resources, the partners are able to ensure that those needing assistance receive appropriate services tailored to their unique needs through case planning and financial support.

V. FINANCIAL CAPACITY

6. Funding Request by Activity

<table>
<thead>
<tr>
<th>Service</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Shelter</td>
<td>$ 60,000</td>
</tr>
<tr>
<td>Street Outreach:</td>
<td></td>
</tr>
<tr>
<td>Rapid Rehousing – Rental Assistance:</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Rapid Rehousing – Housing Relocation and Stabilization Services:</td>
<td>$ 62,066</td>
</tr>
<tr>
<td>Homelessness Prevention – Rental Assistance:</td>
<td></td>
</tr>
<tr>
<td>Homelessness Prevention – Housing Relocation and Stabilization Services:</td>
<td></td>
</tr>
<tr>
<td>HMIS (not to exceed 10% of requested ESG funds):</td>
<td>$ 14,674</td>
</tr>
</tbody>
</table>

**Total funding requested** $ 146,740
CA HCD FY22 ESG – CoC Allocation

7. Identify the source (both cash and non-cash match) and amount of any non-ESG funding committed to the project which may qualify as local match under the ESG regulations. There is a local funding match requirement of 100 percent for the amount of ESG funds requested.

**Cash Match**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Fund</th>
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</thead>
<tbody>
<tr>
<td>Local Match Funding</td>
<td>$ 15,000</td>
<td>5CHC - General Fund</td>
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<tr>
<td>State Government Match Funding</td>
<td>$ 50,000</td>
<td>5CHC - HHAP/PLHA</td>
</tr>
</tbody>
</table>

**Non-Cash Match**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donated Material or Building</td>
<td>$ 69,390</td>
<td>5CHC Housing Navigation Center (3855 @ $18/sq foot)</td>
</tr>
<tr>
<td>Services **: ECHO Volunteers</td>
<td>$ 10,000</td>
<td>(334 hours @ $29.95/hour - 2022 Independent Sector volunteer time value)</td>
</tr>
<tr>
<td>Services **: 5CHC</td>
<td>$ 20,000</td>
<td>5CHC</td>
</tr>
</tbody>
</table>

**Total Match Funding** $ 214,390

* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the ESG program.

** Services must be valued at rates consistent with those ordinarily paid for similar work in the subrecipient's organization.

8. Who will be responsible for processing payment requests?

5CHC's grants administrator prepares all payment requests, which are then reviewed by the agency’s Associate Director and Executive Director prior to submittal. All funding requests are dual tracked through the agency’s financial accounting process in Quickbooks and a program-based master assistance file. All expenditures for the program are verified for eligibility against program budget with appropriate back-up documentation, copies of which are maintained separately for review and monitoring.
9. Provide a budget and budget narrative for the project. Include a description of the staff positions dedicated to the delivery of the program/project (position name, org chart of staff directly associated with proposed project/program, providing support to program/project, will new staff positions be created/hired). Include this as Attachment A.

10. What type of accounting method does your organization utilize?

☐ Accrual

☐ Cash Basis

11. What is the date of the organization's most recent audit?

Dec. 30, 2020. SLOH is changing its operating year from Jan-Jun to July-June and is currently working on an 18-month cycle (1/1/2021 to 6/30/2022). Nine-year tax returns were submitted for 1/1/2021 to 6/30/2021. An audit is contracted and scheduled to perform.

VI. PROJECT DETAILS

12. Describe your proposed project and description of activities for the organizations' proposed use for the ESG funds, citing compliance with Federal ESG regulations and priorities.

This proposal aligns with 25 CCR § 8409 Core Practices and seeks to continue the coordinated efforts between CAPSLO, 5Cities Homeless Coalition (5CHC), and El Camino Homeless Organization (ECHO). Each agency provides services in a different region of the county, while also aligning the unique services of each, to ensure that individuals and families that are homeless or are at-risk of homelessness are able to access services through a coordinated entry system regardless of their location and can be referred appropriately to distinct supportive services. Comprehensive and coordinated access to assistance will be provided regardless of where an individual or family is located in the County.

This program seeks to target area residents with the most urgent and severe needs including Families with Children; Chronically Homeless; Veterans; Unaccompanied Youth; Victims of Domestic Violence

Following local coordinated entry protocols, we seek to identify and serve people who:
• Are unsheltered and living in places not designed for human habitation;
• Have experienced the longest amount of time homeless; and
• Have multiple and severe service needs that inhibit their ability to secure housing on their own.

With these activities we will work to ensure services are low-barrier and accessible; help participants identify and resolve barriers to housing; assist to resolve the housing crisis before focusing on other non-housing related services; allow participants to choose the services and housing that meets their needs; connect participants to appropriate services and offer financial assistance initially at a minimum level and adding as needed.
13. Please estimate the total number of unduplicated persons or households to benefit from the proposed project.

Total Number of persons: 1,127
Total Number of households: 816

Of the Total households listed above, how many are:

a. Households with children (include all adults and children):
   26

b. Households without children (singles/couples without children):
   790

c. Households with only children (persons under 18 years of age):
   0
14. Please complete this section for Street Outreach funds you are applying for. If you are not applying for Street Outreach funds, skip to the next question.

Total Number of persons to be served:

Total Number of households to be served:

Please list the amount of funding requested for each activity:

Engagement:

Case Management:

Emergency Health Services:

Emergency Mental Health Services:

Transportation:

Services for Special Populations:

Provide a brief narrative about the proposed Street Outreach activities and a description of the need and how the project will benefit the target population and address the need:
15. Please complete this section for Emergency Shelter funds you are applying for. If you are not applying for Emergency Shelter funds, skip to the next question.

Total Number of persons to be served: 1,100
Total Number of households to be served: 800

Projected percentage of participants exiting the program that will move into permanent housing: 20

Project percentage of adult participants that will increase income at program exit: 20

Projected percentage of adult participants that will increase employment income at program exit: 15

Please list the amount of funding requested for each activity:

Essential Services (such as case management, child care, education services, employment assistance and job training, transportation): $15,000

Shelter Operations (such as maintenance, rent, security, insurance, food): $45,000

Minor renovations (such as labor, materials, tools):

Provide a brief narrative about the proposed Emergency Shelter activities and a description of the need and how the project will benefit the target population and address the need:

CAPSLO: Since 1990, CAPSLO has provided programs that feed, shelter, and support homeless individuals to help them achieve self-sufficiency. Since October 2018, day and night emergency shelter services have been housed under one roof at the 40 Prado Homeless Services Center, the county’s only 24 hour-a-day, full-service program. CAPSLO Homeless Services programs provide approximately 1,500 individuals a year (pre-COVID) with overnight shelter, meals, showers, health screenings, mental and behavioral health counseling, and other critical services. This on-site access to case management, medical care, and other community-based services help clients improve their health and economic stability, and move them towards self-sufficiency.

ECHO: ECHO’s Atascadero shelter strives to support clients in reaching their goals of stable housing, secure income, and physical and mental well-being. To assist shelter clients in obtaining permanent housing, ECHO offers homeless families and individuals comprehensive case management, supportive services, and children’s programs. The shelter facility also provides a public shower program and nightly dinner meals for community members in need. Funds for essential services will pay for shelter utilities costs to ensure ongoing operation of the shelter. This will help the nearly 150 individuals in need of shelter who stay at ECHO Atascadero to have a stable residence while they work to secure their own home.
16. Please complete this section for Homelessness Prevention funds you are applying for. If you are not applying for Homelessness Prevention funds, skip to the next question.

Total Number of persons to be served:

Total Number of households to be served:

Projected percentage of participants exiting the program that will remain in permanent housing:

Project percentage of adult participants that will increase income at program exit:

Projected percentage of adult participants that will increase employment income at program exit:

**Please list the amount of funding requested for each activity:**

Housing Relocation and Stabilization Services:

Application fees, deposits, utility payments, last month’s rent:

Moving costs:

Housing search and placement:

Housing stability case management:

Mediation:

Legal services:

Credit repair:

Short-Term and Medium-Term Rental Assistance:
Provide a brief narrative about the proposed Homelessness Prevention activities and a description of the need and how the project will benefit the target population and address the need:
17. Please complete this section for Rapid Rehousing funds you are applying for. If you are not applying for Rapid Rehousing funds, skip to the next question.

- **Total Number of persons to be served:** 27
- **Total Number of households to be served:** 16
- **Projected percentage of participants exiting the program that will remain in permanent housing:** 90
- **Project percentage of adult participants that will increase income at program exit:** 20
- **Projected percentage of adult participants that will increase employment income at program exit:** 10

**Please list the amount of funding requested for each activity:**

- **Housing Relocation and Stabilization Services:** $62,066
- **Application fees, deposits, utility payments, last month’s rent:** $27,213
- **Moving costs:**
- **Housing search and placement:**
- **Housing stability case management:** $34,852
- **Mediation:**
- **Legal services:**
- **Credit repair:**
- **Short-Term and Medium-Term Rental Assistance:** $10,000
Provide a brief narrative about the proposed Rapid Rehousing activities and a description of the need and how the project will benefit the target population and address the need:

Rapid re-housing connects families and individuals experiencing homelessness to permanent housing through a tailored package of time-limited financial assistance and targeted supportive services. Rapid Re-Housing involves intensive and specialized case management targeted at identifying displaced clients’ most pertinent needs; connect them to community resources. The case manager then works with the household to create a budget; identify income opportunities; determine eligibility for entitlement programs (such as SSI and SSDI); research housing options, and create and carryout case plans. All activities are on-going throughout the year, based on referral and prioritization protocols, following each participant’s chosen case plan.

Program outcomes track length of time homeless; income changes and housing retention rates (as mentioned above). Beyond these client outcomes, 5CHC seeks to ensure that its services are culturally and professionally competent and accessible to anyone needing services. 5CHC works to train staff to ensure services are welcoming, easily accessed, and provided without discrimination or judgment, that we approach our work through a trauma-informed perspective, and are attentive to specific circumstances (such as those who have experienced sex-trafficking or sexual violence).

5Cities Homeless Coalition has successfully provided rapid re-housing and homeless prevention programs since 2015 with over a 90% housing retention rate (as measured at one-year post-program exit). Working with the City of Grover Beach, Urban County and Cities, Housing Authority (HASLO) and Supportive Housing Consortium funds are leveraged with other deposit and rental assistance (CBDG and TBRA) and added housing vouchers.

As noted previously, a recent example includes providing deposit assistance for each of the new 63-units to become available through Project HomeKey and the more than 160 Welcome Home Vouchers (Emergency Housing Vouchers). 5CHC will soon be providing deposit assistance to support those will be receiving Welcome Home Vouchers (EHV) through the upcoming second and third rounds of awards to HASLO; as well as a number of newly constructed housing units expected to come on line during this grant period.

5CHC’s Housing Program Manager also currently serves as a landlord liaison and recruitment specialist for the agency, however prior to this grant period 5CHC will be seeking additional funding through other sources to expand landlord recruitment efforts.

Given the tight housing market, most housing comes from private landlords. Rising rental rates have affected the number of households we are able to serve, and the rise in rent directly affects the amount of “double-deposits” charged at move-in.
18. Please complete this section for HMIS funds you are applying for. If you are not applying for HMIS funds, skip to the next question.

Please list the amount of funding requested for each activity:

Hardware, equipment, and software costs:

Salaries for operating HMIS: $13,266

Training and overhead: $1,408

19. How does your program/project complement and collaborate with existing efforts in the County? Describe how the program/project will increase capacity of services/housing for homeless and at-risk persons in the County.

Through their collective success as the Coordinated Entry agencies during the last several years, CAPSLO, ECHO and 5CHC have expanded outreach, sheltering, assessment and case management services county wide, and coordinated efforts to improve data collection and interpretation, minimizing duplication of efforts. Through the development of a shared case management data system, Client Track, the three agencies are able to provide assessment and connect individuals and families to the most appropriate services county wide.

As the primary RRH and HP housing assistance provider in the County, 5CHC receives referrals county wide, and works diligently to coordinate efforts with a spectrum of service providers. 5CHC is the primary housing provider to attend SAFE System of Care meetings, works with Family Resource Centers and schools; and works closely with the Sheriff’s office to coordinate pre-release services for those exiting the jail.

Each of the partners participates with the Homeless Services Oversight Council (HSOC) including an integrated monthly Case Management meeting and various sub-committees focused on services, housing, and data management. Each is a member of the Supportive Housing Consortium, and leads collaborative efforts to meet the changing needs of those who are experiencing homelessness in the community. Efforts include coordination with each of the regional hospitals, CenCal Health, Community Health Centers, County Behavioral Health, County Jail, Dept. of Social Services, State and City Park departments, law enforcement, schools, city government, business and other community stakeholders.

20. Describe any consultation with local jurisdictions to gain support for the project.

Describe any support you have from local jurisdictions.

Each agency maintains strong partnerships with the cities in their respective regions, with regular communication and funding support. Additionally, each has appreciated strong support from the County Board of Supervisors and works closely with various county departments, including Social Services and Public Health.

Examples of work with local jurisdictions include: Collaborative efforts of 5CHC, Cities of Pismo Beach, Arroyo Grande, Grover Beach, and the County have invested in the creation of shelter services in South County, most recently in 5CHC's Cabins for Change project. ECHO has maintained ongoing communication and relationships with City of Atascadero staff and elected officials, particularly regarding recent renovation and expansion work and the pandemic. CAPSLO 40 Prado has expanded services to support a secondary safe parking location in collaboration with the City of San Luis Obispo and case management support with the County of San Luis Obispo’s Oklahoma Village.
21. Describe how you will ensure that the proposed project is accessible to communities of color which are disproportionately impacted by homelessness, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities. If you have previously received a grant to serve any of the affected communities, please provide a brief description of those grant activities and the outcomes you achieved.

Please see Exhibit D (3 attachments) that detail this response.

22. Describe how you will ensure that your program and services will be accessible to persons for whom English is not their primary language.

5CHC: Please see attachment D Supplemental Question #22 for a copy of 5CHC’s Limited English Proficiency Policy. 5CHC’s staff currently includes 4 Spanish speakers. All documentation and information forms are available in both English and Spanish. 5CHC’s website can be viewed in the Spanish language, and 5CHC is endeavoring to add more forms and information directly on the page for ease of download. 5CHC has local contracts to offer translation services for those speaking Mixteco and American Sign Language, and can provide services in additional languages as needed through on-line language services.

CAPSLO: 40 Prado has at least one Spanish-speaking staff on-duty during awake hours. Additionally, CAPSLO Head Start Home Based staff provide services to families at the shelter, and help translate if necessary. Staff may access the Language Line and Google translates as a last resort.

ECHO Atascadero has bilingual staff who provide interpretation and translation services. All client documents such as application forms and shelter information are offered in Spanish.
VII. HOUSING FIRST

Housing First-oriented programs are low or no barrier and client-centered, emphasizing client-choice. Housing is not viewed as a reward or incentive for achieving specific goals or participating in a specific program, but as necessary to help a family or individual stabilize and meaningfully access services, which are offered as needed on a voluntary basis. In practice, this means that programs connect participants to permanent housing as quickly as possible with few to no preconditions, behavioral contingencies, or other barriers at enrollment or throughout the program.

Health and Safety Code Section 50220.5(g) mandates that all recipients of state homelessness funding shall comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.

23. To successfully complete this section of the application, applicants will need to assess their current policies and check all that apply.

✔ Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.

✔ Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of “housing readiness.”

✔ People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units include special physical features that accommodate disabilities.

✔ Programs or projects that cannot serve someone work through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.

✔ Housing and service goals and plans are highly client centered and driven.

✔ Supportive services emphasize engagement and problem-solving over therapeutic goals.
Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with clients and regularly offered as a resource to clients.

Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some clients’ lives. Clients are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.

Substance use in and of itself, without other lease violations, is not considered a reason for eviction.

Clients are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements as needed.

Every effort is made to provide a client the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

24. Describe how the organization and project adheres to Housing First practices, particularly low-barrier access to services:

Meeting the client “where they’re at,” our work is focused on the development of a case plan that is oriented toward their success in obtaining or maintaining housing, which is predicated by consumer choice and self-determination. Our services support the client in identifying the barriers to stable housing that they are experiencing, and assisting them with services to address these fundamental challenges. Each level of service adheres to Housing First practices, which are embedded in policies, procedures, and staff training.

Through this Housing First lens, we engage clients in a progressive case management model that takes our clients through engagement, assessment, diversion, and addressing immediate needs (such as food and sheltering) as we work with the client with housing stabilization planning, including financial management.

Within the Housing First framework, our approach with clients is based on the following principles: Trauma Informed; Housing Focused; Recovery Oriented; Person Centered; and Strengths Based.

ECHO Atascadero is a low-barrier shelters following Housing First practices. The site is behavioral-based, with no drug or alcohol testing. People are not turned away for known issues. If someone is exited for safety violations they are welcome to reapply for services. Rules are based only on safety and there are no milestones that much be reached in order to access housing.

ECHO provides several levels of service based on the needs of the individual, including eviction prevention and rapid rehousing assistance, outreach case management, emergency shelter, case management, and a 90-day program with intensive case management. Each level of service adheres Housing First practices, which are embedded in policies, procedures, and staff training.

CAPSLO has established a priority protocol to ensure that those individuals with the greatest service needs are given first priority to both emergency shelter and, permanent housing when available. CAPSLO staff conduct VI-SPDAT assessments in order to place appropriate individuals on the permanent supportive housing list. 40 Prado does not ask individuals to leave after a designated amount of time. Clients who are actively working their housing plan can remain at the shelter until the appropriate housing option is obtained.
IX. Attachments

Attachment A – Budget & Budget Narrative (Required)

Please attach a Budget and Budget Narrative for the project for which you are applying. The budget narrative should include FTEs to be provided. While matching funding is not required, it may be helpful to include the value of any matching funding.

Attachment B – Timeline (Required)

Attach a timeline for key steps of project implementation.

Attachment C – Letters of Support (Optional)

Please attach any letters of support or commitment from local governments or community partners.

Attachment D – Supplemental Answers to Questions (Optional)

If you need more room to answer any of the application questions, please attach the additional information here. Include the question number for each question being answered.

For other additional or optional attachments, please label them clearly (e.g. Attachment E – “Title”).

X. APPLICATION SUBMISSION

Applications and accompanying documents will be due to Homeless Services Unit, County of San Luis Obispo Department of Social Services, by 5:00pm on May 25, 2022.

Applicants may submit digital or hard copy applications to the locations below:

Soft Copy – email to SS_HomelessGrants@co.slo.ca.us
Subject line: FY22 ESG Application – (Applicant Name)

Hard Copy – Mail or Drop-off:

Attn: Homeless Services Unit, County of San Luis Obispo Department of Social Services, 3433 South Higuera Street, San Luis Obispo, CA 93403.

Please note the Department of Social Services lobby in San Luis Obispo is currently open to the public weekdays from 8am to 5pm. Applications may only be dropped off between those hours.
5CITIES HOMELESS COALITION

At 5CHC, Diversity and Inclusion are more than just words, they are values and principles that shape our organizational culture and guide how we interact with one another, our partners, clients, donors, volunteers and community. These values are not high-minded theory that we save only for discussions at staff meetings and retreats. We believe that these values are the foundation for our philosophy, culture, and practices and are present in every 5Cities Homeless Coalition employee, volunteer, and Board member. Those who we serve are resilient, diverse, and multi-cultural, and we are committed to reflecting this in our Staff, Board and workplace. We are striving to create an environment where everyone feels empowered to be their full, authentic self; where all voices are welcomed, heard and valued; where our similarities are embraced, our differences respected, and both are celebrated for the value they bestow.

Our services and employees are reflective of the diversity of the community. As we work to meet the needs of a broad section of our community, we recognize we need the strength of diversity to be effective. Half (8 members) of our staff are bilingual, six of Latino heritage, one Asian, and one mixed race. Additionally, three of our staff have lived experience homeless.

The Coalition provides services in English and Spanish, and calls upon community support as needed to serve those monolingual speakers of Mixteco and Zapoteco. We are active in partnering with local LBGQT youth organizations, and all of our staff receives training surrounding cultural competency in these areas.

Our challenge is with our Board Leadership (see chart below). We have begun efforts to focus on these limitations and are working to develop better outreach to younger community members, and those of color. We have a growing recognition for leadership training for those of color and those with lived experience who might have an interest in serving on our board, and we have plans to further develop a peer-to-peer mentoring program on the board.

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<th>5CHC Staff</th>
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MISSION
5Cities Homeless Coalition strengthens our community by mobilizing resources, fostering hope, and advocating for those who are homeless and facing homelessness.

VISION
Through collaboration and leadership, we are building an engaged community that fully understands the complexities of homelessness and that actively shares the responsibility of creating and implementing solutions to eliminate it.

R-I-T-E VALUES
Our values shape our organizational culture and guide how we interact with one another, our partners, clients, donors, volunteers and community. These values are not high-minded theory that we save only for discussions at staff meetings and retreats. We believe that these values are the foundation for our philosophy, culture, and practices and are present in every 5Cities Homeless Coalition employee, volunteer, and Board member.

RESPECT
We see the whole person, and do not simply focus on the barrier or issue they may face. We recognize the contributions and value of each individual.

- CARING
  We desire to make a difference in the lives of others by acting with compassion, empathy and truth. We begin by listening, with a focus on putting ourselves in the shoes of others.

- ELEVATE
  We seek to lift up our customers and teammates through positivity, confidence, and graciousness.

- DIVERSITY
  We recognize the contributions and value of each individual. We are committed to a positive environment in which everyone may experience a sense of belonging and worth.

- INCLUSIVE
  We embrace each individual’s unique talents and honor our diversity in life and work. We share our stories of heritage, strengths and vulnerabilities so that we may grow together.

- SAFETY
  We maintain a safe environment for our employees, volunteers, clients and community.

INTEGRITY
We act with transparency, integrity, and honesty.

- HONESTY
  We conduct our business with honesty and transparency. We are trustworthy and authentic.

- ACCOUNTABILITY
  We hold ourselves accountable for our choices, actions, and results. When things don’t go as planned, we proactively use the experience as an opportunity to share and learn.

- COMPLIANCE
  We do what we say we will do. We honor the commitments we make, whether to clients, donors, agency partners or to one another.
• **CONFIDENTIALITY**
  We strictly protect all confidential information we may have about our clients, donors, employees or the organization.

• **STEWARDSHIP**
  We recognize that we have a responsibility to the community to maintain the public trust through fiscal accountability and transparency.

**TEAMWORK**
We are a team on a mission, and will achieve our goals by working together.

• **COOPERATION**
  We overcome obstacles, find solutions and deliver exceptional results through cooperation and teamwork. We openly offer our ideas and suggestions while objectively considering ideas from others.

• **SERVICE**
  We put mission and team before self.

• **RELATIONSHIPS**
  We seek to connect with clients, partners, donors, and each other to drive success. By building relationships, we deliver better results together.

• **COMMUNICATION**
  We build trust through constructive, candid communication that serves the common good.

• **COMMITMENT**
  We are committed to putting forth our personal and professional best toward our shared mission.

**EXCELLENCE**
We constantly push ourselves to be our best.

• **IMPACT**
  We focus on solutions, and aspire to make an impact every day through our talents, passion and hard work.

• **PERSISTENCE**
  We recognize that the stakes are high for those we serve, and we endeavor to knock down barriers to their success.

• **MISSION-FOCUSED**
  We live by our mission and act with great urgency to achieve life-changing results.

• **INNOVATION**
  We operate with an intense focus to continually improve and strive to become the benchmark through innovation and initiative.

• **LEARNING**
  We strive to foster personal development and professional growth through continuous learning opportunities for our employees, clients, volunteers and community.
CAPSLO:

CAPSLO is part of the Community Action Network that has been a central force in eradicating poverty for low-income children and families in local communities for 55 years. The network is inspired by President Lyndon B. Johnson’s War on Poverty and the advocacy of the Rev. Dr. Martin Luther King, Jr. The Economic Opportunity Act of 1964 created the Community Action Network of national and locally focused organizations that connect millions of individuals and families to greater opportunity. From the very beginning, the promise of opportunity for EVERYONE has been Community Action’s “north star”. Community Action’s vision is “a nation that creates opportunities for all people to thrive, build strong, resilient communities, and ensures a more equitable society”. CAPSLO’s mission reinforces this focus: Community Action Partnership of San Luis Obispo County addresses the causes of poverty, empowering low-income people to achieve self-sufficiency through community-based collaborations and programs.

The local community action agencies such as CAPSLO were designed to provide “maximum feasible participation” by those in poverty, not only to empower them and contribute to their sense of self-determination, but also with the belief that solutions complex economic problems could be best solved at the local level. In resolving to maintain maximum feasible participation by those in poverty, CAPSLO has a tripartite board of directors comprised equally of one third community members, one third low-income representatives, and one third government representatives from each area of the county.

CAPSLO’s board of directors and board committees reflect the racial and ethnic population of the community it serves:

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<th>Race/Ethnicity</th>
<th>CAPSLO Board of Directors and Board Committees</th>
<th>CAPSLO Executive Staff</th>
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CAPSLO Board and Leadership Team’s Racial Equity Statement

More than 55 years ago CAPSLO and the 1,000+ Community Action Agencies nationally were originated in the context of the civil rights movement, and in that spirit we will continue to denounce and fight against all acts of racism, brutality, oppression and dehumanization.

One of CAPSLO’s core values is Respect and Fairness where we create an environment that promotes these. CAPSLO values diversity and is dedicated to treating people with the utmost dignity and respect.

We are committed to achieving a vision centered on respect and on the dignity, security, freedom from hardship, safety, health and well-being of everyone, and to creating solutions to end disparities and negative social determinants of health.

The Promise of Community Action states that Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other and we will continue to work toward a future where all people have an equal opportunity to achieve self-sufficiency.

- The CAPSLO Board of Directors and Leadership Team
ECHO

ECHO’s Board of Directors have experience with the unhoused community in both their professional and personal lives and can offer culturally competent guidance to the organization. ECHO has made it a priority to have a diverse staff team that includes staff with lived experiences of being unhoused. We have a team that is diverse in race, language, gender, and socioeconomic backgrounds. We currently employ four staff members on our team that have participated in the ECHO shelter programs over the years and are now successfully housed. This diversity allows us to better serve our unhoused clients in a more equitably and trauma informed manner.

ECHO’s mission is to empower people in San Luis Obispo County to make positive change by providing food, shelter, and supportive services.

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<th>Race/Ethnicity</th>
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5CITIES HOMELESS COALITION
POLICY AND PROCEDURES FOR COMMUNICATION WITH
PERSONS WITH LIMITED ENGLISH PROFICIENCY

POLICY:

5Cities Homeless Coalition (5CHC) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in our services, activities, programs and other benefits. The policy of 5Cities Homeless Coalition is to ensure meaningful communication with LEP clients and their authorized representatives involving their participation in 5CHC programs. The policy also provides for communication of information contained in vital documents, including but not limited to, waivers of rights, consent release information, etc. All interpreters, translators and other aids needed to comply with this policy shall be provided without cost to the person being served, and clients and their families will be informed of the availability of such assistance free of charge.

Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or formal arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of an interpreter.

5Cities Homeless Coalition will conduct a regular review of the language access needs of our clients, as well as update and monitor the implementation of this policy and these procedures, as necessary.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

5Cities Homeless Coalition will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or “I speak cards,” available online at www.lep.gov) or posters to determine the language. In addition, when records are kept of past interactions with clients or family members, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTERPRETER

5CHC Associate Director and Program Managers are responsible for:

(a) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff;

Adopted by 5CHC Board of Directors, 12/20/2021
(b) Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret;

(c) Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

MIXTECO:
Herencia Indigena provides qualified interpreter services in Mixteco;

Irebid Gilbert MPP, BA - Executive Director: director@herenciaindigena.com
Judity Sanchez, Program Manager: judith@herenciaindigena.com
www.Herenciaindigena.com
P: (805) 619-5383

ASL:
Independent Living Resources provides American Sign Language Interpreters
Operations Coordinator: interp@ilrc-trico.org, 805-963-0595 ext 106.
ASL After Hours/Emergency Numbers

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the facility. Such an offer and the response will be documented in the person’s file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other clients will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

(a) When translation of vital documents is needed, 5CHC will submit documents for translation into frequently-encountered languages to 5CHC HMIS Program Support Specialist. Original documents being submitted for translation will be in final, approved form with updated and accurate legal and medical information.

(b) 5CHC will provide translation of other written materials, if needed, as well as written notice of the availability of translation, for LEP individuals.

Adopted by 5CHC Board of Directors, 12/20/2021
4. PROVIDING NOTICE TO LEP PERSONS

5CHC will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand. At a minimum, notices and signs will be posted and provided in intake areas and other points of entry, including but not limited to the lobby, client meeting rooms, etc. Notification will also be provided through one or more of the following: outreach documents, website, signage.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis 5CHC will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, 5CHC will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from patients and community organizations, etc.

5CHC Limited English Proficiency (LEP) Policy Statement

5Cities Homeless Coalition is committed to ensuring that all clients have meaningful and equal access to services. Clear communication and mutual understanding are essential components of consistently effective, high-quality services to clients, regardless of Limited English Proficiency.

To ensure that all clients are able to effectively utilize our services, we will assign Limited English Proficiency clients and/or their immediate family members to staff proficient in the client’s/family’s primary language or will arrange appropriate translation or interpretative services, free of charge.

To ensure a positive, welcoming physical environment, we utilize universal symbols to designate respective male and female restrooms, exits, handicap areas, and to indicate that our facility is smoke-free.

Adopted by 5CHC Board of Directors, 12/20/2021
5Cities Homeless Coalition  
CA ESG 23-24  
12 MONTH - 5CHC, CAPSLO, ECHO

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**RRH & STABILIZATION SERVICES**
- Deposits, Application Fees ($3400/household @ 8 households) $27,213
- Short-Term Rental Assistance ($1,246/household @ 8 households) $10,000

**HMIS TRAINING**
- National Human Services Data Consortium $1,408

**Atascadero Shelter (ECHO)**
- Shelter Operations $30,000

**40 Prado (CAPSLO)**
- Essential Services $15,000
- Shelter Operations $15,000

**Total Costs** $146,740

**SCHC:**
- **RRH Stabilization Services** $62,066
  - RRH Staff $34,852 - Case management and supervision
  - RRH Deposits $27,213 - Deposits, Application Fee
  - RRH Rent $10,000 - Short-Term Rental Assistance
  - HMIS $14,674 - HMIS Staff, Grant Management and HMIS Training

**ECHO:**
- $30,000 for shelter utilities. Funds for Emergency Shelter essential services will pay for ECHO Atascadero shelter utilities costs to ensure the ongoing operation of the shelter.

**CAPSLO:**
- Essential Services $15,000 - Essential Services (i.e. case management, child care, education services, employment assistance and job training, transportation, etc)
- Shelter Operations $15,000 - Shelter Operations (i.e. maintenance, rent, security, insurance, food, etc.)
### Timeline of Key Steps for Project Implementation

**CA ESG PY 23-24: Collaborative Project SCHC, ECHO, CAPSLO**

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