

## VESSEL Homes - Transforming Lives

In an unprecedented alliance, CEO Steve Schneider and his dedicated team at Homes 4 the Homeless, headquartered in Fulton, California, have partnered with Guangdong VESSEL Cultural Tourism Development Ltd to address the global homelessness crisis. Visit our website to watch a video of VESSEL Housing.

“We propose a dynamic alliance focused on reducing homelessness by constructing factory-built housing in strategic locations. Our goal is to provide secure, private, safe, and affordable homes for the countless individuals affected by the ongoing homelessness epidemic worldwide,” stated Schneider.

Both Homes 4 the Homeless and Guangdong VESSEL Cultural Tourism Development Ltd have formalized a distribution agreement, uniting their resources and expertise internationally to address homelessness together.

“We recognize the global signifi-



*Guangdon VESSEL of China decided to focus on affordable housing rather than luxury as it learned about the US market and unprecedented homelessness.*

cance of this issue and the unique opportunity for international collaboration. By partnering with like-minded individuals, organizations, and governments, we aim to create a collective force capable of addressing the multi-faceted challenge of homelessness

and disaster relief,” explained Schneider.

“We firmly believe that, through teamwork, dedication, and innovative solutions, this collaborative endeavor possesses the potential to bring about positive change,” said Schneider.



## Archie Kao Appointed H4H President

Homes 4 the Homeless proudly announces the appointment of actor and producer Archie Kao, known in Chinese as 柯震东, as President of the Northern California nonprofit organization dedicated to addressing the current homeless crisis.

Mr. Kao has long been a vocal advocate for under-served communities on both

sides of the Pacific. From his youth in the suburbs of Alexandria, Virginia, through his decades-long career in Hollywood, Kao’s journey has been defined by a deep commitment to making a positive impact on the lives of others.

Born in Washington, D.C. to immigrant parents from

[Continued====>](#)

### INSIDE

- VESSEL Models & Pre-Orders
- Hands-On Training
- New Volunteers
- Trinity Project

## H4H President Archie Kao (continued)

China, Archie's upbringing instilled in him the values of compassion and devotion to advocacy for the disadvantaged. While attending George Mason University, his leadership shone as he was elected Student Government President and the University's Homecoming King. His administration was actively involved in numerous philanthropic and humanitarian endeavors.

Initially planning to pursue Law School and work in politics, destiny led him down a different path – the path of an actor with a greater purpose for the public good. Today, as the newly appointed President of Homes 4 the Homeless, Archie brings his valuable experience to support our mission of Community Transformation.

Archie's passion for supporting vulnerable communities extends beyond the borders of the United States. In China, he dedicated himself to building children's educational centers in rural areas, providing access to education for those who might not otherwise have had the opportunity. Additionally, his efforts extended to designing self-sustaining senior center community gardens, recognizing the importance of dignified and economically viable care for the elderly.

Not content to merely lend his name to charitable causes, Archie personally immersed himself in making a difference. His involvement with various children's cancer charities, such as Make-a-Wish, Children's Hospital Los Angeles, and the National Institute of Health (NIH), showcases his hands-on approach to philanthropy. Dressed in his iconic superhero costume as the Blue Power Ranger, Archie read books, played games, and brought smiles to the faces of young cancer patients,

embodying the essence of hope and courage.

Beyond his charitable endeavors, Archie's academic achievements and multilingual background add to his rich tapestry as a humanitarian. He speaks Mandarin Chinese and studied French for six years, with his Trans-Pacific entertainment career inspiring his dedication to embracing diverse cultures.



*CAPTION (Left to right) H4H CEO Steve Schneider, President Archie Kao, Ivan Gonzales, Diego Lopez and Erin Pierson-Jurik.*

# Mini-Factory Hands-On Training Creating Positive Change in Collaboration with the LIME Foundation

At Homes 4 the Homeless, we're thrilled to partner with the LIME Foundation, led by ARS Roofing, Gutters and Solar CEO Letitia Hanke, in our shared mission to create positive change in communities.

Our partnership with the LIME Foundation ([thelimefoundation.org](http://thelimefoundation.org)) is about making a tangible impact together. Together, we're embarking on a groundbreaking initiative to establish a mini factory where underserved youth will help construct VESSEL houses. This innovative project not only provides hands-on training opportunities but also contributes to the production of affordable, code-compliant housing units.

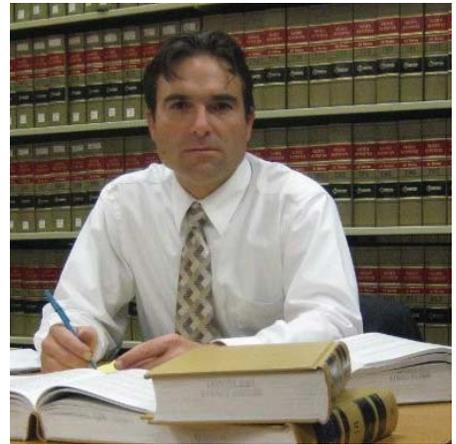


# NEW VOLUNTEERS [See more at www.homes4thehomeless.org](http://www.homes4thehomeless.org)

## Tina Sandri



Tina Sandri, MHA, LNHA, RYT-200, has spent her career leading aging services in dwelling settings where the focus is on holistic living and wellness, such as CCRCs, assisted living, skilled nursing, subacute rehabilitation, and memory care support. Her graduate studies in health services administration at The George Washington University (GWU) focused on long term care and non-profit marketing. Tina is the sister of Archie Kao.



## Justin Milligan

Justin Milligan graduated from Empire Law School in 2003 and immediately began taking criminal defense and personal injury cases. He moved to Washington, D.C. and eventually returned to California practicing criminal defense and civil litigation. His work in this capacity involved trial practice, research and writing. In 2022, he transitioned to a legal services practice with Legal Aid of Sonoma County.

## Carlos Serrano



Mr. Carlos Serrano-Quan is the Managing Partner of Sequoia Commercial Group, a San Francisco Bay Area Brokerage and Investment Company. Carlos is actively involved in affordable housing, real estate development, and economic development organizations, as both an advisor and consultant. In addition to his business accomplishments, Carlos has served the City and County of San Francisco in various positions and served as volunteer Director and Chairman of several nonprofit organizations.



## Letitia Hanke



Founder and Executive Director of the Lime Foundation, Letitia Hanke is passionate about supporting musical education, the performing arts, and education in general. “If the LIME Foundation can help a school help a child excel in learning or in exploring music, I think we’re making our community a better place.” Letitia’s “real job” as owner/founder ARS Roofing, donates 1% of every reroofing and gutter replacement to the school or college of their client’s choice.

## Shawn Flynn

Shawn Flynn spent 4 plus years in Beijing, China where he founded, grew, and profitably exited a successful education company. Shawn moved back to San Francisco where his contacts, talent, and energy are directed at achieving Global Capital’s clients’ goal of maximizing shareholder value during liquidity and growth capital events. He is also the founder of the award-winning podcast “The Silicon Valley Podcast”.

# The VESSEL Advantage



V9 Interior



## Measuring Success, One Home at a Time.

Our success is measured by the lives we touch and the communities we uplift. Through VESSEL's adaptable housing solutions, we aim to provide homes that serve as a stepping stone towards a brighter future.

Be a Part of Something Bigger. We invite you to join us in this transformative journey. Whether you're an advocate for affordable housing, a philanthropist looking to make a difference, or someone in need of shelter, together, we can change lives.



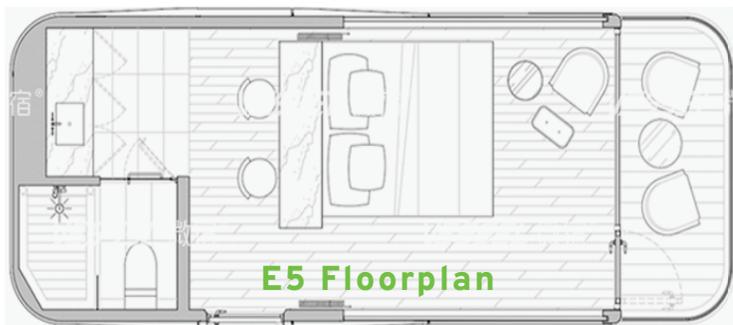
- Affordable Housing
- Aircraft Aluminum
- Galvanized Steel Framing
- Energy Efficient
- Disaster Relief

S5



27.9Lx10.8Wx10.5H ft / 301sqft / People 2 / Bed 1 / Bath 1 / Mini Kitchen

E5



E5 Floorplan



27.9Lx10.8Wx10.5H ft / 301sqft / People 2 / Bed 1 / Bath 1 / Mini Kitchen

## Our Vision: Rethinking Housing for All

In a significant stride towards achieving our mission, we proudly introduce our collaboration with VESSEL, a pioneering manufacturer committed to redefining housing for all. Together, we embark on a mission to change the landscape of housing, one VESSEL unit at a time.

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### The VESSEL Advantage.

With VESSEL, we are creating innovative modular housing solutions designed to revolutionize housing with homes that are safe, adaptable, affordable.

### Responding to Crisis with VESSEL.

Disaster Relief Housing: In times of crisis, rapid response is crucial. Our partnership with VESSEL allows us to provide disaster relief housing solutions that can be swiftly deployed to aid those affected by natural disasters, like wildfires and hurricanes.

### Our Commitment to Compassion

The Heart Behind the Homes: Every VESSEL unit we deploy carries not only the promise of shelter but also the compassion of countless individuals who have come together to make a difference.

- Extreme Weather Resistance
- Disruptive Technology
- Triple Bottom Line Investment Opportunity



**More Models  
& Preorders**

Learn about other models, see the full specs, and **PREORDER** on our website: [homes4thehomeless.com](https://homes4thehomeless.com).

**Learn about the affordable Vessel E3 on the next page.**



**VESSEL**

**HOMES  
4 THE  
HOMELESS**



**E9**

37.7Lx10.8Wx10.8H ft / 409sqft / People 2-4 / Bed 1 / Bath 1 / Full Kitchen



**V5**

24.6Lx10.8Wx10.5H ft / 267sqft / People 2 / Bed 1 / Bath 1 / Mini Kitchen



**V7**

31.2Lx10.8Wx10.5H ft / 358sqft / People 2 / Bed 1 / Bath 1 / Mini Kitchen



**V9**

37.7Lx10.8Wx10.8H ft / 409sqft / People 2-4 / Bed 1 / Bath 1 / Full Kitchen

# AFFORDABLE VESSEL E3



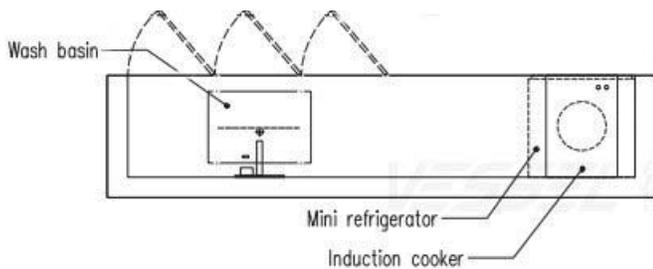
Cost-effective and practical, the E3 is a viable option for small spaces or community villages. The most affordable in the E Line of Vessel homes, the E3 provides a fast and economical alternative to building permanent housing or congregate shelters for homeless or veterans while fostering independence, dignity, as well as efficient and environmentally friendly living. These tiny homes are also a good solution for individuals or couples seeking a simplified, minimalist lifestyle.

Length: 18ft, Width: 10.8ft, Height: 10.8ft

Area: 205 sq/ft

Capacity: 2 People

Layout: bedroom, bathroom, mini kitchen all in one room.



**E3** Introductory Price  
**\$29,000**



# Carolina Ravassa to Lead Transformative Trinity Project in Colombia

Recent News / By Alex Campbell

Actress Joins Homes 4 the Homeless to Focus on Philanthropy Project in Colombia

Nonprofit Homes 4 the Homeless announced that Carolina Ravassa, a voice and screen actor, has joined its Executive Committee and will be leading a development project with Trinity School in Cali, Colombia.

Best known for her voice roles in *Overwatch*, *Valorant*, *Grand Theft Auto V*, *Onyx Equinox* as well as the Imagen Award-winning *Hispanglosaxon*, which she produced, directed and starred in, Carolina Ravassa has a strong passion for philanthropy. She brings her unique blend of talent, commitment, and global perspective to this important initiative.

“Carolina’s dedication to creating a positive impact in underserved communities is truly inspiring,” said Archie Kao, President of Homes 4 the Homeless. “Her work prior to joining us aligns perfectly with our mission of pioneering

Carolina Ravassa’s personal connection to Colombia and her history of working with underserved communities make her the perfect leader for this project. Her summers spent teaching at a camp for low-income children in Cali exemplify her commitment to education and community development.

The Trinity Project aims to empower the next generation, providing them with the tools to overcome socio-economic challenges and build brighter futures.

Homes 4 the Homeless will collaborate with local partners to implement affordable housing solutions for the underserved in Colombia. Our commitment extends beyond housing, focusing on the critical support services that our communities truly deserve. In that path, H4H has successfully implemented vocational training programs for underserved youth, recognizing the need for wrap-around services to uplift individuals and families from despair and poverty.

Your support can make a tangible impact on the Colombia Trinity Project. By contributing to our fundraising goal of \$50,000, you become a vital part of a movement that transcends borders, providing educational opportunities and fostering community resilience. Join us in building a legacy of empowerment, one classroom at a time. To learn more and donate, visit [homes4thehomeless.org](https://homes4thehomeless.org).



innovative housing solutions for those facing chronic homelessness. We are honored to have her lead the Trinity Project and continue to make a difference in the lives of those we serve.”

Trinity School, an integral part of the Bellavista community, educates 272 children from low-income families. Despite economic challenges, the school is committed to providing quality education to every child, ensuring inclusivity and breaking down financial barriers.



# Creating Safe Inclusive Spaces

## H4H partners with Defining Humanity

At Homes 4 the Homeless, we believe that designing spaces can be a powerful means to uplift marginalized communities to create positive change. We are proud to partner with Defining Humanity (defininghumanity.org), a nonprofit organization that shares our vision for creating inclusive, sustainable, and equitable communities worldwide.

Defining Humanity is an essential partner in our efforts to provide dignified housing and support for the unhoused. They bring a wealth of architectural expertise and a deep commitment to creating functional communities that are respectful of surrounding neighborhoods. As our partnership evolves, we are excited to embark on new projects that focus on sustainable solutions for shelter.

Stay tuned for updates on our collaborative projects with Defining Humanity as we continue to work together to make a positive difference in the lives of those who need it most. To learn more about our partnership and how you can get involved, please contact us.



P.O. Box 458  
Fulton, CA 95439  
[Homes4theHomeless.org](http://Homes4theHomeless.org)

A 501 (c)(3) Nonprofit - EIN: 84-2805734



Place  
Postage  
Here

Grant Spending

**LCCoC**

| Funding Source                           | Total Funds    | Planning    |            | Emergency Housng |              | Rapid Rehousing |            | Outreach    |             | Prevention   |       | HMIS         |             | Admin        |             |
|--|----------------|-------------|------------|------------------|--------------|-----------------|------------|-------------|-------------|--------------|-------|--------------|-------------|--------------|-------------|
|  |                | Budgeted    | Spent      | Budgeted         | Spent        | Budgeted        | Spent      | Budgeted    | Spent       | Budgeted     | Spent | Budgeted     | Spent       | Budgeted     | Spent       |
| <a href="#">CARES ESG-CV</a>             | \$1,055,300.00 |             |            | \$906,193.43     | \$906,193.43 | \$5,306.57      | \$5,306.57 | \$17,000.00 | \$17,000.00 |              |       | \$75,000.00  | \$75,000.00 | \$51,800.00  | \$51,800.00 |
| <a href="#">HUD CoC 2021</a>             | \$7,272.00     | \$7,272.00  | \$7,272.00 |                  |              |                 |            |             |             |              |       |              |             |              |             |
| <a href="#">HUD CoC 2023</a>             | \$50,000.00    | \$50,000.00 |            |                  |              |                 |            |             |             |              |       |              |             |              |             |
| <a href="#">2020 HHAP - CoC Round 1</a>  | \$500,000.00   | \$25,000.00 |            | \$440,000.00     | \$393,571.66 |                 |            |             |             |              |       |              |             | \$35,000.00  | \$32,700.00 |
| <a href="#">2020 HHAP - CoC Round 2</a>  | \$250,000.00   |             |            | \$232,500.00     | \$230,840.37 |                 |            |             |             |              |       |              |             | \$17,500.00  |             |
| <a href="#">2022 HHAP - CoC Round 3</a>  | \$610,650.00   |             |            | \$310,000.00     | \$310,000.00 | \$100,000.00    |            | \$57,905.14 |             | \$100,000.00 |       |              |             | \$42,745.00  |             |
| <a href="#">2023 HHAP Round 4 County</a> | \$422,785.59   |             |            | \$180,250.82     | \$2,000.00   | \$202,782.17    |            | \$36,050.16 |             |              |       |              |             | \$31,543.89  |             |
| <a href="#">2024 HHAP Round 5 CoC</a>    | \$661,475.53   |             |            | \$370,000.00     |              | \$150,000.00    |            | \$21,558.53 |             |              |       | \$6,614.00   |             | \$46,303.00  |             |
| <a href="#">HHIP - CoC</a>               | \$2,325,692.00 |             |            | \$1,297,433.00   | \$96,260.08  | \$245,122.00    |            | \$50,000.00 |             | \$300,000.00 |       | \$183,137.00 | \$6,147.90  | \$250,000.00 |             |

**County**

|   |              |             |  |              |              |  |  |  |  |  |  |            |  |             |             |
|---|--------------|-------------|--|--------------|--------------|--|--|--|--|--|--|------------|--|-------------|-------------|
| <a href="#">2020 HHAP - County* Round 1</a> | \$445,265.73 | \$22,263.00 |  | \$391,834.73 | \$376,834.00 |  |  |  |  |  |  |            |  | \$31,168.00 | \$18,584.45 |
| <a href="#">2020 HHAP - County* Round 2</a> | \$203,550.00 |             |  | \$189,301.50 | \$189,301.50 |  |  |  |  |  |  |            |  | \$14,248.50 | \$3,000.00  |
| <a href="#">2022 HHAP - County Round 3</a>  | \$569,940.00 |             |  | \$473,050.13 | \$473,050.13 |  |  |  |  |  |  |            |  | \$39,895.00 |             |
| <a href="#">2023 HHAP Round 4 County</a>    | \$422,785.59 |             |  | \$393,190.60 | \$204,119.10 |  |  |  |  |  |  |            |  | \$14,797.49 |             |
| <a href="#">2024 HHAP Round 5 County</a>    | \$634,627.17 |             |  | \$583,858.00 |              |  |  |  |  |  |  | \$6,346.00 |  | \$44,423.17 |             |



## Lake County Continuum of Care

### Reallocation Policy

March 2024

The U.S. Department of Housing and Urban Development (HUD) requires that CoCs evaluate and review all renewal projects. Funding is prioritized for CoCs that have a standard process to reallocate CoC Program funding from lower performing projects, based on a performance review process, to create new higher performing projects. Reallocating funds is an important tool used by CoCs to make strategic improvements to their homelessness system to increase access to housing and improve the system performance. Through reallocation, the CoC can create new projects that are aligned with local and federal goals, by eliminating projects that are underperforming or are more appropriately funded from other sources. Reallocation is particularly important when new resources are not available. CoC Program funds may be reallocated either by a voluntary process, or an involuntary process as decided by the CoC Executive Committee.

#### **Performance Measures**

HUD is increasingly focusing on System Performance Measures and Annual Performance Reports when making funding decisions. **The Lake County Continuum of Care does 6 month reviews, and an annual onsite visit of projects** Please see HUD'S System Performance Measures: An Introductory Guide at <https://www.hudexchange.info/programs/coc/system-performance-measures/> for more information on performance expectations.

**Reallocation Process** The reallocation process includes two methods and the following steps which are explained in more detail in the following paragraphs.

- Monitoring and reporting of results to applicable entities;
- Recommendations for reallocation based on performance measures and threshold defined within the CoC; **after failure of improvement plan** and
- Executive Committee review of recommendations and final determinations

#### **Voluntary Reallocation**

- LCCoC Program recipients and/ or sub recipients wishing to voluntarily reallocate their funds must inform the LCCoC Program Administrator at Behavioral Health in writing as soon as they have made the decision to reallocate, and NO LATER than 1 week after the annual release of the NOFA.
- LCCoC Program recipients and/ or sub recipients that voluntarily reallocate their funding are eligible to apply for a new project using the reallocated funds if the proposed project meets HUD's eligible new project guidelines as established by the NOFA, and will fill an identified local need.

· LCCoC Program recipients and/ or sub recipients that voluntarily reallocate their funds and wish to apply for a new project (if HUD provides bonus funds) will be required to participate in a competitive process with other LCCoC Program applicants that apply for new projects.

### **Involuntary Reallocation**

LCCoC Program-funded projects are monitored by the LCCoC Program Administrator every **6 months with an annual onsite visit**. The review of performance through Annual Performance Reports is integral to the evaluation process. All renewal project reviews are used to determine how the project performed and determine if a project should be considered for reallocation. LCCoC develops annual performance standards for all projects. Typically, LCCoC Program Administrator staff monitors all projects through review of quarterly reports and comprehensive assessment of agency capacity and ability to implement performance measure goals and objectives. LCCoC Program Administrators provides technical assistance to recipient and subrecipient agencies to assist in the overall evaluation process. Results of annual monitoring visits are made available to the LCCoC during monthly LCCoC meetings. Details to be made public are limited to HUD's expected performance measures, percentage of grant spend down, and HMIS data quality (specifically the percentage of data with null or missing values for any of the universal data elements).

The recommendation for reallocation is based on any one of the following HUD criteria and the overall score of the project performance:

1. Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
2. Monitoring finding(s) for which a response is overdue or unsatisfactory;
3. History of inadequate financial management accounting practices;
4. Evidence of untimely expenditures on prior award;
5. History of other major capacity issues that have significantly impacted the operation of the project and its performance;
6. History of serving ineligible persons, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes; or
7. Project did not consistently meet the LCCoC performance measures.

The LCCoC membership will establish a threshold for acceptable performance and ranking scores based on the average median score for projects for the corresponding NOFA year.

1. If a project is deemed to be underperforming based on LCCoC Program monitoring, a corrective action plan will be issued, with one year for the project to make improvements. Items where the score cannot be improved, but a valid explanation is provided, will be considered corrected. If an item is not improved, consideration will be made for circumstances such as global pandemics, natural disasters, or other emergency situations.

2. If the project is still underperforming during the following LCCoC Program NOFA rank and review process, those projects that continue to be deemed underperforming will be reviewed by the LCCoC executive committee to determine which project will be involuntarily reallocated. Involuntary Reallocations will be primarily based on two criteria:

- a) Projects that have the lowest score in the evaluation process; and
- b) Projects that have unspent funds in the most recent FY ending.

LCCoC Executive Committee will evaluate and determine if projects will have a full or partial reallocation of funding. Projects that are not performing well that have unspent funding will be subject to review of possible partial reallocation of unspent funds. All funds freed through involuntary reallocations may be made available for one or more new projects. If no new project applications are submitted, funds will remain available for the original renewal projects.

- Project applicants that are subject to partial involuntary reallocation must develop a plan to continue with their renewal project, with the reduced level of funding. This includes HUD contract compliance for numbers of persons served and the types of services provided. It may be possible to seek a contract amendment from HUD for some changes; subrecipient agencies should contact Behavior Health to discuss any options for amendment. If the reduction in funding will result in loss of assistance for persons currently served by the project, the sub recipient agency must develop a transition plan for these persons

#### **Executive Committee:**

The LCCoC Executive Committee shall review and approve all reallocation decisions. Due to possible time constraints during the NOFA process, Executive Committee meetings may happen either in person or via zoom call. All Executive Committee meetings will be documented in meeting minutes, which will be distributed to the LCCoC through email, and will be posted on the LCCoC page website.

#### **Conflict of Interest**

Any Executive Committee member whose agency receives LCCoC Program funding through the LCCoC that is being considered for involuntary reallocation, shall recuse themselves from the reallocation decision process.



## Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered on  
DATE: \_\_\_\_\_

Between the following:

Adventist Health Clear Lake Pathways HUB, 15630 18<sup>th</sup> Avenue, Clearlake, CA 95422-  
referred to as HUB throughout this document.

and

Lake County Continuum of Care (CA-529), Lake County Behavioral Health  
Services, PO Box 1024, Lucerne, CA 95458 - referred to as CoC throughout this  
document.

and

Care Coordination Agency Name \_\_\_\_\_, Agency Address \_\_\_\_\_ -  
referred to as CCA throughout this document.



## Memorandum of Understanding

### **I. Introduction and Goals:**

1. The HUB, CoC, and CCA are committed to administering the Coordinated Entry System (CES) referrals in accordance with all program requirements
2. The HUB's goals and standards of success in administering the program are Goal: To coordinate participant intake assessments and provision referrals to assist individuals and families experiencing homelessness or at risk of homelessness in the geographical area who are seeking housing.
3. HUB, CoC, and CCA commitment to equitably serving clients in Lake County, California, and the surrounding that the CoC covers and to collaboratively collect sufficient data to analyze how referrals are allocated, to whom with the ability to analyze for equity and retention of housing stability over time.
4. Identification of staff positions at the HUB and CoC who will serve as the lead liaisons.
  - HIMS Administrator: Melissa Kopf
  - HUB: Heather Frawley, Project Manager
  - CoC: Bruno Sabatier, CoC Chair
  - CCA: Name, Title

### **II. Project**

1. The HUB, which is associated with the CoC's Coordinated Entry System (CES), was initiated by the CoC to provide care coordination and closed-loop referrals to identified client populations located in Lake County, California who are underserved by the healthcare system(s), community-focused services, and homeless individuals and families who meet the CoC definitions in placeholder. The Care Coordination Agency, in combination with other entities under memorandum of understanding with the HUB and CoC, will provide this care coordination using the Pathways model and systems.
2. Defined populations for CES referrals by the CoC
  - a. Homeless.
  - b. At risk of homelessness.
  - c. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking; or



## Memorandum of Understanding

- d. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability.
3. Additionally, the CoC's CES will assess individuals who fit the above criteria with a vulnerability assessment and chronicity of the persons' homelessness. Families with children are also a defined priority.
4. Finally, to help mitigate any service disparities discovered in Lake County's Homelessness System because of data collection in the Homeless Management Information System (HMIS) and the Point in Time (PIT) count.

### III. **Purpose and Scope**

The Parties intend for this Memorandum to provide the cornerstone and structure for all future contracts being considered by the Parties which may be related to the project.

### IV. **Responsibility and Obligations of the Parties**

#### 1. **Duties of the Care Coordination Agency**

The Care Coordination Agency shall, subject to the direction of the HUB and the HUB's Policies and Procedures:

- e. provide care coordination to clients using community health workers (CHW)/community care coordinators (CCC) who have been trained in the Pathways model and systems
- f. track its service to clients using Pathways to document progress and outcomes in the HUB's data system
- g. identify unserved and underserved individuals within the identified populations and enroll them as care coordination clients through the HUB



## Memorandum of Understanding

### 1. Duties of the Care Coordination Agency(continued)

- h.** maintain all client data in compliance with all applicable requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and all regulations promulgated thereunder (including (but not limited to) the HIPAA Privacy Rule and Security Rule) and the Health Information Technology for Economic and Clinical Health Act of 2009 ("HITECH") and all regulations promulgated thereunder.
- i.** enter into a HIPAA Business Associate Agreement with the HUB, and with any other entity with which it shares client data.
- j.** modify its consent/release of information agreement, to be signed by clients to authorize the required sharing of PHI information throughout the HUB and its affiliates. The HUB will review Care Coordination Agency's consent documents and advise as to any modifications necessary, to be in compliance with HUB requirements.
- k.** secure proper authorization, in writing or electronically secure, from clients prior to the gathering of client PHI;
- l.** transmit to the HUB, within 48 hours, properly executed client consent authorization. Transmission of these consents must be in compliance with HIPAA/HITECH and HUB standards, some of which are, but not inclusively, within the HUB's secure system, secure email, secure fax, and the HUB's Direct Messaging system;
- m.** attend 90% of advisory board meetings and work collaboratively and respectfully with other HUB advisory members to identify community needs, review HUB initiatives, evaluate HUB initiative results, and support the HUB mission, initiatives, and objectives at all times within the community;
- n.** support its community health workers and care coordinators for enrichment and personal growth through required attendance at all HUB-requested care coordination training sessions. Proper advance notice will be provided to the agencies and coordinators as per HUB policy;
- o.** Identify, offer, and provide supportive services to CES families as needed, including identifying potential housing, if available, and assisting in negotiation with the property owner, if applicable.

## Memorandum of Understanding

- p. supervise, according to HUB requirements, the care coordinators and community health workers in the agency's charge, to achieve a high standard of care for its clients and high quality of service;
- q. work and innovate, collaboratively and respectfully, with other HUB contracted agencies and direct service providers to transform health and reduce risks faced within the communities served; and,
- r. perform quality improvement and quality assurance activities according to HUB standards.

### 2. Services Provided to Eligible CES Referrals

- j. The CoC and its partnering service providers will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance while aiding households in addressing barriers.
- k. The CoC and its partnering service providers will support the HUB in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the HUB.
- l. The CoC and its partnering service providers will provide housing search assistance for eligible individuals and families, assisting in negotiating with property owners to accept the vouchers.
- s. The CoC and its partnering service providers will provide counseling on compliance with rental lease requirements.
- t. The CoC and its partnering service providers will assess individuals and families who may require referrals for assistance with security deposits, utility hook-up fees, and utility deposits.
- u. The CoC and its partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.
- v. Partnering service providers will ensure services are culturally relevant and tailored to individual needs, language needs are accommodated, preferences are taken into account, and people are in the driver's seat of their own housing and services plan.



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### 3. **Duties of the Hub**

The HUB will

- a. refer clients to the Care Coordination Agency;
- b. develop referral network(s) with providers, clinics, hospitals, and government-based services, as appropriate, to increase the community members served and reached;
- c. provide supervision, data processing, and reporting services;
- d. provide or arrange for training for the CCA's care coordinators in the Pathways Method and the use of the HUB data system;
- e. support the CCA's in performing quality improvement and quality assurance activities;
- f. maintain all client data in compliance with all applicable requirements of HIPAA, HITECH, and all regulations promulgated thereunder.
- g. communicate and report HUB initiative results and achievements to the HUB advisory board and the community.
- h. enter into a HIPAA Business Associate Agreement with the CCA's if the Care Coordination Agency is a "covered entity" as defined in HIPAA; and,
- i. promptly communicate to the CCAs any change in the HUB's Policies and Procedures Manual, or any other document or procedure governing the activities of the CCAs.
- j. Coordinate and consult with the CoC in developing the services and assistance to be offered under the CES.
- k. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System or alternate means as allowed by HUD.
- l. Work to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- m. Work to ensure that inspections of units are completed in a timely manner.
- n. Designate a staff to serve as the lead CES referrals liaison.
- o. Collaborate with the CoC to ensure sufficient data collection to analyze how CES referrals are allocated, including the ability to disaggregate data by race, ethnicity,

## Memorandum of Understanding

disabling condition, age, household type, and other intersections of individual and household identity the community sets as a priority to be able to analyze for equity.

- p. Comply with the provisions of this MOU.

#### 4. **CoC Roles and Responsibilities**

- a. Designate and maintain a lead CES liaison to communicate with the HUB.
- b. Prioritize individuals and families based on the following criteria, (CES criteria subject to change based on the community homeless prioritization sub-demographics):
  - CES criteria:
    - i. Homeless;
    - ii. At Risk of Homelessness;
    - iii. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking;
    - iv. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability.
- c. Perform a vulnerability assessment to help prioritize potential recipients based on the above criteria, including chronicity, and being aware of service disparities as identified through the CoC's HMIS and PIT data.
- d. Refer eligible individuals and families to HUB using the community's coordinated entry system or through alternate means as allowed by HUD.
- e. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the HUB (i.e. self-certifications, birth certificate, social security card, etc.).
- f. Attend CES participant briefings when needed.
- g. Assess all individuals and households referred for CES for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- h. Engage regional leadership to incorporate an equitable distribution of CESs within the diverse geography of the CoC.

#### 5. **CoC Roles and Responsibilities (Continued)**



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- i. Collaborate with the HUB to ensure sufficient data collection in HMIS to analyze how referrals are allocated, including the ability to disaggregate data by race, ethnicity, disabling condition, age, household type, and other intersections of individual and household identity in the community sets as a priority to be able to analyze for equity.
- j. Comply with the provisions of this MOU.

### V. **Terms of Understanding**

The term of this Memorandum shall be for the period of \_\_\_\_\_ from the Effective Date and may be extended upon written mutual agreement of both parties.

- a. The HUB, in its discretion, may terminate this Agreement immediately for just cause upon written notice to the Care Coordination Agency. As used in this Section 5(a), the term “just cause” includes, but is not limited to:
  - b. making false, fraudulent, or misleading entries in the HUB’s data system, or failing to correct errors or omissions in data entries within a reasonable time after they are discovered.
  - c. failure to adequately train or supervise care coordinators.
  - d. failure to comply with the HIPAA Privacy Rule and/or Security Rule, or the provisions of the Business Associate Agreement.
  - e. violation of the confidentiality covenants of Section 6 below.
  - f. failure or refusal to comply with the published policies, quality standards, and lawful directions of the HUB.

The Care Coordination Agency may terminate this Memorandum of Understanding upon written notice to the HUB, at least 60 days in advance, if the HUB commits a material breach of this Agreement and does not remedy the breach within a reasonable time after it is called to the HUB’s attention. The Care Coordination Agency’s forbearance from exercising its right of termination under this Section 5(b) shall not either operate as a waiver of any other remedy available to it or prohibit it from exercising the right to terminate in response to future actions of the HUB which would constitute a material breach.

### VI. **Confidentiality**



## Memorandum of Understanding

The parties each agree to hold all information concerning the other confidential in trust and agree that such confidential information shall be used exclusively for the provision of services under this Agreement.

1. Information shall not be deemed “confidential” for purposes of this Section 7 if such information:
  - a. is client data entered into the HUB’s data system in the ordinary course of business.
  - b. is or has become generally known or available to the public other than by any act or omission of either party.
  - c. was rightfully known by the other prior to the time of first disclosure; or
  - d. is rightfully obtained without restriction from a third party who has the right to make such disclosure and without breach of any duty of confidentiality.
2. Upon termination of this Agreement, each party shall return all confidential information in its possession to the other.
3. The duties of confidentiality imposed by this Section 7 are in addition to any duty of confidentiality or nondisclosure imposed by HIPAA, HITECH, and other applicable laws. If there is any conflict between this Section 6 and
  - a. any applicable provision of HIPAA, HITECH, or other applicable laws.
  - b. the regulations promulgated under HIPAA, HITECH, or any other applicable law.
  - c. any business associate agreement required by HIPAA; or,
  - d. any other applicable law or regulation, the statute, regulation, or contract which is most restrictive shall control.

### **VII. Compliance with Law; Licensure**

The Care Coordination Agency shall, at all times during the term of this Memorandum of Understanding, and Care Coordination Agency’s own expense, comply with all applicable federal, state, and local laws, rules, and regulations, and shall maintain in force any licenses and permits required of its community health workers/community care coordinators or other employees for performance under this Agreement.

### **VIII. Notice**



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Any notice or communication required or permitted under this Memorandum shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such address as one may have furnished to the other in writing.

### **IX. Governing Law**

This Memorandum shall be governed by, and construed in accordance with, the laws of the State of California without regard to conflict of law principles.

### **X. AUTHORIZATION AND EXECUTION**

The signing of the Memorandum does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.

This agreement shall be signed by Lake County Community HUB, CoC, and \_\_\_\_\_ **shall be effective as of the date first written above.**

(HUB), by:

\_\_\_\_\_  
\_\_\_\_\_  
Lake County Community HUB (Date)  
15090 Lakeshore Dr Ste F  
Clearlake, CA 95422

(CoC), by:

\_\_\_\_\_  
\_\_\_\_\_  
Lake County Continuum of Care (Date)  
12345 Address Here  
Lucerne, CA 954

(CCA), by:

\_\_\_\_\_  
\_\_\_\_\_  
Care Coordination Agency (Date)  
12345 Address Here  
Clearlake, CA 95422



## **Lake County Continuum of Care**

### **Performance Review Grant Working Group Recommendations to the Executive Committee June 6, 2024**

The Grant Working Group met on May 21, 2024 and would like to share the following recommendations to the Executive Committee.

The recommendations are for the Rapid Rehousing Request for Proposals (RFP):

- 1.) With this RFP we are recommending the incorporation of Coordinated Entry System referrals, so that those with the highest vulnerabilities and needs will be served.
  
- 2.) Put all Rapid Rehousing available funds from the Housing and Homelessness Incentive Program (HHIP) and the Homeless Housing Assistance Prevention (HHAP) rounds 3 and 4 together for a total RFP of \$547,904.17. The Executive Committee already approved the HHAP funds of \$302,782.17 for the RFP process, and the Grant Working Group would like to add the HHIP funds of \$245,122.00 to the RFP process for a total RFP of \$547,904.17.
  
- 3.) Enlarge the scope of the Rapid Rehousing RFP from Housing assistance to creating housing. RFP applications can range from Rental Assistance to purchasing Tiny Homes.