

Yolo County Pacifico HSP Project Property management Proposal

August 2022

Project Background and Description

- The Yolo County Pacifico HSP Project is a proposal between the County of Yolo Health and Human Services Department and the City of Davis to utilize two vacant buildings at the Davis Pacifico site as transitional housing for homeless CalWORKS Housing Support Families.
- Staff from both agencies have been working on this proposal for over a year and if executed the project will serve up to 38 families in the two buildings.
- The project would involve a master lease from the City of Davis where Yolo County would maintain control of the two buildings in totality to house homeless families while these families conduct their permanent housing search.
- The project is proposed for a 5-year time-period commencing in the summer of 2022.

Population Being Served

- The Pacifico Project will focus on smaller families with household sizes of 3 or less.
- The population served is also predominately female head of household or in some cases two parent households with both a male and female parent.
- 81% of the children in the program are under the age of 12.
 - Even though there are some teenagers in families the project will primarily focus on families with young children

Community Engagement Communications Plan

- Some outreach efforts will include:
- Outreach:
 - Quarterly updates, starting prior to occupancy. Monthly updates for the first three months
 - Team member attending monthly Oak Shade association meetings – to provide updates, share successes, address concerns
 - Share building plans with Board, Councilmembers and Associations
 - Provide scheduled building tours, prior to occupancy
 - Ribbon cutting ceremony
- Reports- Monthly report by manager with information on capacity, families served, status of improvements, possibly complaints and resolution/status – to be shared with HHS Director, CAO and interested Board or Councilmember
- Create a Pacifico Site Council
 - Open to all residents in all Pacifico buildings to attend. 3 separate Site Council meetings: 1 for all Pacifico residents; 1 for CalWORK participants/residents; 1 for non-CalWORKs participation
 - For residence to convene to discuss concerns & needs that will meet monthly post lease-up for first 3 months and quarterly thereafter.
 - Site Council meetings to be facilitated by Property Management team
 - For residence to convene to discuss concerns & needs

Facility Requirements

- There are 6 floors between the two buildings.
- Ground floors:
 - Each building ground floor will be reserved for programmatic purposes,
 - Property management
 - ADA families and single father families only.
 - Building A will have case management offices, laundry, and group room for educational and therapy activities.
 - Building B will have security and property management space, laundry, and Child Welfare Overnight rooms. An employment center / computer lab will also be housed in this building.
- Each Floor:
 - Will be reserved by family size, gender, and age range.
 - Residents will only have access to the ground floor for service, the floor they live on and their individual room.
- See chart on next slide for floor designations

- B3** - 12+ Floor - Single Female and 2 Parent
- B2**- Age 0-12 Floor - Single Female and 2 Parent
- B1** - ADA Rooms, Property Management, Employment Center, Child Welfare Overnight and Single Father Rooms
- B1** - Property Management and Security Office

- A3** - Age 0-6 Floor - Single Female and 2 Parent
- A2** - Age 0-3 Floor (Nursery) - Single Female and 2 Parent
- A1** - ADA Rooms, Case Management, Group Room and Single Father Rooms
- A1** - County Staff Office



Building B



Building A

Facility Requirements continued

- Floor A2:
 - Will be the nursery space and only families with children under the age of 3 will reside here.
 - There will be lactation accommodations and the floor will be designated a nursery with cribs and amenities for young children in the bedrooms.
 - Bathrooms will be configured with bathtubs for families with babies and toddlers.
 - 2 Storage and Laundry Rooms.
- Floor B2:
 - Will be for single female families and 2 parent households with kids 0-12
 - Will be outfitted with single bathroom stalls for privacy by gender.
 - 2 Storage and Laundry Rooms.
- Bathrooms:
 - Will be gender and family appropriate by floor.
 - Floors 2 and 3 in both buildings will have 2 rooms per floor converted to storage.

Staffing Requirements

- County case management and Property Management staff will be on property Monday – Friday 8:00 – 5:00 PM.
- Property Management Staff will also have hours on weekends during the day.
- Security Service will be provided daily from 5PM-2AM 7 days a week.
 - The role of Security is to monitor/report external issues, outside the buildings
 - If we find there are extensive issues the ADHOC will discuss the need for revisions to security services
- Afterhours “floor leads” for 24/7 staffing coverage.
 - After hours “floor leads” will be provided in each building from 5PM-8AM daily and will be staffed by either CalWORKS Work Participants or a local Community Based Organization.
 - There will be at least one (1) monitor per building
 - The role of the floor monitor is to ensure ‘house rules’ are followed and monitor/report internal issues

Additional Property Management Rules & Provisions

To ensure residents and community safety there will be several management rules strictly enforced for all occupants.

- Strict No Visitor Policy (No Exceptions)
- Criminal Background Checks for all Occupants
- Card Key Access by Floor and Room
- Camera in Interior Shared Spaces
- Designated Outdoor Smoking Area
- Separate outdoor spaces by age
- Single Men Head of Household Families only on first floor in select rooms
- Assigned parking and parking management
- One Vehicle per Family

Construction & Lease-Up Cycle

Staff will work with facilities management teams and contractors to finalize and “lease up” building A first. Buildings will only be leased to 60% occupancy by floor for the first 6 – 12 months. At the 6 or 12-month mark staff will review the need and any issues that have presented over the initial lease up and make recommendations on further “lease up” or facilities remodel adjustments.

Phase 1

Construction & Tenant Improvement to Building A – Tentative timeframe July 2022 – December 2022

Phase 2

Move in up to 12 families (4 – 6 families into Building A, floors 2 & 3 only) with children ages 0 – 6 years old – Tentative timeframe January 2023 – June 2023. **Not to exceed a maximum of 60% capacity for the first 6 months.**

Phase 3

Construction & tenant improvements to Building B – Tentative timeframe November 2022 – April 2023

Phase 4

Move in up to 12 families (4 - 6 families into Building B, floors 2 & 3) with children ages 7 + years old

Construction & Lease-Up Cycle Continued

6-months after lease up process begins for Building A, the Pacifico ADHOC committee will meet:

- To check in on the progress
- For recommendations of if we keep occupancy at 60% or increase for Building A
- To get occupancy capacity recommendation for Building B.

