

# Application Information Form

**Program:**

*Specialized Emergency Housing - KE24*

**Grant Subaward Performance Period:**

*10/01/2024* to *09/30/2025*

**Subrecipient:**

*County of Yolo - District Attorney's Office*

**Subrecipient UEI:**

*XS9DVURSTTA5*

**Subrecipient Federal Employer ID:**

*94-6000548*

**Implementing Agency:**

*Yolo County District Attorney*

**Payment Address**

*301 2ND ST  
WOODLAND  
California  
Yolo County  
95695-3415*

**Primary Location of Project/Services****Address**

*301 2nd St  
City:  
Woodland*

**Address 2**

*County:  
Yolo County*

**Zip Code:**

*95695-3415*

# Contact Information Form

## Navigation Instructions:

- All required fields are marked with an \*.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

## Form Specific Instructions:

- Individuals identified below will be the official points of contact for the Grant Subaward. For descriptions of these positions see Subrecipient Handbook Section 3.005 or other applicable Program Supplemental guidance.
- The Grant Subaward Director and Financial Officer cannot be the same individual.
- Each individual must have a unique email address.
- Organization Authorized Agents must be denoted as being a Grant Subaward Authorized Agent in order to submit the application.

## Grant Subaward Contacts

### Grant Subaward Director

<b>First Name:</b>	<i>Melinda</i>	<b>Last Name:</b>	<i>Aiello</i>
<b>Title:</b>	<i>Chief Deputy District Attorney</i>	<b>Email:</b>	<i>melinda.aiello@yolocounty.gov</i>
<b>Phone:</b>	<i>(530) 666-8406</i>	<b>State:</b>	<i>CA</i>
<b>Address:</b>	<i>301 Second Street</i>	<b>Zip Code:</b>	<i>95695-3415</i>
<b>City:</b>	<i>Woodland</i>		

### Financial Officer

<b>Name:</b>	<i>Nikki</i>	<b>Last Name:</b>	<i>Abaurea</i>
<b>Title:</b>	<i>Chief Fiscal Admin Officer</i>	<b>Email:</b>	<i>nikki.abaurea@yolocounty.gov</i>
<b>Phone:</b>	<i>(530) 406-4505</i>	<b>State:</b>	<i>CA</i>
<b>Address:</b>	<i>301 Second Street</i>	<b>Zip Code:</b>	<i>95695-3415</i>
<b>City:</b>	<i>Woodland</i>		

### Programmatic Point of Contact:

<b>Name:</b>	<i>Cecilia</i>	<b>Last Name:</b>	<i>Lopez</i>
<b>Title:</b>	<i>Children's Advocacy Center Director</i>	<b>Email:</b>	<i>cecilia.lopez@yolocounty.gov</i>
<b>Phone:</b>	<i>(530) 406-4521</i>	<b>State:</b>	<i>CA</i>
<b>Address:</b>	<i>301 Second Street</i>	<b>Zip Code:</b>	<i>95695-3415</i>
<b>City:</b>	<i>Woodland</i>		

### Financial Point of Contact:

<b>Name:</b>	<i>Nancy</i>	<b>Last Name:</b>	<i>Wheeler</i>
<b>Title:</b>	<i>Senior Accounting Technician</i>	<b>Email:</b>	<i>nancy.wheeler@yolocounty.gov</i>
<b>Phone:</b>	<i>(530) 666-8385</i>	<b>State:</b>	<i>CA</i>
<b>Address:</b>	<i>301 Second Street</i>	<b>Zip Code:</b>	<i>95695-3415</i>
<b>City:</b>	<i>Woodland</i>		

### Chair of the Governing Body

<b>Name:</b>	<i>Lucas</i>	<b>Last Name:</b>	<i>Frerichs</i>
<b>Title:</b>	<i>Chair, Board of Supervisors</i>	<b>Email:</b>	<i>lucas.frerichs@yolocounty.org</i>
<b>Phone:</b>	<i>(530) 757-5557</i>	<b>State:</b>	<i>Ca</i>
<b>Address:</b>	<i>625 Court Street</i>	<b>Zip Code:</b>	<i>95695-3415</i>
<b>City:</b>	<i>Woodland</i>		

### Grant Subaward Authorized Agent

*Melinda Aiello*

# Grant Subaward Assurances Form

## Applicable Grant Subaward Assurances

This document is a binding affirmation that the Subrecipient will comply with the assurances required by the federal program/fund source.

Assurance	Acknowledgement
<a href="#">Federal Fund Grant Subaward Assurances - 2024 VOCA.pdf</a>	<input checked="" type="checkbox"/> *
<a href="#">Federal Fund Grant Subaward Assurances - 2021 VOCA, 2022 VOCA, 2023 VOCA.pdf</a>	<input checked="" type="checkbox"/> *
<a href="#">Program Standard Assurance Addendum</a>	<input checked="" type="checkbox"/> *
<a href="#">Standard Certification of Compliance</a>	<input checked="" type="checkbox"/> *

Subrecipients expending \$1,000,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits. \*

Subrecipient expends \$1,000,000 or more in federal funds annually.

Subrecipient does not expend \$1,000,000 or more in federal funds annually.

Federal Funding Accounting and Transparency Act (FFATA)

**In the preceding year, did the Subrecipient receive:**

Has the Subrecipient received \$25,000,000 or more in federal funds in the preceding fiscal years? \*

Yes    No

Does the amount of federal funds received, equal 80% or more of the Subrecipient's annual gross revenue? \*

Yes     No

# Programmatic Narrative Form

## Navigation Instructions:

- All required fields are marked with an \*.
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- When done, click the **SAVE** button.

## Narrative Questions/Responses

### Question 1 \*

*Describe your agency's plan to comply with the components of the Housing First Model, as outlined in Welfare and Institutions Code Section 8255 when serving your identified victim/survivor group(s).*

*The partnership between the Yolo County District Attorney's Office, Empower Yolo and Shores of Hope allows for full comprehensive services to be provided to clients. Empower Yolo is uniquely qualified to move homeless crime victims to long-term housing. The agency has rapid rehousing and eviction prevention programs under HUD's Emergency Solutions Grants Program, a Continuum of Care Domestic Violence Bonus Program, Homeless Housing, Assistance and Prevention Grant HHAP 4 funding, and contracts with the CoC to provide housing navigation to Emergency Housing Voucher recipients. With specialized housing navigators, Empower Yolo uses a Housing First Model to quickly move victims from homelessness to housed. Additionally, project partner Shores of Hope offers transitional housing to transitional aged youth.*

*Yolo County's Coordinated Entry Committee meets as needed to prioritize chronically homeless individuals for permanent supportive housing and other housing opportunities. Through close collaboration of all participating agencies, individuals are placed in the most appropriate housing to address their individual needs. Empower Yolo's housing team participates in the coordinated entry process, and when appropriate, refers KE participants. KE Program clients will receive CalFRESH and MediCal assistance on-site as well as enrollment in community and educational programs promoting health, stability and self-sufficiency including, financial literacy, career coaching, and successful renters.*

### Question 2 \*

*Describe your agency's plan to provide emergency shelter/emergency housing assistance to your identified victim/survivor group(s), including the number of victims/survivors your agency plans to shelter during the Grant Subaward performance period.*

*Through this grant, the Yolo County District Attorney's Office will partner with Empower Yolo to provide the equivalent of 3.50 full-time staff. These Client Navigators will provide individual, survivor driven, and trauma-informed needs assessments, case management, and advocacy to homeless and home insecure crime victims throughout Yolo County. Client Navigators are located at all of Empower Yolo's service centers, outreach hours, satellite offices, motels, and shelters in Woodland, Davis, West Sacramento, and the unincorporated towns in Yolo County. Additionally, Empower Yolo will provide individual therapy for survivors including, case management, treatment planning, and crisis intervention. Two KE Staff will be primarily focused on providing case management, permanency planning, and direct services to the clients in the KE Emergency Shelters and will be supervised by the Shelter Director. The Shelter Director will be responsible for approving client intakes and oversight of the shelter. The KE Program receives referrals from all local law enforcement agencies, the Yolo County District Attorney's Office, Yolo County Victim Services Program, Yolo County Health and Human Services agency, Shores of Hope, and other community based and partner agencies. Potential clients may also self-refer to the KE Program. Upon referral, homeless clients will be sheltered in one of three available emergency housing solutions. The KE Shelter funded by this grant, a three bedroom, two bath house that sleeps eight, provided by Shores of Hope. Empower Yolo's shelter for survivors of domestic violence, sexual assault and human trafficking; or a local motel, based on client need and most appropriate placement for their comfort and safety. Concurrently, survivor-driven case management and advocacy will begin with a comprehensive needs assessment by a Client Navigator. A service plan, tailored to individual needs and case management, will continue throughout the client's transition into permanent housing. Victims of domestic violence, sexual assault and/or human trafficking identified through this program may also be housed at Empower Yolo's shelter, when appropriate, thus freeing up grant program resources. During this subaward performance period the KE Shelter anticipates providing emergency housing to 35 survivors, while the KE program will assist another 125 survivors who are housing insecure.*

### Question 3 \*

*Describe how your emergency shelter will differ from a traditional emergency shelter to better support your identified victim/survivor group(s).*

Yolo County has one emergency shelter for homeless individuals with a 100-bed capacity. This shelter is located on a desolate county road in Woodland with no access to public transportation or community resources. The shelter is dormitory-style with bunk beds, 60 for men and 40 for women. There are no beds for families nor sleeping areas for couples. Services include showers (located in portables outside), meals, laundry, phone and mail service. Traditional shelters are not adequate for this population because they are not trauma-informed, nor conducive to help individuals out of homelessness permanently. The smaller nature of the KE program leads to an increase in safety and a more trauma-informed and survivor-centered approach. The KE Program has illuminated the tremendous unmet needs of homeless crime victims in Yolo County and focuses on those needs with the goals of providing healthy recovery, permanency, safety, and reducing re-victimization. The KE Program will focus on needs such as healthy recovery, permanent housing assistance, emergency food and supplies, transportation, safety, advocacy through the criminal justice process, Crime Victim Compensation Assistance, and therapy. All of these services will allow clients to focus on their futures and not just on finding shelter for the night.

Referrals to the KE program will be received from the Yolo County District Attorney's Office, Yolo County's Victim Services Program, Yolo County Health and Human Services Agency, all local law enforcement agencies, Shores of Hope, Community Based and other partner agencies. In addition, Empower Yolo's twenty-four-hour crisis line will generate referrals as well as walk-ins and client self-referrals. Referrals for services will continue to be for homeless and home insecure crime victims with a focus on disabled, elderly, LGBTQ, and transition-aged youth victims of physical and emotional abuse, elder abuse, domestic violence, sexual assault, hate crimes, financial crimes, violent crimes, human trafficking, labor trafficking, and high-tech crimes. Empower Yolo volunteers and staff will reach out to homeless/home insecure individuals who use the various satellite service locations, the on-site community clothes closet and washer and dryer, referring those that are eligible to the KE Program. Volunteers and staff will use this time with clients to build connections and educate individuals about the KE Program and available services.

#### **Question 4 \***

Describe your agency's plan to provide in-person crisis intervention and trauma-informed advocacy to your identified victim/survivor group(s), including the number of victims/survivors your agency plans to provide crisis intervention and advocacy services to during the Grant Subaward performance period.

Through the partnership with Empower Yolo, KE Program clients will have access to Empower Yolo's twenty-four-hour crisis line. Crisis staff will provide immediate assistance, generate referrals for emergency housing/KE Program services, and perform intake assessments. Crisis counseling will be available by phone 24/7, and/or in-person during office hours. KE clients will receive survivor-driven and trauma-informed advocacy on-site at emergency housing locations, legal and personal advocacy, accompaniment, criminal justice support, counseling and referral to Yolo County's Victim Services Program. Client Navigators are available at each office providing in-person crisis intervention and will work together with each client, focusing on safety and support. Clients are encouraged to lead the process, choosing their own goals and priorities. Upon intake, all KE Program clients will be provided information about the criminal justice process as well as information about victim rights, etc. Clients will be assisted with Victims of Crime Applications and referred to/provided services by the County's Victim Services Program within the DA's Office. The Victim Services Program provides Crime Victim Compensation Assistance to all clients including, filing out Victims of Crime Applications, assistance understanding the Criminal Justice System, and facilitating communication between clients and the criminal justice system. KE Client Navigators and Empower Yolo Advocates have a long-standing relationship of collaboration and coordination with our Victims Services Program, providing seamless direct services to crime victims in Yolo County. KE Program staff will provide clients with support services, advocacy, case management, and connection to resources needed to maintain housing and avoid returning to homelessness. KE Client Navigators are trained in using the Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT). The VI-SPDAT is an assessment tool that helps providers prioritize clients and point them to the most appropriate form of assistance. It also helps communities determine the level of need of individuals experiencing homelessness, quickly, and match them to the most appropriate housing. During this Subaward performance period the KE Program anticipates providing crisis intervention and advocacy services to 85 clients.

#### **Question 5 \***

Describe your agency's plan to provide emergency food and clothing to your identified victim/survivor group(s), including the number of victims/survivors your agency plans to feed and clothe during the Grant Subaward performance period. KE Program clients will be provided with any essential basic need including: food, clothing, hygiene products, supplies, prescription medication, diapers, and formula. All clients are provided internet access on-site and use of telephones to participate with care providers, schedule appointments, explore permanent housing solutions, and seek employment. Food is available to clients in the lobby of the office, the kitchen at the safehouse, and delivered to KE Program clients in motels. All clients will also have access to the on-site community clothing closet and advocates can deliver clothing to clients at the safehouse or motels. At the clothing closet, a washer and dryer that is available to anyone in need. KE shelter and motel clients will be given quarters to use the on-site washer & dryer. During this subaward period the KE Program plans to feed and clothe 50 clients.

**Question 6 \***

*Describe your agency's plan to provide counseling to your identified victim/survivors group(s), including the number of victims/survivors your agency plans to counsel during the Grant Subaward performance period.*

*In addition to peer counseling and twenty-four-hour crisis counseling on the hotline, the KE Therapist will provide clinical assessments as well as individual and group therapy for KE Program clients including, treatment planning, ongoing treatment, and crisis intervention. During this subaward period Mental Health treatment will be provided to a minimum of 5 victims by a Masters' level therapist with experience in providing trauma-informed treatment and supervised by a licensed clinician.*

**Question 7 \***

*Describe your agency's plan to provide transportation to your identified victim/survivors group(s), including the number of victims/survivors your agency plans to transport during the Grant Subaward performance period.*

*The KE program provides transportation to clients via the Client Navigators, bus passes, and/or coordination of rideshares. During this subaward period KE Client Navigators will provide transportation to a minimum of 25 clients to and from the shelters, motels, and appointments when possible. Additionally, Empower Yolo will provide bus passes and Uber or Lyft for transportation to necessary appointments, court appearances, and to the emergency shelter or designated motel twenty-four-hours a day.*

**Question 8 \***

*Describe the roles of the Operational Agreements and/or Second Tier Subawards and how those organizations expand the scope of services and assist in the implementation of the Grant Subaward.*

*Operational Agreements and Second Tier Subawards are crucial to the success of all Yolo County District Attorney grant programs, especially through their collaborations with organizations such as Empower Yolo, Shores of Hope, and Yolo County law enforcement agencies. These agreements precisely define the roles and responsibilities of each partner, ensuring a coordinated and effective approach to delivering services to homeless crime victims through the KE Program.*

*Operational Agreements establish a structured framework for cooperation, detailing how each entity will work together to support victims. They also affirm the commitment of all involved agencies to providing comprehensive services to this vulnerable population.*

*Second Tier Subawards, such as those granted to Empower Yolo and Shores of Hope, enhance service delivery by allocating specific program components to these specialized organizations. Empower Yolo contributes by providing KE Client Navigators who assist victims in accessing services and securing permanent housing. Shores of Hope addresses immediate needs by offering emergency shelter to homeless crime victims.*

*Together, these Operational Agreements and Subawards form a network of services that effectively address the needs of homeless crime victims. By clearly defining roles and allocating targeted resources, they ensure a comprehensive and coordinated response to victim assistance.*

**Question 9 \***

*Describe how volunteers are used to accomplish the goals of the Program. If volunteers are not used, provide a justification for why a volunteer waiver is needed.*

*Volunteers play a crucial role in achieving the goals of the Yolo County District Attorney's Office programs. Within the Victim Services Program, volunteers offer essential support by working closely with victim services advocates to assist victims throughout the criminal justice process. Their responsibilities include providing emotional support and helping victims navigate the complexities of the legal system. Additionally, these volunteers are instrumental in referring homeless crime victims to the KE Program, ensuring that they receive specialized assistance. Additionally, volunteers providing volunteer services with the Second Tier Subaward agency, Empower Yolo, undergo a comprehensive 75-hour Peer Counseling Certification course. This training equips them to manage the 24-hour crisis line, where they address immediate needs and make appropriate referrals to the KE Program. By leveraging their skills and training, volunteers significantly enhance the program's capacity to support and assist crime victims, particularly those experiencing homelessness. This structured and well-supported use of volunteers helps ensure that the goals of victim support and advocacy are met efficiently and compassionately.*

# Subrecipient Risk Assessment Form

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding.

How many years of experience does your current grant manager have managing grants?	>5 years
How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
How many grants does your organization currently receive?	>10 grants
What is the approximate total dollar amount of all grants your organization receives?	\$3,000,000
Are individual staff members assigned to work on multiple grants?	Yes
Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
How often does your organization have a financial audit?	Annually
Has your organization received any audit findings in the last three years?	Yes
Do you have a written plan to charge costs to grants?	Yes
Do you have written procurement policies?	Yes
Do you get multiple quotes or bids when buying items or services?	Always
How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
Do you have procedures to monitor grant funds passed through to other entities?	Yes

# Funding Source Allocation

**Instructions:**

- Please be sure to review page for accuracy.

## Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2023 VOCA	2023	Federal	\$89,353	\$0	\$89,353	\$89,353	\$0	\$0	\$89,353
2024 VCGF	2024	State	\$134,100	\$0	\$134,100	\$134,100	\$0	\$0	\$134,100
2024 VOCA	2024	Federal	\$76,547	\$0	\$76,547	\$76,547	\$0	\$0	\$76,547
			<b>\$300,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>

# Budget Cost Categories

## Cost Form Selection(s)

**Personnel Costs**

**Volunteer Costs**

**Contractor/Consultant Costs**

**Rent Costs**

**Travel Costs**

**Equipment Costs**

**Financial Assistance For Client's Costs**

**Second-Tier Subward Costs**

**Audit Costs**

**Indirect Costs**

**Other Operating Costs**

**Match Waiver**

*Yolo County KE24 VOCA Match Waiver Match Request.pdf*

# Second-Tier Subaward Budget Category Form

## Second-Tier Subawards Costs

### Budget/Project Line-Item

*Empower Yolo*

### Description

*Empower Yolo will be providing staff to assist in moving homeless victims into long-term housing. The KE staff, that includes housing and client navigators, therapist, etc., will provide survivor driven and trauma-informed needs assessment, case management, and advocacy to homeless/home insecure crime victims through out Yolo County.*

### Calculation Total

*\$270,000*

### Calculation Description

*The \$270,000 is going towards the salaries and benefits of the employees working the grant and operating expenditures.*

## Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2023 VOCA	2023	Federal	\$80,419	\$0	\$0	\$0	\$80,419	\$
2024 VOCA	2024	Federal	\$68,891	\$0	\$0	\$0	\$68,891	\$
2024 VCGF	2024	State	\$120,690	\$0	\$0	\$0	\$120,690	\$0
			<b>\$270,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$270,000</b>	

# Second-Tier Subaward Budget Category Form

## Second-Tier Subawards Costs

### Budget/Project Line-Item

*Shores of Hope*

### Description

*Shores of Hope provide emergency housing with a 8 bedroom, 1.5 bath house. Can be used for emergency housing for up to 8 individuals at a time.*

### Calculation Total

\$30,000

### Calculation Description

*The \$30,000 is going towards rent and utilities for the emergency housing*

## Funding Source Allocations

Funding Source Name	Fiscal Year	Type	Amount	Cash Match Amount	In Kind Match Amount	Match Amount	Total	State Funds Used to Match Federal Match Requirements
2023 VOCA	2023	Federal	\$8,934	\$0	\$0	\$0	\$8,934	\$
2024 VOCA	2024	Federal	\$7,656	\$0	\$0	\$0	\$7,656	\$
2024 VCGF	2024	State	\$13,410	\$0	\$0	\$0	\$13,410	\$
			<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	

# Application Signatures Form

## Assurances/Signatures

### Authorized Body of Five \*

This certifies that each member of the Approval Authority has approved the HSGP application for funding.

### Proof of Authority/Governing Body Resolution \*

This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

### Upload Proof of Authority/Governing Body Resolution \*

### Standard Certification of Compliance \*

By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

### Program Standard Assurance Addendum \*

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

### Fund Assurances \*

By checking this box, I certify I have read all applicable Federal Fund Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

### California Public Records Act \*

I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

Additional information: Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

### Upload California Public Records Act Exemption

### Authorized Agent

Name: *Melinda Aiello* Title: *Chief Deputy District Attorney*  
Signature: *Melinda Aiello* Date: *08/23/2024*