

CENTRAL SIERRA CONTINUUM OF CARE- CA-526

Amador, Calaveras, Mariposa, Tuolumne Counties

**CALIFORNIA**

**HOMELESS HOUSING, ASSISTANCE & PREVENTION PROGRAM**

**(HHAP)**

**PROJECT APPLICATION**

**Completed Applications Must Be Submitted to: Patricia Davis – Central Sierra Continuum of Care**

**Email: pjdavis47@yahoo.com**

**Due date: June 15, 2020**

**Contact number (707) 365-7046**

# GENERAL INSTRUCTIONS:

The Central Sierra Continuum of Care CA-526 (CSCoC) is accepting State of California Homeless Housing, Assistance & Prevention Program (HHAP) applications on behalf of the CSCoC. The HHAP Program is a $650 million block grant program designed to provide direct assistance to the 13 largest California cities, Counties and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HHAP was signed into law by Governor Gavin Newsom on July 31, 2019.

HHAP funding will be administered by the Amador-Tuolumne Community Action Agency (ATCAA) (Administrative Entity) on behalf of the CSCoC. All funding decisions will be made through the CSCoC RFP process. The CSCoC Review and Ranking Committee will rate projects in order and share selected recommendations to the CSCoC Governing Board for final approvals and allocation amounts.

$1,917,594.67 in funding will be available for the CSCoC to fund projects serving individuals and families who are experiencing homelessness or at-risk of homelessness. Final awards will be posted by the Administrative Entity to the CSCoC website (centralsierracoco.org) no later than 30 days after funding allocation awards are finalized. A minimum of 8% of funding will be dedicated to projects serving homeless youth or youth at risk of homelessness (unaccompanied youth up to age 24). Applications will be accepted for stand-alone youth programs or programs that include a plan to serve youth. Up to 5% of the allocation may be spent on infrastructure development to support the Coordinated Entry System (CES) or Homeless Management Information System (HMIS). Up to 7% of funding will be retained by the Administrative Entity for serving as the grant administrator of the program.

Eligible applicants are encouraged to collaborate with their local Continuum of Care to determine the best use of funds and how funds will be awarded and disbursed. The CSCoC will provide direct oversight to recipients of HHAP funds. Grantees will report on the following, as well as any additional information the Administrative Entity deems appropriate or necessary:

1. An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the current status of those funds;
2. The number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population service. This will be accomplished by participation in the CSCoC HMIS;
3. The type of housing assistance provided, broken out by the number of individuals; and
4. Outcome data for individuals served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

The first report will be due January 1, 2021 and annually thereafter until all funds have been expended. A final report is due by January 1, 2026.

Counties will need to submit confirmation that 100 percent (100%) of program funds have been contractually obligated by May 31, 2023. Any funds that are not contractually obligated by this date shall be reverted to the CSCoC serving the four-county region of Amador, Calavares, Mariposa and Tuolumne.

Our CSCoC needs to submit confirmation that no less than 50 percent (50%) of program funds have been contractually obligated by May 31, 2023.

By June 30, 2025, 100 percent (100%) of HHAP funds must be fully expended.

Eligible applicants for HHAP funding include cities, county agencies, and nonprofit organizations. Applicants are encouraged to demonstrate collaboration and coordination among existing programs and services as the goal of HHAP funding is to enhance and build capacity within the existing service system. Projects proposed should be supported by the jurisdiction(s) in which they plan to operate. All project proposals should meet a priority need identified by their County strategic plan or the CSCoC plan to address the immediate homeless crisis within their proposed jurisdiction. Projects should be aligned with the [CA-526 Coordinated Entry Policies and Procedures](http://www.venturacoc.org/images/Final_VC_Homelessness_Plan_1.9.19.pdf) and the [CA-526 CoC Written Standards](http://www.venturacoc.org/images/VC_CoC_Policies_and_Procedures_2017_FINAL.compressed.pdf) for delivery of homeless assistance. All funded projects must identify best practices to include Housing First, Coordinated Entry, and HMIS Entries. Proposals must have a plan to meet the expenditure deadlines of June 30, 2025.

HHAP funding shall be used for programs aligned with evidenced-based practices in ending homelessness for all populations. Best practices including but are not limited to: Housing First/low barrier programs, Trauma- Informed Care, and Harm Reduction. All California state-funded programs must include a Housing First approach as detailed in AB 1380. Programs aligned with a Housing First approach operate with the understanding that persons experiencing homelessness must have access to a safe place to live, that does not limit length of stay before stabilizing or improving health, reducing harmful behaviors or increasing income. Under Housing First, an individual or family should be assisted in identifying housing and moved into a permanent home as quickly as possible. Programs should remove barriers to housing such as requirements of sobriety or absence of criminal history. Housing First values choices not only in where to live but whether to participate in services. In other words, tenants are not required to participate or enroll in services to obtain or retain housing. Proposals should detail how they will align their service delivery with the Housing First approach while assisting program participants with obtaining and maintaining housing.

HHAP funded programs must receive referrals through the CSCoC Coordinated Entry system (CES) and utilize HMIS to collect and enter client-level data. Applicants who are not currently participating agencies in CES or HMIS will need to work with CSCoC and HMIS staff to get programs set up if funded. Reports will be submitted to the CSCoC Board and Administrative Entity to assess program performance and timeliness of spending.

The CSCoC has identified priorities for funding in its Plan to Prevent and End Homelessness. Eligible HHAP uses aligned with local priorities include those listed below. More information on each priority may be found in Attachment A of this RFP.

1. **Low Barrier Emergency Shelter Programs/Navigation Centers**: Funding for facilities, operations and services for permanent year-round, low-barrier, housing-focused programs (new shelter programs are eligible for HHAP funding based on demonstrated need).
2. Support for countywide **Coordinated Entry System** including:
   1. **Street Outreach:** New dedicated street outreach services with expanded hours (evening/weekend coverage) that will work to engage persons and families living on the streets or encampments and link persons to shelter and housing programs;
   2. **Housing Navigation Services:** Dedicated staff to work with homeless individuals and families in gathering eligibility documentation and linking to eligible housing programs;
   3. **Housing Locator Services:** Dedicated Housing Locator(s) to serve one or more of the four counties in the CSCoC by developing relationships with landlords and/or property managers and identify housing opportunities for persons who are homeless in one or more of the four counties in CSCoC.
   4. **Landlord Engagement Efforts:** Identifying new landlord partners to utilize housing assistance resources including vouchers and rapid rehousing assistance, providing incentives to landlords to participate in housing programs, serving as a liaison between housing programs, supportive services and landlords.
3. **Homeless Prevention & Diversion programs:** Programs providing flexible financial resources to prevent individuals and families from becoming homeless in one or more of the four counties in the CSCoC;
4. **Supportive Services for Permanent Supportive Housing Programs:** Housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for expansion of services in existing programs that need additional service capacity and new programs including voucher programs and project-based housing.
5. **Permanent Supportive Housing Programs:** New supportive housing programs to serve chronically homeless adults. Referrals will come through the coordinated entry prioritization process.

## Flexible Housing Subsidies/Rental Assistance including but not limited to:

* 1. **Master Leasing**
  2. **Flexible rental subsidies in Rapid Re-Housing Programs** for vulnerable individuals and households that may be short, medium or long term in nature paired with voluntary supportive services.

Applications should include a program description and a comprehensive budget showing all committed and proposed funding sources.

# Application Submittal:

* Submit one (1) copy, including all attachments, via email to: pjdavis47@yahoo.com
* One application should be submitted for each separate program
* Narrative portions of the application may be submitted on a separate word document limited to 5-6 pages.

* Round all dollar amounts to the nearest dollar (i.e. $4.59 should be rounded to $5 and $4.25 should be rounded to $4); and

All applications will be reviewed for completeness. All or a portion of the application can be denied for the following reasons:

* The application is incomplete and the CSCoC staff is unable to reasonably determine what the Applicant is proposing or whether the application meets threshold requirements;
* The application does not pass the HHAP or CSCoC Program threshold (HMIS/CES and Housing First), such as, if the Applicant or proposed activities are not eligible or programs that are not aligned with evidence-based practices including Housing First.

1. Rating Criteria:
   * Program design (30 points)
   * Management and past experience (20 points)
   * Impact and effectiveness (40 points)
   * Cost efficiency and budgeting (10 points)

*All applications will be reviewed by the CoC rating and ranking Committee and the Governing Board. The Committee will develop final recommendations to be presented to the CoC Board at their July 2020 CSCoCmeeting.*

## Application Information

Legal Name of Organization:

Is the organization a 501(c)? ☐ Yes ☐ No

Mailing Address:

City:

Zip:

Executive Director Name & Title:

Organization Contact Name & Title:

Work Phone:

Fax:

E-mail Address:

Organization Website Address:

Organization’s DUNS #:

Tax Payer ID #:

Fiscal Agent Contact Name & Title:

Work Phone:

Fax:

E-mail Address:

Name of Project:

HHAP Priority Need Addressed:

* + Low Barrier Emergency Shelter ☐ Coordinated Entry
  + Street Outreach ☐ Housing Navigation Services
  + Housing Location Services ☐ Homeless Prevention & Diversion
  + Landlord Engagement ☐ Master Leasing
  + Rental Subsidies ☐ Supportive Services for PSH
  + Permanent Supportive Housing ☐ Other (list below):

Proposed Number of beneficiaries to be served by the project:

## Project Information

Title of proposed project:

Project Address:

City:

Zip:

1. Project service area (check all that apply):
   * Amador County
   * Calaveras County
   * Mariposa County
   * Tuolumne County ☐ 4 County-wide
2. Amount requested for this project: $
3. Amount of leveraged funds available for this project: $
4. Total project cost (all sources): $

Note: The amounts for b, c and d should equal the amounts in Attachment B: Project Budget.

Which CSCoC priorities best align with the project? You may list more than one; be specific:

Identify the population(s) that the project will serve (check all that apply):

* + Single Adults ☐ Seniors
  + Families with children ☐ Persons with disabilities
  + Transitional Age Youth (TAY) 18 to 24 years old ☐ Veterans
  + Unaccompanied Youth under 18 years old

☐ Other, please specify

## Financial Information

What is your agency’s fiscal year?

Date of your organizations most recently completed audit (month/year):

What fiscal year did this most recent audit include (month/year – month/year):

Was this audit conducted in compliance with the Single Audit Act (yes/no)?

Does the requirement of 2 CFR 200.501 to submit a fiscal year “Federal Single Audit” apply to your organization, specifically in the last fiscal year (yes/no)?

Does your organization have any outstanding audit findings which remain unresolved, outstanding litigation, or other legal issues (yes/no)?

If yes, explain:

## Subrecipients

Does your agency plan to administer HHAP funds or award them to a service provider/subrecipient?

Service Provider/Subrecipient\*

## Program Design

Summarize the project. Describe how the project will benefit the target population(s) and meet an immediate need in addressing homelessness in the CSCoC. Describe how this emergency funding will expand capacity or create new resources to shelter and/or house homeless people/families. Identify any best practices that will be utilized. Please include how the program will follow the Housing First/Low Barrier model.

Describe the intended use of grant funds, ensuring the provision of HHAP-eligible services. Please list other funding sources, if any that have been committed to the project or other funds pending award or notification of award.

Collaboration – Describe how resources will be leveraged to address the needs of the target population(s). How will the project collaborate with other organizations and programs to address the needs of the target population and participate in CES/ HMIS?

Core Practices – State regulation section 8409 contain the Core Practices: Coordinated Entry Process (section 8409(a)); and Housing First Practices (section 8409(b)) Use the table below to document which of the following your agency or contracted agency/service provider has adopted for implementation of programs:

|  |  |
| --- | --- |
| **Guidance** | **Relates to: (check all that apply)** |
| 1. Has your agency/service provider adopted the local CSCoC’s Written Standards with regards to the following? | * Coordinated Entry * Housing First |
| 2. Does your agency/service provider have Program Rules and/or Policies and Procedures that address the following? | * Coordinated Entry * Housing First |
| 3. Does your agency/service provider commit to adopt and follow the local CSCoC Coordinated Entry Policies and Procedures? | * Coordinated Entry * Housing First |

## Management and Past Experience

Describe your organization’s and/or sub-recipient’s experience in successfully conducting this type of activity. Identify any skills, current services, or accomplishments that demonstrate your capacity for success. Please include any relevant past performance data that is relevant to this proposal.

## Impact and Effectiveness

Performance Measures – Describe the objectives and outcomes of the proposed program(s) and how will you measure the effectiveness of your project in meeting these outcomes. Goals should align with CSCoC adopted performance benchmarks.

Describe how this program will help achieve improved system performance for the CSCoC. Include those that that apply to your specific program:

1. Reducing the length of time persons remain homeless;
2. Decreasing the number of persons who return to homelessness from permanent housing;
3. Reducing the unduplicated number of homeless persons;
4. Increasing the percentage of adults who gain or increase employment or cash income over time;
5. Decreasing the number of persons who become homeless for the first time;
6. Increasing number of families, individuals and youth who exit to or retain permanent housing;
7. Increasing the number of persons successfully placed in permanent or supportive housing from street outreach, and the number who exit to or retain permanent housing

## Sustainability

Please explain plans your agency has for future sustainability of this proposed program and/or service.

## Agency Certifications

The following certification **must** be completed and **signed by an authorized agency representative** to be further considered for HHAP program funding.

The undersigned agency hereby certifies that:

1. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.

[U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than $5,000 and not more than $10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or caused to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)].

1. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
2. The agency shall comply with all federal and County policies and reporting requirements applicable to the HHAP program as appropriate for the funding if received.
3. If HHAP funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
4. The agency certifies that the funded program will participate in the CSCoC approved CES and HMIS system.

|  |  |
| --- | --- |
|  | |
| Name of Agency | |
|  | |
| Typed Name and Title of Agency Official | |
|  |  |
| Agency Official’s Signature | Date of Signature |
|  |  |
| Phone Number of Agency Official | E-Mail Address of Agency Official |

Attachment A

CSCoC CA-526 Homeless Housing, Prevention & Assistance Program Priorities

1. **Low Barrier Emergency Shelter:** Providing low barrier access to emergency shelter. Low barrier access means the expectations placed on shelter guests should be minimal, transparent and reasonable. Intake, screening and assessment processes should reflect the CSCoC’s Housing First orientation to helping everyone seeking shelter and assistance connect as quickly as possible with permanent housing. Low barrier shelters accommodate partners, pets and possessions of persons seeking shelter. More information may be found here: <https://www.usich.gov/solutions/crisis-response/emergency-shelter/>
2. **Coordinated Entry:** Coverage of full geography of CSCoC to promote access to shelter and housing resources with the utilization of HMIS.
3. **Street Outreach**: Dedicated street outreach to connect with unsheltered persons including persons in homeless encampments. Goals should be to connect persons to shelter, housing and other resources. Priority need for outreach that covers all parts of the county with evening and weekend hours.
4. **Housing Locators**: Dedicated staff to identify housing opportunities including engaging landlords and housing partners and providing the link between housing providers and service providers. Programs must integrate into the larger service system bringing available units to the coordinated entry system.
5. **Housing Navigators**: Dedicated service providers to serve as case managers focused on housing needs from the time a person enters through the coordinated entry system until they are connected with a housing resource. These service providers assist with collecting eligibility documentation, applying for eligible housing programs, linking to shelter, employment and other resources.
6. **Homeless Prevention & Diversion:** Program to provide flexible financial assistance to prevent individuals and families from becoming homeless including services that divert individuals and families from the homeless service system through a variety of problem-solving solutions.
7. **Supportive Services for Permanent Supportive Housing Programs:** housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for expansion of services in existing programs that need additional service capacity and new programs including voucher programs and project-based housing.
8. **Permanent Supportive Housing Programs:** New supportive housing programs to serve chronically homeless adults. Referrals will come through the coordinated entry prioritization process.
9. **Flexible housing subsidies/rental assistance** including **Master Leasing** and **Rapid Re-Housing** assistance. Master leasing program should include property management and supportive services assistance to pair with supportive housing vouchers including VASH. Rapid Re-Housing program proposals should include ability to expand capacity and provide longer/deeper financial subsidies to serve the most vulnerable individuals and families.

Attachment B

Project Budget

|  |  |  |  |
| --- | --- | --- | --- |
| Eligible Use Category | HHAP Funds Requested | Matching Funds | TOTAL |
| Rental Assistance & Rapid Rehousing |  |  |  |
| Operating Subsidies and Reserves |  |  |  |
| Landlord Incentives |  |  |  |
| Outreach and Coordination |  |  |  |
| Systems Support to Create Regional Partnerships |  |  |  |
| Delivery of Permanent Housing |  |  |  |
| Prevention and Shelter Diversion to Permanent Housing |  |  |  |
| New Navigation Centers and Emergency Shelters |  |  |  |
| Strategic Homelessness Planning, Infrastructure Development, CES, HMIS (up to 5%) |  |  |  |
| Administrative (up to 7%) |  |  |  |
| TOTALS |  |  |  |