**RESPONSE TO REQUEST FOR PROPOSAL**

**HHAP ROUND 3**

**Please use this format for your response to the HHAP Round 3 RFP**

**SECTION ONE**

**COUNTY FUNDING REQUESTED: (check only one)**

**□ Amador □ Calaveras □ Mariposa □ Tuolumne**

**Applicant Information:**

**Organization Name:**

**Contact Person:**

**Contact Information: email: phone:**

**Address:**

**Authorized Signer: email:**

 **Typed Name and Title**

**Dollar Amount Requested:**  **Number of Clients to be Served:**

**Statement of Agreement:**

I, agree with the requirements as stipulated in this Request for Proposal.

 Authorized Signer Name

I also agree with the Central Sierra Continuum of Care Strategic Action Plan and the local Homeless Action Plan for the County in which

I am applying for funding as evidenced by the need:

 Current number of people experiencing homelessness in said County

 Current number of people being served in existing programs in said County

 Gap in services in said County

**Authorized Signature: Date:**

**SECTION TWO**

**Narrative: (please type in the box your response(s).**

An outline of proposed uses of funds requested and an explanation of how the proposed use of funds will complement existing local, state, and federal funds and equitably close the gaps identified in the local homelessness action plan for demographic subpopulations that are underserved.

Respond to all that apply: (Refer to page 3 of the Instructions)

|  |  |
| --- | --- |
| **PROPOSED USE OF FUNDS** | **Explanation of how funds will complement existing funds and close identified gaps** |
| Rapid Rehousing |  |
| Operating Subsidies |  |
| Street Outreach |  |
| Service Coordination |  |
| Systems Support |  |
| Delivery of Permanent Housing |  |
| Prevention and Shelter Diversion |  |
| Interim Sheltering |  |
| Improvements |  |

**If awarded, applicants *MUST* comply with the following: if you agree, initialing each box** (electronic or in ink): **Initials**

|  |  |
| --- | --- |
| **Housing First:** All projects must provide housing and services that are Housing First compliant, per Health and Safety Code Section 5022.5(g), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds will not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used. Housing First will be adopted including outreach and emergency shelter, short-term interventions like rapid rehousing, and longer-term interventions like supportive housing. |  |
| **Prioritization:** Applicants are strongly encouraged to prioritize the use of HHAP funds to assist people experiencing literal homelessness move into safe, stable housing, with a particular focus on rehousing individuals currently living in Project Roomkey (PRK) sites. HHAP funding should be housing-focused – either funding permanent housing interventions directly or, if used for shelter or street outreach, have clear pathways to connect people to permanent housing options. |  |
| **Youth Set Aside:** All programs require use of **at least ten percent** (**10%)** of the allocation for services for homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness. Funds spent under this provision must still also comply with the eligible use requirements above. |  |
| **Coordinated Entry System (CES) and Homeless Management Information System (HMIS):** Awarded projects must participate in the CES and HMIS as required by the CSCoC. |  |
| **Administrative Costs: No more than seven percent (7%)** of funding may be expended on administrative costs. |  |

**Describe your partnership(s) with, or plans to use funding to increase partnership with local health, behavioral health, social services, and justice entities and with people with lived experiences of homelessness.**

**Describe specific actions you will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services.**

**Describe how you will make progress in preventing exits to homelessness from institutional settings, including plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness.**

**SECTION THREE**

**Please complete OUTCOMES for all that apply to this request for funding:**

|  |  |
| --- | --- |
| **GOAL** | **OUTCOME**  |
| 1.***Reducing the number of persons experiencing homelessness***a: Annual number of people accessing services who are experiencing homelessnessb: Daily estimate of number of people experiencing unsheltered homelessness | ***Reduced by:******a.******b.*** |
| 2.***Reduce the number of people who become homeless for the first time*** | ***Reduced by:*** |
| 3.***Increasing the number of people exiting homelessness into permanent housing*** | ***Increased by:*** |
| 4.***Reducing the length of time persons remain homeless – number of days*** | ***Reduced by:*** |
| 5.***Reducing the number of persons who return to homelessness after exiting homelessness*** | ***Reduced by:*** |
| 6.***Increasing successful placements from street outreach – to emergency, interim, or permanent housing*** | ***Increased by:*** |

**SECTION FOUR**

**Describe how this project will be sustained in the future:**

**Describe your management and past experience with similar projects:**

**Financial Information:** has your organization done an organization audit to meet federal, state or local requirements □ **Yes □ No**

**If yes:** Provide date and type of most recent audit. If there are unresolved findings, list them and provide a brief narrative as to how they will be resolved and by what date:

**If no:** Provide information regarding conducting an audit after the first year if awarded, or obtain a letter of support from a CSCoC member in good standing that will include your HHAP funding in their audit process.

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| --- | --- | --- |
| **HHAP Round 3 Budget Section Five** | **Name of Organization** | **County for Funding Request** |
| Eligible Use Category | FY 21/23 | FY 22/23 | FY 23/34 | FY 24/25 | FY 25/26 | Total all years |
| **Rapid Rehousing**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Operating Subsidies**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Street Outreach**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Services Coordination**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Systems Support**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Delivery of Permanent Housing**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Prevention and Shelter Diversion**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Interim Shelter**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Shelter Improvements to Lower Barriers and Increase Privacy**Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Administration** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total**Total Youth Set Aside |  |  |  |  |  |  |
|  |  |  |  |  |  |

**Budget Narrative:** Provide a narrative of each budget line item including the amount and information regarding salaries and/or details of how funds will be used to achieve the Outcomes identified in your proposal:

## 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.[[1]](#footnote-1)
2. 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.
3. 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.
4. 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.
5. The agency certifies that the funded program will participate in the CSCoC approved CES and HMIS system.

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|  |
| 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 |

APPEAL PROCESS

The applicant shall make a written request to the CSCoC Governing Board, setting forth, in detail, the specific grounds for challenging the CSCoC Governing Boards decision to deny funding. The appeal shall be filed within 10 business days following the date of the written notification from the CSCoC Governing Board that the applicant’s proposal has not been awarded funding, or not awarded the amount in their application.

 An appeal regarding the CSCoC’s decision to reject a proposal or award shall contain the following items:

 1.    Identification of the RFP (i.e. title and/or service description and issue date);

 2.    The specific grounds for challenging the rejection or intended contract award, including all arguments, materials and/or other documentation that may support the protester’s position that the contract award should be rescinded; and

3.    A statement as to whether the protesting applicant requests an opportunity for oral presentation and the reason(s) for the request.

Once the Governing Board has received the written appeal with all required documentation, the Governing Board may place on their next regular meeting Agenda the item to discuss – uphold original decision – or - rescind original decision. If original decision is upheld no further action is required. If decision is to rescind original decision, award will be revised and approved at the next Governing Board meeting following the decision to rescind. Funding awarded affected by the appeal process will be on hold until such time as a final decision is made.

**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 at:

 <https://www.usich.gov/solutions/crisis-response/emergency-shelter/>

1. **Coordinated Entry:** Coverage of full geography of CSCoC to promote access to shelter and housing resources with the utilization of HMIS. Coverage of full geography of the CSCoC means that all funded programs within the full geographic coverage of the CSCoC is required to participant in Coordinated Entry.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Permanent Supportive Housing Programs:** New supportive housing programs to serve chronically homeless adults. Referrals will come through the coordinated entry prioritization process.
8. **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.

**Watch for Frequently Asked Questions**

**On the CSCoC Website: centralsierracoc.org**

**Other questions: PJ Davis, CSCoC Coordinator**

**pjdavis47@yahoo.com**

1. 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. [↑](#footnote-ref-1)