



Yolo County Homeless and Poverty Action Coalition (HPAC)

CA-521 Davis/Woodland/Yolo County Continuum of Care FY 2018 Emergency Solutions Grant (ESG): Local Competition Timeline and Selection Process

Adopted May 23, 2018

Tentative Local ESG Competition Timeline

(Timeline assumes deadline of July 5, but may be moved up depending on NOFA)

1	May 17, 2018	HPAC Technical Meeting to Discuss Grant Timeline and Selection Process
2	May 18, 2018	Notice of Local Funding Availability released to public
3	May 23, 2018	Local Competition Timeline and Selection Process adopted by HPAC
4	May 25, 2018	Mandatory Notice of Intent to Apply due from applicants for: <ul style="list-style-type: none"> → Non-Competitive Rapid Re-Housing (NC-RR); and → Competitive Regional Funds (CR).
5	May 29, 2018	Homeless Coordinator to review all Notices of Intent, and determine if a local competition is necessary (meaning that more than 2 notices of intent were received) in either funding pool (NC-RR and/or CR).
<p>Note: If a local competition will occur in either category, proceed with Steps 6 through 9. If not, proceed to Step 10.</p>		
6	June 14, 2018	Letter of Application for Non-Competitive Rapid Re-Housing (NC-RR) due from applicants; and Application for Competitive Regional Funds (CR) Due for Applicants
7	June 15-21, 2018	Members of the Selection Subcommittee review and rank all applications (for CR and/or NC-RR funding pools) independently
8	June 22, 2018	Selection Subcommittee meets to develop funding recommendation
9	June 27, 2018	Selection Subcommittee presents funding recommendations to HPAC at meeting of the full body
10	June 27, 2018	HPAC votes to determine projects that will be submitted to the State for funding
11	July 5, 2018	Applicants (who were selected by HPAC) submit finalized applications to State
12	July 5, 2018	Homeless Coordinator submits required supplemental documents to State



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Project Selection Process

COMPOSITION OF THE SELECTION SUBCOMMITTEE

- Composed of representatives from non-conflicted HPAC member agencies
- Minimum of 5 members, maximum of 10 members
- Members may represent public or private agencies
- Membership should represent all geographic areas
- Members should have demonstrated frequent involvement in HPAC meetings and familiarity with ESG process and issues
- Only one representative from each member agency will be included on the committee
- Homeless Coordinator is staff to committee, but does not participate in ranking or voting

NOTICE OF INTENT TO APPLY

All applicants must express their intent to apply to the Yolo County Homeless Program Coordinator at Tracey.Dickinson@yolocounty.org by Friday, May 25, 2018 at 5:00 p.m. If applicants intend to submit more than one application in this competition, they should submit a notice of intent for each application. Notification of intent should include:

- Name of Agency
- Primary Contact
- Activity to be Applied for (RRH, ES, SO, HP, etc.)
- Intended Funding Option- Non-Competitive RRH or Regional Funding Competition
- Statement of intention to provide the necessary 1:1 matching funds for the application

DETERMINATION OF NEED FOR LOCAL COMPETITION

The Homeless Coordinator shall review all notices of intent on May 29, 2018, and determine if a local competition is necessary in either funding pool. This determination shall be based on the number of projects submitted.

- NC-RR: If more than one application for this funding source is submitted, the Selection Subcommittee will be required to review and rank all applicants. If only one application is submitted, the Selection Subcommittee will not be required to review and rank the applicant. Instead, the Selection Subcommittee will automatically recommend the applicant for funding (pending confirmation from the Homeless Coordinator that the applicant meets the threshold requirements).
- RC: If more than two applications are submitted for this funding source, the Selection Subcommittee will be required to review and rank all applicants. If only two applications are submitted, the Selection Subcommittee will not be required to review and rank the applicants. Instead, the Selection Subcommittee will automatically recommend the applicants for funding (pending confirmation from the Homeless Coordinator that the applicant meets the threshold requirements).



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If a local funding competition is required, the process described below will be initiated.

SUBMISSION OF APPLICATIONS

Letter of Application: Non-Competitive Rapid Re-Housing (NC-RR) Funds

All applicants for the NC-RR funds must submit a *Letter of Application* to the Yolo County Homeless Program Coordinator at Tracey.Dickinson@yolocounty.org by June 14, 2018 at 5:00 p.m.

- Applications received late, but within 15 hours of the due date/time (6/15/18 at 8:00 a.m.) will receive a 10-point score reduction. The Selection Subcommittee may waive this point reduction, depending on the reason for late submittal.
- Applications received after 8:00 a.m. on 6/15/18 may receive an additional point reduction, to be determined by the Selection Subcommittee. The Selection Subcommittee may waive this point reduction, depending on the reason for late submittal.

Applicants must follow the instructions provided in Appendix A regarding how to write a Letter of Application.

Application: Regional Competition (RC) Funds

All applicants for the RC funds must submit a semi-completed *2018 ESG Application* to the Yolo County Homeless Program Coordinator at Tracey.Dickinson@yolocounty.org by June 14, 2018 at 5:00 p.m.

- Applications received late, but within 15 hours of the due date/time (6/15/18 at 8:00 a.m.) will receive a 10-point score reduction. The Selection Subcommittee may waive this point reduction, depending on the reason for late submittal.
- Applications received after 8:00 a.m. on 6/15/18 may receive an additional point reduction, to be determined by the Selection Subcommittee. The Selection Subcommittee may waive this point reduction, depending on the reason for late submittal.

As the 2018 ESG Application has yet to be released by the State of California Department of Housing and Community Development (HCD), please use the 2016 ESG Application as a template (<http://www.hcd.ca.gov/grants-funding/active-funding/esg/docs/ESG-2016-APPLICATION.DOCX>).

Please follow the instructions provided in Appendix B regarding which sections of the application must be completed for the local competition.

PREPARATION

1. **6/15:** Homeless Coordinator will conduct a minimum threshold review on each project to ensure that all projects meet minimum requirements as described below.
 - Applicant is eligible for ESG funding
 - Application is within allowable funding amount
 - Proposed activities are eligible
 - Applicant is able to demonstrate dollar-for-dollar match



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2. **6/15:** Homeless Coordinator will prepare applications packets for Selection Subcommittee to review, for all projects that require review and ranking.
3. **6/15 or 6/18:** Selection Subcommittee will meet to learn about the ranking process and receive applications to be ranked. If necessary, orientation can be completed over the phone for Subcommittee members who cannot be present at the meeting.

SCORING

4. **6/15-6/21:** Members of the Selection Subcommittee will independently review and score all projects using the rubric provided in Appendix C. After scoring is completed the rankers will return scores to the Homeless Coordinator to be aggregated. Scores will be averaged to determine final score for each project application.

SELECTION

5. **6/22:** Selection Subcommittee will meet to determine recommendation for HPAC regarding projects that should be submitted to HCD for funding. A call-in option will be available for rankers who cannot be present at the meeting.
 - NC-RR: The top two scoring projects will be considered for funding. Selection Subcommittee may choose to recommend all available NC-RR funds be issued to the top scoring applicant, or may recommend splitting the available funds between the top two applicants.
 - RC: Selection Subcommittee will recommend the top two scoring projects for funding.

Minutes will be recorded at the meeting and made available to the full HPAC membership.

6. **6/27:** All members of the full HPAC body will be presented with a full list of applicants at the HPAC meeting. The Selection Subcommittee will present their funding recommendations to the full body at the meeting. A vote of all non-conflicted voting members of HPAC will be held after the presentation from the Selection Subcommittee.

NOTIFICATION

7. **6/29:** Homeless Coordinator will send a letter to each applicant explaining whether their project is being recommended to HCD for funding. If their project is not being recommended for funding, the letter will explain the reason for the rejection. In addition, all applicants may request copies of the scoring materials associated with their project, or a debrief with the Homeless Coordinator.



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Appendix A: Instructions for Writing a NC-RR Letter of Application

Applicants for the NC-RR local competition must submit a Letter of Application that includes the following information:

- Applicant Experience: Length of experience implementing the proposed activity or activity similar to the proposed activity.
- Program Design: Description of project including services that will be offered, project budget and program staffing. Describe how project will comply with Core Practices as described in 25 CCR Section 8409.
- Impact and Effectiveness: Applicant should submit a performance report from HMIS (or a comparable database) for the federal fiscal year 16/17 (October 1, 2016 to September 30, 2017). For those projects not in existence during this time period, the most recent 12 month period.
- Cost Efficiency: Describe overall project budget as compared to “exits to permanent housing” from HMIS data.

Letter of Application must be less than 5 pages (without supplemental materials). The only supplemental materials that will be considered in scoring process are performance reports from HMIS or a comparable database.



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Appendix B: Instructions for Completing a RC Application

All applicants for the RC funds must submit a semi-completed *2017 ESG Application* to the Yolo County Homeless Program Coordinator at Tracey.Dickinson@yolocounty.org by June 14 16, 2018 at 5:00 p.m. Applicants must complete the sections of the Application listed below.

- Applicant Information (Page 6)
- Activity Information and Summary (Pages 9-12)
- Applicant Experience (Pages 13-14)
- Program Design – Core Practices Tables (Pages 16-21)
 - *NOTE: Applicants must complete check boxes in Core Practices Tables, and column regarding “page #s in program rules, policies and procedures which support this”. Applicants do not need to complete column regarding “page #s in CoC Written Standards which support this”.*
- Program Staffing Patterns (Page 22)
- Impact and Effectiveness (Pages 25-26)
 - *NOTE: For Page 26, applicants ONLY need to complete Part A, Questions 1 and 2 indicating project-level performance data. Applicants do not need to complete Part B indicating the system-level performance data.*
- Cost Efficiency (Pages 27-28)

Applicants that HPAC recommends for funding to HCD will be required to complete the remaining portions of their application in partnership with the Homeless Coordinator.



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Appendix C: Yolo ESG 2017 Scoring Rubric

Project Name:

Scoring Criteria	Description	Max	Actual
Applicant Experience	Length of experience implementing the proposed activity or activity similar to the proposed activity.	20	
Program Design	Quality of the proposed program in delivering activities to participants. Items such as compliance with Core Practices and Written Standards, services offered, reasonableness of program staffing, budget relative to program design, connection to mainstream resources and collaboration with community partners will be considered.	20	
Need for Funds	Whether the application activity and subpopulation targeting meet a high need for the community. Need should be supported by data and analysis, including HMIS data and data from most recent point-in-time count.	10	
Impact and Effectiveness	Current projects will be evaluated based on performance outcomes from prior year (as reported in HMIS). New projects will be evaluated on proposed performance outcomes, along with a reasonable plan to support proposed outcomes. "Like to like" activities will be considered in the scoring process (for example, ES to ES and RR to RR).	30	
Cost Efficiency	Projects will be evaluated based on the average cost per exit to permanent housing (determined based on the total project budget and the number of exits to permanent housing).	10	
Total Points:		90	