



Yolo County Homeless and Poverty Action Coalition (HPAC)

CA-521 Davis/Woodland/Yolo County Continuum of Care

Homeless Emergency Aid Program (HEAP) Local Competition Timeline and Selection Process

Adopted September 26, 2018

Local HEAP Competition Timeline

1	August 15, 2018	State Notice of Funding Available (NOFA) released to public
2	September 13, 2018	HPAC Technical Meeting to Discuss Grant Timeline and Selection Process
3	September 26, 2018	Administrative Entity Designation, Notice of Local Funding and Local Competition Timeline and Selection Process adopted by HPAC
4	October 5, 2018	Mandatory Notice of Intent to Apply due to County Homeless Team
5	October 15, 2018	Administrative Entity submits application to State
6	October 24, 2018	Sub recipient HEAP Project Proposals due to County Homeless Team
7	November 1-12, 2018	Members of the Selection Subcommittee review and rank all Project Proposals together to award funding to compatible projects
8	November 13-16, 2018	Selection Subcommittee meets to develop funding recommendation
9	November 29, 2018	Selection Subcommittee presents funding recommendations to HPAC at meeting of the full body
10	November 29, 2018	HPAC votes to determine projects that will be awarded subcontracts



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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 funding processes 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 County Homeless Team at Emily.Meza@yolocounty.org by Friday, October 5, 2018 at 5:00 p.m. If applicants intend to submit more than one project proposal in this competition, they should submit a notice of intent for each proposal. Notification of intent should include:

- Name of Agency
- Primary Contact
- Brief description of activity to be applied
- Anticipated Performance Measures
 - Number of homeless persons served;
 - Number of unsheltered homeless persons served, and the average length of time spent as homeless before entry into the project;
 - Number of homeless persons exiting the project to permanent housing; and
 - Number of persons that return to homelessness after exiting the project.

SUBMISSION OF PROJECT PROPOSALS

Project Proposals

All applicants for the funds must submit a Project Proposal to the County Homeless Team at Emily.Meza@yolocounty.org by October 24, 2018 at 5:00 p.m.

- Applications received late, but within 15 hours of the due date/time (10/25/2018 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. 10/25/2018 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 prepare a Project Proposal.

PREPARATION



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1. **11/1/18:** County Homeless Team will conduct a minimum threshold review on each project to ensure that all projects meet minimum requirements as described below.
 - Applicant is eligible for HEAP funding
 - Proposal is within allowable funding amount
 - Proposed activities are eligible
2. **11/1/18:** County Homeless Team will prepare proposal packets for Selection Subcommittee to review, for all projects that require review and ranking.
3. **11/1/18 or 11/2/18:** Selection Subcommittee will meet to learn about the ranking process and receive proposals to be ranked. If necessary, orientation can be completed over the phone for Subcommittee members who cannot be present at the meeting.

SCORING

2. **11/2/18-11/12/18:** Members of the Selection Subcommittee will independently review and score all projects using the rubric provided in Appendix B. After scoring is completed the rankers will return scores to the County Homeless Team to be aggregated. Scores will be averaged to determine final score for each project application.

SELECTION

3. **11/13/18-11/16/18:** 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.

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

4. **11/28/18:** 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

5. **11/30/18:** County Homeless Team will send a letter to each applicant explaining whether their project is being recommended for funding. All applicants may request copies of the scoring materials associated with their project, or a debrief with the County Homeless Team.



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Appendix A: Instructions for Completing a Project Proposal

All applicants for the funds must submit a completed *Project Proposal* to the County Homeless Team at Emily.Meza@yolocounty.org by October 31, 2018 at 5:00 p.m. The Application must include the following sections, and should be 5 pages or less:

- **Applicant Information and Experience (20 points):** Describe your organization. Provide information on your length of experience implementing the proposed activity, or activities similar to the proposed activity.
- **Program Design (20 points):** Provide a description of your proposed project, including the services that will be offered, your proposed timeline and staffing associated with the project. Describe how you will ensure compliance with California Core Practices, HPAC Written Standards and Housing First Best Practices. Describe if your project will serve homeless youth.
- **Need for Funds (10 points):** Describe how the proposed project meets a need for the local community. Need should be supported with data and analysis. In particular, describe how the proposed activity is directly related to providing immediate emergency assistance to people experiencing or at risk of homelessness in our community.
- **Impact and Effectiveness (30 points):** Describe your plan for measuring the performance of your project, including data collection, analysis and quality improvement. At a minimum, describe your anticipated performance in the measures listed below. You may also include additional performance measures as appropriate.
 - Anticipated Performance Measures:
 - Number of homeless persons served;
 - Number of unsheltered homeless persons served, and the average length of time spent as homeless before entry into the project;
 - Number of homeless persons exiting the project to permanent housing; and
 - Number of persons that return to homelessness after exiting the project.
- **Cost Efficiency (10 points):** Provide you project budget and narrative. Describe your plans to leverage additional funding for your project. Describe percentage of budget dedicated to serving homeless youth.



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Appendix B: Yolo HEAP Round 1 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. Consider compliance with California Core Practices, HPAC Written Standards and Housing First best practices. Also consider services offered, reasonableness of program staffing, connection to mainstream resources and collaboration with community partners. This section must include a project timeline.	20	
Need for Funds	Whether the application activity and subpopulation target 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. Consider whether the proposed activity will provide immediate emergency assistance to people experiencing or at risk of homelessness.	10	
Impact and Effectiveness	Consider the applicant's plan for measuring the performance of the project, including data collection, analysis and quality improvement. "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 their overall proposal budget (Cost per participant), and any fund leveraging. Consider percentage of budget dedicated to serving homeless youth.	10	
Total Points:		90	

- **Note:** The Selection Subcommittee's final recommendation for funding may include consideration of special circumstances, such as to diversify recipients of funding or to ensure services/programs to multiple geographic locations throughout the County. The Selection Subcommittee will disclose such considerations as a part of its report out to HPAC.