



## **Yolo County Homeless and Poverty Action Coalition (HPAC)**

### ***Homeless, Housing Assistance and Prevention Program (HHAP)***

### ***Notice of Local Funding & Local Competition Timeline and Selection Process***

## **Notice of Funding**

The Homeless Coordinating and Financing Council (HCFC) a Notice of Funding Availability (NOFA) for the Homeless Housing, and Assistance Prevention (HHAP) program on December 6, 2019. The full NOFA can be found on the [HCFC website](#).

HHAP is a \$650 million block grant program designed to support regional coordination and expand or develop local capacity to address immediate homelessness challenges throughout the state. Spending must be informed by a best practices framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families to maintain their permanent housing. HHAP is authorized by AB 101 (Committee on Budget, Chapter 159, Statutes of 2019), which was signed into law by Governor Gavin Newsom on July 31, 2019.<sup>1</sup>

In Yolo County, HHAP funds are allocated in two separate allocations to the County and the CoC. This Notice of Funding solicits proposals for projects under the CoC allocation, as described in the Project Funding Priorities section below.

The complete [HHAP Local Competition Timeline](#) and [Local Selection Process](#) detailing instructions for proposal submissions follows this Notice of Funding.

### **FUNDS AVAILABLE**

The Davis/Woodland/ Yolo County Continuum of Care (CA-521) (also known as the Homeless and Poverty Action Coalition (HPAC)) total allocation is **\$771,593.44**.

HPAC has chosen to utilize its funds as follows:

- \$38,580.67 (5% of the total CoC allocation) will be dedicated to support administration of the local Homeless Management Information System (HMIS)
- \$54,011.54 (7% of the total CoC allocation) will be reserved for grant administration costs
- \$679,002.23 (88% of the total CoC allocation) will fund local projects to address homelessness according to the funding priorities below
  - Of this, \$61,727.48 (8% of the total CoC allocation) must be dedicated to and used services that meet the specific needs for homeless youth populations. This can be met through a combination of projects or one dedicated Youth project that meets 8% of the allocation funding amount.

### **PROJECT FUNDING PRIORITIES**

HPAC seeks applications for the following Eligible Activities and will award the below stated percentage of the local project allocation (\$679,002.23) to each Eligible Activity.

- Prevention and Shelter Diversion to Permanent Housing – \$237,651.78 (35% of the local project allocation)
- Rental Assistance & Rapid Rehousing – \$169,750.56 (25% of the local project allocation)

<sup>1</sup> [HHAP Program Notice of Funding Availability](#)



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- Delivery of Permanent Housing and Innovative Solutions like Motel/Hotel Conversion – \$169,750.56 (25% of the local project allocation)
- New Navigation Centers and Emergency Shelters (based on demonstrated need) – \$101,850.33 (15% of the local project allocation)

HPAC will prioritize funding projects that include the following components.

#### ***Prevention and Shelter Diversion to Permanent Housing***

- Short term rental assistance (1-3 months)
- Payment of rental or utilities arrears, security deposits, utility payments, and moving costs
- Housing stabilization case management

#### ***Rental Assistance & Rapid Rehousing***

Core components Rental Assistance & Rapid Rehousing projects include:

- Housing identification
- Rent and move-in assistance
- Intensive case management and services
- Flexible funding for housing stabilization needs

#### ***Delivery of Permanent Housing & Innovative Solutions like Motel/Hotel Conversion***

HPAC seeks applications for permanent housing projects and invites applications that present an innovative solution for increasing permanent housing availability.

Examples of permanent housing projects to be considered include, but are not limited to:

- Permanent supportive housing projects
- Shared housing
- Host homes
- Accessory dwelling unit programs

#### ***New Navigation Centers and Emergency Shelters (based on demonstrated need)***

- Increasing number of available shelter beds at an existing shelter or navigation center
  - Increasing access to shelter for self-defined family groups
- Expanding services offered at a shelter or navigation center (such as adding or increasing employment assistance, or increasing case management)

### **PROJECT MONITORING AND EVALUATION**

Project proposals must include a plan for evaluating project performance. At a minimum, the HHAP program requires reporting on the following:

- 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.
- Number of homeless individuals served by the program funds in that year, and a total number served
- The type of housing assistance provided, broken out by the number of individuals.



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- 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.

### HHAP Local Competition Timeline

1	<b>December 6, 2019</b>	Notice of Funding Availability (NOFA) released by the Homeless Coordinating and Financing Council (HCFC) of the State of California
2	<b>December, 2019</b>	Eligible Use Priority Ranking and Designation of Administrative Entity by full HPAC Voting Board via electronic survey and vote
3	<b>January 23, 2020</b>	Technical Subcommittee identifies specific activities under Top 4 Eligible Use Priority areas previously identified
4	<b>February 15, 2020</b>	HHAP Application is submitted to HCFC
5	<b>April 21, 2020</b>	Notice of Local Funding and Local Competition Timeline and Selection Process adopted by HPAC and posted online
6	<b>May 8, 2020</b>	Mandatory Notice of Intent to Apply due to County Homeless Services Team
7	<b>May 8-22, 2020</b>	Selection Subcommittee forms from non-conflicted HPAC Voting Agencies
8	<b>June 4, 2020</b>	HHAP Subrecipient Project Proposals due to County Homeless Services Team
9	<b>June 8-12, 2020</b>	Members of the Selection Subcommittee review and rank all Project Proposals together to award funding to compatible projects
10	<b>June 15-19, 2020</b>	Selection Subcommittee meets and develops funding recommendation
11	<b>June 24, 2020</b>	Selection Subcommittee presents funding recommendations to HPAC at meeting of the full body
12	<b>June 24, 2020</b>	HPAC votes to determine projects that will be awarded subcontracts
13	<b>June 29, 2020</b>	Administrative Entity begins subcontract execution



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## **Project Selection Process**

### **COMMUNICATION OF NOTICE OF LOCAL FUNDING**

The [Notice of Funding](#) and Projection Selection Process will be disseminated as follows:

- Posted on the HPAC Website
- Sent out via the full HPAC Mailing List

The Notice of Funding will provide background information regarding the HHAP Program, including program requirements, and the intended local utilization of the funds. The Notice will clearly list the 4 Eligible Use priority categories and the specific activities that will be funded under each Eligible Use Category.

### **COMPOSITION OF THE SELECTION SUBCOMMITTEE**

The Selection Subcommittee must be comprised of the following:

- Composed of representatives from non-conflicted HPAC Voting Board 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 agency will be included on the committee
- County Homeless Services Team acts as 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 Services Team at [Anisa.Vallejo@yolocounty.org](mailto:Anisa.Vallejo@yolocounty.org) by Friday, May 8, 2020 at 5:00 p.m. Notification of intent should include:

- Name of Organization
- Primary Contact
- Eligible Use Category(ies) and Activity Type(s)
- Approximate Dollar amount requested
- Approximate Length of Program
- Project Partner Agencies and Contact Information

### **IF THERE IS A CHANGE IN PROJECT PARTNERS, AN AMENDED NOTICE OF INTENT MUST BE SUBMITTED NO LATER THAN 5 DAYS AFTER THE CHANGE IN PLANNED PARTNERSHIP.**

### **SUBMISSION OF PROJECT PROPOSALS**

#### ***Project Proposals***

All applicants for the funds must submit a Project Proposal to the County Homeless Services Team at [Anisa.Vallejo@yolocount.org](mailto:Anisa.Vallejo@yolocount.org) by Thursday, June 4, 2020 at 5:00 p.m.

- If an agency is applying for multiple categories (prevention and shelter diversion to permanent housing, rental assistance and rapid rehousing, delivery of permanent housing



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and innovative solutions like motel/hotel conversion, or new navigation centers and emergency shelters), a project proposal **must** be submitted for each category the agency is applying for.

- *If an agency is applying for funds that will be used, in part or in whole, to serve the specific needs of youth experiencing homelessness, the project proposal must clearly state this and specify the amount of the funds that will be dedicated for this purpose.*

Applicants must follow the instructions provided in Appendix A regarding how to prepare a Project Proposal.

#### **PREPARATION**

1. **6/5/20:** County Homeless Services Team will conduct a minimum threshold review on each project to ensure that all projects meet minimum requirements as described below.
  - Proposal is within allowable funding amount
  - Proposed activities are eligible
2. **6/5/20:** County Homeless Services Team will prepare proposal packets for Selection Subcommittee to review, for all projects that require review and ranking. Scorers can contact HHSA for orientation to the scoring process if needed.

#### **SCORING**

2. **6/8/20-6/12/20:** 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 Services Team to be aggregated. Scores will be averaged to determine final score for each project application.

#### **SELECTION**

3. **6/15/20-6/19/20:** Selection Subcommittee will meet to determine funding recommendations to HPAC. A call-in option will be available for rankers who cannot be present at the meeting.

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

4. **6/24/20:** 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. **6/25/20:** County Homeless Services 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 Services 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 Services Team at [Anisa.Vallejo@yolocounty.org](mailto:Anisa.Vallejo@yolocounty.org) by June 4, 2020 at 5:00 p.m.

The Application must include the following sections, and should be 5 pages or less:

- **Applicant Information (no points):** Proposals must include the following information to be eligible for consideration. Any proposal that does not include the following information will be disqualified:
  - Name of Organization
  - Primary Contact
  - Eligible Use Category(ies) and Activity Type(s)
  - Approximate Dollar amount requested
  - Approximate Length of Program
  - Project Partner Agencies and Contact Information
- **Applicant Experience (15 points):** Provide information on your length of experience implementing the proposed activity, or activities similar to the proposed activity.
  - Include the staff experience that will be providing services under the proposed project
  - If the organization has no experience doing the exact proposed activity, describe experience with at least 1 project that is similar
- **Program Design (30 points):**
  - Provide a clear description of your proposed project, including the services that will be offered with the funding requested (15 points).
  - Describe your proposed timeline for implementation and staffing associated with the project (5 points).
  - Describe how you will ensure compliance with Housing First Best Practices (5 points).
  - Describe how your proposed project will utilize evidence-based practices. Applicants are encouraged to review the [Promising Practices](#) (5 points).
- **Need for Proposed Project (20 points):** Describe how the proposed project meets a need for the local community. Need should be supported with data and analysis.
  - Describe how your proposed project aligns with the HHAP categories and activities described in the notice of funding (5 points).
  - Describe how your proposed project aligns with the goals and strategies in the Yolo County Plan to Address Homelessness (5 points).
  - Demonstration of need supported by data analysis from HMIS or provider system level reports.



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- **Impact and Effectiveness (20 points):** Describe your plan for reporting on the [required HHAP metrics detailed on page 2](#) and how you will ensure adequate staffing dedicated to your proposed project.
  - Describe how you will ensure adequate staffing for the proposed project to carry out the project services and complete data reporting (10 points).
  - Describe your plan for data collection, analysis, and quality improvement (10 points). Utilizing the Results Based Accountability (RBA) format below. Identify a numerical performance target for each of the required metrics, as well as any additional performance metrics in each RBA area listed below.
    - Performance Measure 1 – What did we do?
    - Performance Measure 2 – How well did we do it?
    - Performance Measure 3 – Is anyone better off?

As the HHAP Administrative Entity, Yolo County HHSA staff will work with subrecipients once approved to develop final reporting requirements in the RBA format.

- **Cost Efficiency (15 points):** Provide a detailed program budget in table format and a budget narrative. Describe your plans to leverage additional funding for your project via in-kind and/or match amounts.

**Annual Budget**

Category	Budget
Personnel	
Direct to Client Expenses	
Indirect Costs (10% cap)	
Capital/Purchasing	
Other (specify costs)	



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**Appendix B: Yolo HHAP Scoring Rubric**

**Project Name:**

Scoring Criteria	Description	Max	Actual
<b>Applicant Experience</b>	Project will be evaluated based on the applicant experience as described in Appendix A.	<b>15</b>	
<b>Program Design</b>	Project will be evaluated based on the quality of the proposed program in delivering activities to participants, as described in Appendix A.	<b>30</b>	
<b>Need for Funds</b>	Projects will be evaluated based on whether the application activity and subpopulation target meet a high need for the community, as described in Appendix A.	<b>20</b>	
<b>Impact and Effectiveness</b>	Projects will be evaluated based on the applicant’s plan for measuring the performance of the project As described in Appendix A.	<b>20</b>	
<b>Cost Efficiency</b>	Projects will be evaluated based on their overall proposal budget and any fund leveraging as described in Appendix A.	<b>15</b>	
<b>Total Points:</b>		<b>100</b>	

- **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.