



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

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

#### *FY 2020 Emergency Solutions Grants Program – Coronavirus (ESG-CV): Notice of Funding, Local Competition Timeline, and Selection Process*

*Adopted July 31, 2020*

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### Notice of Funding

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Under the Coronavirus Aid, Relief, and Economic Stimulus (CARES) Act enacted March 27, 2020, the California Department of Housing and Community Development (HCD) received funding from the United States Department of Housing and Urban Development (HUD) in the amount of approximately \$42 million in federal funds for the Emergency Solutions Grants Program (ESG). These funds are referred to herein as the ESG-Coronavirus (ESG-CV).

The ESG-CV Notice of Funding Availability (NOFA) provides funding for the following objectives:

- Prevent, prepare for, and respond to coronavirus among individuals and families who are experiencing homelessness or receiving homeless assistance.
- Support additional homeless assistance and homeless prevention activities to mitigate the impacts created by coronavirus. The complete ESG-CV Local Competition Timeline and Local Selection Process detailing instructions for proposal submissions follows this Notice of Funding.

#### **ELIGIBLE ACTIVITIES PER ESG-CV NOFA**

For the ESG-CV NOFA, all activities permitted under the federal ESG regulations shall be eligible (Rapid Re-Housing, Street Outreach, Homelessness Prevention, HMIS, Grant Administration). Please note the following CARES Act provisions that are especially pertinent to the ESG-CV funding:

- The maximum allocation spending cap on Emergency Shelter and Street Outreach activities of 60% of the aggregate amount of assistance provided for the grantee **shall not** apply to amounts provided under the CARES Act.
- ESG-CV funding amounts provided under the CARES Act may be used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for and respond to coronavirus, and that such temporary emergency shelters shall not be subject to the minimum periods of use as required the McKinney-Vento Homeless Assistance Act. Federal habitability and environmental review standards and requirements shall not apply to the use of such ESG-CV funding amounts for those temporary emergency shelters that have been determined necessary to prevent, prepare for, and respond to coronavirus.
- ESG-CV funding amounts provided under the CARES Act may be used for training on infectious disease prevention and mitigation and to provide hazard pay (including for time worked prior to the date of enactment of the CARES Act) for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness, and that such activities shall not be considered administrative costs for purposes of the administrative cap.
- Grantee will receive approximately five percent of its ESG grant for the payment of administrative costs.
- Under 24 CFR Part 576.106(d), rental assistance payments provided as part of an RR or HP activity typically cannot exceed HUD's Fair Market Rent(FMR) as provided under 24 CFR Part 888, except as provided any HUD waivers issued, and must comply with HUD's standard for rent reasonableness per 24 CFR Part 982.507. After expiration of any HUD waivers to FMR, requests for exceptions to FMR can be made to HUD through the Department and must be approved in



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writing by HUD. Contact your Department representative in the Federal Programs Branch for further assistance.

- None of the ESG-CV funds provided under the CARES Act may be used to require people experiencing homelessness to receive treatment or perform any other prerequisite activities as a condition for receiving shelter.

### **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 **\$837,100**.

HPAC has chosen to utilize its funds as follows:

- \$44,100 (as stated in the NOFA) will be reserved for grant administration costs
- \$793,000 will fund local projects to address homelessness according to the funding priorities below

### **PROJECT FUNDING PRIORITIES**

HPAC seeks applications for the following Eligible Activities and will award **up to** the below stated percentages and dollar amounts of the local project allocation (\$793,000) to each Eligible Activity. HMIS can be included as part of a proposal for any of the eligible activities.

#### **Emergency/Non-Congregate Shelter – \$475,800 (60% of the local project allocation)**

- Coordinate with CoCs to ensure shelter management protocols are updated (social distancing, symptom screening, testing, hygiene/sanitation protocols)
- Coordinate with public health to establish non-congregate shelter options (hotel/motels; dorm rooms; converted spaces where people can isolate or quarantine in individual rooms)
- Increase staffing ratios and order supplies including Personal Protective Equipment (PPE)
- Eligible Investments - Focus on investments that improve shelter quality, ability to prevent and mitigate the spread of infection, and increase the likelihood of positive exits with shorted stays such as:
  - Expansion of essential services funding for housing navigation to decrease length of stay in shelter
  - Shelter conversion to expand access to non-congregate shelter
  - Improved shelter quality and accessibility through renovations

#### **Rapid Rehousing Assistance – \$317,200 (40% of the local project allocation)**

- Strategically employ RRH in rehousing effort for those in overflow/congregate/non-congregate shelter and unsheltered
- Encourage sub recipients to maintain a progressive engagement model
- Encourage varied data-driven program models to meet needs including:



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- Short-term diversion
- High-intensity service models for those who will need significant support to maintain housing (i.e. CTI modeling or Shelter Plus Care)
- Scale up staffing capacity
- Eligible Investments - Support efforts to:
  - Scale landlord engagement activities
  - Engage/re-engage in coordinated entry
  - Monitor data
  - Ensure that exits to housing are equitable and that returns to homelessness are not racially disproportionate
- Ensure people in housing are linked to appropriate services, including health care and employment services
  - Ensure people are provided with adequate assistance, based on individualized needs

#### **Homelessness Prevention – \$317,200 (40% of the local project allocation)**

- Educate sub recipients on CARES Act eviction moratorium information
- Encourage sub recipient connections to local legal aid services for people who are at risk of homelessness due to eviction
- Ensure prevention efforts are focused on the most vulnerable households who would be homeless ‘but for’ assistance
- Eligible Investments - Use any investment in prevention resources as a way to improve linkage and coordination with the larger homeless response system
  - Support at-risk diversion efforts
  - Build out a thoughtful data collection plan to improve prevention targeting and understand system disparities

#### **Street Outreach – \$118,950 (15% of the local project allocation)**

- Address urgent needs by providing PPE, toiletries, and other supplies to those who are unsheltered
- Engagement of unsheltered individuals to connect them to coordinated entry, non-congregate shelter and rapid re-housing
- Linkage to health services
- Ramp up street outreach efforts/presence, including increased staffing
- Eligible Investments - Focus on investments that improve housing-focused services, increase effectiveness of engagement, and improve the speed of exit from the homelessness system such as:
  - Mobile assessment
  - Engagement and case management to support linkages to housing



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- Transportation
- Identify new sub recipients to improve outreach to traditionally underserved populations

#### **PROJECT MONITORING AND EVALUATION**

Project proposals must include a plan for evaluating project performance. At a minimum, the ESG-CV program requires reporting on the measures listed in Appendix A under Impact and Effectiveness.



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### Tentative Local ESG-CV Competition Timeline

|           |                                    |   |
|-----------|------------------------------------|---|
| <b>1</b>  | <b>June 1, 2020</b>                | HCD released Notice of Funding for ESG-CV   |
| <b>2</b>  | <b>July 29, 2020</b>               | Local Competition Timeline and Selection Process adopted by HPAC  |
| <b>3</b>  | <b>July 31, 2020</b>               | Homeless Services Team distributes Funding Summary and Local Competition Timelines and Selection Process to HPAC  |
| <b>4</b>  | <b>August 14, 2020</b>             | Mandatory Notice of Intent to Apply due from applicants   |
| <b>5</b>  | <b>August 19, 2020</b>             | Homeless Services Team to review all Notices of Intent and determine conflict agencies.   |
| <b>6</b>  | <b>August 20-September 3, 2020</b> | Homeless Services Team requests volunteers for Selection Subcommittee   |
| <b>7</b>  | <b>September 3, 2020</b>           | Applications are due  |
| <b>8</b>  | <b>September 9-16, 2020</b>        | Members of the Selection Subcommittee review and rank all applications independently.   |
| <b>9</b>  | <b>September 17-18, 2020</b>       | Selection Subcommittee meets to develop funding recommendation. In person Zoom meetings will be held with selection committee and applicants.                                 |
| <b>10</b> | <b>September 23, 2020</b>          | Selection Subcommittee presents funding recommendations to HPAC at meeting of the full body. HPAC votes to determine projects that will be submitted to the State for funding |



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### Project Selection Process

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#### COMMUNICATION OF NOTICE OF LOCAL FUNDING

The Notice of Funding and Project 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 ESG-CV 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

- 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-CV process and issues
- Only one representative from each member agency will be included on the committee
- Homeless Services Team 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 Services Team at [Anisa.Vallejo@yolocounty.org](mailto:Anisa.Vallejo@yolocounty.org) by Friday, August 14, 2020 at 5:00 p.m. If applicants intend to submit more than one application in this competition, they should indicate all proposed application projects in their letter. Notification of intent should include:

- Name of Agency
- Primary Contact
- Activity to be Applied for (RRH, ES, SO, HP, etc.)
- Project Partners and Contact Information
- Approximate Dollar Amount Requested

**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.**

#### DETERMINATION OF NEED FOR LOCAL COMPETITION

The Homeless Services Team shall review all notices of intent on August 14, 2020 and determine if a local competition is necessary. This determination shall be based on the number of projects submitted and the amount of funds requested.



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### **SUBMISSION OF APPLICATIONS**

All applicants for the funds must submit a Project Proposal to the County Homeless Services Team at Anisa.Vallejo@yolocount.org September 3, 2020 at 5:00 p.m.

- If an agency is applying for multiple categories (non-congregate shelter, rapid re-housing, street outreach, homeless prevention), a project proposal **must** be submitted for each category the agency is applying for.

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

### **PREPARATION**

1. **09/04/2020:** Homeless Services Team will conduct a minimum threshold review on each project to ensure that all projects are for eligible activities based on the ESG-CV NOFA.
2. **09/08/2020:** Homeless Services Team will prepare applications packets for Selection Subcommittee to review, for all projects that require review and ranking.

### **SCORING**

3. **09/09/2020-09/16/2020:** 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 Homeless Services Team to be aggregated. Scores will be averaged to determine final score for each project application.

### **SELECTION**

4. **09/17/2020-09/18/2020:** Selection Subcommittee will meet to determine recommendation for HPAC regarding projects that should be submitted to HCD for funding. Zoom meetings will be held with selection committee and applicants.

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

5. **09/23/2020:** 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**

6. **09/30/2020:** Homeless Services Team will send a letter to each applicant explaining whether their project was approved for funding. If their project was not approved 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 Services Team.



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### Appendix A: Instructions for Completing a Project Proposal

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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 September 3, 2020 at 5:00 p.m. To ensure all answers are scored properly, applicants will need to follow the following format when answering questions.

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 & Capacity (15 points):** Provide information on your length of experience implementing the proposed activity, or activities similar to the proposed activity and ability to deliver services in non-entitlement areas.
  - 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 eligible services that will be offered with the funding requested (15 point).
    - Include the number of individuals the program anticipates serving
    - Provide a short description of your service delivery model
    - Explain how the project assess participant eligibility
  - 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 to determine outcomes by assessing both pre-and post- measures (e.g. motivational interview, VI-SPDAT, etc.). (5 points).
- **Need for Proposed Project (up to 30 points):** Describe how the proposed project meets a need for the local community and prioritizes activities that address the highest unmet need,





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considering other available funding and systemwide performance measures. Need should be supported with data and analysis.

- Describe how your proposed project aligns with the ESG-CV 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 other data that supports the need for the project (10 points).
  - Additional points will be given for those proposals in the following categories based on the priority ranking decided on by HPAC Voting Members for this funding opportunity:
    - Emergency/Non-Congregate Shelter (10 points)
    - Rapid Re-housing (8 points)
    - Homeless Prevention (7 points)
    - Street Outreach (4 points)
  - **Impact and Effectiveness (20 points):** 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.
    - Describe your plan for reporting on the required outcome measures for your program 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?
- The following outcome measures are required for ESG-CV reporting:
- Emergency Shelter
    - Number of bed capacity
    - Number of beds
    - Number of cribs
    - Number of households served
    - Number of persons served
  - Rapid re-housing
    - Number of households served



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- Number of persons served
- Homelessness prevention
  - Number of households served
  - Number of persons served
- Street Outreach
  - Number of households served
  - Number of persons served

As the ESG-CV Administrative Entity, Yolo County HHS 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 Improvement       |        |
| Other (specify costs)     |        |



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### Appendix B: Yolo ESG-CV 2020 Scoring Rubric

**Project Name:**

| Scoring Criteria                           | Description   | Max        | Actual |
|--|---|------------|--------|
| <b>Applicant Experience &amp; Capacity</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>30</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>110</b> |        |