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**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless, Housing Assistance and Prevention Program Round 3 (HHAP3)***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted July 27, 2022***

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**Notice of Funding**

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On December 21, 2021, the Homeless Coordinating and Financing Council (HCFC) announced the availability of Homeless Housing, Assistance and Prevention (HHAP) Program Round 3 grant funding. HHAP Round 3 is a \$1 billion block grant program authorized by AB 140 (Health & Safety Code § 50218.6, et seq.), which was signed into law by Governor Gavin Newsom on July 19, 2021.

Round 3 is designed to build on regional coordination developed through previous rounds of HCFC Homeless Emergency Aid Program (HEAP), HHAP, and COVID-19 funding. Round 3 funds should be used to continue to build a unified regional response to reduce and end homelessness informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

To successfully reduce homelessness through this funding, HCFC also expects applicants to:

- Strategically pair these funds with other local, state, and federal funds to reduce and end homelessness as laid out in the [Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness.](#)
- **Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services and outcomes for Black, Native, and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.**
- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.
- Fund projects that provide housing and services that are Housing First compliant, per Health and Safety Code Section 50220.5(g), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must 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 should be adopted within the entire local homelessness response system, including outreach and emergency shelter, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

HCFC strongly encourages applicants 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.

**Click [here](#) for the full HCD NOFA which includes specifics to this grant application including a description of eligible activities, monitoring and evaluation requirements, and the importance of racial equity.**



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### **FUNDS AVAILABLE TO YOLO COUNTY HPAC**

The allocation for the Davis/Woodland/ Yolo County Continuum of Care (CA-521), known as the Homeless and Poverty Action Coalition (HPAC), is **\$980,332**. HHAP3 **funds must be expended by June 30, 2026**.

HPAC must dedicate at least 10% of the CoC's allocation for services for homeless youth, ages 12 to 24. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in emergency or transitional shelters;
  - abandoned in hospitals; or ○ awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

### **HPAC FUNDING PLAN -- ACTIVITIES**

On June 8, the HPAC Board approved the following funding activities totaling \$869,708. It is the Board's intent to be flexible with these amounts depending on the proposals received.

- \$434,854 for Non-Congregate Shelter and Interim Housing
- \$303,900 for Diversion and Homelessness Prevention
- \$130,954 for Permanent Supportive Housing and Service Enriched Housing

### **ELIGIBLE SERVICES**

HPAC's spending plan submitted to HCFC includes funds for the following eligible services:

- Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees
- Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves
- Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions Permanent Housing



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- Prevention and shelter diversion to permanent housing, including rental subsidies
- Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:
  - a. The number of available shelter beds in the city, county, or region served by a continuum of care
  - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time count
  - c. Shelter vacancy rate in the summer and winter months
  - d. Percentage of exits from emergency shelters to permanent housing solutions.
  - e. A plan to connect residents to permanent housing
- Improvements to existing emergency shelters to lower barriers and increase privacy

## **OUTCOME GOALS**

In compliance with State requirements, HPAC established goals for preventing and reducing homelessness from July 1, 2021, through June 30, 2024, based on findings from the local landscape analysis and the jurisdiction's base system performance measure from 2020 calendar year data as reported by HDIS. The outcome goals set explicit metrics, based on the United States Department of Housing and Urban Development's system performance measures, for achieving the following:

1. Reducing the number of persons experiencing homelessness
2. Reducing the number of persons who become homeless for the first time
3. Increasing the number of people exiting homelessness into permanent housing
4. Reducing the length of time persons remain homeless
5. Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing
6. Increasing successful placements from street outreach
7. Homeless Management Information System trackable data goals related to the outcome goals listed above as they apply to underserved populations and populations disproportionately impacted by homelessness.

Bonus dollars will be awarded to jurisdictions that meet their outcome targets.

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

This Notice of Funding, Timeline, and Project Selection Process will be posted on the HPAC Website and sent out via email to the HPAC mailing list. It provides background information on the HHAP3 Program and the local timeline and selection process. It includes a link to the HHAP3 NOFA published by the California Homeless Coordinating and Finance Council.



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**LOCAL HHAP3 COMPETITION TIMELINE**

<b>Step</b>	<b>Date Due</b>	<b>Description of Activity</b>
1	June 8, 2022	Priorities approved by full HPAC Board via email vote
2	June 22, 2022	Public hearing on HHPAC 3 data tables, outcome measures, and strategies held
3	June 27, 2022	HPAC application submitted electronically to HCD before (due June 30)
4	July 27, 2022	HPAC Board approves Local Competition and Selection Process
5	July 28, 2022	Local Notice of Funding Availability sent to HPAC members and affiliates
6	August 3, 2022	Office Hours 10am to noon. Q&A with HPAC consultants regarding NOFA, Cal-ICH expectations, and what's different this year
7	<b>Aug 5, 2022</b>	<b>Mandatory Notice of Intent to Apply deadline by 5 pm due to <a href="mailto:joanmplanell@gmail.com">joanmplanell@gmail.com</a></b>
8	Aug 8, 2022	HPAC consultants review Notices of Intent and determine conflicted agencies
9	Aug 9, 2022	HPAC consultants request non-conflicted volunteers for the Selection Subcommittee
10	<b>Sept 2, 2022</b>	<b>Applications deadline by 5 pm due to <a href="mailto:joanmplanell@gmail.com">joanmplanell@gmail.com</a></b>
10	Sept 6, 2022	HPAC Consultants determine if applications meet threshold requirements and prepare packets for Selection Subcommittee review.
11	Sept 7-9, 2022	Selection Subcommittee reads applications
12	Sept 12-13, 2022	Selection Subcommittee meets with applicants over Zoom to ask clarifying questions
13	Sept 14, 2022	Selection Subcommittee independently ranks each proposal
14	Sept 15, 2022	Selection Subcommittee meets over Zoom to develop funding recommendations
15	Sept 28, 2022	HPAC Board votes to approve funding recommendations presented by Selection Subcommittee



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## **COMPOSITION OF THE SELECTION SUBCOMMITTEE**

Non-conflicted HPAC participants may serve on the Selection Subcommittee. Partner agencies may not necessarily be a conflicted agency and will be evaluated on a case-by case basis. The HPAC consultants are staff to the subcommittee and do not participate in ranking or voting.

A conflicted agency is:

- an agency that financially directly benefits from the grant (recipient or sub-recipient); or,
- an agency named in the application as committing resources, goods, or services (other than meeting space/service location) to the proposed project, including in-kind services or resources to the project.

The Selection Subcommittee will have the following characteristics:

- Composed of representatives from non-conflicted HPAC participants as well as community members
- Minimum of 5 members, maximum of 10 members
- Members may represent public or private agencies or the general public
- Members should represent all geographic areas
- Members should have demonstrated frequent involvement in homelessness issues
- Only one representative from each agency will be included on the committee

## **NOTICE OF INTENT TO APPLY**

All applicants must express their intent to apply to [joanmplanell@gmail.com](mailto:joanmplanell@gmail.com) by 5 pm on **August 5, 2022**.

If applicants intend to submit more than one application in this competition, they should submit the following information for **each** proposed project. Notification of intent must include:

- Name of Agency
- Primary Contact and Title
- Proposed Activity (Diversion and Homelessness Prevention, Non-Congregate Shelter and Interim Housing, or Permanent Supportive Housing and Service Enriched Housing)
- Proposed Eligible Use (see pages 2-3)
- Project Partners and their Contact Information
- Approximate Dollar Amount Requested

## **DETERMINATION OF NEED FOR LOCAL COMPETITION**

The HPAC Consultants shall review all notices of intent by August 9, 2022, to 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**

Applicants must submit a Project Proposal to [joanmplanell@gmail.com](mailto:joanmplanell@gmail.com) by 5:00 pm on **Friday, September 2, 2022**. If an agency is applying for multiple eligible services (such as rapid re-housing, operating subsidies, detailed on pages 2-3), a separate project proposal **must** be submitted for each eligible services. Applicants must follow the instructions provided in Appendix A regarding how to prepare a Project Proposal.

## **PREPARATION**

**09/06/2022:** HPAC Consultants will conduct a minimum threshold review on each project to ensure that all projects are for eligible activities based on the HHAP3 NOFA. HPAC Consultants will prepare application packets for Selection Subcommittee to review, for all projects that require review and ranking.

## **SCORING**

**09/07/2022-09/09/2022:** Members of the Selection Subcommittee will review each application.

### **09/12/2022-09/13/2022**

The HPAC Consultants will set up Zoom meetings for each applicant and the Selection Subcommittee. Applicants will have any opportunity to answer questions about their proposal.

### **09/14/2022**

Selection Subcommittee members review and score all projects using the rubric provided in Appendix B. After scoring is completed, the Subcommittee members will return scores to the HPAC Consultants. Scores will be averaged to determine final score for each project application.

## **SELECTION**

### **09/15/2022**

Selection Subcommittee will meet by Zoom to determine recommendation for HPAC regarding projects to be submitted to HCD for funding. HPAC Consultants will take notes.

### **09/28/2022**

HPAC Consultants will prepare a matrix of applicants, amount of funds requested, and the type of proposed program for the HPAC packet. The Selection Subcommittee will present their funding recommendations and the associated rationale to the HPAC Board. The HPAC Board will vote on the final recommendations to be sent to HCD for funding.



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**NOTIFICATION**

**09/29/2022**

The HPAC Consultants will send a letter to each applicant. If the project was not approved for funding, the letter will explain the reason(s) why. In addition, all applicants may request copies of the scoring materials associated with their project, and a debrief with the HPAC Consultants.



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

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All applicants must submit a completed *Project Proposal* to [joanmplanell@gmail.com](mailto:joanmplanell@gmail.com) by 5 pm on **Friday, September 2, 2022**. To ensure all answers are scored properly, applicants need to follow the following format when answering questions. The Selection Subcommittee will consider the applicant interview, the geographic distribution of funds throughout the County, and services to youth when determining which proposal will be recommended for funding.

The application should be no more than five (5) pages in Arial 12-point font with single spacing. The budget table may be additional. The following sections must be included in the application:

### **Section I - Applicant Information (no points)**

Proposals must include the following information.

1. Name of organization
2. Primary contact and title
3. Eligible category
4. Dollar amount requested
5. Length of program
6. Project partners and contact information

### **Section II - Program Design (30 points)**

1. Provide a description of your proposed project, including the services that will be offered with the funding requested, the service delivery model, the number of individuals to be served, and how you will assess eligibility. Specify if you will be serving youth aged 12 to 24 and if you plan to hire individuals with lived experience.
2. Describe how your proposed project is housing-focused - either assisting people experiencing literal homelessness move into safe, stable housing or funding permanent housing interventions directly or have clear pathways to connect people to permanent housing options. If applicable, include the number of individual exits to permanent housing from unsheltered environments and interim housing resulting from this funding.
3. Describe your proposed timeline for implementation.
4. Describe how you will ensure compliance with Housing First Best Practices.
5. Describe how the project addresses disproportionate impacts that homelessness have on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities.
6. Describe how your proposed project will utilize evidence-based practices.





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**Section III - Applicant Experience & Capacity (10 points)**

1. Provide information about your agency's length of experience implementing the proposed activity, or activities similar to the proposed activity. If your organization has no experience doing the proposed activity, describe your experience with at least one project that is similar.
2. Describe your organization's capacity to successfully implement this program.
3. Describe your organization's experience and capacity to serve an underserved population.

**Section IV - Need for Proposed Project (10 points)**

1. Describe how your proposed project aligns with the HHAP3 activities and eligible services described in the notice of funding.
2. Describe and give examples of how your proposed project aligns with the goals and strategies in the Yolo County Plan to Address Homelessness

**Section V - Impact and Effectiveness (30 points):**

1. Please detail how your project advances the required HHAP3 outcomes (see page 3). Please include targeted measures (in percentages and numbers as appropriate). Address as many of the seven outcomes as applicable. If your proposal does not address any of the seven outcomes, detail what outcomes it does address and explain why these are important.
2. If your proposal is a continuation or expansion of a current program, please provide performance measures for the past year. If it is a new program, please note that you have no performance measures.
3. Describe your plan for data collection, analysis, and quality improvement for your proposed project.

**HPAC Consultants will collaborate with applicants who are selected for funding to develop performance measures in the Results Based Accountability (RBA) format.**

**Section VI - Budgeting and Cost Efficiency (20 points)**

1. Provide the cost per unit of service (such as average daily cost per person to provide shelter or average monthly cost to re-house a family or individual, all costs included)
2. If applicable, describe your plans to leverage additional funding for your project via in-kind and/or matching funds.
3. Please fill out the budget table on the following page and attach it to your proposal. Feel free to expand the table as needed. If a line item is not applicable, type N/A in the box.



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**BUDGET TABLE**

Category	Budget
<b>Personnel</b> For every staff position funded by HHAP3 include position title, base salary and benefits, FTE for this project	
<b>Direct to Client Expenses</b> Itemized by purpose (such as deposits, rental assistance, move-in costs)	
<b>Capital Improvement Costs</b>	
<b>Operational Costs other than personnel</b> (such as rated pro-rated rent, utilities, supplies)	
<b>Other</b> (specify)	
<b>Indirect Costs</b> (10% cap)	
<b>Leveraged funds</b> (such as personnel, direct to client expenses, indirect costs, capital improvement, operational costs)	



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

**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
**Homeless, Housing Assistance and Prevention Program Round 2 (HHAP-2)**  
**Notice of Local Funding & Local Competition Timeline and Selection Process**  
 Adopted XXXX

### Appendix B: Scoring Matrix

<b>Name of Applicant Organization:</b>			
<b>Rater Number:</b>			
<b>Scoring Criteria</b>	<b>Max</b>	<b>Actual</b>	
<b>Section I – Applicant Information – No points awarded</b>	<b>0</b>		
<b>Section II - Program Design</b> 1. <i>Description of proposed project, service model, # of persons served &amp; eligibility</i> 2. <i>Exits to permanent housing/interim housing</i> 3. <i>Timeline and implementation</i> 4. <i>Compliance with Housing First</i> 5. <i>Ensuring racial equity</i> 6. <i>Utilization of Evidence Based Practices</i>	<b>30</b>		
<b>Section III - Applicant Experience &amp; Capacity</b> 1. <i>Length of experience implementing similar projects</i> 2. <i>Capacity to successfully implement</i> 3. <i>Experience serving underserved populations</i>	<b>10</b>		
<b>Section IV - Need for Funds</b> 1. <i>Project alignment with HHAP3 activities and eligible services</i> 2. <i>Performance Measures, if applicable</i> 3. <i>Alignment with goals and strategies in the Yolo County Plan</i>	<b>10</b>		
<b>Section V - Impact and Effectiveness</b> 1. <i>Alignment with HHAP3 outcome goals</i> 2. <i>Data collection, analysis and quality improvement</i>	<b>30</b>		
<b>Section VI – Budget and Efficiency</b> 1. <i>Cost efficiency</i> 2. <i>Leveraging</i> 3. <i>Accuracy, clarity of budget table</i>	<b>20</b>		
<b>Total Points:</b>	<b>100</b>		

Rater Comments: