



Yolo County Homeless and Poverty Action Coalition (HPAC)

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

FY 2022 Emergency Solutions Grant (ESG): Local Competition Timeline and Selection Process, and CoC Recommendation

Adopted: June 29, 2022

Click [here](#) to download a copy of the NOFA from the HCD website.

Amount of funds allocated to HPAC: \$309,756; up to 50% can be non-competitive

ESG-BoS Application Process Timeline

1	June 13, 2022	HCD released Notice of Funding for ESG
2	June 29, 2022	Local Competition Timeline and Selection Process adopted by HPAC by email vote
3	July 1, 2022	HPAC Consultants distribute Funding Summary and Local Competition Timelines and Selection Process
4	July 8, 2022	Mandatory Notice of Intent to Apply due by 12 noon from applicants for: <ul style="list-style-type: none"> → Non-Competitive Rapid Re-Housing (NC-RR); and → Competitive Regional Funds (CR).
5	July 8, 2022	HPAC Consultants 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 category, the NC-RR or CR.

Note: If a local competition is needed, proceed with Steps 6 through 9. If not, proceed to Step 10.

6	July 8, 2022	HPAC Consultants notify applications that a detailed proposal is due by 12 noon, July 15, 2022.
7	July 15, 2022	Proposals for NC-RR and/or CR Funds is due from applicants by 12 noon
8	July 25-27, 2022	Members of the Selection Subcommittee independently review and rank all applications for CR and/or NC-RR funding
9	July 28, 2022	Selection Subcommittee meets to develop funding recommendation
10	July 28, 2022	Selection Subcommittee presents funding recommendations to HPAC Board via email
11	Aug 1, 2022	HPAC Board votes via email to a) determine projects that will be submitted to the State for funding, and b) approves the HCD-required Authorizing Resolution (AR).
12	August 17, 2022	Last day for selected Applicants to submit applications to State via eCivis portal by 5 pm
12	August 17, 2022	Last day for HPAC Consultants to submit required CoC documents to State via eCivis by 5 pm



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Project Selection & Recommendation Process

NOTICE OF INTENT TO APPLY

All applicants must express their intent to apply to the HPAC Consultants at Joanmplanell@gmail.com by Friday, July 8, 2022, at noon. 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 (such as RRH, ES, SO, HP)
- Intended Funding Option: Non-Competitive Rapid Rehousing (NC-RR) or Regional Funding Competition (RC)
- Statement of intention to provide the necessary 1:1 matching funds for the application and source of those funds
- Affirmation that the applicant meets the single audit requirement (unless the applicant is not subject to single audit requirements) and that the proposed activity is consistent with the rules specified in the ESG NOFA.

DETERMINATION OF NEED FOR LOCAL COMPETITION

The HPAC Consultants shall review all notices of intent received on July 8, 2022, and they shall determine if a local competition is necessary in either funding category. This determination shall be based on the number of projects submitted and the amount of funds requested.

- NC-RR: If more than two applications are submitted, or the combined total requested is greater than the total funding available for this funding pool, the Selection Subcommittee is 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 HPAC Consultants that the applicant meets the threshold requirements).
- RC: If more than two applications are submitted, 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 HPAC Consultants that the applicant meets the threshold requirements).



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IF A LOCAL FUNDING COMPETITION IS REQUIRED, FOLLOW THE PROCESS DESCRIBED IN APPENDIX A

IF A LOCAL FUNDING COMPETITION IS NOT REQUIRED

By July 15. HPAC Consultants will prepare a motion for a vote by the HPAC Board to formally recommend the package to be submitted by one or more providers who did not go through a local competition.

By July 22. HPAC Board will vote to recommend applicant(s) for ESG-BoS submission to HCD.

Before Aug 17 at 5 pm. HPAC Consultants will submit the HPAC recommendation package through the eCivis Grants Network System, ESG Balance of State Solicitation page.

Before Aug 17 at 5 pm. The selected applicants will submit their applications to the State via the eCivis system.



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Appendix A: Local Funding Competition

If more than two applications are received for either category, a local competition is needed.

By July 15, 2022, at noon. Applicants must submit the following information about their proposal to the HPAC Consultants at Joanmplanell@gmail.com.

- **Applicant Experience:** Provide information about your length of experience implementing the proposed activity or activity similar to the proposed eligible activity.
- **Program Design:** Provide a project description 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. Explain how your proposal will ensure all eligible persons **receive equitable services**, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.
- **Need for Funds:** Describe how the request for funds meets a high need for the community and include data and analysis that support your request.
- **Impact and Effectiveness:** Submit a performance report from HMIS (or a comparable database) for the federal fiscal year 20/21 (October 1, 2020, to September 30, 2021). For those projects not in existence during this time, please submit data for the most recent 12-month period. See Appendix B for the specific data on outcome measures that you must submit.
- **Cost Efficiency:** Describe the overall project budget as compared to “exits to permanent housing” from HMIS data. See Appendix B for additional details.

The submission must not exceed 5 typed pages (11 or larger font). The only supplemental materials that will be considered in the scoring process are performance reports from HMIS or a comparable database.

Between July 15 and 22. HPAC Consultants will conduct a **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 demonstrates dollar-for-dollar match
- Applicant meets requirements for a clean single audit

By July 22 at noon. HPAC Consultants will email to the Selection Subcommittee the applications for them to review and rank. The Selection Subcommittee shall:

- Be composed of representatives from non-conflicted agencies
- Have a minimum of 5 members, maximum of 10 members
- Represent public or private agencies providing homeless services and should represent all geographic areas
- Have demonstrated frequent involvement in HPAC meetings and familiarity with ESG process and issues
- Include only one representative from an agency will be included on the committee



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- Include HPAC Consultants as non-voting staff to committee

Between July 25 and 27. Members of the Selection Subcommittee independently review and score all projects using the rubric provided in Appendix B. After scoring is completed, the raters will return scores to the HPAC Consultants to be aggregated. Scores will be averaged to determine the final score for each project application.

By July 28. The Selection Subcommittee will meet to determine which applications to recommend to the HPAC Board for submission to HCD.

Aug 1. HPAC Board (minus the conflicted members) votes via email to a) select application(s) for submission to HCD, and b) approve formal Authorizing Resolution.

Aug 2. HPAC Consultants send a letter to applicants explaining whether their project is being recommended or not recommended for funding. Applicants may request copies of the final score associated with their project and an explanation of the scores. Because the timeline is compact, funding decisions are final and are not subject to appeal.

Before Aug 17 at 5 pm. HPAC Consultants will submit the HPAC recommendation package through the eCivis Grants Network System, ESG Balance of State Solicitation page.

Before Aug 17 at 5 pm. The selected applicants will submit their application(s) as well as Authorizing Resolution to the State via the eCivis system.



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Appendix B: ESG 2022 Scoring Rubric for Local Competition

Project Name:

Scoring Criteria	Description	Max	Actual
Applicant Experience	Length of experience implementing the proposed eligible activity or activity similar to the proposed eligible activity.	20	
Applicant Experience	<p>If applicable, complete the following:</p> <p>For Applicants who have received ESG funding in at least one of the past three years (e.g., 2018, 2019, or 2020), a maximum of 20 points will be deducted for the following:</p> <ul style="list-style-type: none"> • HCD has terminated or disencumbered ESG grant funding; • The Applicant has unresolved monitoring findings in ESG that pose a substantial risk to HCD; or • The Applicant has not submitted annual reports in a timely manner for ESG grants. 	-20	
Program Design	<p>Quality of the proposed program in delivering eligible activities to participants consistent with the written standards and state ESG Regulation section 8409 Core Practices.</p> <p>In making determinations under this rating factor, the following factors are examined: written standards for the proposed activity, service provider guidelines governing activity operations, program rules for clients, the reasonableness of program staffing patterns, and the activity budget relative to program design, target population, and local conditions.</p>	20	
Need for Funds	<p>Need for funds is based on whether the application activity and subpopulation targeting, if any, meets a high need for the community as identified by HPAC in a manner that is consistent with the state’s Core Practices.</p> <p>Need is supported by data and analysis provided by the applicant, including, but not limited to, HMIS data and data from the most recent Point-in-Time Count of homeless persons.</p>	10	
Impact and Effectiveness	<p>Scoring for the performance outcomes in the impact and effectiveness-rating factor will be evaluated using data from HMIS for federal fiscal year October 1, 2020 – September 30, 2021, or for those projects not in operation during this entire time, the most recent 12-month period. For data coming from victim service providers, data from a HUD-compliant comparable database may be used.</p> <p><u>Project-level performance data – up to 24 points</u></p> <p>The project level measures are as follows:</p> <ol style="list-style-type: none"> 1) Average length of project participation for individual leavers CoC Program HMIS Manual 2) Leavers exiting to permanent housing. Scores assigned will be based on relative success rate. For project-level performance metrics, programs of the same activity type (i.e., SO, ES, RR) will only be compared against programs of that same activity type. 	30	



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	<p><u>System-Level Performance Data – up to 6 points</u></p> <p>Reports submitted by the Applicant must be consistent with HUD’s December 2021 System Performance Measures. Scoring will be based on the Applicant’s shown improvement in either of the following two measures over the 12-month period ending September 30, 2021: 1) The Change in Exits to Permanent Housing, (Measure 7b1, or as may be renumbered by HUD); or 2) Increases in the number of Chronically Homeless served, as measured under Metric 3.917, or as may be renumbered by HUD.</p>		
Cost Efficiency	<p>Using HMIS and expenditure data for federal fiscal year October 1, 2020 – September 30, 2021, or, for those programs not in operation during this entire time, Applications will be evaluated based on the average cost per exit to permanent housing based on the total program expenditures for the proposed activity and the number of exits to permanent housing CoC Program HMIS Manual.</p> <p>For data coming from victim service providers, data from a HUD compliant comparable database may be used.</p> <p>HCD may require additional documentation to verify the accuracy of the information provided. If this occurs, the Applicant shall promptly provide such documentation.</p>	10	
Total Points:		90	

*Total points and rating criteria are based on rating criteria of HCD NOFA.