

LAKE COUNTY REQUEST FOR PROPOSALS CALIFORNIA HOMELESS EMERGENCY AID PROGRAM (HEAP)

September 10, 2018

ANNOUNCEMENT

The Lake County Continuum of Care (LCCoC) is pleased to announce the availability of \$1,298,634.18 through the California Homeless Emergency Aid Program (HEAP) administered by the California Homeless Coordinating and Financing Council (HCFC) and the California Business, Consumer Services and Housing Agency (BCSH). Funds shall be expended in Lake County for a broad variety of activities to assist persons experiencing homelessness or are at risk of homelessness. The parameters of the program are intentionally broad, and examples provided in the request for proposals (RFP) are not exhaustive.

Grants are available for local non-profit, for-profit, and units of local government to apply for. Eligible applicants may submit more than one program/project for consideration. However, each program/project must be submitted with its own proposal. Program funds for HEAP funds must be expended within one (1) to two (2) years.

A total of \$1,200,000 in the form of six (6) competitive grants:

- one (1) \$500,00 grant
- two (2) \$200,000 grants, and
- three (3) \$100,000 grants

The remaining \$98,634.18 shall be retained by the LCCoC to provide \$64,931.71 in youth assistance and \$30,702.47 shall be retained for local administration of the grant.

Technical assistance is available to Lake County entities wanting to apply. Deadline for applications is Friday, November 2nd at 11:59 p.m. A funding panel of local volunteers, homeless and formerly homeless representatives, and LCCoC board members shall make funding decisions on behalf of the LCCoC. Grant applicants may be asked to make a brief presentation on their proposal to the funding panel and for a question and answer session.

LCCoC is seeking community volunteers to take part in the local HEAP funding panel. Volunteers must be residents of Lake County or represent entities that are not applying for HEAP funds. LCCoC encourages those who are homeless or were formerly homeless to participate in the funding panel. To avoid conflicts of interest, individuals from agencies applying for funds or sit on the board of directors of agencies applying for funds cannot participate in the decision making of the funding panel.

Funding panels will take place in November. Date, time and location to be determined. Those interested in joining the funding the panel should contact: Kate Gitchell, Communications & Projects Specialist at (707) 995-5848.

For more information, visit <http://www.hoperisinglakecounty.com/portfolio-of-interventions>.

Lake County HEAP Contact: Marianne Taylor, LCCOC Coordinator
Office: (707) 995-5677 Cell: (707) 245-2098
Email: taylorm01@ah.org



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REQUEST FOR PROPOSALS

The California Homeless Emergency Aid Program (HEAP) provides funds for a variety of activities to assist persons experiencing or at risk of homelessness as authorized by SB 850 (Chapter 48, Statutes of 2018).

A total of \$1,298,634.18 has been awarded to Lake County for programs that

1. Project Scope

All HEAP funds in the form of **one to two-year grants** will be awarded to eligible CoC Administrative Entities (AE) that will administer funds locally. The Lake County Continuum of Care (LCCoC) AE shall administer funds in Lake County. The LCCoC AE is currently Adventist Health Clear Lake. Local applicants must submit their proposals to the LCCoC AE no later than **Friday, November 2, 2018 11:59 p.m.**

Applications shall be submitted by email to – taylorm01@ah.org in PDF Format.

Applications will be reviewed for compliance the following week and funding decisions shall be made by a funding panel of local community volunteers. Any remaining funds not requested shall be redistributed to the LCCoC in order to maximize Lake County's \$1,298,634.18 allocation.

Applicants may be asked to attend a portion of the funding panel meeting for a brief presentation and question and answer session with the panel. Funding pane

The LCCoC AE shall submit the winning proposals to HCD. Award letters shall be distributed in January 2019. Contracts and fund disbursement process shall begin in April 2019.

Local applicants MUST submit proposals to the LCCoC AE and NOT directly to HCD. Proposals submitted to HCD or not completed by the November 2nd deadline shall be disregarded. **Applicants may submit multiple project proposals for this funding opportunity.** However, each proposed project/program must be submitted as a separate proposal.

Technical assistance is available. Please contact:

- Marianne Taylor, LCCoC Coordinator (will be unavailable Oct. 3-5)
- Office: 707-995-5677
- Cell: 707-245-2098
- Email: taylorm01@ah.org

Please seek technical assistance early in the process.

2. Eligible Subrecipients

HEAP funds are distributed locally through the Lake County Continuum of Care (LCCoC) and will be distributed to a maximum of six (6) subrecipients. Subrecipients can include:

- a unit of local government,
- a private non-profit,
- or a for-profit organization



3. Eligible Activities

The parameters for HEAP are **intentionally broad**. Applicants are required to include in the application how the proposed activity is directly related to the following parameters:

“providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California’s Housing First policy.”

4. Allocation Budget

The chart below describes how the \$1,298,634.18 allocation to Lake County shall be divided. There is no matching contribution requirement for activities funded with HEAP funds.

Purpose	Recipient	Allocation
Administrative Costs	LCCoC	\$30,702.47
Youth Set-Aside Funds – Schools (5% minimum)	LCCoC	\$64,931.71
1 - \$500,000 application (\$250,000 per year for 2 years)	1 Subrecipient	\$500,000
2 - \$200,000 applications (\$100,000 per year for 2 years)	2 Subrecipients	\$400,000
3 - \$100,000 applications (\$50,000 per year for 2 years)	3 Subrecipients	\$300,000
TOTAL FOR LAKE COUNTY:		\$1,298,634.18

5. Eligible Activities Detail

All applications must describe how the activities outlined in the proposal will “provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California’s Housing First policy.”

Sample Eligible uses include, but are not limited to:

- **Services:** Street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, and operating support for short-term or comprehensive homeless services.
- **Rental assistance or subsidies:** Housing vouchers, rapid re-housing programs, and eviction prevention strategies.
- **Capital improvements:** Emergency shelter, transitional housing, drop-in centers, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families.
- **Other:** Some communities are discussing solutions to address homelessness and the public health crisis by using funds for handwashing stations or public toilet and shower facilities.

All activities must be carried out within the relevant CoC service area of Lake County.

In addition to these activities, LCCoC will use HEAP funds to support homeless and unaccompanied youth in Lake County schools.

6. Requirements

Coordinated Entry and HMIS

Subrecipients MUST actively participate in the local Coordinated Entry System (CES) and Homeless Management Information System (HMIS). The Lake County Coordinated Entry System and HMIS are currently being reviewed for revision and a portion of this funding will be utilized to strengthen these processes. It is recommended that recipients stay informed and involved in the process as the CES and HMIS will be adopted in 2019.

CES is the process in which is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

HMIS is a class of database applications (computer software) used to confidentially aggregate data on homeless populations served. Such software applications record and store client-level information on the characteristics and service needs of homeless persons. Each subrecipient MUST enter client data into HMIS. Such data should include:

- a) The number of homeless persons served
- b) The number of unsheltered homeless persons served
- c) The average length of time spent as homeless before entry into the program or project
- d) The number of homeless persons exiting the program or project to permanent housing
- e) The number of persons that return to homelessness after exiting the program or project

Quarterly Reports

Subrecipients will be required to submit quarterly reports to the LCCoC AE, including:

- Expenditures made within the quarter
- Activities made within the quarter
- HMIS Client Data input within the quarter

LCCoC may request additional information, as needed, to meet other applicable reporting or audit requirements.

Additional Requirements

Subrecipient must provide eligible activities in a manner consistent with the Housing First practices described in [California Code of Regulations, title 25, section 8409, subdivision \(b\)\(1\)-\(6\)](#). Subrecipient allocated funds for eligible activities that provide permanent housing shall incorporate the core components of Housing First, as provided in [Section 8255, subdivision \(b\) of the Welfare and Institutions Code](#). Housing First is an evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

Except in the case of a program or project specifically targeting homelessness prevention activities as a part of shelter diversion activities, as described in Section II.B.4.C of this NOFA, a Subrecipient that is allocated HEAP Program funds shall prioritize assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness.

Subrecipients that receive funds under the Program are responsible for ensuring that the expenditure of those funds is consistent with the requirements of the HEAP Program.

LCCoC may monitor the expenditures and activities of Subrecipients, as LCCoC deems necessary, to ensure compliance with program requirements and request the repayment of funds from a Subrecipient or pursue any other remedies available to it by law for failure to comply with program requirements. After a contract has expired, any funds not expended for eligible activities shall revert and must be remitted to LCCoC.

7. Application Process

There is not a specific application template for the proposal, however a proposal must be submitted in **PDF format** and include the following elements to be considered for funding. The proposal shall include the **following as a minimum**:

1. **Transmittal Letter:** The letter shall provide an introduction of the Service Provider, state the location where the work is to be performed, and be signed by a principal of the firm (CEO/Board Chair/Executive Director). Please also include the funding tier (amount of funds) you will be applying for:
 - \$500,00 grant (one total shall be awarded)
 - \$200,000 grants (2 total shall be awarded), or
 - \$100,000 grants (3 total shall be awarded)

The letter must also state:

"[Name of Organization] agrees to all terms outlined in the Lake County Continuum of Care Request for Proposals, including, but not limited to participating in the Coordinated Entry and HMIS programs, adopting/implementing Housing First practices, prioritizing assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness, and ensuring that expenditures of grant funds is consistent with the requirements of the HEAP Program."

2. **Cover Page:** Firm name, title of proposal, and date of proposal.
3. **Identity of Service Provider:** Legal name and business address of the agency or organization making the proposal, and name, title, address, telephone number and email address of contact person. This person may also be contacted to make a presentation before the funding panel to take place in November.
4. **Executive Summary:** An overview of the entire proposal describing its most important elements. The summary should present the Service Provider's basic scope of services, objectives and intended results of the project. It should summarize how the proposal meets the RFP requirements and why the Service Provider is best qualified to perform the required work.

Executive Summary MUST describe how the activities outlined in the proposal provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California's Housing First policy.

5. **Demonstration of Evidence Based Practice:** A detailed description of the project showing which evidence-based model the services will be based upon, and the Service Provider's understanding of the project requirements and challenges.
6. **Key Activities:** Please list key activities as they align with providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California's Housing First policy.

7. Performance Measures: Describe performance measures. You may add your own performance measures, but please include the following predictions:

- a) The number of homeless persons served
- b) The number of unsheltered homeless persons served
- c) The average length of time spent as homeless before entry into the program or project
- d) The number of homeless persons exiting the program or project to permanent housing
- e) The number of persons that return to homelessness after exiting the program or project

6. Staffing: List of personnel who will be directly assigned to the project (if available), together with a description of roles and responsibilities for this project.

7. Statement of Experience and Qualifications: Description of the nature of the Service Provider's present work, including a comprehensive list of current and past work on similar projects. If new, please provide how this project is innovative and how the evidence-based processes to take place will ensure the project's success.

8. Budget & Budget Narrative: Please provide the full project budget, including a clear break out of HEAP Funds. The budget does NOT have a match requirement. It is acceptable to have the program funded 100% through this grant. **Applicants MUST provide a budget narrative with the proposal budget.** Proposals submitted without a budget narrative shall NOT be considered for funding. Please provide an explanation for each line item on your project budget.

Please limit proposal to no more than 10 pages, including any supplemental materials. Agencies may submit multiple projects for this funding opportunity, however each project/program must be submitted in its own, separate proposal.

8. Application Deadline

Applications are due by email to taylor01@ah.org no later than Friday, November 2nd at 11:59 p.m.

Proposals must be in PDF format and may not exceed 10 pages. Late or incomplete applications will not be accepted.

9. Project Selection Process

The project selection process shall avoid conflicts of interest in project selection and shall be easily accessible to the public – all documents, including this one and the application pertaining to this funding opportunity are located at <http://www.hoperisinglakecounty.com/portfolio-of-interventions>.

Funding Panel

Funding panels will take place in November. Date, time and location to be determined. Those interested in joining the funding the panel should contact: Kate Gitchell, Communications & Projects Specialist at (707) 995-5848.

Applicant Notification

Applicants shall be notified of the funding panel decisions via phone message and email within 48 hours after the panels take place. The representative listed as the main grant contact in the application shall be the person contacted.

Appeals Process

In order to lodge an appeal, an applicant must submit to LCCoC, a written appeal, which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the

appeal. No new or additional information will be accepted if this information would result in an advantage to an applicant. Once the written appeal is submitted to LCCoC, no further information or materials will be accepted or considered thereafter.

Appeals may be submitted by email to taylorm01@ah.org.

Emails to the email address listed above will be accepted as long as the email time stamp is prior to the appeal deadline. The Appeal Deadline is Thursday, November 30, 2018 at 11:59 p.m. Pacific Standard Time.

Final Award Notification

Final Award letters will go out in January 2019.

10. Timeline

Activity	Date & Time
Local RFP Released	Thurs. September 13, 2018
Local Subrecipient Submission Deadline	Fri. November 2, 2018 11:59 p.m.
Initial Review for Compliance	Mon. November, 2018
Funding Panel Meeting	November 2018
LCCoC AE Submission Deadline to HCD	Mon. December 31, 2018
Award Announcements	January 2019
Program Contracts and Disbursements Begin	April 2019