



**Multi-Agency
Notice of Funding Availability
(NOFA)
Homeless Housing, Assistance and
Prevention**

**Applications must be submitted online at
<https://portal.neighborlysoftware.com/stocktonca/Participant> no
later than
Midnight on Thursday, September 10, 2020**

APPLICATION INSTRUCTIONS AND TIMELINE

HHAP applications will be accepted immediately upon release of the NOFA. Applications must be submitted **no later than midnight on September 10, 2020.**

PLEASE NOTE: A separate and complete application must be submitted for each project.

The City of Stockton, San Joaquin County, and the San Joaquin Continuum of Care will engage an Ad Hoc Review Committee to score and rank applications based on an established scoring criterion to determine funding awards. Applicants for HHAP funds will not be permitted to participate in the Review Committee. In awarding HHAP dollars through the NOFA process, the review committee will prioritize projects that support or expand the provision of emergency shelter and permanent housing for the homeless, leverage other funding and resources, address the impacts of COVID-19 on the homeless, and demonstrate the organizational capacity to immediately and efficiently implement project delivery.

Applications will be accepted only through the web portal indicated above. Applications submitted by mail, fax, email or in person will not be accepted.

Technical assistance and questions may be directed to Adam Cheshire, San Joaquin County Program Administrator for Homeless Initiatives at (209) 468-3399 or acheshire@sjgov.org or Ty Wilson-Robinson, City of Stockton Housing Manager at (209) 937-7585 or ty.wilson-robinson@stocktonca.gov

GENERAL INFORMATION

The State of California Homeless Coordinating and Financing Council (HCFC), and the Business, Consumer Services and Housing Agency (BCSH) has made available **approximately \$650 million in Homeless, Housing Assistance and Prevention Program (HHAP) funding**. The HHAP program was established under Assembly Bill 101 (Chapter 159, Statutes of 2019) and, signed into law by Governor Gavin Newsom on July 31, 2019.

HHAP is a one-time block grant program designed to support the regional coordination and expansion of development to increase local jurisdictions' capacity to address immediate homeless 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 maintain their permanent housing. A key requirement of the HHAP program includes coordination between funded jurisdictions to identify their share of the regional need to address

homelessness, and how the requested funds will help meet the jurisdiction's share of that need. The intent of the HHAP program funds is solely to expand or increase services and housing capacity.

The San Joaquin Continuum of Care (SJCOC), City of Stockton, and San Joaquin County have received a combined allocation of HHAP funds of \$12,430,905. Of that amount, \$2,871,309 is available from San Joaquin County and available for projects that serve residents living within San Joaquin County; \$6,460,265 is available from the City of Stockton for projects that serve residents of the City of Stockton; and, \$3,099,331 is available from the San Joaquin Continuum of Care for projects that serve residents living within San Joaquin County, including the City of Stockton. They are now collaboratively making those funds available to community organizations through a joint local NOFA process to allocate funds to programs and projects that reduce homelessness and increase permanent housing opportunities for homeless households and those at risk of homelessness within San Joaquin County. Each jurisdiction will make the final determinations regarding local allocations for its share of HHAP funds; applicants may seek and receive funding from multiple jurisdictions for the same project if that project serves multiple jurisdictions.

The San Joaquin Community Response to Homelessness, 2020 County Strategic Plan on Homelessness highlighted several goals and strategies which were gathered from multiple listening sessions held in the last three months of 2019 by Homebase. Projects submitted in response to this NOFA are expected to align to the greatest extent possible with those goals and strategies.

The three Strategic Priorities are:

- ESTABLISH A COORDINATED AND ENGAGED REGIONAL SYSTEM OF CARE
 - Establish a Cross-jurisdictional Effort to Create Shared Processes to Access Funding Streams, Identify Community Priorities, and Coordinate the Countywide Homeless System of Care
 - Improve Data Collection, Measurement, and Analysis
 - Educate and Engage the Community

- INCREASE ACCESS AND REDUCE BARRIERS TO HOMELESS CRISIS RESPONSE SERVICES
 - Expand Low-Barrier Shelter Capacity, Hours, and Services
 - Invest in Prevention and Diversion
 - Improve and Expand Outreach and Engagement

- ENSURE HOUSEHOLDS EXPERIENCING HOMELESSNESS HAVE ACCESS TO AFFORDABLE AND SUSTAINABLE PERMANENT HOUSING SOLUTIONS

- Increase Affordable Housing Stock for Vulnerable Adults, Youth, and Families
- Invest in Landlord Engagement, Navigation, and Incentives
- Expand Case Management, Employment, and Supportive Services

The HHAP program requires grantees to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations. Allocations are based on community recommendations identified through a joint Strategic Planning Process.

As stated in HSC § 50219(c)(1-8), funds may be expended on any of the following allowable uses:

Eligible Uses	% of Funds	Total Amount	Stockton	CoC	County
Goal 1: ESTABLISH A COORDINATED AND ENGAGED REGIONAL SYSTEM OF CARE					
a. Systems Support to Create Partnerships	1%	\$124,309	\$64,603	\$30,993	\$28,713
b. CES or HMIS infrastructure	3%	\$372,927	\$193,808	\$92,980	\$86,139
GOAL 2: INCREASE ACCESS AND REDUCE BARRIERS TO HOMELESS CRISIS RESPONSE SERVICES					
c. New Navigation Centers & Emergency Shelters	42%	\$5,220,980	\$2,713,312	\$1,301,718	\$1,205,950
d. Homelessness Prevention	3%	\$372,927	\$193,808	\$92,980	\$86,139
e. Outreach and Coordination	5%	\$621,545	\$323,013	\$154,967	\$143,565
Goal 3: ENSURE HOUSEHOLDS EXPERIENCING HOMELESSNESS HAVE ACCESS TO AFFORDABLE AND SUSTAINABLE PERMANENT HOUSING SOLUTIONS					
f. Delivery of Permanent Housing	4%	\$497,236	\$258,411	\$123,973	\$114,852
g. Rental Assistance/Rapid Rehousing	14%	\$1,740,327	\$904,437	\$433,906	\$401,983
h. Landlord Incentives	9%	\$1,118,781	\$581,424	\$278,940	\$258,418
ADDITIONAL STATEWIDE PRIORITY					
i. Addressing Youth Homelessness	8%	\$994,472	\$516,821	\$247,946	\$229,705
Eligible Uses	% of Funds	Total Amount	Stockton	CoC	County
COMPREHENSIVE CAPACITY BUILDING					
j. Strategic Planning	2%	\$248,618	\$129,205	\$61,987	\$57,426
k. Operating Subsidies and Reserves	2%	\$248,618	\$129,205	\$61,987	\$57,426
l. Administrative	7%	\$870,163	\$452,218	\$216,953	\$200,992
TOTALS	100%	\$12,430,905	\$6,460,265	\$3,099,331	\$2,871,309

Comprehensive capacity building funds are an allowable use of funds, but will not be awarded through this solicitation for stand-alone projects. No more than 2% of total project cost may be requested for strategic planning or operating subsidies and reserves. No more than 7% of total project costs can be for administrative costs.

Awarded funds may be spent upon the execution of an agreement between the grantee and the local jurisdiction.

The percentage allocations indicated above for different allowable project uses reflect the Strategy Plan priorities and to the greatest extent possible funds will be allocated accordingly. Should applicants not align with the established goals the funding agencies reserve the right to not allocate funds in this NOFA round.

All funds must be obligated by May 31, 2023 and fully expended by June 30, 2025.

ALIGNMENT WITH COVID-19 RESPONSE

The SJCoC, City of Stockton, and San Joaquin County recognize the need to marshal all appropriate resources to respond to the public health emergency declared by Gov. Gavin Newsom on March 4, 2020. Therefore, all jurisdictions are prioritizing projects that both align with the above-stated Strategic Priorities and with responses that reduce the impact of COVID-19 on homeless people and at risk of homelessness. Such alignment might include:

- Non-Congregate Shelter that can be later used for emergency shelter space or permanent housing units
- Permanent housing projects that immediately move individuals out of congregate shelters
- Outreach and service delivery to unsheltered homeless
- Homelessness prevention efforts
- Leveraging existing efforts that are successful in reducing unsheltered homelessness

STATE AND LOCAL REQUIREMENTS

HHAP program funding is subject to state regulation HSC § 50221(a) (1-4), grantees will need to report on the following, as well as any additional information the Agency deems appropriate or necessary:

1. Ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the status of those funds.
2. The number of homeless individuals served by the program funds in that year, and a total number served in all years of the program, as well as the homeless population served.
3. The type of housing assistance provided, broken out by the number of individuals.
4. 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.

For more information on HHAP funding, [please visit www.bcsb.ca.gov/hcfc/hhap_program.html](http://www.bcsb.ca.gov/hcfc/hhap_program.html).

Applications must be received by Midnight on September 10, 2020

NO INCOMPLETE OR LATE APPLICATIONS WILL BE ACCEPTED OR CONSIDERED

San Joaquin County, the City of Stockton, and the CoC reserve the right to request additional information on projects with all suitable candidates to ensure that projects best meet the goals and objectives of the community and align with the *San Joaquin Community Response to Homelessness, 2020 County Strategic Plan on Homelessness*.

Applicants will be notified in writing of funding decision(s) no later than October 16, 2020.

SCORING CRITERIA

All applications submitted on or before the deadline will be reviewed and scored by the Ad Hoc Review Committee. Each question has a maximum character length and maximum point total. Point totals for each question were determined based on the Homeless Strategic Plan's priorities for San Joaquin County and the City of Stockton.

A. PROJECT OVERVIEW – The project is adequately described, including the project intent, location, and target population. The project scope adequately aligns to a one-time allocation of funds.	30
B. DEMONSTRATION OF NEED - Meets HHAP objective, is an eligible activity, activity is in sync with Homeless Strategic Plan and City and/or County established priorities, aligned with COVID-19 response.	30
C. PROJECT APPROACH – Describe how the project fits within a housing first approach and the coordinated continuum of care. Describe how the project will result in expanded (increase capacity) or improved (better approach) housing or homeless assistance services.	25
D. ALIGNMENT WITH CoC STRATEGIC PLAN – Clearly identify the objective(s) within the CoC Strategic Plan that the project aligns with. Describe how the project will address the needs of the unserved or underserved individuals disproportionately affected by homelessness in San Joaquin County. Describe how the project aligns with State and County objectives to reduce COVID-19 risk and spread among homeless individuals.	30
E. IMPLEMENTATION – Applicant has a clear and reasonable timeline for project implementation with clearly delineated phases of start-up, core tasks and activities, and transition to start-up along with clear benchmarks that milestones have been met. Applicant demonstrates experience with managing government/private grants and leveraging resources is demonstrated. If previously awarded, has expended prior year funding in a timely manner and met prior year goals.	35
F. IMPACT - Applicant identifies clear and measurable outcomes and objectives that will be indicators of success. Include number to be served annually, and over five-year grant period, and how success will be measured (<i>e.g. percent transitioned to permanent housing</i>). Applicant has sufficient resources and capital to sustain project objectives once all project funds are expended.	25
G. PROJECT BUDGET – Budget is clear, reasonable in scope, and will feasibly lead to completion of the proposed project. Budget narrative sufficiently describes funding request and use of funds is justified.	25
Total Points Possible: 200	
H. Supplemental Questions: Capital Acquisition / Construction Projects Only. Construction, renovation, or acquisition projects must demonstrate site control, readiness, and capacity to complete project on-time and on-budget.	50
Total Points Possible: 250	

COVER SHEET

CONTACT INFORMATION			
Organization Name:			
Mailing Address:	Street		City Zip
Project/Program Location:	Street		City Zip
Executive Director:	Name		Email Phone
Contact Person:	Name		Email Phone
Website:			
DUNS#	EIN#	Business License#	
Type of Agency:	<input type="checkbox"/> 501(c)(3)	<input type="checkbox"/> Gov't/Public	<input type="checkbox"/> Faith-Based <input type="checkbox"/> Other
Number of paid staff:		Number of volunteers:	

One HHAP Grant Funds (check all that apply)						
Homeless Housing Assistance	<input type="checkbox"/> Outreach and Coordination	<input type="checkbox"/> Navigation Center	<input type="checkbox"/> Emergency Shelter	<input type="checkbox"/> Rental Assistance/Landlord Incentives	<input type="checkbox"/> Rapid Rehousing	<input type="checkbox"/> Permanent Housing
How Will Funds be Applied	<input type="checkbox"/> Capital Construction Project *Must complete a supplemental questionnaire for capital construction projects (e.g. proposals to purchase, renovate, or add additional facility space).					
	<input type="checkbox"/> Capital Purchase (e.g. buying vehicles or equipment over \$5,000 with depreciated assets)					
	<input type="checkbox"/> Furniture Equipment or Supplies (e.g. Pet kennels, storage lockers, furniture, etc.)					
	<input type="checkbox"/> Staffing *Must complete supplemental budget questionnaire and confirmation of non-supplementation.					
	<input type="checkbox"/> Administrative Systems Enhancements for 1x Operational Capacity Building (e.g. partnership building, training, planning, HMIS infrastructure, etc.)					

Target Population

Additional funds are available for projects that target youth under age 18. Youth specific projects must include detailed examples of how program is separate and distinct from any other related work.

What household types and/or specific populations will be targeted (check all that apply):

- | | | | | | | |
|---|---|--|--|---|--|---|
| <input type="checkbox"/> All Homeless Populations | <input type="checkbox"/> Families with minor children | <input type="checkbox"/> Unaccompanied Youth (12-24) | <input type="checkbox"/> Domestic Violence-Fleeing | <input type="checkbox"/> People with Mental Illness | <input type="checkbox"/> Seniors (60+) | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Single Men & Women | <input type="checkbox"/> Single Females Only | <input type="checkbox"/> Single Males Only | <input type="checkbox"/> Chronic Homeless | <input type="checkbox"/> Youth (under 18) | <input type="checkbox"/> Medically Fragile Persons | <input type="checkbox"/> People with Addiction(s) |
| <input type="checkbox"/> Other _____ | | | | | | |

FUNDING REQUEST

Funding requested in this application:	\$	Other funds already secured for the project:	\$
Total cost to complete project:	\$	Other funds not yet secured:	\$
Funding Categories (check all that apply)	<input type="checkbox"/> City of Stockton <input type="checkbox"/> San Joaquin CoC <input type="checkbox"/> San Joaquin County		

PROJECT NARRATIVE

A. PROJECT OVERVIEW

1. Please describe the proposed project in detail. Include in your description of the project's type, its target population, the physical location(s) where it will operate, its operational structure, a description of services provided, and who will provide those services.

Applicants must describe the type of project in detail, the geographic location of those to be served (City of Stockton, all of San Joaquin County, City of Lodi, etc.), and where the project will physically be located, if applicable. Applicants must also describe how the project will deliver services, and what type of services will be provided. Be specific about day and time of services, frequency and duration of services received by the average client or participation.

B. DEMONSTRATION OF NEED

2. Identify the need this proposed project will address, explain how the project will address this need, and describe why this approach should be prioritized. Please include any experience, data, and analysis that may help demonstrate this need and why this project is uniquely positioned to fill this need.

Applicants must demonstrate the project fits a need gap identified by the San Joaquin Continuum of Care and/or the Strategic Plan on Homelessness. Applicants must clearly demonstrate how the project addresses that specific need and why this approach is superior to others that might be proposed.

3. Explain how this proposed project addresses the specific community priority of reducing unsheltered homelessness?

Applicants should demonstrate how the project will reduce the number of households living on the streets, in encampments, in cars, or in other places not fit for human habitation.

C. PROJECT APPROACH

4. Explain how this specific project meets the recommended characteristics of that project type as prioritized by the San Joaquin Continuum of Care and the State of California.

*All projects should embrace a Housing First approach designed to move unsheltered homeless off the streets and help homeless households secure permanent housing. **Emergency shelter/navigation projects** should be designed to be low-barrier, accommodate households of various compositions and households with pets, partners, and possessions, and shelter people with sufficient personal space. **Permanent housing projects** should meet all criteria established for permanent housing projects by HUD, create new capacity to house those unsheltered or residing in emergency shelters, provide support services to households enrolled in the project, and move households toward self-sufficiency to the greatest extent possible. Please clearly identify and describe measurable outcomes regarding exits to permanent housing, increases in household income, and improved health. **Outreach** should be designed to increase the number of unsheltered individuals who secure vital services, emergency shelter, and obtain permanent housing. **Capacity building** should be designed to increase the entire community's ability to identify, shelter, and house homeless households. **Prevention** should be designed to serve those who are at imminent risk of homelessness and are earning less than 80% of Area Median Income.*

5. Explain how this proposed project will work in connection with other community resources deployed to address homelessness. How will the project leverage, strengthen, or enhance other efforts?

Applicants should demonstrate how awarded HHAP funds will leverage existing efforts to address homelessness, and work as part of a greater coordinated effort to reduce unsheltered homelessness.

D. ALIGNMENT OF PROJECT WITH COC STRATEGIC PLAN

6. Explain how this proposed project aligns with the Strategic Plan on Homelessness developed jointly by the San Joaquin Continuum of Care, San Joaquin County, and the City of Stockton?

*Applicants must demonstrate the project directly meets one of the following priorities for action: Expansion of emergency shelter/navigation center capacity to serve those that are currently not sheltered, expansion of permanent housing for the homeless, expansion of services critical to improving the housing outcomes of unsheltered/sheltered homeless, outreach, coordination of efforts and community-wide capacity building, homelessness prevention, and providing shelter/housing/services for hard-to-serve subpopulations. **Include link to Plan.***

7. Describe how the organization's engagement and service delivery model assures access to underserved communities who are disproportionately impacted by homelessness. In addition, explain how your organization will make services available to populations disproportionality represented among the homeless population.

Applicants should describe how they engage with and improve services for indigent and underserved communities in the proposed service area. Applicants should also explain how they will increase access to services for communities including racial and ethnic minorities, immigrants, persons with disabilities, LGBTQ youth and adults, and people with limited English proficiency.

8. Describe how this proposed project aligns with the Strategic Plan on Homelessness to address or reduce the impact of COVID-19.

Applicants should describe how the proposed project can be leveraged to address the unique immediate needs presented by the COVID-19 public health emergency.

E. IMPLEMENTATION

9. Provide a timeline of how the proposed project will be delivered, how quickly these funds will result in meaningful outcomes, and your organization's capacity to spend all allocated funds within that timeline.

Applicants should provide a realistic timeline for full implementation of the project, including when individuals/households will begin being served. Applicants should also clearly describe when collected data will demonstrate the project is fulfilling its intent (e.g. a permanent housing project actually having households obtain housing), and the ability of the organization to spend all HHAP funds on this project before the June 30, 2025 spending deadline. Please indicate whether environmental reports have been completed, plans/specifications are complete, and if all other project funding is in place.

10. Describe your organization's experience and history managing similar projects within the community.

Applicants must describe their experience developing and operating services for the homeless and describe any notable successes in outcomes with those projects. Please address how prior allocated funds (if any) have been expended and whether past performance goals were met. Please describe experience complying with federal, state, and local funding program guidelines.

F. IMPACT

11. Describe the project's anticipated impact in terms of unduplicated clients served over the five-year period of the HHAP grant.

Applicants should provide estimates of the number of households and individuals served over the period of the HHAP grant, ending June 30, 2025. Projects that focus on coordination or capacity building should describe other measurable outcomes achievable by the end of the grant period.

12. Explain how the proposed project will operate if the project is awarded less than its requested funding total through HHAP.

Funding for HHAP is highly competitive. Applicants should describe their ability to function, if less than the full requested funding amount is awarded. Please indicate the project's primary source of funding and other funding sources.

Budget and Budget Narrative

SAMPLE BUDGET WORKSHEET

Funding Sources/Status	Stockton HHAP Requested Funds Only	Committed Funds/Other Funding Sources	Planned Funding Request	Total Funding Sources
San Joaquin CoC			\$97,390	\$97,390
San Joaquin County			\$117,390	\$117,390
State of California		\$20,000		\$20,000
City of Stockton	\$117,390			\$117,390
Total Sources Budget	\$117,390	\$20,000	\$214,780	\$352,170
Funding Uses/Expenses	Stockton HHAP Requested Funds Only	Committed Funds/Other Funding	Planned Funds	Total Funding Uses
Operating Subsidies			\$60,000	\$60,000
Landlord Incentives e.eg. security deposits and holding fees			\$50,000	\$50,000
Rental Assistance up to 18 months per client/Rapid Rehousing for up to 10 clients Assumptions: FMR @ 869 X 18mo. X 5 clients FMR@1144X18mo.X 5 clients	\$100,000		\$81,170	\$181,170
Task 1: Provide COVID-19 staff and client educational outreach and training			\$10,000	\$10,000
Workshop supplies (paper, ink, etc.) @ \$10/person, 200 persons per year			\$2,000	\$2,000
1 PTE or FTE Case Manager @ \$21/hr.		\$20,000	\$2,000	\$22,000
1 PTE Housing Navigator @ \$25/hr.	\$17,390		\$9,610	\$27,000
Total Uses Budget	\$352,170	\$20,000	\$214,780	\$352,170

Note: The completed sample worksheet is intended to show the level of detail the City is seeking for the budget only and does not necessarily reflect appropriate project cost effectiveness, leveraging ratios or other application criteria. * For personnel, state position and hourly rate/salary.

Supplemental Questionnaire for Capital Construction Projects

Capital project funding requests must answer the following additional questions and provide all required documentation to be considered

1. Type of capital project proposed (check one):
 Acquisition Facility Leasing Facility Rehabilitation Facility Construction
 Other _____
2. Does the organization own or lease the property where the project will occur? Who is the legal property owner? If you are leasing, please provide a copy of the lease. If you do not have site control, describe your plan to obtain site control.
3. Is the building occupied and will relocation be required? If yes, attached organization's relocation plan.
4. Identify the project team (e.g., architect, engineer, general contractor, consultants, etc.)
5. Provide a detailed scope of work and project budget with sources and uses.
6. When will the project start and end? (provide a timeline to include all critical milestones)
7. Please describe all planning and predevelopment steps that have been completed to date (e.g., architectural drawings, engineering, land use approvals, permits, funding commitments, etc.)
8. Will this project require compliance with the Prevailing Wage/Fair Labor Standard Act? If so, please describe how you will integrate these requirements into the project sources and uses.

Required Forms and Attachments

Using the checkboxes below, indicate that all attachments were included with the application at submission:

- A project budget showing all funding sources and uses.
- The organization's operational budget for current fiscal year and proposed budget for fiscal year 2020-2021.
- A copy of the organization's most recent balance sheet and income and expenditure statement.
- The most recent audited compilation report performed by a Certified Public Accountant.
- A determination letter from the Internal Revenue Service confirming 501(c)(3) tax-exempt status of organization (if applicable).
- A current roster of the organization's officers and members of its Board of Directors, which includes their name, address, position held, and current employer(s).
- A copy of the Board of Directors' authorization to request funding and designation of authorized official.
- Documentation of the organization's participation in the local HMIS.
- A copy of your organization's conflict of interest policy as approved and adopted by the Board of Directors or other governing body certifying that no board member, officer, employee or any other individual associated with the organization will personally or professionally benefit from funds provided through this grant.
- Copy of lease agreement (required if applicant is proposing to use HHAP funds to fund lease payments)
- Evidence of Site Control – for capital projects only
- Optional Documents – no more than two (2) 8.5" x 11" pages of exhibits that you may use to supplement your application materials, such as photos, charts, drawings, or items you consider suitable to include.