

Homeless Housing, Assistance and Prevention (HHAP)

Applicant Training (via Zoom)

Tuesday, April 21, 2020



Introduction

Overview:

The County of Santa Barbara Community Services Department Housing and Community Development (HCD) division serves as the Administrative Entity for the Continuum of Care. The Santa Maria/Santa Barbara County Continuum of Care (CoC) is pleased to announce the availability of funding through the Homeless Housing, Assistance and Prevention (HHAP) program, a one-time block grant that provides local jurisdictions with funds to support regional coordination and expand or develop local capacity to address our immediate homelessness challenges. Spending must be informed by a best practice framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families to maintain their permanent housing.

Please read the appropriate Sections(s) of the NOFA in their entirety and direct questions to the County staff listed at the end of this presentation.

Funds Available

Santa Maria/Santa Barbara County Continuum of Care

Eligible Activity	Amount Available
Rental assistance and rapid rehousing	\$760,807
Incentives for Landlords	\$299,154

Youth Set Aside (Combined CoC and County Allocations)

Eligible Activity	Amount Available
Rental assistance and rapid rehousing	\$218,220
Outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing	\$109,110

Important Dates

Application Due Dates

May 15, 2020 by 5:00 p.m.	HHAP Application and all required attachments due via ZoomGrants
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Committee Review and Board of Supervisors Hearing Dates

May 28, 2020 9:00 a.m. – 4:00 p.m. Mountain Room Santa Barbara Employees' University 267 Camino del Remedio, Santa Barbara	Continuum of Care Rank and Review Panel <i>Committee will make funding recommendations for consideration by the CoC Board for HHAP.</i> <i>The CoC Appeals process is described in Exhibit B. Any appeals of the Rank and Review Panel recommendations, must be made in writing by noon on June 1, 2020.</i>
June 4, 2020 1:00 p.m. – 3:00 p.m. Goleta Council Chambers 130 Cremona Drive #B, Goleta	CoC Board Meeting <i>Non-conflicted CoC Board Members to approve HHAP funding recommendations.</i>
TBD Summer 2020 9:00 a.m. call to order Location TBD	County Board of Supervisors Hearing <i>Board will consider funding recommendations and approve sub-recipient agreements.</i>

Visit <http://cosb.countyofsb.org/housing/> for updates to this schedule.

Zoom Grants Orientation

Zoom Grants

Application Information:

Applications are accepted electronically via ZoomGrants only. Access to the applications is posted at www.countyofsb.org/housing.

To access the **County of Santa Barbara HHAP grant application**, click on or copy and paste this link into your browser:

<https://zoomgrants.com/gprop.asp?donorid=2133&limited=2782>

Following are detailed Applicant Instructions which explains [how to set up an Applicant account](#) and [add Collaborators](#).

Zoom Grants

Presented by: Lauren Silver

Zoom Grants

If Applicants have any technical questions, they can:

1) Search for a quick answer at **ZoomGrants University** (help.zoomgrants.com);

2) If additional technical assistance is needed, applicants can contact:

ZoomGrants Technical Support:

Email: questions@zoomgrants.com

Phone: 866.323.5404 ext. 2

ZoomGrants automatically saves work and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 11:59 p.m. on May 15, 2020. Click "Submit" to submit applications.

Caution: When applications are submitted, ZoomGrants will perform a cursory review to assure that all questions were answered and will provide a warning notice for applications with incomplete responses. Applicants may correct errors up until 11:59 p.m. on the application deadline listed in the NOFA Schedule.

Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. Note that ZoomGrants only checks for empty fields and acceptance of an application by ZoomGrants does not ensure that the application is complete. In addition to checking that all responses are complete, check that all required documents have been uploaded.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Specific requirements and eligible activities are provided in the sections that follow. Complete one application for each funding source in which you are applying. For program questions, contact County staff listed at the end of this document.

Objective and Eligible Uses

HCD will administer, evaluate, and monitor programs to ensure compliance with the core components of Housing First, strive to employ a progressive engagement approach, and offer opportunities to increase a household's income or retain employment on behalf of the CoC. Additionally, programs geared towards ending youth homelessness should ensure services are tailored around the specific needs of the unaccompanied youth. The Continuum of Care and Administrative Entity went through a local planning process to incorporate input from cities, county staff, service providers, health care professionals, law enforcement, faith-based organizations, and stakeholders to establish local priorities. At their meeting on February 6, 2020, the CoC Governing Board approved the following eligible uses as local priorities:

- Rental assistance and rapid rehousing (including, but not limited to, tenant-based rental assistance programs, master leasing, scattered site housing, and permanent supportive housing); and
- Incentives to landlords (including, but not limited to, security deposits and holding fees).
- Additional youth set-aside for outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing.

Objective and Eligible Uses (continued)

An application must be submitted for each eligible use for which an applicant is seeking funding. HHAP requires a minimum of 8% (\$327,330) of funding to be used to address youth homelessness, which is defined as unaccompanied youth between the ages of 12 and 24 who are experiencing homelessness. This requirement will impact the prioritization of application(s) made by providers of services to homeless youth or youth at risk of homelessness.

Administrative costs are not an eligible activity for applicants. Staff and overhead costs directly related to carrying out program activities are not considered administrative for the purposes of this state funding.

Coordinated Entry System (CES)

Successful applicants for Rental Assistance or Rapid Re-Housing funding will receive all referrals for assistance from the Coordinated Entry System. Successful applicants for Incentives for Landlords funding will identify and match persons to units referred through the Coordinated Entry System. Coordinated entry is a process designed to quickly identify, assess, refer, and connect individuals, youth including parenting and pregnant youth, and families in crisis to housing and services. Coordinated entry is intended to prioritize resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for participants to access services, and ensure that resources are allocated efficiently. Per Health and Safety Code Section 50219(a)(9), HHAP applicants must be integrated within the local CES.

“Coordinated Entry System” means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.

The Santa Maria/Santa Barbara County Continuum of Care (CoC) implemented a Coordinated Entry System (CES) in January 2018. A hallmark of the Coordinated Entry System is prioritizing vulnerable individuals and families for services. This focus on serving vulnerable individuals and families through CES may result in a reduction in the number of households served. To learn more about the local Coordinated Entry System, click [Home for Good](#).

Homeless Management Information Systems (HMIS)

All applicants receiving HHAP funds must participate in the Homeless Management Information Systems (HMIS). The system requires data collection and reporting. The Santa Maria/Santa Barbara Continuum of Care operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information and provide universal data elements to the system. HMIS participating agencies can view these universal data elements even if this data is entered by another agency. If a client does not sign the ROI, data is collected but is not viewable outside the HMIS Lead and agency entering data. To learn more about HMIS requirements, please view [HMIS User Central](#). In addition, the standard intake and data standards, HHAP recipients will be asked to enter services in HMIS. Please include staff time for accurate data entry in your HHAP budget.

Funding Available

The Continuum of Care and Administrative Entity went through a local planning process to incorporate input from cities, county staff, service providers, health care professionals, law enforcement, faith-based organizations, and stakeholders to establish local priorities. At their meeting on February 6, 2020, the CoC Governing Board approved the funding amounts for each local priority. One-time HHAP grant funding in the amount of \$760,807 to be dedicated for rental assistance and rapid rehousing, \$299,154 for incentives to landlords to provide dedicated housing units, and Youth Set-Aside allocations of which \$218,220 be dedicated for rental assistance and rapid rehousing, and \$109,110 to outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing.

Funding Available (continued)

Grant Terms

The grant term is 36 months with an anticipated start date of August 1, 2020 to July 30, 2023. All funds must be expended by June 30, 2025; however, given the amount of funding and the eligible uses determined through extensive community engagement, HCD anticipates funds will be fully utilized by June 30, 2023. The budget submitted by the applicant should indicate the funding that will be used in each year. An application must be submitted for each eligible use for which an applicant is seeking funding.

The CoC will monitor spending rates and will redistribute funds if a project is not on track to use all funds on eligible activities prior to the State expenditure deadline (June 30, 2025). Eligible costs will be invoiced to County HCD on at least on a quarterly basis for reimbursement. No matching funds are required.

Program Requirements

Homeless Housing, Assistance and Prevention (HHAP) Requirements

The use of HHAP funds is governed by policies set by the Homeless Coordinating and Financing Council and Assembly Bill 101. To learn more about the state HHAP program, access the [State of CA HHAP webpage](#).

Eligible Applicants

Eligible applicants are private non-profit organizations, units of local government, or for-profit organizations. Applicants will be able to include sub-recipients in a collaborative application in order to maximize effectiveness in addressing homelessness challenges. Sub-recipients must meet the same requirements as applicants.

Eligible Populations

The minimum eligibility criteria for HHAP participants is to meet the definition of homeless cited in [24 CFR 578.3](#). Housing resources are also prioritized in the CoC through the CES. Please learn more about CES and how it may impact the participants in the project at [Home for Good](#).

Program Requirements (continued)

Eligible Costs

County HCD is using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type and may also be impacted by local CoC Written Standards. If an activity is not described as an eligible expense, but is part of assisting households experiencing homelessness obtain and maintain permanent housing and California's Housing First Policy, applicants must obtain express written consent from County HCD prior to use of program funds.

Component Type	Regulation
Street Outreach	24 CFR 576.101
Leasing	24 CFR 578.49
Housing Location/ Stabilization Services	24 CFR 576.105
Rental Assistance	24 CFR 576.106
Housing Search and Placement	24 CFR 576.105(1)

Program Requirements (continued)

Eligible Costs (continued)

HHAP requires a minimum of 8% (\$327,330) of funding to be used to address youth homelessness, which is defined as unaccompanied youth between the ages of 12 and 24 who are experiencing homelessness. This requirement will impact the prioritization of application(s) made by providers of services to homeless youth or youth at risk of homelessness.

Administrative costs are not an eligible activity for applicants/sub-recipients. This does not include staff and overhead costs directly related to carrying out program activities.

As HHAP does not restrict to Fair Market Rent standards, Rent Reasonableness will be the standard for rent payments. Security deposit payments up to twice the amount of the rent are allowed. The amount of rent a participant can sustain long term should be a factor when assisting a participant in choosing a rental unit.

Program Requirements (continued)

California's Housing First Policy – Core Practices and Core Components

Housing First is a proven approach, applicable across all elements of systems for ending homelessness, in which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Housing First providers offer services as needed and do not make housing contingent on the participation in services. (e.g., sobriety, engagement in treatment, service participation requirements).

Additionally, Senate Bill (SB)1380 (Mitchell, Chapter 847, Statutes of 2016) requires all state-funded programs providing housing or housing-based services to people experiencing homelessness to incorporate the core components of Housing First as enumerated in Welfare and Institutions Code Section 8255.

All projects including **services** must align with the Core Practices described in [CCR Title 25, 8409\(b\)](#)

Program Requirements (continued)

California's Housing First Policy – Core Practices and Core Components (continued)

- Projects shall operate in a manner consistent with Housing First practices as reflected in the CoC Written Standards, consistent with subsections below, and progressive engagement and assistance practices, including the following:
- Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;
- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;
- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;
- Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;
- Connecting participants to appropriate support and services available in the community that foster long-term housing stability;
- Offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing.

Program Requirements (continued)

California's Housing First Policy – Core Practices and Core Components (continued)

Proposed activities that provide **housing** must align with the Core Components of Housing First. Welfare and Institutions Code Division 8, Chapter 6.5 8255 (b) "Core components of Housing First" means **all** of the following:

- Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."
- Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- Participation in services or program compliance is not a condition of permanent housing tenancy.
- Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California's Civil, Health and Safety, and Government codes.
- The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than "first-come-first-serve," including, but not limited to, the duration or chronicity of homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents
- Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

Program Requirements (continued)

Written Standards

The CoC has set Written Standards for service. All selected applicants will need to comply with the CoC Written Standards.

Program Requirements (continued)

CoC Participation

All recipients of HHAP funding are to become members of the CoC. From the approved governance charter (Article IV C. 1.) of the CoC, all members shall demonstrate a professional interest in or personal commitment to addressing and alleviating the impacts of homelessness on individuals experiencing homelessness, and on the community at large. The membership commitment may include, but is not limited to participation in the following:

- Attending CoC meetings;
- Reporting to/seeking input from constituencies on key issues and strategies;
- Remaining informed of and communicating needs and gaps;
- Remaining informed of local, state, federal, and private proposals for funding;
- Contributing to informed dialogue on action undertaken by the group;
- Serving on a CoC Standing Committee;
- Participating in administration of the biennial Point in Time (PIT) Count;
- Sharing aggregate outcome and performance data on the successes and challenges of people who are experiencing or have experienced homelessness;
- Engaging in the regular review of data to ensure that high levels of data quality and completeness are maintained;
- Providing input in the development of strategies and action plans to reduce and end homelessness;
- Participating in advocacy and public education efforts.

Method of Evaluation

County HCD Threshold Evaluation

Applications will be evaluated by County HCD for the following (See Application Scoring Criteria, for details):

- Basic review for completeness and capacity;
- Proposal aligns with HHAP eligible use(s) (Rental assistance and rapid rehousing; Incentives to landlords; Youth set-aside for outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing);
- Serves homeless persons or those at imminent risk of homelessness as defined in [24 CFR 578.3](#)
- Alignment with California's Housing First Policy (CCR Title 25, 8409(b) and/or WIC Div.8, Ch. 6.5 8255(b));
- Participation (or commitment to participate) in the Homeless Management Information System; and
- Participation (or commitment to participate) in the Coordinated Entry System.

Method of Evaluation (continued)

Continuum of Care Review and Rank Panel

Applications will be evaluated by the Continuum of Care Review and Rank (R&R) Committee based on the criteria below (See Exhibit A – Application Scoring Criteria for details):

- Demonstration of capacity to fulfill requirements (experience with state/federal grants)
- Project Design and Approach
- Financial Capacity, Feasibility and Sustainability
- Past Performance
- Coordination and Collaboration

The CoC, through their General Rank and Review Policies have put strong emphasis on ability to demonstrate past performance. Applicants may be called or asked to attend an interview on May 28, 2020 to answer questions from the panel regarding the proposed activity.

The area where services are provided may be considered in funding recommendations.

The Continuum of Care R&R Committee will make funding recommendations to be funded through HHAP and ensure all geographic areas have assistance and services available. CoC Governing Board members without a conflict of interest will approve the recommendations. The County Board of Supervisors will review sub-recipient agreements for approval in summer, 2020. Timelines are subject to change.

Application

Applications are accepted electronically via ZoomGrants only. Access to the applications is posted at [County HCD Webpage](#). Click on the ZoomGrants link to go directly to the application(s) you plan to apply for. Applications cannot be accessed from the ZoomGrants website; access is provided only via the link on the County website. Once on the ZoomGrants site, applicants will have access to instructional videos. After creating a username and password (one username and password per agency), applicants may begin work on their applications. ZoomGrants automatically saves work and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 5:00 p.m. on the deadline listed in the NOFA Cover page. Click “Submit” to submit applications.

Caution: When applications are submitted, ZoomGrants will perform a cursory review to assure that all questions were answered and will provide a warning notice for applications with incomplete responses. Applicants may correct errors up until 5:00 p.m. on the application deadline listed in the NOFA Schedule.

Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. Note that ZoomGrants only checks for empty fields and acceptance of an application by ZoomGrants does not ensure that the application is complete. In addition to checking that all responses are complete, check that all required documents have been uploaded.

The application in ZoomGrants including all required attachments must be submitted by **May 15, 2020, 11:59p.m.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Application (continued)

County of Santa Barbara

Homeless Housing, Assistance and Prevention (HHAP)

Deadline 5/15/2020

[VIEW OPEN PROGRAMS](#)

[HIDE FUNDS AVAILABLE](#)

[HIDE INFORMATION ABOUT HHAP](#)

[HIDE PROGRAM REQUIREMENTS](#)

[HIDE LIBRARY](#)

Funds Available [\[hide this\]](#)

The Santa Maria/Santa Barbara County Continuum of Care (CoC) is pleased to issue this Notice of Funding Availability (NOFA) to inform eligible organizations about current grant opportunities. The County Board of Supervisors (BOS) approves all funding contracts. County of Santa Barbara Community Services Department Housing and Community Development (HCD) division serves as the Administrative Entity for the Continuum of Care.

The County of Santa Barbara Community Services Department Housing and Community Development (HCD) division serves as the Administrative Entity for the Continuum of Care. The Santa Maria/Santa Barbara County Continuum of Care (CoC) is pleased to announce the availability of funding through the Homeless Housing, Assistance and Prevention (HHAP) program, a one-time block grant that provides local jurisdictions with funds to support regional coordination and expand or develop local capacity to address our immediate homelessness challenges. Spending must be informed by a best practice framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families to maintain their permanent housing.

Santa Maria/Santa Barbara County Continuum of Care Eligible Activity & Amount Available:

Rental assistance and rapid rehousing \$760,807

Incentives for Landlords \$299,154

Youth Set Aside (Combined CoC and County Allocations) Eligible Activity & Amount Available:

Rental assistance and rapid rehousing \$218,220

Outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing \$109,110

When possible, depending upon the funding amount and source of funding, the Continuum of Care prefers that projects of different component types be scored separately and funding availability be allocated into project types. The Santa Maria/Santa Barbara County Continuum of Care eligible activities will be considered as two separate applications: (1) rental assistance and rapid rehousing, and (2) incentives for landlords. The Youth Set Aside eligible activities will be considered as a single application: applicants should submit projects combining (1) rental housing and rapid rehousing and (2) outreach and coordination.

Geographic distribution of funds:

- Two (2) points will be awarded to non-youth-set-aside applicants providing services countywide.
- Santa Maria/Santa Barbara County Continuum of Care: The review and rank panel will be asked to consider geographic distribution of the homeless population.
- Youth Set Aside: Applicants providing (1) rental assistance and rapid rehousing and (2) outreach and coordination in south county will be given preference.

Maximum number of awards. A maximum of three (3) awards will be made to rental assistance and rapid rehousing applicants. A maximum of two (2) awards will be made to incentives to landlord applicants. A maximum of one (1) award will be made to youth set aside applicants.

Information about HHAP [\[hide this\]](#)

Application (continued)

Summary

(answers are saved automatically when you move to another field)

Application Title/Project
Name

Amount Requested

\$

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information

(changes to this data will be reflected on all other applications for this organization)

Organization Legal Name/Entity Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

Country

Add Address

Telephone

Fax

Website

Federal Tax ID (EIN) (XX-XXXXXXX)

DUNS Number

XXXXXXXXXX

IRS Verification

No current exempt IRS record was found for IDN .

You might try searching the list of organizations whose federal tax exemption was automatically revoked located at the [IRS Select Check Site](#)

Application (continued)

Summary **Application Questions** Tables Documents Activity Log

Application Questions (answers are saved automatically when you move to another field)

1. For which activity type are you applying?
If more than one of the options below applies, please complete a separate application. Youth setaside includes Rental Assistance, Rapid Rehousing, Outreach and/or Coordination.

- Rental Assistance/Rapid Rehousing
- Incentives for Landlords
- Youth Set aside

2. Applicant Information: Is the organization a 501(c)3?

- Yes
- No

3. Applicant Information: Address
Include Street, City, State, Zip Code.

Maximum characters: 255. You have characters left.

4. Applicant Information: Organization Contact
Include Name, Title, Work Phone, Fax, E-mail Address.

Maximum characters: 15000. You have characters left.

5. Applicant Information: Fiscal Agent
Include Name, Title, Work Phone, Fax, E-mail Address.

Application (continued)

Summary Application Questions Tables **Documents** Activity Log

Documents

Instructions [Show/Hide](#)

Please provide the following documents requested. Documents noted as required for your organization must be provided in order to submit your application.

Documents Requested *	Required?	Uploaded Documents *
Required Attachments for Non-Profit Agencies include: Articles of Incorporation and By Laws		<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Non-profit determination letters from the Internal Revenue Service and the California Franchise Tax Board / Tax Exemption Letter for all sub-recipients that have tax exempt status	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Org Chart	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Board of Directors Roster	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Conflict of Interest Statement Download template: Conflict of Interest Statement	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Evidence of non-suspension/debarment for all parties	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Evidence of Insurance (Copy of current insurance coverage). *Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as "additionally insured"	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Most Recent Audited Financial Statements	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: IRS Form W-9	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: IRS Form 990	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Agency Budget or Financial Plan	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Blank client intake form, with documentation of eligibility status – including third-part and self-certifications, as applicable - and signature block of intake staff/supervisor	-none-	<input type="button" value="Upload"/>
Required Attachments for Non-Profit Agencies include: Annual Performance Report or similar report for the same type project generated from the Santa Barbara County HMIS for the period beginning January 1, 2019 and ending December 31, 2019.	-none-	<input type="button" value="Upload"/>

Application Threshold and Ranking Criteria

County HCD Threshold Evaluation	
Basic review for completeness and capacity	<ul style="list-style-type: none"> All required responses and attachments are included. Applicant demonstrates capacity to fulfill all program requirements. Timely audited financial statements Liquidity Measurements of vulnerability (e.g. net profit margin, fundraising efficiency, dependency on the County or a single entity for financial strength) Submitted by deadline
Program eligibility: proposal aligns with HHAP eligible use(s)	<ul style="list-style-type: none"> Project addresses an immediate homelessness challenge focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families maintain their permanent housing: <ul style="list-style-type: none"> Rental assistance and rapid rehousing Incentives to landlords Youth set-side for combined rental assistance and rapid rehousing and outreach and coordination to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing
Program eligibility: serves homeless persons or those at imminent risk of homelessness	<ul style="list-style-type: none"> Serves homeless persons or those at imminent risk of homelessness as defined in 24 CFR 578.3
Alignment with California's Housing First Policy	<ul style="list-style-type: none"> The applicant has addressed the core practices for services projects (CCR 25 8409 b) and all core components (WIC Title Chapter 6.5 8255 b) in California's Housing First Policy for housing projects. Alignment with California's Housing First Policy <ul style="list-style-type: none"> CCR Title 25, 8409(b) and/or WIC Div.8, Ch. 6.5 8255(b)
Homeless Management Information System	<ul style="list-style-type: none"> The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting.
Coordinated Entry System	<ul style="list-style-type: none"> The applicant commits to participation in CES. Street Outreach must serve as entry points. Rental Assistance and Rapid Rehousing, Housing Location Services (Landlord Incentives) and Permanent Housing must receive all referrals from CES.

Application Threshold and Ranking Criteria

CoC Review and Rank Panel	
Applicant Capacity Max score: 15	<ul style="list-style-type: none"> • Experience providing similar services and housing to homeless persons or other vulnerable populations for which funds are being requested. • Experience addressing the needs of the target population • Sufficient capacity for project oversight and administration
Project Design and Approach Max score: 20	<ul style="list-style-type: none"> • Project is based on best-practices framework proven methods • Project approach demonstrates positive outcomes • Project design reflects CoC Written Standards and ability to address homeless challenges • Anticipated numbers served appear reasonable given the prioritization of vulnerable individuals and families within the homeless population • Staffing pattern is reasonable to provide long term housing retention.
Financial Capacity, Feasibility and Sustainability Max score: 18	<ul style="list-style-type: none"> • Budget clearly shows use of funds and staffing pattern to sustain project • Reasonable project costs • Degree to which project leverages agency and community resources • Outstanding and/or unresolved audit findings • Demonstrated capacity to operate the project based on its budget • Demonstrated capacity to effectively manage the finances of the project (e.g. invoices submitted in a timely, complete manner) • Describes specifically how the project will continue after the one-time funding is exhausted, or how it will end with the least negative impact on participants
Past Performance Max score: 35	<ul style="list-style-type: none"> • Provided annual performance report demonstrates a proven track record of permanently housing individuals and/or families in a similar project • Data collection and reporting will allow for accurately reflected outcomes and performance • Clearly addresses how a current/similar project enhances system performance by reducing the length of time persons experience homelessness, reduces returns to homelessness, and increases both cash and non-cash income of participants
Coordination and Collaboration Max score: 12	<ul style="list-style-type: none"> • Preference for applicant providing services countywide (2 pts.) • Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication • Agency demonstrates history of collaboration • Coordination with other agency activities and funding sources • Links participants to mainstream resources and critical services not provided by the project • Adequate staffing for Coordinated Entry System participation and case conferencing • If sub-recipients, clearly show role of each agency and partnership

Appeals Process

The Review and Rank Panel reviews all applications and ranks them to make funding recommendations to the CoC Board. Applicants may request anonymized, individual panelists' scores after the funding award announcement. Applicants may appeal the decision by following the process set forth below.

1. MEMBERS OF THE APPEALS PANEL

The Appeals Panel shall consist of three (3) members. These members may be selected from non-profits, foundations, consumers, government, and private agencies with experience in grant administration and homelessness projects.

The Appeals Panel will be selected by the Competition Facilitator of the Review and Rank process.

Appeals Panel members must not have a conflict of interest with any of the agencies or parties applying for funding as defined by the existing Review and Rank Panel conflict of interest rules.

2. APPEAL ELIGIBILITY

A project may appeal if:

1. The Review and Rank panel awards no funding
2. The Review and Rank Panel awards only partial funding

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

3. SUBJECTS FOR APPEAL

Appeals may be made only on the following bases:

- Inaccuracy in information provided to the Review and Rank Panel (by entities other than the applicant) resulting in a reduced score
- A failure of the panel as a whole, or individual panel members, to follow the Review and Rank process resulting in a reduced score
- A review of scoring shows an inconsistency in the way the scoring factor(s) was/were applied

NOTE: Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible. An objection to the Ranked List based on any of these concerns must be brought, if at all, to the Continuum of Care Board, and not to the Appeals Panel.

Appeals Process

4. APPEALS PROCESS

Any Project Applicant seeking to appeal must adhere to the included timeline. Failure to meet a deadline in the timeline voids the Project Applicant's appeal.

- A. Project Applicants will have a specific number of days after the issuance of the decision to provide notice to the Competition Facilitator of an intent to appeal. The number of days will be stated in the local NOFA and may vary depending of the funder's timeline. This notice must be sent via email at an address included in the NOFA and must include:
 - i. A statement as to why the project is eligible to appeal.
 - ii. The basis for the appeal.
 - iii. A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the facilitator a sufficient understanding for the basis of the appeal.
- B. The Competition Facilitator will contact the appealing Project Applicant in an attempt to clarify the scoring decision and determine if the appeal can be resolved without requiring a formal hearing.
- C. If a resolution is not possible, the Project Applicant will submit a formal appeal pursuant to the official timeline provided in the local NOFA.
 - i. The Formal Appeal must consist of a short, clear, written statement no longer than two pages of the basis for the Project Applicant's appeal of the Review and Rank Panel's decision.
 - ii. The Formal Appeal must be sent as an attachment to the Competition Facilitator at the email provided in the local NOFA.
- D. Upon timely receipt of the Formal Appeal, the Competition Facilitator will convene the Appeal Panel and set a time and date for the Appeal Hearing. The Appeal Hearing shall be closed to the public.
- E. The Appeal Hearing shall be conducted according to the following procedure:
 - i. The Appeal Hearing will be conducted telephonically.
 - ii. The Appeal Panel will join the call with the Competition Facilitator and a representative of the Review and Rank Panel.
 - iii. The Competition Facilitator will explain the facts of the appeal and answer any procedural questions.
 - iv. The Appeal Panel may ask the Review and Rank Panel member questions about the Review and Rank Process to clarify what occurred during Review and Rank from the Panel's perspective and what information the Panel considered in evaluating the Project Applicant.
 - v. The appealing Project Applicant will then join the phone call. The appealing Project Applicant will be allotted time to explain their appeal. The Appeal Panel may then ask any questions of the appealing Project Applicant. The appealing Project Applicant then leaves the phone call. The Review and Rank Panel member also leaves the call after taking any final questions.
 - vi. The Appeal Panel conducts a discussion of the appeal and takes a formal vote.
- F. The Appeal Panel may consider the effect of its decision on other Project Applicants and may include those project applicants in the appeals discussion.

The decision of the Appeal Panel is final. The only exception is that the Continuum of Care Board may alter the final funding recommendations of the Review and Rank Panel for a legitimate reason after the Appeal Panel has issued its decision(s). In so doing, the Continuum of Care Board must consider both the needs of the community and the obligation to issue funding based on the published criteria and aligned with the process.

Q&A and HCD Contact

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