



# COUNTY OF SANTA BARBARA

## NOTICE OF FUNDING AVAILABILITY

Overnight Parking for Persons Experiencing Homelessness

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### General Information

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TITLE: Expansion of Overnight Parking Programs

CONTACT: Kimberlee Albers, Homeless Assistance Program Manager

CONTACT EMAIL: [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us)

CONTACT PHONE/FAX: 805-560-1090 / 805-560-1091

ISSUE DATE: January 13, 2020

Application Deadline:  
**January 31, 2020**  
**5:00 pm**

County of Santa Barbara  
Community Services Department  
Housing and Community Development Division  
123 E. Anapamu St., Second Floor  
Santa Barbara, CA 93101  
[www.countyofsb.org/housing/homelessprograms/current-nofa.sbc](http://www.countyofsb.org/housing/homelessprograms/current-nofa.sbc)

## 1. Introduction

The State of California has made funding available including California Emergency Solutions and Housing Program (CESH), to provide grants to administrative entities to assist persons who are experiencing or are at risk of homelessness. State homelessness programs operate under the requirements of Health and Safety Code, Part 2 of Division 31 Chapter 2.8, commencing with section 50490 and including sections 50490.1, 50490.2, 50490.3, 50490.4, and 50490.5. The County of Santa Barbara Housing and Community Development Division (HCD) is the local administrative entity for HUD CoC, ESG, CESH and HEAP funds.

## 2. Objective and Eligible Uses

The County of Santa Barbara is issuing this Notice of Funding Availability (NOFA) to identify an experienced organization(s) to provide overnight parking that offer secure lot parking and supportive services, including linkages to permanent housing, for homeless persons living in vehicles. Estimated funding in the amount of \$300,000 is projected to be available for overnight parking in South County with the goal of providing 50 new spots. An additional \$184,000 in funding is estimated to be available for overnight parking in North County with the goal of providing 30 new spots. Successful applications will highlight agency experience with vehicular homelessness and existing infrastructure for connecting participants to housing interventions consistent with the CoC's low-barrier, service-intensive, Housing First approach to homelessness. Administrative costs are not an eligible activity for applicants.

## 3. Scope of Work

Programs funded under this RFP will be expected to identify and provide new lots for overnight parking within Santa Barbara County. The lots must provide safe and secure sites for homeless individuals living in their vehicles. Funded programs must provide a lot attendant, access to restroom facilities, and services as described in Section 7.5 of this RFP. Suggested hours of operation are from 7pm to 7am.

## 4. Coordinated Entry System (CES)

The Santa Maria/Santa Barbara County Continuum of Care (CoC) implemented a Coordinated Entry System (CES) in January 2018 after months of community-wide planning. Successful applicants will demonstrate the capacity and commitment to serve as an entry-point to the CES and prioritize access to housing based on established CES policies and procedures and avoid duplication of services and assistance. Learn more about the Coordinated Entry System and how it may impact the project participants at [www.homeforgoodsbc.org](http://www.homeforgoodsbc.org).

## 5. Homeless Management Information Systems

All applicants receiving funds must participate in the Homeless Management Information Systems (HMIS). The system requires data collection and reporting. The Santa Maria/Santa Barbara County Continuum of Care operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information (ROI) 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 Agency (County) and the agency entering data. To learn more about HMIS requirements, please view [HMIS User Central](#).

## 6. Funding Available

Funding in the amount of **\$300,000** for South County and **\$184,000** for North County is estimated for overnight parking activities for a grant period of three years. The expansion of overnight parking programs in North and South County was identified as a critical need after the 2019 PIT Count revealed 398 households living in their vehicles and was incorporated

into the 2019-20 County Work Plan to Address Homelessness. Applicants are encouraged to apply for funding for overnight parking in connection with other resources available within the CoC, particularly funding available for housing interventions. Funding amounts are still under review and if adjusted, selected applicant(s) would be asked to modify budgets to match the funding allocation.

## **6.1 Grant Amounts**

Funding in the amount of \$300,000 is projected to be available for overnight parking in South County with the goal of providing 50 new spots. An additional \$184,000 in funding is estimated to be available for overnight parking in North County with the goal of providing 30 new spots. HCD is looking to award a maximum of one grant each for North County and South County. Applicants can also submit a combined application in the amount of \$484,000 to operate programs in both North and South County. Project budgets will be detailed in a budget workbook included in the application.

## **6.2 Grant Term**

The initial grant term is 3 years with an anticipated start date of April 1, 2020. Budgets should reflect the entire grant period. Eligible costs will be invoiced to County HCD on at least a quarterly basis for reimbursement. No matching funds are required.

# **7. Program Requirements**

## **7.1 State of CA Funds**

The funds available are provided by the State of California and include CA Emergency Solutions and Housing Programs. To learn more about SB 2 the Building and Jobs Act and CESH program access [CA Emergency Solutions and Housing Program Webpage](#).

## **7.2 Eligible Applicants**

Eligible applicants are private non-profit organizations and units of general purpose local government defined in 24 CFR §576.2.

## **7.3 Eligible Populations**

The minimum eligibility criteria for Overnight parking participants is to meet the definition of homelessness cited in 24 CFR 578.3. Successful applicants will demonstrate the capacity and commitment to serve as an entry-point to the CES and prioritize access to housing based on established CES policies and procedures and avoid duplication of services and assistance.

## **7.4 Eligible Costs**

Eligible costs to operate and maintain lots. Eligible costs for housing navigation and stabilization services are described in 24 CFR 576.101, 24 CFR 576.105 and 24 CFR 576.106. Administrative costs are not an eligible activity for sub-recipients.

## **7.5 California's Housing First Policy – Core Practices and Core Components**

The project 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). An AE or sub-recipient allocated funds for eligible activities that provide permanent housing shall incorporate the core components of Housing First, as provided in Welfare and Institutions Code Div. 8, Ch. 6.5 Section 8255, subdivision (b). 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.

Proposed activities must align with the Core Practices described in CCR Title 25, 8409 (b) and below;

Projects shall operate in a manner consistent with housing first practices as reflected in the Continuum of Care 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.

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.

## 7.6 Written Standards

The Continuum of Care has set written standards for service. All selected applicants will need to comply with the CoC Written Standards.

## 7.7 Continuum of Care Participation

All sub-recipients of this funding are to become members of the Continuum of Care. 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 member's 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; and
- Participating in advocacy and public education efforts.

## 8. Method of Evaluation

### 8.1 County HCD Evaluation

Applications will be evaluated by County HCD for the following:

- Serves homeless persons as defined in 24 CFR 578.3
- Alignment with California's Housing First Policy
- Participation in the Homeless Management Information System
- Participation in the Coordinated Entry System
- Applicant Capacity including experience in Santa Barbara County with overnight parking programs and existing infrastructure for connecting to housing interventions
- Proposed project's financial feasibility, sustainability and approach
- Coordination and Collaboration

HCD will make funding recommendations regarding overnight parking programs to be funded. The County Board of Supervisors will review sub-recipient agreements for approval in March 2020.

## 9. Application

Applications are available by contacting [roclowry@co.santa-barbara.ca.us](mailto:roclowry@co.santa-barbara.ca.us).

Applicants are responsible for ensuring that all required materials listed below are submitted by the deadline identified in this NOFA and in the format described in this section. If required attachments have been submitted to Community Services in the past 90 days, County will work with agency staff to acquire.

- One (1) complete original, wet-signature application that includes all required attachments:

- Application Form
  - Budget Workbook, including budget narrative section
  - Articles of Incorporation and By Laws
  - Tax Exemption Letter, if applicable
  - Conflict of Interest Statement
  - Most Recent Audited Financial Statements
  - IRS Form W-9
  - Most Recent IRS Form 990
  - Board of Directors Roster
  - Organization Chart
  - Current Agency Operating Budget or Financial Plan
  - Application Certification
  - HMIS Participation Certification
  - Evidence of Insurance
    - Copy of current insurance coverage (General Liability, Automobile, Worker’s Compensation, etc.)
    - Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as “additionally insured”
  - Blank client intake form, with documentation of eligibility status – including third-part and self-certifications, as applicable - and signature block of intake staff/supervisor
  - Copy of single audit, if applicable
  - Resumes of Project Staff
- Three (3) copies of the following documents and attachments printed double-sided:
    - Application Form
    - Budget Workbook
    - Application Certification
    - HMIS Participation Certification
  - An electronic copy of the complete application, including all required attachments.

*The electronic copy of the complete application, including all required attachments must be submitted via email to [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us) no later than 5:00pm on January 31, 2020.*

*The original application and three (3) printed copies must be received at the address below by 5:00 pm on January 31, 2020. Applications received after this deadline will not be accepted, regardless of postmark date.*

County of Santa Barbara  
 Community Services Department, Housing and Community Development Division  
 123 E. Anapamu St., Second Floor  
 Santa Barbara, CA 93101  
 Attn: Kimberlee Albers, Homeless Assistance Program Manager

The original application and printed copies should be paper-clipped on the top left corner and submitted to the address above. Please do not staple.

For more information, contact:  
 Kimberlee Albers, Homeless Assistance Program Manager  
 Email: [kalbers@co.santa-barbara.ca.us](mailto:kalbers@co.santa-barbara.ca.us) Phone: (805) 560-1090