Napa Continuum of Care

2020 Supplemental Application for Noncompetitive Rapid Re-Housing Allocation Emergency Solutions Grant Funds

A Tradition of Stewardship
A Commitment to Service

SECTION I: GENERAL INSTRUCTIONS

This supplemental application is for Rapid Re-Housing programs seeking noncompetitive funding through the federal Emergency Solutions Grant (ESG) Program established by the U.S. Department of Housing and Urban Development (HUD), as well as the California Department of Housing and Community Development's (HCD) California Emergency Solutions Grant (CA ESG).

A. Please read the ESG 2020 Notice of Funding Availability (NOFA) for the Balance of State (BoS) Allocation, as well as the federal and State ESG regulations and CA ESG Program guidelines cited above.

B. **Application Submittal:**

Applicants must submit this supplemental application along with the 2020 Noncompetitive Application for the Balance of State Allocation to napa@homebaseccc.org **by 5 p.m. on April 24, 2020.**

FORM 1: APPLICANT EXPERIENCE (20 points)

a. How many years of experience does the Applicant have operating the ESG activity proposed in the application?

☐ 6+ Years
☐ 3 – 5 Years
☐ 1 – 2 Years
☐ Less than 1 Year

Identify the period. If less than a full year, include months:

____ to ____

b. How many years does the Applicant have experience operating a similar activity?

Note: The similar activity must be a **'like'** activity. (**For example**, CalWORKs RR is similar to ESG RR; the Section 8 Housing Choice Voucher Program is similar to RR).

☐ 6+ Years
☐ 3 – 5 Years
☐ 1 – 2 Years
☐ Less than 1 Year

c. Describe the similar activity in 100 words or less **:** ______________________

d. List up to three (3) similar activities for the period identified in b above. If less than a full year, include months.

Name of Activity	Location	Time Period	Principal Funding Source

e. HCD ESG Contracts Administered in the last three years (- 20 Points)

For applicants who have received ESG funding in the past three years, up to twenty (20) points will be deducted based on the following:

- Whether the Department has terminated or disencumbered ESG funding;
- Whether the applicant has any unresolved monitoring findings in ESG that pose a substantial risk to the Department; and,
- Whether the applicant has not submitted ESG annual reports in a timely manner.

List all ESG contracts received from the Department and information for the bulleted items above for the last three years:

ESG Contract #	**Terminated and/or Disencumbered ESG contracts**	**Unresolved monitoring findings**	**Name and year of the annual report(s) submitted late**

FORM 2: PROGRAM DESIGN (19 points)

The ESG Core Practices which fall into three primary areas: **Coordinated Entry Process** (25 CCR 8409(a)); **Housing First Practices** (25 CCR 8409(b)); and **Progressive Engagement** (25 CCR 8409(b) (6)).

a. Core Practices Tables

Instructions: Complete the Core Practice Table that is applicable to the primary activity being requested in this Application. Indicate the frequency with which the practices described in the Core Practice Table are implemented within your ESG activity.

Rapid Re-Housing

Coordinated Entry, Housing First and Progressive Assistance Practices

Coordinated Entry Participation and Program Screening, Triage and Access	*Implementing*	*Not Implementing*
A. All referrals to the program, including screening for program eligibility and prioritization, occur according to the CoC's Coordinated Entry system protocols.		
B. All people who are literally homeless who cannot quickly secure housing on their own or with another form of assistance are screened for and offered rapid re-housing assistance, to the extent they are eligible and assistance is available.		
C. Program admission is prioritized for people with the most urgent and severe needs (as defined in § 8409. Core Practices).		
D. Program participants are referred to other forms of homeless assistance in the CoC service area according to the CoC's Coordinated Entry system procedures.		
E. Program participants are provided access to rapid re-housing assistance without preconditions, such as sobriety or minimum income level.		

Housing First, Progressive Engagement & Assistance Practices (Rapid Rehousing)	*Implementing*	*Not Implementing*

F. Participants and staff understand that the primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of other personal issues or concerns.		
G. Participant assessment focuses on barriers to obtaining and/or maintaining housing (e.g., past rental/credit/criminal history, current income, legal issues, knowledge of tenant rights and responsibilities, etc.).		
H. Participants are assisted with creating and (for ongoing assistance) updating individualized Housing Plans, designed to re-house and stabilize participants as quickly as possible.		
I. Participants are provided assistance to locate and obtain permanent housing, financial assistance for move-in and stabilization costs and housing case management in order to achieve their Housing Plan goals. This includes assistance to address tenancy problems that may jeopardize housing. Assistance is provided: • Without additional preconditions, such as employment or sobriety; *and,* • With understanding that housing may cost greater than 30% of participant income and be precarious.		
J. Staff helping participants are aware of and know how to access a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) to help participants achieve their Housing Plan goals.		
K. Staff are aware of and know how to access other community resources (e.g., legal services, subsidized childcare) that can help participants achieve their housing placement and stabilization goals.		
L. Participation in services unrelated to obtaining or maintaining permanent housing is voluntary.		

b. Program Staffing Patterns

<u>Instructions</u>: In the table below, list the staff that provide direct client services for the proposed ESG activity. Do <u>not</u> include staff that may have contact with clients but do not provide direct client services; for example, program management, cooks, food handlers and security guards. Add more rows if necessary to list staff proving direct client services. Also, provide a description of the staff duties and the percentage of the staff time spent providing direct client services.

This question will be evaluated to determine if program staffing patterns support the Applicant's ability to implement the proposed activity.

Job Title	**Duties**	**FTE**

FORM 3: NEED FOR FUNDS (10 points)

Provide a narrative which explains the following:

i. Why the proposed activity meets a high need in your community. Explain how your data supports your analysis of need for the proposed activity;

ii. What population(s) your activity will serve and what the need is for that population(s) to be served relative to others; and,

iii. If the program is targeting any subpopulation(s), explain why they are in need of targeting and if the subpopulation targeting is consistent with Core Practices (25 CCR 8409).

FORM 4: IMPACT AND EFFECTIVENESS (30 points)

Scoring for the **Project Level Performance Data** in the Impact and Effectiveness rating factor will be evaluated using data from HMIS for the federal fiscal year 2018-19, (October 1, 2018- September 30, 2019) or for those projects not in operation during this entire time period, the most recent 12-month period. Victim Service Providers or Legal Assistance Providers may use data from a HUD-compliant comparable database.

Scoring for Impact and Effectiveness will be **'like to like'** activities, (i.e., RR to RR).

Reporting period: _____ to _____

- Yes • No Reported data is from HMIS or a comparable database.

- Yes • No A copy of the HMIS or comparable database report(s) corresponding to the data below is included in this application behind Attachment F.

a. Project Level Performance Data for the Proposed Activity

Instructions: The information below should include all program participants (those assisted with ESG and other funding). Using the definitions provided below, complete Questions 1 and 2 for this section and attach supporting documentation.

Definitions:

- **Individual Leavers**
  Individual leavers are persons who exited the project and are no longer enrolled in the project as of the last day of the reporting period. The method of determining a leaver is based on the client's last project exit.

- **Permanent Housing Destination**
  A permanent housing destination is a subsidized or unsubsidized housing situation and also includes living with family or friends on a permanent basis. Program participants with the following destinations at exit should be included, (based on HUD's HMIS Data Standards).

  - Owned by client, no ongoing housing subsidy
  - Owned by client, with ongoing housing subsidy
  - Rental by client, no ongoing housing subsidy
  - Rental by client, with VASH housing subsidy
  - Rental by client, with ongoing housing subsidy
  - Moved from one HOPWA funded program to HOPWA permanent housing program

- PSH for formerly homeless persons
- Staying or living with family, permanent tenure
- Staying or living with friends, permanent tenure

1) Average length of stay for individual leavers: ________

2) Individual leavers exiting to permanent housing:

- **<u>Column A</u>** enter the total number of <u>Individual Leavers</u> who exited to a permanent housing destination in the reporting period.

- **<u>Column B</u>** enter the total number of <u>Individual Leavers</u> who exited to any destination for the applicable activity in the reporting period.

<u>A</u> **Total # of Individual Leavers who exited to a Permanent Housing Destination:**	**<u>B</u>** **Total # of Individual Leavers who exited to any destination:**	**<u>C</u>** **A÷Bx100=C (%)**

FORM 5: COST EFFICIENCY (10 points)
Instructions for Cost Efficiency analysis:

a. Scoring for this rating factor will be evaluated using data from HMIS and expenditure data for federal fiscal year 2018-19, (October 1, 2018 - September 30, 2019) or for those programs not in operation during this entire time period, the most recent 12-month period. Victim Service Providers and Legal Services Providers may use data from a HUD-compliant comparable database.

b. **The following definitions should be used when completing this section.**

- **Individual Leavers**
  Individual Leavers are persons who exited the project and are no longer enrolled in the project as of the last day of the reporting period. The method of determining a leaver is based on the client's last project exit.

- **12-Month Program Expenditures**
  Program expenditures are the applicant's expenditures from all sources of funding for the proposed activity during the period covered, (see paragraph b below), including HMIS, administration and indirect costs associated with the activity.

- **Permanent Housing Destination**
  A permanent housing destination is a subsidized or unsubsidized housing situation and also includes living with family or friends on a permanent basis. Program participants with the following destinations at exit should be included, (based on HUD's HMIS Data Standards):

  - Owned by client, no ongoing housing subsidy
  - Owned by client, with ongoing housing subsidy
  - Rental by client, no ongoing housing subsidy
  - Rental by client, with Veteran's Affairs Supportive Housing (VASH) housing subsidy
  - Rental by client, with ongoing housing subsidy
  - Moved from one Housing Opportunities for Persons with Aids (HOPWA) funded program to HOPWA permanent housing program
  - Permanent Supportive Housing (PSH) for formerly homeless persons
  - Staying or living with family, permanent tenure
  - Staying or living with friends, permanent tenure

c. Applications will be evaluated based on the average cost per exit to permanent housing based on the total ESG program expenditures for the proposed activity and the number of exits to permanent housing. **Provide 12-month program expenditure documentation behind Attachment G.**

Note: The Department may require additional documentation to verify the accuracy of the information provided. Such documentation shall be provided upon the request of the Department.

Cost Efficiency Analysis

a. Enter the corresponding dates of the program expenditures provided below:

From _____ to

b. Enter the source of exit and outcome data: ______________________

c. Complete the table below:

Total 12-month Program Expenditures	***Divided by***	**Total # of Individual Leavers who Exited to a Permanent Housing Destination***	***Equals***	**Average Cost per Permanent Housing Outcome**
	/		=	

***Should match the Project Level Performance Data provided in the Impact and Effectiveness Form, Question 2, Column A.**