

NAPA COUNTY CONTINUUM OF CARE

On February 28, 2020, the State of California Department of Housing and Community Development (HCD) released a Notice of Funding Availability (NOFA) for the state-administered Emergency Solutions Grant (ESG) Program Allocation. See https://www.hcd.ca.gov/grants-funding/active-funding/esg/docs/2020_ESG_Balance_of_State_NOFA.pdf for application requirements.

The CoC must recommend provider applicants for both the noncompetitive Rapid-Rehousing (RR) allocation and the Balance of State (BoS) regional competition. In so doing, the CoC shall follow a fair and open process that uses criteria consistent with the criteria and performance measures outlined by state regulations.

This document summarizes a proposed timeline for the ESG application, review, and recommendation process. In addition, it summarizes the applicant review process and scoring criteria as adopted by the Napa CoC Board in 2019; this timeline, review, and recommendation process will be presented to the CoC Board on April 2, 2020 for approval.

ESG PROCESS TIMELINE (PROPOSED FOR ADOPTION BY COC ON APRIL 2, 2020)

Please note dates (other than deadlines in bold) may be subject to change.

February 28, 2020	Balance of State NOFA and Application Released
March 17, 2020	ESG NOFA announced to CoC listserv, inviting applicants and requesting submission of letters of intent to apply by April 1, 2020
March 23, 2020	CoC Funding Committee meeting – review of CoC ESG Timeline, Application and Preliminary Review Process and Scoring Criteria
Week of March 23	Homebase notifies Napa providers and community of the preliminary CoC ESG Timeline, Application and Preliminary Review Process and Scoring Criteria, provides further opportunity for community comment
April 1, 2020	Letters of Intent to Apply for ESG Funding due
April 2, 2020	CoC Board reviews draft scoring criteria and policies and adopts final draft
Week of April 2	ESG NOFA information posted on Napa County website

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April 3, 2020	Homebase provides technical assistance workshop for all potential applicants
April 24, 2020	All applicants must submit their ESG applications (and any supplementary material) to Homebase staff by 5 p.m. at napa@Homebaseccc.org .
April 24 – April 28, 2020	Homebase reviews applications, provides threshold analysis for completeness and eligibility of applications
April 29-May 1, 2020	Homebase distributes project submissions and scoring criteria to Review and Rank Committee members
April 29-May 1, 2020	ESG Review and Rank Committee meets to rate the applications for review (date subject to committee member availability)
May 1, 2020	Applicants notified of Review and Rank recommendations for funding
May 7, 2020	CoC Board considers/approves recommendations and results posted on website
May 21-25, 2020	Homebase works with recommended applicants to finalize applications and with CoC to prepare applications/recommendations
May 25, 2020	Governing Board Authorizing Resolution and other application attachments due
<u>May 26, 2020</u>	Mailing Date for Award Package (overnight mail)
<u>May 28, 2020</u>	Due date to HCD

REVIEW PROCESS (APPROVED 4.23.19)

1. Napa CoC designates and authorizes its Board to recruit between three and five Review and Rank panel members who are:
 - a. Knowledgeable about homelessness and housing in the community and who are broadly representative of the relevant sectors, subpopulations, and geographic areas;
 - b. “Neutral,” meaning that they are not employees, staff, or otherwise have a business or personal conflict with the applicant organizations; and
 - c. Willing to review projects with the best interest of homeless persons in mind.
2. Applicants for noncompetitive Rapid Re-housing funding will submit the HCD ESG application for the noncompetitive recommendation as well as the supplemental local materials to the Review and Rank Committee at napa@Homebaseccc.org by the applicant deadline.
3. Applicants for the competitive Balance of State funding will submit the HCD ESG application form for the competitive recommendation to the Review and Rank Committee at napa@Homebaseccc.org by the application deadline.
4. Review and Rank Committee will review all ESG project applications for the noncompetitive Rapid Re-Housing recommendation and for the competitive Balance of State recommendation in separate processes, and rate them using the approved scoring tool. The final average scores and rankings for projects must be put into writing, and submitted to the Continuum of Care Coordinator. In separate selection processes, the Review and Rank Committee will recommend applicants for both the noncompetitive Rapid Re-Housing funds and for the Balance of State competition by considering:
 - a. How to best serve the needs of the homeless in Napa County; and
 - b. Any other considerations that would affect the CoC’s ability to put forth the most competitive applications for ESG funds in order to receive the maximum ESG funding in both pools;
5. Napa CoC authorizes the CoC Board to review the Review and Rank Committee’s scores and recommendations, and recommend to HCD applicants for both the noncompetitive Rapid Re-Housing funds and for the Balance of State competition. In so recommending, the Napa CoC Board shall consider:
 - a. Review and Rank Committee’s scores and recommendations;
 - b. How to best serve the needs of the homeless in Napa County; and
 - c. Any other considerations that would affect the CoC’s ability to put forth the most competitive applications for ESG funds in order to receive the maximum ESG funding in both pools.
6. Napa CoC authorizes the CoC Board to ensure:

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- a. The process timeline outlined above is followed;
- b. Verification is made that each proposed project will operate, or facilities will be located, within an eligible Napa County community;
- c. Recommended projects meet eligibility and threshold requirements for ESG funding;
- d. CoC-generated application materials are provided to applicants in a timely manner;
and
- e. CoC certification, resolutions, and other materials are filed in a timely manner.