

## NAPA COUNTY CONTINUUM OF CARE

On June 13, 2022 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 [NOFA](#) for application requirements.

The CoC may 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 2021; this timeline, review, and recommendation process will be presented to the CoC Board for approval.

### ESG PROCESS TIMELINE APPROVED 7 1 22

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

<b>June 13, 2022</b>	<b>Balance of State NOFA and Application Released</b>
<b>June 14, 2022</b>	<b>ESG NOFA announced to CoC listserv, inviting applicants and requesting submission of letters of intent to apply by June 27, 2021</b>
June 16 -23, 2022	Homebase notifies Napa providers and community of the preliminary ESG Timeline, Application and Preliminary Review Process and Scoring Criteria, and provides opportunity for community comment
June 24, 2022	CoC Board votes to approve ESG Timeline, Application and Preliminary Review Process and Scoring Criteria via email
<b>June 27, 2022</b>	<b>Letters of intent to apply for ESG funding due</b>
Week of June 27, 2022	Board-approved ESG NOFA information posted on Napa County website. Recruit review and rank panelists if needed
July 1, 2022	Homebase provides online technical assistance workshop for all potential applicants

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July 18, 2022	<u>All applicants must submit their ESG applications</u> (and any supplementary material) to Homebase staff by 5 p.m. at <a href="mailto:napa@Homebaseccc.org">napa@Homebaseccc.org</a> .
July 18-25, 2022	Homebase reviews applications, provides threshold analysis for completeness and eligibility of applications
July 25, 2022	Homebase distributes project submissions and scoring criteria to Review and Rank Committee members*
July 27-29, 2022	ESG Review and Rank Committee meets to rate the applications for review (date subject to committee member availability)*
August 1, 2022	Applicants notified of Review and Rank recommendations for funding*
August 4, 2022	CoC Board considers/approves recommendations; authorizes Board chairs to sign recommendation package certifications; and <b>results posted on website</b>
August 5 -12, 2022	Homebase works with recommended applicants to finalize applications and with CoC to prepare applications/recommendations
<b>August 12, 2022</b>	<b>Governing Board Authorizing Resolution, CoC Recommendation, and all other application attachments due</b>
<b><u>August 17, 2022</u></b>	<b>Governing Board Authorizing Resolution, applications, CoC recommendation package and attachments due to HCD via eCivis platform no later than 5 pm PDT</b>

*\*If Review and Rank panel is required (see local process below)*

1. If the number of applications received for competitive and non-competitive funds exceeds the number of applications Napa is permitted to submit to HCD for the balance of state competition, the 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. It is the policy of the Napa CoC to solicit and encourage multiple and new applicants for funding. However, if the number of applications received for non-competitive and competitive funds does not exceed the number of applications Napa is permitted to submit to HCD for the balance of state competition, in lieu of the ESG Review and Rank Committee process, Homebase will review each application for threshold eligibility and completeness and present the findings to the CoC for discussion. The CoC Board will vote to recommend applicants for the Balance of State competition.
3. If the number of applications received for non-competitive funds exceeds the number of applications Napa is permitted to submit to HCD, applicants for noncompetitive Rapid Re-housing funding will submit the HCD ESG application for the noncompetitive recommendation *and* supplemental local materials to the Review and Rank Committee at [napa@homebaseccc.org](mailto:napa@homebaseccc.org) by the applicant deadline.
  - a. If the number of applications received by the CoC does *not* exceed the number of applications that Napa is permitted to submit, then non-competitive applicants need only provide the HCD ESG non-competitive application and no supplemental local materials are required and the application will be reviewed for eligibility.
4. Applicants for the competitive Balance of State funding will submit relevant sections of the HCD ESG competitive application form, as identified in the technical assistance workshop, for the competitive recommendation to the Review and Rank Committee at [napa@homebaseccc.org](mailto:napa@homebaseccc.org) by the application deadline.
5. If there are more applications than can be recommended to HCD are received for the competitive and noncompetitive funding, the 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;
6. Napa CoC authorizes the CoC Board to 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, if the committee is convened, or if not, Homebase's reviews of the applications;
  - 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.
7. Napa CoC authorizes the CoC Board to ensure:
- 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, with signatures by the Board chairs or their designees.