

COUNTY OF SAN LUIS OBISPO

REQUEST FOR PROPOSALS

Homeless Housing, Assistance and
Prevention Program (HHAP) Round 1



San Luis Obispo County
Department of Social Services
April 20, 2021

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Overview

On July 31, 2019, the Governor signed into law Assembly Bill 101 (AB101), creating the ***Homeless Housing, Assistance and Prevention Program (HHAP)***. HHAP was authorized as a one-time, block grant program to support regional coordination and expansion or development of local capacity to address homelessness. The grant provides funds to Counties, large cities, and Continuums of Care. In addition to HHAP funding authorized under AB101, a second round of HHAP funding was authorized in 2020 under Assembly Bill 83 (AB83). This Request for Proposals (RFP) covers only Round 1 of HHAP funding. A separate RFP will be issued for Round 2 funding at a later date.

HHAP funding authorized under AB101 was awarded to the County of San Luis Obispo and also to the San Luis Obispo County Continuum of Care (CoC). The County's Homeless Services Oversight Council (HSOC) has designated the County of San Luis Obispo to be the Administrative Entity (AE) for the CoC's HHAP grant. This Request for Proposals (RFP) is for both the grant awarded directly to the County as well as the grant awarded to the San Luis Obispo County CoC.

The Program

HHAP is administered by the California Homeless Coordinating and Financing Council (HCFC), a subdivision of the California Business, Consumer Services and Housing Agency (BCSH). Under the HHAP Round 1 grant, the County was awarded \$1,618,453.62, and the CoC was awarded \$1,746,981.78.

As noted above, both the County and CoC funding allocations are available for application under this RFP. Applicants may apply for grant funding under one or both grants but must submit a separate application for each grant. Should an applicant be awarded funding under both grants, separate subrecipient contracts will be required for the County and CoC grants.

The grant will be governed by the rules set forth in HCFC's Round 1 Notice of Funding Availability (NOFA) and the Program Guidance. The NOFA, Program Guidance, and Frequently Asked Questions may be found here:

https://www.bcsb.ca.gov/hcfc/hhap_program.html. Applicants should review these materials prior to submitting their applications to the County.

Eligible Activities

HHAP Round 1 funding may be utilized for certain evidence-based activities that address and prevent homelessness among eligible populations. Under the provisions of California HSC § 50219(c)(1-8), grantees may expend HHAP funds on any of the following activities:

1. Rental assistance and rapid rehousing;
2. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
3. Landlord Incentives (including, but not limited to, security deposits and holding fees);
4. Outreach and coordination (which may include access to job programs) to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;
5. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth;
6. Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions);
7. Prevention and shelter diversion to permanent housing; and
8. New navigation centers and emergency shelters based on demonstrated need. Demonstrated need for new navigation centers and emergency shelters shall be based on the following:
 - a. The number of available shelter beds in the jurisdiction;
 - b. The shelter vacancy rate in the summer and winter months;
 - c. The percentage of exits from emergency shelters to permanent housing solutions; and
 - d. A plan to connect residents to permanent housing.

Additionally, HSC § 50218(b) mandates that Administrative Entities use at least 8 percent of their funds for services specific to the needs of homeless youth. Applicants are also allowed to use funds for the following:

- Up to 5 percent of an applicant's program allocation may be expended on a strategic homelessness plan and/or infrastructure development to support Coordinated Entry Systems (CES) and Homeless Management Information Systems (HMIS).
- Up to 7 percent of a program allocation may be used for a jurisdiction's administrative costs incurred to administer the funds. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

In addition, Administrative Entities and their subrecipients shall not use HHAP grant program funding to supplant existing local funds for homeless housing, assistance, or prevention.

Amounts Available for HHAP Round 1 Application

County Allocation			
Total HHAP County Allocation	7% Reserve for County Admin*	8% set aside to serve homeless youth**	Total Available for Application
\$1,618,453	\$113,292	\$129,746	\$1,505,161

CoC Allocation			
Total HHAP CoC Allocation	7% Reserve for CoC Admin*	8% set aside to serve homeless youth**	Total Available for Application
\$1,746,981	\$122,288	\$139,758	\$1,624,693

*Administrative funds refer to the cost of the County to administer the CoC and County grants. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation. These costs should be included in the subrecipient applications.

**A minimum of 8% of total funding is reserved for activities assisting homeless and at-risk youth. Applicants may request more than the minimum amount to assist youth.

Eligible Applicants

Eligible applicants shall be defined as local governments, private non-profits, or for-profit organizations that the County determines are qualified to undertake the proposed activities. Multiple agencies can combine applicable smaller projects into an inter-agency partnership, provided one agency is designated as the lead entity for the project, and the combined project falls within HHAP goals and objectives.

Minimum Request

The minimum amount of HHAP Round 1 funding that an organization may request is \$25,000.

For additional information on program requirements and eligible activities, please visit: https://www.bcsb.ca.gov/hcfc/hhap_program.html.

Minimum Requirements to Apply

Agencies applying for HHAP Round 1 funds must meet the following requirements (see Appendix A for instructions):

- Have or acquire a Data Universal Numbering System (DUNS) number.
- Be registered with the federal government's System of Award Management (SAM).
- Agree to participate, make referrals to, and receive referrals from the San Luis Obispo County Coordinated Entry System (CES), depending upon activity.
- Agree that the proposed project will participate in the County's Homeless Management Information System (HMIS).
- Agree to comply with Housing First and Low Barrier Requirements as defined in the California Welfare and Institutions Code section 8255(b):
https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5
- Seek client input in program development and agree to seek client evaluation at least annually.
- Demonstrate the capacities to carry out the proposed program.
- Ensure proposed project aligns with HCFC's Promising and Evidence Based Practices (https://www.bcsb.ca.gov/hcfc/documents/hhap_promising_practices.pdf) or promising, evidence-informed, or evidence-based practices identified as such by the U.S. Interagency Council on Homelessness, the U.S. Department of Health and Human Services, or other federal agencies.

Project Selection Process

Applications must be submitted to the Department of Social Services by 12 noon on June 8, 2021. Proposals will be reviewed by staff to ensure they meet the minimum requirements listed above and that proposed activities are eligible under the rules of the HHAP program.

Proposals for HHAP Round 1 funds will be evaluated based on the following factors identified by the Homeless Services Oversight Council (HSOC) and Public Input Process, including but not limited to:

- **Organizational Capacity:** Experience providing the proposed activity, staff availability, and successful experience carrying out State and Federal homeless assistance grants administered by the County.
- **HSOC Priorities:** Project meets one of the priorities approved by HSOC:

1. Bringing projects funded by the Homeless Emergency Aid Program (HEAP) to completion.
 2. Creating new shelter and case management programs on the North Coast.
 3. Projects that fill other critical gaps in the homeless services system.
- **Cost Effectiveness and Leveraging:** Costs are reasonable for interventions and populations served; project maximizes resources by leveraging funding or in-kind donations.
 - **Financial Stability:** Demonstrates stable budget for proposed activity, including additional sources of funding needed to complete activity as proposed.
 - **Sustainability:** Ability to sustain successful operation of activity to benefit homeless persons, or persons at-risk of homelessness, following expiration of HHAP Round 1 award, or provision of an adequate plan for program phaseout and demonstration of public benefit.
 - **Impact:** The impact that the project will have on homelessness, such as reduction in unsheltered homelessness, reductions in the length of time that people remain homeless, and the likelihood that the proposed assistance will lead to permanent housing while addressing services gaps among underserved populations.
 - **Collaboration with Partners:** Collaboration with local jurisdictions and/or local agencies to organize and deliver proposed activities, increasing value and effectiveness of the project.
 - **The Extent to Which the Activity Improves County and CoC Capacity to Address Homelessness:** Strengthens the County's existing homeless services network, improves County's ability to assist homeless persons and persons at-risk of homelessness, is likely to decrease the number of unsheltered homeless persons within the County, adds to permanent housing stock or makes permanent improvements to system.
 - **Adheres to Housing First and Low-Barrier Requirements.**
 - **Promising and Evidence-Based Practices:** The extent to which the proposed project aligns with Promising or Evidence-Based Practices identified by the HCFC, the U.S. Interagency Council on Homelessness, the U.S. Department of Health and Human Services, or other federal agencies addressing homelessness.

Agreement Terms

Applicants may request a grant term of 1 to 4 years; however, the total award may not exceed the amount available to the County or CoC, regardless of the duration of the grant.

3433 S. Higuera St | San Luis Obispo, CA 93401 | (P) 805-781-1896 |

SS.HomelessServices@co.slo.ca.us

<https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services.aspx>

All HHAP Round 1 grant funds must be expended by June 30, 2025.

Reporting and Outcomes

Applicants that are awarded HHAP Round 1 funds shall agree to participate in the CoC's HMIS and provide any data upon request by the County or CoC, annually or as needed, to complete required reports and track the County's progress toward meeting local needs and goals regarding homelessness.

Annual reports shall be submitted for the term of the contract. Reports will be completed annually or more frequently as needed. Reports will include financial expenditures, program outcomes, and performance data. Qualitative information may also be requested as needed for reports to and inquiries from the State and subrecipient staff may be requested to attend meetings as needed.

Regulations

Administrative Entities and their subrecipients must provide eligible activities in a manner consistent with the Health and Safety Code (HSC) § 50219(c)(1-8) and Housing First practices as described in the California Code of Regulations, title 25, Section 8409, subdivision (b)(1)-(6). Subrecipients providing permanent housing shall incorporate the core components of Housing First, provided in Section 8255, subdivision (b) of the Welfare and Institutions Code.

Administrative Entities and their subrecipients shall adhere to principles of non-discrimination, conflicts of interest, drug-free workplace certification, Child Support Compliance Act, Federal, State, and Local housing and building codes as applicable, and minimum State-required worker's compensation; shall maintain appropriate unemployment, disability, and liability insurance, and comply with all other State, Federal, and Local laws, rules, and regulations that pertain to construction, health, safety, labor, fair employment practices, environmental protection, equal opportunity, fair housing; and shall adhere to all other matters applicable and/or related to the HHAP program and all eligible activities.

Where applicable, Administrative Entities and their subrecipients shall also be responsible for obtaining all permits, licenses, and approvals required to perform, design, operate, and maintain eligible activities.

Information Session

On April 27, 2021 at 11am, a public information session for HHAP Round 1 will be held via Zoom for potential applicants. Below is the log-in information for the meeting.

Join Zoom Meeting:

<https://zoom.us/j/96502057591?pwd=cGVScGNsQ0YzWGRETW52bG41c01UUT09>

Or call in (audio only):

+1 669 900 9128

Meeting ID: 965 0205 7591

Passcode: 943090

One tap mobile:

+16699009128,,96502057591#,,,,*943090# US (San Jose)

+13462487799,,96502057591#,,,,*943090# US (Houston)

Application Submission

Any group or organization wishing to apply for HHAP Round 1 grant funding must apply for an eligible project. Interested applicants may obtain a copy of the application form via the SLO County Homeless Services website:

<https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Funding-Availability.aspx>

or by contacting Leon Shordon, Administrative Services Officer, Department of Social Services, San Luis Obispo County, through the contact information provided below.

Submission Requirements:

Applications must be received by 12:00 Noon, June 8, 2021.

Applicants may submit digital or hard copy applications to the locations below:

Digital Copy – email to SS_Homelessgrants@co.slo.ca.us

Subject line: HHAP Proposal – (Applicant Name)

Hard Copy – Mail or Drop-off:

Attn: Leon Shordon

Department of Social Services

3433 South Higuera Street

San Luis Obispo, CA 93403

Timeline

April 20 – Release of HHAP RFP

April 27 – Public Information Session

June 8 – Applications due to the Department of Social Services

Week of June 28 – Ad Hoc Grant Review Committee meets

July 21 – HSOC votes on funding recommendations

August 24 – Funding recommendations voted on by County Board of Supervisors

Questions or Need More Information?
Contact Leon Shordon, Administrative Services Officer – San Luis Obispo County Department of Social Services at (805) 781-1896 or lshordon@co.slo.ca.us

Appendix A: DUNS Number and Grant Registration Information

A Data Universal Numbering System (DUNS) number is a unique nine-character number used to identify your organization or any subcontractors. The federal government uses the DUNS number to track how federal money is allocated. Agencies must also be registered with the System of Awards Management (SAM) as a required step for your organization to be able to apply for federal grants.

Register for a DUNS Number

If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website (<http://fedgov.dnb.com/webform/displayHomePage.do>) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

Register with System of Award Management

1. Go to the SAM website (<http://www.sam.gov/>) with the following information:

- DUNS number
- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)

When you register a new entity in SAM to do business with the U.S. government, SAM requires a notarized letter stating you are the authorized entity administrator before SAM will activate your entity registration.

2. Click the **Get Registered Now** button on the Register page.