KTHA
LEVERAGING RESOURCES
EMPOWERING PARTNERS

Request for Proposal (RFP) Funding Application
Homeless Housing, Assistance and Prevention (HHAP)
Round 5

I. SUMMARY PROJECT INFORMATION

A. Agency Information

Agency Legal Name: _____

Agency Address: _____

Primary Contact Person: _____ Title: _____

Telephone Number: _____ E-Mail Address: _____

Tax Identification #: _____ DUNS Number: _____

Preparer Name: _____ Title: _____

B. Project Component*
Check all eligible component(s) that this project will address:

Costs that support permanent housing:
☐ Delivery of permanent housing
☐ Rapid rehousing
☐ Prevention and shelter diversion
☐ Operating subsides for permanent housing

Costs that support interim housing:
☐ Operating subsidies for interim housing
☐ Interim housing
☐ Improvements to existing interim housing

Costs that support service provision and system support:
☐ Street outreach
☐ Services coordination
☐ System support

Youth set-aside
☐ Please check this box if you are applying for the youth set-aside funds

* Please review the HHAP 5 NOFA for a full description of each eligible project component.

C. Project Location

Project Name: _____

Project Address: _____

City: _____ Zip: _____

Do you have site control? ☐ Yes ☐ No

If no, provide an explanation in Section II(C) below.

D. Project Summary *[Create as Attachment 1]*
Please provide a concise summary of the project, with a special focus on the following points: (1) Clearly define the target population, (2) describe the specific needs of this target population, (3) explain how the project's services will address the needs of the target population, (4) provide the average number of services a client will receive, including the average duration for which they will receive those services, and (5) describe how long the project has been operational (*please limit your response to 500 words*).

E. Project Funding History
Has this project been funded by the US Department of Housing and Urban Development (HUD), The California Department of Housing and Community Development (HCD), the Homeless Coordinating and Financial Council (HCFC), the California Interagency Council on Homelessness (Cal ICH), or a local Jurisdiction before? ☐ Yes ☐ No

F. Encouraging Partnership *[Create as Attachment 2]*
How will the proposed project encourage new or existing partnerships? If partnering, please indicate the organization(s) and their role (*please limit your response to 500 words*).

G. Racial Equity *(Create as Attachment 3)*
Awardees must participate in three (3) one-hour training courses combined with monthly Racial Equity Office Hours (virtual) aimed at advocating and sustaining equitable principles within the project design. Please describe how the project will demonstrate a commitment to address racial, ethnic, and gender disproportionality *(please limit your response to 500 words)*.

II. PROJECT DETAIL

A. Project Design *[Create as Attachment 4]*
Describe the project strategy and design *(please limit your response to 500):*

1) Anticipated length of client's enrollment in project.

2) If applicable, please describe what makes a client's exit plan successful? What will the client be expected to achieve by receiving the services you propose? If applicable, what is the planned follow-up process of a client's who have exited the project?

3) How racial, ethnic, and gender equity will be integrated into program design and how will you respond to inequities.

B. **Project Outreach** *[Create as Attachment 5]*
Describe the project outreach methods and processes *(please limit your response to 500)*:

1) Describe your project outreach strategies.

2) How are individuals referred to the program?

3) How will you integrate racial, ethnic, and gender equity principles into your outreach strategies?

C. **Project History and Readiness** *[Create as Attachment 6]*
Briefly describe the project history and any material changes *(please limit your response to 500)*.

1) If this project is new or has been operating for <u>one year or less</u>, please discuss its stage of project growth or readiness.

2) If this project has been operating <u>longer than one year</u>, describe any material changes that have affected the project <u>along with associated impact(s)</u> that have taken place over the <u>past two</u> years.

3) If the project is anticipated to materially expand or contract in size during the grant cycle (2022-2028) please describe changes to service levels and the number of unduplicated clients to be served.

4) Please provide supporting documentation of Site Control. If the applicant does not yet have site control, please provide a detailed explanation of how and when site control will be secured.

D. **Mainstream Resources** *[Create as* Attachment 7*]*
Describe how your agency would ensure that individuals are assisted in obtaining mainstream services and financial assistance, including housing, social services, employment, education, and youth programs for which individuals may be eligible *(please limit your response to 500)*.

E. **Racial Equity** *[Create as Attachment 8]*
Describe how your agency would ensure that prioritization will be placed on addressing the disproportionate impacts that homelessness has on communities of color, including Black, Hispanic/Latina/e/o, Asian, Pacific Islander, and Native and Indigenous communities *(please limit your response to 500)*.

F. **Institutional Departure to Homelessness** *[Create as Attachment 9]*
Describe how the project will make progress in preventing exits to homelessness from institutional settings, including plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness *(please limit your response to 500)*.

G. Project Outcomes *[Create as Attachment 10]*
Complete the Project Outcomes Matrix located in Exhibit A and include with the narratives below. Non-housing projects aren't subject to report Project Outcomes.

1) Describe the history your agency has in achieving the outcomes identified above (*limit to 250 words*).

2) Describe how your agency will evaluate this project's performance and make any needed adjustments to service delivery. Be sure to note any participant involvement that is included in evaluating the services (*limit to 250 words*).

III. PARTICIPANT INFORMATION

A. Households Served
Number of <u>Unduplicated Households</u> projected to be served by the project during each fiscal year of the grant periods.

Projected Number of Households to Be Served 7/1/2022-6/30/2023	Projected Number of Households to Be Served 7/1/2023-6/30/2024	Projected Number of Households to Be Served 7/1/2024-6/30/2025	Projected Number of Households to Be Served 7/1/2025-6/30/2026	Projected Number of Households to be Served 7/1/2026-6/30/2027	Total Projected Number of Households Served
_____ Households	_____ Households	_____ Households	_____ Households	_____ Households	_____ Households

IV. PROGRAM REQUIREMENTS
Please limit each response below to 250 words.

A. Coordinated Entry *[Create as Attachment 11]*
Does your agency participate in Coordinated Entry (including making referrals to and accepting referrals from Coordinated Entry)? Please describe how.

B. HMIS
Does your agency contribute data to the Homeless Management Information System (HMIS)?

☐ Yes ☐ No

C. Housing First *[Create as Attachment 12]*
Does the agency or project utilize a Housing First Approach? Please describe how.

V. PROJECT FINANCING AND BUDGET

A. Budget *[Create as Attachment 13]*
Complete the Project Budget and Budget Narratives located in Budget Workbook.

B. Sustainability *[Create as Attachment 14]*
    Describe the plan for long-term financial sustainability for this project *(please limit your response to 500)*.

VI. APPLICATION CERTIFICATION

I certify that:

1. To the best of my knowledge and belief, the information in this application is true and correct.

2. The undersigned is an authorized certifying official of the organization here represented and is authorized to submit this application on their behalf.

3. The organization responsible for carrying out the project activities under this proposal will comply with all applicable local and federal laws and regulations.

4. The organization will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the proposed project/program.

Organization Name: _____

Certifying Official: _____

Title: _____

Signature: _____

Date: _____

EXHIBIT A: PROJECT OUTCOMES MATRIX

Goal	Systems	Outcome Calculations	Project Goal *Briefly describe how your project will work towards the achievement of the specified Housing indicator.*	Program Outcome Targets
Housing Stability	PSH	The number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination DIVIDED by the total number of Stayers and Leavers.		87% of persons will remain in the permanent housing program as of the end of the operating year or exit to permanent housing (subsidized or unsubsidized.
	RRH TH	Permanent housing placement is calculated by determining the number of Leavers who exited to a permanent housing destination DIVIDED by the total number of Leavers		65% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.
Increased Income	PSH	The number of adults whose amount of cash income from any source remained the same or increased based on the person's income at intake and then at exit, or if they remained housed, at their most recent assessment DIVIDED by the total number of adult Leavers PLUS adult Stayers.		56% of persons age 18 and older will maintain or increase their total income (from all sources) as of the end of the operating year or program exit.
	RRH TH	The number of adults whose amount of case income from any source increased based on the person's income at intake and then at exit, or if they remained housed, at their most recent assessment DIVIDED by the total number of adult Leavers PLUS adult stayers.		56% of persons age 18 and older will increase their total income (from all sources) as of the end of the operating year or program exit.

Earned Income	PSH	The number of persons age 18 through 61 whose amount of earned income remained the same or increased based on the person's earned income at intake and then at exit, or if they remained housed, at their most recent assessment DIVIDED by the total number of Leavers PLUS Stayers (ages 18-61).		24% of persons age 18 through 61 will maintain or increase their earned income as of the end of the operating year or at program exit.
	RRH TH	The number of persons age 18 through 61 whose amount of earned income increased based on the person's earned income at intake and then at exit, or if they remained housed, at their most recent assessment DVIDIDED by the total number of Leavers PLUS Stayers (ages 18-61).		24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.
Bed Utilization	ES TH RRH PSH	Total number of bed nights DIVIDED by total number of nights in the month.		60% - ES 80% - TH 80% - RRH 95% - PSH
Average Length of Stay	ES	Exit Date (or report end date) MINUS Entry Date DIVIDED by number of clients served during the report period.		Currently tracked but not monitored.
Average Length of Participation	RRH HP	Exit Date (or report end date) MINUS Entry Date DIVIDED by number of clients served during the report period		Currently tracked but not monitored.
Households Served	ES TH PSH	The number of households served by the program (or system) during the report period.		Currently tracked but not monitored.

Newly Homeless	ES	The number of newly homeless[1] clients DIVIDED by the total number of clients served during the report period.		Currently tracked but not monitored.
Recidivism	ES TH RRH HP	The total # of recidivist clients[2] DIVIDED by the total number of clients served during the report period.		Currently tracked but not monitored.

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[1] Newly homeless is defined as the number of persons that entered the emergency shelter during the report period that have not been served by other programs in the HMIS as of 7/01/2013.

[2] A recidivist client is defined as one that exits a system with a successful outcome (specific to that system) and re-enters the system within one year after exit from the system.