

# Homeless Housing, Assistance and Prevention (HHAP)

## Round 3

Request for Proposal

March 28, 2022



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# FUNDS AVAILABLE

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This Request for Proposals (RFP) is accepting applications for the [Homeless Housing, Assistance and Prevention \(HHAP\) Grant Program](#), Round 3. Applicants are strongly advised to read the program requirements and [Notice of Funding Availability](#) (NOFA) released by the California Interagency Council on Homelessness.

FUNDING SOURCE	AMOUNT AVAILABLE	SEE SECTION
Homeless Housing, Assistance and Prevention Grant	\$1,592,479.78	I

# APPLICATION DUE DATES

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<b>December 17, 2021</b>	<b>California Interagency Council on Homelessness Released HHAP-3 NOFA</b>
<b>March 28, 2022</b>	<b>Local RFP Released</b>
<b>April 11-15, 2022</b>	<b>1:1 Technical Assistance Available (to be scheduled by applicant)</b>
<b>May 2, 2022</b>	<b>APPLICATION SUBMITTAL DEADLINE FOR RATING &amp; RANKING</b> Send via email to <a href="mailto:lfisher@kthomelessalliance.org">lfisher@kthomelessalliance.org</a> by the submittal deadline.
<b>May 12, 2022</b>	<b>RATING &amp; RANKING</b>
<b>May 13, 2022</b>	<b>PRELIMINARY AWARD ANNOUNCEMENT</b> The results of Rating & Ranking will be disseminated via listserv and posted on the Alliance website.
<b>May 16, 2022</b> 5:00 pm	<b>NOTICE OF INTENT TO APPEAL DUE</b> Any agency seeking to appeal must submit a notice via email to <a href="mailto:mperez@kthomelessalliance.org">mperez@kthomelessalliance.org</a> .
<b>May 23, 2022</b>	<b>APPEALS DUE</b> All appeals must be submitted via email to <a href="mailto:mperez@kthomelessalliance.org">mperez@kthomelessalliance.org</a> .
<b>June 9, 2022</b>	<b>AWARD/RECOMMENDATIONS FINALIZED BY ALLIANCE BOARD</b>
<b>June 30, 2022</b>	<b>FINAL APPLICATION DUE TO Cal ICH (SUBMITTED BY ALLIANCE)</b>

# INTRODUCTION

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## Overview

The Kings/Tulare Homeless Alliance is pleased to announce the Request for Proposals (RFP) for the Homeless Housing, Assistance and Prevention Program, Round 3 (HHAP 3). HHAP 3 is a \$1 billion block grant program; the Kings Tulare Continuum of Care on Homelessness (KTCoC) has been allocated \$1,592,479.78.

Applicants are encouraged to read the Cal ICH HHAP 3 [Notice of Funding Availability \(NOFA\)](#) to review program requirements.

## General Requirements

All grant recipients will be required to comply with the following:

### *Coordinated Entry System (CES)*

CES is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

### *Homeless Management Information System (HMIS)*

HMIS is a bi-county data management tool designed to facilitate data collection on programs serving homeless individuals and families in order to improve human service delivery throughout region. Participation in HMIS is required of all agencies receiving funding through this program for direct service projects.

### *Housing First*

[Housing First](#) is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness with no prerequisites or conditions beyond those of a typical renter such as sobriety, participation in services, etc.

### *Racial Equity*

Racial minorities comprise a disproportionate share of the total homeless population. In an effort to promote equity within the local homeless system, awarded applicants will be required to attend a Racial Equity 101 training provided by KTCoC or a partner agency.

## Project Scoring

The Alliance will assign a unique rank to each project submitted for HHAP 3 funding. Each project will be comprehensively reviewed using the scoring criteria and selection priorities below, to determine

the extent to which each project fulfills the requirements of funding sources, and contributes to improving system performance. Projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be not be funded.

#### A. Threshold Review

A preliminary, quantitative review of each application submitted will be completed by the Alliance. This review will:

- Confirm that application was submitted on time
- Confirm that all required attachments were submitted
- Confirm that the application meets the following threshold factors:
  - Project policies are compliant and aligned with Housing First
  - Project participates in Coordinated Entry and HMIS (or has a plan to if a new project)

All complete, timely, and eligible applications will be scored by the HHAP 3 Rating and Ranking Committee, using the scoring criteria located in the Appendix.

Applications received within 24 hours after the due date/time will receive a 5-point score reduction. Late submissions received between 24-48 hours after the due date/time will receive a 10-point score reduction. Late submissions received later than 48 hours after the due date/time will receive 0-points for the local competition. It is the applicant's responsibility to ensure documents are delivered and received on time.

Total scores for each project are determined by adding up points in each section and then adding any bonus points, if applicable.

Once the committee completes the rating and ranking, the committee may consider the Alliance's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of failing to maximize grant funding for homeless and housing programs, and may make adjustments to budgets and produce the final ranking of projects to be included in the collaborative application. The recommendation of the Rating & Ranking Committee will go to the Alliance's Board of Directors review and final approval.

Applicants will be notified in writing no later than May 13, 2022 of whether they will be recommended for funding through HHAP 3. This information will also be posted on the Alliance website at [www.kthomelessalliance.org](http://www.kthomelessalliance.org) no later than 5:00 pm on May 13, 2022.

### **Rating and Ranking Committee**

The Alliance recruits qualified, non-conflicted Rating & Ranking Committee members who are knowledgeable about homelessness and housing in the area and who are broadly representative of the relevant sectors, subpopulations, and geographic areas. The Rating & Ranking Committee will be

composed of representatives from a cross-section of groups which might include: Faith-based and non-profit providers of homeless services and housing; housing developers; city representatives; Kings and Tulare County employees; mental health; substance abuse; veteran's services; and consumers.

Complete guidelines regarding the policies and selection process of Rating and Ranking Members can be found in the Alliance's Policy and Procedure Manual located on the Alliance's website at [www.kthomelessalliance.org](http://www.kthomelessalliance.org).

### **Appeals Process**

If an applicant organization feels it has been unfairly eliminated from the local competition, that a decision made by the Rating and Ranking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the Rating & Ranking policies, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the [Alliance's Policy and Procedures Manual](#).

Any agency desiring to appeal must adhere to the included timeline. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Failure to meet a deadline in the timeline voids the appeal.

### **Using all Available Funds**

If there are a lack of eligible project applications compared to the amount of funding available, additional project applications will be sought from the community. The Alliance will send out a public announcement of undersubscribed funds through its listserv, posting on the website, and sending out via social media portals.

# SECTION I: HHAP 3

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# Homeless Housing, Assistance and Prevention, Round 3

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## Introduction

The California Interagency Council on Homelessness (Cal ICH), through the Homeless Housing, Assistance and Prevention Grant Program, has made funding available to provide grants to assist persons who are currently experiencing homelessness or are at risk of experiencing homelessness. The HHAP, Round 3 funding is a \$1 billion block grant program authorized by AB 140 which was signed into law by Governor Gavin Newsom on July 19, 2021.

## Program Requirements

Eligible uses of HHAP, Round 3 funding include:

- Rapid rehousing
- Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers
- Street outreach
- Services coordination
- System support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system
- Delivery of permanent housing and innovative housing solutions
- Prevention and shelter diversion to permanent housing
- Interim shelter

At least 10% of the total CoC allocation (\$159,247.98) must be allocated for homeless youth services. Homeless youth are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness.

Refer to the [HHAP 3 Notice of Funding Availability \(NOFA\)](#) for a complete description of eligible uses.

Direct service activities must be carried out in accordance with the federal regulations outlined below and the local Coordinated Entry System written standards, [Every Door Open](#).

Component Type	Regulation
Navigation Centers	<a href="#">24 CFR 576.102</a>
Housing Location/ Stabilization Services	<a href="#">24 CFR 576.105</a>
Homelessness Prevention	<a href="#">24 CFR 576.103</a>

Component Type	Regulation
Rental Assistance	<a href="#">24 CFR 576.106</a>
Housing Search and Placement	<a href="#">24 CFR 576.105(1)</a>

## Amount Available

HHAP 3 funding in the amount of \$1,592,479.78 is available to be awarded to recipients within the Kings/Tulare bi-county region. All funds must be fully expended by June 30, 2026. Funds will be distributed on a cost reimbursement basis.

## Funding Priorities

The Alliance facilitated a local planning process to incorporate input from cities, counties, service providers, health care professionals, law enforcement, faith-based organizations, and stakeholders to establish local priorities.

Priority	Focus Area
High	<ul style="list-style-type: none"><li>Existing and under development PSH projects for chronically homeless households</li><li>Bridge + RRH projects</li></ul>
High	<ul style="list-style-type: none"><li>Existing RRH projects</li><li>New Joint TH and PH-RRH projects</li></ul>
Medium	<ul style="list-style-type: none"><li>New projects that are Dedicated PLUS. All other projects</li></ul>

In addition to meeting one of the identified housing priorities in the table above, all projects seeking funding must:

Maximize the use of mainstream benefits, including:

- Coordinate with existing mainstream resources to enroll participants in eligible programs and connect them to community-based services
- Actively enroll participants in healthcare and/or assist participants in understanding and accessing expanded services available through the Affordable Care Act changes
- Secure funding for services through mainstream resource programs and other partnerships

Work to remove barriers to local resources by:

- Prioritizing those most in need of services through the use of the VI-SPDAT and Housing Priority List
- Actively participating in Every Door Open, the Kings/Tulare coordinated assessment system
- Working to reduce the number of people exiting for unknown reasons or negative reasons

## Application Instructions

A total of two PDFs and one Excel file should be sent via email to [lfisher@kthomelessalliance.org](mailto:lfisher@kthomelessalliance.org) by the submittal deadline. You will receive an email receipt for your submission. If a receipt is not received

within two (2) business days of submission, you must follow up to ensure you receive a submission receipt. The requirements for each document are as follows:

Submit **one PDF** of the following items **per project**, with a table of contents and each item separated by a title page:

- HHAP 3 Application
- Project Policies and Procedures
- Budget Narrative (required template located in HHAP 3 Budget Workbook)

Submit **one Excel workbook** of the following **per project**:

- HHAP 3 Budget Workbook

Submit **one PDF** of the following items **per agency**, with a table of contents and each item separated by a title page:

- Most recent Audit or, if agency under government threshold, most recent 990
- Agency budget
- Articles of Incorporation and Bylaws, if not on file with the Alliance
- 501c3 Determination Letter, if not on file with the Alliance
- Organization chart
- Board of director's roster
- Executed Alliance Partnership Agreement

In the body of the email, please include the name and phone number for the contact person that will be available for Rating & Ranking questions. This person should be knowledgeable about your agency and project application(s).

# EXHIBIT A: PERFORMANCE MEASURES

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## System Performance Measures\*

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
<b>Housing Stability</b>	Indicates program/system level success in ending homelessness as measured by those who retain permanent housing or attain other permanent housing.	PSH	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).	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.
		RRH TH	65% of persons will exit to permanent housing (subsidized or unsubsidized) during the operating year.	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
<b>Increased Income</b>	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	PSH	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.	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.
		RRH TH	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.	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.

<b>Earned Income</b>	Indicates that program is assisting households to stabilize housing by becoming employed or maintaining employment. A higher rate is considered positive	PSH	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.	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).
		RRH TH	24% of persons age 18 through 61 will increase their earned income as of the end of the operating year or at program exit.	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 DIVIDED by the total number of Leavers PLUS Stayers (ages 18-61)
<b>Bed Utilization</b>	Indicates efficient use of community resources. High occupancy rate indicates system efficiency at turning over units and providing programs that are well-designed.	ES TH RRH PSH	60% - ES 80% - TH 80% - RRH 95% - PSH	Total number of bed nights DIVIDED by total number of nights in the month.
<b>Average Length of Stay</b>	A reasonably short length of stay indicates efficiency related to turnover of beds which is essential to meet system demand for emergency shelter.	ES	Currently tracked but not monitored.	Exit Date (or report end date) MINUS Entry Date DIVIDED by number of clients served during the report period.
<b>Average Length of Participation</b>	Indicates that the system is assisting households to achieve independence without	RRH HP	Currently tracked but not monitored.	Exit Date (or report end date) MINUS Entry Date DIVIDED by number of clients served during the report period

	long-term reliance on the system			
<b>Households Served</b>	Indicates volume of households served by the system and provides a better understanding of household size as it relates to unit occupancy.	ES TH PSH	Currently tracked but not monitored.	The number of households served by the program (or system) during the report period.
<b>Newly Homeless</b>	Indicates the volume of newly homeless persons served by emergency shelters.	ES	Currently tracked but not monitored.	The number of newly homeless <sup>1</sup> clients DIVIDED by the total number of clients served during the report period.
<b>Recidivism</b>	Indicates system's success in ending homelessness as measured by the number of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	ES TH RRH HP	Currently tracked but not monitored.	The total # of recidivist clients <sup>2</sup> DIVIDED by the total number of clients served during the report period.

*Legend*

ES	Emergency Shelter	PSH	Permanent Supportive Housing
HP	Homeless Prevention	RRH	Rapid Rehousing
		TH	Transitional Housing

\* Program Target Outcomes are based on the most recent System Performance Measures (2019) voted on by KTCOC membership. 2022 System Performance Measures will be voted on in the April Executive Membership Meeting and, if different than above, an amended RFP will be released.

<sup>1</sup> 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.

<sup>2</sup> 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.

## EXHIBIT B: RACIAL EQUITY TOOLKIT

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While homelessness affects nearly every community, racial minorities comprise a disproportionate share of the total homeless population. A growing consensus in the field recognizes that system dynamics help determine the nature and makeup of homeless communities. In recognition of the role that homeless programs can play in promoting or inhibiting racial equity, applicants to HHAP 3 are encouraged to utilize the toolkits below to assess the impact a project will have on racial equity.

[CoC Analysis Tool: Race and Ethnicity](#)

[Racial Equity Toolkit: An Opportunity to Operationalize Equity](#)



# EXHIBIT C: SCORING MATRIX

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HHAP 3: SCORING MATRIX					
Scoring Factor		Scoring Criteria		Max	Actual
Applicant Experience	1.	Length of experience implementing the proposed project activities or activity similar to proposed project.		5	
	2.	Agency has successfully handled at least one other state/federal or major grant of this size and complexity.		5	
	<b>Subtotal</b>			<b>10</b>	
Program Design	3.	Quality of the proposed project in delivering activities to participants. Items such as housing first, reasonableness of program staffing, budget relative to program design, services offered, connection to mainstream resources and collaboration with community partners will be considered.		10	
	4.	Project has a commitment to address racial disparities, specifically the disproportionate impacts that homelessness has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, Native, and Indigenous communities.		10	
	5.	Extent to which the applicant: <ul style="list-style-type: none"> <li>▪ Demonstrates coordination with other agencies and providers to enhance service delivery and avoid duplication</li> <li>▪ Agency demonstrates history of collaboration</li> <li>▪ Links participants to mainstream resources and critical services not provided by the project</li> </ul>		5	
	<b>Subtotal</b>			<b>25</b>	
Impact & Effectiveness	6.	Extent to which the project has a plan in place to support proposed Program Target Outcomes.		20	
	<b>Subtotal</b>			<b>20</b>	
Contribution to System Performance	7.	Extent to which the applicant: <ul style="list-style-type: none"> <li>▪ Utilizes Housing First</li> <li>▪ Establishes/meets performance measures for housing and income that are measurable, objective, and meet or exceed CoC benchmarks</li> <li>▪ Has a strong plan to quickly place households in permanent housing</li> </ul>		10	
	8.	Applicant identifies what types of severe needs and vulnerabilities its clients are likely to have. Applicant demonstrates how the project will meet the needs and vulnerabilities of its clients.		10	
	9.	Extent to which the project provides a sound plan to ensure that clients will be assisted to both OBTAIN and REMAIN in permanent housing.		10	
	10.	Extent to which the project ensures that clients will be assisted to both increase their INCOMES and to maximize their SELF-SUFFICIENCY.		10	
	11.	Extent to which project connects clients to mainstream benefits.		10	
<b>Subtotal</b>			<b>50</b>		

Project & Client Accessibility	13.	Extent to which the applicant conducts outreach in all areas of the community, such as emergency shelters, places not meant for human habitation, etc., to locate potentially eligible homeless people.	10	
	14.	Adheres to Fair Housing regulations for having in place or agreeing to implement specific outreach to identify and engage homeless individuals and families, including meaningful outreach to persons with disabilities and limited English proficiency, and measures to market those least likely to access services.	10	
	15.	Project does not present barriers to entry (e.g. sobriety, income, criminal background, number of children, LGBTQ status, etc.).	15	
	<b>Subtotal</b>		<b>35</b>	
Project Feasibility	16.	Applicant clearly describes a viable plan for rapid implementation of the program. Has site control, if acquisition/rehab/new construction or master leasing.	20	
	17.	Project is cost-effective and is similar in cost to like-kind projects.	10	
	<b>Subtotal</b>		<b>30</b>	
Community	18.	Applicant's participates in Alliance governance through: <ul style="list-style-type: none"> <li>▪ Regular attendance at Alliance Meetings</li> <li>▪ Participates in monthly case management round table</li> </ul>	5	
	19.	The level to which homeless or formerly homeless persons are engaged and involved in project design and policy making at the Agency and/or project level.	10	
	<b>Subtotal</b>		<b>15</b>	
HMIS	21.	Project has a history of high data quality, timeliness, and completeness. Agency is compliant with site monitoring and has no outstanding findings.	10	
<b>Subtotal</b>		<b>10</b>		
<b>Total Points Available</b>			<b>200</b>	
Bonus Categories	20.	Project submitted relevant, properly formatted versions of all required attachments. The project submission included only one project PDF that includes a table of contents with each section separated by a title page and one Excel file. The agency submission included only one PDF that included a table of contents with each section separated by a title page.	5	
	<b>Total Points After Bonus</b>		<b>205</b>	

Project Name: \_\_\_\_\_

Name of Rating & Ranking Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

