



# INTEGRATED POOL FOR HOMELESS INITIATIVES LOCALLY

**Notice of Funding Availability**

February 13, 2019

*Revised March 18, 2019*

**A jointly-funded opportunity through:**

**Kings/Tulare Homeless Alliance &  
Tulare County Health & Human  
Services Agency**



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# FUNDS AVAILABLE

The Kings/Tulare Homeless Alliance and Tulare County Health and Human Services Agency are pleased to announce the availability of an integrated pool for homeless initiatives locally (PHIL) through this Notice of Funding Availability (NOFA). This NOFA makes available funding through four recent state programs: [Emergency Solutions Grant \(ESG\)](#), [California Emergency Solutions and Housing program \(CESH\)](#), [Homeless Emergency Aid program \(HEAP\)](#), and [Homeless Mentally Ill Outreach & Treatment program \(HMIOT\)](#). HMIOT is available only to projects serving Tulare County jurisdictions, as Kings County had previously committed its HMIOT allocation

The table below outlines the amount of funding available to projects in each jurisdiction. **Applicants may draw from the allocations of multiple jurisdictions so long as the project benefits each jurisdiction from which an applicant seeks funding.** For example, an applicant can apply for a bridge housing project drawing the funding available for both Visalia and Tulare projects, so long as it can demonstrate the project benefits the homeless populations in both Visalia and Tulare. The amounts made available are based on the 2018 Point-in-Time Count.

Jurisdiction	ESG <sup>1</sup>	CESH	HEAP	HMIOT <sup>2</sup>
<b>Kings County</b>	-	\$ 123,620.51	\$ 450,627.72	
<i>Corcoran</i>	-	\$ 2,825.61	\$ 10,300.06	
<i>Hanford</i>	-	\$ 118,675.69	\$ 432,602.52	
<i>Lemoore</i>	-	\$ 2,119.21	\$ 7,725.04	
<b>Tulare County</b>	-	\$ 460,767.35	\$ 2,022,859.17	\$ 309,000.00
<i>Dinuba</i>	-	\$ 5,832.50	\$ 25,985.56	-
<i>Earlimart</i>	-	\$ 583.25	\$ 2,598.56	-
<i>Exeter</i>	-	\$ 583.25	\$ 2,598.56	-
<i>Farmersville</i>	-	\$ 1,749.75	\$ 7,795.67	-
<i>Ivanhoe</i>	-	\$ 583.25	\$ 2,598.56	-
<i>Lindsay</i>	-	\$ 583.25	\$ 2,598.56	-
<i>Orosi</i>	-	\$ 583.25	\$ 2,598.56	-
<i>Porterville</i>	-	\$ 113,733.71	\$ 506,718.40	-
<i>Tulare</i>	-	\$ 67,073.73	\$ 298,833.93	-
<i>Visalia</i>	-	\$ 269,461.41	\$ 1,170,532.83	-
<b>Bi-County Region</b>	\$ 376,146.00			
<b>Total Amount Available</b>	<b>\$ 376,146.00</b>	<b>\$ 584,387.86</b>	<b>\$ 2,473,486.80</b>	<b>\$ 309,000.00</b>

<sup>1</sup> Funds can be used in any jurisdiction(s) within Kings and Tulare Counties.

<sup>2</sup> Funds can be used in any Tulare County jurisdiction(s).

# TIMELINE

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<b>NOFA Release</b>	February 13, 2019
<b>Technical Assistance Workshop</b>	March 19, 2019 1:00 – 2:30 PM KTHA 1900 N. Dinuba Boulevard, Ste B Visalia, CA 93291
<b>Applications Due</b>	April 17, 2019
<b>Rating &amp; Ranking<sup>3</sup></b>	May 8, 2019
<b>KTHA Board Review of Rating &amp; Ranking Results</b>	May 9, 2019
<b>KTHA Membership Approval</b>	May 23, 2019
<b>Award Announcements</b>	May 23, 2019
<b>Contracting</b>	June 2019
<b>Programs Launch</b>	July 2019

For specific program questions, please contact:

**HEAP/CESH/ESG**

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<sup>3</sup> Applicants to be on call for questions.

# INTRODUCTION

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## Overview

The Kings/Tulare Homeless Alliance and the Tulare County Health & Human Services Agency are pleased to announce the inaugural Integrated Pool for Homeless Initiatives Locally (PHIL). PHIL makes available funds from a number of new state homeless programs through a one-stop application for interested stakeholders.

The purpose of an integrated approach is to allow for applicants to easily access a range of sources for funding in order to build more robust and comprehensive homeless and housing projects. Federal and state priorities highlight the need to coordinate and align opportunities and resources in order to create more meaningful and impactful projects. PHIL advances this objective by encouraging applicants to conceptualize projects that integrate funding sources, project components, and community partners that can better serve the needs of individuals experiencing homelessness and the bi-county region.

PHIL is comprised of funds from the [Emergency Solutions Grant \(ESG\)](#), [California Emergency Solutions and Housing program \(CESH\)](#), [Homeless Emergency Aid program \(HEAP\)](#), and [Homeless Mentally Ill Outreach & Treatment program \(HMIOT\)](#). While funds from each program will be awarded through this single NOFA, funding is subject to state and federal program requirements for each individual program. Consequently, applicants are strongly advised to read the individual program requirements outlined in each of the following sections.

## General Requirements

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.

### *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 a partner agency.

## Assurances

Project applicants will be required to sign an agreement to the following:

- For Applicants seeking ESG funds, applicant will complete the HCD Project Application with the same information as contained in the PHIL application unless there were adjustments made during the rating/ranking process. Those adjustments will be included in your project ranking letter and will supersede the original application submitted.
- Applicant agrees to participate fully in KTHMIS, the local Homeless Management Information System (HMIS).
- Applicant agrees to fully participate in the Coordinated Entry System for Kings/Tulare Counties.
- If awarded funding through Homeless Mentally Ill Outreach & Treatment program, applicant agrees to expend half of the award by December 31, 2019, and the remaining by May 31, 2020, and to submit a report detailing 2019 expenditures by January 15, 2020.
- If awarded funding through Homeless Emergency Aid Program, applicant agrees to expend half of the award by June 30, 2020, and the remaining by June 30, 2021.
- Applicant understands that if funding is awarded they are responsible to inform the Alliance when:
  - Changes to an existing project or change in sub-population served that is significantly different than what the funds were originally approved for
  - Increase/decrease of other funding to the project that could affect projected numbers of participants served, program staffing, performance, etc.
  - Delays in the start-up of a new project
  - Program is having difficulty in meeting projected numbers served or performance outcomes
- Applicant agrees to execute the following documents and submit as a part of their application to the Rating & Ranking Committee:
  - Kings/Tulare Homeless Alliance Applicant “Hold Harmless” Agreement; and
  - Memorandum of Understanding for PHIL Funding

# EMERGENCY SOLUTIONS PROGRAM (ESG)

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## Introduction

The State of California Department of Housing and Community Development (HCD) [Emergency Solutions Grant \(ESG\)](#) program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families and individuals from becoming homeless.

This NOFA is for HCD Federal ESG funding only. For non-entitlement areas such as Kings and Tulare Counties, the ESG program will be administered by HCD under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act through the Balance of State (BoS) Allocation.

## Program Requirements

It is the responsibility of each applicant applying for ESG funding to become familiar with the HUD ESG regulations (Federal register Vol. 76, No. 233, Dated Monday, December 5, 2011). These regulations can be found on the HUD Exchange web site at <https://www.hudexchange.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>. In addition to Federal regulations, applicants must familiarize themselves with the State ESG regulations which can be found at <http://www.hcd.ca.gov/grants-funding/active-funding/esg.shtml>. Direct service activities must also follow the local coordinated entry system written standards, [Every Door Open](#).

## Amount Available

The total available is estimated at \$376,146 for this funding opportunity. Applicants in the Kings and Tulare County service area may apply for projects in the Noncompetitive Rapid Rehousing Set-Aside and/or Regional Competition as described below. At least 50% of the available funding must be spent on Rapid Re-Housing projects. The remaining 50% may be spent on Emergency Shelter, Rapid Re-Housing, or Street Outreach projects.

### A. Noncompetitive Rapid Rehousing Set-Aside

Approximately \$188,073 will be available through the Noncompetitive Rapid Rehousing Set-Aside. Within this allocation pool, the Alliance will select up to two projects to receive these funds. These funds are exclusively for Rapid Rehousing (RR) projects. HCD will administer these contracts directly with providers. The minimum amount for grants is \$75,000 and maximum is \$188,073.

### B. Regional Competition

Remaining funds within the BoS Allocation will be divided into three regional allocations pursuant to 8404 (a) (3). Projects within the Kings and Tulare County service area will compete for funding through the Central and Imperial Valley Region of the HCD Regional Competition. The Alliance will recommend

up to two projects to compete for funds in the regional competition. The minimum amount for grants is \$75,000 and maximum is \$200,000.

## **Funding Priorities**

The Kings/Tulare Homeless Alliance has established the following local housing priorities for 2018-2019 Emergency Solutions Grant funding. In addition to meeting one of the identified housing priorities in the table below, 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

The funding priorities are:

- Existing emergency shelter projects (High priority)
- New emergency shelter projects that dedicate all beds to referrals from the Coordinated Entry System (High priority)
- Rapid Re-housing projects for up to 50% of ESG allocation (High priority)
- All other projects (Medium priority)

# CALIFORNIA EMERGENCY SOLUTIONS & HOUSING PROGRAM (CESH)

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## Introduction

The California Department of Housing and Community Development, through the California Emergency Solutions and Housing Program (CESH), has made funding available to provide grants to assist persons who are currently experiencing homelessness or are at risk of homelessness. The use of CESH funds is governed by policies set by the State of California Housing and Community Development Department through [SB 850](#).

## Program Requirements

Eligible uses of CESH funding include rental assistance, housing relocation and stabilization services; operating subsidies; flexible housing subsidy funds; operating support for emergency housing interventions; systems support; and development of a homeless plan. Refer to the [CESH 2018 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

CESH funding in the amount of \$584,387.86 is available to be awarded to recipients with an anticipated grant start date of July 1, 2019. Grant terms can be for a period of up to two years. Funds will be distributed on a cost reimbursement basis.

Kings County	Rental Assistance, Housing Relocation, Stabilization	Emergency Shelter Interventions	Total Amount Available
Corcoran	\$ 1,798.12	\$ 1,027.50	\$ 2,825.61
Hanford	\$ 75,520.89	\$ 43,154.80	\$ 118,675.69
Lemoore	\$ 1,348.59	\$ 770.62	\$ 2,119.21

<b>Tulare County</b>	<b>Rental Assistance, Housing Relocation, Stabilization</b>	<b>Emergency Shelter Interventions</b>	<b>Total Amount Available</b>
Dinuba	\$ 648.06	\$ 5,184.44	\$ 5,832.50
Earlimart	\$ 64.81	\$ 518.44	\$ 583.25
Exeter	\$ 64.81	\$ 518.44	\$ 583.25
Farmersville	\$ 194.42	\$ 1,555.33	\$ 1,749.75
Ivanhoe	\$ 64.81	\$ 518.44	\$ 583.25
Lindsay	\$ 64.81	\$ 518.44	\$ 583.25
Orosi	\$ 64.81	\$ 518.44	\$ 583.25
Porterville	\$ 12,637.08	\$ 101,096.63	\$ 113,733.71
Tulare	\$ 7,452.64	\$ 59,621.09	\$ 67,073.73
Visalia	\$ 29,940.16	\$ 239,521.25	\$ 269,461.41

### **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. On October 25, 2018, the Alliance Membership approved the following priorities for each county.

For projects operating in Kings County, the priorities are:

- Homeless Prevention/Diversion
- Housing Support Center

For projects operating in Tulare County, the priorities are:

- Navigation Center/Bridge Housing
- Homeless Prevention/Diversion

# HOMELESS EMERGENCY AID PROGRAM (HEAP)

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## Introduction

The [Homeless Emergency Aid Program \(HEAP\)](#) is a one-time funding allocation authorized by SB 850 (2018) through the State of California Homeless Coordinating and Financing Council in conjunction with the Business, Consumer Services and Housing Agency. HEAP funding is designed to provide immediate emergency assistance to people experiencing homelessness in alignment with [California’s Housing First policy](#). The parameters of the program are intentionally broad to allow local jurisdictions to be creative and develop programs that meet the needs of the local community.

## Program Requirements

The use of HEAP funds is governed by policies set by the Homeless Coordinating and Financing Council and Senate Bill 850. Eligible uses of HEAP funding include, but are not limited to emergency shelters/navigation centers, street outreach, housing location/stabilization, homeless prevention, rental assistance, acquisition, and capital improvements. These 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
Emergency Shelter/ Navigation Centers	<a href="#">24 CFR 576.102, 570.201(c)</a>
Street Outreach	<a href="#">24 CFR 576.101</a>
Supportive Services Only	<a href="#">24 CFR 578.53</a>
Leasing	<a href="#">24 CFR 578.49</a>

Component Type	Regulation
Housing Location/ Stabilization Services	<a href="#">24 CFR 576.105</a>
Homelessness Prevention	<a href="#">24 CFR 576.103</a>
Rental Assistance	<a href="#">24 CFR 576.106</a>
Housing Search and Placement	<a href="#">24 CFR 576.105(1)</a>

Administrative costs are not an eligible activity. This does not include staff costs directly related to carrying out program activities.

Capital, acquisition and rehabilitation projects require a twenty percent (20%) cash match.

Grant recipients will be required to participate in the CES as an Entry Point is required for project types including but not limited to emergency shelter, navigation centers, street outreach, and pre-housing, stand-alone supportive service activities. For rental assistance, flexible housing subsidy pools, permanent housing, and capital housing projects, all referrals will come through CES per the prioritization, matching, and referral processes outlined in the CES Written Standards.

## Amount Available

One-time HEAP grant funding in the amount of \$2,473,486.80 is available to be awarded to recipients for the anticipated grant period of July 1, 2019 - June 30, 2021 and distributed on a cost reimbursement basis. Fifty percent (50%) of funds must be spent by June 30, 2020. The Alliance will monitor spending rates and will redistribute funds if a project is not on track to use all funds on eligible activities prior to the expenditure deadline. At least five percent of HEAP funds must be used to establish or expand services meeting the needs of homeless youth or youth at risk of homelessness.

<b>Kings County</b>	<b>Youth</b>	<b>Rental Assistance</b>	<b>Capital Improvements</b>	<b>Services</b>	<b>Total Amount Available</b>
Corcoran	\$ 542.11	\$ 3,252.65	\$ 3,252.65	\$ 3,252.65	\$ 10,300.06
Hanford	\$ 22,768.55	\$ 136,611.32	\$ 136,611.32	\$ 136,611.32	\$ 432,602.52
Lemoore	\$ 406.58	\$ 2,439.49	\$ 2,439.49	\$ 2,439.49	\$ 7,725.04
<b>Tulare County</b>	<b>Youth</b>	<b>Rental Assistance</b>	<b>Capital Improvements</b>	<b>Services</b>	<b>Total Amount Available</b>
Dinuba	\$ 1,367.66	-	\$ 13,676.61	\$ 10,941.29	\$ 25,985.56
Earlimart	\$ 136.77	-	\$ 1,367.66	\$ 1,094.13	\$ 2,598.56
Exeter	\$ 136.77	-	\$ 1,367.66	\$ 1,094.13	\$ 2,598.56
Farmersville	\$ 410.30	-	\$ 4,102.98	\$ 3,282.39	\$ 7,795.67
Ivanhoe	\$ 136.77	-	\$ 1,367.66	\$ 1,094.13	\$ 2,598.56
Lindsay	\$ 136.77	-	\$ 1,367.66	\$ 1,094.13	\$ 2,598.56
Orosi	\$ 136.77	-	\$ 1,367.66	\$ 1,094.13	\$ 2,598.56
Porterville	\$ 26,669.39	-	\$ 266,693.90	\$ 213,355.12	\$ 506,718.40
Tulare	\$ 15,728.10	-	\$ 157,281.02	\$ 125,824.81	\$ 298,833.93
Visalia	\$ 63,185.94	-	\$ 631,859.39	\$ 475,487.51	\$ 1,170,532.83

## Funding Priorities

The Alliance facilitated a local planning process to incorporate input from cities, county staff, service providers, health care professionals, law enforcement, faith-based organizations, and stakeholders to establish local priorities. On October 25, 2018, the Alliance Membership approved the following priorities for each county.

For projects operating in Kings County, the priorities are:

- Acquisition/Capital Improvements of Low-Barrier Shelter or Permanent Housing units
- Rental Assistance
- Operating Support for Emergency Housing Interventions

For projects operating in Tulare County, the priorities are:

- Acquisition/Capital Improvements for Low-Barrier Shelter or Bridge Housing
- Operating Support for Emergency Housing Interventions or Bridge Housing

# HOMELESS MENTALLY ILL OUTREACH & TREATMENT PROGRAM (HMIOT)

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## Introduction

The Homeless Mentally Ill Outreach & Treatment (HMIOT) program is a one-time allocation authorized through SB 840 (2018) that provides funding for outreach and treatment of individuals experiencing homelessness with severe mental illness. The program is intended to provide *flexibility* to the unique homelessness and mental context within local communities. Consequently, applicants are encouraged to submit innovative approaches that meet acute local outreach and treatment needs for this target population.

Because Kings County Behavioral Health had already allocated its HMIOT funding prior to the issuance of this NOFA, HMIOT may only fund projects within Tulare County.

## Program Requirements

Awarded applicants are required to:

- Expend the entire amount awarded by June 30, 2020, and prepare a spending report showing at least 50% of award expended by December 31, 2019
- Report to Tulare County Health & Human Services Agency the services provided and number of individuals who received services no later than 90 days after expending all of the award
- Provide a six-month progress report to Tulare County Health & Human Services Agency on services provided and number of individuals who received services

## Amount Available

**\$309,000** is available for projects and activities in any jurisdiction in Tulare County.

## Funding Priorities

HMIOT funding priorities are based on external feedback collected from local stakeholders, as well as needs internally identified by Tulare County Health & Human Services Agency. Submitted projects will be more likely to be awarded HMIOT money if they include/demonstrate:

- Integration with project also funded by CESH or HEAP
- Meeting gaps in transportation needs for homeless community
- Multidisciplinary teams for homeless outreach efforts
- Dedicated intensive mental health services located on-site at housing projects or shelters
- Outreach strategies to prioritize connecting racial minorities experiencing homelessness with community resources

# APPLICATION INSTRUCTIONS

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## APPLICATION FORMAT

- A. All Applicants must use the PHIL Application template and Budget Workbook, which can be found at <https://www.kthomelessalliance.org/phil>.
- B. FOR ESG APPLICANTS - Please note that this NOFA serves as the local CoC rating and ranking process. Applicants selected for the State of California ESG NOFA Competition **will also need to complete the HCD ESG FY 2019-20 application and follow all HCD NOFA requirements and deadlines.**
- C. Please be succinct in all responses and observe word limits wherever noted.
- D. No supplemental and/or supporting materials will be accepted, unless noted in the application.
- E. Submit one (1) electronic copy (PDF format) of all application materials to Machael Smith at [msmith@kthomelessalliance.org](mailto:msmith@kthomelessalliance.org) by April 17, 2019 at 11:59 pm. 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.

# SCORING CRITERIA

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## Project Ranking Policy

The Alliance and Tulare County HHSA will assign a unique rank to each project submitted for PHIL 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. Funds for projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will be reallocated to new projects that meet a community priority and contribute to improving system performance.

## Project Scoring Policy

### 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 certain local threshold requirements
- Confirm matching requirements are met for capital improvement projects

### B. Contribution to System Performance

One of the most important factors in the local scoring process will be a review of a project's contribution to the improvement of overall system performance. Annual Performance Reports, HMIS data and other measurement tools will be reviewed carefully to ensure that all projects recommended for funding contribute to the improvement of system performance.

All complete, timely, and eligible applications will be scored by the PHIL Rating and Ranking Committee, using the scoring criteria located in the Exhibit C.

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/HHSA'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 and Membership for review and final approval.

**Applicants will be notified in writing no later than May 23, 2019** of whether they will be awarded funding from PHIL. 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 23, 2019.

### **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.

The application deadline for these additional projects will be due as soon as possible upon notification to the public.

### **Rating and Ranking Members**

The Alliance/HHSA 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 competition, that a decision made by the Rating and Raking Committee regarding the ranking, rejection, or funding of their project was prejudicial, unsubstantiated by project performance, or in violation of the 2018 Rating & Ranking Guidelines, the applying lead agency and sponsor if any may file an appeal according to the process outlined in the Alliance's Policy and Procedure Manual, which can be found on the Alliance's website at <https://www.kthomelessalliance.org/>.

Any agency desiring to appeal must contact the Alliance via email at [msmith@kthomelessalliance.org](mailto:msmith@kthomelessalliance.org) by **May 29, 2019 at 5:00 pm** to state its intent to appeal. All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

# EXHIBIT A: MODEL PROJECTS

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## Pool for Homeless Initiatives Locally (PHIL): 2019 NOFA Model Projects

A Housing First system orientation recognizes that people experiencing homelessness—**like all people**—need the safety and stability of a home in order to best address challenges and pursue opportunities. The Housing First approach connects people back to a home as quickly as possible, while making readily available the services that people may need to be stable and secure.

The Pool for Homeless Initiatives Locally (PHIL) requires that all awarded projects adhere to Housing First. Core components of a Housing First system include:

- Street outreach providers, emergency shelters, and other parts of the crisis response system are working closely with housing providers to connect people to permanent housing as quickly as possible.
- The community has a data-driven coordinated assessment system for matching people experiencing homelessness to the most appropriate housing and services based on their needs.
- The community has a unified and streamlined process for applying for rapid re-housing, supportive housing, and/or other housing interventions.
- Community leaders work collaboratively to ensure that a range of affordable and supportive housing options and models are available to meet local needs.
- Policies and regulations related to supportive housing, social and health services, benefit and entitlement programs, and other essential services do not create needless barriers to housing.
- Communities work to ensure that people are not evicted back into homelessness whenever possible.

### Homelessness Prevention

Homelessness Prevention aims to reduce the number of people who experience homelessness through financial assistance and case management supports to keep people in housing from experiencing homelessness. Targeting prevention resources is critical to ensuring the most effective use of funding to truly reduce the number of people newly becoming homeless.

#### A. Eligibility Requirements

Prevention resources must be used to assist those who are housed but at imminent risk of becoming homeless if they do not receive prevention supports.

#### B. Eligible Use of Funds

- Short-term or one-time rental assistance
- Rental/utility arrears
- Utility assistance

#### C. Recommended Staff Roles

- Assess for level and type of assistance needed
- Create Housing Stability Plans

- Assist with household budgeting
- Make connections and referrals
- Work directly with landlords

#### D. Core Components/Best Practices

- Crisis resolution/mediation
- Participant choice and empowerment
- Progressive engagement
- Connection with mainstream services
- Effective targeting strategies

## **Diversion**

Diversion is a flexible short-term intervention that assists households experiencing homelessness with innovative solutions to overcome their housing crisis and avoid entering the shelter system whenever possible, moving quickly from homelessness to housing. Diversion is typically offered at the point households are seeking shelter or emergency housing options.

#### A. Eligibility Requirements

Eligible households are currently homeless and seeking entry into shelter or housing and have not yet accessed homeless services. This includes individuals sleeping outside or in a place not meant for human habitation, or actively fleeing domestic violence (DV) who are not connected with DV emergency shelter system. There are no other criteria or preconditions to diversion services other than homeless status.

#### B. Eligible Use of Funds

Diversion funds can be used in a variety of ways provided they directly result in a housing solution.

Eligible financial assistance includes, but is not limited to:

- Payment for background and credit checks
- Costs associated with moving
- Utility assistance
- Rental/utility arrears
- Transportation
- Grocery cards
- Fees for securing documentation or certifications
- Work or education related assistance

#### C. Recommended Staff Roles and Staffing Levels

Crisis resolution is an essential component of diversion. Staffing ratio needs to support case management that focuses on partnering with participants to creatively problem- solve their housing situation. Problem-solving includes referrals to mainstream resources, and assisting participants with housing-related mediation and conflict resolution.

#### D. Core Components/Best Practices

- Services are flexible and tailored to the unique needs of each household.
- Diversion assists with identifying immediate, alternative housing arrangements and, if necessary, provides short-term services and assistance to help secure housing.
- Households are connected with safe, stable, creative housing solutions outside of the homeless housing and shelter system.
- Diversion relies on participant choice, respect, and empowerment and utilizes crisis resolution and mediation to navigate stable housing options.

### **Outreach and Engagement**

Outreach & Engagement services are coordinated, person centered, and persistent, bringing services directly to the people experiencing homelessness who might not seek out services and connecting them to permanent housing and necessary supports.

#### A. Eligibility Requirements

Eligibility for street-based outreach includes people living in places not meant for human habitation.

#### B. Eligible Use of Funds

Eligible costs vary, but primarily include meeting immediate needs (ex. transportation, food assistance), and connections with supportive services (ex. documentation replacement).

#### C. Recommended Staff Roles and Staffing Levels

Staffing ratio needs to support relationship development and housing-focused services. Case management services should be tailored to meet the needs of people where they are, both their level of need and geographically. The role of the outreach staff is to develop relationships, engage in creative solutions to identify housing opportunities, and support movement to stable housing.

#### D. Core Components/Best Practices

##### 1. Assessment and Service Provision Competency

- Able to establish a trusting relationship with the individual experiencing homelessness
- Qualified to conduct and document a reliable needs assessment which includes: behavioral health; substance use, treatment status, and harm reduction measures; physical health; disability; housing; employment; household composition; and geographic considerations
- Establish connections to community services that meet their needs, including providing intensive and ongoing support to navigate processes and systems that are often complex
- Dedicate adequate resources to ensure staff can walk with participants through the referral process, as needed, including following up on referrals to confirm a successful connection and ensure the participant is receiving appropriate services.
- Secure shelter/housing services based on what the participant wants, without prerequisites such as sobriety, project completion, or medication compliance

##### 2. Housing System Competency

- Ability to access the housing system in order to support participants to exit homelessness
- Housing First: Coordinated Entry for All (CEA); By Name List coordination efforts; low barrier

shelters; sanctioned encampments; motels; diversion funds

- Housing navigation/Case management services

### 3. Behavioral and Physical Health Competency

- Directly refer participants to licensed behavioral health and/or physical health care services, verify services are provided either where the individual resides or at the behavioral health provider's location, and coordinate care with any existing provider working with the individual.
- Trained in harm reduction practices including: providing information on rights related to drug overdose (e.g. Good Samaritan Law); drug treatment options, including Medication Assisted Treatment (Buprenorphine and Methadone); and focusing on minimizing physical, social, and legal harms.
- Execute harm reduction practices where needed and in accordance with the standards set forth by the National Health Care for the Homeless Council

### 4. Training, Supervision and Safety Competency

- Trained in best practices, including: Engaging in person centered approach, trauma informed care, motivational interviewing, skill based assessments, stages of change/engagement; Clarity general training, Coordinated Entry housing assessor training, and Diversion.
- Perform duties in pairs to practice adequate safety and backup for outreach workers when providing street-based services, DMHPs, and WSDOT.
- Trained in self-care practices related to secondary trauma and burn out.

### 5. Cultural Competency

A provider must have a policy for how they will work with the following groups in compliance with City non-discrimination laws and racial equity principles: Those affected by domestic violence; physical disabilities; intellectual disabilities; LGBTQIA community and resources; immigrants/refugees.

### E. Performance Indicators (Performance targets and minimum standards)

- Moving people into shelter, transitional, or permanent housing
- Completing, or confirming the completion of, a Coordinated Entry assessment
- Linking people to outpatient mental health, and physical health treatment, (e.g., confirmed attendance at a clinical visit).
- Supporting participants, once in housing, with six months of aftercare support.
- Referrals to substance use treatment
- Placement in employment
- Obtaining IDs
- Securing financial assistance, such as public benefits
- Participant-centered goal setting related to physical or behavioral health.

## Emergency Services

Emergency Services projects provide immediate and low barrier access through a Housing First approach. Emergency services will be provided through basic and enhanced overnight and daytime shelter (including up to 24-hour shelter), basic day centers, and basic hygiene services. Enhanced hours can be provided through a single-site project operated by one agency, or through two projects (such as an overnight shelter and daytime

shelter) operated by one agency or operated jointly by two agencies in a partnership. Emergency services should be housing-focused and are not intended to provide a long-term living situation. Services can be provided through either a basic or enhanced model, and more detail can be found below.

Populations include households fitting the HUD definition of literal homelessness including families, individuals, youth, young adults, or individuals fleeing domestic violence. Projects should primarily serve people coming from an unsheltered situation.

Projects should provide appropriate accommodations for the population to be served, including meeting the needs of couples, young adults, intergenerational families, families of choice, and families with adult children.

#### A. Eligibility Requirements

Eligibility varies and depends on the funding sources supporting the project. In general, projects should operate under a housing first, low barrier model with minimal or no requirements for entry.

Projects should clearly describe the method of access to the project, including specifics on how the project will ensure a seamless transition from the referral source, and ongoing coordination with services the participant may be co-enrolled in (ex. Rapid Re-Housing), as appropriate.

Emergency Shelters: Emergency Shelters should prioritize access in this order:

- Right of return
- Outreach referral (if no other funder-designated set asides)
- Other referral (hospital discharge, etc.)
- Self-referral

#### B. Eligible Use of Funds

The costs of project operations, personnel services, light-touch information and referral, and flexible funding to meet participant needs are eligible expenses.

For Enhanced Projects, eligible expenses are the costs listed above as well as intensive supportive services, including housing navigation, mental/behavioral health, etc.

#### C. Recommended Staff Roles and Staffing Levels

##### 1. Basic Projects

- Basic operations staffing, to ensure safety
- Diversion – front-door diversion for people prior to entering the shelter, for those where an appropriate alternative can be identified.

##### 2. Enhanced Projects

- Staffing identified in Basic projects, above
- Case management: Services appropriate to the identified shelter model which support rapid transitions to housing. Services can be either funded through the proposed project or leveraged through another project.

- Housing Navigation: Facilitate housing search and placement, either directly or in partnership with another housing project (such as RRH), appropriate to the level of participant need.

#### D. Core Components/Best Practices

1. Basic health and safety needs are addressed including food, clothing, and personal hygiene. In addition, some level of amenities such as locking storage, access to kitchen facilities, showers, and laundry are provided.
2. Rules are minimal and are designed to promote the physical and emotional safety of participants and staff in the least restrictive manner possible. When rules are not followed, participants are offered additional support to adjust their behavior and be successful in the program.
3. Participation in services is not required.
4. Housing-focused services are provided, connecting participants with CES and alternative housing options as appropriate and assisting individuals with gathering needed documentation to assist with access to housing.
5. Projects should have a clear vision around how they fit within the homeless service system, including where participants come from prior to entry, where they will exit to, and what supportive services are needed while in shelter. This includes how projects will coordinate with other service providers (such as RRH) to coordinate care for participants, avoid duplication of services, and support exits to permanent housing.
6. Shelter models vary and may have either fixed or flexible-capacity.
7. Shelters are indoors and range from bunks in a common space to beds in individual units. Some shelters operate only overnight while others operate extended hours up to 24/7.
8. Offer right of return, without the need to line up, for all or a high percentage of beds.

#### BASIC SERVICES

Basic Shelters: tend to be overnight-only, mats on the floor. They tend to offer access to limited on-site amenities (hygiene, laundry, storage, meals), and provide limited to no case management services (information & referral).

Basic Day Services: can include day and/or hygiene centers. They tend to provide supports that meet people's immediate needs for daytime respite, provide showers, laundry, storage, meals.

#### ENHANCED SERVICES

It is strongly recommended that day and hygiene services be integrated with daytime and evening shelter projects and include services that support exits to permanent housing.

Enhanced Shelters: tend to be 24-hours or have extended overnight hours, provide bunks, offer full amenities, and have a low to medium case manager to participant ratio. Projects will provide intensive services that focus on housing search and placement.

Enhanced Day Services: can include day and/or hygiene centers. Projects should provide intensive services that focus on housing search and placement, and access to full amenities.

## Rapid Re-Housing

Rapid Re-Housing (RRH) is designed to help households quickly exit homelessness and return to permanent housing. The core components of RRH are 1) Housing identification, 2) Move-in and rental assistance, and 3) Case management services and supports. RRH projects should view all households as 'housing ready' immediately upon entry into the project and not require sobriety, employment, mental health stability or any other pre-condition to housing search and placement.

### A. Eligibility Requirements

Households must meet the HUD definition of literal homelessness. There are no other criteria or preconditions to enrollment in RRH other than homeless status.

### B. Eligible Use of Funds

RRH costs include the costs of case management supports and direct financial assistance. Allowable financial assistance may include:

- Costs associated with moving
- Deposits and application fees
- Rental assistance
- Utility assistance
- Rental/utility arrears
- Financial assistance is based on a progressive engagement approach of initially offering the minimum amount of assistance needed to achieve housing stability and increasing incrementally if necessary.

### C. Recommended Staff Roles and Staffing Levels

Intensive case management is essential to RRH. Services should be home-based and tailored to the needs of each household. Staffing supports housing-focused services assisting in gathering documentation, removing barriers to housing, housing search, and negotiating and mediating with landlords to support successful housing placement. Case management may continue up to 60 days after financial assistance ends.

### D. Core Components/Best Practices

The three core components of RRH are:

- Case management services and supports
- Housing identification
- Move-in and rental assistance

Best practices include:

- Low barrier, housing first intervention offered with no preconditions to enrollment other than homeless status
- Services and financial support tailored to the unique needs of the household through a progressive engagement approach where the minimum amount of services is provided before increasing support to meet the needs of the household
- Pairing with Critical Time Intervention (CTI). CTI is a time-limited, evidence-based practice

designed to support people with mental illness as they discharge from institutions into the community.

- Affordable housing, meaning the tenant pays no more than 30% of income towards rent
- Tenants hold a lease, just as in non-supportive housing, with no limits on length of tenancy as long as lease terms and conditions are met
- Proactive engagement with residents to offer a comprehensive array of flexible services which are NOT required as a condition of tenancy such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills
- Coordination with key partners to address issues resulting from substance use, mental health and other crises, focused on housing stability
- Support tenants in connecting with community-based resources and activities while building strong social support networks
- May be facility-based or scattered-site

# EXHIBIT B: SCORING MATRIX

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<b>PHIL: 2019 NOFA SCORING MATRIX</b>					
<b>Scoring Factor</b>		<b>Scoring Criteria</b>	<b>Max</b>	<b>Self-Score</b>	<b>Actual</b>
Applicant Experience	1.	Length of experience implementing the proposed project activities or activity similar to proposed project.	10		
	<b>Subtotal</b>		<b>10</b>		
Program Design	2.	Quality of the proposed program 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.	20		
	<b>Subtotal</b>		<b>20</b>		
Impact & Effectiveness	3.	Current projects will be evaluated based on performance outcomes from prior year. New projects will be evaluated on proposed performance outcomes, along with a reasonable plan to support proposed outcomes.	20		
	<b>Subtotal</b>		<b>20</b>		
Contribution to System Performance	4.	Extent to which the applicant: <ul style="list-style-type: none"> <li>▪ Demonstrates an understanding of the needs of the people to be served</li> <li>▪ Proposes an appropriate mix of people to be served through the program</li> <li>▪ Shows a clear relationship between the type of housing provided and needs of the population to be served</li> <li>▪ Shows a clear relationship between the type of supportive services provided and the needs of the population to be served</li> <li>▪ Supports Housing First where the client is housed regardless of their involvement in services they do not believe will help them achieve their stated goals</li> <li>▪ Gains access to mainstream (non-CoC) resources</li> <li>▪ Establishes performance measures for housing and income that are measurable, objective, and meet or exceed HUD and CoC benchmarks</li> <li>▪ Commitment to quickly place households in permanent housing</li> </ul>	20		
	5.	Extent to which the applicant provides a sound plan to ensure that homeless people will be assisted to both OBTAIN and REMAIN in permanent housing and only terminate clients based on lease violations.	15		
	6.	Extent to which there is a sound plan to ensure that participants will be assisted to both increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY.	15		
	7.	Project is in alignment with local funding priorities.	5		
	<b>Subtotal</b>		<b>35</b>		

Project & Client Accessibility	8.	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		
	9.	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		
	10.	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	11.	Applicant clearly describes a viable plan for rapid implementation of the program, documenting how the project will begin expending funds within 30 days.	20		
	12.	Project is cost-effective and is similar in cost to like-kind projects.	10		
	13.	Match is appropriate for project type and supports eligible activities <ul style="list-style-type: none"> <li>▪ 20% Match Required for capital improvement projects</li> <li>▪ Non-capital improvement projects will receive full points</li> </ul>	10		
	<b>Subtotal</b>		<b>40</b>		
Alliance Participation	14.	Applicant's organization participates in Alliance governance through (score all that apply): <ul style="list-style-type: none"> <li>▪ Regular attendance at Alliance Meetings or</li> <li>▪ Participates in one or more Alliance committees</li> <li>▪ Participates in monthly case management round table</li> </ul>	10		
	<b>Subtotal</b>		<b>10</b>		
HMIS Participation	16.	HMIS Participation <ul style="list-style-type: none"> <li>▪ Currently participating in HMIS or a comparable database = 10 points</li> <li>▪ Prior HMIS experience, but doesn't currently participate = 5 points</li> <li>▪ No HMIS experience = 0 points</li> </ul>	10		
<b>Total Points Available</b>			<b>200</b>		
Bonus Categories	17.	Project integrates funding from 2 or more sources in the PHIL funding pool.	5		
	18.	Project is supported by funding sources outside of the PHIL funding pool.	5		
	19.	Project demonstrates a commitment to advancing racial equity through the submission of a Racial Equity Assessment, as detailed in the provided toolkit.	5		
	<b>Total Points After Bonus</b>		<b>215</b>		

# EXHIBIT C: PERFORMANCE MEASURES

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## Pool for Homeless Initiatives Locally (PHIL): 2019 NOFA 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.	– Permanent Supportive Housing	75% of persons will remain in the permanent housing program or exit to permanent housing.	Number of Stayers in the program PLUS the number of Leavers who exited to a permanent housing destination / the total number of Stayers and Leavers.
		– Rapid Re-Housing	67% of persons will exit to permanent housing.	Number of Leavers who exited to a permanent housing destination / the total # of Leavers.
		– Transitional Housing – Emergency Shelter	45% of persons will exit to permanent housing.	
	Indicates successful placement from street outreach.	– Street Outreach	40% of persons will exit to permanent or temporary housing.	Number of Leavers who exited to a permanent or temporary housing destination / the total # of Leavers.
<b>Increased Income (Stayers)</b>	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	– Permanent Supportive Housing	30% of persons age 18 and older will increase their total income (from all sources) at most recent assessment.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and most recent assessment / by the total # of adult Stayers.
<b>Increased Income (Leavers)</b>	Indicates that program is assisting households to obtain sufficient income to attain housing. A higher rate is considered positive.	– Permanent Supportive Housing – Rapid Re-Housing	30% of persons age 18 and older will increase their total income (from all sources) at program exit.	The # of adults whose amount of cash income from any source increased based on the persons income at intake and then at exit / by the total # of adult Leavers.
		– Transitional Housing	15% of persons age 18 and older will increase their total income (from all sources) at program exit.	

Goal	Purpose	Systems	Program Outcome Targets	Outcomes Calculation
<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.	– Emergency Shelter	Track for data and information.	SUM [exit – entry]/ # of clients served during the report period.
<b>Average Length of Participation</b>	Indicates that system is assisting households to achieve independence without long-term reliance on the system.	– Rapid Re-Housing – Homeless Prevention	Track for data and information.	SUM [exit – entry]/ # of clients served during the report period.
<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.	– Emergency Shelter – Transitional Housing – Permanent Supportive Housing	Track for data and information.	The # 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.	– Emergency Shelter	Track for data and information.	The # of newly homeless clients / total # of clients served during the report period.
<b>Recidivism</b>	Indicates system’s success in ending homelessness as measured by # of households who attain housing and do not return or enter shelter subsequent to successful housing outcome.	– Emergency Shelter – Transitional Housing – Rapid Re-Housing – Homeless Prevention	20% or less of persons age 18 and older return in 24 months.	The total # of recidivist clients / the total # of clients served during the report period.
<b>Linkages to Community Resources (Outreach projects only)</b>	Indicates system’s success in addressing the various needs of clients and provides a better understanding of homeless persons’ needs.	– Emergency Shelter – Transitional Housing – Permanent Supportive Housing – Rapid Re-Housing – Homeless Prevention	Track for data and information.	The total # of referrals to services by type / total # of referrals to services during the reporting period.

# EXHIBIT D: 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 PHIL are encouraged to utilize the attached Government Alliance on Racial Equity toolkit. This toolkit would allow applicants to assess the impact a project will have on racial equity.

**PLEASE NOTE**, applicants that demonstrate a proposed project will promote racial equity will **receive bonus points** during application scoring.

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