

California Emergency Solutions and Housing Program (CESH) – Round 2

2019 Request for Funding (RFF) Instructions

Dos Rios Continuum of Care
P.O Box 987 • Willows, CA • 95988

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Dos Rios CoC CESH Application Instructions

2019

Introduction

The California Department of Housing and Community Development (HCD) is announcing the availability of approximately \$29 million in funding to assist persons experiencing or at risk of homelessness through the California Emergency Solutions and Housing Program (CESH program).

Administrative Entities (AEs) may request funding for eligible activities relating to homelessness within specified Continuum of Care (CoC) service areas as such terms are defined in Health and Safety Code (HSC), Section 50490 by submitting an application. An AE may contract with a sub-recipient that the AE determines is qualified to carry out the eligible activities. Appendix A of this NOFA lists the funding amount for which each AE is eligible to apply, which is determined by a formula described in Section II.C.

The following are eligible activities under CESH:

1. Rental Assistance, housing relocation, and stabilization services

Funds can be used to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness.

- **Provision of rental assistance** to provide rental assistance for no longer than 48 months for each assisted household and rent payments shall not exceed two times the current HUD fair market rent for the local area (Attachment A) as determined pursuant to 24 CFR part 888.

2. Operating subsidies

Funds can be used in the form of 15-year capitalized operating reserves for new and existing affordable permanent housing units for homeless individuals and/or families.

3. Flexible housing subsidy funds

Funds can be used for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals and families. Funds used for purposes of this activity support rental assistance bridge subsidies to property owners waiting for approval from another permanent rental subsidy source, vacancy payments, or project-based rent or operating reserves.

4. Operating support for emergency housing interventions

Funds can be used for emergency housing intervention activities including, but not limited to:

- **Navigation Centers** that provide temporary room and board and case manager who work to connect homeless individuals and families to income, public benefits, health services, permanent housing, or other shelter.
- **Street Outreach Services** to connect unsheltered homeless individuals and families to temporary or permanent housing.
- **Shelter Diversion** including but not limited to, homeless prevention activities such as those described in 24 CFR 576.103 and other necessary service integration activities such as those described in 24 CFR 576.105 to connect individuals to alternate housing arrangements, services, and financial assistance.

5. Systems support

Funds can be used for activities necessary to maintain a comprehensive homeless services and housing delivery system, including Coordinated Entry System (CES) data and Homeless Management Information System (HMIS) reporting, and homeless planning activities.

- Funds can be used to develop or update a Coordinated Entry System if the CoC does not have a system in place that meets that applicable HUD requirements. Eligible CES costs not include capital development activities, real property acquisition, construction, or rehabilitation activities.
- Funds can be used to develop a plan addressing action to be taken with the Dos Rios CoC service area, if no plan exists. If Dos Rios CoC requests funding to develop a plan, a plan must be developed and submitted to HCD prior to the expiration of the contract.
- Funds can be used to pay for staff time, licenses, and computers for HMIS data entry.

Request for Funding

The Dos Rios CoC invites proposals from qualified entities to apply for funding under this RFF. The primary objective of this RFF is to fund programs that: (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/individuals from becoming homeless.

Funding Available

The maximum funding for operating support for emergency housing interventions shall not exceed 40% of overall allotment. To continue to meet the goals of the Dos Rios Strategic Plan, funding under this RFF is limited to rental assistance, operating support for emergency housing interventions, and staff and overhead costs directly related to carrying out the eligible activities. A maximum of 2% per application may be requested for administrative costs related to the planning and execution of eligible activities.

Eligible Applicants

Applicants may be public agencies or non-profit agencies that provide direct services to homeless persons or persons at-risk of becoming homeless. In addition, to be eligible to receive federal funds, applicants must be registered under the System of Awards (SAM). Visit www.sam.gov for more information. Proof of registration must be included with the application.

Match Requirements

There is no matching contribution requirement for activities funding with CESH Program funds. However, CESH Program funds may be used for the one-to-one match of federal ESG funds as long as they are for the same approved activity.

Threshold Requirements

All proposers must meet the local defined threshold requirements as detailed in the RFF Questionnaire (Attachment B). If a proposal does not demonstrate that the proposed project meets these threshold requirements, the proposer will be advised that its proposal will not be considered for funding.

1. The proposer must be a public agency or private nonprofit agency, authority or organization, requesting CESH funds to undertake homeless prevention and/or rapid re-housing activities for assistance of homeless persons as defined in 24 CFR Parts 91, 582 and 583.
2. The costs and activities for which funding is being requested must be eligible under one of the specific component types: Rental Assistance, Operating support for emergency housing interventions and systems support.
3. All proposed projects are required to demonstrate evidence of direct collaboration with other agencies.
4. In accordance with the HEARTH Act, agencies receiving CESH funds must agree to enter client-level data into the NorCal HMIS.

Application Instructions

All applicants must submit one (1) electronic copy via email, with completed RFF Questionnaire by **5:00 P.M. on Thursday, April 11, 2019 to:**

Glenn County Community Action Department
Dos Rios CoC
Danielle Huguenard
dhuguenard@countyofglenn.net

Applications may be hand delivered. All supporting documents must be included in the submissions. Incomplete proposals will not be considered for funding.

Questions / Technical Assistance

The CGT CAP Program Manager or Dos Rios CoC Vice Chair is available to answer any questions and provide technical assistance to any organization wishing to submit a proposal but must be requested before April 11, 2019. Questions regarding this Request for Funding should be directed only to the person(s) designated below. Do not contact any other person or official regarding this RFF.

Danielle Huguenard, Program Manager, Colusa-Glenn-Trinity Community Action Partnership

T (530) 934-1457 • dhuguenard@countyofglenn.net

Bill Wathen, Vice Chair, Dos Rios

T (530) 934-1468 • bwathen@countyofglenn.net

Application Process

All questionnaires received will be taken into consideration for funding after the contract with HCD has been executed. The collaborative application will be submitted to HCD with the requested funds in each requested activity. Contracts with each agency will be based on percentage requested of total allocation amount. For example: If all requests for rental assistance total \$422,005, then \$422,005 will be requested on the collaborative application to HCD. If all requests exceed the total amount of the allocation, all requests will be proportionately funded according to allocation amount.

General Provisions and Conditions if awarded CESH funding

CESH Reporting

Each CESH recipient will, at a minimum, report

- Projected performance measures
- Contract expenditures
- Progress on the following performance measures:
 - Number of homeless persons served
 - Number of unsheltered homeless person served
 - Average length of time unsheltered adult spent as homeless before entry into program
 - Number of persons exiting the program into permanent housing
 - Number of persons exiting the program into homelessness
- HMIS APR

Housing First

All eligible activities must be provided in a manner consistent with the Housing First practices described in California Code of Regulations, title 25, section 8409, subdivision (b)(1)-(6). Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

Coordinated Entry

All funds allocated must use a CES that meet the requirements of the Dos Rios CoC Coordinated Entry System Policies and Procedures. In addition, the Dos Rios COC CES complies with 24 CFR part 576.400(d) and 24 CFR part 578.7 (a)(8).

§ 576.400 Area-wide systems coordination requirements.

(d) *Centralized or coordinated assessment.* Once the [Continuum of Care](#) has developed a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the [Continuum of Care](#)'s area must use that assessment system. The [recipient](#) and [subrecipient](#) must work with the [Continuum of Care](#) to ensure the screening, assessment and referral of [program participants](#) are consistent with the written standards required by [paragraph \(e\)](#) of this section. A [victim service provider](#) may choose not to use the [Continuum of Care](#)'s centralized or coordinated assessment system.

§ 578.7 Responsibilities of the Continuum of Care.

(a) *Operate the Continuum of Care.* The Continuum of Care must:

(8) In consultation with [recipients](#) of [Emergency Solutions Grants](#) program funds within the geographic area, establish and operate either a [centralized or coordinated assessment system](#) that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services. The Continuum must develop a specific policy to guide the operation of the [centralized or coordinated assessment system](#) on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from nonvictim service providers. This system must comply with any requirements established by HUD by Notice.

Attachment A: Fair Market Rents

For Colusa County:

| Final FY 2018 FMRs By Unit Bedrooms | | | | | |
|-------------------------------------|----------------------------|-----------------------------|-------------|-------------------------------|------------------------------|
| Year | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| FY 2018 FMR | \$546 | \$745 | \$856 | \$1,245 | \$1,441 |
| FY 2017 FMR | \$522 | \$712 | \$822 | \$1,197 | \$1,356 |

Colusa County, CA is a non-metropolitan county.

For Glenn County:

| Final FY 2018 FMRs By Unit Bedrooms | | | | | |
|-------------------------------------|----------------------------|-----------------------------|-------------|-------------------------------|------------------------------|
| Year | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| FY 2018 FMR | \$558 | \$611 | \$813 | \$1,060 | \$1,107 |
| FY 2017 FMR | \$537 | \$583 | \$775 | \$1,049 | \$1,068 |

Glenn County, CA is a non-metropolitan county.

For Trinity County:

| Final FY 2018 FMRs By Unit Bedrooms | | | | | |
|-------------------------------------|----------------------------|-----------------------------|-------------|-------------------------------|------------------------------|
| Year | Efficiency | One-Bedroom | Two-Bedroom | Three-Bedroom | Four-Bedroom |
| FY 2018 FMR | \$582 | \$637 | \$847 | \$1,217 | \$1,492 |
| FY 2017 FMR | \$608 | \$612 | \$813 | \$1,177 | \$1,433 |

Trinity County, CA is a non-metropolitan county.

Attachment B: RFF Questionnaire

A completed, signed questionnaire must be received at Glenn County Community Action Department, no later than 5:00pm on April 11, 2019. Email scanned questionnaires to: dhuguenard@countyofglenn.net

| 1. Legal Name of Applicant Organization: | | | |
|--|-------------------|-------------------------------------|----------------------|
| 2. Contact Name: | Phone | Fax | Email |
| 3. Agency DUNS Number: | | | |
| 4. Agency Tax ID Number: | | | |
| 5. Intent to Apply for Funds: | | | |
| <input type="checkbox"/> We intend to apply for renewal of the follow project(s) (please name separately): | | | |
| Name of Project: | Amount Requested: | Proposed Number of Persons assisted | For Office Use Only: |
| Rental Assistance (1 to 3 months) | | | |
| Rental Assistance (4 to 12 months) | | | |
| Rental Assistance (13 to 24 months) | | | |
| Rental Assistance (25 to 36 months) | | | |
| Rental Assistance (36 to 48 months) | | | |
| Security Deposit | | | |
| Utility Deposit | | | |
| Utility Payments | | | |
| Street Outreach | | | |
| Coordinated Entry Staff Time | | | |
| HMIS Staff Time | | | |
| Program Administration Staff Time | | | |
| General Administration | | | |

Executive Director Name

Executive Director Signature

Date