

# **COUNTY OF SAN LUIS OBISPO**

## **REQUEST FOR PROPOSALS**

Homeless Housing, Assistance and  
Prevention Program Round 2 (HHAP-2)

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County of San Luis Obispo  
Department of Social Services  
Homeless Services Division  
January 20, 2023

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## **Overview**

The Homeless Coordinating and Financing Council (HCFC) administers the Homeless Housing, Assistance and Prevention (HHAP) Program. On November 13, 2020, HCFC released the Notice of Funding Availability (NOFA) for HHAP Round 2 (HHAP-2) funding. This second round of HHAP funding was authorized by AB 83 (Committee on Budget, Chapter 15, Statutes of 2020) and was signed into law by Governor Gavin Newsom on June 29, 2020. Building on the regional coordination created through previous HCFC grant funding, this funding is intended to support local jurisdictions in their unified regional response to reduce and end homelessness.

For HHAP-2, the County of San Luis Obispo was awarded \$739,865.00, and the San Luis Obispo County Continuum of Care (CoC) was awarded \$826,609.00.

The Homeless Services Oversight Council (HSOC) has designated the County of San Luis Obispo to be the Administrative Entity (AE) for the CoC's allocation of HHAP grant funding. This Request for Proposals (RFP) is for both the grant awarded directly to the County of San Luis Obispo and to the San Luis Obispo County CoC.

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

## **The Program**

HHAP-2 is designed to build on regional coordination developed through previous rounds of HCFC Homeless Emergency Aid Program (HEAP), HHAP, and COVID-19 funding. HHAP-2 funds should be used to continue to build regional coordination and a unified regional response to reduce and end homelessness. In order to successfully reduce homelessness through this funding, HCFC also expects applicants to:

- Strategically pair these funds with other local, state, and federal funds to reduce and end homelessness as laid out in the Guide to Strategic Uses of Key State and Federal Funds to Reduce Homelessness During the COVID-19 Pandemic.
- Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services for Black, Native, and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.
- Establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.

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- Fund projects that provide housing and services that are Housing First compliant, per Health and Safety Code Section 50220.5 (g) and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used. Housing First should be adopted within the entire local homelessness response system, including outreach and emergency shelter, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing

The grant will be governed by the rules set forth in HCFC's HHAP-2 NOFA and the Program Guidance. The NOFA, Program Guidance, and Frequently Asked Questions may be found here:

[https://www.bcsb.ca.gov/hcfc/hhap\\_program.html](https://www.bcsb.ca.gov/hcfc/hhap_program.html)

Applicants should review these materials prior to submitting their applications to the County.

### **Eligible Activities**

HHAP-2 funding may be utilized on evidence-based solutions that prevent, reduce and end homelessness. Grantees may not use HHAP grant funding to supplant existing local funds for homeless housing, assistance, or prevention, and funds must be expended in compliance with Housing First requirements per Health and Safety Codes Section HSC 50220.5(g).

As stated in Health and Safety Code Section 50220.2 (d), HHAP-2 funds must be expended on one or more of the following eligible uses:

1. Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
2. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, non-congregate shelters, interim or bridge housing, and navigation centers. Operating subsidies may include operating reserves.
3. Street outreach to assist persons experiencing homelessness to access permanent housing and services.
4. Services coordination (which may include access to workforce, education, and training programs) or other services needed to promote housing stability in supportive housing.

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5. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.
6. Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions).
7. Prevention and shelter diversion including crisis resolution, mediation, and conflict resolution, creative problem solving, connection to mainstream resources, and light-touch financial assistance directly resulting in housing solutions.
8. New navigation centers and emergency shelters, with clients obtaining housing as the primary goal, based on demonstrated need in consideration of the following:
  - a. The number of available shelter beds in the city, county, or region served by a continuum of care.
  - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time-count.
  - c. Shelter vacancy rate in the summer and winter months.
  - d. Percentage of exits from emergency shelters to permanent housing solutions.
  - e. A plan to connect residents to permanent housing.

Additionally, HSC § 50218.5(f) requires that a program recipient use at least 8 percent of its allocation for services for homeless youth populations, which are defined as unaccompanied youth between 12 and 24 years old and experiencing homelessness. Funds spent under this provision must still comply with the eligible use requirements of Health and Safety Code Section 50220.5(d).

Health and Safety Code Section 50218.5(e-f) allows funds to be spent for the following:

- No more than 5 percent of an applicant's program allocation may be expended on a strategic homelessness plan (as defined in Section 578.7(c) of Title 24 of the CFR) and/or infrastructure development to support coordinated entry systems (CES) and Homeless Management Information Systems (HMIS).
- No more than 7 percent of Round 2 program allocation may be used for a jurisdiction's administrative costs incurred by the city, county, or CoC to administer the program allocation. "Administrative Costs" does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

## **Amounts Available for HHAP Round 2 Application**

CoC Allocation			
Total HHAP CoC Allocation	7% Reserve for CoC Admin*	8% set aside to serve homeless youth**	Total Available for Application
\$826,609.00	\$57,862.63	\$66,128.72	\$768,746.37

County Allocation			
Total HHAP County Allocation	7% Reserve for County Admin*	8% set aside to serve homeless youth**	Total Available for Application
\$739,865.00	\$51,790.55	\$59,189.20	\$688,074.45

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

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

## **Eligible Applicants**

Eligible applicants who may apply for HHAP-2 program funds include local governments, private non-profits, or for-profit organizations that the County determines are qualified to undertake the proposed activities. Multiple agencies can combine applicable smaller projects into an inter-agency partnership, provided one agency is designated as the lead entity for the project, and the combined project falls within HHAP goals and objectives.

For additional information on program requirements and eligible activities, please visit: [https://www.bcsb.ca.gov/hcfc/hhap\\_program.html](https://www.bcsb.ca.gov/hcfc/hhap_program.html).

## **Minimum Requirements to Apply**

Agencies applying for HHAP-2 funds must meet the following requirements:

- SAM Registration Requirement. Applicants must be registered with <https://sam.gov/content/home> before submitting their application. In addition, Applicants must maintain an active SAM registration with current information while they have an active Federal award or an application or plan under consideration.
- UEI Number Requirement. Applicants must provide a valid UEI number, registered and active at <https://www.sam.gov/SAM> in the application.

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

### **Project Selection Process**

Applications must be submitted to the Department of Social Services by 5PM on February 24, 2023. Proposals will be reviewed by program staff to ensure they meet the minimum requirements listed above and that proposed activities are eligible under the rules of the HHAP program.

Proposals for HHAP-2 funds will be evaluated based on the following factors identified by the HSOC including but not limited to:

- **Organizational Capacity:** Experience providing the proposed activity, staff availability, and successful experience carrying out State and Federal homeless assistance grants administered by the County.
- **HSOC Priorities:** Project meets one of the priorities approved by HSOC on January 18, 2023:
  1. Homeless Prevention.
  2. Operating Subsidies for affordable or supportive housing units, emergency shelters, and navigation centers.

- **Alignment with the San Luis Obispo Countywide Plan to address homelessness (2022 – 2027)**
- **Cost Effectiveness and Leveraging:** Costs are reasonable for interventions and populations served; project maximizes resources by leveraging funding or in-kind donations.
- **Financial Stability:** Demonstrates stable budget for proposed activity, including additional sources of funding needed to complete activity as proposed.
- **Sustainability:** Ability to sustain successful operation of activity to benefit homeless persons, or persons at-risk of homelessness, following expiration of HHAP-2 award, or provision of an adequate plan for program phaseout and demonstration of public benefit.
- **Impact:** The impact that the project will have on homelessness, such as reduction in unsheltered homelessness, reductions in the length of time that people remain homeless, and the likelihood that the proposed assistance will lead to permanent housing while addressing services gaps among underserved populations.
- **Collaboration with Partners:** Collaboration with local jurisdictions and/or local agencies to organize and deliver proposed activities, increasing value and effectiveness of the project.
- **The Extent to Which the Activity Improves County and CoC Capacity to Address Homelessness:** Strengthens the County's existing homeless services network, improves County's ability to assist homeless persons and persons at-risk of homelessness, is likely to decrease the number of unsheltered homeless persons within the County, adds to permanent housing stock or makes permanent improvements to system.
- **Adheres to Housing First and Low-Barrier Requirements.**
- **Promising and Evidence-Based Practices:** The extent to which the proposed project aligns with Promising or Evidence-Based Practices identified by the HCFC, the U.S. Interagency Council on Homelessness, the U.S. Department of Health and Human Services, or other federal agencies addressing homelessness.

## Agreement Terms

Applicants may request a grant term of one (1) to three (3) years; however, the total award may not exceed the amount available to the County or CoC, regardless of the duration of the grant. All HHAP-2 grant funds must be expended by June 30, 2026.



## **Reporting and Outcomes**

Applicants that are awarded HHAP-2 funds shall agree to participate in the CoC's HMIS and provide any data upon request by the County or CoC, annually or as needed, to complete required reports and track the County's progress toward meeting local needs and goals regarding homelessness.

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

## **Regulations**

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

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

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

## **Information Session**

On January 27, 2023, a public information session for HHAP-2 will be held via Zoom for potential applicants at 10:00am. Below is the log-in information for the meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/87997417438?pwd=a1lvdVlsVmZmZWZjbHovZXJHWkRnQT09>

Meeting ID: 879 9741 7438

Passcode: 044020

One tap mobile

+16694449171,,87997417438#,,,,\*044020# US

+13462487799,,87997417438#,,,,\*044020# US (Houston)

## **Application Submission**

Any group or organization wishing to apply for HHAP-2 grant funding must apply for an eligible project. Interested applicants may obtain a copy of the application form via the SLO County Homeless Services website: <https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Funding-Availability.aspx>

or by contacting Trisha Raminha, Program Manager, Homeless Services Division, Department of Social Services, County of San Luis Obispo, through the contact information provided below.

### **Submission Requirements:**

**Applications must be received by 5:00 pm, February 24, 2023.**

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

**Digital Copy** – email to [SS\\_Homelessgrants@co.slo.ca.us](mailto:SS_Homelessgrants@co.slo.ca.us)

Subject line: HHAP-2 Proposal – (Applicant Name)

**Hard Copy** – Mail or Drop-off:

Attn: Trisha Raminha

Homeless Services Division

Department of Social Services

3433 South Higuera Street

San Luis Obispo, CA 93403

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### Timeline

January 20, 2023 – Release of HHAP Round 2 RFP

January 27, 2023 – Public Information Session

February 24, 2023 – Applications due to the Department of Social Services

Week of February 27, 2023 – Ad Hoc Grant Review Committee meets

March 15, 2023 – HSOC votes on funding recommendations

April 4, 2023 – Funding recommendations voted on by County Board of Supervisors

Questions or Need More Information?
Contact Trisha Raminha, Program Manager – County of San Luis Obispo Department of Social Services – Homeless Services Division (805) 788-9462 or <a href="mailto:traminha@co.slo.ca.us">traminha@co.slo.ca.us</a>