



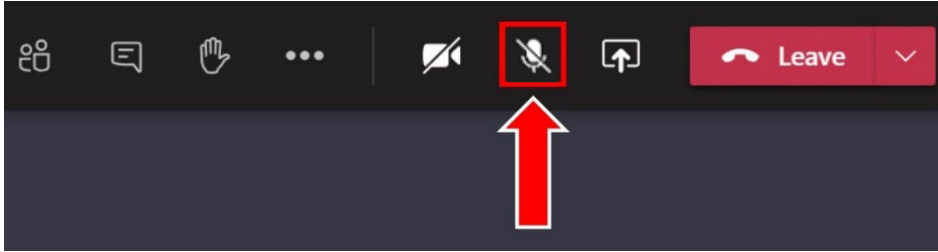
Housing Homelessness, Assistance Prevention Program Application – Technical Assistance Workshop

October 31, 2023

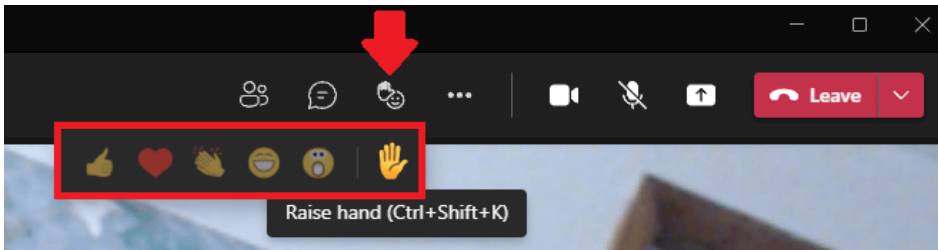
10:00am – 11:00 am

Thank you for joining us!

1. Please mute yourself when you are not speaking.



2. Click the “Raise Hand” icon when you have a question or comment.



Agenda



1. STATE MANDATED RACIAL EQUITY PRESENTATION
2. HHAP PROGRAM OVERVIEW
3. FUNDING AVAILABILITY
4. FUNDING PRIORTIES
5. APPLICATION REVIEW AND SELECTION PROCESS
6. TIMELINE
7. APPLICATION SUBMISSION
8. COMMON MISTAKES TO AVOID
9. SCORING & RANKING PROCESS
10. APPEALS



HHAP Program Overview



HHAP was designed to provide local jurisdictions with funds to support regional coordination and to establish a unified response to decrease and ultimately end homelessness.

Homeless Coordinating and Financing Council has identified the following priorities:

- 1 Reduce the number of persons who become homeless for the first time
- 2 Increase the number of people exiting homelessness into permanent housing
- 3 Reduce the length of time persons remain homeless
- 4 Reduce the number of persons who return to homelessness after exiting homelessness to permanent housing
- 5 Increase successful placements from street outreach

Goals should represent achievable progress from Baseline Data period (CY 2022) through Dec. 31, 2024.

Goals are set and performance will be measured for the CoC geographic area

Glendale Agencies should work together to set shared outcome goals for the CoC



HHAP 3 & 4 Eligible Use Categories

<u>Eligible Activity</u>	<u>Summary of Required Project Activities</u>
<u>Outreach and Coordination (including employment)</u>	Outreach programs engage and provide services to people living in places not meant for human habitation, including cars, parks, abandoned buildings, bus or train stations, encampments, or campgrounds.
<u>Homeless Prevention and Shelter Diversion</u>	Homelessness prevention and diversion programs are intended to quickly support people who are at imminent risk of homelessness by helping them quickly regain stability in their current housing or other permanent housing.
<u>Interim Sheltering</u>	Interim Sheltering provides immediate access to temporary shelter via the CES, meet basic needs like food, clothing, and hygiene, and quickly connect individuals to housing and other mainstream services including health and behavioral health services.
<u>Operating Subsidies and Reserves</u>	Include new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
<u>Rapid - Re-Housing (including rental assistance and landlord incentives)</u>	Specifically, projects that incorporate all the following core components of RRH: Housing location; Rent and move-in assistance; Intensive case management and services; and rent and utility arrears payments. Financial support, such as security deposits, holding fees, or other programs, is available to create landlord partnerships for individuals and families
<u>Youth Set-Aside</u>	Programs prioritize family reunification or support reunification as the initial intervention for youth experiencing homelessness; Youth in crisis are provided alternative housing models such as motel vouchers, flexible emergency shelter responses or host homes; Rapid re-housing programs offered to youth are tailored to youth.



What You Need to Know...

- One-time HHAP funding Cycle **1/1/2024 – 12/31/2024.**
- Funded projects may qualify for a contract extension through **June 30, 2026** for HHAP Round 3 and **June 30, 2028** for HHAP Round 4 recipients.
- Base your proposed **budget** on Year One only.

Period



- Approximately **\$583,251.52** available for Agencies
- City of Glendale will maintain system support, HMIS, and administration in the amount of **\$79,533.52**
- Funds are expected to be fully spent by awarded projects by December 31, 2024

Funding Available



- Nonprofits
- New and expansion of renewal projects
- Collaborating Agencies may apply jointly
- Proposals must align with Housing First Policies

Who Can Apply



HHAP 3 & 4 Funding Availability

HHAP FUNDING EXPENDITURE PLAN*

ELIGIBLE USE CATEGORY	HHAP Round 3	HHAP Round 4	HHAP 3 Total	HHAP 4 Total
Rental Assistance and Rapid Rehousing	\$ -	\$ 233,290.00	\$ -	\$ 233,290.00
Operating Subsidies and Reserves	\$ 40,052.52		\$ 40,052.52	\$ -
Landlord Incentives		\$ -	\$ -	\$ -
Outreach and Coordination (including employment)	\$ 60,301.72	\$ -	\$ 60,301.72	\$ -
Systems Support to Create Regional Partnerships - City Only		\$ 14,953.75	\$ -	\$ 14,953.75
Delivery of Permanent Housing	\$ -	\$ -	\$ -	\$ -
Prevention and Shelter Diversion to Permanent Housing	\$ 83,330.00	\$ -	\$ 83,330.00	\$ -
Interim Sheltering	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%) - City Only	\$ 18,184.80	\$ -	\$ 18,184.80	\$ -
Administrative (up to 7%) - City Only	\$ 25,458.72	\$ 20,936.00	\$ 25,458.72	\$ 20,936.00
			\$ 327,327.76	\$ 269,179.75
	HHAP Round 3	HHAP Round 4	Round 3-Total Combined	Round 4 Total Combined
Youth Set-Aside (at least 8%)	\$36,370	\$ 29,909.00	\$ 363,697.76	\$ 299,088.75



GLENDALE COC LOCAL ACTION PLAN PRIORITIES

High Priority



- Rental Assistance & Rapid Rehousing
Landlord Incentives
- Prevention & Shelter Diversion to Permanent Housing
- Interim Sheltering
- Delivery of Permanent Housing
- Youth-centric Programs

Medium Priority



- New Navigation Centers & Emergency Shelters
- Street Outreach & Coordination
- Operating Subsidies & Reserves

Low Priority



- Supportive Services Only Projects



Application Review & Selection Process

Section	Points
Program Design	35pts
Organization Experience and Capacity	20pts
Racial Equity	15pts
Data Collection and Program Performance	15pts
Budget and Narrative	10pts
Overall Quality, Coherence, and Completeness	5pts

**An applicant may not be recommended for funding, regardless of the merits of the application submitted, if it has a history of contract non-compliance with the requirements of the City or other funding source or poor past performance with any City funded project. The applicant may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.



HHAP Round 3 & 4 Timeline

Date	Activity
Monday, October 16, 2023	Release Request for Proposals
Wed, November 1, 2023	Last Day to Submit Interim Questions
Thurs, November 16, 2023	Applications Due to City, no later than 5 PM
Monday, November 20, 2023	Scoring/Ranking by Panel
Thursday, November 30, 2023	Appeals Due
Friday, December 15, 2023	Panel Review/Candidate Interview
Monday, January 1, 2024	Contract Commencement



Required Attachments

All documents must be emailed to hmis@glendaleca.gov with the subject heading:
“HHAP Round 3 & 4 Application Attachments for [Agency Name]”

Due by 5pm on 11/16/2023:

- 1.Internal Revenue Service tax-exempt determination letter(501)c3
- 2.Most recent financial audit
- 3.Budget & Budget Narrative
- 4.Pre-Award Risk Assessment Worksheet (Required)
- 5.Housing First Policy
- 6.Program Policies and Procedures
- 7.Board Contact Information and Current Organizational Chart
- 8.Résumés / Job Description of Key Staff
- 9.Past Performance APR



Application Submission

Notice of HHAP Program Rounds 3 & 4 Funding Availability (NEW)

- [HHAP Rounds 3 & 4 Request for Proposal](#)
- [HHAP Rounds 3 & 4 Application](#)
- [HHAP Budget Template](#)
- [HHAP Proposal Checklist & Required Attachments](#)
- [Manual HHAP Round 3 & 4 Application \(For Reference Only\)](#)

Make sure you meet the Threshold Requirements

- UEI/DUNS number
- Comply with Program Requirements Section L RFP

Download from City website

- Application
- Forms

Application Must be submitted online

Submit all required Attachments to

HMIS@GlendaleCA.Gov

by 11/16/2023 at 5pm

- Application
- Manual Document has been added to use as reference for Application
- Required Attachments
- Budget Worksheets-1 Full Time Equivalent (FTE) staff required to serve minimum 25 households

- You may access HHAP application online via [community-services-parks/human-services/homeless-services](https://www.cityofglendale.org/community-services-parks/human-services/homeless-services)



Common Mistakes to Avoid



1. Budget Mistakes:

- A. Totals don't add up
- B. Wrong categories (example: listing Homelessness Prevention costs as Emergency Shelter costs)
- C. Lacking descriptions (missing staff FTE % for personnel)

2. Project Information is not specific to this project:

- A. Services to be provided
- B. Needs to be met
- C. Clear Goals and outcomes that align with the HHAP goals and objectives
- D. Minimum number of individuals/families to be served



Scoring & Ranking Process

Phase 1:

City Evaluation Panel scores all project proposals using Scoring Tool* and makes funding recommendations to CoC Board.

PRELIMINARY

☐ \$583,251.52

- ☐ 1st project
- ☐ 2nd project
- ☐ 3rd project
- ☐ 4th project
- ☐ 5th project
- ☐ 6th project

Phase 2:

Applicants have option to appeal in writing.



Phase 3:

CoC Board reviews all materials and decides to either approve or change the funding recommendations.



APPEALS

Appeals to scoring decisions are limited to factors related to a violation of the established evaluation process. An applicant may file an appeal based upon a claim that one or both apply:

TECHNICAL SCORING ERROR

The evaluators made a technical scoring error that, if fixed, would have caused the project to be scored higher. No additional information by the applicant may be submitted.



LACK OF FAIRNESS EVIDENCE

There is evidence of lack of fairness in evaluating and scoring the application. Evidence of lack of fairness will be considered and reviewed on a project-by-project basis.



Any Questions?



#MyGlendale

glendaleca.gov/homeless-services