



Measure H Application

FY 2021 - 2024



We are pleased to announce the availability of funds for Measure H, a Homeless Initiative launched by LA County Board of Supervisors aimed at addressing the homelessness crisis within our communities. Eligible applicants are encouraged to pursue and secure Measure H funds within the Glendale Continuum of Care (CoC). The Measure H application process signifies the Glendale CoC's dedication to collaboratively combat homelessness by supporting service providers in our community.

INSTRUCTIONS

1. Please fill out all required sections , if you do not intend to apply for an eligible use category, you may enter "0" for the dollar amount.
2. Review the RFP: familiarize yourself with the Measure H Request for Proposal (RFP) document, which provides valuable information about the application process and eligibility criteria. You can access the RFP at <https://www.glendaleca.gov/home/showpublisheddocument/72897>.
3. To complete the application and the required attachments, please refer to <https://www.glendaleca.gov/home/showpublisheddocument/72901>

Submit the following deliverables to hmis@glendaleca.gov

1. Verification of SAM's /DUNS registration–Active Status
2. Internal Revenue Service tax-exempt determination letter(501)c3
3. Most recent financial audit, including management letters and any findings or concerns.
4. Please attach a Budget and Budget Narrative for the project for which you are applying for. While matching funding is not required, it may be helpful to include the value of any matching funding. See [insert link] for Budget worksheet
5. Pre-Award Risk Assessment Worksheet (refer to [insert link])
6. Program Policies and Procedures (Housing First Policy Included)
8. Board Contact Information and Current Organizational Chart
9. Résumés / Job Description of Key Staff
10. Proof of Registration with the California Secretary of State (<https://bizfileonline.sos.ca.gov>)
11. Past Performance Annual Performance Report (APR)

DEADLINE TO RESPOND: Thursday, December 7, 2023 by 5 p.m.

* Required

Name and Contact Information of Individual Completing Application

1. Agency Name *

2. Full Name *

3. **Title ***

4. **Address ***

5. **Email ***

6. **Phone Number ***

The value must be a number

Measure H Eligible Program Components / Strategies and Funding Request

Within the set of recommended strategies, from LA County's Homeless Initiative Policy summit, the following have been identified for the City of Glendale CoC Program Implementation

7. Strategy A1 & A5 | Homeless Prevention Program for Individuals & Families

Up to **\$76,647** available for Homeless Prevention services aimed to help rent-burdened, low-income families and individuals resolve crises that would otherwise cause them to lose their homes. These services can include short-term rental subsidies, utility payments, and other housing relocation and stabilization services. *

Please enter a number less than or equal to 76647

8.

Strategy B3| House: Time Limited Subsidies / Rapid Rehousing (Single Adults & Families)

Up to **\$164,426** is available under this component, which comprises of rapid-rehousing programs to help homeless families/individuals/youth with low-to-moderate housing barriers to be quickly re-housed and stabilized in permanent housing *

Please enter a number less than or equal to 164426

9. Strategy E6| Connect: Coordinated Outreach

Up to **\$175,084** is available under this component, which involves experienced teams building relationships with unsheltered people in places not meant for habitation and connecting them to housing, healthcare, mental health treatment, and other services.

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Please enter a number less than or equal to 175084

10. Strategy E8 | House: Enhance the Emergency System

Up to **\$182,708** available under this component, aimed to transform emergency shelters and transitional housing into interim/bridge housing from which homeless families/individuals/youth could transition to the best suited form of permanent housing *

Please enter a number less than or equal to 182708

11. Strategy E7 | Housing Location and Navigation

Up to **\$40,008** available under this component for funding experienced housing navigators to develop a housing plan, address the barriers identified during the plan, and acquire documentation and complete forms required for housing. It also involves housing Search and tasks involved with securing housing *

Please enter a number less than or equal to 40008

Application Questions

A. Project Overview

12. Briefly describe the proposed project, the population to be served and the specific services to be provided. Indicate if this is a new or existing project. Specify the total number of unduplicated persons expected to be served by the project annually. Describe how this will meet the project will focus on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing. Please refer to RFP, section Program Guidelines for description of eligible components / Strategies for the Measure H program. *

13. Does your Project use a centralized or coordinated system to initially assess the eligibility and needs of each homeless or at-risk of homeless individual or family who seeks assistance? If yes, describe your system, including the point of contact. *

14. Does your Project have Written Standards for providing assistance for eligible activities listed under Measure H? If yes, please attach to the RFP. If not, please describe the activities proposed for the project and time plan you are developing to comply with this regulation. Please include guidelines used to address services during COVID-19.

15. Identify and describe existing unmet needs in the community to be addressed by the proposed project. What methods and/or data were used to identify and verify the need for this project? *

16. Please provide a detailed description of how the proposed project's activities directly align with and address the specific local service gaps and community needs identified in the RFP *

17. Advancing Racial Equity

What specific steps has your agency taken to not only *identify* racial disparities in your prioritization processes but also *address* them? Your response should be detailed and include the following:

1. **Identified Disparities:** Describe any identified disparities and/or barriers to participation (i.e., lack of outreach) faced by people of color overrepresented in the homeless services system.
2. **Addressing Disparities:** Describe steps your agency has taken/will take to do both of the following:
 - a) address these disparities and/or barriers in the *provision of assistance* to improve racial equity; and
 - b) address disparities in program enrollment and outcomes.
3. **Partnerships:** Describe any steps your agency has taken/will take to obtain input and include persons of different races and ethnicities in improving your response to homelessness.
4. **Data:** Describe the measures your agency has implemented/will implement to *track progress* on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance.

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Project Details

18. Target Population *

Select all that apply.

- ☐ Veterans
- ☐ Chronically Homeless
- ☐ Families with Children
- ☐ Youth (under 25)
- ☐ Domestic Violence
- ☐ Substance Abuse Disorder
- ☐ Mental Illness
- ☐ HIV/AIDS
- ☐ N/A - Project Serves All Populations

19. Describe, in detail, the characteristics of the target population. Describe how you will reach out to the target population. (Attach samples of outreach materials your agency will use and sent to HMIS@GlendaleCA.gov). *

20. Indicate and describe what form of documentation will be provided to demonstrate that persons served by the project are homeless or at-risk for homelessness. *

Continuum of Care / Coordination and Collaboration

In this section, outline your strategies for robust coordination and collaboration within the Continuum of Care (CoC) framework. Highlight how your project aligns with broader CoC efforts to end homelessness and your commitment to working collaboratively with partners to achieve shared goals.

21. Describe how this project is consistent with the continuum of care approach to homeless services. If this is a new program, how does your project fill a gap in Glendale's continuum of care? *

22. Describe your organization's current efforts to collaborate with other community organizations that provide services to the homeless and with mainstream (non-homeless) service providers. How will you develop any needed linkages that are not already in place? How do you ensure household needs are met with all the different partnering agencies? *

23. Does any community organization other than your own offer this type of service? If yes, describe how your program will enhance, and is not a duplication of, these efforts. *

24. **Collaboration with Public Health Agencies**

Please elaborate on your agency's successful collaborations with other public health agencies to reduce the incidence of homelessness among program participants. Highlight how these collaborations have facilitated the seamless reintegration of unhoused individuals into the community, coupled with the provision of comprehensive wraparound services.

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Program Goals and Outcomes

Data on the applicant's progress towards meeting their outcome goals, which shall be submitted quarterly through the duration of the program. If the applicant has not made significant progress toward their outcome goals.

25. Please provide at least two outcomes that you will measure for your program. Outcomes should be appropriate and attainable given the population served by the program; low levels of achievement are not necessarily indicators of poor performance. When establishing outcomes, be mindful of the following components:

- i. Reduce the number of persons who become homeless*
- ii. Reduce the length of time persons remain homeless*
- iii. Increase successful placement in permanent housing*
- iv. Reduce recurrence to homelessness after placement in permanent housing*
- v. Increase employment access / to increase and improve income by 20%*
- vi. Homelessness Prevention and housing placement for people who are unstably housed*
- vii. Increasing Successful Placements from Street Outreach*

Outcome Example: Of the 80 persons served by the program, 40% (32 persons) will be placed in permanent housing within 60 days.

*

Implementation Plan

Detail your step-by-step approach to executing the proposed project. Describe timelines, milestones, key tasks, and responsible parties to demonstrate a clear and effective path toward project success

26. Is this a new project *

☐ Yes

☐ No

27. i. Describe specific steps to be taken to implement the project accompanied by a proposed schedule which identifies target dates for each phase of implementation.

ii. Identify any barriers and/or difficulties related to implementing the project and explain how these barriers and/or difficulties will be overcome. *

28. Identify barriers and/or difficulties in service delivery that you have encountered in the past, and explain what specific steps have or will be taken to mitigate these barriers and/or difficulties. (It is assumed that all projects have challenges). Describe the specific steps to be taken to improve the quality of services and/or expand services in this project. *

29. If funded, describe agency efforts to involve, to the maximum extent practicable, homeless individuals and families in developing, constructing, renovating, maintaining, and operating facilities assisted with Measure H funds, and in providing services to occupants of these facilities. *

Budget

Present a well-structured financial plan that accounts for all project expenses and demonstrates fiscal responsibility. Show how you will maximize Measure H funds to achieve program objectives efficiently.

30. Please complete the Measure H Project Budget Form :

[\[https://www.glendaleca.gov/home/showpublisheddocument/72899\]](https://www.glendaleca.gov/home/showpublisheddocument/72899).

Budgets should include only costs attributed directly to the proposed Measure H funded project

Provide a brief description or justification of all line items included on the Project Budget Form *

31. Operations Costs: Describe how total actual annual costs included on the Budget Worksheet is calculated *

Leverage

In this section, you will explain how you will utilize additional resources and partnerships to augment Measure H funding, ensuring a comprehensive and sustainable approach to addressing homelessness in our community

32. What percentage of the total project budget would the proposed Measure H funding cover?

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33. Does the implementation of this program depend on receiving 100% of your request? *

34. How will you close any funding shortfalls? Indicate any other funding sources with whom you have pending applications, or from whom you anticipate requesting funds. Does the implementation of this project depend on receiving funds from these or any other sources *

HMIS Questionnaire

All Sub-recipients are required to utilize Glendale HMIS or an approved Comparable Database if Applicant is a victim Service Provider for all client-level information and all other records of participation § CFR 576.500 (N)

35. Does your agency currently participate in the Glendale HMIS? *

☐ Yes

☐ No

36. If no, please provide the reason for not participating in Glendale HMIS

☐ Agency is not currently funded by Glendale CoC

☐ Agency is a victim services provider or legal services provider

☐ Other

37. If your Agency is a legal service provider or victim services provider that is entering into comparable database, please provide Vendor name and Database / Software name

38. If other, please explain

Demonstrated Experience and Capacity of Sponsoring Organization

Showcase your organization's track record, expertise, and capabilities in successfully executing projects of a similar nature. Highlight how your experience positions you for success in implementing this Measure H project

39. Describe the proposing organization's background and years of experience in implementing the proposed project or similar projects. *

40. **Past Performance Evaluation and APR Status**

Please provide a list of similar projects that have been funded within the last three years. For each project, include its current status and provide a detailed account of specific achievements, including both quantitative and qualitative information. Additionally, please submit an Annual Performance Report that substantiates the validity of the reported accomplishments. Include information such as the year the project was funded, the Program Activity it falls under, the approved budget, and the total funds expended to date

Submit APR to hmis@glendaleca.gov *

41. Describe the specific experience of the organization's principal staff as it relates to the proposed project or similar projects. *

42. Describe the organization's experience with HMIS or other equivalent databases to collect client data, and report on outcomes. *

43. System for Award Management (SAM) Clearance:

Does your agency have an active SAM registration Unique Entity ID (UEI) number? *

Note: Email proof of your agency's current SAM registration to hmis@glendaleca.gov by 12/7/2023.

To pass threshold requirements, applicants must have System for Award Management (SAM) clearance to ensure they are not suspended or debarred from working on federally-funded projects. SAM clearance must be renewed annually at www.sam.gov.

☐ Yes

☐ No

Signature and Title of Authorized Project Sponsor Official

I verify that the information in the previous section is true.

44. **Digital** Signature of Authorized Project Sponsor Official *

45. **Title** of Authorized Project Sponsor Official *

46. **Date of Signing** *


