

# HHAP ROUND 4 BIDDERS CONFERENCE

Presented by: Kierston Young  
February 15, 2024

**THE COALITION**  
OF HOMELESS SERVICES PROVIDERS



# AGENDA



Introductions  
Sign-in Policy



About HHAP Round 4



Application Information



Project Review



Questions





# INTRODUCTIONS

**HELLO  
MY NAME IS**

Please state your **name** and  
**organization/agency** or  
**affiliation** in the chat.

**IMPORTANT**

## SIGN-IN POLICY:

### Google Doc Form:

- To ensure your attendance is recorded, click on the link to the Google form in the chat, fill out the required information, and submit.

Please note: Only organizations with recorded attendance at the Bidders Conference will receive a link to the Letter of Intent and move forward with the application process.



# ABOUT HHAP ROUND 4

- Program Description
- Authority
- Events Timeline
- Funding Information
- Eligibility & Requirements



# HHAP PROGRAM DESCRIPTION

Administered by the California Homeless Coordinating and Financing Council

Program Goal:  
To successfully reduce  
and end homelessness.

## Homeless



to

## Housed



### State HHAP 4 Allocations

<b>HHAP-4 (Round 4)</b>	
<u>Chapter 111, Statutes of 2021, (AB 140)</u>	
<u>Cal. Health &amp; Safety Code Sections 50216–50223</u>	
<b>\$1 B in FY 22–23</b>	
14 Largest Cities (300,000+ population)	
58 Counties	
44 CoC	
Federally Recognized Tribes	
Cities	\$336 M
Counties	\$224 M
CoC	\$240 M
Bonus	\$180 M
Tribal	
Set-Aside	\$20 M



California  
Interagency Council  
on Homelessness

- Provides block grants to:
  - 58 counties
  - 13 large cities
  - 44 CoC
- Funds to be used for building regional coordination and a unified regional response
- Efforts and strategies aimed to maintain permanent housing and guided by a framework of best practices.

**THE COALITION**  
OF HOMELESS SERVICES PROVIDERS

# AUTHORITY



The Leadership Council has designated the Coalition of Homeless Services Providers (CHSP) to serve as an Administrative Entity for the CoC HHAP process.

As outlined by the HHAP mandate, the counties of Monterey and San Benito have their own allocations for which they serve as the AE. For more information on county RFP processes, please refer to county websites. State HHAP 4 allocations by jurisdiction can be found in [HHAP-4 Base Allocations](#)

# HHAP ROUND 4 TIMELINE

EVENT:	February	March	April	Times
Letters of Intent Due	February 22, 2024			*due by 5:00 p.m.
Invitations to Apply	February 28, 2024			
Application Training		March 1, 2024		11:00 a.m.
Applications Due		March 27, 2024		*due by 5:00 p.m.
Review Panel Orientation		March 29, 2024		
Review Period		March 30 - April 11, 2024		
Panel Meeting - Finalize Funding - Notify Applicants			April 12, 2024	
Appeals Due			April 16, 2024	*due by 3:00 p.m.
Appeals Committee (If needed)			April 17, 2024	(time TBD)
Leadership Council votes on funding recommendations			April 24, 2024	
Projects notified of awards			April 25, 2024	

# AVAILABLE FUNDS

## State Award to the CoC

CA-506 CoC received **\$3,195,597.04** in HHAP 4 funds.  
**\$944,119.40** already obligated for projects and purposes.

## Locally Awarded Funds

King City Monarch Inn: **\$50,000**  
CSUMB Community Health Engagement: **\$255,000**  
Administrative Entity Costs (CHSP): **\$223,691.79**  
Governance Support of CoC Committees and Operations: **\$159,779.85**  
CARS and HMIS: **\$255,647.76**

**Funds Available  
Through this RFLP:  
\$2,251,477.64**  
including  
**\$319,559.70**  
for Youth Set Aside

## Allocation Breakdown of Remaining Funds

Required Youth Set Aside: **\$319,559.70**

Approximate County Allocation:  
Monterey County: **\$1,596,380.25**  
San Benito County: **\$335,537.69**

# ELIGIBLE ACTIVITIES

**Rapid  
Rehousing**

**Operating  
Subsidies**

**Permanent  
Housing**

**Interim  
Sheltering**

**Shelter  
Improvements**

???

Unsure if a specific  
purchase or activity is  
considered eligible?  
Refer to RFLP

# ELIGIBLE ACTIVITIES AMOUNTS

**\$639,119.40**

Rental Assistance/Rapid Rehousing Projects

**\$639,119.40**

Operating subsidies in new and existing supportive housing units.  
Operating subsidies may include operating reserves.

**\$319,559.70**

Delivery of Permanent Housing and Innovative Housing Solutions

**\$493,251.50**

Interim Sheltering

**\$159,779.85**

Improvements to existing emergency shelters to lower barriers and increase privacy

# ELIGIBLE APPLICANTS

## Eligibility Criteria

- Applicants must be:
  - A non-profit corporation in California with 501(c)(3) tax-exempt status.
  - A federally recognized Indian tribe in California.
  - A jurisdiction, public department, agency, corporation, commission, or legal entity.

## Minimum Requirements

- Must meet all relevant licensing and taxing requirements.
- Must possess a Federal Tax ID number (EIN).
- Legal entity status must be in good standing, not revoked in the previous 3 calendar years.

# ELIGIBLE POPULATIONS

HHAP funds are designed to serve homeless individuals and families as defined by HUD regulation, CFR24 578.3, also known as the CoC interim rule, see Appendix B.

- (1) Literally homeless: staying in an emergency shelter or a place not meant for human habitation
- (2) at imminent risk: will lose night time residence within 14 days and has no resources or another residence
- (4) fleeing domestic violence or other unsafe living situations

Please note HHAP 4 funds are not being used for prevention services and therefore HUD homeless definition (3) is not included as an eligible population

Link to [HUD Definitions of Homelessness](#)

# EXPENDITURE AND MATCHING REQUIREMENTS

100% of funds need to be expended  
by June 30, 2027

**One-time funds, not renewable**

## **No Matching Requirement**

Matching funds are NOT required for HHAP funding. However, proposed projects should be prepared to document additional funding sources secured or proposed for the overall project.

# KEY PROGRAM REQUIREMENTS

## Utilize Coordinated Assessment and Referral System (CARS)

- Exclusive referral system for HHAP funded project referrals.
- Prioritizes assistance based on vulnerability and service needs urgency.
- Ensures timely aid for those most in need.
- HHAP projects must ensure staff attend CARS training
- CHSP leads local Coordinated Entry

*\*For more details visit: [The Coalition's website](#)*

## Homeless Management Information Systems (HMIS) Participation

- Mandatory for all HHAP funded projects and programs.
- Collects client-level data on housing and services for homeless individuals and families.
- Victim Service Providers must have a comparable database.
- HHAP funded projects incur the costs of HMIS participation
- CHSP leads the local HMIS program

*\*For more details visit: [The Coalition's website](#)*

## Performance Measures and Milestones

- Funded projects expected to contribute to CoC's system performance.
- Measure defined by the California Homeless Coordinating and Financing Council.
- Key Outcomes:
  - Minimize duration of homelessness for program participants.
  - Transition participants from unsheltered to interim or permanent housing through outreach.
  - Ensure sustained permanent housing for participants.
- Timely Expenditure and Milestones:
  - Projects required to expend funds promptly and meet implementation milestones.
  - Failure to perform may lead to fund reallocation by the CoC.

# OTHER STATE & LOCAL FUNDING REQUIREMENTS

Reporting and Grants Management	Indirect Costs	Program Participant Rents	Community Support	Prevailing Wage
<p>All HHAP-funded projects must submit quarterly and annual reports, participate in mandatory training, and fulfill reporting requirements before fund disbursement.</p>	<p>The state limits Administrative Entity (AE) administrative costs to 7%, allowing projects to allocate the same percentage for administrative/indirect expenses. Applicants with federally negotiated indirect cost rates need to provide documentation for approval.</p>	<p>HHAP-funded housing projects must have occupancy agreements or leases but aren't obligated to charge residents monthly. If rents are charged, they must adhere to specific income-based guidelines outlined in CFR 578-77.</p>	<p>Applicants seeking capital funding must present documentation of community support, such as letters, meeting minutes, sign-in sheets, or related materials.</p>	<p>Prevailing wage applies to HHAP-funded capital projects. Waivers need legal justification and clear documentation in project applications. Applicants are advised to seek legal counsel or consult the Department of Industrial Relations.</p>



# APPLICATION

- Submission Method
- Letter of Intent/ Threshold Review
- Project Application General Overview



# SUBMISSION METHOD

**Attend mandatory bidders conference**

**\*Attendance to Bidders Conference is required for access to Submittable application\***

**1**

**Submit a Letter of Intent (LOI) through Submittable  
DUE BY 5:00 PM ON THURSDAY FEBRUARY 22, 2024**

**\*Submission of the LOI is a prerequisite for an invitation to submit a full application\***

**2**

**Submit a complete application through Submittable  
DUE WEDNESDAY MARCH 27, 2024**

**3**

**Time stamp application submission by taking a screen shot once submitted**

**4**

# DESCRIPTION OF LETTER OF INTENT

**Letter of Intent (LOI) Deadline:  
5:00 p.m. on Thursday February 22, 2024**

## **Purpose of LOI:**

Serves as the method for the Administrative Entity to assess applicant, project, and activity eligibility for HHAP 4 funding.

## **Certification Requirement:**

Applicants must certify their eligibility as per the RFLP's sections I.D-G.

## **Eligibility Review:**

Conducted by Administrative Entity staff  
Determines which projects will be invited for a full application submission.

## **Threshold Review:**

**Incomplete LOIs or those not meeting minimum eligibility requirements will be eliminated from further consideration.**

## **Clarifications and Waivers:**

The Administrative Entity reserves the right to seek clarifications and accept or waive nonmaterial errors in determining eligibility.

## **Contents Requested on LOI Form:**

- Applicant identification
- Contact person details
- Brief project description, including:
  - Activities to be funded
  - Budget request
  - Target population
- Certification of compliance

# PROJECT APPLICATION

- The full application platform in Submittable will become available to applicants once they are notified that their LOI has passed the threshold review.
- The platform will open to eligible applicants on February 28, 2024, and close four weeks later.
- The application must be completed with all attachments uploaded by 5:00 p.m. on Wednesday, March 27, 2024.

**Late applications will not be considered.**

Applications will be evaluated and scored by a non-conflicted review panel charged with recommending which projects to fund to the Leadership Council. The AE will recruit, train, and support the panel during the review of the process.

## **Application Virtual Training**

**Will be held via zoom on:  
March 1, 2024 at 11:00 a.m.**

### **Agenda:**

- **Application Instructions**
- **Application Components**
  - **Submission Requirements**
  - **Application Attachments**
- **Formatting Instructions**

# FAQS AND TECHNICAL ASSISTANCE

- The RFLP available for download on [CHSP website](#)
- Check CHSP website for:
  - Materials from bidder's conference
  - Responses to Frequently Asked Questions (FAQs)
- CHSP staff will respond to written inquiries at [grants@chsp.org](mailto:grants@chsp.org).
- No individual technical assistance beyond scheduled sessions until appeals process ends.
- FAQ responses posted weekly on website between February 16th and March 22nd, 2024.



# PROJECT REVIEW

- Scoring Factors
- Review Panel
- Appeals



# SCORING FACTORS

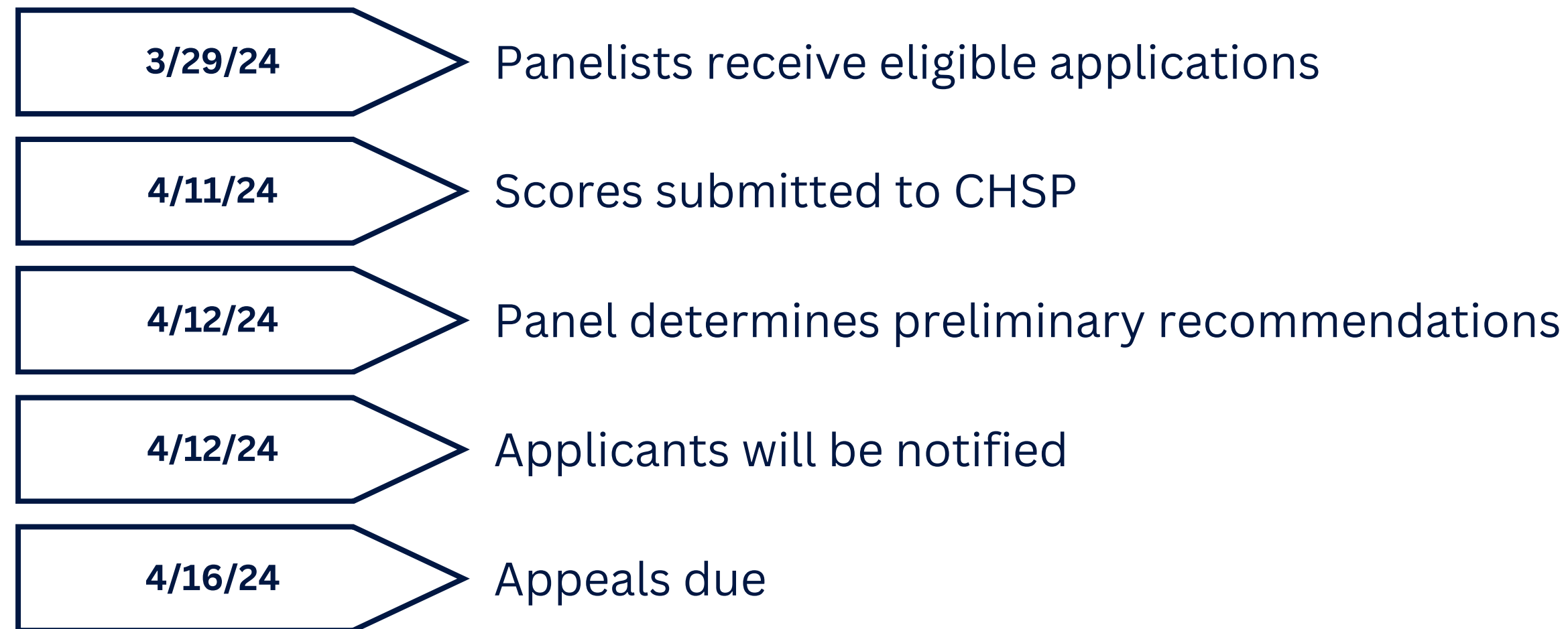
This Request for Local Proposals is competitive.

- Project applications scored out of 120 points maximum.
- Categories and point values as per the provided chart.
- Scores based on objective data and narrative responses combination.

Application Scoring Categories and Factors	Maximum Points
<b>Applicant qualification</b> <ul style="list-style-type: none"> <li>a. administrative and fiscal controls</li> <li>b. experience delivering homeless services and housing</li> <li>c. demonstrated commitment to equity</li> <li>d. incorporating expertise of people with lived experience</li> </ul>	<b>Up to 20</b> <ul style="list-style-type: none"> <li>Up to 6</li> <li>Up to 6</li> <li>Up to 4</li> <li>Up to 4</li> </ul>
<b>Project Overview and Population</b> <ul style="list-style-type: none"> <li>a. Does the project serve a priority population</li> <li>b. Degree to which project reaches CoC service deserts</li> <li>c. Project Type (PSH, RRH, Emergency Shelter)</li> <li>d. Does project expand system capacity or maintain it</li> </ul>	<b>Up to 16</b> <ul style="list-style-type: none"> <li>Up to 5</li> <li>Up to 5</li> <li>Up to 3</li> <li>Up to 3</li> </ul>
<b>Project Design/Description</b> <ul style="list-style-type: none"> <li>a. How does/will implement Housing First</li> <li>b. How ensures exits to/maintenance of permanent housing</li> <li>c. How the project will deliver trauma-informed care</li> <li>d. Does the project have adequate and qualified staffing</li> <li>e. How realistic are project implementation milestones</li> </ul>	<b>Up to 30</b> <ul style="list-style-type: none"> <li>Up to 8</li> <li>Up to 8</li> <li>Up to 4</li> <li>Up to 4</li> <li>Up to 6</li> </ul>
<b>Budget</b> <ul style="list-style-type: none"> <li>a. Is budget adequate and reasonable to deliver project</li> <li>b. The degree to which other sources are needed and secured</li> <li>c. Quality of budget narrative in explaining/justifying costs</li> </ul>	<b>Up to 14</b> <ul style="list-style-type: none"> <li>Up to 4</li> <li>Up to 4</li> <li>Up to 6</li> </ul>
<b>Goals and Outcomes</b> <ul style="list-style-type: none"> <li>a. How does the project support/improve system performance</li> <li>b. Are project goals and outcome benchmarks appropriate and consistent with standards in the field (i.e. rate of exits to PH)</li> </ul>	<b>Up to 20</b> <ul style="list-style-type: none"> <li>Up to 10</li> <li>Up to 10</li> </ul>
<b>Performance and Data Quality on HHAP or Comparable Projects</b> <ul style="list-style-type: none"> <li>a. Do past program outcomes for this project or similar match proposed outcome benchmarks</li> <li>b. Expended past HHAP or CoC grants in a timely manner</li> <li>c. Grant reports for prior rounds complete and on time</li> <li>d. HMIS data quality report is 95% or better</li> </ul>	<b>Up to 20</b> <ul style="list-style-type: none"> <li>Up to 8</li> <li>Up to 7</li> <li>Up to 2</li> <li>Up to 3</li> </ul>

# REVIEW PANEL INFORMATION

**Application Review Period**  
**March 29, 2024 - April 12, 2024**



For more information on how the Review Panel is selected and its responsibilities, refer to the RFLP page 10

# APPEALS

Submission Deadline: April 16, 2024 by 3:00 p.m.

## APPEALS POLICY

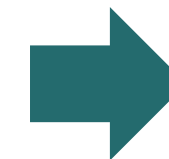
### Eligible Reasons to Appeal:

- Applicant believes project was not evaluated in accordance with published process
- Significant reduction in awarded amount

### Ineligible Reasons to Appeal:

- Incomplete or late submissions
- Failure to meet threshold requirements
- Non-participation in mandatory Bidders Conference

## APPEALS PROCESS



For more information about submitting an appeal, refer to pages 12-13 of the RFLP



## NEXT STEPS

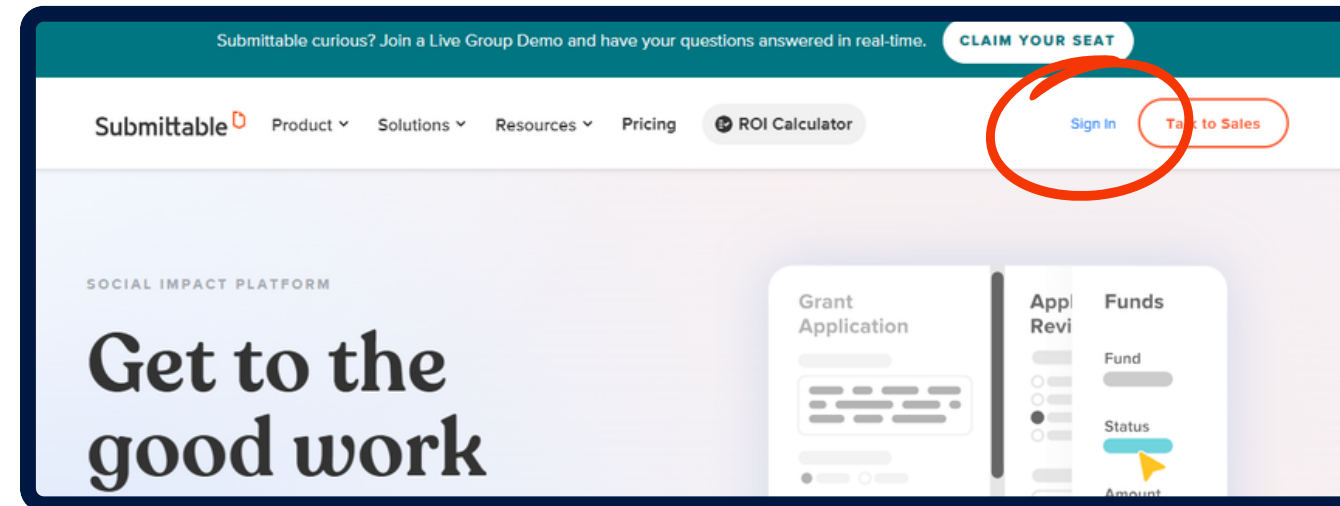
- Create a Submittable Account
- Submit the Letter of Intent



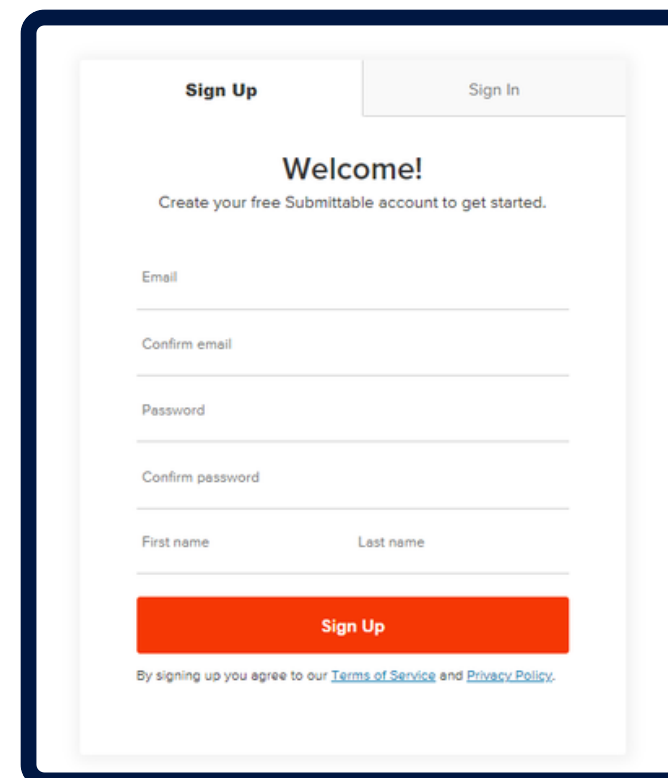
# CREATING A SUBMITTABLE ACCOUNT

1. Go to [Submittable.com](https://www.submittable.com) in your web browser

2. Click the “Sign In” link



3. Fill in the form fields, then click “Sign Up”

A screenshot of the Submittable 'Sign Up' form. The form is titled 'Sign Up' and has a 'Sign In' tab. Below the title, it says 'Welcome!' and 'Create your free Submittable account to get started.' The form contains several input fields: 'Email', 'Confirm email', 'Password', 'Confirm password', 'First name', and 'Last name'. At the bottom of the form, there is a prominent orange 'Sign Up' button. Below the button, there is a small line of text: 'By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).'

# SUBMITTING THE LOI

To access the Letter of Intent (LOI) please click the link that will be sent via email:  
**[HHAP 4 Letter of Intent - Due February 22, 2024](#)**

Please note:

While accessing the LOI you may encounter the following message on Submittable upon account creation

“You are logged in as: example@example.com but do not have access to this page”

From here you will be given the following options:

[View this organization's submission page](#)

[View your submission](#)

[Sign in as a different user below](#)

Choose “View this organization’s submission page”

# SUBMITTING THE LOI

HHAP 4 Letter of Intent - Due February 22, 2024

Add Submission Name Field ⓘ  Add Submission Fee

Agency Name \*

Who will be the main point of contact for this application?

Name \*

First Name

Last Name

Title \*

Project Name

Project Description

Population to Be Served

Location of Project

Total Budget Requested \*

\$  USD

Total HHAP 4 Funds Being Requested \*

\$  USD

# SUBMITTING THE LOI

Please select the type of eligible activities your agency is applying for

- Rapid Rehousing
- Operating Subsidies
- Permanent Supportive Housing
- Interim Shelter - New or existing shelters, operating of existing navigation centers and shelters
- Improvements to existing emergency shelters to lower barriers

Agency meets all licensing and taxing requirements that apply to it's type of entity

- Yes
- No

Agency has a registered Federal Tax ID number/ employer identification number (EIN)

- Yes
- No

Status as legal entity must be in good standing and must not been revoked in the previous 3 calendar years

- Yes
- No

Currently participates or will participate in Homeless Management Information System (HMIS) or comparable database

- Yes
- No

Domestic Violence providers are required to maintain a comparable database to HMIS

- Yes
- No
- N/A

Utilizes or will utilize Coordinated Assessment and Referral System (CARS) or Coordinated Entry System (CES)

- Yes
- No

HHAP follows the Housing First / Low Barrier guidelines does the project deny access to participants for any of the following reasons please explain below if Yes is checked

- Yes will be denied for - Poor Rental History
- Yes will be denied for - Criminal History
- Yes will be denied - Who Are Not Clean and Sober
- Yes will be denied - Who Have But Are Not In Treatment For Serious Mental Illness

# SUBMITTING THE LOI

Are Supportive Services a condition of tenancy - If yes please explain

Yes

No

Explain:

Can participants be evicted or exited for conduct that is not found in the typical rental agreement - If yes please explain

Yes

No

Explain:

Will submit all quarterly and annual reports to Administrative Entity and will participate in trainings to review the reporting and reimbursement process

Yes

No

Community Support: Applicants must provide documentation of community support for capital projects - documentation may include letters of support, meeting or forum minutes, sign in sheets or related material

Yes

No

N/A

Prevailing Wage: HHAP funds are considered public funds and will trigger prevailing wage requirements for capital projects

Yes

No

N/A

Program Participant Rents: HHAP funded transitional, permanent support and other permanent housing program are required to have signed occupancy agreements or leases (or subleases) with program participants residing in housing

Yes

No

N/A

Save Draft

Submit Form

# QUESTIONS?

Please direct all questions to the grants team at [chspgrants@chsp.org](mailto:chspgrants@chsp.org)

There will be a Q&A section on the CHSP website updated weekly based on questions that come in.

