

HHAP 4 RFLP

APPLICATION TRAINING

THE COALITION
OF HOMELESS SERVICES PROVIDERS



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HHAP 4 APPLICATION DUE

Date

Applicant Agency

Entity Executive

Primary Contact for this RFLP

Title

Address Question

Overview

APPLICATION DEADLINES	
Applications Due	March 27, 2024 by 5:00pm
Review Period	March 30 - April 11, 2024
Preliminary Funding Notifications	April 12, 2024
Appeals Due	April 16, 2024
Award Notifications	April 25, 2024

- Applications will be reviewed and scored by an unbiased panel to recommend projects for funding to the Leadership Council.
- The RFLP is available on the CHSP website
- Email grants@chsp with questions
- FAQ link on the CHSP website will be updated weekly



Total Funding Available

\$2,251,477

Outcome of the LOI's Received

Available Funding by Eligible Activity

Eligible Activity	Total Requested	Total Available
Rapid Rehousing	\$2,951,536	\$639,119
Operating Subsidies	\$882,168	\$639,119
Permanent Housing	\$300,000	\$319,559
Interim Sheltering	\$1,650,000	\$439,251
Improvements to Existing Emergency Shelter	\$80,000	\$159,779
Youth Set Aside	\$465,000.00	\$319,559

Application Components

A Completed Application Consists of:

- General applicant information
- Complete Project narrative
- Complete Project budget
- Complete Budget narrative
- Mandatory attachments



HHAP 4 APPLICATION DUE MARCH 27, 2024 - TIME 5:00 PM

Ends on Wed, Mar 27, 2024 5:00 PM

Project applications can earn a maximum score of 120 points broken down into the categories and point values in the [HHAP 4 Detailed Scoring Rubric](#). The application scores will be based on a combination of objective data and narrative responses.

Application Instructions

The HHAP 4 local application consists of:

- General Applicant information (unscored)
- Six sections of scored questions including a budget narrative
- Mandatory attachments including, a project budget

Read the instructions for each question carefully and respond to all prompts for the narratives. The review panel can only score the information provided in the application and attachments.

Applicants should enter responses directly into the application form. There is no need to create additional documents unless they are requested attachments.

Applications will be rated only on the information requested and outlined in this RFLP and the Application Instructions, including any clarifying information requested by the Administrative Entity. Do not include a cover letter, brochures, or letters of support unless specifically directed to do so. Applications that do not follow the required format may be deemed ineligible and may **not** be rated or considered for funding.

Housing First Requirement

All projects approved for HHAP funding must adhere to Housing First principles. Housing First is an approach to quickly connect households experiencing homelessness to housing options and services without preconditions and barriers to entry. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to housing entry.

Housing First projects strive to offer housing and service options that meet the unique needs of each household requesting services and that participants are offered the services that they identify as important to them. The core features of Housing First include:

- o Few to no prerequisites to programs such as demonstration of sobriety, completion of treatment programs, or agreeing to comply with treatment
- o Low - barrier admission policies which are designed to “screen in” rather than screen out participants with the greatest barriers to housing such as having no or very low income, poor rental history, or criminal histories
- o Supportive services are voluntary but can and should be used to persistently engage participants to ensure housing stability-services are proactively offered to help achieve and maintain housing stability but are not a condition of tenancy Harm reduction, trauma-informed, and motivational interviewing may be useful
- o Practices and policies to prevent lease, eviction, or program exits; for example, alcohol or drug use are not considered program violations unless such use results in disturbances to neighbors or other participants or is associated with illegal activity

Applicants are encouraged to refer to the [Housing First Checklist](#) to assess their level of compliance with this requirement.

Assessing Housing First Principles in Your Project

Quick Screen:

Does Your Project Use Housing First Principles?

- 1) Are applicants allowed to enter the program without income?
- 2) Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?
- 3) Are applicants allowed to enter the program even if they have criminal justice system involvement?
- 4) Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

*Direct link to: [Housing First Checklist](#)

HHAP 4 APPLICATION DUE MARCH 27, 2024 - TIME 5:00 PM

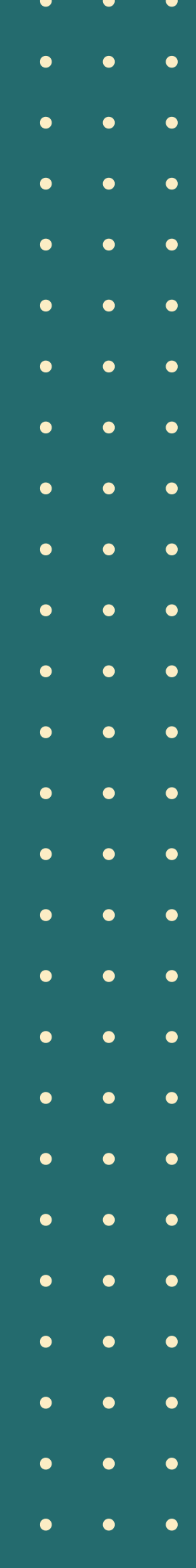
Date

Applicant Agency

Entity Executive

Primary Contact for this RFLP

Title



General Information

Address

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Contact Email

Contact Phone Number



Organization Type

Employer Identification Number Question

DUNS Number

Does the Entity have capability to meet program expenses in advance of reimbursement?

Yes

No

Project Information

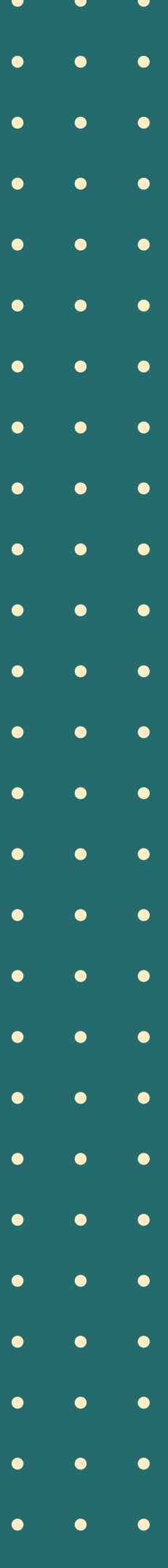
Project Name

Project Area

Funding Amount Requested

Number of Clients to Be Served

Anticipated Start Date



Your responses to the following questions will be evaluated based on the criteria outlined in the [HHAP 4 Detailed Scoring Rubric](#).

1. Applicant Information (20 points max)

a.i Administrative and Fiscal Controls - 6 points

- How does the Entity establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded under the terms of this RFLP?
- Submit recent audit or financial statements for the fiscal year ending on 12/31/22 or later.
- Provide information on your Board of Directors and organizational chart.
- If applicable, include proof of your organization's 501(c)3 status.

a.ii Does the Entity have any unpaid Federal and State tax liability that has been assessed, for which all judicial and administrative remedies have not been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement responsible for collecting the tax liability? (If yes please explain in the narrative above)

b. Experience Delivering Homeless Services and Housing - 6 points

Detail your experience in delivering homeless services and housing, including the duration of your involvement and specific programs or initiatives you've been a part of.

c. Demonstrated Commitment to Racial Equity - 4 points

- Describe your organization's current and/or planned efforts to identify and address barriers to access and ongoing participation faced by individuals of different races and ethnicities, particularly those overrepresented in the local homeless population.
- Provide insights into the racial and ethnic diversity within your organization's staff and leadership, including any quantitative data available.

d. Incorporating Expertise of People with Lived Experience (PLE) - 4 points

- Describe how your organization involves people with lived experience of homelessness in decision-making processes, program design, implementation, and evaluation.
- Include concrete examples or data demonstrating the meaningful involvement of individuals with lived experience, especially unsheltered persons, in your organizational activities.

2. Project overview and Population (16 points max)

a.i Is the project dedicated to one or more of these populations? (Dedicated means only serves these populations) - 5 points

- Chronically Homeless
- Youth ages 18-24
- Undocumented
- Re-entry from criminal justice system

a.ii Describe how the priority population is served

- Describe your experience working with priority populations identified in the Lead Me Home Plan, such as the chronically homeless, youth (ages 18-24), undocumented individuals, or those re-entering from the criminal justice system?
- How are your services specifically dedicated or prioritized for these priority populations? Please provide details on any specialized services offered to meet their unique needs.

b. Reaches Service Deserts - 5 points

If your project is located in Monterey's South County describe how your project reaches these service deserts and addresses the needs of individuals in these underserved areas? If the project is or will provide services to people in other geographic areas that could be considered service deserts, explain why the area is a service desert and how the project will reach and serve people in that area,

c. Project Type - 3 points

- Rapid Re-housing
- Permanent Supportive Housing (PSH)
- Emergency/Interim Shelter

d. Expand System Capacity - 3 points

Does your project maintain or increase beds, units, or housing slots within the system? If so, please provide details on how your project contributes to expanding capacity within the housing and homelessness assistance system.

3. Project Design/Description (30 points max)

Please provide a brief project description. (Feel free to use the one from your letter of intent)

When providing your project summary, be sure to give enough detail so that reviewers understand the project you are proposing; who it will serve and how it will operate.

a. Implementing Housing First - 8 points

- Describe how your organization ensures adherence to the Housing First (HF) approach in service delivery?
Provide a detailed narrative explaining how this approach will be translated into the proposed project, specifically addressing aspects such as low/no barrier intakes, voluntary services, and strategies for expediting permanent housing placement or retention.

b. Exits to or Maintenance of Permanent Housing - 8 points

For Emergency Shelter (ES) or Rapid Re-Housing (RRH) programs, provide the number and percentage of households with positive housing exits. If applicable, include data on housing retention for Permanent Housing (PH) programs. Ensure that your responses are supported by the Annual Performance Report (APR) or a comparable report for the proposed project or similar projects managed by your organization.

c. How Project Provides Trauma-Informed Care - 4 points

- Describe your organization's understanding of Trauma-Informed Care (TIC) and how it will be implemented within the proposed project. Provide a narrative demonstrating how TIC principles will be integrated into service delivery, with specific strategies tailored to the needs of the target population.

d. Project Staffing - 4 points

- Provide a detailed description of key staff positions within your project, including the number of full-time equivalents (FTEs) for each position, their ratios to participants served, and their key responsibilities and qualifications?
- How does your staffing plan ensure that staff members have or will acquire the appropriate qualifications to effectively deliver the services described in the project?

e. Realistic Implementation Milestones - 6 points

- Describe the implementation milestones for your project, demonstrating that it is already operational or will become operational in time to spend at least half of the award by May 31st, 2025. Provide examples of milestones achieved in this project or similar ones, including acquisition and construction, leasing or filling units, enrolling participants, improving performance, and expending funds.
- How do the proposed milestones reflect the project's readiness and ability to effectively utilize the awarded funds within the specified timeframe?

4. Budget (14 points max) *Points will be awarded based on the attached project budget and the narrative

Reviewers will evaluate if the budget is:

- Adequate and reasonable for the project proposed - 4 points
- If other sources are needed and secured - 4 points
- Quality of narrative and justifying costs - 6 points

Budget Narrative

- Provide a detailed breakdown of the budget; how is it cost effective and appropriate for the proposed project?
- How does your budget reflect the necessary funding for staffing, resources, and services required to successfully implement the project?
- Please outline any additional sources of funding secured for the project beyond HHAP 4 funding.
- If additional funding sources are needed, what steps have been taken to secure them?
- Provide a narrative explaining and justifying the costs outlined in the project budget.
- How do the proposed costs align with the goals and objectives of the project?

Agencies receiving funds under the HHAP statute shall be required to craft a 3-year budget plan for the allocated funds. The budget plan must demonstrate the allocation of resources to spend 50 percent of the awarded funds by May 31, 2025, and the remaining 50 percent by June 30, 2027.

5. Goals and Outcomes (20 points max)

a. How Project Improves System Performance - 10 points

- Describe how your project contributes to improving system performance within the Continuum of Care (CoC). Specifically, how does the project aim to shorten the time individuals spend homeless, support them in securing and sustaining permanent housing, and reduce unsheltered homelessness?
- Provide a clear narrative that establishes the connection between the proposed project and its impact on improving system performance within the CoC?

b. Project Goals and Outcome Benchmarks - 10 points

- Describe three goals for the project along with measurable outcome benchmarks that align with system goals appropriate to the activity type.
- Ensure that your proposed goals are relevant, clear, realistic, and measurable. Additionally, provide specific outcome benchmarks that indicate what the project aims to achieve in measurable ways.

Examples, 100 HH served—X% will exit to permanent housing or X% will maintain PH; average length of time homeless will decline by X% or be less than X # of days.

6. Performance and Data Quality (20 points max)

Scores for this section of the application will be based on the following attachments:

- a. Past performance on proposed outcomes (APR or comparable report) - **8 points**
- b. Expenditure of prior HHAP or CoC funds (HHAP Spending reports generated by AE) - **7 points** *projects new to HHAP funding will get full points
- c. Grant reports from prior rounds complete and on time (Administrative Entity (AE) will review timeliness of HHAP reporting) - **2 points** *projects new to HHAP funding will get full points
- d. HMIS data quality (Data quality report from HMIS or comparable database) - **3 points**

Mandatory Attachments

[Choose File](#)

Upload a file. No files have been attached yet.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Include the following attachments with your application submission:

- Board of Directors Roster with affiliations (waived for City/County Government applicants)
- Verification of legal entity status
- A copy of the agency's most recent independent audit report, including management letter(s). Waived for City/County Government applicants
- Agency Organizational Chart. If the applicant is a City, Town, or County Department, please provide a Departmental or Program organizational structure
- Job Descriptions for any HHAP-funded positions
- Project Budget-- for all three years of funding
- Performance reports
 - Project APR if currently in operation and in HMIS
 - Performance report from a comparable data base if currently operational but not in HMIS
 - Performance report for a comparable project if proposed project is new, can be in HMIS or not
- Data Completeness/Quality Report (from HMIS or a comparable data base)

[Save Draft](#)

[Submit Form](#)

Formatting Instructions

- Each project requires a Project Narrative with specific application questions and related budget forms.
- Responses should be directly entered into the application or form without creating additional documents, unless requested.
- Applications will be evaluated solely based on the requested information outlined in the RFLP and Application Instructions. Avoid including unnecessary materials like cover letters or brochures.
- Agencies must create a 3-year budget plan for allocated funds, showing 50% expenditure by May 31, 2025, and the remaining 50% by June 30, 2027.

QUESTIONS?

After the training, submit your questions to:
grants@chsp.org