

LAKE COUNTY REQUEST FOR PROPOSALS

Continuum of Care Competition

October 1, 2021

ANNOUNCEMENT

The Lake County Continuum of Care (LCCoC) is pleased to announce the availability of up to \$50,000 through the Continuum of Care Competition Program for Domestic Violence. Funds are targeted to prevent, prepare for and respond to individuals and families in a domestic violence program who are experiencing homelessness or receiving homeless assistance, in Lake County. The parameters of the program are for Rapid Rehousing, Joint Transitional and Rapid Rehousing, and Supportive Service for families and individuals experiencing homelessness or at risk of homelessness in a domestic violence program while prioritizing the safety of the domestic violence survivors.

- Up to \$50,000 for Domestic Violence Housing Intervention

Deadline for applications is **October 17, 2021, submitted into the Housing and Urban Development (HUD) electronic grant management software: e-snaps.**

Non-discrimination statement:

Sponsor will not deny the benefits of this grant from or discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Sponsor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Sponsor will comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Sponsor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Sponsor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

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REQUEST FOR PROPOSALS

1. Project Overview

The Continuum of Care Competition Grant (CoCCG) program and authorized Department of Housing and Urban Development (HUD) to allocate funding to Continuum of Care to assist persons surviving domestic violence, dating violence, sexual assault, or stalking experiencing and at risk of homelessness, in local communities. Lake County Continuum of Care will review applications as submitted in HUD's e-snaps electronic grant management system and make recommendations for funding.

HUD has determined that up to \$50,000 will be allocated for the grant and the LCCoC will oversee the RFP process. The funding source parameters are for Permanent Housing-Rapid Rehousing or Joint Transitional, along with Supportive Services. The grant is specifically for entities that address and prioritize the safety of those individuals or families who have experienced domestic violence, dating violence, sexual assault, or stalking and are either experiencing homelessness or at risk of homelessness. Applicants must be willing to utilize LCCoC's Coordinated Entry System.

Local applicants must submit their proposals into e-snaps no later than **October 17, 2021**. Applicants will be asked to attend an interview meeting and answer interview questions from the LCCoC's Grant Selection Committee on the 20th. Funding recommendations shall be made by the Grant Selection Committee comprised of general members of the LCCoC.

Based on HUD's scoring, the applicant will be awarded funding, receiving funding directly from HUD.

By regulation of this particular grant, **the funding must be expended by September 30, 2028**.

Further information is located within the 2021 HUD CoC Notice of Funding Opportunity (NOFO): <https://www.grants.gov/web/grants/view-opportunity.html?oppld=335322>

2. Eligible Applicants

HUD does not award grants to individuals. HUD will also not evaluate applications from ineligible applicants. An applicant can be:

- a unit of local government including housing authority,
- a registered 501(c)3 non-profit organization,
- or, a state or federally recognized tribal entity.
- [SAM Registration](#) and [DUNS Number](#) required.

3. Eligible Activities Details

The parameters for these CoCCG funds are for Domestic Violence Services to address

homelessness by assisting individuals and families who are experiencing homelessness or at risk of homelessness while prioritizing the safety of the domestic violence survivors through Permanent Housing-Rapid Rehousing, Joint Transitional and Permanent Housing-Rapid Rehousing, and Supportive Service Only-Coordinated Entry.

All applications must describe how the activities outlined in the proposal will provide assistance to people experiencing homelessness or at imminent risk of homelessness in domestic violence programs, while prioritizing the safety of the domestic violence survivors, and that those uses are aligned with the [United States Interagency Council on Homelessness's Housing First Checklist](#).

Sample Eligible uses include, but are not limited to:

- Rental assistance or subsidies through rapid rehousing programs, eviction prevention, and housing relocation.
- Prevention services for families and individual from becoming homeless.
- Transitional shelter with Rapid Rehousing support.
- Coordinated Entry Referral.

All activities must be carried out within the relevant CoC geographic area of Lake County.

4. Requirements

Coordinated Entry System and Comparable to Homeless Management Information System

Awardees MUST actively participate in the receiving of referrals from the LCCoC's local Coordinated Entry System (CES) and in entering data in a Comparable Database (CDS) to Homeless Management Information System (HMIS)

CES is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

A CDS is a class of database applications (computer software) used to confidentially aggregate data on homeless populations served. Such software applications record and store client-level information on the characteristics and service needs of homeless persons. Each awardee MUST enter client data into a CDS. Such data should include:

- a) The targeted goal of number of persons expected to serve with the proposed funding.
- b) The targeted goal of number of unsheltered homeless persons served.
- c) The targeted goal of number of shelter beds.
- d) The targeted goal of average length of time spent as homeless before entry into the program or project.
- e) The targeted goal of number of homeless persons exiting the program or project to permanent housing.
- f) The targeted goal of number of persons that return to homelessness after exiting the program or project.

- g) The targeted goal of number of households expected to increase monthly income.
- h) The targeted percentage of number of persons participated in annual Housing Inventory Count (HIC).
- i) The targeted percentage of destination error rate in comparable database.
- j) The targeted percentage of unduplicated persons in comparable database.

Quarterly Reports

Awardees will be required to submit quarterly reports to the LCCoC AE, including:

- Expenditures made within the quarter
- Activities made within the quarter
- HMIS Client Data input within the quarter

LCCoC may request additional information, as needed, to meet other applicable reporting or audits.

Additional requirements

Awardees must provide eligible activities in a manner consistent with the Housing First practices described in [California Code of Regulations, title 25, section 8409, subdivision \(b\)\(1\)-\(6\)](#). Awardees allocated funds for eligible activities that provide permanent housing shall incorporate the core components of Housing First, as provided in [Section 8255, subdivision \(b\) of the Welfare and Institutions Code](#). Housing First is an evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

In many communities, homelessness is experienced disproportionately by race and other protected classes, including disability status. Additionally, the Centers for Disease Control and Prevention is also reporting disproportionate impacts by race and ethnicity for COVID-19 hospitalization and death, specifically Black, Indigenous, and Hispanic/Latinx persons. Therefore, it is important to incorporate equity and accessibility considerations into the proposed projects to address racial and systemic inequities, and equitably distribute resources within the target population.

Awardees that receive funds under the Program are responsible for ensuring that the expenditure of those funds is consistent with the requirements of 2021 HUD CoC NOFO.

HUD will monitor the expenditures and activities of awardees, to ensure compliance with program requirements and request the repayment of funds from an awardee or pursue any other remedies available to it by law for failure to comply with program requirements. After a contract has expired, any funds not expended for eligible activities shall revert and must be remitted to HUD.

5. Application Proposal

Application Summary: All project applications will be submitted in e-snaps and serve survivors of domestic violence, dating violence, sexual assault or stalking. To apply in e-SNAPS:

- a) If not having done so already, follow the [instructions](#) to create an e-snaps profile on the HUD exchange.
- b) Log into e-snaps at <https://esnaps.hud.gov/grantium/frontOffice.jsf> and select "Applicants" in the left menu of the main screen. Important; if working on the project application select "Save" and then select "Back to Submissions List" to exit the project application and go back to the main menu. Select "Applicants" from the left menu to access the Project Applicant Profile using the following steps. Note: The "View Applicant Profile" link in the left menu leads to a read-only version of the profile and does not allow editing).
- c) After selecting "Applicants", select the folder under "Open". The list of project applicant profile screens will appear in the left menu.
- d) Begin by opening the profile for editing by selecting "6. Submission Summary" from the left menu and then select the "Edit" button at the bottom of the screen. Once in edit mode, the entire profile can be updated.
- e) After you have completed all updates and screens have been "Saved," return to "6. Submission Summary" and select the "Complete" button at the bottom of the screen.
- f) Finally, select "Back to Applicants List" in the left menu, then select "Submissions" in the left menu of the e-snaps main screen to open a project application. The updated profile information should now appear in all Part 1 screens. If information is not showing as updated, most likely one of the steps above was not completed correctly.

Follow instructions in e-SNAPS for parts 1 and 2. Parts 3 through 6 are for eligible activities which include Permanent Housing-Rapid Rehousing, Joint Transitional Housing and Permanent Housing-Rapid Rehousing and Support Services-Coordinated Entry.

Check the DV Bonus Box on screen "3B. Project Description," question #3. On Screen "6A. Funding Request," question #2, "DV Bonus" must be selected from the dropdown. Be sure to link the project to the Lake County Continuum of Care – CA-529.

Resources for applying in e-SNAPS:

[New Project Detailed Instructions](#)

[New Project Navigation Guide](#)

The application will require the following points be addresses:

- **Evidence Based Practice:** A detailed description of the project showing which evidence-based model the services will be based upon, and the Victim Service Provider’s understanding of the project requirements and challenges. Describe how best practices will be used to enhance services and meet benchmarks. Fill out a minimum of the core elements section of [United States Interagency Council on Homelessness’s Housing First Checklist](#).
- **Equity:** Describe how the Project will address racial equity and inequities for the target population, including any local disproportionate impact of COVID-19 and homelessness by race and other protected classes and underserved based on the Gaps Analysis of the LCCoC. Provide supporting evidence of the strategies’ effectiveness if available. This could include data trends, policies, local actions, collaborative efforts with partners.

Describe your organization’s strategies to address barriers in equity issues and how the project will promote culturally inclusive services such as cultural awareness trainings, hiring practices, inclusive public engagement that ensures impacted communities of color and communicating through language barriers are part of the decision-making to meet community balance.

- **Performance Measures:** Describe in detail the targeted performance measures and give a number value to each performance measure. Additional performance measures may be added, but at a minimum including numerical values for the following measures:
 - a) The targeted goal of number of persons expected to serve with the proposed funding
 - b) The targeted goal of number of unsheltered homeless persons served.
 - c) The targeted goal of number of shelter beds.
 - d) The targeted goal of average length of time spent as homeless before entry into the program or project
 - e) The targeted goal of number of homeless persons exiting the program or project to permanent housing
 - f) The targeted goal of number of persons that return to homelessness after exiting the program or project
 - g) The targeted goal of number of households expected to increase monthly income
 - h) The targeted percentage of number of persons participated in annual Housing Inventory Count (HIC)
 - i) The targeted percentage of destination error rate in comparable database
 - j) The targeted percentage of unduplicated persons in comparable database

6. Application Deadline

Applications must be submitted by October 17, 2021 in e-snaps.

The CoC will have access to the application to review it. Proposals submitted to HUD or not completed by the deadline shall be disregarded.

7. Grant Applicant Interview

Grant applicants will be scheduled to answer interview questions for their proposals within a week of the application deadline. The interview process is part of the total score for the applicant. Each applicant is allowed several staff to be present. This will take place after the initial review of the proposals to make sure they are in compliance with the NOFA; applicants will be contacted to schedule the date and time; the length of the process (30-45 minutes); that it will be virtually, who it will be with (the Grant Selection Selection Committee); and questions will be about clarifications of their application.

8. Project Selection Process

Selection of Proposals for Awards

The project selection process shall avoid conflicts of interest in project selection and shall be easily accessible to the public – all documents, including this one and the application pertaining to this funding opportunity are located at www.lakecoc.org.

Following the Grant Application Interview, the Grant Selection Working Group will review all eligible applications and interview all applicants. Scores will be added with a top score of 100 points. The applicant with the highest scores will be recommended to the Executive Committee. The Executive Committee will then announce the selected applicants. **See Scoring Criteria.**

Application Notification

Applicants shall be notified of the Grant Selection Committee decisions via phone message and email within 48 hours after it has been presented to the executive committee. The representative listed as the main grant contact in the application shall be the person contacted. Applicant Selections will also be posted on LakeCoC.org.

Appeals Process

In order to lodge an appeal, an applicant must submit to LCCoC, a written appeal, which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be accepted if this information would result in an advantage to an applicant. Once the written appeal is submitted to LCCoC, no further information or materials will be accepted or considered thereafter.

Appeals may be submitted by email to scott.abbott@lakecountyca.gov

Emails to the email address listed above will be accepted as long as the email time stamp is prior to the appeal deadline. The Appeal Deadline is **November 5, 2021** at 12:00 p.m. Pacific Standard Time.

Final Award Notification

Final Award letters will go out in **October 21, 2021**.

9. Timeline

Activity	Date & Time
Local NOFA Released	October 1, 2021
Submission Deadline	October 17, 2021
Initial Review for Compliance	October 18, 2021
Applicant Interviews	October 20, 2021 at 9:00 a.m.
Grant Working Group Scores Applications	October 20, 2021
Recommendation to Executive Board	October 21, 2021
Award Announcements	October 21, 2021
Appeals Due	November 5, 2021 by 12:00 p.m.
Deadline for funds to be expended	September 30, 2028

10. LCCoC Scoring Criteria

Please see our updated Scoring Criteria on our LCCoC webpage [HERE](#).