

2024 Notice of Funding Availability (NOFA) and Request for Proposals



Department of Community Development

Housing and Grants Division

411 East Kern Avenue Tulare, CA 93274

Phone: (559) 684-4222

Email: gavitia@tulare.ca.gov

Website: <https://www.tulare.ca.gov/government/departments/finance/bids-and-proposals>

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Introduction and Summary:

The City of Tulare's Housing and Grants Division is pleased to announce a Notice of Funding Availability (NOFA) for multiple programs and related proposals for activities and projects beginning in calendar year 2024. This NOFA announces and requests application(s) for grant funding the City of Tulare possesses and may acquire from the U.S. Department of Housing and Urban Development (HUD), California Department of Housing and Community Development (HCD), and California Interagency Council on Homelessness (Cal ICH) respectively.

Programs identified this 2024 NOFA include:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnerships (HOME) Program
3. Manufactured Housing Opportunity and Revitalization (MORE) Program
4. Homeless Housing, Assistance and Prevention (HHAP) Program

The information provided in this NOFA document and associated handbook is intended to be a summary and is not considered a complete representation of the entirety of the eligibility, threshold, and other requirements and conditions for a subaward and contract.

All applications submitted in response to this NOFA must align with respective program requirements and the priorities and goals of the City's 2020-2024 Consolidated Plan. Funding priorities and goals of the City include the following:

- Improvements to public infrastructure and facilities within low- and moderate-income areas: Projects often involve reconstruction and enhancement of streets, sidewalks, sewer, storm drain, and water systems, parks and open spaces, and facilities such as libraries and community centers.
- Services for People Experiencing Homelessness: Activities often involve professional street outreach, case management, housing navigation, and clinical care and treatment for unhoused people.
- Development and/or Preservation of Affordable Housing: Projects often involve site acquisition and development along with construction of multifamily unit properties that are affordable to households within income at or below 80 percent of area median income as well as programs offering rehabilitation of single-family residential units for income eligible households.
- General Public Services: Activities often involve programs for youth, seniors, and people with disabilities that expand access to existing and/or new services and resources.
- Economic Development: Activities may involve recruitment, training, and employment placement services for low- and moderate-income people.
- Program Administration: Activities involve grant administration, project oversight, environmental review, loan servicing, public outreach, and/or planning projects and fair housing services.

NOFA Schedule:

| | |
|---|--|
| NOFA Release | February 15 th , 2024 |
| NOFA & Application Webinar | February 21 st , 2024 |
| Public Meeting – Comments and Technical Assistance regarding CDBG NOFA and Application | February 28 th , 2024 |
| Applications Due | March 18 th , 2024, at 12:00 P.M. |
| Tentative Award Announcements to Applicants | March 26 th , 2024 |
| City Council Consideration and/or Approval of CDBG Action Plan and Other Program Agreements | May 7 th , 2024 |

Available Funding by Program

The following table shows the actual and/or anticipated amount of funding by program and project type. Proposed activities / projects within the City’s 2024 Annual Action Plan will advance only CDBG and HOME Program subawards and subrecipients. Final subawards may vary and are contingent on the amount of CDBG, HOME, and HHAP grant funds that the City will receive or acquire through external and competitive application processes.

| Funding Priority | Project / Activity Example(s) | Applicable Grant Program | Anticipated Funding |
|--|--|---|---|
| General Public Services and Program Administration | Extracurricular programs for youth of moderate- and low-income households; and Grant Administration duties for federal programs including, setup and completion, compliance with National Environmental Policy Act, reporting, and accounting. | - CDBG (Public services and program administration caps) | [CDBG] Less than \$109,000 (public services) Less than \$130,000 (program administration) |
| Services for people experiencing homelessness | Qualified staff providing effective street outreach, case management, and housing navigation services for principally unsheltered people. | - CDBG (Public services cap) - HHAP | [CDBG] Less than \$109,000 [HHAP] Less than \$140,000 |
| Develop and Preserve Affordable Housing | Minor repair and/or substantial rehabilitation of principally a building’s physical elements and systems for low- and moderate-income owners of single-family residential or comparable units, including manufactured / mobile homes. | - CDBG - HOME - MORE | [CDBG] less than \$150,000 [HOME] about \$250,000 [MORE] \$1,200,000 |

| | | | |
|--|---|--------|----------------------------|
| Improvement of public infrastructure and/or facilities in designated areas | Capital projects involving repair and/or reconstruction of streets, sidewalks, water, and sewer systems in neighborhoods where a majority (51%) of households are moderate- and low-income. | - CDBG | [CDBG] less than \$600,000 |
|--|---|--------|----------------------------|

Application Directions, Requirements, and Evaluation Criteria

Directions:

An organization must complete the universal application. This includes Parts A through E, a budget workbook, and attachment of any supplemental documents. One universal application must be completed for each project proposal.

The requirements for each document are as follows:

Submit **one word document or .pdf** of the following items **per activity / project**, with a table of contents and each item separated by a title page:

- Copy of Universal Application
- Attachments 1 through 5 (all applicable documents)

Submit **one Excel “Budget Template”** of the following **per activity / project**:

- Budget Template – excel workbook
- Name excel file as “Budget Template-Organization Name-2024 NOFA”

In the body of the email, please include the name and phone number for the contact person that will be available for application questions. This person should be knowledgeable about your organization and application(s).

The universal application questions (Parts A, B, E) must demonstrate understanding of a respective grant program’s requirements and local priorities, as well as a feasible activity / project plan to achieve measurable objectives. A particular program may demand specific standards and practices of an organization that are important to the nature of the work and focus population (beneficiaries). Innovative practices are encouraged, though adherence to grant administration, fiscal policies, training, and/or reporting methods required by federal, state, and/or local regulations must occur.

Application Deadline: March 18, 2024, at 12 p.m. (postmarks not accepted)

Application Delivery:

1. Application submissions should be in a PDF format or Word document and sent via email to gavitia@tulare.ca.gov
2. Delivery or mailing of a signed application should be addressed to:

Community Development Department

Attn: Gladys Avitia

411 East Kern Avenue

Tulare, CA 93274

Important:

You will receive an email receipt for your submission. If a receipt is not received within three (3) business days of submission, you must follow up to ensure you receive a submission receipt. If you choose to deliver the signed application in-person, please contact a staff member to coordinate a drop-off.

Contact Person(s):

Housing and Grants Specialist

Gladys Avitia | 559-684-4222 | gavitia@tulare.ca.gov

Community Development Director

Mario Anaya | 559-684-4223 | manaya@tulare.ca.gov

Requirements – Threshold Eligibility for all Applicants

Each proposed project, program, or activity to be funded during 2024-2025 must meet each of the threshold criteria listed below. If City staff review the proposal and cannot determine, strictly based on the information presented, how one or more of the criteria will be met, the proposal will be deemed ineligible and will not be forwarded for consideration.

1. **Eligible Entity.** An eligible entity is:
 - A unit of local government serving program beneficiaries residing in the Tulare, or;
 - A nonprofit corporation that:
 - 1) is incorporated in California or incorporated with a State of the United States, the District of Columbia or a United States Territory and properly registered as a “Foreign Corporation” with the California Secretary of State; and
 - 2) possesses a 501(C)(3) determination of exempt status. The City will accept an advance determination ruling from the IRS.
2. **In Good Standing.** If the entity is a prior recipient of Federal funds through the City, it must be in good standing to be eligible for an award. This includes having resolved, or actively be in the process of resolving, any open monitoring findings.
3. **Consolidated Plan Priorities:** *CDBG and HOME* proposal must clearly target at least one of the priorities incorporated into the City’s 2020–2024 Consolidated Plan (see Introduction). Additionally, Fair Housing applications must address one or more of the recommended actions outlined in the 2020 Analysis of Impediments to Fair Housing Choice (see activity definitions in Application).
4. **Minimum Elements of a Proposed Activity and/or Project:** Each proposal must: (1) implement an eligible activity; (2) serve eligible beneficiaries; (3) involve reasonable and eligible expenses; and (4) be completed in a timely manner. These four considerations reflect federal, state, and/or local guidelines. Additionally, most grant programs are subject to Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR 200 or comparable state regulations.

Evaluation Criteria – All Applications

| Category | Points |
|---|--|
| <p>Minimum eligibility requirements satisfied</p> <ul style="list-style-type: none"> Does the applicant and project meet threshold eligibility (listed on page 9) | <p>Qualified / Disqualified</p> |
| <p>Applicant Experience and Past Performance</p> <ul style="list-style-type: none"> Length of experience implementing comparable activities and projects Successful compliance and outcomes with at least one other state / federal grant program | <p>20</p> |
| <p>Focus population and beneficiaries of activity / project</p> <ul style="list-style-type: none"> Does the activity / project impact a prioritized and eligible population? (e.g.: LMI Households) | <p>10</p> |
| <p>Design, implementation, and management of activity / project</p> <ul style="list-style-type: none"> How does the agency explain its overall plan, staffing, resources, strategies, and evaluation method(s) central to performance and meeting objective(s)? | <p>25</p> |
| <p>Feasibility of activity / project</p> <ul style="list-style-type: none"> Viable activity / project plan, including schedule, financial resources outside of grant request, coordination with other organizations, and cost reasonableness and effectiveness of activity / project compared to similar activities / projects Reliability and validity of objectives, including indicators / data measuring performance | <p>25</p> |
| <p>Anticipated Performance and Alignment with Local Priorities</p> <ul style="list-style-type: none"> Agency, after a risk analysis, proposed a justified, compliant, and impactful activity / project that matches local priorities | <p>10</p> |
| <p>Application Completeness</p> <ul style="list-style-type: none"> Agency responded to all elements of application and provided requested attachments as prescribed by NOFA. | <p>10</p> |

Community Development Block Grant (CDBG)

Background and Requirements

The CDBG Program is administered by HUD and is authorized under Title 1 of the Housing and Community Development Act of 1974 (HCDA), as amended. HUD provides technical assistance and monitors participating jurisdictions to facilitate compliance with CDBG Program requirements and national objectives. The regulations implementing the CDBG Program are in the Code of Federal Regulation: 24 CFR Part 570. Each year, HUD allocates CDBG funds directly to local jurisdictions with a population greater than 50,000. A five-part formula determines a jurisdiction's overall award amount. The formula accounts for a jurisdiction's population, extent of housing overcrowding, poverty level, age of housing stock, and population growth lag. The amount of each award varies. On average, the City of Tulare receives about \$700,000 annually. To commit this award to eligible projects, the City must conduct planning, consult with local stakeholders, and analysis needs and options. Local jurisdictions retain control over the use of their CDBG funds and select, with analysis and citizen participation (e.g., public meetings, comment periods, and formal hearings), the projects to receive funding each year.

Jurisdictions must use CDBG program funds to develop viable urban communities through projects that provide decent housing, a suitable living environment, and/or expand economic opportunities. The projects local jurisdictions carry out must meet one of the following three national objectives: 1) benefit low/moderate-income (LMI) persons; 2) prevent or eliminate slums and blight; and/or 3) meets an urgent need. The City requires all CDBG-funded projects meet the principal objective of benefiting low- and moderate-income households. Projects that engage special populations within a community such as seniors, people experiencing homelessness, and people with a disability, are also prioritized.

Eligible and Prioritized Activities

Applications in response to the current RFP must align with one of the projects and goals outlined in the City’s 2020-2024 Consolidated Plan¹. Prioritized projects and goals within the City’s Consolidated Plan¹ are summarized in Table 1 below.

Table 1 – City of Tulare CDBG Priority Projects and Goals (2020-2024)

| Project / Goal Name | Description | Benefit | Example of Previous Projects |
|--|---|--|---|
| Public Infrastructure and Facilities Improvement | Improve the quality of life and neighborhood conditions through enhancements to public infrastructure (e.g., roadways, sewer and water systems, sidewalks) and facilities (e.g., parks, libraries), and by closing gaps in areas with aging, lower quality, or nonexistent public infrastructure. | -Low and moderate-income areas (LMA) within the City as defined by U.S. Census data. | - Street Improvement Project on Sycamore Street & San Joaquin: Complete pavement and utility system enhancements to address regulatory, safety, and environmental requirements that could threaten a core program or function in the future if not replaced or repaired. <i>Budget: \$415,000</i> |
| Homelessness and Homelessness Prevention | Provide aid to people experiencing homelessness and to those at risk of becoming homeless through emergency, bridge, and/or permanent housing options, integrative services, and/or emergency grant payments. | -Citywide - Low and moderate-income clientele (LMC) | - Housing Navigation Services: Provide case management and implement a housing plan with clients under the Encampment Resolution Project in the City of Tulare. <i>Budget: \$36,700</i> |

¹ Current City of Tulare Consolidated Plan for Program Years 2020-2024 available at <https://www.tulare.ca.gov/home/showpublisheddocument/15223/637268606996930000>

| | | | |
|---|---|--|---|
| Safe and Affordable Housing | Facilitate access to affordable housing for low-income and special needs households by collaborating with qualified organizations to rehabilitate existing and/or construct new single-family and multi-family units. | -Citywide -LMC | - Minor home rehabilitation grants under \$15,000 to low-income homeowners. Repairs included roof replacement, installation of dual-pane windows, and HVAC repairs. <i>Budget: \$105,300</i> |
| Public Services | Provide services for low-income and special needs households that foster human capital and improve their quality of life. | -Low and moderate-income areas (LMA) within the City -LMC | -Graffiti abatement in low-mod areas. <i>Budget: \$30,700</i> |
| Economic Development | Facilitate access to employment and associated job-training opportunities to low-income and special needs households through partnerships with qualified organizations. | -Citywide -LMA -LMC | - Workforce Investment Board of Tulare County- Job Training, employment supportive services and placement for 6 LMI persons. <i>Budget: \$50,000</i> |
| Program Administration Duties and Fair Housing Outreach | Planning, oversight, and evaluation of CDBG projects to ensure compliance with federal regulations and agreements; And services for residents and housing providers to advance fair housing objectives. | -Citywide -LMA -LMC | - Virtual Workshops informing residents of tenant and landlord rights. Budget: \$15,000 |

2023-2024 Available Funding by Project / Goal Area

The City awards CDBG funds to non-profit, governmental, and for-profit entities through an RFP process and establishes specific project terms and a budget through a subrecipient agreement or contract. The CDBG allocations listed in Table 2 are informed by the City's 2020-2024 Consolidated Plan, CDBG Program regulations, and an estimate of the amount of CDBG funds transferring from the current program year.

Table 2 – Anticipated Funding by Project / Goal for Program Year 2024-2025

| Project / Goal | Funding Available |
|---|-------------------|
| Public Infrastructure and Facility Improvements | ≈ \$600,000 |
| Homeless / Public Service Projects and Economic Development Projects | ≈ \$109,000 |
| Safe and Affordable Housing | ≈ \$150,000 |
| CDBG Program Administration and Fair Housing | ≈ \$130,000 |
| <i>*These funding levels will change once assessments of the current program year are complete in May 2024.</i> | |

Home Investment Partnerships Program (HOME)

Background and Requirements

The HOME Investment Partnerships Program (HOME) is a grant administered through California's Department of Housing and Community Development (HCD). The purpose of the grant is to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.

With available HOME Program funds and/or program income, the City of Tulare, through subrecipient(s), requests proposals to implement one or more of the three (3) HOME Program activities identified below. A subrecipient is a public agency or nonprofit organization selected by a local government to administer all or a portion of a jurisdiction's HOME Program. The subrecipient may or may not also qualify as a community housing and development organization (CHDO).

1. First Time Homebuyer Program
2. Owner-Occupied Rehabilitation Program
3. Tenant Base Rental Assistance Program

Forms of Assistance

1. HOME loans – in the form of deferred payment loans to be repaid to local HOME accounts controlled by the City of Tulare or the state's local HOME account, except for the uses of funds specifically defined under HOME grants below. Loans provided to homebuyers must meet the requirements set forth in State HOME Regulations § 8205(C)(1)(A)(I) and (ii).
2. HOME grants - Pursuant to State Home Regulations § 8205(c)(2), HOME assistance must be provided in the form of a grant for relocation payments, lead-based paint hazard evaluation and reduction activities, and TBRA. HOME assistance may be provided in the form of a grant for rehabilitation activities performed under an OOR program, if necessary, to complete the project when the total of all project indebtedness equals or exceeds the projected after rehabilitation appraised value. The grant amount for OOR activities is limited to 25 percent of the applicable federal Housing and Urban Development Department per-unit subsidy limit for the project. This amount is in addition to any grant funds currently permitted for relocation, lead-based paint remediation, and activity delivery costs for the project.
3. HOME assistance may be used for **activity delivery** cost grants for eligible subrecipients. Activity delivery costs are further defined by the term "related soft costs" in the HOME Final Rule at 24 CFR § 92.206(d), except that customary closing costs for home acquisition activities may be charged as either a loan or part of the grant funding for activity delivery costs.

- a. Note: All project-related soft costs associated with an OOR project must be included in the 24 percent funding maximum available for activity delivery costs. HOME funds for activity delivery costs cannot be drawn down before HOME funds for activity costs are drawn down. If the activity is not completed, and a Project Completion Report for the full amount drawn down is not filed, all HOME funds for that project, including activity delivery costs, must be repaid to the City and state Housing and Community Development (Department) Department.
- b. Project related expenses for NEPA environmental review, and architectural and engineering and other professional services incurred within the 24 months prior to the commitment of funds, may be reimbursed at the sole discretion of the Department after execution of the state's Standard Agreement. On a case-by-case basis, the Department may, in writing and in its sole discretion, permit reimbursement for other expenses incurred after the date of the Award letter, and prior to the effective date of the Standard Agreement, upon the written request of the City of Tulare.
- c. Activity delivery funds are grants and not part of the project loan amount. Activity delivery funds may be used at the City's discretion to fund the activity, activity delivery costs, or any combination of the two. For a description of the types of expenses, which may be charged to activity delivery, see 24 CFR §92.206(d)(6) and 92.206(f)(2).
- d. Activity delivery and administration funds should not be included in the development budget since the development budget must reflect HOME loan amounts only, not HOME grant funds. Developers shall not act as an administrative subcontractor for the same HOME funded project activity and are not eligible for project activity delivery costs. Programs Except for TBRA activities, Standard Agreements (contracts) will automatically allow the use of up to the maximum amount of activity delivery funds for each specific activity.
- e. At the time of set-up (i.e., when the HOME recipient is ready to begin drawing activity funds) an activity delivery funds request may be made for actual expenses:
 - i. Up to 24 percent of the HOME loan/grant amount for OOR and for the rehabilitation component of acquisition with rehabilitation. Activity delivery costs for rehabilitation projects may exceed the 24 percent limit if documentation of actual eligible costs is provided to the Department with the project set-up. Documentation must be of actual eligible costs; consultant billings, without documentation of underlying actual costs, are not adequate.

- ii. Up to 6.5 percent of the total acquisition cost for FTHB activities involving acquisition with rehabilitation.
- iii. Up to 5 percent of the HOME TBRA payment for unit inspection and income determination activities.
- iv. Up to 6.5 percent of the HOME amount for all other activities.

Eligible and Prioritized Activities

The City of Tulare seeks an organization to implement one or more of the following HOME program activities:

First Time Homebuyer (FTHB) Assistance Program

1. Provide promotional services of the FTHB program to City of Tulare residents.
2. Determine participant eligibility.
3. Inspect prospective units and determine eligibility and acceptability of properties selected by applicants.
4. Inform and coordinate with primary lenders to determine the qualification of applicants to meet the program requirements prior to making a formal offer of assistance or loan funds.
5. Prepare loan documents for qualified applicants and submit completed loan document package to the CITY for approval in conformance with program guidelines.
6. Prepare all loan closing documents and ensure proper closing.
7. Transfer participant files to CITY or contracted loan servicing agent at completion of file closeout; and
8. Record data for preparation and submittal of records and reports for review and compliance with the requirements of the respective funding source.

Owner Occupied Rehabilitation (OOR) Program

1. Provide promotional services of the program to City of Tulare residents.
2. Determine participant eligibility.
3. Prepare loan/grant documents on qualified applicants and submit completed loan document package to City for approval in conformance with program guidelines; process approved loans/grants to closing.
4. Provide recommendations on the type of work to be performed and prepare work write-up and necessary plans to accomplish that work;
5. Assist owners to obtain bids from and select qualified contractors to perform authorized work.
6. Monitor the work of authorized contractors and subcontractors; and
7. Assist owners to secure labor and material repairs from contractor responsible for construction defects for one year from date of final approval by the City Building Official and Division;
8. Transfer participant files to City of Tulare or contracted loan servicing agent at completion of each file closeout.

Tenant Based Rental Assistance Program

1. Administer a Tenant-Based Rental Assistance Program (TBRA), including payment of rent and deposits, application processing and selection, income determination, inspect prospective units, and determine unit eligibility selected by applicant to meet Housing Quality Standards established by HUD.

2. Provide program administrative services including program outreach and marketing, annual occupancy monitoring if applicable, and preparation of reports required by the HOME Program, including HOME TBRA Project Setup/Completion Report, Draw Information, and Project Drawdown Requests.
3. Provide a minimum of **20** income eligible household's tenant based rental assistance for a minimum of 6 months to a maximum of 24 months and/or security deposits up to 2x monthly rent within the City of Tulare jurisdictional limit. In addition, at least 20% of households served must have incomes at or below 60% of area median income (AMI) and up to 80% may have incomes up to 80% AMI.
4. Provide staff to operate the programs. Staff assigned to the program often involve a Housing Inspector, Eligibility Clerk, and Coordinator.

Manufactured Housing Opportunity and Revitalization (MORE) Program

Background and Requirements

MORE funds are provided in the form of Forgivable Loans to support a diverse array of activities aimed at preserving mobile homes as a vital source of affordable homeownership in California. These funds are designated for eligible activities aimed at enhancing the safety and livability of both mobile home parks and individual units, particularly benefiting low-income households.

Funding shall be used for the Rehabilitation of low-Income resident mobilehomes. In cases where the cost of repairing a mobile home exceeds the cost of replacement, the funds may also cover replacement expenses.

The City of Tulare is seeking a qualified organization to develop and implement a rehabilitation program exclusively for mobilehome units in the City of Tulare, as defined pursuant to HSC Section 18008, and includes a Manufactured home as defined in HSC Section 18007.

Organizations interested in implementing the MORE Program must provide a comprehensive application outlining key components of their proposed program, including but not limited to:

Participant Selection:

1. Develop draft program guidelines
2. Provide outreach services to ensure community awareness and encourage participation of eligible applicants.
3. Determine eligibility of applicants; and
4. Provide homebuyer education for qualified applicants in accordance with Project guidelines.

Loan/Grant Packaging:

1. Review loan and/or grant applications as submitted.
2. Submit property to Certified Housing Inspector or Rehabilitation Specialist for inspection, as needed. Inspect the prospective units and determine eligibility and acceptability of properties selected by applicants.
3. Prepare loan and/or grant documents on qualified applicants.
4. Submit completed loan and/or grant document package to the City for approval in conformance with project guidelines.
5. Prepare all loan closing documents and ensure proper closing; and
6. Transfer original participant files to the City, or contracted loan portfolio manager, upon completion and closeout of each loan and/or grant package.
7. Provide the City with necessary technical assistance in the implementation and administration of Grant Agreement.
8. Provide monthly reports of progress and performance of PROJECT to the City;

9. Prepare and submit to the City reports necessary to comply with HCD requirements.
10. Prepare and submit program amendments as needed.
11. Prepare and retain all pertinent records and documents sufficient to reflect all charges submitted by SHE under the terms of this Agreement.
12. Retain such records and documents for a period of four (4) years after completion of the final project audit by the City.

Homeless Housing, Assistance and Prevention (HHAP) Program

Program Background and Requirements

The California Interagency Council on Homelessness (Cal ICH), through the Homeless Housing, Assistance and Prevention (HHAP) Program, provides funding in the form of grants for a range of activities that assist persons who are currently experiencing homelessness or are at risk of experiencing homelessness.

The City obligated HHAP-4 grant funds for street outreach and housing navigation services and submitted an additional funding request through the local Continuum of Care Agency Notice of Funding Availability for HHAP-5 grant funds. HHAP-5 is established for the purpose of organizing and deploying the full array of homelessness programs and resources comprehensively and effectively, and to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. (HSC §§ 50232(a) and 50236(a).)

All public agencies, nonprofit, or private for-profit organizations in receipt of a HHAP subaward will be required to comply with the following:

Coordinated Entry System (CES)

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.

Homeless Management Information System (HMIS)

HMIS is a bi-county data management tool designed to facilitate data collection on programs serving homeless individuals and families in order to improve human service delivery throughout region. Participation in HMIS is required of all agencies receiving funding through this program for direct service projects.

Racial Equity

The local Continuum of Care Agency acknowledges that racial and ethnic minoritized groups are over-represented and under-served in the local homeless response system. A racially equitable homeless response system ensures the systematic, fair, and unbiased access to services. To prioritize racial and ethnic equity, applicants who are awarded HHAP funding must demonstrate how their activity will address racial inequities in their program design and participate in three one-hour training courses and monthly Racial Equity Office Hours provided by the Kings Tulare Continuum of Care agency that are aimed at advocating and sustaining equitable principles.

Housing First

All recipients must comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code. Housing First is an evidence-based, client-centered approach that recognizes housing as necessary to make other voluntary life changes, such as seeking treatment or medical care. This

approach is in contrast with the traditional model of rewarding “housing readiness.” The goal of Housing First is to provide housing to individuals and families quickly with as few obstacles as possible, along with voluntary support services according to their needs.

Eligible and Prioritized Activities

Amount of Program Funds Available

- **about \$140,000.00**
 - *(*an estimate and subject to a competitive award to the City in March 2024)*

All funds must be fully expended by June 30, 2026. Funds will be distributed on a cost reimbursement basis.

HHAP grant funds are invested in local activities and projects that satisfy HHAP Program guidelines and local funding priorities. General eligible uses of HHAP grant funds include:

- Rapid rehousing services (e.g., housing placement and deposit and rent assistance);
- Operating subsidies in new and existing affordable or supportive housing units;
- Non-congregate emergency shelters and navigation centers;
- Street outreach;
- Services coordination;
- System support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system;
- Delivery of permanent housing and innovative housing solutions;
- Prevention and shelter diversion to permanent housing; and,
- Non-congregate Interim shelter.

Direct service activities are carried out in accordance with federal regulations and the written standards of the local Coordinated Entry System and Every Door Open. For this Request for Proposal period, **the City will prioritize proposals for rapid rehousing, street outreach, and services coordination activities and projects for a focus population of 30 to 90 unhoused people.** The activity and services will support the City of Tulare’s Encampment Resolution Funding project, which focuses on guests of the temporary encampment facility located at 1370 South ‘O’ Street. Applicants are encouraged to review the ERF project description available in the grant program handbook under the HHAP section. And, applicants should also review HHAP statute and eligible use categories from the most recent [Notice of Funding Availability](#) provided by Cal ICH.

Application Details and Directions

A total of one word document or .pdf (1), necessary attachments, and one (1) Excel file, should be sent via email to gavitia@tulare.ca.gov by the submission deadline. You will receive an email receipt for your submission.

If a receipt is not received within three (3) business days of submission, you must follow up to ensure you receive a submission receipt. The requirements for each document are as follows:

Submit **one word document or .pdf** of the following items **per activity / project**, with a table of contents and each item separated by a title page:

- Copy of Universal Application
- Attachments 1 through 5 (all applicable documents)

Submit **one Excel “Budget Template”** of the following **per activity / project**:

- Budget Template – excel workbook
- Name excel file as “Budget Template-Organization Name-2024 NOFA”

In the body of the email, please include the name and phone number for the contact person that will be available for application questions. This person should be knowledgeable about your organization and application(s).

The universal application questions (Parts A, B, E) must demonstrate understanding of a respective grant program’s requirements and local priorities, as well as a feasible activity / project plan to achieve measurable objectives. A particular program may demand specific standards and practices of an organization that are important to the nature of the work and focus population (beneficiaries). Innovative practices are encouraged, though adherence to grant administration, fiscal policies, training, and/or reporting methods required by federal, state, and/or local regulations must occur.