COUNTY OF SAN DIEGO
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Notice of Funding Availability (NOFA)

STATE EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

Release Date: June 10, 2016

Proposals Due:
Monday, June 27, 2016, 5:00 p.m.

Todd Henderson
Director

www.sdhcd.org

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Section One - Notice of Funding Availability

I. Introduction

The State of California Department of Housing and Community Development (State HCD) administers the Emergency Solutions Grants (ESG) program with funding received from the U.S. Department of Housing and Urban Development (HUD). Recently the State HCD redesigned the State Emergency Solutions Grants (ESG) program to better accomplish the following:

- Align State ESG with federal ESG and the HEARTH Act;
- Increase coordination of State ESG investments with local homelessness systems and investments;
- Invest in the most impactful activities based on key performance goals and outcomes;
- Shift from an intensive provider competition to locally reliable funding and more streamlined administration; and
- Improve geographic distribution of funding.

In the redesigned ESG program, State HCD will distribute funding based on Continuum of Care service areas through two allocations; either through a Balance of State Allocation for service areas that do not contain a city or county that receives ESG directly from HUD or through a Continuum of Care Allocation for service areas that contain a city or county that receives ESG directly from HUD. The San Diego Regional Continuum of Care (CoC) qualifies for the Continuum of Care Allocation and the County of San Diego Department of Housing and Community Development (County HCD) has been selected to be the Administrative Entity approved to administer the State ESG funds.

Under this Notice of Funding Availability (NOFA):

- County HCD is accepting proposals from eligible organizations providing assistance to persons experiencing homelessness or at-risk of homelessness within the CoC service area. The CoC service area includes both entitlement and non-entitlement areas. The entitlement areas include the cities of San Diego, Chula Vista, Escondido and the Urban County. The Urban County includes communities located in the unincorporated area of San Diego County and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach. The non-entitlement areas are areas that do not receive ESG funding directly from HUD as an entitlement area or participate in an Urban County Agreement.
- Funds to be used for this NOFA are from the State Emergency Solutions Grant (ESG) program.
- The ESG program provides funding to meet the following objectives: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate emergency shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.

- Homeless Management Information Systems (HMIS) participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). Proposals must indicate participation in the Coordinated Assessment and Housing Placement (CAHP) System as established by the CoC. Please see Implementation portion in Section Four for further guidance.
- In selecting providers qualified to deliver eligible activities in the Service Area, County HCD will:
  - Conduct fair and open competitions that avoid conflict of interest;
  - Follow procurement requirements of 24 CFR Part 85;
  - Evaluate provider capacity and experience, including the ability to deliver services in non-entitlement areas;
  - Utilize data from the most recent Point in Time Count (PITC) and consider community input to identify unmet needs;
  - Prioritize activities that address the highest unmet need, considering other available funding and system-wide performance measures;
  - Consider project–level performance measures when evaluating proposals; and
  - Collaborate with the CoC.
- Programs/activities will receive the following priority ranking:
  1. Rapid re-housing for homeless individuals and families;
  2. Emergency shelters;
  3. Street outreach; and,
  4. Homelessness prevention.

II. Background

The HEARTH Act, enacted into law on May 20, 2009, consolidated three separate homeless assistance programs, administered by HUD under the McKinney-Vento Homeless Assistance Act, into a single grant program. A main revision in the HEARTH Act converted the federal Emergency Shelter Grant program into the ESG program. The ESG regulations are found at 24 Code of Federal Regulations (CFR), Parts 576.

III. Funding Available

County HCD has allocated approximately $900,000 in State ESG program funds from federal fiscal years 2015 and 2016 from HUD under this NOFA. A minimum of 40% of the funds awarded on an annual basis must be used for rapid re-housing activities. Approximately 50% of the total funds awarded are expected to be expended by July 2017 and the remainder by July 2018.

These funds are available to non-profit organizations and/or public entities sponsoring eligible projects within the CoC Service Area. County HCD anticipates awarding two to four contracts through this solicitation. Through the use of Coordinated Entry and other means, all funded activities must be available to non-entitlement areas of the CoC Service Area. Funded activities may also serve households located in ESG entitlement areas.

In addition, preference will be given to those who show an emphasis on serving those areas identified by the PITC to have the greatest unmet need, serve the unincorporated areas, or that have a regional approach.

Note: State regulations prohibit subpopulation targeting with ESG funds in homeless prevention and rapid re-housing programs except if documentation of all of the following is provided to State HCD prior to the award of funds for these activities: (1) that there is an unmet need for these activities for the subpopulation proposed for targeting, and (2) that there is existing funding in the CoC service area for programs that address the needs of the excluded populations for these activities.

IV. Live Well, San Diego

Proposals with narratives that explain how the project aligns with County *Live Well, San Diego* objectives will receive priority ranking. (For more information on *Live Well, San Diego*, visit http://www.livewellsd.org/.)

V. Conditions

County HCD reserves the right to negotiate and award contracts, limit the number of contracts awarded, and request additional information from applicants. Applicants are advised that in submitting their proposals they acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. County HCD reserves the right to reject submittals, waive irregularities in the submittal requirements, or cancel this NOFA at any time. All application packages become the property of County HCD.

All requirements of the ESG program apply under this NOFA. The HEARTH Act significantly revised the ESG program's regulations at 24 CFR Part 576 and established new requirements for the ESG program. County HCD recommends that organizations applying for funding review ESG program eligibility criteria carefully.

VI. Threshold Review

Proposals are subject to preliminary review for threshold criteria. Applicants providing incomplete or ineligible proposals will be notified. For incomplete or ineligible proposals, County HCD reserves the right to either request clarification information or notify the applicant that the proposal has been rejected.

Threshold review will include a review of minimum requirements and application package completeness.

VII. Proposal Review

Following the threshold review, the proposal and County HCD staff comments will be considered by a NOFA Review Panel. A determination will be made concerning the consistency of the proposal with the priorities outlined in the County of San Diego Consortium 2015-19 Consolidated Plan. The NOFA Review Panel will make funding recommendations to County HCD.

VIII. Technical Assistance, Clarification and Addenda

Requests for clarifications regarding this NOFA should be directed to Marco De La Toba at (858) 694-8724 or by email at Marco.Delatoba@sdcounty.ca.gov. For the deaf or hard of hearing, please call (866) 945-2207.

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum posted on the County HCD website and sent to all organizations requesting ESG NOFA email alerts.

To be added to the ESG NOFA email alerts, please go to https://service.govdelivery.com/accounts/CASAND/subscriber/new.

IX. Application Packages

ESG NOFA application packages can be downloaded from the following County HCD website: www.sdhcd.org.

X. Submittals

Applications must be received no later than **5:00 p.m. on Monday, June 27, 2016,** at County HCD at the address listed below.

Submit a printed original and three (3) printed copies, for a total of four (4) sets, of your application and two (2) CDs in Word or PDF format by the application deadline.

Please Note: County HCD strongly urges applicants to provide ample time for delivery of application packages.

Late submissions will not be considered and will be disqualified.

Submit applications to:

County of San Diego
Department of Housing and Community Development
Attn: Community Development
780 Bay Blvd.
Chula Vista, CA 91910-5259

Faxed and/or emailed applications will not be accepted.

Section Two - Funding Source

Pertinent Federal and State Regulations and Requirements (not all inclusive):

- 24 CFR Part 576, (federal ESG regulations);
  - General (24 CFR 576.407(a))
  - Homeless Participation (24 CFR 576.405)
  - Program Termination (24 CFR 576.402)
  - Program Administration (24 CFR 576.500)
  - Faith-Based Activities (24 CFR 576.406)
  - Affirmative Outreach (24 CFR 576.407(b))
  - Environmental Review Responsibilities (24 CFR 576.407(d))
  - Shelter and Housing Standards (24 CFR 576.403)
  - Recordkeeping and Reporting Requirements (24 CFR 576.500)
  - Other Federal Requirements (24 CFR 576.407 and 576.500)

- California Code of Regulations, Title 25, Division 1, Chapter 7, Subchapter 20, Sections 8400-8417 (State ESG Regulations);

- 24 CFR Part 58, relating to environmental reviews;

- Office of Management and Budget (OMB) requirements for Universal Identifier and Central Contractor Registration, 2 CFR Part 25, Appendix A to Part 25-Award Term;

- Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 Homeless Definition Final Rule: 24 CFR Parts 91, 582 and 583. The Interim Rule, published in the Federal Register on December 5, 2011, provides the homeless definition which applies to the ESG Program.

- In administering this NOFA, if there is a conflict between the federal and State regulations, the federal regulations shall prevail.

- Under this NOFA, ESG funds will be awarded to non-profit organizations as defined in 24 CFR 576.2, and/or public entities as defined in 24 CFR 576.2 sponsoring projects within the CoC service area. The CoC service area includes both entitlement and non-entitlement areas. The entitlement areas include the cities of San Diego, Chula Vista, Escondido and the Urban County. The Urban County includes communities located in the unincorporated area of San Diego County and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach. The non-entitlement areas are areas that do not receive ESG funding directly from HUD as an entitlement area or participate in an Urban County Agreement.

- Contracts will be awarded for two years, with a one-year option to extend the contract, based on performance and funding availability. Contracts are expected to be awarded no earlier than October 1, 2016.

The table below includes ESG eligible project components:

SUMMARY OF ESG ELIGIBLE PROJECT COMPONENTS

Project Component	Main Eligible Activities
Emergency Shelter[1]	Renovation (Major Rehabilitation and Conversion)[1], essential services, shelter operations, and assistance required under the Uniform Relocation Act (URA). See 24 CFR 576.102.
Rapid Re-Housing Assistance[2]	Housing Relocation and Stabilization Services Financial Assistance: moving costs, rent application fees, security deposits, last month's rent, utility deposit and utility payment. Assistance may also include a one-time payment of rental arrears for up to 6 months. Services: housing search, housing placement, housing stability, mediation, legal services, credit repair, budgeting, money management. Rental Assistance: short - Up to 3 months, medium – 4-24 months. Tenant-Based rental assistance and project-based rental assistance. See 24 CFR 576.103, 576.105 and 576.106.
Street Outreach[3]	Essential Services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see 24 CFR 576.101.
Homelessness[2] Prevention	Same activities as rapid re-housing. Activities are eligible only in conjunction with rapid re-housing or emergency shelter activities, and are limited to ten percent of the total requested per application. Homelessness prevention is not eligible as a stand-alone activity.
HMIS[4]	Grant funds may be used for certain HMIS and comparable database costs, as specified at 24 CFR 576.107; 25 CCR 8408**)**. In no case can costs exceed ten percent of the total amount requested per application.

[1] State ESG funds shall not be used for major rehabilitation, renovation or conversion activities pursuant to 24 CFR 576.102.

[2] State regulations prohibit subpopulation targeting with ESG funds in homeless prevention and rapid re-housing programs except if documentation of all of the following is provided to the State HCD prior to the award of funds for these activities: (1) that there is an unmet need for these activities for the subpopulation proposed for targeting, and (2) that there is existing funding in the CoC service area for programs that address the needs of the excluded populations for these activities.

[3] ESG regulations limit street outreach and emergency shelter activities (combined) to no more than 60% of the fiscal year grant.

[4] HMIS participation is required as a project component within all proposals, but may not be the sole project component.

See HUD's ESG Program Components Quick Reference for more information.

Section Three – Application Requirements

I. Minimum Requirements

To be considered eligible for review, the proposal must meet the following requirements:

- The applicant is a non-profit organization and/or unit of general purpose local government;
- The project/program serves residents whose incomes are at or below 30% of the Area Median Income (AMI) (see Exhibit 1);
- The project/program serves persons experiencing homelessness or at risk of homelessness;
- The project/program is located in or serves residents of the CoC service area;
- The project/program serves is consistent with the County 2015-19 Consolidated Plan; and
- 100% eligible match funding has been identified.

II. Application Package Completeness

In addition to a completed NOFA application (see ***Section Six***), the application package must contain the following items:

A. *Board Resolution*

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal. The parties authorized to execute documents must also be identified (see Exhibit 2).

B. *Articles of Incorporation and By-Laws*

All proposals must include current Articles of Incorporation and By-Laws for the organization.

C. *Audited Financial Statements*

Submit the following information for the last two (2) fiscal years:

- Audited financial statements of the entire organization with the applicable notes;
- Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards; and
- Independent Auditor's Statement of Findings and Questioned costs.

D. *Evidence of Funding Commitments*

Letters from public and private funding sources that will provide a 100 percent match to the ESG funding as required by 24 CFR 576.201. These letters must include the name, title, and telephone number of the responsible contact person and the funding amount.

E. *Cost Allocation Plan*

All applicants must submit a cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects.

Indirect costs of private non-profit organizations, local governments and joint powers authorities, as applicable and in accordance with 2 CFR 200, are an eligible expense,

but may not exceed ten percent of the allowable direct costs under the ESG activity unless a higher limit for indirect cost allocation has been approved by the applicable federal agency pursuant to OMB requirements. Agencies requesting an indirect cost allocation above 10 percent must provide a letter from the federal agency which has approved the higher rate.

F. *Position Descriptions*

Provide a position description for all proposed staffing positions funded by the project.

G. *Project/Program Description*

Applicant must describe the proposed project/program (work to be performed, components to be undertaken, or services to be provided) and also describe specifically how the requested ESG funds will be used. Describe how this project will benefit persons experiencing homelessness or those at risk of homelessness. Describe the problem(s) or need(s) that the proposed project is intended to address. Describe how the project/program will accomplish one or more County *Live Well San Diego* objectives.

H. *Organizational/Staffing Chart*

Applicants must include an organizational/staffing chart that describes the overall organization and illustrates the relationship of the proposed program with other organizational divisions, programs and sections. Indicate the lines of organizational management, authority, and responsibility. The staffing chart identifies program staff positions (by name and title, if known) and reporting responsibilities.

I. *ESG Program Budget*

See Exhibit 2 for details.

III. NOFA Application Package Checklist

Please complete the following checklist and submit this form with the application package.

- ☐ All pages 8.5 x 11 inches
- ☐ One signed master copy (no staples or binders) and three signed copies.
- ☐ Two CDs with electronic files (Word or PDF format).

Requirements for Submittal

☐ NOFA Application

- ☐ Attachment A - Board Resolution
- ☐ Attachment B - Articles of Incorporation and By-Laws
- ☐ Attachment C - Audited Financial Statements
- ☐ Attachment D - Evidence of Funding Commitments
- ☐ Attachment E - Cost Allocation Plan
- ☐ Attachment F - Position Descriptions
- ☐ Attachment G - Project/Program Description
- ☐ Attachment H - Core Practice Table
- ☐ Attachment I - Organizational/Staffing Chart
- ☐ Attachment J - ESG Program Budget

Project/Program Title: _____

Applicant: _____

FOR HCD USE:

The proposal and its submittals have been reviewed for completeness using the checklist above.

Authorized Signature: _____

Title:_____ Date: _____

Section Four – State ESG Program Requirements

I. Initial Funding

The following items must be completed prior to funding:

A. Environmental Review

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including option agreements or contracts for site purchase, excavation, filling, construction, rehabilitation, renovation, conversion or other physical activities) until completion of the environmental processing and HUD's formal release-of-funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before HCD will execute a contract. HCD staff conducts this review using information provided in the application.

B. Insurance Requirements

Proof of insurance meeting these requirements must be submitted to HCD ten (10) days prior to contract execution. Please refer to Exhibit 5 for the complete list of insurance requirements.

- General Liability Insurance:
  Funding recipients must obtain and provide evidence of general liability insurance in the amount of $1 million per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be $2,000,000.

- Automobile Liability Insurance:
  Funding recipients must obtain and provide evidence of automobile liability insurance in the amount of $1 million per each accident for bodily injury and property damage.

- Endorsement to General Liability and Automobile Insurance:
  Each Contractor must name the County of San Diego as an additional insured on their general liability and automobile insurance policies.

- Workers' Compensation, as required by the State of California and Employer's Liability Insurance:

Depending on the contract scope of work, the requirement for Builders Risk on an All Risk basis and Contract Bonds may need to be included in the funding recipient's insurance coverage.

II. Implementation Requirements

Core Practices (25 CCR 8409)

A. *Use of Coordinated Entry*

Unless exempted by federal rules, all ESG-funded activities shall utilize a coordinated entry system established by the CoC in a manner that promotes the following:

- Comprehensive and coordinated access to assistance regardless of where an individual or family is located in the CoC Service Area. Local systems should be easy to navigate and have protocols in place to ensure immediate access to assistance for people who are experiencing homelessness or most at-risk; and

- Prioritized access to assistance for people with the most urgent and severe needs, including, but not limited to, survivors of domestic violence. ESG-funded activities shall seek to prioritize people who:

  - are unsheltered and living in places not designed for human habitation;
  - have experienced the longest amount of time homeless;
  - have multiple and severe service needs that inhibit their ability to quickly identify and secure housing on their own; and
  - for HP activities, people who are at greatest risk of becoming literally homeless without an intervention and are at greatest risk of experiencing a longer time in shelter or on the street should they become homeless.

B. *Housing First Practices*

All ESG-assisted projects shall operate in a manner consistent with housing first practices as reflected in the CoC written standards and progressive engagement and assistance practices, including the following:

- Ensuring low-barrier, easily accessible assistance to all people, including, but not limited to, people with no income or income history, and people with active substance abuse or mental health issues;

- Helping participants quickly identify and resolve barriers to obtaining and maintaining housing;

- Seeking to quickly resolve the housing crisis before focusing on other non-housing related services;

- Allowing participants to choose the services and housing that meets their needs, within practical and funding limitations;

- Connecting participants to appropriate support and services available in the community that foster long-term housing stability; and

- Offering financial assistance and supportive services in a manner which offers a minimum amount of assistance initially, adding more assistance over time if needed to quickly resolve the housing crisis by either ending homelessness, or avoiding an immediate return to literal homelessness or the imminent risk of literal homelessness. The type, duration, and amount of assistance offered shall be based on an individual assessment of the household, and the availability of other resources or support systems to resolve their housing crisis and stabilize them in housing.

C. *Written Standards*

Funded activities must operate consistent with written standards currently adopted by the CoC and applicable to all similar activities. In general, written standards address such things as policies and procedures for evaluating eligibility, for targeting and prioritizing services, for length and terms of assistance, for coordination among services, and for participation in HMIS. Consult the federal regulations for what should be addressed in written standards for each activity.

In addition, State regulations require that written standards reflect Core Practices in Section 8409, including:

- Protocols for use of coordinated entry to promote comprehensive and coordinated access to assistance and prioritized access to assistance for people with the most urgent and severe need;
- Use of housing first and progressive engagement practices; and
- Consistent program requirements governing decisions around type, duration, and amount of assistance provided if multiple RR or HP programs are operated within the same Service Area.

For additional detail and instruction, consult Section 8409.

III. On-Going Requirements

The following requirements must be met for continued funding:

A. Match Requirements

Section 576.201 of ESG regulations requires a 100 percent funding match. Contractors must match dollar-for-dollar the ESG funding provided by HCD with funds from other public or private sources.

B. Insurance Requirements

Contractors must maintain insurance coverage as outlined above through the duration of the contract.

C. Homeless Management of Information System Participation

Contractors will assure compliance with all HUD record-keeping provisions, including use of the HMIS for clients served by ESG-funded programs. The cost of complying with this requirement must be reflected in the project budget.

D. Recordkeeping

Under ESG, contractors are also required to keep a record of clients who are screened and classified as ineligible. The ESG recordkeeping and reporting requirements state that for each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination. (See 24 CFR § 576.500(d)).

IV. Administration and Monitoring

County HCD is the administrative and monitoring agency for projects/programs awarded through this NOFA.

Note the following project funding conditions:

A. *Grant Awards*

Under this NOFA, County HCD will award ESG funds in the form of grants. It is estimated that it will take between two to three months before contract documents are executed. The actual time will vary according to the complexity of the approved project(s), environmental constraints, and contract negotiations.

B. *Disbursement of Funds*

County HCD distributes funds through a reimbursement program. Expenses incurred prior to the effective date of the executed contracts are not eligible for reimbursement. Billings for reimbursement must be submitted in accordance with contract specifications, including applicable Office of Management and Budget (OMB) Circulars and 2 CFR 200.

C. *Funding Reallocations*

ESG funds are subject to strict expenditure requirements. County HCD reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion if projects are not performing satisfactorily (in the sole opinion of HCD) or if there are anticipated funds that will not be spent prior to fiscal year end.

D. *Monitoring*

County HCD reserves the right to monitor the program/project for compliance with contract scope and ESG regulation compliance during the contract period.

PROJECT/PROGRAM PROPOSAL RANKING		Maximum Possible Points
A.	**Project Need**	**30**
1.	Target Population – Does the applicant describe why the proposed activity meets a high need in the community? Is data from the PITC provided and used to explain the need for the activity? Are the needs of the population or subpopulation described including how they are accessed and how the challenges and barriers will be overcome? Is the applicant targeting any subpopulations? If so, is the subpopulation targeting consistent with Core Practices?	15
2.	Geographic Area – Does the applicant clearly describe the location it will serve? Will the project provide services to the entire CoC Service Area? Will the project provide more than one high-priority service to the CoC Service Area? Will the project have the ability to deliver services to the Non-entitlement areas? Does the project benefit the needs of residents in the unincorporated areas? Does the applicant describe outreach and access activities?	10
3.	Consolidated Plan – Does the applicant demonstrate how the proposal meets with the priorities outlined in the County of San Diego Consortium 2015-19 Consolidated Plan?	5
B.	**Project Description**	**30**
1.	Project Goals/Objectives/Activities – Does the applicant provide a complete description of the program?	15
2.	Does the project benefit persons experiencing homelessness or at risk of homelessness?	10
3.	Does the program/project align with one or more *Live Well San Diego* objectives?	5
C.	**Experience, Management and Staffing**	**20**
1.	Agency/Program Experience – Does the applicant describe in detail the agency/program experience in developing, implementing and evaluating the proposed project or comparable project? Does the applicant provide methods and performance outcomes of participants for programs it currently administers?	10
2.	Government Contracts – Does the applicant have any experience with government contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	3
3.	Core Practice- Does the applicant adequately meet or will meet the core practice requirements?	3
4.	Collaboration- Is the applicant an active participant in the CoC?	2
5.	Organizational/Staffing Chart – Did the applicant include an organizational/staffing chart? Does the chart illustrate organizational management, authority, and responsibility? Does the chart identify program staff (including title and FTE) and demonstrate the lines of accountability and reporting responsibility for the proposed project?	1
6.	Position Descriptions – Does the applicant provide position descriptions for the proposed staffing of the project? Do the position descriptions reflect the proposed project? Does the applicant provide a résumé for the Executive Director/Chief Executive Officer? Does the résumé demonstrate capacity/experience to support the project?	1
D.	**Fiscal Capacity**	**20**
1.	Match – Does the applicant provide evidence of at least 100% Match?	5
2.	Audited Financials – Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards and Independent Auditor's Statement of Findings and Questioned costs?	5
3.	ESG Cost Allocation Plan – Does the applicant provide a detailed cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects? Is it consistent with 2 CFR 200?	10
E.	**Total**	**100**

Section Six – NOFA Application

County of San Diego
Department of Housing and Community Development (County HCD)

State Emergency Solutions Grant (ESG)

I. SUMMARY

A. Project Title: _____
_____
_____

Provide a brief description of the project proposal: _____
_____
_____
_____
_____
_____
_____

☐ Street Outreach $ _____
☐ Emergency Shelter $ _____
☐ Rapid Re-Housing $ _____
☐ Homelessness Prevention $ _____
☐ HMIS $ _____

Total Amount of Funding Requested $ _____

B. Legal Name of Applicant: _____

DBA: _____

Tax ID Number (EIN): _____ DUNS No. (9 digits): _____

Print Name of Authorized Official: _____

C. Contact Person:_____

Contact Person's Title: _____

Organization Address: _____

Phone:_____ Fax:_____

Email:_____

D. ORGANIZATIONAL STATUS (Check all that apply):

☐ Non-Profit Organization ☐ Government/Public Entity ☐ Faith-Based

Does your organization expend $750,000 or more a year in federal funds?
☐ Yes ☐ No

Is your organization an existing or past recipient of ESG funding? ☐ Yes ☐ No

II. GENERAL PROJECT INFORMATION

NOTE: Applications for major rehabilitation, renovation, or conversion will not be accepted at this time.

A. Check all of the following service areas to be met by the proposed project:

☐ Homeless Services ☐ Senior Services ☐ Job/Education Training
☐ Homeless Prevention ☐ Emergency Food Asst. ☐ General Low-Mod Income
☐ Serves Physically/Mentally Disabled ☐ Serves Victims of Domestic Violence
☐ Other _____

B. Check all of the ESG services, by eligible activity type, to be met by proposed project:

Street Outreach (*specify below*):

☐ Engagement ☐ Case Management ☐ Emergency Health Services
☐ Emergency Mental Health Care ☐ Client Transportation ☐ Services for Special Populations

Emergency Shelter (*specify below):*

☐ Child Care ☐ Case Management ☐ Education Services
☐ Job Skills Training ☐ Legal Services ☐ Life Skills Training
☐ Employment Assistance ☐ Client Transportation ☐ Services for Special Populations
☐ Outpatient Health Services ☐ Mental Health Services ☐ Substance Abuse Treatment Services

Rapid Re-Housing (*specify below):*

☐ Rental Application Fees ☐Security Deposits ☐ Last Month's Rent ☐ Utility Deposits
☐ Utility Payments ☐ Moving Costs ☐ Short-Term Rental Asst. ☐ Credit Repair
☐ Payment of Rental Arrears ☐ Legal Services ☐ Medium-Term Rental Asst. ☐ Mediation
☐ Housing Search/Placement ☐ Housing Stability Case Management

Attach pages as necessary to describe the following:

C. Project Description

1. Provide a complete description of the project/program. Include overall goals, specific objectives to be met, activities to be undertaken, and how program outcomes will be measured.

2. Describe how the project/program benefit persons experiencing homelessness or at risk of homelessness.

3. Describe how the project/program aligns with one or more of the *Live Well San Diego* objectives.

D. Project Need

1. Target Population – Describe why the proposed activity meets a high need in your community. Provide data from the most recent PITC and explain how the data supports your analysis of need for the proposed activity. Describe the population(s) your activity will serve, and what the need is for that population(s) to be served relative to others. Describe how you will address the needs of the population including how the challenges and barriers they face will be overcome. If the program is targeting any subpopulation(s), explain why they are in need of

targeting. Describe how the target population or subpopulation are accessed and if the subpopulation targeting is consistent with Core Practices (State Regulations 8408 and 8409).

Note: State regulations prohibit subpopulation targeting with ESG funds in homeless prevention and rapid re-housing programs except if documentation of all of the following is provided to the State HCD prior to the award of funds for these activities: (1) that there is an unmet need for these activities for the subpopulation proposed for targeting, and (2) that there is existing funding in the CoC Service Area for programs that address the needs of the excluded populations for these activities.

2. Geographic Area – Describe the characteristics of the population to be served (e.g. youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. Describe how your agency will facilitate outreach and access to the geographic area to be served. It is important to also attach a map (e.g. Thomas Bros. Map) showing the project location and draw a line on the map outlining the boundaries of the geographic area served.

3. Consolidated Plan – Describe how your project is consistent with the priorities outlined in the County of San Diego Consortium 2015-19 Consolidated Plan. Identify which of the Consolidated Plans goal(s) and objective (s) your project will help accomplish. Identify which special needs and disabled population(s) will be served in accordance with the Consolidated Plan.

III. OBJECTIVES

Attach pages as necessary to describe the following:

A. Total number of assisted units/beds: _____

B. Total number of extremely low-income households (at or below 30% of AMI) to be served: _____

C. Total number of persons experiencing homelessness to be served: _____

D. Total number of persons at risk of homelessness to be served: _____

E. Other project objectives: _____

F. Describe the project's approach towards scalability._____

IV. APPLICANT EXPERIENCE

Attach pages as necessary to describe the following:

A. Describe in detail the organization's experience in developing, implementing and evaluating the proposed project or comparable projects. Provide methods for generating and the performance outcomes of current participants for programs currently being administered.

B. Describe in detail the organizations experience with government contracts including any corrective action that may have been taken.

C. Describe your agency's participation in the CoC including voting eligibility, the number of meetings attended, and any sub-committees participated in between July 1, 2014-March 31, 2016.

D. Complete the applicable Core Practice Table (Exhibit 4) for the primary activity being requested in this application.

E. Provide a complete organizational/staffing chart that illustrates organizational management, authority, and responsibility. Identify program staff (including title and FTE) and demonstrate the lines of accountability and reporting responsibility for the proposed project.

1. Describe position descriptions for the proposed staffing of the project and include a resumes of staff and consultants assigned to the project including the Executive Director/Chief Executive Officer.

V. FISCAL CAPACITY

A. Provide evidence of at least 100% match. In accordance with 24 CFR § 576.51, all agencies awarded ESG funds, must provide evidence of 100% match funds with each Request for Funds. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. In order to meet the matching requirement, the matching contributions must meet the following criteria:

1. The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds.
2. If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.
3. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.
4. Proof of match funds must be provided prior to the signing of the grant agreement.
5. Cash match contributions must be expended within the expenditure deadline in §576.203.
6. Non cash contributions must be made within the expenditure deadline in §576.203.
   - *Non cash contributions* are the value of any real property, equipment, goods, or services contributed to the sub-recipient's ESG program. To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated and approved by County HCD to establish the fair market value.

A. Provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards and Independent Auditor's Statement of Findings and Questioned costs.

B. Has the proposed project been previously funded by any ESG or Community Development Block Grant (CDBG) funds?

☐ Yes ☐ No ☐ N/A- New Program

If yes, please indicate the award year, allocation, expended amount, service goal/ actual, and project name/description in the following table:

Fiscal Years	Allocation	Expended	Goal for # Served	Actual # Served	Project Name/ Description
2013-2014 ESG ☐ CDBG ☐	$	$			
2014-2015 ESG ☐ CDBG ☐	$	$			
2015-2016 ESG ☐ CDBG ☐	$	$			
2016-2017 ESG ☐ CDBG ☐	$	$			

C. Provide a detailed cost allocation plan (consistent with 2 CFR 200) that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects.

VI. CERTIFICATIONS & SIGNATURE

A. COMPLIANCE WITH DRUG-FREE WORKPLACE REQUIREMENTS
The undersigned acknowledges and certifies that the employees to be engaged in the performance of this grant at the Place or Places of Performance, hereinafter defined, will comply with the Drug-Free Workplace Act of 1988. The agency also agrees to obtain signed certifications by each employee and new hire that certifies that the employee will comply with the Act, and the agency will maintain these certifications on file and make them available for review pursuant to the terms and conditions relative to record keeping and monitoring, as will be defined in the resolution governing any future grant awards.

B. COMPLIANCE WITH OTHER FEDERAL AND STATE REQUIREMENTS
The undersigned acknowledges and certifies that the organization will comply with all applicable State and Federal requirements as reflected in 24 CFR part 576.404, 576.406, 576.407 and 576.408 regarding the following: Conflict of Interest; Lobbying Requirements, Uniform Administrative Requirements; Procurement of Recovered Materials; Displacement, Relocation and Acquisition; and Relocation Assistance for Displaced Persons.

In addition the undersigned acknowledges and certifies that the organization prohibits discrimination accordance with Title VI of the Civil Rights Act of 1964.

It is further certified that this organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Section 504 of the Rehabilitation of 1973, as amended, and the Americans with Disabilities Act of 1990.

C. CONFIDENTIALITY REQUIREMENTS
The undersigned certifies that the organization will adopt policies and procedures which meet at least the minimum standards for protecting the confidentiality of information as set forth in the State and Federal ESG requirements as reflected in 24 CFR part 576.500.

D. CERTIFICATION OF HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS) PARTICIPATION REQUIREMENTS

The undersigned acknowledges and certifies that the organization will participate in the congressionally mandated HMIS database system that has been implemented by the CoC.

It is further certified that this organization agrees to comply with Federal Register 4848-N-02, which states that recipients of McKinney-Vento HUD funds, including the ESG program, must provide certain data on homeless clients served through a centralized HMIS database. The organization understands that they will be contacted by the HMIS System Administrator to secure licenses, software and training for this database.

The undersigned understands that participation in the HMIS database system will be at their own cost in order to meet this mandated requirement. (Note: Domestic violence shelters will not be required to participate in the HMIS database system but must agree to enter client data into a comparable database as required by 24 CFR part 576.)

E. DISCHARGE PLANNING

Local governments receiving ESG funds must make every effort to develop, to the maximum extent practicable and where appropriate, practices and protocols to insure that publicly funded institutions, such as health care facilities, foster care and other jails/corrections programs located in the local government's jurisdiction do not discharge persons to the streets or otherwise result in homelessness for this vulnerable population.

F. PERFORMANCE STANDARDS

The undersigned acknowledges and certifies that programs and services funded through the ESG program will be designed to assist the local CoC and County HCD in meeting performance outcomes adopted by the CoC. The undersigned further understands that performance objectives, outcomes and measures will be used to demonstrate how activities funded with the ESG program are helping local CoC to meet their goals.

The undersigned also agrees to provide County HCD and the local CoC copies of reports obtained from HMIS which will be used to determine whether or not the agency is meeting objectives, and will provide completed Quarterly and Annual Reports to County HCD upon request.

G. CERTIFICATION OF SUBMISSION

The undersigned hereby acknowledges and certifies that the Board of Directors of the applying organization endorses this Application to be submitted to County HCD and State HCD for funding consideration for Fiscal Year 2016-2017.

The undersigned further certifies that the organization submitting this Application is: 1) a non-profit, government, or faith based organization; 2) tax-exempt, if applicable; 3) incorporated in the State of California; and 4) has complied with all applicable laws and regulations pertaining to same.

The undersigned hereby commits the organization to provide Eligible Activities in accordance with this Application for State HCD ESG program funds.

The undersigned further commits that the organization will submit required reports and draw reimbursement requests within the timeframes provided by County HCD once funds are awarded.

The undersigned further commits that the organization will develop written Policies and Procedures, which include the Written Standards provided as part of this submission, prior to receiving State HCD ESG funds.

The undersigned further commits that the organization will agree that all relevant federal, state and local regulations and other assurances as required by County HCD, including all

guidelines, definitions, and limitations set forth in ESG Program Guidelines, will be adhered to at all times.

The undersigned hereby confirms that the organization is fully capable of fulfilling the obligations as cited in this Application, and that the organizations Board of Directors, or equivalent, has reviewed and approved submittal of this Application, as reflected in the Resolution to be submitted as Attachment A.

- The undersigned further confirms that the organization understands that any approval of the Application is conditional pending the final approval of State HCD ESG funding by County HCD, acceptance of the funding by the County of San Diego, and execution of an agreement by County HCD with the organization. Applicant acknowledges that only an executed agreement with the County of San Diego authorizes the initiation of project services or activates eligible for reimbursement.

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature [Board Officer] Typed Name

Title Date Signed

Submit an original set and three (3) sets of hard copies for a total of four (4) sets of your application package and two (2) CDs in WORD or PDF Format prior to the date and time specified in the cover letter.

County of San Diego
Department of Housing and Community Development
Attn: Community Development
780 Bay Blvd.
Chula Vista, CA 91910-5259

Faxed and/or emailed application packages will not be accepted.

EXHIBITS

EXHIBIT 1

HUD Income Limits for the County of San Diego – Effective March 28, 2016

The following are income limits for moderate, low and extremely low-income families, adjusted for family size.								
	FAMILY SIZE							
INCOME	1	2	3	4	5	6	7	8
Low-Income (80% of AMI)	$47,600	$54,400	$61,200	$68,000	$73,450	$78,900	$84,350	$89,800
Very Low Income (50% of AMI)	$29,750	$34,000	$38,250	$42,500	$45,900	$49,300	$52,700	$56,100
Extremely Low Income (30% of AMI)	$17,850	$20,400	$22,950	$25,500	$28,440	$32,580	$36,730	$40,890

EXHIBIT 2

Sample Board Resolution

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS OF

_____

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, __ is a __ [Status of Corporation; i.e., A Non-profit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, __, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, __, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That ____ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;

2. That on or about _____, 20__, the Board of Directors voted to authorize the _ ___[title of person authorized], or his designee, to apply for and accept assistance of the _____Project, for the purpose of obtaining a grant to provide for the _ _____[purpose; i.e., service provision, etc.] of the Project, in an amount not to exceed ____ ($___) from the County of San Diego, Department of Housing and Community Development.

3. That the Board of Directors further voted to authorize the_____ [title of person], or his designee, to execute any and all documents required by the County of San Diego, Department of Housing and Community Development to document and secure its grant.

4. That the Board of Directors further authorized the _ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego, Department of Housing and Community Development to implement the funding and making of the grant.

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on _____, 20_____, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego, Department of Housing and

Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application package.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this_____day of_____, 20__, at San Diego, California.

By: _____

Title: _____

EXHIBIT 3

ESG Project/Program Budget 2016-2017

APPLICANT:_____

PROGRAM NAME:_____

Sources of Funds	ESG Funds	Applicant's Funds	Other Sources (List each separately)	TOTAL
Uses of Funds:				
Street Outreach[1]: Service Activity:				
Service Activity:				
Service Activity:				
Emergency Shelter[1]: Operational Activity:				
Operational Activity:				
Operational Activity:				
Homelessness Prevention Activity:				
Activity:				
Activity:				
Rapid Re-Housing Assistance Activity:				
Activity:				
Activity:				
HMIS[2] Activity:				
TOTAL:				

Notes:

1. HCD is limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined.
2. HMIS participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).

EXHIBIT 4

Core Practice Tables

ESG State Regulation section 8409 contains the Core Practices which fall into three primary areas: **Coordinated Entry Process** (section 8409(a)); **Housing First Practices** (section 8409(b)); and **Progressive Engagement** (section 8409(b) (6)).

Instructions:

Complete the Core Practice Table on the following pages that is applicable to the primary activity being requested in this application. Indicate the frequency with which the practices described in the Core Practice Table are implemented within your program.

Emergency Shelter
Coordinated Entry, Housing First and Progressive Assistance Practices

Coordinated Entry Participation and Program Screening, Triage and Access	***Always*; Fully Implemented**	***Sometimes*; Seeking to Fully Implement**	***Not Currently*; Seeking to Implement**
A. All referrals to the program, including screening for program eligibility and prioritization, occur according to the CoC's Coordinated Entry system protocols.	☐	☐	☐
B. All people requesting shelter are screened for other safe and appropriate housing options (temporary or permanent) and resources to obtain/maintain their housing. People who have other safe and appropriate housing options or resources are diverted away from emergency shelter and instead offered problem-solving assistance and immediate linkage to homelessness prevention assistance, as needed, desired, and available.	☐	☐	☐
C. All people requesting shelter are also screened for critical health and safety needs to identify people with more severe service needs and provide an appropriate response.	☐	☐	☐
D. Program admission is prioritized for people with the most urgent and severe needs (as defined in § 8409. Core Practices).	☐	☐	☐
E. Access to emergency shelter is provided without preconditions, such as sobriety or ability to pay program fees.	☐	☐	☐
F. Program participants are referred to other forms of homeless assistance in the CoC service area according to the CoC's Coordinated Entry system procedures.	☐	☐	☐
Housing First, Progressive Engagement & Assistance Practices	***Always*; Fully Implemented**	***Sometimes*; Seeking to Fully Implement**	***Not Currently*; Seeking to Implement**
G. Participants and staff understand that the primary goals of the emergency shelter are to: • Provide temporary accommodation that is safe, respectful, and responsive to individual needs; *and* • Re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns.	☐	☐	☐
H. Participants are expected to be actively working on re-housing plans and engaging in related assistance to overcome immediate and direct barriers to securing housing.	☐	☐	☐
I. Participant assessment focuses on: • Immediate health and safety needs relevant to providing temporary accommodations; *and* • Information relevant to securing housing, including: participant preferences; factors that would cause a landlord to reject the person's application (past evictions, criminal history, etc.); factors that directly led to housing instability or homelessness in the past (failure to pay rent, lease violations, etc.); and other information necessary to link participants to financial assistance and housing-related resources.	☐	☐	☐
J. Participants are assisted with creating and updating individualized Housing Plans designed to re-house and stabilize participants as quickly as possible.	☐	☐	☐
K. Staff helping to re-house participants are aware of and know how to access a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) directly or through the CoC's coordinated entry system to help participants achieve their Housing Plan goals.	☐	☐	☐
L. Participants are provided or connected to housing location and placement assistance, including financial assistance for move-in costs, to achieve their Housing Plan goals. Assistance is provided: • For all participants who cannot otherwise exit on their own; • Without additional preconditions, such employment or sobriety;	☐	☐	☐

and • With understanding that housing may cost greater than 30% of participant income and be precarious.			
M. Staff are aware of and know how to access other community resources (e.g., legal services) that can help participants achieve their housing placement and stabilization goals.	☐	☐	☐
N. Participation in services unrelated to obtaining permanent housing is voluntary.	☐	☐	☐
O. Exits to other homeless situations are avoided, even when program rules are violated. People who pose an imminent risk of harm to themselves or others may be exited to more appropriate assistance, such as a more intensive program, hospital, or other emergency responder.	☐	☐	☐
P. Participants only move to other emergency shelter or transitional housing when: • They desire and choose; • More appropriate to meet their health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations); and • No permanent housing solution (with or without supportive services) is currently available that is a similar or better match for their preferences and needs.	☐	☐	☐

Street Outreach
Coordinated Entry, Housing First and Progressive Assistance Practices

Coordinated Entry Participation and Program Screening, Triage and Access	***Always*; Fully Implemented**	***Sometimes*; Seeking to Fully Implement**	***Not Currently*; Seeking to Implement**
A. Outreach is comprehensive and coordinated with other CoC assistance and the CoC's Coordinated Entry system to assure access to assistance regardless of where an individual or family is located in the CoC's Service Area.	☐	☐	☐
B. The program accepts referrals through the CoC's Coordinated Entry system and triages referrals according to the CoC's Coordinated Entry system procedures.	☐	☐	☐
C. All people contacted through outreach are screened as soon as possible for critical health and safety needs to identify people with the most severe service needs (including people who are chronically homeless and/or with active mental health or substance abuse issues) and provide an appropriate response.	☐	☐	☐
D. Program admission is prioritized for people with the most urgent and severe needs (as defined in § 8409. Core Practices).	☐	☐	☐
E. Program participants are referred to other forms of homeless assistance in the CoC service area according to the CoC's Coordinated Entry system procedures.	☐	☐	☐
F. Program participants are provided access to emergency shelter, permanent housing, and services without preconditions such as sobriety, service participation, or minimum income.	☐	☐	☐
Housing First & Progressive Engagement & Assistance Practices	***Always*; Fully Implemented**	***Sometimes*; Seeking to Fully Implement**	***Not Currently*; Seeking to Implement**
G. Participants and staff understand that the primary goals of street outreach are to: • Provide access to emergency shelter and services; *and* • Re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns.	☐	☐	☐
H. Participants are expected to be actively working on re-housing plans and engaging in related assistance to overcome immediate and direct barriers to securing housing. Participation in other services is voluntary.	☐	☐	☐
I. Participant assessment focuses on: • Immediate health and safety needs; *and* • Information relevant to securing shelter and/or housing, including: participant preferences.	☐	☐	☐
J. Participants are assisted with creating and updating individualized Housing Plans designed to access emergency shelter and/or re-house and stabilize participants as quickly as possible.	☐	☐	☐
K. Staff helping participants are aware of and know how to access emergency shelter, transitional housing, and a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) directly or through the CoC's coordinated entry system to help participants achieve their Housing Plan goals.	☐	☐	☐
L. Participants are provided or connected to housing location and placement assistance, including financial assistance for move-in costs, to achieve their Housing Plan goals. Assistance is provided: • Without additional preconditions, such as employment or sobriety;& • With understanding that housing may cost greater than 30% of participant income and be precarious.	☐	☐	☐
M. Staff are aware of and know how to access other community resources (e.g., legal services) that can help participants achieve their housing placement and stabilization goals.	☐	☐	☐
N. Participation in services unrelated to obtaining permanent housing is voluntary.	☐	☐	☐

Rapid Re-Housing
Coordinated Entry, Housing First and Progressive Assistance Practices

Coordinated Entry Participation and Program Screening, Triage and Access	***Always*; Fully Implemented**	***Sometimes*; Seeking to Fully Implement**	***Not Currently*; Seeking to Implement**
A. All referrals to the program, including screening for program eligibility and prioritization, occur according to the CoC's Coordinated Entry system protocols.	☐	☐	☐
B. All people who are literally homeless who cannot quickly secure housing on their own or with another form of assistance are screened for and offered rapid re-housing assistance, to the extent they are eligible and assistance is available.	☐	☐	☐
C. Program admission is prioritized for people with the most urgent and severe needs (as defined in § 8409. Core Practices).	☐	☐	☐
D. Program participants are referred to other forms of homeless assistance in the CoC service area according to the CoC's Coordinated Entry system procedures.	☐	☐	☐
E. Program participants are provided access to rapid re-housing assistance without preconditions, such as sobriety or minimum income level.	☐	☐	☐
Housing First, Progressive Engagement & Assistance Practices	***Always*; Fully Implemented**	***Sometimes*; Seeking to Fully Implement**	***Not Currently*; Seeking to Implement**
F. Participants and staff understand that the primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of other personal issues or concerns.	☐	☐	☐
G. Participant assessment focuses on barriers to obtaining and/or maintaining housing (e.g., past rental/credit/criminal history, current income, legal issues, knowledge of tenant rights and responsibilities, etc.).	☐	☐	☐
H. Participants are assisted with creating and (for ongoing assistance) updating individualized Housing Plans, designed to re-house and stabilize participants as quickly as possible.	☐	☐	☐
I. Participants are provided assistance to locate and obtain permanent housing, financial assistance for move-in and stabilization costs, and housing case management in order to achieve their Housing Plan goals. This includes assistance to address tenancy problems that may jeopardize housing. Assistance is provided: • Without additional preconditions, such as employment or sobriety; and • With understanding that housing may cost greater than 30% of participant income and be precarious.	☐	☐	☐
J. Staff helping participants are aware of and know how to access a wide array of housing options (public/private, subsidized/unsubsidized, all local permanent supportive housing, etc.) to help participants achieve their Housing Plan goals.	☐	☐	☐
K. Staff are aware of and know how to access other community resources (e.g., legal services, subsidized childcare) that can help participants achieve their housing placement and stabilization goals.	☐	☐	☐
L. Participation in services unrelated to obtaining or maintaining permanent housing is voluntary.	☐	☐	☐

EXHIBIT 5

Insurance Requirements for Contractors

Without limiting Contractor's indemnification obligations to County, Contractor shall provide at its sole expense and maintain for the duration of this contract, or as may be further required herein, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of the work by the Contractor, his agents, representatives, employees or subcontractors.

1. *Minimum Scope of Insurance*

Coverage shall be at least as broad as:

A. Commercial General Liability, Occurrence form, Insurance Services Office form CG0001.

B. Automobile Liability covering all owned, non-owned, hired auto Insurance Services Office form CA0001.

C. Workers' Compensation, as required by State of California and Employer's Liability Insurance.

2. *Minimum Limits of Insurance*

Contractor shall maintain limits no less than:

A. Commercial General Liability including Premises, Operations, Products and Completed Operations, Contractual Liability, and Independent Contractors Liability: $2,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be $4,000,000.

B. Automobile Liability: $1,000,000 each accident for bodily injury and property damage.

C. Employer's Liability: $1,000,000 each accident for bodily injury or disease. Coverage shall include waiver of subrogation endorsement in favor of County of San Diego.

If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. As a requirement of this contract, any available insurance proceeds in excess of the specified minimum limits and coverage stated below, shall also be available to the County of San Diego.

3. *Deductibles and Self-Insured Retentions*

Any deductible or self-insured retention must be declared to and approved by County Risk Management. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

4. *Other Insurance Provisions*

The insurance policies are to contain, or be endorsed to contain, the following provisions:

A. Additional Insured Endorsement

The County of San Diego, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively are to be covered as additional insureds on the General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO from CG 2010 11 85 or **both** CG 2010, CG 2026, CG 2033, or CG 2038; **and** CG 2037 forms if later revisions used).

B. Primary Insurance Endorsement

For any claims related to this project, the Contractor's insurance coverage, including any excess liability policies, shall be primary insurance at least as broad as ISO CG 2001 04 13 as respects the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively. Any insurance or self-insurance maintained by the County, its officers, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

C. Notice of Cancellation

Notice of Cancellation shall be provided in accordance with policy provisions.

D. Severability of Interest Clause

Coverage applies separately to each insured, except with respect to the limits of liability, and that an act or omission by one of the named insureds shall not reduce or avoid coverage to the other named insureds.

General Provisions

5. Qualifying Insurers

All required policies of insurance shall be issued by companies which have been approved to do business in the State of California by the State Department of Insurance, and which hold a current policy holder's alphabetic and financial size category rating of not less than A-, VII according to the current Best's Key Rating guide, or a company of equal financial stability that is approved in writing by County Risk Management.

6. Evidence of Insurance

Prior to commencement of this Contract, but in no event later than the effective date of the Contract, Contractor shall furnish the County with certificates of insurance and amendatory endorsements effecting coverage required by this clause. Renewal certificates and amendatory endorsements shall be furnished to County within thirty days of the expiration of the term of any required policy. Contractor shall permit County at all reasonable times to inspect any required policies of insurance.

7. Failure to Obtain or Maintain Insurance; County's Remedies

Contractor's failure to provide insurance specified or failure to furnish certificates of insurance and amendatory endorsements or failure to make premium payments required by such insurance, shall constitute a material breach of the Contract, and County may, at its option, terminate the Contract for any such default by Contractor.

8. No Limitation of Obligations

The foregoing insurance requirements as to the types and limits of insurance coverage to be maintained by Contractor, and any approval of said insurance by the County are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by Contractor pursuant to the Contract, including, but not limited to, the provisions concerning indemnification.

9. Review of Coverage

County retains the right at any time to review the coverage, form and amount of insurance required herein and may require Contractor to obtain insurance reasonably sufficient in coverage, form and amount to provide adequate protection against the kind and extent of risk which exists at the time a change in insurance is required.

10. Self-Insurance

Contractor may, with the prior written consent of County Risk Management, fulfill some or all of the insurance requirements contained in this Contract under a plan of self-insurance. Contractor shall only be permitted to utilize such self-insurance if in the opinion of County Risk Management, Contractor's (i) net worth, and (ii) reserves for payment of claims of liability against Contractor, are sufficient to adequately compensate for the lack of other insurance coverage required by this Contract. Contractor's utilization of self-insurance shall not in any way limit liabilities assumed by Contractor under the Contract.

11. Subcontractors' Insurance

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. Such Additional Insured endorsement shall be attached to the certificate of insurance in order to be valid and on a form at least as broad as ISO from CG 2010 11 85 or both CG 2010, CG 2026, CG 2033, or CG 2038; and CG 2037 forms if later revisions used. If any sub contractor's coverage does not comply with the foregoing provisions, Contractor shall defend and indemnify the County from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result of subcontractor's failure to maintain required coverage.

12. Waiver of Subrogation

Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the County for all work performed by the Contractor, its employees, agents and subcontractors.