

Homeless Emergency Aid Program (HEAP) and California Emergency Solutions and Housing (CESH) Program

City of Pasadena

RFA Workshop

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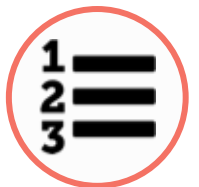
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Agenda

- 1.** Request for Applications (RFA) Overview
- 2.** HEAP & CESH Project Activities & Requirements
- 3.** HEAP & CESH Project Applications
- 4.** Online Application Breakout Sessions

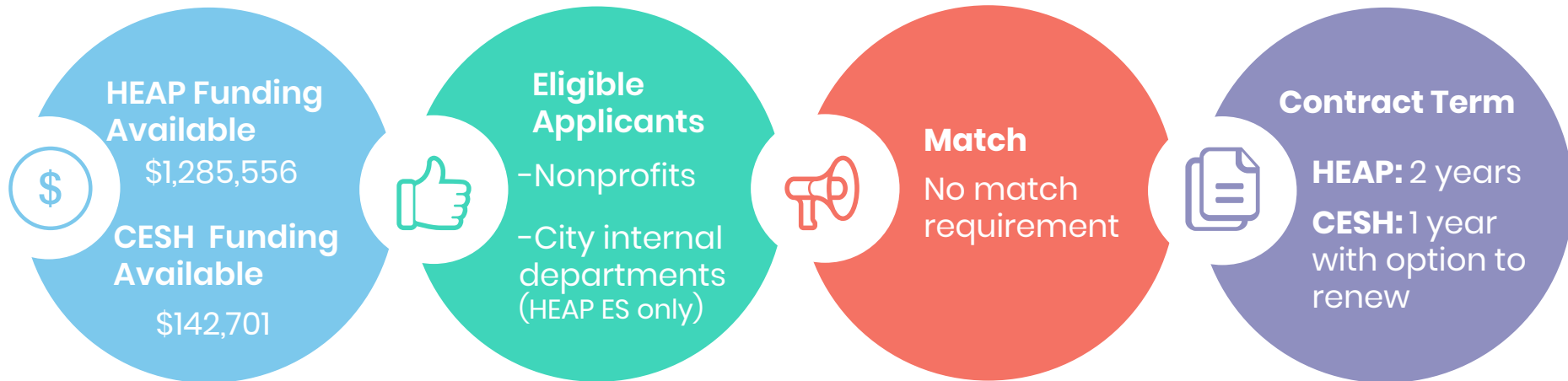


Overview

Request for
Applications
(RFA)

HEAP and CESH Overview

2019–2021 RFA



No admin funding is available through this RFA

HEAP Available Funding



Public

Emergency Shelter

\$379,145

Housing Locators

\$380,000

Direct Healthcare Services

\$237,500

Capital Improvements

\$142,500

Youth Set-Aside Minimum

\$71,411



Internal

Emergency Shelter

\$75,000

- Applications should be for the full dollar amount

- Only open to City departments

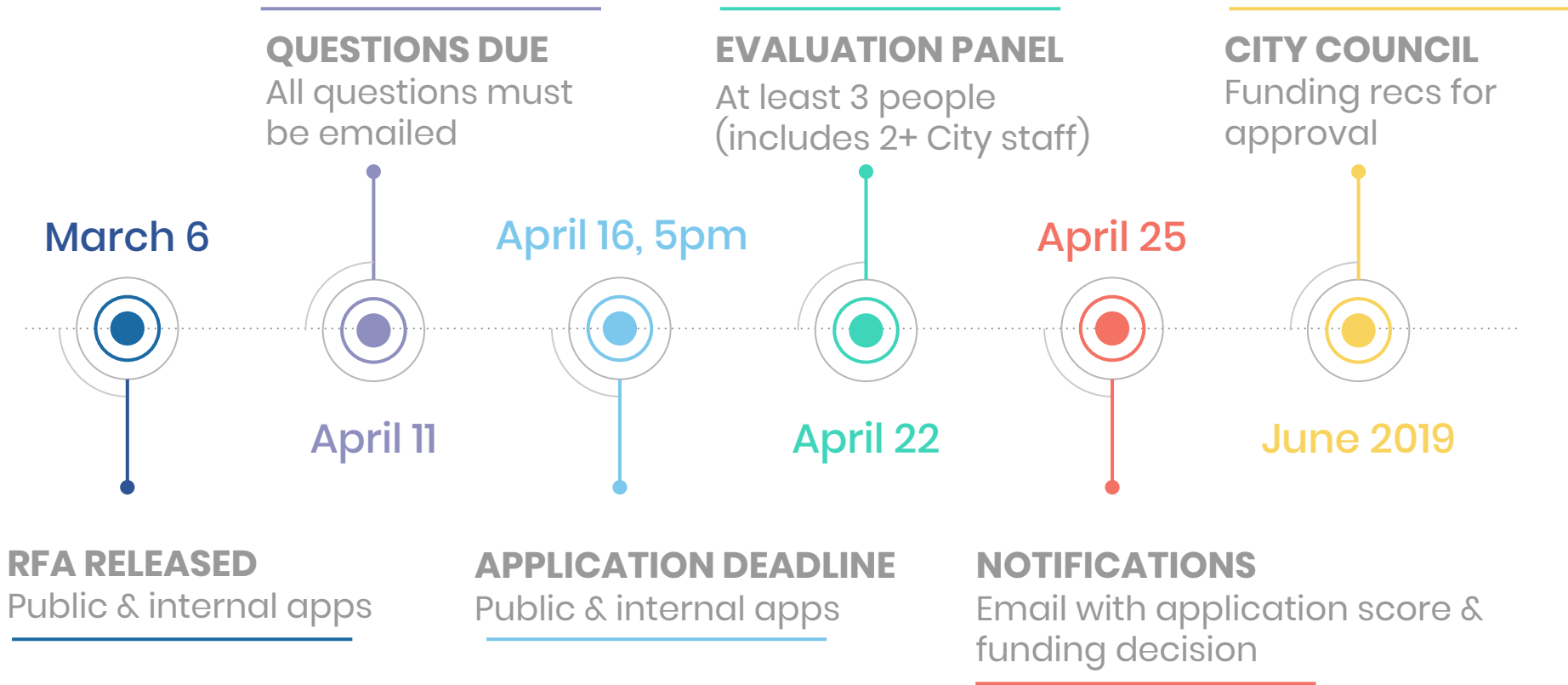
Agencies may submit applications for one or more project types. Applications can be for any dollar amount up to the total funding available

CESH Available Funding

Project Type	Funding Available
Street Outreach	\$65,951
Rapid Rehousing	\$76,750

- Agencies may submit an application for one or both project types
- Application(s) should be for the full dollar amount of available funding

Application Timeline



**HEAP &
CESH**

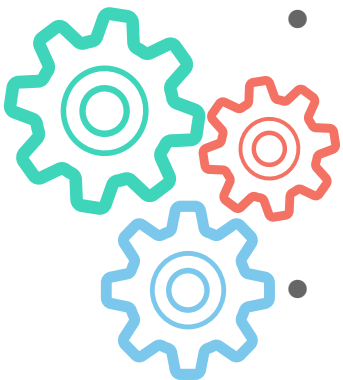
Project
Activities &
Requirements

Project Duration and Service Dates

- All HEAP funded projects must be completed and all funds expended by by **June 30, 2021**.
- Projects will begin upon the completion of the competitive selection process and approval from City Council, which is anticipated for July 2019.
- The application(s) should include a proposed work schedule that clearly indicates project duration and completion dates, along with any milestones to demonstrate the project can meet this deadline.

Contract Terms

- The contract term for HEAP funded projects will be for up to 24 months from the date of execution by the City.
 - The internal application selected for funding will enter into an MOU with the Department of Housing
- The contract term for CESH projects will be for up with 12 months from the date of execution by the City, and may be renewed for an optional 1 year, pending funding availability from the State.



Participation in HMIS and CES



When available for the project type, projects are required to enter clients in the Homeless Management Information System (HMIS) at first contact and participate in the Coordinated Entry System (if applicable).

ES

HL

HC

RRH

SO

Project Type: Emergency Shelter

ACTIVITIES

Aim to enhance the emergency shelter system

Motel Vouchers

Limited Monetary Incentives to Motel Owners

(in the amount equal to 15% of total stay fees)

Motel Liaison

Eligible for Homeless Youth Set-Aside funding ✓

PROJECT OUTCOMES

Minimum Outcomes

95% of all clients served are assessed through CES

15% of all exits are to permanent housing locations

Average length of time homeless **<420 days**

DATA QUALITY

All clients are entered into HMIS within 10 days

<5% error rate for:

Personally Identifiable Information

Universal Data Elements

Income and Housing Data Quality

COC ENGAGEMENT

Agency will attend and participate in:

- At least one CoC committee meeting per quarter
- All meetings of full membership

Agency will commit volunteers to participate in the annual Pasadena CoC homeless count.

EMERGENCY SHELTER

<https://pasadenapartnership.org/emergency-shelter/>

Project Type: Housing Locators

ACTIVITIES

Engage, recruit & establish relationships with landlords in and around Pasadena

Identification of Units
(for Pasadena PSH & RRH programs)

Database Management

Landlord Education & Assistance
(as needed)

Eligible for Homeless Youth Set-Aside funding ✓

PROJECT OUTCOMES

Minimum Outcomes

2 landlord outreach or other marketing events hosted or attended annually

3 new units per months available to match for people experiencing homelessness

DATA QUALITY

All clients are entered into HMIS within 10 days

<5% error rate for:

Personally Identifiable Information

Universal Data Elements

Income and Housing Data Quality

COC ENGAGEMENT

Agency will attend and participate in:

- At least one CoC committee meeting per quarter
- All meetings of full membership

Agency will commit volunteers to participate in the annual Pasadena CoC homeless count.

Project Type: Direct Healthcare Services

ACTIVITIES

Services that address physical and/or mental healthcare needs.

Mobile Medicine

Medical Respite Care

Temporary Clinics

Co-location of homeless services in healthcare settings

Eligible for Homeless Youth Set-Aside funding ✓

PROJECT OUTCOMES

Minimum Outcome

50% of all participants served report an improved health condition

+

Up to **3 additional** outcomes for the proposed project

DATA QUALITY

All clients are entered into HMIS within 10 days

<5% error rate for:

Personally Identifiable Information

Universal Data Elements

Income and Housing Data Quality

COC ENGAGEMENT

Agency will attend and participate in:

- At least one CoC committee meeting per quarter
- All meetings of full membership

Agency will commit volunteers to participate in the annual Pasadena CoC homeless count.

Project Type: Capital Improvements

ACTIVITIES	PROJECT REQUIREMENTS	COC ENGAGEMENT
<p>Enhancement of a structure's overall operation</p> <p>Renovation and/or Rehabilitation to Current Structures</p> <p>Emergency Shelter Expansion</p> <p>ADA improvements to facilities</p> <p>NOT eligible for Homeless Youth Set-Aside funding ✖</p>	<ul style="list-style-type: none">-Confirm project site control at the time of submission through a period of 5 years from the date of project completion.-Agency must provide services to clients who are homeless or at risk of homelessness.-Project must be used to assist people experiencing homelessness for a minimum of 5 years after project completion	<p>Agency will attend and participate in:</p> <ul style="list-style-type: none">- At least one CoC committee meeting per quarter- All meetings of full membership <p>Agency will commit volunteers to participate in the annual Pasadena CoC homeless count.</p>

Homeless Youth Set-Aside

01 Application Requirements

- Applicants interested in applying for Homeless Youth Set-Aside funding are required to submit an application with **a minimum request of \$71,411.**
 - If funding for the selected youth application exceeds the minimum allocation, the difference will be deducted from the total available funding in the corresponding project type
- All applications must select “Yes” under Homeless Youth Set-Aside question
- All applications must only serve youth experiencing homelessness and cannot serve mixed populations

02 Eligible Project Areas

- Emergency Shelter
- Housing Locators
- Direct Healthcare Services

03 Evaluation

- All applications for Homeless Youth Set-Aside funding will be evaluated first and independent from applications serving single adults and families

Project Type: Street Outreach

ACTIVITIES

Engage unsheltered people experiencing homelessness

Costs related to essential services for unsheltered populations

- Engagement
- Assessment of clients
- Referrals
- Transportation

PROJECT OUTCOMES

Minimum Outcomes

50% of clients served exit to temporary or permanent housing

60% of clients served are assessed through CES

DATA QUALITY

All clients are entered into HMIS within 10 days

<5% error rate for:

Personally Identifiable Information

Universal Data Elements

Income and Housing Data Quality

COC ENGAGEMENT

Agency will attend and participate in:

- At least one CoC committee meeting per quarter
- All meetings of full membership

Agency will commit volunteers to participate in the annual Pasadena CoC homeless count.

WRITTEN STANDARDS

<https://pasadenapartnership.org/street-outreach/>

Project Type: Rapid Rehousing

ACTIVITIES

Time-limited financial assistance and supportive services to quickly re-house people in permanent housing.

Rental Assistance
(Up to 24 months)

Supportive Services

Operating Costs

PROJECT OUTCOMES

Housing Outcomes

- **98%** of have PH at exit
- **95%** maintain PH for at least 6 months
- **90%** maintain PH for at least 12 months
- **85%** maintain PH for at least 24 months

Income Outcomes

- **30%** increase earned income
- **20%** increase non-employment cash income
- **30%** increase total income

DATA QUALITY

All clients are entered into HMIS within 10 days

<5% error rate for:

Personally Identifiable Information

Universal Data Elements

Income and Housing Data Quality

COC ENGAGEMENT

Agency will attend and participate in:

- At least one CoC committee meeting per quarter
- All meetings of full membership

Agency will commit volunteers to participate in the annual Pasadena CoC homeless count.

WRITTEN STANDARDS

<https://pasadenapartnership.org/rrh-written-standards/>

**HEAP &
CESH**

Project
Application(s)

General Requirements

01

Living Wage Ordinance & Protest Procedure

Recipients must comply with the Pasadena Living Wage Ordinance and the Solicitation Protest Procedure

02

Certificate of Insurance

Proof of insurance as described in Section 15.4 will be required prior to awards.

03

Equal Opportunity

The City of Pasadena is committed to Equal Opportunity Contracting. Small businesses and those owned by women, minorities and disabled persons are encouraged to apply.

Evaluation Criteria

Service Based Projects

Evaluation Criteria	Available Points
Threshold Requirements	Pass/fail
Agency Capacity	15 pts
Project Design	30 pts
Project Performance and Outcomes	20 pts
Project Budget	15 pts
Project Timeline	10 pts
Continuum of Care Needs	10 pts
Maximum Points Available	100 pts

Evaluation criteria can be found online at:
<https://pasadenapartnership.org/heap-cesh/>

- All applications will be **evaluated independently** of each other

Evaluation Criteria

Capital Improvements Projects

Evaluation Criteria	Available Points
Threshold Requirements	Pass/fail
Agency Capacity	15 pts
Project Design	30 pts
Project Requirements	10 pts
Project Budget	20 pts
Project Timeline	15 pts
Project Need	10 pts
Maximum Points Available	100 pts

Evaluation criteria can be found online at:
<https://pasadenapartnership.org/heap-cesh/>

- All applications will be **evaluated independently** of each other




Content to Highlight in Application

- 1. Prior experience and/or achievements** with implementing similar projects
- 2. Clear explanation of the project**, including the population(s) served, how it will operate, and potential opportunities for sustainability
- 3. Description of activities** to achieve project, data quality (when applicable), and CoC engagement outcomes, including any past achievements in each of these areas
- 4. Description of leveraged funds** (if any) that will be used to support the project
- 5. Detailed timeline with relevant milestones** that demonstrates the project's ability to meet spending deadlines
- 6. Explanation of how the proposed project will meet the current needs of the CoC**





Contents of Application

Public

- 1. Cover Letter** 
 - 1 page maximum
- 2. Application** 
 - Electronic submission
 - 1 hard copy “Original” submission
- 3. Required Certifications & Forms** 
 - Vendor Questionnaire Form (AA-1)
 - Project Workforce Utilization (AA-2)
 - Declaration of Non-Collusion
 - Taxpayer Protection Amendment (TPA)
 - Updated W-9 form (rev. Oct 2018)
 - Proof of site control (Capital Improvements projects only)

Internal

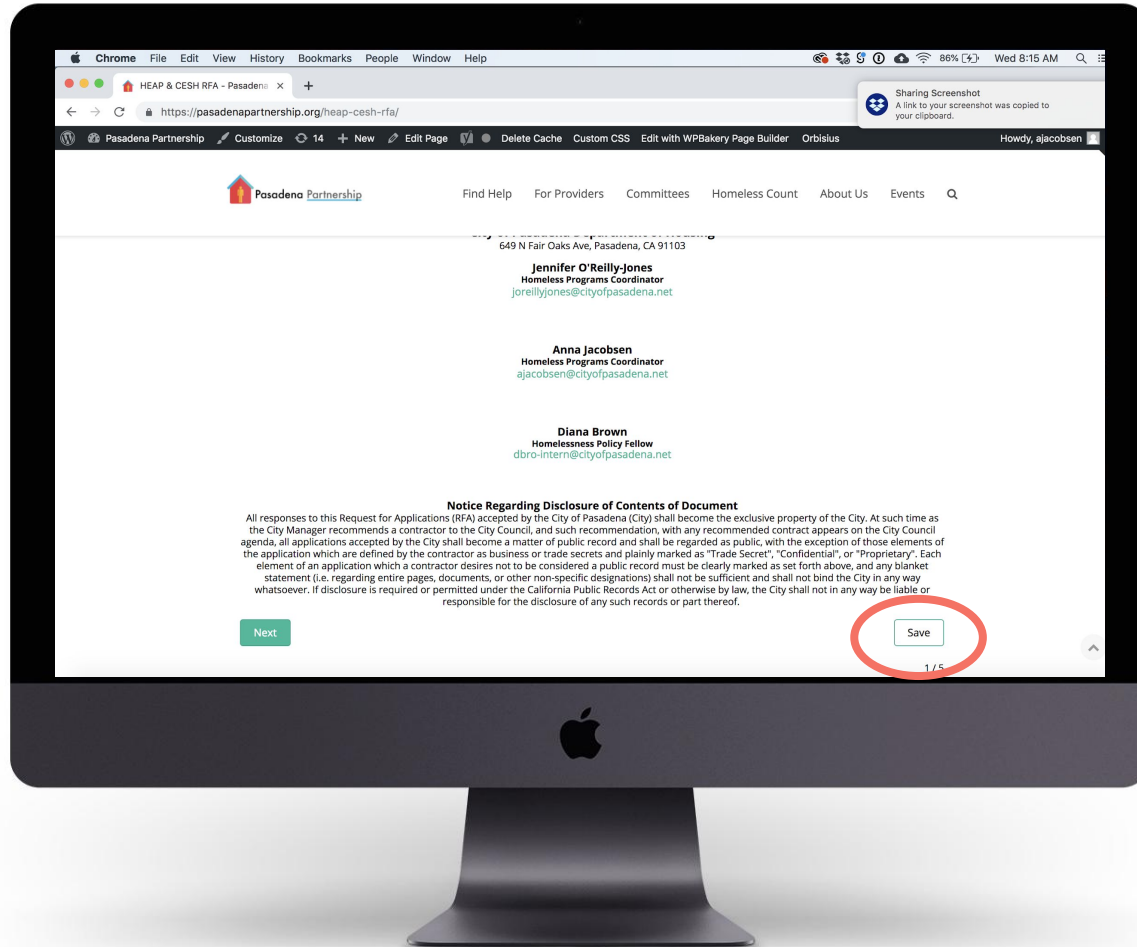
- 1. Cover Letter** 
- 2. Emergency Shelter Application** 
 - Electronic submission
 - Hard copy “Original” submission

Online applications can be accessed at:

<https://pasadenapartnership.org/heap-cesh-rfa/>

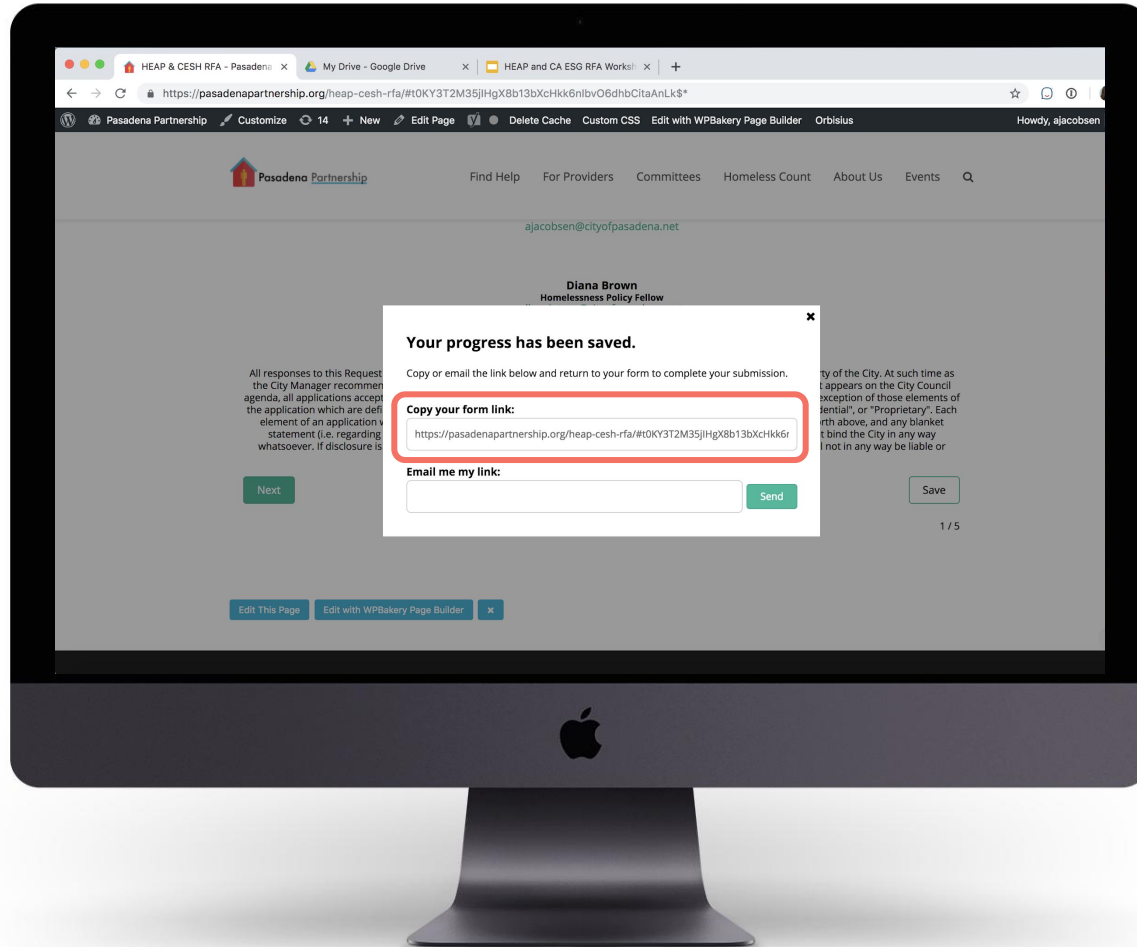
**Online
Application**

Breakout
Sessions



Saving Your Application

Click Save

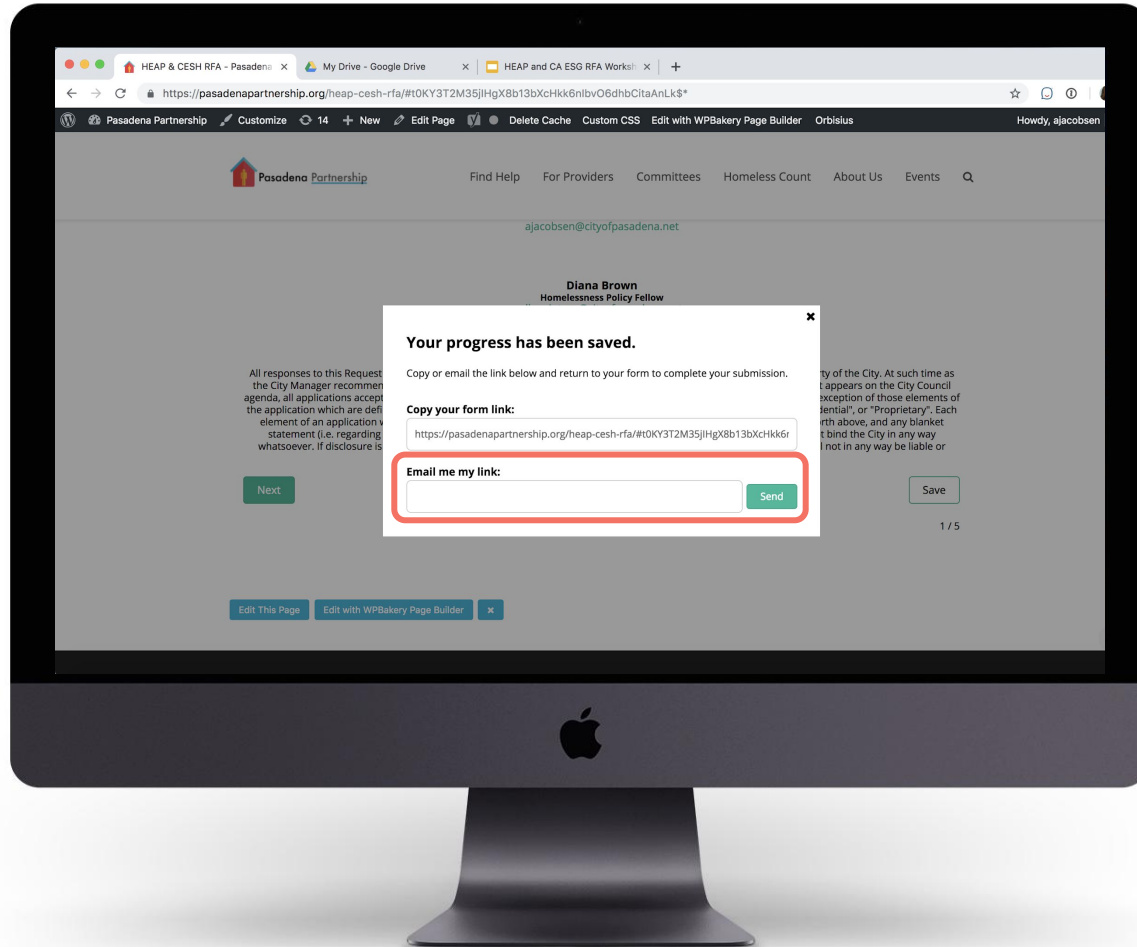


Saving Your Application

Click Save

Save the link url

Enter your email address to receive a link to your saved document



Saving Your Application

Click Save

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Thank You

Questions?