



LCCoC Grant and Appeal Process

Lake County Continuum of Care Request for Proposals

The Continuum of Care is an entity that can apply for funding for homelessness-funded programs from the United States Housing and Urban Development (HUD) Government Department and the State of California. Funding is made available through the Notices of Funding Availability (NOFA) announcements for state and HUD funded projects. Once we receive a notice the LCCoC then applies for funding for the CoC geographical area of Lake County. After we receive funding, the LCCoC then offers this funding to local entities through the Request for Proposals process.

Grant Types (Renewal, Reallocated, Expansion, New):

- Renewal grants represent previously funded projects that are requesting renewal funding.
- Reallocated grants represent previously funded projects that are not being submitted for renewal. The amount of the previous annual award will be available for new projects.
- New grants represent funding requests for new projects that do not have any historical performance information. These projects could be funded with Bonus or reallocated funds.
- Expansion grants are new funding requests to expand an existing project.

Request for Proposal Notice:

When funding is made available members of the LCCoC make informed decisions, based on need assessments, and allowed project types, how to allocate the funding. The Request for Proposal (RFP) is then written and submitted to the community. The RFP includes:

- Project Overview, which will describe allowable LCCoC Program and HMIS Projects including but not limited to emergency shelter, homelessness prevention, rapid rehousing, transitional housing, supportive services, street outreach, permanent supportive housing, etc.) and all state and federal funding sources.
- Eligible Subrecipients of the above programs.
- Conflict of Interest statement.
- Eligible Activities Details for the federal and state-funded recipients and subrecipients for homelessness services.



- Requirements for compliance.
- Application Proposal.
- Question and Answer Session.
- Application Deadline.
- Application Scoring.
- Grant Application Interview.
- Project Selection Process.
- Timeline.
- Terms and Conditions.

Application Proposal

The main body of the Request for Proposal is the Application Proposal, it includes:

- 1) **Letter of Intent**
- 2) **Executive Summary**: An overview of the entire project describing its most essential elements. The summary will include severity of need for the project. The summary will describe the project's objectives, activities, the basic scope of services, and intended results of the project. It should summarize how the proposal meets the RFP requirements and why the Service Provider is best qualified to perform the required work.
- 3) **Key activities**: Key activities will describe project activities and how they align with providing services, including how these services incorporate Housing First and Coordinated Entry System (CES). Details should range from the intake process through reporting on performance measures and include any inspections, lead-based paint requirements, habitability standards/Housing Quality Standards (HQS), and data requirements.
- 4) **Equity**: The proposal will address equity and how equitable services will be provided for the target population. The proposal should include a description of the organization's strategies to address inequities, processes to overcome barriers for underserved populations to meet equitable outcomes and include policies and procedures that address equity.
- 5) **Performance Measures**: The proposal will give a number value for the project's services, and for each performance measure it will describe how the project will meet those target performance measures. Additional



performance measures may be added, but at a minimum, the following performance measures must include:

- The anticipated number of people expected to serve with the proposed funding.
 - The anticipated number of entries into the project through Street Outreach efforts.
 - The anticipated number of unsheltered homeless persons served.
 - The anticipated number of shelter beds.
 - The anticipated average length of time spent as homeless before entry into the program or project.
 - The anticipated number of homeless persons exiting the program or project permanent housing.
 - The anticipated number of persons that return to homelessness after exiting the program or project.
 - The anticipated number of households expected to increase monthly income.
 - The anticipated percentage of the number of people participating in the annual Housing Inventory Count (HIC).
 - The anticipated percentage of unduplicated persons in HMIS.
 - Agency use of funds, grant management, and fiscal practices
 - Agency adherence to HUD compliance and LCCoC contract.
- 6) **Evidence-Based Practice:** The proposal will detail which evidence based practices and models the services will be based upon, describing how best practices will be used to enhance services and meet benchmarks. This section should include applicant's policies and procedures for programs offered to persons experiencing or at risk of homelessness, which includes client eligibility criteria.
- 7) **Staffing:** The proposal will include a list of personnel who will be directly assigned and a description of duties for the project.
- 8) **Budget & Budget Narrative:** The Request for Proposal will ask for a budget table. The table should lay out the expenses/capital over the period of the grant. The important categories will include personnel, fringe benefits, travel, equipment, materials/supplies, contracts, construction, professional development, indirect costs, direct service costs, and administrative costs. Line items should not vary more than 10% during operations without budget modification request, therefore, please plan accordingly.

The Budget Narratives requirements for the narrative are:



- Each budget narrative must correlate with the described specifications and activities identified in the grant.
- The budget narrative should break down costs for each of the major categories.
- Describe each line item in the budget table and show the calculations to derive the costs. Current Unit cost or forecasted cost should be included.
- Expenses should be justified in the context of the proposal.
- Justify the use of consultants and subcontractors with milestone dates and deliverables.
- Explain how indirect costs were calculated.
- Provide budget drawdown plans, utilization rate, and matching funds, by category breakdown.
- Each narrative should include agency assets and operation costs, and profit and loss statements.

Scoring Process

Under the Performance Review Committee, is the Grant Working Group, which tasks include reviewing the grant process, making recommendations for grant allotments, and selecting the Grant Scoring Team. The Grant Scoring Team has a minimum of three LCCoC members and is vetted for no conflicts of interest in the grant applicants they will be scoring.

The scoring rubric is posted with the NOFA and a link is provided, so that applicants can view the scoring rubric to understand how the written application will be scored. After proposals are determined to meet compliance, the proposals are sent to the Grant Scoring Team. The team will have five days to score the submitted Requests for Proposals. The scores must meet a minimum threshold for applicants to be invited to an interview. The CoC has set a total minimum score of 75% to be eligible for an award.

The Grant Scoring Team will interview applicants of the RFP, approximately a third of the total points available will come from the interview meeting. There are set rules for the interview process, which are given by the Lead Agency at the beginning of the interview. Once the interviews are completed the Scoring Team will combine both scores from the written proposal and the interview questions and send the scores directly to the Lead Agency Representative. The Lead Agency Representative then makes the recommendation to the Executive Committee, using the highest combined scores to the lowest score. The Executive Committee then determines the FRP award/s.



Timeline

| Activity | Time Frame |
|---|--|
| Local NOFA Released | Release date and 30 days till due date |
| Grant Format Released | Up to one week after release |
| Question and Answer Meeting | Held by two weeks after release date |
| Submission Date | 30 days from release |
| Initial Review for Compliance | One to three days from submission date |
| Written Application Scored | Five days from Initial Review |
| Interviews for Passing Written Applicants | Three days after scoring completion |
| Executive Committee Approval | One week after scoring and interview |
| Letters Sent -Thanking or Intent to fund | One to three days after Exec Approval |
| Appeal Date | Due one week after letter's sent |
| Official Award Letter Sent | After appeal period |
| Board of Supervisors Contract Approval | Within one month of Award Letter |
| Disposition of Proposal and Contract | |



Appeal Process

To appeal, an applicant must submit to the LCCoC, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal.

No new or additional information will be accepted, as this information may result in an advantage to the applicant. Once a written appeal is submitted to the LCCoC, no further information or materials will be accepted or considered thereafter.

Appeals can be submitted by email and must be submitted by the appeal deadline date. Appeals will then be reviewed and investigated by the Executive Committee. The Executive Committee will respond to the applicant's appeal within seven working days.