

California Emergency Solutions and Housing (CESH) Program

2018 Application



**State of California
Governor Edmund G. Brown Jr.**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Ben Metcalf, Director
Department of Housing and Community Development**

NOFA Section, CESH Program
2020 West El Camino Avenue, Suite 650, Sacramento, CA 95833
CESH Program Email: CESH@hcd.ca.gov

**Final Filing Date for November 2018 Award: 9/27/2018 at 5:00 p.m.
Final Filing Date: 10/15/2018 at 5:00 p.m.**

Overview - Applicant Information

Rev. 8/16/18

Instructions

- This application is subject to the California Emergency Solutions and Housing (CESH) program requirements of Health and Safety Code (HSC) Part 2 of Division 31 Chapter 2.8, commencing with §50490 and including §50490.1, 50490.2, 50490.3, 50490.4, and 50490.5, and the 2018 CESH Notice of Funding Availability (NOFA).
- A. Download and review the [2018 NOFA for the CESH Program](#) and Section 4 of [SB 850 \(Chapter 48, Statutes of 2018\)](#)
 - B. **Application Submittal:** Submit one original (hard copy) application with wet, original signatures in a 3-ring binder with pockets, and one CD or USB flash drive that includes a copy of the application with signatures with all files uploaded. Applicants are required to submit the Application Forms in this Excel Workbook as instructed on each form.
 - C. Application forms for the CESH Program are available at <http://www.hcd.ca.gov/grants-funding/active-funding/cesh.shtml>
 - D. All application forms from applicants that wish to receive an award by November 5, 2018 must be postmarked or received no later than 5 p.m. Pacific Standard Time (PST) on **September 27, 2018** as set forth in the NOFA Section I(B).
 - E. All other application forms must be postmarked or received no later than 5 p.m. PST on **October 15, 2018**. Application forms not submitted by the deadline will result in a denial of funds to your CoC Service Area. AEs are responsible for ensuring that all required materials are submitted by the deadline as set forth in the NOFA Section I(B).

General Application Requirements §50490.3

File Name:	Administrative Entity (AE) Certification from CoC	Attach certification from the CoC documenting that the AE has been designated by the CoC to administer CESH funds per §50490(a)	Attached and uploaded?	Yes
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AE and Authorized Representative (Per Board Resolution)		Entity Name	County of Humboldt
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Applicant Type	Unit of general purpose local government.		
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Address	507 F Street	City	Eureka	State	CA	Zip	95501
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Auth Rep Name	Paul Sheppard	Title	Assistant Director, Dept. of Health and Human Services	Authorized Rep. Email	PSheppard@co.humboldt.ca.us	Phone	(707) 441-5407
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Federal Tax ID Number (FEIN):	94-6000513	Data Universal Numbering System (DUNS):	793165098
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Address	507 F Street	City	Eureka	State	CA	Zip	95501
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Administrative Fiscal Representative (i.e., CFO, Accountant/Bookkeeper)

Name	Trevis Green	Title	Deputy Director	Authorized Rep. Email	TGreen@co.humboldt.ca.us	Phone	(707) 441-5422
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Contact Name	Trevis Green	Title	Deputy Director	Contact Email	TGreen@co.humboldt.ca.us	Contact Phone	(707) 441-5422
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Address	507 F Street	City	Eureka	State	CA	Zip	95501
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Continuum of Care (CoC)

CoC Service Area	Humboldt County CoC		
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CoC Name	Humboldt Housing and Homeless Coalition		
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Address	929 Koster Street, Mod G	City	Eureka	State	CA	Zip	95501
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Rep Name	Robert Ward	Title	CoC Coordinator	Authorized Rep. Email	RWard@co.humboldt.ca.us	Phone	(707) 441-5028
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Contact Name	Robert Ward	Title	CoC Coordinator	Contact Email	RWard@co.humboldt.ca.us	Contact Phone	(707) 441-5028
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Address	929 Koster Street, Mod G	City	Eureka	State	CA	Zip	95501
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Application requests an allocation in order to carry out one or more eligible activity within the CoC service area §50490.3(a)(1)? (See Estimated Budget and Goals Worksheet)	Yes
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Applicant has prior experience administering the eligible activities described in the application or has partnered with one or more local governments or other entities with in the relevant CoC service area that have the necessary prior experience to administer the requested funds §50490.3(a)(2)(A&B)? (See Estimated Budget and Goals Worksheet)	Yes
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Does CoC service area have a functioning CES and HMIS that meet the applicable HUD requirements, as set forth in the NOFA Section II(e)(3) per §50490.3(a)(3)(A)?	Yes
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File Name:	HUD Coordinated Entry Process Self-Assessment	Attach HUD Coordinated Entry Process Self-Assessment documenting that CES meets at a minimum the required aspects of coordinated entry	Attached and uploaded?	Yes
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If self-assessment is not attached, application documents that a minimum of 20 percent of the allocation to the CoC service area will be used to implement or update its systems to comply with the applicable HUD requirements §50490.3(a)(3)(B)? (See Estimated Budget and Goals Worksheet)

File Name:	Local Program or Project Selection Process Documentation	Attach documentation, if available, demonstrating that local program or project selection process anticipated to be used to allocate available funds to subrecipients qualified to carry out the eligible activities is consistent with §50490.3(a)(4)	Attached and uploaded?	Yes
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If local program or project selection process documentation not attached, describe how the local program or project selection process to allocate available funds to subrecipients is consistent with §50490.3(a)(4):

§50490.3(a)(4) The application describes or provides documentation of the local program or project selection process anticipated to be used to allocate available funds to subrecipients qualified to carry out the eligible activities. In order to satisfy the requirements of this subdivision, the applicant's proposed program or project selection process shall avoid conflicts of interest in program or project selection and shall be easily accessible to the public.

We have attached the Humboldt County Purchasing Policy but felt it may be helpful to provide some additional detail. The County of Humboldt anticipates that the local program or project selection process to be used will be in accordance with the Requests for Proposals (RFP) procedure at Section 9.3 of the Humboldt County Purchasing Policy. Under this procedure, the County would issue an RFP that states the scope of work, terms and conditions, instructions for preparation, evaluation criteria, cost proposals, specifications, timelines, and contract type. The RFP would be publicly advertised and awarded based on defined criteria. Award would result in execution of a contract. A County evaluation committee would review proposals and make recommendations for award. Award when the cost is over \$50,000.00 requires the Board of Supervisors' approval under the Purchasing Policy, but the Applicant anticipates that for this program, all awards would require Board of Supervisors approval. The County shall solicit public comment regarding project selection from the CoC and other stakeholders.

Current Plan Addressing Actions to be Taken with in the Continuum of Care Service Area §50490.3(b)?

File Name:	Current Homelessness Plan	If yes, attach the most current plan addressing actions to be taken within the Continuum of Care service	Attached and uploaded?	Yes
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If not, funding requested to develop a homelessness plan §50490.3(b)? (See Estimated Budget and Goals Worksheet)

Other Documents

File Name:	STD-204	Applicants that are not a government agency must submit a Payee Data Record (STD-204)	Attached and uploaded?	
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File Name:	Government TIN Form	Applicants that are a government agency must submit a Government TIN Form	Attached and uploaded?	Yes
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File Name:	Resolution	Resolutions (Refer to Resolution Instructions and Sample Resolution on CESH Program website)	Attached and uploaded?	Yes
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Certifications

On behalf of the entity identified below, I certify that: The information, statements and attachments included in this application are, to the best of my knowledge and belief, true and correct and I possess the legal authority to submit this application on behalf of the entity identified in the signature block.

Paul Sheppard, Assistant Director, Dept. of Health and Human Services		10/17/18
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Printed Name and Title of Signatory		Signature		Date
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Entity name:	County of Humboldt	Phone Number:	(707) 441-5400
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Entity Address	507 F Street	City	Eureka	State	CA	Zip	95501
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Estimated Budget and Goals §50490.3(a)(5)

Eligible Activities §50490.4(a)		Prior Experience §50490.3(a)(2)(A&B)		Projected Performance Measures §50490.3(a)(5)										Housing First §50490.4(d,e)		
Activity	Estimated amount for eligible activity	Activity as a % of Allocation amount requested	Describe Activity and prior AE experience administering Activity	If no relevant experience, describe activity and prior experience of local government or other entity in CoC service area that AE will partner with to administer activity	(A) Number of homeless persons served	(B1) Number of unsheltered homeless persons served	(B2) Average length of time spent as homeless before entry into program or project	(C) Number of homeless persons exiting the program or project into permanent housing	(D) Number of persons that return to homelessness after exiting the program or project	Other applicant identified performance measure #1	Numerical goal (#)	Other applicant identified performance measure #2	Numerical goal (#)	Other applicant identified performance measure #3	Numerical goal (#)	AE or subrecipient will administer activity consistent with Housing First NOFA §II.G?
Activity #1	Rental assistance, housing relocation & stabilization services to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness.															
Activity #2	Operating subsidies in the form of 15-year capitalized operating reserves for new and existing affordable permanent housing units for homeless individuals and/or families.															
Activity #3	Flexible housing subsidy funds for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals & families.															
Activity #4	Operating support for emergency housing interventions including but not limited to: navigation centers, street outreach, and shelter diversion.															
Activity #5	Systems support for activities necessary to maintain a comprehensive homeless services and housing delivery system, including Coordinated Entry System (CES) data, and Homeless Management Information System (HMIS) reporting, and homelessness planning activities.															
Activity #6a	Develop or update a CES, if the CoC does not have a system in place that meets the applicable HUD requirements, as set forth in Section II.E.3.A of the NOFA.															
Activity #6b	Development of a plan addressing actions to be taken within the CoC service area if no such plan exists.															
Total:	\$931,026															

CoC Service Area Allocation requested §50490.2: \$931,026
Projected administrative costs §50490.2(b): \$46,551

Instructions:
 Complete the following chart by listing the anticipated estimated amounts to be used for the specific eligible activities the AE and/or local partner will carry out with the allocation requested above. Describe each activity and the experience the AE or local partner has administering it. Identify numerical goals and performance measures to be used to evaluate success in implementing each eligible activity. Certify that each activity will be administered consistent with Housing First as described in §II.G of the NOFA.

CoC Certification of AE Designation to Administer Funds

By signing below, the CoC Representative certifies
CoC to administer 2018 CESH funds.

County of Humboldt

is designated by the

Certification of AE Designation to Administer Funds

Robert Ward
Printed Name of CoC Authorized Representative

CoC Coordinator
Title

Robert Ward
CoC Authorized Representative Signature

10/11/2018
DATE