



COUNTY OF SANTA BARBARA

NOTICE OF FUNDING AVAILABILITY Street Outreach & Permanent Housing Flexible Funds

California Encampment Resolution Funding Round 2
and
Federal 2021 American Rescue Plan Act (ARPA)



Administered by Community Services Department

July 5, 2023

<http://countyofsb.org/housing/>



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Overview

Please read this Notice of Funding Availability (NOFA) thoroughly in its entirety and direct questions to the County staff listed at the end of this document. The project design and budget are prescribed based on the State-approved grant awarded to the County of Santa Barbara. The California Encampment Resolution Funding (ERF) Program will fund actionable, person-centered proposals that resolve the experience of unsheltered homelessness for people residing in encampments, specifically in dangerous and heavily impacted waterways near State rights-of-way (ROW). This project will serve approximately 250 persons and resolve currently inhabited encampments (approximately 100 persons moving to interim housing/shelter, and approximately 100 persons moving to permanent housing), linking persons to services to meet their unique needs, such as: Street Outreach (SO) case managers and housing navigators, Mental Health (MH) practitioners, certified Substance Use Disorder (SUD) specialists, medical coordinators, housing locator/landlord liaisons, and community supports. Funding will support specialized SO teams to provide in-field case management to encourage people to accept available and planned Interim Housing (IH) and Permanent Housing (PH). Teams will meet acute needs in the field and will link unsheltered persons to long-term supportive services to ensure their retention in housing placements. Teams will work on a regional basis, partnering with outreach teams and resources available in north-county (between SLO and SB counties), mid-county, or south-county.

Proposals must address the safety and wellness of people within encampments, resolve critical encampment concerns, and transition individuals into interim shelter with clear pathways to permanent housing or directly into permanent housing, using data-informed, non-punitive, low-barrier, person-centered, Housing First, and coordinated approaches. Proposals must bolster existing, successful models and/or support new approaches that provide safe stable, and ultimately permanent housing for people experiencing homelessness in encampments.

The County of Santa Barbara is pleased to announce the availability of funding for street outreach and permanent housing targeting encampments in dangerous waterways through over \$3 million in State of California Round 2 Encampment Resolution Funding and \$50,000 in Federal 2021 American Rescue Plan Act (ARPA). Spending must be informed by a best practice framework (as outlined in this NOFA) focused on moving homeless individuals and families from encampments and unsheltered homelessness into permanent housing, and ensuring those individuals and families maintain their permanent housing in accordance with eligible activities. The United States Interagency Council on Homelessness (USICH) has outlined [Seven Principles For Addressing Encampments](#) that can act as a roadmap for communities as they plan their program design. Communities can also refer to [USICH's Planning Checklist](#) to shape the design of their interventions. Specific requirements and eligible activities are provided in the sections that follow.

Important Dates

<p>July 11, 2023 California Encampment Resolution Fund (ERF-2) and Federal 2021 American Rescue Plan Act (ARPA) online via Zoom</p>	<p>MANDATORY Applicant Training 11:00 a.m.-1:00 p.m. Attendance at training is required. Attendee(s) must be the agency's executive director and/or staff responsible for program implementation. Applicants' grant writers and others are welcome to attend; however, their attendance will not count toward the attendance requirement.</p> <p>To attend, register in advance: https://us02web.zoom.us/meeting/register/tZUrf--oqT8vGdy2AXi120sxEnSZfSrwU8xg</p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p>
<p>July 21, 2023 by 5:00 p.m.</p>	<p>Application Due Date Application and all required attachments due via Neighborly</p>
<p>July 22-28, 2023 online via Zoom</p>	<p>County Review and Rank Committee will make funding recommendations for consideration by the Board of Supervisors. The Appeals process is described in this NOFA. Any appeals of the recommendations must be made in writing by noon on July 31, 2023.</p>
<p>August 29, 2023 9:00 a.m. call to order Santa Maria</p>	<p>County Board of Supervisors Hearing Board will consider funding recommendations and approve a sub-recipient agreement.</p>

Funds Available

The County of Santa Barbara is pleased to issue this Notice of Funding Availability (NOFA) to inform eligible organizations about current grant opportunities. The County of Santa Barbara is seeking applications for the delivery of homeless outreach services and pathways to permanent housing placements targeted to encampment sites from experienced and qualified homelessness/housing/community engagement agencies. The focus of services will be to provide robust outreach and engagement including behavioral health services with a goal of moving persons from unsheltered homelessness into shelter and permanent housing through specialized case management and housing navigation services. Outreach will provide service system navigation, integrating targeted outreach and engagement, operating throughout the county, including jurisdictions and unincorporated areas. The County Board of Supervisors (BOS) approves all funding contracts. This Notice of Funding Availability is linked to two separate funding sources and funding amounts and activities are detailed in the following table:

CA Encampment Resolution Fund - Round 2 (ERF-2) August 30, 2023-December 31, 2025*	
*50% (\$1,508,343.75) must be expended by June 30, 2024	
Eligible Activity	Amount Available
Street Outreach Personnel	\$2,379,375
System/Data Support Personnel (HMIS, Mapping Software, Reporting)	\$101,250
Outreach & Engagement Flexible Funds	\$30,000
Permanent Housing Flexible Funds	\$220,000
Project Implementation (phones, transportation, supplies/equipment, office space)	\$154,000
Administrative Costs	\$132,062.50
Total	\$3,016,687.50

Federal 2021 American Rescue Plan Act (ARPA) August 30, 2023-June 30, 2024	
*100% must be expended by June 30, 2024	
Eligible Activity	Amount Available
Storage	\$50,000
Total	\$50,000

Expenditure deadlines:

- CA Encampment Resolution Fund - Round 2 (ERF-2) | 50% (\$1,508,343.75) must be expended by June 30, 2024; 100% must be expended by December 31, 2025
- Federal 2021 American Rescue Plan Act (ARPA) | 100% must be expended by June 30, 2024

This Notice of Funding Availability and application will result in a multi-year contract; however, agreements are subject to termination if contractors are not meeting program goals and performance measures.

Application Information

Applications are accepted electronically via Neighborly only. Access to the applications is posted at www.countyofsb.org/housing. To access the **County of Santa Barbara Encampment grant application**, click on or copy and paste this link into your browser:

<https://portal.neighborlysoftware.com/SANTABARBARACOUNTYCA/Participant>

If Applicants have technical difficulties, they can email Neighborly Technical Support at support@neighborlysoftware.com

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Addenda to this NOFA

Revisions to this NOFA or timeline will be posted to HCD’s webpage at: [County HCD Webpage](#).

Eligible Applicants

Eligible applicants are private non-profit organizations, units of local government, or for-profit organizations. Applicants will be able to include sub-recipients in a collaborative application in order to maximize effectiveness in addressing homelessness challenges. Sub-recipients must meet the same requirements as applicants. Countywide services may be accomplished by one agency with key partners, or by multiple agencies working closely together. One (1) award will be made to provide services countywide, in areas designated in this NOFA.

Grant Terms

The grant term for ERF-2 is 28 months with an anticipated start date of August 30, 2023 to December 31, 2025. Fifty percent (50%; \$1,508,342.75) of funds must be expended by June 30, 2024, and all funds must be expended by December 31, 2025.

The grant term for ARPA is 9 months with an anticipated start date of August 30, 2023 to June 30, 2024. One hundred percent (100%; \$50,000) of funds must be expended by June 30, 2024.

Agreements are subject to termination if contractors are not meeting program goals and performance measures. The budget submitted by the applicant should indicate the funding that will be used over the course of the grant term(s).

The County will monitor spending rates and will redistribute funds if a project is not on track to use all funds on eligible activities prior to the expenditure deadline. Eligible costs will be invoiced to County HCD on at least on a quarterly basis for reimbursement. No matching funds are required.

California Encampment Resolution Fund (ERF-2) Requirements

The use of ERF-2 is governed by policies set by the California Interagency Council on Homelessness (Cal ICH), formerly Homeless Coordinating and Financing Council (HCFC). To learn more about the ERF-2 program, access the [State ERF program page](#).

Federal 2021 American Rescue Plan Act (ARPA) Requirements

The use of ARPA funds is governed by policies set by the U.S. Department of Treasury and the County of Santa Barbara. All activities and expenditures must fall under Category 3 (Services to Disproportionately Impacted Communities) and Sub-Category 3.11 (Housing Support: Services for Unhoused Persons) as outlined in the U.S. Department of Treasury Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance, documented by regular reports and invoices.

Background

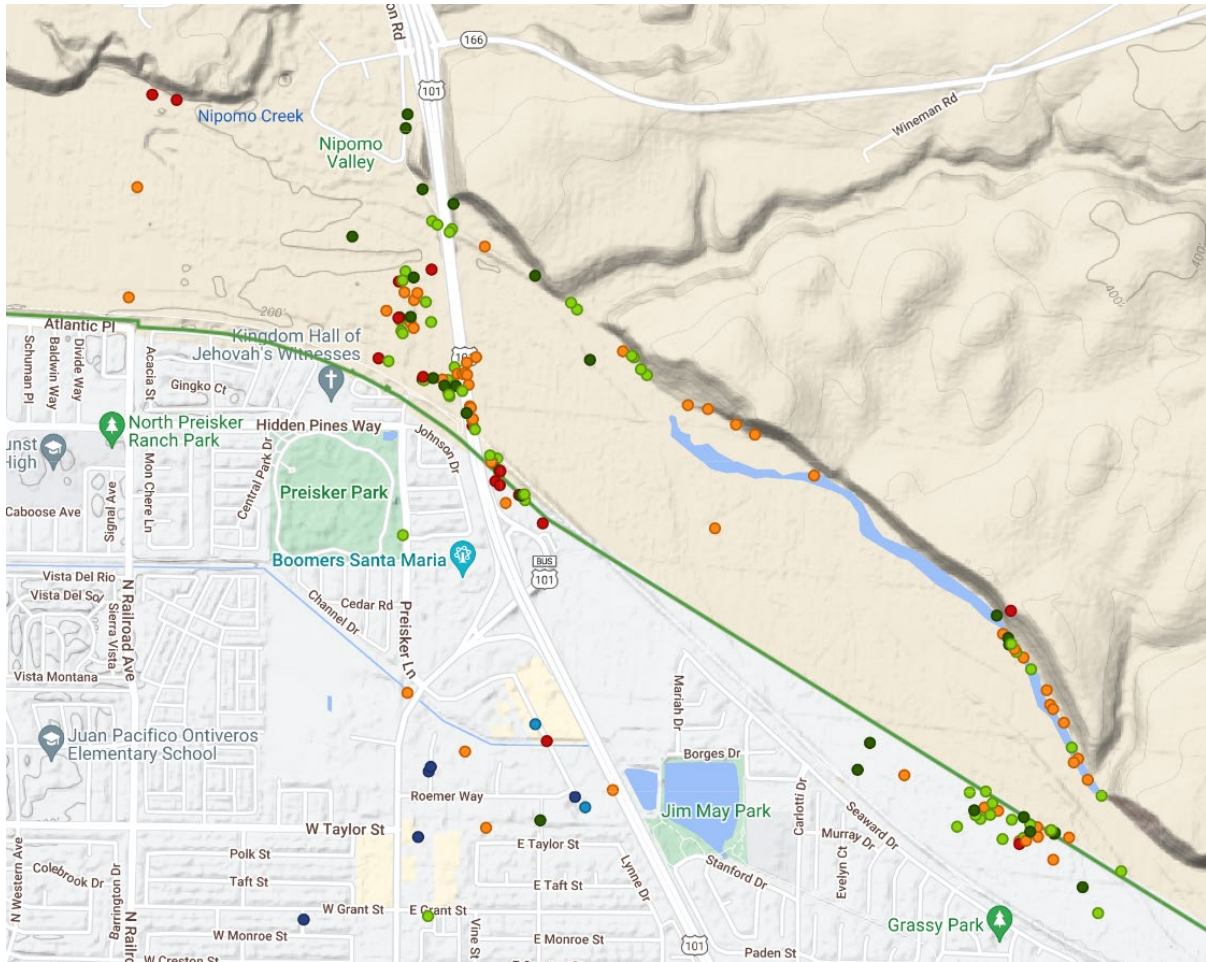
One impact of the COVID-19 public health emergency was an increase in encampments, which communities have been struggling to address nationwide. Across the country and in Santa Barbara County, there is great variation among encampments in resident characteristics and social structure. An encampment is any

location where a tent/site is semi-permanent and/or maintained 24 hours per day, with more belongings that one person could carry in one trip. Outreach with intensive service provision and shelter capacity (both congregate shelter and non-congregate shelter, such as motel stays), have proven to be successful in achieving permanent housing placement for former encampment residents. Unsafe conditions for persons remaining unsheltered include risk of flood and fire, impacts on public recreation areas and the environment, safety of the greater community and visitors, and concern for the health and safety of those experiencing homelessness. These concerns have been identified through an increase in calls for law enforcement service, the need for sanitation services and removal of biohazards, and the deterioration of public spaces. There is a need to address crises through shelter, housing, and services as well as implementation of a plan for reducing the number of encampments.

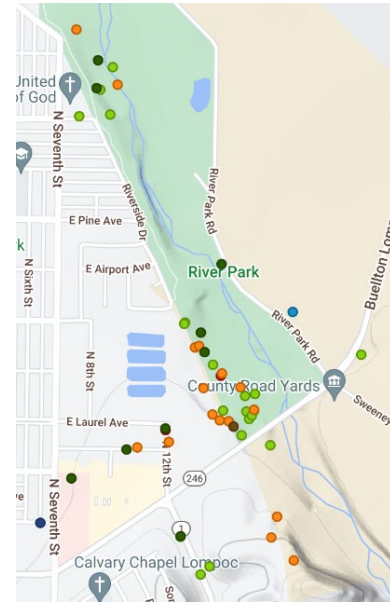
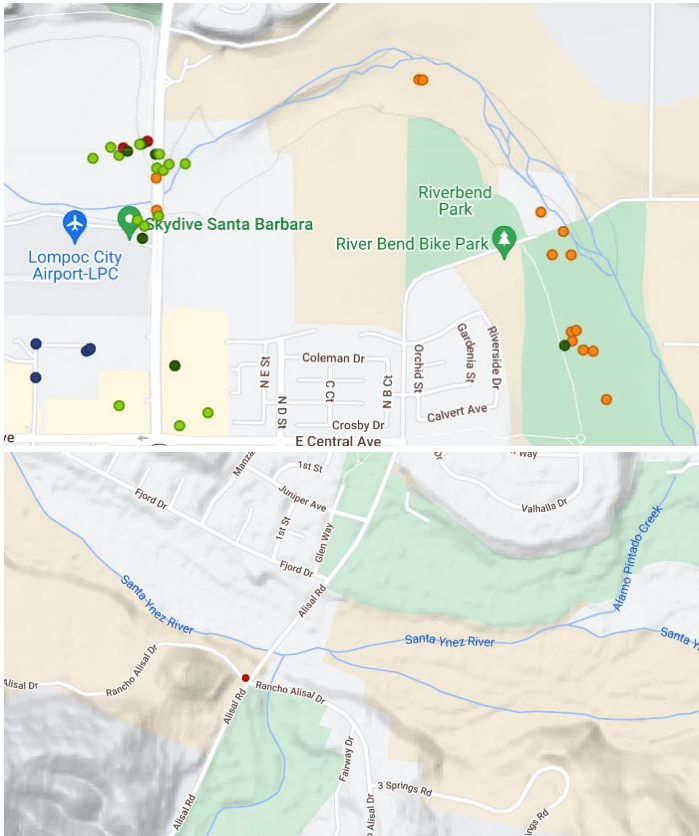
The County's Community Action Plan to Address Homelessness incorporates a key action to create a coordinated encampment response across public agencies, and highlights both protocol and procedural steps for successfully resolving encampments. An encampment strategy was needed to address the proliferation of encampments and the unhealthy and unsafe conditions, increased risk of fire, environmental impacts, and compromised public spaces. The approved cross-jurisdictional Encampment Resolution Strategy and Encampment Response Protocol provides increased clarity and coordination around all aspects of encampment responses for property controlled by various entities. All interventions include health and safety measures, and will be based on health and safety risks, available resources, and capacity. Additional details can be found at <https://www.countyofsb.org/331/Homeless-Assistance>

Sites located in dangerous and heavily impacted waterways near state rights-of-way (ROW) are prioritized for this funding: riverbeds, creeks, and beaches:

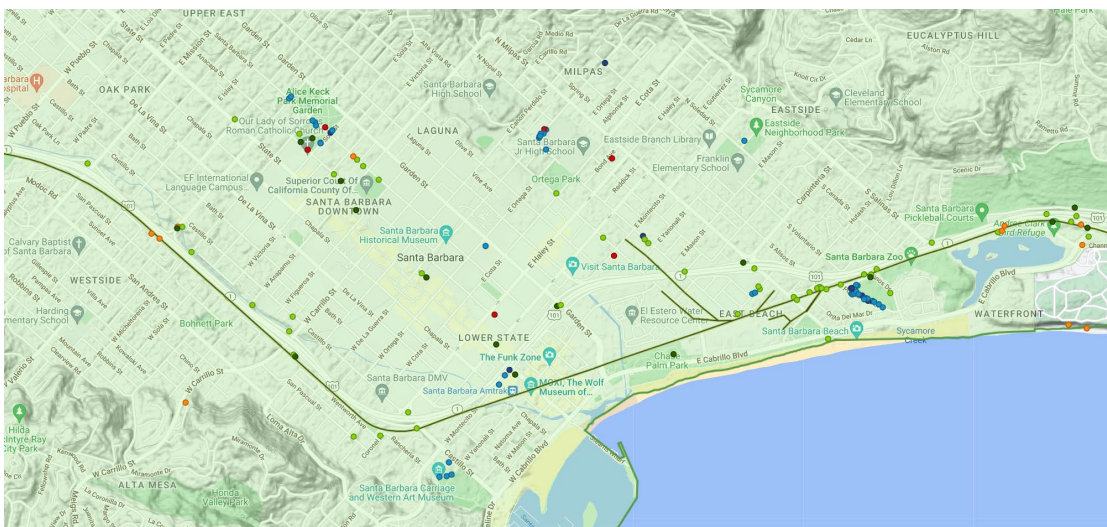
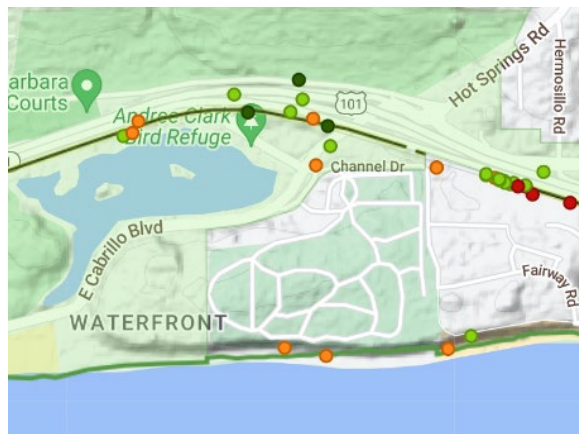
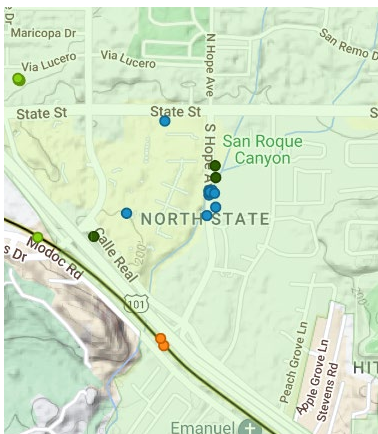
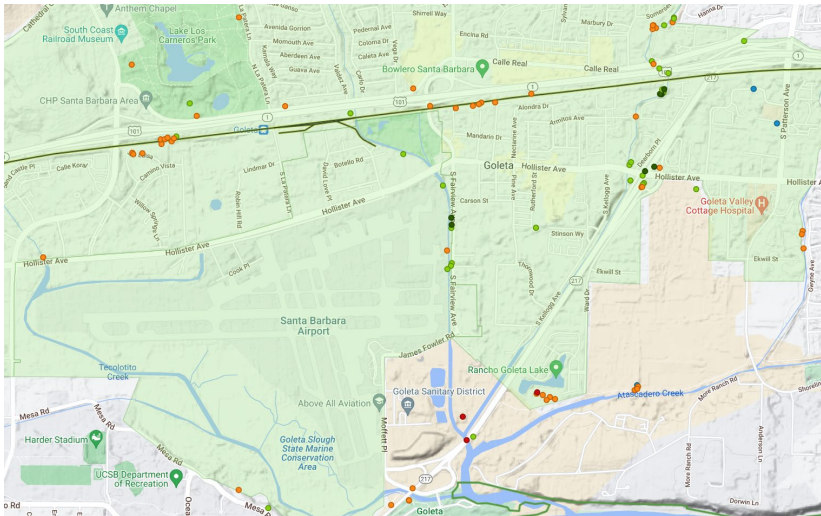
- North County: Santa Maria riverbed between SB and SLO counties, including approximately 95 sites. The Santa Maria site presents a beneficial opportunity to partner with SLO County and Caltrans, as the riverbed spans between county lines under a Caltrans ROW.



- Mid County: Santa Ynez (SY) riverbed in Lompoc and Solvang, including approximately 63 sites. The SY riverbed in Lompoc and Solvang also runs under a Caltrans ROW, and presents an opportunity to resolve homelessness in an area heavily impacted by encampments for a number of years.



- South County: creeks leading to beaches, including approximately 35 sites. Homeless encampments near creek systems leading to beaches in South SB County have a history intertwined with hazardous environmental impacts, as documented by local researchers, nonprofits, and public/governmental agencies.



Population Characteristics of Encampment Residents. Expansion of local mapping and data collection efforts has provided a comprehensive understanding of persons residing within the prioritized encampment: significant numbers of people are prioritized for Permanent Supportive Housing and experience disabling conditions such as Substance Use Disorder and Chronic Health Conditions (approx. 60%); significant numbers of persons with limited English-speaking and literacy skills reside in the areas, and effectively responding to these key demographic characteristics is a cornerstone to the region's encampment response and will help address racial equity and serve populations disproportionately impacted by homelessness. Most people in the prioritized areas do not have any recent housing history, supported by documented chronic homelessness status. Persons in prioritized sites in South Santa Barbara County and the Lompoc Valley have strong ties to Santa Barbara County, as documented in Fulcrum mapping software, the Homeless Management Information System (HMIS), and Point-in-Time (PIT) Count data. Persons in the prioritized site in the Santa Maria riverbed, while technically in San Luis Obispo (SLO) County, have strong ties to the City of Santa Maria and Santa Barbara County (SB); they travel from the riverbed in SLO County to SB County for work and services, and many were last housed in SB County. This location has afforded an opportunity for both counties and the city to collaborate in outreach and intervention efforts as detailed throughout this NOFA.

Recent successful exits from homelessness to temporary and permanent housing placements have resulted from best practices such as consistent engagement by trained providers, emphasizing case management in the field, focus on a housing and services plan, and employing best practices like progressive engagement and more accountability in the coordinated entry system for housing navigation. Some key lessons learned and best practices are listed below:

- Allow ample time for comprehensive engagement and case management; this includes flexible outreach hours (early mornings, evenings, weekends, and holidays)
- Understand the population at the site and their needs (number of persons, persons with disabilities, pets, transitional-aged youth, number of people living in cars)
- Document outreach consistently to assess needs and interests in housing and/or services (this includes daily updates to Fulcrum mapping software and in the Homeless Management Information System)
- Understand the laws/regulations in the area (streets, sidewalks, parks, private property, and other public land)
- Identify resources that can be offered: housing, emergency shelter, storage, trash disposal, transportation, hygiene trailers, safe needle drops, COVID-19 testing and vaccinations
- Understand the community's (members of the encampment) informal leadership to facilitate buy-in on housing options
- Start identifying the housing options available before engagement and clean-up begins
- Once a site is resolved, outreach teams must conduct regular checks and outreach to anyone who has re-populated in the previously cleared site
- Ensure that an after-action report is written to provide data on overall housing placements, services offered, other accomplishments, effective best practices used, and lessons learned

Program Requirements

In the context of the Coordinated Entry System, outreach is defined as the activity of engaging individuals experiencing homelessness through the process of rapport building with the goal of linking them to a *permanent housing resource*. Outreach/engagement is an ongoing process that “involves creativity, flexibility, may take months or years, and involves establishing a relationship” to connect a client to services (Olivet, Bassuk, Elstad, Kenny, and Jassil, 2010). Outreach can be viewed as a “service in itself” and “a process of building a personal connection that may play a role in helping a person improve his or her housing, health status, or social support network” (Olivet, Bassuk, Elstad, Kenny, and Jassil, 2010).

The region currently funds robust outreach and engagement through two interdisciplinary models:

1. County staff from multiple departments including Behavioral Wellness, the Public Defender’s Office and Public Health make up the Multi-Disciplinary Team. MDT is primarily for complex cases of persons with severe and persistent mental illness, chronic health conditions and that need assistance navigating the justice system. Staff with specialized skills including mental health practitioners and nurses are included in the MDT.
2. Teams serving specific geographic regions (e.g. transit corridor or city limits) and/or populations (e.g. transitional-aged youth or persons residing in their vehicles): using a progressive engagement approach in partnership with other resources, teams move persons into the Coordinated Entry System and provide case management and housing navigation in the field to a variety of unsheltered populations including persons experiencing chronic homelessness that may not need or accept the Multi-Disciplinary Team support. These teams work in coordination through regional outreach meetings to avoid duplication and facilitate referrals.

Robust outreach and engagement services connect people experiencing homelessness with shelter and housing opportunities. A key best practice in encampment response is consistent outreach and engagement that includes individual case management and housing navigation. By developing sustained and progressive engagement, trust is developed between outreach workers and encampment residents, which will increase the likelihood that the encampment residents will accept the housing or shelter opportunities when offered. Successful street outreach requires collaboration among multiple stakeholders and strong coordination among teams. Approaches by teams should: permit ample time for engagement and rapport-building; allow for individualized case management; be client-centered, trauma-informed, and voluntary; be paired with availability of housing resources; and be transparent and consistent at every point of contact.

Successful applicants will partner with the County to provide targeted outreach and engagement and resolution to homeless encampment sites, with a focus on robust outreach and engagement that will meet the goal of moving persons from unsheltered homelessness into shelter/permanent housing through case management and housing navigation services.

A key best practice in encampment response is consistent outreach and engagement that includes individual case management and housing navigation. Trust is developed over time between the outreach worker and the encampment resident. This increases the likelihood that the person living in an encampment will accept the housing or shelter opportunity when it is offered.

The selected provider will be responsible for the following components of ongoing case management and housing navigation services:

- Staff recruitment, screening, training, and onboarding, including safety training (this may include but is not limited to trauma-informed care, harm reduction, general safety and situational awareness, site-specific safety considerations such as railways and creeks, etc.)
- Maintain up-to-date contact information and areas frequented for each person via Fulcrum mapping software and the Homeless Management Information System (HMIS);
- Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness;
- Engage individuals and families not yet working with a CES Partner Agency, with a primary focus on unsheltered families and individuals in encampments;
- Reconnect individuals and families who had previous contact with CES;
- Conduct frequent visits to encampments known to have persons experiencing homelessness throughout the County;
- Conduct assessments on eligible persons;
- Record all assessments and subsequent services in the Homeless Management Information System (HMIS). Enter and maintain timely and complete client data;
- Connect or reconnect individuals and families to basic services including eligible benefits, primary healthcare clinic, and other necessary resources (e.g. food, clothing, and shelter);
- Link to the Coordinated Entry System in order to provide ongoing engagement, document collection, and case management services in order to facilitate a match to an appropriate housing resource.¹

Robust Outreach and Engagement should include:

- Strong coordination among teams of outreach and engagement workers
- Ample time and a flexible schedule/availability (including early mornings, evenings, weekends, and holidays) for engagement and rapport-building
- Individualized case management
- Client-centered, trauma-informed, and voluntary services

¹ Case Management in the context of the Coordinated Entry System (CES) should be voluntary and client centered, with the goal of identifying strengths and client directed goals, while promoting “health, recognition, and well-being” (USICH, 2016). Case Managers in CES should ultimately focus on linking the client to a permanent housing resource and providing the necessary services needed to promote housing stability

- Services grounded in harm reduction
- Availability of housing resources and strong housing navigation
- Transparency in communication
- Consistency
- Weekly case conferencing
- Weekly, monthly, and quarterly tracked outcomes
- Synchronization with Coordinated Entry and all service partners

Considerations for storage of personal belongings:

- Identify storage sites/facilities in each region of SB county.
- The storage site will be required to operate as an appointment-only location and will not be available for drop ins to access belongings. Usage agreement shall include: contact information, hours of operation, signatures, title.
- Type of locked containers to be procured (ex: large, Marborg, blue bins with tops)
- Doors of the facility are lockable. A site management/access/lock-up protocol must be developed, included expected hours of operation.
- Limit in terms of volume/size that can be stored by any one individual.
- All individuals who store possessions in the facility will be required to sign a user agreement/waiver that relieves the Contractor and County of liability in the event that their possessions are lost due to fire, theft, natural disaster, etc.
- Successful applicants shall be responsible for the removal and disposal of all belongings that remain on the site after 90 days, and any and all debris that might accumulate at the site as a result of the operation as a temporary storage facility. Successful applicants will be required to patrol the site and make arrangements to have any debris/items that are left on the outside of the site removed and disposed of within 24 hours.
- Appropriate signage needs to be developed to prevent trespassing and unauthorized dumping on the site.
- Individuals claiming that personal property has been removed from an encampment may contact the contracted provider, who will inform the individual how the property may be recovered. The individual shall describe the personal property with particularity. No identification is required for an individual to recover the property. The log of personal property shall indicate who received the recovered property. A contracted service provider may be available by appointment only, through a phone number, to provide access to retrieve belongings for up to 90 days. After 90 days, any remaining items may be disposed of. Storage and recovery of personal property shall be at no cost to the individual that owns the property.

Outreach leads will serve on the cross-jurisdictional Encampment Response Team, alongside County Community Services, Public Health, County Fire, and County Law Enforcement, City staff leads, Caltrans, and others. The team will assess existing encampments reported for health and safety risks, provide

education on hazards, and provide linkages to shelter and services. The selected agency will work with the County's Encampment Response Coordinator and other outreach teams to consider a strategic allocation of resources while engaging homeless individuals through the process of rapport building with the goal of linking individuals to a permanent housing resource. Street-based engagement focused on linking participants to housing interventions is a best practice. A high degree of coordination improves efficiency and the effectiveness in housing of unsheltered homeless persons. Staff will provide services throughout the county, including jurisdictions and unincorporated areas. Outreach leads should participate in case conferencing to ensure clients entering CES are matched to the appropriate permanent housing resource. A parallel purpose of these efforts will be to provide an avenue to respond to resident and local business concerns about encampments and homeless residents, targeting the population located in dangerous and heavily impacted waterways near state ROW. Sites are prioritized because of size, potential loss of life and environmental impacts. Sites are remote and difficult for SO teams responsible for large geographic areas to visit as frequently as needed.

Teams are projected to serve a total of approximately 250 persons and resolve currently inhabited encampments (approximately 100 persons moving to interim housing/shelter, and approximately 100 persons moving to permanent housing), linking persons to services to meet their unique needs, such as: Street Outreach (SO) case managers and housing navigators, Mental Health (MH) practitioners, certified Substance Use Disorder (SUD) specialists, medical coordinators, housing locator/landlord liaisons, and community supports. Funding will support specialized SO teams to provide in-field case management to encourage people to accept available and planned IH and PH. Teams will meet acute needs in the field and will link unsheltered persons to long-term supportive services to ensure their retention in housing placements. Teams should work on a regional basis, partnering with outreach teams and resources available in north-county (between SLO and SB counties), mid-county, or south-county. Partner jurisdictions in SB and SLO counties have committed to leveraging existing SO teams, liaising with short-term non-congregate scattered sites, providing linkages to landlords, and partnering with environmental groups. Interim Housing and Permanent Housing projects near prioritized areas are under development.

There are at least four interventions the team may consider in regards to an encampment located in dangerous and heavily impacted waterways near state ROW. The detailed sets of criteria in Santa Barbara County's Encampment Response Protocol (safety, location, health, size) will be applied when determining if, and when, any or all of the interventions listed in this protocol are warranted. One encampment may receive all four interventions. The active interventions may include but are not limited to:

1. Engage outreach/homeless services/case management

Example: The person is not known to homeless system and has not had the opportunity to engage in services. Consistent engagement is needed. A person residing at the encampment was having active delusions during the site visit, team would engage Behavioral Wellness.

2. Enact temporary health and safety measures

Provide services to address the immediate health and safety needs of persons at an encampment and surrounding neighbors such as barriers to protect campers from traffic, portable toilets and wash stations, regular garbage pick-up.

3. Activate cleaning (debris pick up)

Schedule collection of debris associated with or near encampment to minimize community impact and allow time for engagement.

4. Initiate closure/removal

Remove the encampment and using enforcement or other interventions (ex: re-planting vegetation, warning signage, regular outreach) to prevent re-encampment.

Availability of alternate shelter and storage is essential to consider closure. When closure/removal is the recommended intervention, it will be critical for all responding parties to be aware and guided by the County's Encampment Response Protocol document.

The provider, selected by the County, shall coordinate storing personal property when a person is being relocated from a site where they have been residing. The provider would ensure that no unsafe or hazardous materials are stored (when removing obstructions and immediate hazards, or when removing encampments). The County has no obligation to store personal property that is reasonably understood to be waste (for example, empty single-use food storage containers), hazardous (for example, a tent with used needles), or is reasonably expected to become a hazard during storage (for example, wet bedding materials). At the time of closure/removal of encampment, the County will make a cart with lock for personal storage available to each person residing in the encampment that has items to store. Items will be packed by the owner, supervised by the selected County provider. The County provider coordinates/executes a storage agreement, including an itemized list of items to be stored. The County provider will maintain itemized lists with signed agreement for each owner, and will coordinate access to and disposal of stored items. A provider-contracted storage bin transportation contractor will relocate the storage cart to a secure site, and the property owner shall be notified how to access property. The selected service provider would be available by appointment only, through a phone number, to provide access to retrieve belongings for up to 90 days. After 90 days, any remaining items would be disposed of. The provider would have written procedures in place and forms releasing County and provider any liability for items stored. The provider assisting persons living unsheltered with personal property storage services will work with the Encampment Response Coordinator.

Objective and Eligible Uses

The State of California Round 2 Encampment Resolution Funding (ERF-2) is dedicated to resolving high-risk encampment sites located in dangerous and heavily impacted waterways near state ROW.

The American Rescue Plan Act (ARPA) funding available in this NOFA is dedicated to coordination of storing personal property when a person is being relocated from a site where they have been residing.

County Housing and Community Development will administer, evaluate, and monitor programs to ensure compliance with the core components of Housing First, strive to employ a progressive engagement approach, and offer opportunities to increase a household's income or retain employment on behalf of the CoC. The County of Santa Barbara went through a local planning process to incorporate input from cities, county staff, service providers, health care professionals, law enforcement, faith-based organizations, and stakeholders to establish local priorities. A key step of addressing homelessness in the region is to implement an encampment resolution strategy and deploy a local cross-jurisdictional encampment protocol and teams to assist persons experiencing homelessness access services, shelter and housing. Robust outreach and engagement services, designed to meet unique needs such as Mental Health and Substance Use Disorder challenges, connect people experiencing homelessness with shelter and housing opportunities. A key best practice in encampment response is consistent outreach and engagement that includes individual case management and housing navigation. By developing sustained and progressive engagement, trust is developed between outreach worker and encampment resident, which will increase the likelihood that the encampment resident will accept the housing or shelter opportunity when it is offered. Successful street outreach requires collaboration among multiple stakeholders and strong coordination among teams. Approaches by teams should: permit ample time for engagement and rapport-building; allow for individualized case management; be client-centered, trauma-informed, and voluntary; be paired with availability of housing resources; and be transparent and consistent at every point of contact.

Eligible Populations

The minimum eligibility criteria for participants is to meet the definition of homeless cited in [24 CFR 578.3 and HUD Exchange](#). Housing resources are also prioritized in the CoC through the CES. Please learn more about CES and how it may impact the participants in the project at <http://countyofsb.org/housing/homelessassistance/entry-system.sbc>. Only persons identified as experiencing unsheltered homelessness in prioritized waterways may be served by this funding. Cal ICH will require a Persons Served List (PSL) with secure client level-data for quarterly reporting, substantially similar to [this guidance; this tool captures local, recent data and enables a long-term analysis through the State's Homeless Data Integration System \(HDIS\)](#).

Eligible Costs

Expenditures must be deployed to regions based on number of persons and encampments in waterways as identified in this NOFA (approximately 50% in North County, 30% in Mid County, and 20% in South County).

The use of ERF-2 is governed by policies set by the California Interagency Council on Homelessness (Cal ICH), formerly Homeless Coordinating and Financing Council (HCFC). To learn more about the ERF-2 program, access the [State ERF program page](#).

The use of ARPA funds is governed by policies set by the U.S. Department of Treasury and the County of Santa Barbara. All activities and expenditures must fall under Category 3 (Services to Disproportionately Impacted Communities) and Sub-Category 3.11 (Housing Support: Services for Unhoused Persons) as outlined in the U.S. Department of Treasury Coronavirus State and Local Fiscal Recovery Funds Compliance and Reporting Guidance, documented by regular reports and invoices.

County HCD is using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type and may also be impacted by local CoC Written Standards. If an activity is not described as an eligible expense, but is part of assisting households experiencing homelessness obtain and maintain permanent housing and California's Housing First Policy, applicants must obtain express written consent from County HCD prior to use of program funds.

The project budget should include projected costs for dedicated staff, as well as overhead directly related to carrying out program activities, discretionary and flexible funds available through case managers, rental/financial assistance, and note the anticipated average cost per person served including staff time plus direct assistance. Activities should leverage existing resources and programs such as utility assistance, rental housing mediation, and public transit; costs are informed by similar activities funded through the Emergency Solutions Grant programs:

Street Outreach (24 CFR 576.101)

(a) Eligible costs. Subject to the expenditure limit in § 576.100(b), funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under § 576.2. The eligible costs and requirements for essential services consist of:

(1) Engagement. The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

(2) Case management. The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible

services and activities are as follows: using the centralized or coordinated assessment system as required under § 576.400(d); conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

(3) Emergency health services.

(i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living.

(ii) Funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area.

(iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

(4) Emergency mental health services.

(i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living.

(ii) Funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community.

(iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances.

(iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

(5) Transportation. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:

(i) The cost of a program participant's travel on public transportation;

(ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants;

(iii) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and

(iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

(6) Services for special populations. Funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

Housing Location/Stabilization Services (24 CFR 576.105)

(a) Financial assistance costs. Subject to the general conditions under § 576.103 and § 576.104, funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

(1) Rental application fees. Funds may pay for the rental housing application fee that is charged by the owner to all applicants.

(2) Security deposits. Funds may pay for a security deposit that is equal to no more than 2 months' rent.

(3) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.

(4) Utility deposits. Funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

(5) Utility payments. Funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

(6) Moving costs. Funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance (ARPA and ERF-2) may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into shelter/interim housing or permanent housing. Payment of temporary storage fees in arrears is not eligible.

(7) If a program participant receiving short- or medium-term rental assistance under § 576.106 meets the conditions for an emergency transfer under 24 CFR 5.2005(e), funds may be used to pay amounts owed for breaking a lease to effect an emergency transfer. These costs are not subject to the 24-month limit on rental assistance under § 576.106.

(b) Services costs. Subject to the general restrictions under § 576.103 and § 576.104, funds may be used to pay the costs of providing the following services:

(1) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

- (i) Assessment of housing barriers, needs, and preferences;
- (ii) Development of an action plan for locating housing;
- (iii) Housing search;
- (iv) Outreach to and negotiation with owners;
- (v) Assistance with submitting rental applications and understanding leases;
- (vi) Assessment of housing for compliance with grant requirements for habitability, lead-based paint, and rent reasonableness;
- (vii) Assistance with obtaining utilities and making moving arrangements; and
- (viii) Tenant counseling.

(2) Housing stability case management. Funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
- (B) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
- (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- (E) Monitoring and evaluating program participant progress;
- (F) Providing information and referrals to other providers;
- (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- (H) Conducting re-evaluations required under § 576.401(b).

(3) Mediation. Funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

(4) Legal services. Funds may pay for legal services, as set forth in § 576.102(a)(1)(vi), except that the eligible subject matters also include landlord/tenant matters, and the services must be necessary to

resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

(5) Credit repair. Funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

(c) Maximum amounts and periods of assistance. The recipient may set a maximum dollar amount that a program participant may receive for each type of financial assistance under paragraph (a) of this section. The recipient may also set a maximum period for which a program participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any program participant may receive the services under paragraph (b) of this section must not exceed 24 months during any 3-year period. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

(d) Use with other subsidies. Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

(e) Housing counseling. Housing counseling, as defined in § 5.100, that is funded with or provided in connection with these funds must be carried out in accordance with § 5.111. When recipients or sub recipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of housing counseling, as defined in § 5.100, and therefore are not required to be carried out in accordance with the certification requirements of § 5.111

As this funding is governed by ERF-2, costs must be associated with activities principal to encampment resolution, focused on moving unsheltered persons into permanent housing placements.

Successful applicants shall provide and shall only be reimbursed for providing essential street outreach, behavioral health services and housing navigation services to unsheltered homeless people as set forth in Federal and State Regulatory Information. Specifically, the Street Outreach Targeting Homeless Encampments near dangerous and heavily impacted waterways near state ROW as identified in this NOFA. Services include delivery of homeless outreach services targeted to encampment sites for the purpose of linking persons experiencing unsheltered homelessness to a safe residential option.

Staff and overhead costs directly related to carrying out program activities are not considered administrative for the purposes of this funding.

This Notice of Funding Availability and application will result in a 28 month agreement; however, the agreement is subject to termination if contractors are not meeting program goals and performance measures.

Coordinated Entry System (CES)

Coordinated entry is a process designed to quickly identify, assess, refer, and connect individuals, youth including parenting and pregnant youth, and families in crisis to housing and services. Successful applicants will serve as access points to the Coordinated Entry System, by having office hours and staff available to conduct assessments and provide referrals. Successful applicants will receive referrals for assistance from the Coordinated Entry System. Coordinated entry is intended to prioritize resources for those with the greatest need, match people with the services that are most likely to help them exit homelessness, reduce the time it takes for participants to access services, and ensure that resources are allocated efficiently. Applicants must be integrated within the local CES.

“Coordinated Entry System” means a centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.

The Santa Maria/Santa Barbara County Continuum of Care (CoC) implemented a Coordinated Entry System (CES) in January 2018. A hallmark of the Coordinated Entry System is prioritizing vulnerable individuals and families for services. This focus on serving vulnerable individuals and families through CES may result in a reduction in the number of households served. To learn more about the local Coordinated Entry System, visit <http://countyofsb.org/housing/homlessassistance/entry-system.sbc>

Racial Equity

Awardees will agree to demonstrate a commitment to racial equity and, per Health and Safety Code section 50222 (a)(2)(B), the grantee shall use data provided through HDIS to analyze racial disproportionality in homeless populations and, in partnership with County HCD and Cal ICH, establish clear metrics and performance monitoring for achieving equity in provision of services and outcomes for Black, Native, and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness and COVID-19.

Homeless Data Integration System

Awardees shall participate in and provide data elements, including, but not limited to, health information, in a manner consistent with federal law, to the statewide Homeless Management Information System (known as the Homeless Data Integration System or “HDIS”), in accordance with their existing Data Use

Agreement entered into with the County HCD, if any, and as required by Health and Safety Code section 50220.6 and Welfare and Institutions Code section 8256.

The system requires data collection and reporting. The Santa Maria/Santa Barbara Continuum of Care operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information (ROI) and provide universal data elements to the system. HMIS participating agencies can view these universal data elements even if this data is entered by another agency. If a client does not sign the ROI, data is collected but is not viewable outside the HMIS Lead and agency entering data. To learn more about HMIS requirements, please view HMIS User Central. In addition, the standard intake and data standards, recipients will be asked to enter services in HMIS. Please include staff time for accurate data entry in your budget.

Homeless Management Information Systems

All applicants receiving funds must participate in the Homeless Management Information Systems (HMIS). The system requires data collection and reporting. The Santa Maria/Santa Barbara Continuum of Care operates with limited data sharing – referred to as an open HMIS system. Program participants sign a release of information (ROI) and provide universal data elements to the system. HMIS participating agencies can view these universal data elements even if this data is entered by another agency. If a client does not sign the ROI, data is collected but is not viewable outside the HMIS Lead and agency entering data. To learn more about HMIS requirements, please view HMIS User Central. In addition, the standard intake and data standards, recipients will be asked to enter services in HMIS. Data Quality Standards should be reviewed and addressed in the application; additional information available via [HUD Exchange](#) and [User Central](#). Please include staff time for accurate data entry in your budget.

California’s Housing First Policy – Core Practices and Core Components

Housing First is a proven approach, applicable across all elements of systems for ending homelessness, in which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. Housing First providers offer services as needed and do not make housing contingent on the participation in services. (e.g., sobriety, engagement in treatment, service participation requirements).

Additionally, Senate Bill (SB)1380 (Mitchell, Chapter 847, Statutes of 2016) requires all state-funded programs providing housing or housing-based services to people experiencing homelessness to incorporate the core components of Housing First as enumerated in Welfare and Institutions Code Section 8255.

All projects including **services** must align with the Core Practices described in [CCR Title 25, 8409\(b\)](#)

Projects shall operate in a manner consistent with Housing First practices as reflected in the CoC Written Standards, consistent with subsections below, 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;
- 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.

Proposed activities that provide housing must align with the Core Components of Housing First.

Welfare and Institutions Code Division 8. Chapter 6.5 8255 (b) “Core components of Housing First” means **all** of the following:

- Tenant screening and selection practices that promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services.
- Applicants are not rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of “housing readiness.”
- Acceptance of referrals directly from shelters, street outreach, drop-in centers, and other parts of crisis response systems frequented by vulnerable people experiencing homelessness.
- Supportive services that emphasize engagement and problem solving over therapeutic goals and service plans that are highly tenant-driven without predetermined goals.
- Participation in services or program compliance is not a condition of permanent housing tenancy.
- Tenants have a lease and all the rights and responsibilities of tenancy, as outlined in California’s Civil, Health and Safety, and Government codes.
- The use of alcohol or drugs in and of itself, without other lease violations, is not a reason for eviction.
- In communities with coordinated assessment and entry systems, incentives for funding promote tenant selection plans for supportive housing that prioritize eligible tenants based on criteria other than “first-come-first-serve,” including, but not limited to, the duration or chronicity of

homelessness, vulnerability to early mortality, or high utilization of crisis services. Prioritization may include triage tools, developed through local data, to identify high-cost, high-need homeless residents

- Case managers and service coordinators who are trained in and actively employ evidence-based practices for client engagement, including, but not limited to, motivational interviewing and client-centered counseling.
- Services are informed by a harm-reduction philosophy that recognizes drug and alcohol use and addiction as a part of tenants' lives, where tenants are engaged in nonjudgmental communication regarding drug and alcohol use, and where tenants are offered education regarding how to avoid risky behaviors and engage in safer practices, as well as connected to evidence-based treatment if the tenant so chooses.
- The project and specific apartment may include special physical features that accommodate disabilities, reduce harm, and promote health and community and independence among tenants.

Written Standards

The CoC has set Written Standards for service. All selected applicants will need to comply with the CoC Written Standards.

CoC Participation

All recipients of funding are to become members of the CoC. From the approved governance charter (Article IV C. 1.) of the CoC, all members shall demonstrate a professional interest in or personal commitment to addressing and alleviating the impacts of homelessness on individuals experiencing homelessness, and on the community at large. The membership commitment may include, but is not limited to participation in the following:

- Attending CoC meetings;
- Reporting to/seeking input from constituencies on key issues and strategies;
- Remaining informed of and communicating needs and gaps;
- Remaining informed of local, state, federal, and private proposals for funding;
- Contributing to informed dialogue on action undertaken by the group;
- Serving on a CoC Standing Committee;
- Participating in administration of the biennial Point in Time (PIT) Count;
- Sharing aggregate outcome and performance data on the successes and challenges of people who are experiencing or have experienced homelessness;
- Engaging in the regular review of data to ensure that high levels of data quality and completeness are maintained;
- Providing input in the development of strategies and action plans to reduce and end homelessness;
- Participating in advocacy and public education efforts.

Application

Applications are accepted electronically via Neighborly only. Access to the application is in this NOFA and is posted at [County HCD Webpage](#). Click on the Neighborly link to go directly to the application(s) you plan to apply for. Applications cannot be accessed from the Neighborly website; access is provided only via the link on the County website. Once on the Neighborly site, applicants will have access to instructional videos. After creating a username and password (one username and password per agency), applicants may begin work on their applications. Neighborly automatically saves work and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 5:00 p.m. on the deadline listed in the NOFA. Click "Submit" to submit applications.

Caution: When applications are submitted, Neighborly will perform a cursory review to assure that all questions were answered and will provide a warning notice for applications with incomplete responses. Applicants may correct errors up until 5:00 p.m. on the application deadline listed in the NOFA Schedule. Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. Note that Neighborly only checks for empty fields and acceptance of an application by Neighborly does not ensure that the application is complete. In addition to checking that all responses are complete, check that all required documents have been uploaded. The application in Neighborly including all required attachments must be submitted by **July 21, 2023, 5:00 p.m.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

A. Applicant Information

Please provide the following information

ORGANIZATION INFORMATION

A.1. Legal name of organization

A.2. Is the organization a 501(c)?

A.3. Address

A.4. DUNS Number

A.5. Federal EIN/TIN Number

A.6. Years in Operation:

PRIMARY CONTACT INFORMATION

A.7. Title

A.8. First Name

A.9. Last Name

A.10. Phone

A.11. Email

A.12. Fax

FISCAL AGENT INFORMATION

A.13. Organization Name

A.14. Contact First Name

A.15. Contact Last Name

A.16. Phone

A.17. Email

A.18. Fax

B. Financial Information

Please provide the following information.

B.1. Date Most Recent Form 990 Filed:

B.2. Does your organization have any outstanding financial audit findings which remain unresolved, outstanding litigation, or other legal issues?

If yes, explain

B.3. Does the requirement of 2 CFR 200.501 to submit a fiscal year "Federal Single Audit" apply to your organization specifically in the last fiscal year?

B.4. Does your organization comply with 2 CFR Part 2400 Uniform Administrative Requirements?

B.5. How many members serve on your organization’s Board of Directors? How many members on your organization’s Board of Directors are persons with lived experience of homelessness?

B.6. How often does your organization’s Board of Directors meet?

B.7. Describe the financial expertise of members currently serving on your organization’s Board of Directors.

B.8. Has your organization previously received State or Federal funds?

If yes, complete the table below for the most recent 5 years.

Operating Year	Grant Number	Activity(ies)	Grant Amount

C. Project Information

Please provide the following information.

PROJECT INFORMATION

C.1. Project Title:

C.2. Amount Requested

C.3. Project Location (leave blank if victim services provider):

C.4. Project Service Area(s):

- South County**
- Mid County**
- North County**
- Countywide**

C.5. Is this project primarily a domestic violence or victims services project?

D. Narrative Part 1

Please answer the following questions. Please be concise and answer all components of the question. Please review and address all aspects of the Application Scoring Criteria outlined in the NOFA.

Threshold Evaluation

D.1. Santa Barbara County’s dangerous and heavily impacted waterways near state ROW have both a large number of homeless encampments and persons with unique service needs living in these encampments. Detail the proposed activity(ies) based on best practices outlined in the NOFA. Detail a description of proposed methodology and scheduling to complete the project. In line with the regional goal to mitigate the impacts of unsheltered homelessness and navigate the service system through to permanent housing placements and retention, describe how your agency would contribute to these and other goals outlined in the NOFA.

D.2. Demonstrate your agency’s capacity to fulfill all program requirements, including in-field staff, reporting including Persons Served List (PSL) referenced in this NOFA, financial capacity, feasibility, and sustainability, beginning August 30, 2023.

D.3. Describe how the proposed activity(ies) will ensure it serves homeless persons or those at imminent risk of homelessness as defined in 24 CFR 578.3. Describe how only persons identified as experiencing unsheltered homelessness in prioritized waterways will be served by this funding.

D.4. Describe how the proposed activity aligns with California’s Housing First Policy, and how it accommodates pets, partners, and possessions. All projects must align with CCR Title 25 8409(b) and housing projects must also align with the Welfare and Institution Code Div. 8 Ch. 6.5 Sec. 8255 (b). All practices must be addressed. In addition to the narrative, check all boxes that apply to your agency:

Housing First Assessment (check all that apply)	
<input type="checkbox"/>	Access to programs is not contingent on sobriety, minimum income requirements, lack of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.
<input type="checkbox"/>	Programs or projects do everything possible not to reject an individual or family on the basis of poor credit or financial history, poor or lack of rental history, minor criminal convictions, or behaviors that are interpreted as indicating a lack of “housing readiness.”
<input type="checkbox"/>	People with disabilities are offered clear opportunities to request reasonable accommodations within applications and screening processes and during tenancy and building and apartment units include special physical features that accommodate disabilities.

<input type="checkbox"/>	Programs or projects that cannot serve someone work through the coordinated entry process to ensure that those individuals or families have access to housing and services elsewhere.
<input type="checkbox"/>	Housing and service goals and plans are highly client centered and driven.
<input type="checkbox"/>	Supportive services emphasize engagement and problem-solving over therapeutic goals.
<input type="checkbox"/>	Participation in services or compliance with service plans are not conditions of tenancy but are reviewed with clients and regularly offered as a resource to clients.
<input type="checkbox"/>	Services are informed by a harm-reduction philosophy that recognizes that drug and alcohol use and addiction are a part of some clients' lives. Clients are engaged in non-judgmental communication regarding drug and alcohol use and are offered education regarding how to avoid risky behaviors and engage in safer practices.
<input type="checkbox"/>	Substance use in and of itself, without other lease violations, is not considered a reason for eviction.
<input type="checkbox"/>	Clients are given reasonable flexibility in paying their share of rent on time and offered special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements as needed.
<input type="checkbox"/>	Every effort is made to provide a client the opportunity to transfer from one housing situation, program, or project to another if a tenancy is in jeopardy. Whenever possible, eviction back into homelessness is avoided.

D.5. The region operates as a system with data collection and reporting from HMIS. The effectiveness of the CoCs in the region is measured by system-wide performance. Describe how your project will improve system performance; address each applicable measure.

a. Timely data entry and reporting, including Annual Performance Report (APR) Subrecipient Report generated from the Santa Barbara County Homeless Management Information System (HMIS), data on goals and performance measures, data on funding received for the Project from all sources, a Persons Served List (PSL) referenced in this NOFA.

b. Commitment to data quality standards as outlined in the NOFA.

c. Demonstrate capacity for data collection and reporting, including records providing a full description of each activity undertaken, records required to determine the eligibility of activities, records supporting disbursements of ERF-2 funds for the performance of eligible activities, records supporting the sources of costs expended for eligible activities under the Program, financial records as required by the State of California Encampment Resolution Funding Program, and any other records necessary to document compliance with applicable state and federal requirements.

d. Reduce the length of time persons experience homelessness. Describe the housing navigation process, including the approach the Housing Locator(s)/Landlord Liaison(s) will take to quickly connecting persons with permanent housing placements.

e. Reduce returns to homelessness.

f. Increase participant self-sufficiency through increasing employment and non-employment cash income.

g. Reduce, prevent first time homelessness.

h. Permanent housing placement and retention. Clearly outline how your outreach approach results in housing placements, including programs leveraged for placement and retention.

D.6. Describe how project will meet best practice framework to be used in delivering assistance and services targeted to prioritized encampments in dangerous and heavily impacted waterways near state ROW; include specific evidence-based practices based on those outlined in the NOFA.

D.7. The region operates with a Coordinated Entry System. Outline your commitment to participation in CES. Supportive Services, Emergency Shelters/Navigation Centers, Street Outreach must serve as entry points. Rental Assistance and Rapid Rehousing, Transitional Housing, and Permanent Housing must receive all referrals from CES.

D.8. How will you ensure racial disparities are addressed with this funding? In addition to plans to address racial disparities in narrative responses, check all boxes as they apply to your agency:

RACIAL EQUITY ASSESSMENT (check all that apply)			
Implemented	Planning to Implement	Implementing but could benefit from assistance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have a racial equity policy within the organization I work for.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We collect racial, ethnic and linguistic data on clients and constituents outside of HMIS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We provide language interpreter/translator services for people (clients, staff, and partners) who speak languages other than English.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We collect data on service-user or constituent satisfaction with our organization regarding racial equity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have formal partnerships with organizations of color.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We allocate resources for engagement and outreach in communities of color.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Racial equity and cultural competency training are provided to employees within the applicant's organization.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We meet regularly with leaders from communities of color specifically to discuss racial equity within the homelessness system.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We analyze to assess whether equitable access to new and existing shelter facilities is being provided to people of color, especially Black, Latinx, and Indigenous populations most impacted by homelessness, and examine data to determine if there are other disparities to be addressed, such as by age, ethnicity, disability, gender status, family composition, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have convened and actively engage with a lived experience board that represents the population served.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We ensure strategies and communications efforts have broad geographic reach, including into rural areas and in support of Tribal communities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Providers and front-line staff reflect the people they serve, including lived experience of homelessness and necessary language skills to serve sub-populations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have access to data on racial/ethnic disparities to guide our planning and implementation of this funding.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our work includes performance measures to determine how well we are doing to address racial disparities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have developed and implemented a plan to address racial disparities in the homelessness response system.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We host or participate in trainings dedicated to improving equitable outcomes.
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CAPACITY

For agencies with contracts with HCD, County HCD will complete the Capacity Assessment. If there is an applicant without HCD contract in past 3 years, the Capacity Assessment (link below), or something similar, would need to be completed by another funder, preferably a county department.

E. Narrative Part 2

Please answer the following questions. Please be concise and answer all components of the question. Please review and address all aspects of the Application Scoring Criteria outlined in the NOFA.

Review and Rank Criteria

E.1. Describe your agency’s experience in and commitment to providing the type and scope for which funding is requested in this application. Please be specific including target population, vulnerable populations, number of participants served, location, duration, dedicated staffing, training, and outcome data (including shelter and permanent housing placement and retention).

E.2. Describe how you will implement the best practices framework outlined in this NOFA.

E.3. Detail your agency’s capacity for project oversight and administration based on past experience.

E.4. How have you collaborated and coordinated with other agencies in the past? Detail specific examples, such as formal written/documented relationships with landlords and memoranda of understanding with other agencies. If you have engaged in outreach, case management, and/or housing navigation services with other partners, detail those partnerships (e.g. weekly outreach alongside other agencies, including the County’s Multi-Disciplinary Team in order to address complex needs of clients residing in encampments, coordinated encampment resolution with transit partners such as Caltrans).

E.5. Who will be your partners, and how will you coordinate services with other providers? Include specific details, such as formal written/documented relationships with landlords and memoranda of understanding with other agencies. If coordination includes sub-recipients, describe how the recipient agency will ensure compliance to all agency, program, and funding policies and procedures. Describe how you will engage in outreach with other partners, and detail those planned partnerships (e.g. weekly outreach alongside other agencies, including the County’s Multi-

Disciplinary Team in order to address complex needs of clients residing in encampments, coordinated encampment resolution with law enforcement or transit partners such as Caltrans).

E.6. Describe relationships with key partners who will help identify persons immediately as they are becoming homeless, and as encampments are newly established.

E.7. How will the project reach eligible participants?

E.8. How will you market your programs and services to (and coordinate with) other providers and prospective community partners, including those who do not necessarily provide homeless services?

E.9. Please share examples when you have administered programs with other agencies and how you maintained strong communication and outcomes.

E.10. Describe how project staff will (1) determine the eligibility of project participants; (2) ensure the provision of eligible services in accordance with the CoC Written Standards; and (3) achieve and document program performance and outcomes, including participation in HMIS or comparable database for victim service providers.

E.11. Identify existing or planned staff positions (paid and unpaid, regardless of funding source) that will be dedicated to the project. The funding source indicates the FTEs dedicated to the project for each position; detail the costs of each FTE. Outline licenses, certifications, and training they have or will receive. Include the days and hours each FTE will be available (including early morning hours, evenings, weekends, and holidays). Include a statement or resume for each individual who will work on the project that documents prior experience. Specify who will be lead(s) or project manager(s) on the team.

E.12. Describe how resources will be leveraged to enhance the effectiveness and longevity of the proposed activity.

E.13. Describe how the project will connect participants to mainstream resources and critical services outside of the project's scope, especially as they relate to performance measures.

E.14. Describe how the project will continue when the one-time funding ends. If it will likely not continue, describe how the project will closeout/end with the least negative impact on participants.

***Responses should be consistent with the project budget and eligible costs as outlined in the NOFA.**

F. Accomplishments

Please answer the following questions. Please be concise and answer all components of the question. Please review and address all aspects of the Application Scoring Criteria outlined in the NOFA.

PROJECTED ACCOMPLISHMENTS

Provide projected accomplishments for a 28-month period (August 30, 2023 – December 31, 2025) by activity as applicable. While these projected accomplishments will be considered for Review and Rank panel purposes, outcomes and project measurements will change based on reporting requirements.

Unduplicated number of homeless persons or persons at imminent or at risk of homelessness to be served

Number of unsheltered homeless persons entering shelter

Number of homeless persons entering permanent housing (placed into units)

% of individuals successfully placed in permanent housing

% of adult participants gaining new or increasing cash income at project exit

% of adult participants increasing non-cash benefits at project exit

% of project participants who move into permanent housing remaining housed at 1 year

G. Required Documents

Please answer the following questions. Please be concise and answer all components of the question. Please review and address all aspects of the Application Scoring Criteria outlined in the NOFA.

Please use the following templates for select documents below:

[Conflict of Interest Statement](#)

[Annual Performance Report or similar report](#)

[Application Certification](#)

[Completed Project Budget Workbook](#)

[Capacity Assessment](#)

Required Attachments for Non-Profit Agencies include:

- Articles of Incorporation and By Laws
- Non-profit determination letters from the Internal Revenue Service and the California Franchise Tax Board / Tax Exemption Letter for all sub-recipients that have tax exempt status
- Org Chart
- Board of Directors Roster
- Conflict of Interest Statement
- Evidence of non-suspension/debarment for all parties
- Evidence of Insurance: Copy of current insurance coverage (General Liability, Automobile, Worker’s Compensation, etc.). Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as “additionally insured”
- Most Recent Audited Financial Statements
- IRS Form W-9
- IRS Form 990
- Agency Budget or Financial Plan
- Blank client intake form, with documentation of eligibility status – including third-part and self-certifications, as applicable - and signature block of intake staff/supervisor
- Annual Performance Report for the same type project generated from the Santa Barbara County HMIS for the period beginning July 1, 2021 and ending June 30, 2022 *for applicants not participating in the Santa Barbara County HMIS (e.g., victim services providers), provide a similar report from a comparable database.*
- Staff onboarding materials
- Personal property storage written policy(ies) and client waiver
- Application Certification, and
- Completed Project Budget Workbook

Required Attachments for a for-profit organization include:

- Articles of Incorporation and By Laws
- Org Chart
- Board of Directors Roster
- Conflict of Interest Statement
- Evidence of non-suspension/debarment for all parties

- Evidence of Insurance: Copy of current insurance coverage (General Liability, Automobile, Worker’s Compensation, etc.). Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as “additionally insured”
- Most Recent Audited Financial Statements
- IRS Form W-9
- Most Recent Tax Return
- Agency Budget or Financial Plan
- Blank client intake form, with documentation of eligibility status – including third-part and self-certifications, as applicable - and signature block of intake staff/supervisor
- Annual Performance Report for the project generated from the Santa Barbara County HMIS for the period beginning July 1, 2021 and ending June 30, 2022. *For applicants not participating in the Santa Barbara County HMIS (e.g., victim services providers), provide a similar report from a comparable database.*
- Staff onboarding materials
- Personal property storage written policy(ies) and client waiver
- Application Certification
- Completed Project Budget Workbook

Required Attachment for units of local government include:

- Tax Exemption Letter if applicable to any sub-recipients
- Application Certification
- Evidence of non-suspension/debarment for all parties
- Evidence of Insurance: Copy of current insurance coverage (General Liability, Automobile, Worker’s Compensation, etc.). Note if funded, an updated insurance policy will be required with the funding jurisdiction listed as “additionally insured”
- Blank client intake form, with documentation of eligibility status – including third-part and self-certifications, as applicable - and signature block of intake staff/supervisor
- IRS Form W-9 (not applicable for county departments)
- Annual Performance Report for the project generated from the Santa Barbara County HMIS for the period beginning July 1, 2021 and ending June 30, 2022. *For applicants not participating in the Santa Barbara County HMIS (e.g., victim services providers), provide a similar report from a comparable database.*
- Staff onboarding materials
- Personal property storage written policy(ies) and client waiver
- Application Certification, and
- Completed Project Budget Workbook

When ready to begin the application(s), go to HCD website and click on the link to the application.

For more information, contact:

Lucille Boss, Encampment Response Coordinator | Email: lboss@countyofsb.org

Method of Evaluation

Applications will be evaluated for the following:

- Basic review for completeness and capacity
- Proposal aligns with eligible use(s)
- Serves homeless persons or those at imminent risk of homelessness as defined in [24 CFR 578.3](#)
- Alignment with California’s Housing First Policy (CCR Title 25, 8409(b) and/or WIC Div.8, Ch. 6.5 8255(b))
- Participation (or commitment to participate) in the Homeless Management Information System
- Participation (or commitment to participate) in the Coordinated Entry System
- Demonstration of capacity to fulfill requirements, including financial capacity, feasibility, and sustainability. County staff will complete a capacity assessment for agencies with past or current grants with County Community Services Department. Agencies who do not have a current contract with the County will be asked to submit a capacity assessment from another current funder.
- Project Design and Approach, including commitment to best practice framework and plans to address racial disparities
- Past Performance
- Coordination and Collaboration

The County has put strong emphasis on the ability to demonstrate exemplary past performance and ability to begin implementation immediately. Applicants may be called or asked to attend an interview July 22-28, 2023, to answer questions from the reviewers regarding the proposed activity. The reviewers will make funding recommendations to be funded through and ensure all geographic areas have assistance and services available. The County Board of Supervisors will review sub-recipient agreements for approval on July 28, 2023. Timelines are subject to change.

Threshold Evaluation	
Basic review for completeness and capacity	<ul style="list-style-type: none">• All required responses and attachments are included. Applicant demonstrates capacity to fulfill all program requirements.• Timely audited financial statements• Liquidity• Measurements of vulnerability (e.g. net profit margin, fundraising efficiency, dependency on the County or a single entity for financial strength)• Submitted by deadline
Program eligibility: proposal aligns with eligible use(s)	<ul style="list-style-type: none">• Request aligns with the eligible use(s) for funding for which the application was submitted

Program eligibility: serves homeless persons or those at imminent risk of homelessness	<ul style="list-style-type: none"> Serves homeless persons or those at imminent risk of homelessness as defined in 24 CFR 578.3
Alignment with California's Housing First Policy	<ul style="list-style-type: none"> Alignment with California's Housing First Policy <ul style="list-style-type: none"> WIC Div.8, Ch. 6.5 8255(b)
Homeless Management Information System	<ul style="list-style-type: none"> The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting
Coordinated Entry System	<ul style="list-style-type: none"> The applicant commits to participation in CES

Committee Evaluation	
<p>Demonstration of capacity to fulfill all program requirements, including in-field staff, reporting including Persons Served List (PSL) referenced in the NOFA, financial capacity, feasibility, and sustainability, beginning August 30, 2023.</p> <p>Reference Section B, D, G</p> <p>Max score: 15</p>	<ul style="list-style-type: none"> Demonstrated the project budget is adequate to achieve project description and target project outcomes while maintaining reasonable but sufficient project costs Demonstrated capacity to effectively manage the finances of the project (e.g. invoices submitted in a timely, complete manner) Outstanding and/or unresolved audit findings Degree to which project leverages agency and community resources Outlines plan to begin the project immediately upon approval Describes specifically how the project will continue after the one-time funding is exhausted, or how it will end with the least negative impact on participants
<p>Applicant Capacity</p> <p>Reference Section C, D, G</p> <p>Max score: 15</p>	<ul style="list-style-type: none"> Experience providing similar services and housing to homeless persons in encampments or other vulnerable populations for which funds are being requested Demonstrated that the staffing resources are adequate in classification and number to achieve target results Demonstrated capacity for project oversight and administration Experience addressing the needs of the target population Review of Capacity Assessments, completed by County staff or previous funders, shows competency in meeting compliance and achieving project deliverables
<p>Demonstrated commitment to Housing First, plans to address racial disparities, and alignment with CoC Written Standards</p> <p>Reference Section D, E</p> <p>Max score: 15</p>	<ul style="list-style-type: none"> Commitment to Housing First Principles and operating projects with best practices listed in the Housing First Assessment Specific actions the applicant will take to ensure racial and gender equity in service delivery, housing placements, and housing retention Specific actions applicant will take to engage racial and ethnic groups that are overrepresented among residents

	<p>experiencing homelessness to have equitable access to housing and services</p> <ul style="list-style-type: none"> • Review of Racial Equity Assessment shows strong commitment and actions steps to addressing inequities • Project design reflects CoC Written Standards and ability to address homeless challenges
<p>Coordination and Collaboration</p> <p>Reference Section D, E, G</p> <p>Max score: 15</p>	<ul style="list-style-type: none"> • Requirement for applicant providing services countywide, through regional specialized teams • Agency demonstrates history of collaboration • Demonstrates coordination with and commitment to other agencies and providers for the proposed project to enhance service delivery <ul style="list-style-type: none"> - If applicant is sub-contracting, they clearly show roles of each agency and partnership • Links participants to mainstream resources and critical services not provided by the project • Adequate staffing for Coordinated Entry System participation and case conferencing
<p>Project Design and Approach, including commitment to best practices as outlined in the NOFA.</p> <p>Reference Section E, F, G</p> <p>Max score: 20</p>	<ul style="list-style-type: none"> • Project clearly identifies who will be served including how encampments will be resolved • Project clearly defines what services are needed to result in a pathway to permanent housing • Project demonstrates person-centered services • Project demonstrates connections to and leveraging of mainstream resources and connections to on-going supports, such as healthcare, employment, disability benefits • Project clearly describes interdisciplinary approach as outlined in the NOFA • Anticipated numbers served appear reasonable
<p>Past Performance</p> <p>Reference Section G</p> <p>Max score: 20</p>	<ul style="list-style-type: none"> • Provided annual performance report and narrative demonstrates a proven track record of progressive engagement and pathways to permanently housing persons in a similar project • Clearly addresses how a current/similar project enhances system performance by reducing the length of time persons

	<p>experience homelessness, reduces returns to homelessness, and increases both cash and non-cash income of participants</p> <ul style="list-style-type: none"> • Demonstration of successfully implementing existing evidence-based programs serving people experiencing homelessness • Data collection and reporting practices will allow for accurately reflected outcomes and performance
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Appeals Process

A committee will review all applications and make funding recommendations to the County Board of Supervisors. Applicants may appeal the decision by following the process set forth below.

A project may appeal if:

- The panel awards no funding
- The panel awards only partial funding

If the project was submitted by a collaboration of agencies, only one joint appeal may be made.

Appeals may be made only on the following bases:

- Inaccuracy in information provided to the panel (by entities other than the applicant) resulting in a reduced score
- A failure of the panel as a whole, or individual panel members, to follow the review and rank process resulting in a reduced score
- A review of scoring shows an inconsistency in the way the scoring factor(s) was/were applied

Appeals based on policy considerations, funding priorities, or other subjective criteria will not be considered and are not eligible.

Any Project Applicant seeking to appeal must adhere to the included timeline. Failure to meet a deadline in the timeline voids the Project Applicant’s appeal. This notice must be sent via email at an address included in the NOFA and must include:

- A statement as to why the project is eligible to appeal.
- The basis for the appeal.
- A brief statement of the facts upon which the Project Applicant bases its appeal. These facts need not be complete, but must give the facilitator a sufficient understanding for the basis of the appeal.