

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

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April 10, 2017

**MEMORANDUM FOR: ALL POTENTIAL APPLICANTS**

**FROM:** Laura A. Whittall-Scherfee, Deputy Director  
Division of Financial Assistance

**SUBJECT: Notice of Funding Availability - \$6.2 Million Technical Assistance Grants for No Place Like Home Program**

The Department of Housing and Community Development (HCD) is pleased to announce the availability of approximately \$6.2 million in funding for Technical Assistance (TA) Grants for the No Place Like Home (NPLH) Program. The NPLH Program provides loans and grants to counties investing in permanent supportive housing for persons who are in need of mental health services and are experiencing homelessness, chronic homelessness, or are at risk-of chronic homelessness within their jurisdiction. The amount of the TA Grant awards will vary by county, based on population. Counties must apply for funds by the application deadline of September 30, 2017, to qualify for a grant.

A complete original application must be submitted no later than **5:00 p.m. Pacific Standard Time on September 30, 2017**, delivered by private courier or U.S. Mail.

The NPLH TA Grant application form and guidelines are posted on the [HCD](http://www.hcd.ca.gov) website. Questions may be directed to the NPLH Program at (916) 263-2771 or via email to [NPLH@hcd.ca.gov](mailto:NPLH@hcd.ca.gov). Additional program information may be obtained on the NPLH website at <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>.

Attachment

# 2017 NOTICE OF FUNDING AVAILABILITY

## NO PLACE LIKE HOME PROGRAM TECHNICAL ASSISTANCE GRANTS



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

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

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

2020 West El Camino Avenue, Suite 500, Sacramento, CA 95833  
Telephone: (916) 263-2771

Website: <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>

April 10, 2017

# **2017 NOTICE OF FUNDING AVAILABILITY (NOFA) NO PLACE LIKE HOME PROGRAM TECHNICAL ASSISTANCE GRANTS**

## **INTRODUCTION**

On July 1, 2016, Governor Brown signed legislation<sup>1</sup> enacting the No Place Like Home (NPLH) Program to dedicate \$2 billion in bond proceeds for the development of permanent supportive housing for persons who are in need of mental health services and are experiencing homelessness, chronic homelessness, or are at-risk of chronic homelessness. Welfare and Institutions Code Section 5849.10 appropriates \$6.2 million from the Mental Health Services Fund to provide technical assistance to counties related to the NPLH Program.

## **FUNDING AVAILABLE**

The Department of Housing and Community Development (HCD) is announcing the availability of approximately \$6.2 million in funding for Application Preparation and Technical Assistance Grants (TA Grants) for the NPLH Program. Funding is made available from the Mental Health Services Fund pursuant to an appropriation provided by subsection (a) of Section 5849.10 of the Welfare and Institutions Code.

## **PROGRAM SUMMARY**

NPLH Program TA Grants will be awarded to counties<sup>2</sup> to fund eligible activities that support the planning, design and implementation of Coordinated Entry Systems, permanent supportive housing and the accompanying supportive services for individuals suffering from serious mental illness. Additional information on eligible activities and other requirements is contained in the NPLH Program Technical Assistance Guidelines that are available on the HCD webpage at <http://www.hcd.ca.gov/grants-funding/active-funding/nplh.shtml>.

## **TECHNICAL ASSISTANCE GRANT AMOUNTS**

Upon submission of an application (on the HCD form provided) and approval by HCD, HCD shall award funds in the form of a grant as follows:

- \$150,000 to the County of Los Angeles and to large counties (population greater than 750,000);
- \$100,000 to medium counties (population between 200,000 to 750,000); and
- \$75,000 to small counties (population less than 200,000).

<sup>1</sup> AB 1618, Chapter 43, Statutes of 2016, effective July 1, 2016, as amended by AB 1628, Chapter 322, Statutes of 2016, effective September 13, 2016.

<sup>2</sup> The definition of county includes a city and a county, and a city receiving funds pursuant to Section 5701.5 of the Welfare and Institutions Code.

## **APPLICATION SUBMISSION REQUIREMENTS**

Applications will be accepted beginning the first business day following release of this NOFA and must be received by HCD no later than **5:00 p.m. on September 30, 2017**. HCD will only accept applications through a postal carrier service such as U.S. Postal Service, UPS, Fed Ex or other carrier services that provide date stamp verification confirming delivery to HCD's office. Please contact HCD if delivery is not completed by fault of the private courier/U.S. Mail.

**Personal deliveries are not accepted.** The delivery address is:

Department of Housing & Community Development  
Division of Financial Assistance  
No Place Like Home Program  
2020 West El Camino Avenue, Suite 500  
Sacramento, CA 95833

Applications that do not meet the filing deadline will not be eligible for funding. Applications must be on the HCD form provided and cannot be altered or modified by the Applicant.

## **THRESHOLD REQUIREMENTS**

All applications must meet the following threshold requirements:

- Completed and signed original application.
- Resolution from the governing body of the jurisdiction (typically the County Board of Supervisors), with specific permission to apply for and receive NPLH Program Technical Assistance Grant funds. For a sample Resolution, see Attachment A.

## **APPLICANT NOTIFICATION**

Applicants will be notified within 30 days of HCD's receipt of their application regarding the status of the application and any additional information required.

## **AWARD LETTER AND STANDARD AGREEMENT**

Successful applicants will receive an Award Letter from HCD and will be awarded funds through the Standard Agreement process that will specify, among other things, the amount of funds granted, timeline for expenditure of funds, and the approved use of funds. Expenditure report dates and other requirements will also be identified in the NPLH Program TA Grant Award Standard Agreement.

# Attachment A

## SAMPLE RESOLUTION

### RESOLUTION NO. 2017-XX

#### A RESOLUTION OF THE COUNTY BOARD OF SUPERVISORS OF [COUNTY NAME]

#### AUTHORIZING APPLICATION FOR, AND RECEIPT OF, NO PLACE LIKE HOME PROGRAM TECHNICAL ASSISTANCE GRANT FUNDS

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated April 10, 2017 (NOFA), for its No Place Like Home (NPLH) Program Technical Assistance Grants; and

WHEREAS, the County of \_\_\_\_\_ (County) desires to submit a project application for the NPLH Program and will submit a 2017 Technical Assistance Grant Application as described in the NPLH Program Technical Assistance Grants NOFA and NPLH Program Technical Assistance Grant Guidelines released by the Department for the NPLH Program; and

WHEREAS, the Department is authorized to provide up to \$6.2 million from the Mental Health Services Act Fund for technical assistance and application preparation assistance to Counties (as described in Welfare and Institutions Code §5849.10) related to the NPLH Program.

NOW, THEREFORE, THE COUNTY OF \_\_\_\_\_ RESOLVES AS FOLLOWS:

SECTION 1. The County is hereby authorized and directed to apply for and submit to the Department the 2017 NPLH Program Technical Assistance Grant Application released April 10, 2017 in the amount of \$\_\_\_\_\_.

SECTION 2. In connection with the NPLH Program Technical Assistance Grant, if the application is approved by the Department, the County is authorized to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) for the amount of \$\_\_\_\_\_, and any and all other documents required or deemed necessary or appropriate to evidence and secure the NPLH Program Technical Assistance Grant, the County's obligations related thereto, and all amendments thereto (collectively, the "NPLH Technical Assistance Grant Documents").

SECTION 3. The County shall be subject to the terms and conditions as specified in the Standard Agreement, the NPLH Program Technical Assistance Guidelines, the NPLH statute (Welfare and Institutions Code §5849.1 et. Seq.), and any applicable NPLH Program guidelines published by the Department. Funds are to be used for allowable project expenditures as

specifically identified in the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application will be enforceable through the executed Standard Agreement. The County hereby agrees to use the funds for eligible uses in the manner presented in the application as approved by the Department and in accordance with the NPLH Program Technical Assistance Grant NOFA, the NPLH Program Technical Assistance Guidelines, and 2017 NPLH Program Technical Assistance Grant Application.

SECTION 4. The County Executive or designee is authorized and directed to execute the County of \_\_\_\_\_ NPLH Program Technical Assistance Grant Application, the NPLH Program Technical Assistance Grant Documents, and any amendments thereto, on behalf of the County as required by the Department for receipt of the NPLH Program Technical Assistance Grant.

ADOPTED \_\_\_\_\_, 2017, by the County Board of Supervisors of the County of \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
County Executive

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Attorney

**NO PLACE LIKE HOME PROGRAM**  
**2017 TECHNICAL ASSISTANCE GRANT GUIDELINES**



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

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

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

**Laura Whittall-Scherfee, Deputy Director**  
**Division of Financial Assistance**

2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833  
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April 10, 2017

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## **Section 100. Purpose and Scope**

- (a) The No Place Like Home (NPLH) Program was established by Part 3.9 of Division 5 of the Welfare and Institutions Code (commencing with Section 5849.1) enacted in 2016.
- (b) The purpose of the NPLH Program is to provide financing for acquisition, design, construction, rehabilitation and preservation costs, and to capitalize operating reserves for permanent supportive housing for individuals living with a serious mental illness who are homeless, chronically homeless, or at-risk of chronic homelessness.
- (c) The purpose of these Technical Assistance Guidelines (Guidelines) is to implement and interpret the technical assistance component of the NPLH Program. Section 5849.10 authorizes the Department of Housing and Community Development (Department) to establish terms, conditions and procedures for awarding funds for technical and application preparation assistance to Counties.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Sections 5849.7, 5849.10, Welfare and Institutions Code.

## **Section 101. Definitions**

All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meaning of terms ascribed in Part 3.9 of Division 5 of the Welfare and Institutions Code (commencing with Welfare and Institutions Code Section 5849.1).

- (a) "Applicant" means a County.
- (b) "Chronically Homeless" has the same meaning as defined in 24 Code of Federal Regulations (CFR) 578.3, as that section read on May 1, 2016, as follows:
  - (1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
    - (A) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
    - (B) Has been homeless and living as described in paragraph (1) (A) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1) (A). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

- (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
  - (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
- (c) “County” or “Counties” includes, but is not limited to, a city and county, and a city receiving funds pursuant to Section 5701.5 of Welfare and Institutions Code.
- (d) “At-Risk of Chronic Homelessness” includes, but is not limited to, persons who are at high-risk of long-term or intermittent homelessness, including persons with mental illness exiting institutionalized settings, including, but not limited to, jail and mental health facilities who were homeless prior to admission, transition age youth experiencing homelessness or with significant barriers to housing stability, and others.
- (e) “Homeless” has the same meaning as defined in 24 CFR 578.3, as that section read on May 1, 2016, including, but not limited to:
- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - (A) An individual or family with a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground,
    - (B) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals), or
    - (C) An individual who is exiting an institution where he or she resided for 90 days or less, and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
  - (2) An individual or family who will imminently lose their primary nighttime residence provided that:
    - (A) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance,
    - (B) No subsequent residence has been identified, and

(C) The individual or family lacks the resources or support networks, such as family, friends, faith-based or other social networks, needed to obtain other permanent housing,

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(A) Are defined as homeless under Section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), Section 637 of the Head Start Act (42 U.S.C. 9832), Section 41403 of the Violence Against Women Act of 1994 (U.S.C. 14043e-2), Section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), Section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), Section 17(b) of the Child Nutrition Act of 1966 (42 USC 1786 (b)), or Section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a),

(B) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance,

(C) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance, and

(D) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment, or

(4) Any individual or family who:

(A) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence,

(B) Has no other residence, and

(C) Lacks the resources or support networks, such as family, friends, and faith-based or other social networks, to obtain other permanent housing.

(f) "Continuum of Care" has the same meaning as defined in 24 CFR Section 578.3, that is, the group organized to carry out the responsibilities under 24 CFR Part 578, and that is composed of representatives of organizations, including nonprofit homeless providers, victim service providers, faith-based organizations,

governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

- (g) “Coordinated Entry System” means a centralized or coordinated process developed pursuant to 24 CFR Section 578.7(a)(8), as that section read on May 1, 2016, designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.<sup>1</sup>
- (h) “Department” means the Department of Housing and Community Development.
- (i) “County Homeless Plan” means a county plan to combat homelessness, which includes a description of homelessness countywide, any special challenges or barriers to serving the Target Population, county resources applied to address the issue, available community-based resources, an outline of partners and collaborations, and proposed solutions.
- (j) “Housing First” is an evidence-based model that uses housing as a tool, rather than a reward, for recovery, and centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed, and requested, on a voluntary basis and do not make housing contingent on participation in services or programs.
- (k) “Permanent Supportive Housing” has the same meaning as “supportive housing,” as defined in Section 50675.14 of the Health and Safety Code, except that permanent supportive housing shall include associated facilities if used to provide services to housing residents.
- (l) “Serious Mental Disorder” has the same definition as in Welfare and Institutions Code Section 5600.3 which provides, *in part*, that a serious mental disorder is “severe in degree and persistent in duration, which may cause behavioral functioning which interferes substantially with the primary activities of daily living, and which may result in an inability to maintain stable adjustment and independent functioning without treatment, support, and rehabilitation for a long or indefinite period of time. Serious mental disorders include, but are not limited to, schizophrenia, bipolar disorder, post-traumatic stress disorder, as well as major affective disorders or other severely disabling mental disorders. This section shall not be construed to exclude persons with serious mental disorder and a diagnosis of substance abuse, developmental disability, or other physical or mental disorder.”<sup>2</sup>

<sup>1</sup> For more information, see [HUD's Coordinated Entry Policy Brief](#).

<sup>2</sup> The full definition is contained in subdivision (b) of Section 5600.3 of the Welfare and Institutions Code.

- (m) “Seriously Emotionally Disturbed Children or Adolescents” has the same definition as in Welfare and Institutions Code Section 5600.3(a)(1), which provides, *in part*, that Seriously Emotionally Disturbed Children or Adolescents means “minors under the age of 18 years who have a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a primary substance use disorder or developmental disorder, which results in behavior inappropriate to the child's age according to expected developmental norms.”<sup>3</sup>
- (n) “Target Population” means individuals or households that include one or more individuals described in Welfare and Institutions Code Section 5600.3 (including, but not limited to “Seriously Emotionally Disturbed Children or Adolescents” and adults or older adults who have a “Serious Mental Disorder”) who are homeless, chronically homeless, or at risk of chronic homelessness.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Sections 5849.2, 5849.10, Welfare and Institutions Code.

### **Section 102. Technical Assistance Grant Amounts**

- (a) Upon application by a County, the Department shall award funds in the form of a grant as follows:
- (1) \$150,000 to the County of Los Angeles and to large counties (population greater than 750,000),
  - (2) \$100,000 to medium counties (population between 200,000 to 750,000), and
  - (3) \$75,000 to small counties (population less than 200,000).

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Section 5849.10(c), 5849.6, Welfare and Institutions Code.

### **Section 103. Eligible Uses of Funds**

- (a) Eligible uses of NPLH technical assistance grant funds include costs associated with the planning, design, application for, and implementation of, an NPLH project. Eligible uses include:
- (1) Assistance in applying for NPLH Program funds,
  - (2) Assistance in implementing NPLH Program activities, including the development of permanent supportive housing that uses Housing First principles for the Target Population,
  - (3) Assistance in coordinating funded activities with local homelessness systems, including Coordinated Entry Systems,

<sup>3</sup> The full definition is contained in paragraph (1) of subdivision (a) of Section 5600.3 of the Welfare and Institutions Code.

- (4) Assistance in collecting data, sharing data amongst multiple systems, evaluating program activities, sharing data among multiple systems, and implementing regulatory and homelessness systems, and
  - (5) Assistance in planning for delivering a range of supportive services to tenants.
- (b) A county may subcontract for eligible technical assistance activities or provide them directly. A county may also coordinate or collaborate in their use of technical assistance grant funds. The following activities are examples of how NPLH technical assistance grant funds may be used; to:
- (1) Promote evidence-based service delivery, including soliciting consumer feedback,
  - (2) Develop or implement community acceptance strategies,
  - (3) Hire staff or consultants to assist with:
    - (A) Identifying potential sites,
    - (B) Developing a process to identify potential developers, or development sponsors,
    - (C) Monitoring activities of developers or development sponsors to ensure adherence with NPLH Program requirements,
    - (D) Brokering relationships and coordinating activities between parties involved in providing housing and/or services to members of the Target Population, including but not limited to, the county, affordable housing developers and/or housing authorities, service providers, and local Coordinated Entry Systems, and
    - (E) Identifying and applying for additional resources for capital, supportive services, and operating costs.
  - (4) Coordinate and partner with other county and community providers (e.g., social services, healthcare, education, homeless providers) to increase understanding of the intersections and overlapping needs of these sectors' shared clientele,
  - (5) Coordinate and communicate with the Department, the Department of Health Care Services, and other State agencies to support learning, identification of additional training and other technical assistance needs, regional collaboration,
  - (6) Implement other capacity-building activities related to creating housing models suitable for the Target Population; and
  - (7) Develop or update a county homeless plan.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Sections 5849.10(b), Welfare and Institutions Code.

## **Section 104. Expenditure Deadline**

- (a) NPLH technical assistance grant funds not expended by September 30, 2020, shall be used to augment the Department's contracts (if any) for expert technical assistance and application preparation assistance to counties, as described in Section 105 below.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Section 5849.10(d), 5849.10(e), Welfare and Institutions Code.

## **Section 105. Department Provided Technical Assistance**

- (a) After awarding NPLH technical assistance grant funds to counties, the Department may use any remaining funds and funds not expended by a county by September 30, 2020, for technical assistance and NPLH application assistance for Counties. Technical assistance provided by the Department may include (but is not limited to) activities such as:
- (1) Assisting counties to create or enhance developer capacity to build Permanent Supportive Housing for the Target Population,
  - (2) Assessing technical assistance and training needs of counties to build staff expertise and support county capacity to work effectively with housing developers and other supportive service providers,
  - (3) Providing cross-training opportunities between housing, behavioral health and other county provider agencies to enhance understanding and cooperation,
  - (4) Contracting with housing providers who offer training to behavioral health providers on:
    - (A) Fair housing law,
    - (B) Reasonable accommodation requirements,
    - (C) Housing admission, lease and violation policies, and
    - (D) Understanding of various housing models, practices, and trends being successfully implemented with behavioral health clients.
  - (5) Funding programs that support the creation and operation of housing for the Target Population,
  - (6) Contracting with behavioral health providers that offer training to assist housing staff with:
    - (A) Trauma informed care,
    - (B) Achieving a basic understanding of mental illness and substance use disorders,

- (C) Identifying early signs of self-neglect, depression, anxiety or substance abuse among residents,
  - (D) Addressing and averting crisis situations,
  - (E) Creating a recovery-oriented environment,
  - (F) Approaching residents and guiding them to appropriate services, and
  - (G) Responding to mental health or substance use emergencies.
- (7) Understanding the unique procedures and protocols being pursued in their particular Counties,
  - (8) Assisting in creating or strengthening Continuums of Care,
  - (9) Providing training and capacity-building support to Counties, regions, or Continuums of Care on appropriate services promoting housing stability,
  - (10) Assisting in creating a data warehouse that links Continuum of Care and Coordinated Entry System data, with the goal of providing the State more accurate data on the needs of homeless residents of California, and/or
  - (11) Coordinating NPLH funding with other local, federal and state funding sources for capital, services, and operations to streamline the development and effective operation of Permanent Supportive Housing.

NOTE: Authority cited: Section 5849.5, 5849.10(e), Welfare and Institutions Code.  
Reference cited: Sections 5849.10(d), 5849.10(e) Welfare and Institutions Code.

### **Section 106. Application Process**

- (a) The Department shall issue a Notice of Funding Availability for NPLH technical assistance grant funds.
- (b) Applications shall be made on forms made available by the Department.
- (c) The Application form must be accompanied by a resolution from the Applicant County approving the application and receipt of funds.
- (d) The Department shall evaluate applications for compliance with the threshold requirements listed in Section 107 below prior to awarding funds.
- (e) Prior to awarding funds, Applicants shall submit additional information, documents, instruments, and certifications as deemed necessary by the Department.
- (f) The Department will only accept individual applications from a county. Joint county applications will not be accepted.



NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Section 5849.10(c), Welfare and Institutions Code.

### **Section 107. Threshold Requirements**

- (a) To be awarded NPLH technical assistance grant funds, Applicants must meet the following threshold requirements:
- (1) Submittal of a completed and signed Department form application for NPLH technical assistance grant funds,
  - (2) Submittal of a resolution authorizing the Applicant to apply and accept NPLH technical assistance grant funds, and
  - (3) All proposed uses of the NPLH technical assistance grant funds must be eligible pursuant to Section 103.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Section 5849.10(c), Welfare and Institutions Code.

### **Section 108. Legal Documents**

- (a) Upon the award of NPLH technical assistance grant funds, the Department shall enter into a Standard Agreement with the Applicant constituting commitment of funds. This contract shall require the parties to comply with the requirements and provisions of these Technical Assistance Guidelines as well as generally applicable contracting rules and requirements. The Standard Agreement shall encumber the NPLH technical assistance grant funds.
- (b) The Standard Agreement shall contain, but not be limited to, the following items:
- (1) A description of the geographic area served,
  - (2) A description of the technical and application preparation assistance that is to be funded by the NPLH technical assistance grant,
  - (3) Provisions governing the amount, term and conditions of the NPLH technical assistance grant,
  - (4) The process by which the Applicant must request payment,
  - (5) Requirements for reporting program activities as described in Section 109 below,
  - (6) Timeframes for the performance of eligible activities,
  - (7) Remedies available to the Department in the event of a violation, breach or default of the Standard Agreement,
  - (8) Special conditions (if any) imposed as part of the Department approval of the technical assistance grant,

(9) Terms and conditions required by federal or State law, and

(10) Other provisions necessary to ensure compliance with the requirements of the NPLH Program.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code. Reference cited: Section 5849.10, Welfare and Institutions Code.

### **Section 109. Reporting Requirements**

(a) During the term of the Standard Agreement and according to the annual deadline identified in the Standard Agreement, the Applicant shall submit an annual expenditure report regarding the use of NPLH technical assistance grant funds. This report shall contain a detailed report on the amount of funds used for what eligible purpose.

(b) At any time during the term of the Standard Agreement, the Department may perform or cause to be performed a financial audit. At the Department's request, the Applicant shall provide, at its own expense, a financial audit prepared by a certified public accountant.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code: Reference cited: Section 5849.10, Welfare and Institutions Code.

### **Section 110. Defaults and Cancellations**

(a) In the event of a breach or violation by the Applicant of any of the provisions in the Standard Agreement, the Department may give written notice to the Applicant to cure the breach or violation within a period of not less than 15 days. If the breach or violation is not cured to the satisfaction of the Department within the specified time period, the Department, at its option, may declare a default under the Standard Agreement and may seek legal remedies for the default including the following:

(1) The Department may seek, in a court of competent jurisdiction, an order for specific performance of the defaulted obligation or the appointment of a receiver to complete the technical assistance in accordance with the NPLH Program requirements.

(2) The Department may seek such other remedies as may be available under the relevant agreement or any law.

(b) Funding commitments and Standard Agreements may be canceled if the Applicant does not expend the awarded technical assistance grant funds by September 30, 2020.

(1) Upon receipt of the notice of grant cancellation from the Department, the Applicant shall have the right to appeal to the Director of the Department.

NOTE: Authority cited: Section 5849.5, Welfare and Institutions Code: Reference cited: Section 5849.10, Welfare and Institutions Code.

**NO PLACE LIKE HOME (NPLH) PROGRAM  
2017 TECHNICAL ASSISTANCE GRANT  
APPLICATION**



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

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

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

April 10, 2017

County: County of El Dorado

### A. APPLICANT INFORMATION

*The Applicant is the County. Please enter the following required information.*

Applicant (County) Name:	County of El Dorado				
Mailing Address:	3057 Briw Rd, Ste B				
City:	Placerville	State:	CA	Zip:	95667
County:	El Dorado				
Website:	<a href="http://www.edcgov.us">www.edcgov.us</a>				
Authorized Representative Name:	Patricia Charles-Heathers, Ph.D				
Authorized Representative Title:	Director, Health and Human Services				
Phone:	530-621-6270		Fax:	530-663-8498	
Email:	<a href="mailto:patricia.charels-heathers@edcgov.us">patricia.charels-heathers@edcgov.us</a>				
Contact Person Name:	Jason Stalder				
Contact Person Title:	Department Analyst II				
Phone:	530-642-7331		Fax:	530-653-2229	
Email:	<a href="mailto:jason.stalder@edcgov.us">jason.stalder@edcgov.us</a>				

### B. CERTIFICATION

*Please print, sign and submit the original application to the Department.*

As the official designated by the Governing Body, I hereby certify that if approved by the Department for funding, I assume the responsibilities specified in the NPLH Program Technical Assistance Notice of Funding Availability and Technical Assistance Program Guidelines and that the information and attachments contained in this application are, to the best of my knowledge and belief, true and correct.

Signature:

Name:

Title:

Date:

Patricia Charles-Heathers, Ph.D.
Director, Health and Human Services Agency

### C. TECHNICAL ASSISTANCE FUNDS

*Technical assistance funds are made available to each county based on population size. Please select the appropriate box.*

HCD shall provide funds to a  county as follows:

- \$150,000 to the County of Los Angeles and to large counties (population greater than 750,000)
- \$100,000 to medium counties (population between 200,000 to 750,000)
- \$75,000 to small counties (population less than 200,000)

#### D. ELIGIBLE USE OF FUNDS

Select the proposed eligible use of funds below. Please select all that apply:

Eligible use of technical assistance funds includes, but is not limited to, funding activities to support assistance around the performance of the following activities:

- Applying for NPLH program funds
  - Implementing NPLH activities
  - Coordinating NPLH funded activities with local homelessness systems, including Coordinating Entry Systems
  - Collecting NPLH data, sharing data amongst multiple systems, evaluating program activities, and meeting other NPLH program requirements related to these systems
  - Implementing other capacity-building activities related to creating permanent supportive housing models suitable for the Target Population
  - Delivering a range of supportive services to tenants
  - Developing or updating a county homeless plan
  - Other: (Please list -- see examples below)
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#### E. OTHER ELIGIBLE USE OF FUNDS

Other eligible use of funds may include, but is not limited to, the following: <sup>1</sup>

- A. Hiring staff or consultants to assist with:
  - 1. identifying potential site for permanent supportive housing,
  - 2. developing a process to identify potential developers,
  - 3. monitoring activities of developers to ensure adherence with NPLH Program requirements,
  - 4. brokering relationships between the county and affordable housing developers and/or housing authorities, and
  - 5. identifying and applying for additional resources for capital, supportive services, and operating costs.
- B. Coordinating and partnering with other county and community providers (e.g. social services, healthcare, education, and homeless providers and law enforcement entities) to increase understanding of the intersections and overlapping needs of these sectors' shared homeless clientele
- C. Coordinating and communicating with HCD, Department Health Care Services, and other state agencies to support learning, identification of additional training and technical assistance needs and regional collaboration
- D. Developing a homeless plan

<sup>1</sup>Additional information is available in the NPLH Program TA Grant Guidelines.

County: County of El Dorado

## F. APPLICATION REQUIREMENTS

All applicants must submit one complete and signed original hard copy of this application with a signed Resolution. Applications transmitted by facsimile will not be accepted. Applications will be accepted by the Department until 5:00 p.m. on September 30, 2017 as specified in the Notice of Funding Availability.

## G. THRESHOLD REQUIREMENTS

*All applications must meet the following threshold requirements:*

- Completed and signed original application
- Resolution signed by the Governing Body authorizing Applicant to apply for and accept NPLH Program Technical Assistance Grant funds

## H. LEGISLATIVE INFORMATION

*Applicants must complete the following Legislative Information.*

District Number	Assembly:	5th
	Senate:	1st
	Congress:	4th

## I. CHECKLIST

*Applicants may utilize the following checklist to ensure that all requirements are met with the submission of the application.*

- Completed and signed original application
- Applicant's Information
- Legislative Information
- Resolution signed by Governing Body