



State of California  
**BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY**



**California  
Interagency Council  
on Homelessness**

# **FAMILY HOMELESSNESS CHALLENGE GRANT, ROUND 1 (FHC-1)**

## **REQUEST FOR APPLICATIONS (RFA)**

March 1, 2022

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# California Interagency Council on Homelessness (Cal ICH) Family Homelessness Challenge Grant, Round 1 (FHC-1) Request For Applications (RFA)

## I. GRANT OVERVIEW

### A. Background

The California Interagency Council on Homelessness (Cal ICH) was created in 2017 to oversee the implementation of Housing First policies, guidelines, and regulations to reduce the prevalence and duration of homelessness in California. The Council's mission is to develop policies and to identify and coordinate resources, benefits, and services to prevent and work toward ending homelessness in California.

### B. Authority

Under Chapter 8 of Part 1 of Division 31 of the California Health and Safety Code (sections 50255 et seq.), the Family Homelessness Challenge Grant (FHC-1) was established for the purpose of providing one-time grants and technical assistance to local jurisdictions and continuums of care to address and end family homelessness.

### C. Eligible Applicants

- Local Jurisdiction – means a city, including a charter city, a county, including a charter county, or a city and county, including a charter city and county.
- Continuum of Care – as defined in Section 578.3 of Title 24 of the Code of Federal Regulations.

### D. Eligible Population to Serve

- FHC-1 funds may only be used for proposals serving **family households with dependent minors** that are experiencing **homelessness**.
  - Family households with dependent minors may include but is not limited to pregnant parents, parenting youth, households engaged in reunification and/or child welfare services.
  - Homeless is defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on May 1, 2018.<sup>1</sup>

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<sup>1</sup> Available at <https://www.law.cornell.edu/cfr/text/24/578.3>

E. Available Funds for This Round

\$30 million will be distributed across a minimum of two rounds of funding. This RFA is for Round 1 of funds totaling \$15 million (FHC-1). Awards for FHC-1 will be determined through this competitive RFA process.

F. Subsequent Rounds of Funding

Grantees that are awarded Round 1 funds, remain in compliance with FHC-1 requirements and demonstrate reasonable, sufficient progress toward their self-identified, prioritized objective may apply for the second round of grant funding (FHC-2). **Only FHC-1 grantees are eligible to compete for FHC-2.**

G. Shared Objective of These Funds

1. *FHC-1 Objective*

Cal ICH will fund **innovative** applications that accelerate efforts by local jurisdictions and continuums of care to address and end family homelessness by making families' experiences of homelessness **rare, brief, and one-time**.<sup>2</sup>

- **Rare:** Prevented whenever possible<sup>3</sup>
- **Brief:** Ended quickly whenever it does occur through a focus on Housing First approaches and housing outcomes
- **One-time:** Ended successfully the first time

An **innovative** proposal complements, augments, or strengthens a community's efforts to address and end family homelessness. Innovative is relative to a community's existing efforts (if any); it does not necessarily mean a paradigm shift. For example, to reduce the length of time a household remains homeless and lessen potential returns to homelessness, a community may seek to augment existing housing navigation efforts specifically for family households with dependent minors.

2. *Self-Identified, Prioritized Objective*

**Applicants shall present an innovative proposal that includes a self-identified prioritized objective that aligns with the FHC-1 objective (i.e., rare, brief, and / or one-time). For example, one proposal may focus on making an **impact** on "rare" and "brief" whereas another proposal focuses primarily on "one-time." Proposals will be scored on the **likelihood of making a strong impact upon their self-identified, prioritized objective.****

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<sup>2</sup> In alignment with Cal ICH's *Action Plan for Preventing and Ending Homelessness in California* available at [https://bcsh.ca.gov/calich/documents/action\\_plan.pdf](https://bcsh.ca.gov/calich/documents/action_plan.pdf)

<sup>3</sup> See [Eligible Population](#)

H. Key Dates

Round of Funding	Event	Party	Date
FHC-1	RFA Release Date	Cal ICH	3/1/22
FHC-1	Submit Questions for Conference	Applicant	3/11/22
FHC-1	Applicants Conference #1	Cal ICH	3/18/22
FHC-1	Applicants Conference #2	Cal ICH	3/18/22
FHC-1	FAQ Posted to Website	Cal ICH	3/31/22
FHC-1	Application Submission Deadline	Applicant	4/30/22
FHC-1	Application Scoring and Ranking	Cal ICH	May/June '22
FHC-1	Notice of Intent to Award	Cal ICH	6/29/22
FHC-1	Deadline to Spend $\geq$ 50%	Applicant	6/30/24
FHC-1&2	Deadline to Spend All Funds	Applicant	6/30/26

1. *Applicant Conference*

There will be two FHC Applicant Conferences on March 18, 2022. Applicants can choose to attend the first conference at 10:00 am or the second conference at 1:00 pm. These conferences will last an hour each and are for informational purposes only; attendance is not mandatory. Please email all questions to [hhap@bcsh.ca.gov](mailto:hhap@bcsh.ca.gov) with subject line: Family Homelessness Challenge Grant (or FHC-1) by 5pm March 11, 2022. Registration details are below.

Conference Agenda:

- Welcome and Introduction
- RFA Overview
- Answer questions submitted to Cal ICH
- Live questions (as time permits)

Register before March 18, 2022, for the session you would like to attend by clicking the links below.

Session 1: March 18, 2022 @ 10:00 AM Pacific Time (US and Canada)

Register in advance for this webinar:

[https://us06web.zoom.us/webinar/register/WN\\_I4HiFaUCQpmo4gIF8HxgLQ](https://us06web.zoom.us/webinar/register/WN_I4HiFaUCQpmo4gIF8HxgLQ)

Session 2: March 18, 2022 @ 01:00 PM Pacific Time (US and Canada)

Register in advance for this webinar:

[https://us06web.zoom.us/webinar/register/WN\\_PHh396YdT0i3afURkK3cRw](https://us06web.zoom.us/webinar/register/WN_PHh396YdT0i3afURkK3cRw)

## II. REQUIRED ELEMENTS AND PERSUASIVE FACTORS

### A. Required Elements

- Awarded applicants shall only serve eligible populations with FHC-1 funds.
- Awarded applicants shall comply with the principles of Housing First as defined in Welfare and Institutions Code section 8255.
- Awarded applicants shall provide data elements, including, but not limited to, health information, in a manner consistent with state and federal law, to their local Homeless Management Information System, for tracking in the statewide Homeless Data Integration System.
- Cal ICH will only fund proposals that offer promise for being scaled and replicated to support statewide efforts to address and end family homelessness.
- Cal ICH shall give preference to applications that promote rapid innovation, accelerate nascent programs, expand promising practices, and meet new demands and conditions for solutions targeted towards ending family homelessness.
- Cal ICH shall prioritize applications that demonstrate cross-systems collaboration, multifunder initiatives, and innovative efforts that coordinate across funding streams and systems. More specifically, proposals shall leverage other resources and / or funds.

### B. Persuasive Factors

- In alignment with the FHC-1's objective, a community's prioritized objective should guide their entire proposal.
- Proposals should incorporate equity into all aspects of design.
- Proposals should be [innovative](#).
- Applications should clearly distinguish between their community's existing efforts to prevent and end family homelessness and this specific proposal.
- To the extent feasible or appropriate, proposals should clearly state what specific sources of information or (lack thereof) were / will be relied upon to inform decisions. This may include fidelity to best practices or a justified departure, data-informed decision making, or identifying and attempting to cover a gap in research, programming, or funding.
- To the extent feasible or appropriate, Cal ICH will fund a range of applications that represent the diversity of communities across the state, including rural, urban, and suburban communities.

### III. ELIGIBLE USES

#### A. Eligible Uses

**Applicant’s prioritized objective and their proposed eligible uses must advance FHC-1’s objective.** Proposal design may include any combination of the following eleven eligible use categories:

Eligible Use Category	Non-Exhaustive List of Eligible Activities Applied to the <a href="#">Eligible Population</a>
Rapid Rehousing	Rapid rehousing, including housing identification, rental subsidies and incentives to landlords, such as security deposits and holding fees for eligible families, housing search assistance, rapid re-housing case management and services.
Operating Subsidies	Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
Street Outreach	Street outreach to assist eligible families to access crisis services, interim housing options, and permanent housing and services.
Services Coordination	Services coordination, which may include access to workforce, education, and training programs, or other services needed to improve and promote housing stability for eligible families, as well as direct case management services being provided to families.
Systems Support	Systems support for activities that improve, strengthen, augment, complement, and/or are necessary to create regional partnerships and a homeless services and housing delivery system that makes families’ experiences of homelessness rare, brief, and/or one-time.
Delivery Of Permanent Housing	Delivery of permanent housing and innovative housing solutions, such as unit conversions that are well suited for eligible families.
Prevention and Shelter Diversion	Prevention and shelter diversion to permanent housing, including flexible forms of financial assistance, problem solving assistance, and other services to prevent people

	from losing their housing and/or from needing to enter emergency shelter/interim housing or becoming unsheltered.
Interim Sheltering	Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing noncongregate shelters, and operations of existing navigation centers and shelters based on demonstrated need that are well suited for eligible families.
Improvements to Existing Emergency Shelters	Improvements to existing emergency shelters to lower barriers, increase privacy, better address the needs of eligible families, and improve outcomes and exits to permanent housing.
Residual	Any eligible use or activity that does not otherwise fit into one of the categories detailed above but that the proposal can clearly identify as beneficial to the objective of this program for the eligible population.
Administrative Costs	Administrative costs incurred by the city, county, continuum of care, to administer its program allocation. <b>Up to 5% of grant funds may be applied to administrative costs.</b>

B. Budgets

Applicants must use the standardized budget template available at [Box.com \(https://dca.box.com/s/cai334eapce7q1iooc8b1khzlhvs2qkm\)](https://dca.box.com/s/cai334eapce7q1iooc8b1khzlhvs2qkm). Where necessary, applicants may modify the budget template.

These budgets will be submitted through the [Cognito submission portal \(https://www.cognitofrms.com/CaliforniaInteragencyCouncilOnHomelessness/FamilyHomelessnessChallengeGrantRound1RFA\)](https://www.cognitofrms.com/CaliforniaInteragencyCouncilOnHomelessness/FamilyHomelessnessChallengeGrantRound1RFA).

- To encourage innovative practices, there is a “Residual” category that is constrained only by an applicant’s reasonable discretion of how the use or activity benefits the objective of this program.
- Cal ICH staff will not answer nor provide any pre-award guidance on the correct categorization for a specific or hypothetical eligible use.
- Applicants must demonstrate a reasonable, good faith effort to correctly categorize their proposals by the least unit of measurement. For example, if one larger proposal may fall within two or more eligible use categories, applicants should split up the line item so that Cal ICH staff can track and better understand proposal components.



- Any mis-categorization of an eligible use has no impact upon any other Cal ICH program. Cal ICH's silence does not mean an applicant's proposal is correctly categorized.

#### **IV. APPLICATION**

##### **A. Elements of a Complete Application**

In the manner described in the sections that follow:

- Work Plan (maximum of 20 pages excluding "Unscored, Required Questions")
- Cognito Form: Data Table
- Attachment #1: Budget
- Attachment #2: Staff Resumes or Duty Statements for Key Personnel
- Attachment #3: Two Letters of Support
- Attachment #4: Proof of Insurance Coverage
- Attachment #5: Signed Authorization Sheet
- Attachment #6: Completed Application Checklist

##### **B. Work Plan**

The Work Plan has seven scored parts and one unscored, required part that has two questions. A submitted **Work Plan** that deviates from the following requirements may be considered nonresponsive and may be disqualified from the evaluation:

- 20 page maximum, **double spaced**, typed, Word document that uses Arial 12-point font with 1-inch margins and standard spacing between letters. As indicated above, the unscored sections and attachments **do not** count towards the page limit.
- Uses the same section headers as this RFA (e.g., Part 6: Implementing the Proposal)
- Each prompt must be organized and answered separately.

1. *Part 1: Summary of Proposal*

- Describe your community's existing efforts to address and end family homelessness.
- What is the specific challenge or limitation within your community's existing efforts that you are seeking to address through this proposal?
- Provide a brief summary of your proposal *and* how it will innovatively address the challenge or limitation described above.<sup>4</sup>
- Why has your community not previously implemented activities aligned with this proposal?

2. *Part 2: Target Population*

FHC-1 funds must only support family households with dependent minors that are experiencing or are at imminent risk of experiencing homelessness. Within this eligible population, applicants may choose to identify a more specific target population. For example, considerations for selecting a more specific population may include addressing equity, providing culturally relevant and/or appropriate interventions, or service pathways of a sub-population as informed by local data. Targeting must not unlawfully discriminate based on any protected class.

- For these requested funds, what is your community's target, eligible population?
- Why was this target population selected?
- How will your community identify and reach households within this target population?

3. *Part 3: Self-Identified, Prioritized Objective*

FHC-1 will fund innovative applications that accelerate existing efforts by local jurisdictions and continuums of care to address and end family homelessness by making families' experiences of homelessness **rare**, **brief**, and **one-time**.

**Applicants shall present a proposal including a self-identified prioritized objective that aligns with the above objective.** For example, the premise of one applicant's proposal may focus on making an **impact** on "rare" and "brief" whereas another proposal focuses primarily on "one-time."

Of equal importance, Cal ICH is interested in better understanding how communities informed their actions.

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<sup>4</sup> Phrased differently, in alignment with the [shared objective of these funds](#), how does this proposal **complement** (i.e., completes something else or makes it better), **augment** (i.e., make greater, more numerous, larger) and / or **strengthen** (i.e., enhance) existing efforts?

- In alignment with the FHC-1 objective, what is this proposal's prioritized objective? (i.e., How will this proposal make the experience of homelessness **rare, brief** and / or **one-time** for the identified target population?)
- What *specific* information, data, and/or evidence did your community use in:
  - Determining the prioritized objective?
  - Informing the proposal's design?
  - Assessing the proposal's potential impact?

4. *Part 4: Self-Identified Progress Goal(s)*

Cal ICH requires all grantees to project and report on total persons served and total persons placed into permanent housing.

Communities **must** provide **at least one** self-identified progress goal to measure progress against their prioritized objective. For example, communities could set a goal around returns to homelessness and/or lengths of time homeless.

Applicants should take considerable care to be clear in their responses. This means that specific progress goals should be clearly associated with the prioritized objective.

- In one sentence, restate the prioritized objective.
- In relation to the prioritized objective, what is your community's self-identified progress goal(s)?
- What is the timeframe for this goal(s)?
- How was this goal(s) established? Answers should include benchmarks, projections, and other methodology considerations.
- How often and through what tools will this goal(s) be tracked?
- For this goal(s), what is the maximum length of time between service delivery and pulling *and* relying upon the underlying data?

5. *Part 5: Key Implementing Partners and Personnel*

- Identify key partners to implementation in the pursuit of the prioritized objective.
- Explain the current status of your organization's coordination with each of the listed key partners.

- What will each of the key partners contribute to the project (i.e., can be fiscal, personnel, expertise, network, etc.) and how will your community coordinate these resources to pursue the prioritized objective?
- How will your community coordinate data across key partners and systems to pursue the prioritized objective?
- Provide a list of all positions (both administrative and programmatic) which are integral to providing services under this proposal, including their title, a brief description of their duties, the approximate fulltime equivalent (FTE) of staffing for the proposal, and whether these positions are funded through FHC-1 and / or leveraged funds. Note, Attachment #2 contains the more detailed, underlying Staff Resumes or Duty Statements for Key Personnel whereas this part of the Work Plan seeks a high-level summary of personnel including the position's significance in implementing the proposal.

6. *Part 6: Implementing the Proposal*

- First, briefly describe the implementing unit or office within your organization that will administer FHC-1.
- Then, provide a brief summary of all proposed eligible uses.
- Finally, provide an in-depth account of:
  - Eligible uses and activities and associated dollar amounts. Applicants may combine eligible use categories when describing proposals to improve readability, however, these must be broken down in the line-item budget.
  - Whether these eligible uses and activities align with your community's existing planning documents.
  - How implementation of the eligible use and activities will impact the prioritized objective.

7. *Part 7: Proposal's Budget and Fiscal Strategy*

Applicants must use the standardized budget template available at [Box.com \(https://dca.box.com/s/cai334eapce7q1iooc8b1khzlhvs2qkm\)](https://dca.box.com/s/cai334eapce7q1iooc8b1khzlhvs2qkm). Where necessary, applicants may modify the budget template.

These budgets will be submitted through the [Cognito submission portal \(https://www.cognitofrms.com/CaliforniaInteragencyCouncilOnHomelessness/FamilyHomelessnessChallengeGrantRound1RFA\)](https://www.cognitofrms.com/CaliforniaInteragencyCouncilOnHomelessness/FamilyHomelessnessChallengeGrantRound1RFA).

- Complete the line-item budget in the provided budget template; submit through Cognito.
- In this Work Plan, explain how the award amount requested was determined for the size of the proposed project and number of people to be served.

- Explain how this project could be scaled if more or less than the requested funds are available.
- Describe how the proposal is an efficient use of public dollars for the intended activities and outcomes.
- Describe the strategies to ensure that 50% of allocated funds are expended by June 30, 2024, and 100% by June 30, 2026, as required in Health and Safety Code Section 50258.

8. *Unscored, Required Questions*<sup>5</sup>

a. Technical Assistance

Under Chapter 8 of Part 1 of Division 31 of the California Health and Safety Code (sections 50255 et seq.), the Family Homelessness Challenge Grant (FHC) was established for the purpose of providing one-time grants *and technical assistance* to local jurisdictions and continuums of care in order to address and end family homelessness. Therefore, Cal ICH seeks to better understand:

- How do you envision TA supporting this proposal's success?

b. FHC Round Two

Grantees that remain in compliance with FHC-1 requirements and demonstrate reasonable, sufficient progress towards their prioritized objectives may apply for the second round of grant funding (FHC-2). Note, only FHC-1 grantees are eligible to compete for FHC-2.

- If awarded additional funding through FHC-2, how do you project FHC-2 funding could extend or differ from FHC-1?

C. Cognito Form: Data Table

To be completed and submitted in Cognito, the submission portal.

(continued)

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<sup>5</sup> Not counted towards Work Plan's 20-page limit.

## Data Table

Information here should directly align with the Work Plan.

Proposed progress goal(s) for “rare”, “brief”, and / or “one-time”

Total amount of FHC-1 funds requested

Number of FTE to be funded by FHC-1

Projected, total persons served

by FHC-1 funds only

by FHC-1 funds AND leveraged funds

Projected, total households served

by FHC-1 funds only

by FHC-1 funds AND leveraged funds

Projected, total persons exited to permanent housing (see [Housing Destination Summary](#))

by FHC-1 funds only

by FHC-1 funds AND leveraged funds

Projected, total households exited to permanent housing (see [Housing Destination Summary](#))

by FHC-1 funds only

by FHC-1 funds AND leveraged funds

D. Attachment #1: Work Plan Budget

Applicants must use the standardized budget template available at [Box.com \(https://dca.box.com/s/cai334eapce7q1iooc8b1khzlhvs2qkm\)](https://dca.box.com/s/cai334eapce7q1iooc8b1khzlhvs2qkm). Where necessary, applicants may modify the budget template. For guidance on eligible uses and categorization, see [Eligible Uses](#).

E. Attachment #2: Staff Resumes or Duty Statements for Key Personnel

Include a resume or, if the position is currently vacant, a duty statement for all positions (both administrative and programmatic) which are integral to providing services under this proposal during the grant period.

F. Attachment #3: Two Letters of Support

- Each letter is limited to 2 pages, one-sided
- The letter's heading must clearly indicate the Eligible Applicant

G. Attachment #4: Proof of Insurance Coverage

Applicants must provide proof of insurance coverage. Coverage needs to be in force for the complete term of the Grant Agreement. If insurance expires during the term of the grant, applicants may be required to provide a new certificate to the State prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the grant.

In the event Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this Grant upon the occurrence of such event, subject to the provisions of this Grant.

Deductible – Grantee is responsible for any deductible or self-insured retention contained within their insurance program.

Primary Clause – Any required insurance contained in this grant shall be primary, and not excess or contributory, to any other insurance carried by the State.

Insurance Carrier Required Rating – All insurance companies must carry a rating acceptable to the Department of General Services Office of Risk and Insurance Management. If the Grantor is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

Inadequate Insurance – Inadequate or lack of insurance does not negate the grantee's obligations under the grant.

H. Attachment #5: Signed Authorization Sheet

**1. Eligible Applicant and Implementing Organization:**

Eligible Applicant: \_\_\_\_\_

Implementing Organization: \_\_\_\_\_

Specific unit or office within the implementing organization:

\_\_\_\_\_

Imp. Org's Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ ZIP Code \_\_\_\_\_

Imp. Org's Tax ID Number \_\_\_\_\_

**2. Project Director:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**3. Grant Administrator:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**4. Contact person for application, if different than Project Director:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

The Authorized Official certifies that, to the best of their knowledge and belief, the data in this application are true and correct. Additionally, the parties named above are authorized to apply on behalf of the Eligible Applicant.

**Eligible Applicant's Authorized Official**

Print \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



I. Attachment #6: Completed Application Checklist

A complete application package must consist of the items identified below. **Complete this checklist to confirm the items are included in your application.** Place a check mark or "X" next to each item that you are submitting to the State. This checklist must also be returned with your bid package.

Name/Description

\_\_\_\_\_ Work Plan (maximum of 20 pages excluding "Unscored, Required Questions")

\_\_\_\_\_ Cognito Form: Data Table

\_\_\_\_\_ Attachment #1: Work Plan Budget

\_\_\_\_\_ Attachment #2: Staff Resumes or Duty Statements for Key Personnel

\_\_\_\_\_ Attachment #3: Two Letters of Support

\_\_\_\_\_ Attachment #4: Proof of Insurance Coverage

\_\_\_\_\_ Attachment #5: Signed Authorization Sheet

\_\_\_\_\_ Attachment #6: Completed Application Checklist

**V. APPLICATION: SUBMISSION AND QUESTIONS**

**A. Submission Portal Requirements**

Applicants will utilize the [Cognito submission portal \(https://www.cognitoforms.com/CaliforniaInteragencyCouncilOnHomelessness/FamilyHomelessnessChallengeGrantRound1RFA\)](https://www.cognitoforms.com/CaliforniaInteragencyCouncilOnHomelessness/FamilyHomelessnessChallengeGrantRound1RFA).

A complete Application is required to be submitted and received by 5:00 p.m. on April 30, 2022, as reflected on the Cognito portal. Because Cal ICH does not have control over the platform’s timing apparatus and uploading speed, and to mitigate for unforeseen occurrences, applicants are strongly encouraged to submit by noon on April 30, 2022. Cal ICH may not consider any submission that is timestamped 5:01 pm or later as indicated on the Cognito platform. Unless there are extraordinary circumstances that have been documented, Cal ICH will not consider submissions by email. Applicants are permitted to submit a “Test” Submission at a time of their choosing to familiarize their understanding of the Platform. The Cognito platform will instruct applicants how to navigate this process.

Cal ICH cannot guarantee a response before the Application deadline to general questions or requests for assistance submitted after April 18, 2022.

**B. Applicant Questions**

General questions and requests for assistance may be submitted by email to [HHAP@bcsh.ca.gov](mailto:HHAP@bcsh.ca.gov), heading “FHC-1”; please know that Cal ICH will likely respond to any inquiries through **official channels that are directed to the entire eligible applicant pool** (i.e., Applicant Conferences, FAQ, or if necessary, Addendum to this RFA). A non-mandatory Applicant Conference is space for Cal ICH to answer submitted questions and applicants to pose live questions as time permits. The pertinent dates follow:

Funding Round	Event	Party	Date
Round 1	Submit Questions for Conference	Applicant	3/11/22
Round 1	Applicants Conference #1	Cal ICH	3/18/22
Round 1	Applicants Conference #2	Cal ICH	3/18/22
Round 1	FAQ Posted to Website	Cal ICH	3/31/22
Round 1	Application Submission Deadline	Applicant	4/30/22

Outside of the official channels discussed above, Cal ICH will not provide individualized guidance as this may provide a benefit to some applicants over others.

**VI. REVIEW, SCORING, AND AWARD**

**A. Review**

Phase 1 – Administrative Review: Applications will be reviewed and evaluated for timeliness and completeness of RFA specifications including a complete Data Table. In this review stage, reviewers will compare the contents of each application to the Required Documents Checklist ensuring that all required items are received. Applications that do not contain all the required items listed on the

Required Documents Checklist will be considered non-responsive and may be disqualified from the evaluation. Any materials that are not required by the RFA will not be used for scoring purposes, will be separated from the application, and returned to applicant.

Phase 2 – Evaluation Panel: An Evaluation Panel will be convened comprised of qualified individuals who have knowledge and experience with the state grantmaking process and the subject matter of this RFA. The Evaluation Panel will review and score the Applications in accordance with the RFA scoring criteria and the FHC-1 [Scoring Benchmarks](#).

**B. Scoring**

Evaluators will use a 9-point rating scale to score the work plan sections. 1 is the lowest value and 9 is the highest value. The evaluators will consider the likelihood for each part of the Work Plan to make an impact on the applicant’s prioritized objective (as aligned with the stated FHC-1 objective). Each score will be weighted to align with the total points possible for each part of the Work Plan (for example, part 1 is worth 18 points so a raw score of 3 out of 9 would translate to a weighted score of 6 out of 18.)

Raw score	Benchmark range
7-9	High likelihood of impact on the prioritized objective
4-6	Average probability of impact on the prioritized objective
1-3	Low probability of impact on the prioritized objective

#	Response	Possible total per section
1	Summary of Proposal	18
2	Target Population	9
3	Self-Identified Prioritized Objective	9
4	Progress Goal(s)	9
5	Key Implementing Partners and Personnel	18
6	Implementing the Proposal	18
7	Proposal’s Budget and Fiscal Strategy	18
Total possible Score		99

(continued)

Evaluators will consider [required and persuasive elements](#) evident in the proposal and apply the following benchmarks to each part of the workplan.

FHC-1 Scoring Benchmarks		
High likelihood of impact (7-9)	Average probability of impact (4-6)	Low Likelihood of Impact (1-3)
<p>Response to the prompted questions demonstrates a <u>high</u> likelihood of the proposal making a strong impact on the prioritized objective; <b>and</b></p> <p>Successful implementation will make a contribution of <u>high</u> importance towards the FHC-1 objective to fund innovative applications that accelerate existing efforts by local jurisdictions and continuums of care to address and end family homelessness by making families' experiences of homelessness rare, brief, and one-time. The proposal may have <u>some or no weaknesses</u>.</p>	<p>Response to the prompted questions demonstrates an <u>average</u> probability of the proposal making a strong impact on the prioritized objective; <b>and</b></p> <p>Successful implementation may make a contribution of <u>high</u> importance towards the FHC-1 objective to fund innovative applications that accelerate existing efforts by local jurisdictions and continuums of care to address and end family homelessness by making the family's experience of homelessness rare, brief and a one-time experience. But <u>present</u> weaknesses in the proposal bring down the overall impact to <u>medium</u>; <b>or</b></p> <p>Successful implementation may make a contribution of <u>moderate</u> importance towards the FHC-1 objective to fund innovative applications that accelerate existing efforts by local jurisdictions and continuums of care to address and end family homelessness by making families' experiences of homelessness rare, brief, and one-time. There are <u>some or no weaknesses</u> in the proposal.</p>	<p>Response to the prompted questions demonstrates a <u>low</u> likelihood of the proposal making a strong impact on the prioritized objective; <b>and</b></p> <p>Successful implementation may make a contribution of <u>moderate/high</u> importance towards the FHC-1 objective to fund innovative applications that accelerate existing efforts by local jurisdictions and continuums of care to address and end family homelessness by making the family's experience of homelessness rare, brief and a one-time experience. But <u>present</u> weaknesses in the proposal bring down the overall impact to <u>low</u>; <b>or</b></p> <p>Successful implementation may make a contribution of <u>low or no</u> importance towards the FHC-1 objective to fund innovative applications that accelerate existing efforts by local jurisdictions and continuums of care to address and end family homelessness by making families' experiences of homelessness rare, brief, and one-time. There are <u>some or no weaknesses</u> in the proposal.</p>

C. Award

A Notice of Intent to Award shall be posted on the Cal ICH website and shall be sent by email to intended awardees.

If a bidder declines to accept an award, the Cal ICH reserves the right to make an award to subsequent applicants per the evaluation process.

Once awards have been determined by Cal ICH, a contract packet including the Standard Agreement and Request for Funds Form (RFF) form will be prepared and sent to the Grantee. The Grantee will return the signed Standard Agreement and RFF which will initiate the process to execute the final contract and disburse funding. Funds will be disbursed to the Grantee upon receipt, review and approval of the completed Standard Agreement and RFF by Cal ICH, the Department of General Services (DGS) and the State Controller's Office (SCO). The RFF must include the proposed eligible uses and the amount of funds proposed for expenditure under each eligible use. Grant funds will be disbursed via mailed check once the RFF has been received by the SCO. Checks will be mailed to the address and contact name listed on the RFF.

Any Agreement that a state agency enters into after July 1, 2012, is void if the grant is between a state agency and a grantee, or subcontractor, whose name appears on either list of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. (Public Contract Code section 10295.4). In accordance with Public Contract Code section 10295.4, agencies are required to cancel Agreements with entities that appear on either list.

(Franchise Tax Board)

[https://www.ftb.ca.gov/aboutFTB/Delinquent\\_Taxpayers.shtml](https://www.ftb.ca.gov/aboutFTB/Delinquent_Taxpayers.shtml),

(Board of Equalization) <http://www.boe.ca.gov/cgi-bin/deliq.cgi>

**VII. PERFORMANCE AND REPORTING**

A. Performance

Performance shall start no later than 30 days, or on the express date set by Cal ICH and the grantees, after all approvals have been obtained and the Grant Agreement is fully executed. Should the grantee fail to commence work at the agreed upon time, Cal ICH, upon five (5) days written notice to the grantee, reserves the right to terminate the Agreement. All performance under the Agreement shall be completed on or before the termination date of the Agreement. **FHC-1 funds not expended by the 6/30/26 deadline shall revert back to the General Fund.**

B. Reporting

The Grantee shall submit an annual report to Cal ICH by September 30<sup>th</sup> each year beginning in 2023 with fiscal and programmatic data reflecting the progress of the grantee in a format provided by Cal ICH. The grantee shall also submit quarterly expenditure reports to Cal ICH on a form and method provided by Cal ICH that includes the ongoing tracking of funds. These reports will also require

grantees to discuss whether there is reasonable, sufficient progress towards their self-identified, prioritized objective. Grantees may also receive ad hoc requests for information from Cal ICH or its contractors in support of program monitoring, research, and evaluation.

At the end of the grant period, or upon request by Cal ICH, all grantees shall provide information and products developed with grant funds on service delivery models in support of the overall program goal to make family homelessness rare, brief, and one-time, including any materials that may be necessary to study the program or replicate it for implementation across the state.