



CENTRAL SIERRA
Continuum
of CARE

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209-533-1397 x251
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Amador, Calaveras, Mariposa and Tuolumne Counties

Working together to promote a community-wide commitment to the goal of ending homelessness in the Central Sierra Foothills

RESPONSE TO REQUEST FOR PROPOSAL HHAP ROUND 3

Please use this format for your response to the HHAP Round 3 RFP

SECTION ONE

COUNTY FUNDING REQUESTED: (check only one)

Amador

Calaveras

Mariposa

Tuolumne

Applicant Information:

Organization Name: Sierra HOPE

Contact Person: Jerry Cadotte

Contact Information: email: jerry@sierrahope.org phone: 209-736-6792 ext. 305

Address: PO Box 159, Angels Camp, CA 952222-0159

Authorized Signer: Jerry Cadotte, Executive Director email: jerry@sierrahope.org
Typed Name and Title

Dollar Amount Requested: \$270,727 Number of Clients to be Served: 53



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Statement of Agreement:

I, Jerry Cadotte agree with the requirements as stipulated in this Request for Proposal.
Authorized Signer Name

I also agree with the Central Sierra Continuum of Care Strategic Action Plan and the local Homeless Action Plan for the County in which I am applying for funding as evidenced by the need:

Current number of people experiencing homelessness in said County:

There were 122 sheltered and unsheltered homeless in Calaveras County according to the 2022 PIT count.

Current number of people being served in existing programs in said County:

The 2022 HIC submitted to HUD showed 22 people housed in all programs in County on the night of the PIT count. Sierra HOPE currently has 27 people in its programs alone, including 15 in Rapid Rehousing, 7 in Transitional Housing, and 5 in Permanent Supportive Housing.

Gap in services in said County

The Calaveras County Five Year Plan to End Homelessness (updated May 20, 2019) identified four challenges to ending homelessness: a) Increasing homeless population; b) Critical housing shortage; c) Limited housing support services; d) Rural location.

Gaps in resources to end homelessness included: a) The need to Collect and coordinate homeless data; b) inadequate inventory of emergency, bridge, supported and affordable housing; c) Need to enhance and expand housing supportive services.

Authorized Signature: Jerry Cadotte

Date: 8/26/2022



SECTION TWO

Narrative: (please type in the box your response(s)).

An outline of proposed uses of funds requested and an explanation of how the proposed use of funds will complement existing local, state, and federal funds and equitably close the gaps identified in the local homelessness action plan for demographic subpopulations that are underserved.

Respond to all that apply: (Refer to page 3 of the Instructions)

PROPOSED USE OF FUNDS	Explanation of how funds will complement existing funds and close identified gaps
Rapid Rehousing	Provides subsidies for rent and move-in costs for qualifying households, meets 25% match requirement for HUD CoC Rapid Rehousing grant, and increases the number of households that move from homelessness to permanent housing. A portion of funds will be set aside to serve households of youth age 18-24. Sierra HOPE fully supports the CoC's efforts to ensure equity in underserved populations through improvements to the Coordinated Entry System, participating in training opportunities, and by monitoring our project data to ensure all eligible persons receive equitable services, support and address identified disproportionality in access, service provisions and outcomes.
Operating Subsidies	For existing Permanent Supportive Housing, provides increased operating and supportive services for existing PSH units and helps meet matching requirements of HUD CoC PSH grant. PSH helps to prevent individuals who are disabled from returning to homelessness. PSH vacancies are filled using the Coordinated Entry System.
Street Outreach	
Service Coordination	



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Systems Support	Increase capacity to carry out housing services, leveraging other housing grants and private funds to create a new position of Housing Program Manager as part of a plan to improve efficiency of all housing programs and provide for succession of leadership. The Housing Program Manager will provide direct service as well as supervise other housing staff and oversee programs.
Delivery of Permanent Housing Prevention and Shelter Diversion	Provides subsidies for rent and utilities for qualifying households, meets 25% match requirement for HUD CoC Rural Set-aside, prevents homelessness for households at imminent risk to reduce the number of people who become homeless. A portion of funds will be set aside to serve households of youth age 18-24. Sierra HOPE fully supports the CoC's efforts to ensure equity in underserved populations through improvements to the Coordinated Entry System, participating in training opportunities, and by monitoring our project data to ensure all eligible persons receive equitable services, support and address identified disproportionality in access, service provisions and outcomes.
Interim Sheltering	
Improvements	



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If awarded, applicants **MUST** comply with the following: if you agree, initialing each box (electronic or in ink):

Initials

<p>Housing First: All projects must provide housing and services that are Housing First compliant, per Health and Safety Code Section 5022.5(g), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds will not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used. Housing First will be adopted including outreach and emergency shelter, short-term interventions like rapid rehousing, and longer-term interventions like supportive housing.</p>	<p>JC</p>
<p>Prioritization: Applicants are strongly encouraged to prioritize the use of HHAP funds to assist people experiencing literal homelessness move into safe, stable housing, with a particular focus on rehousing individuals currently living in Project Roomkey (PRK) sites. HHAP funding should be housing-focused – either funding permanent housing interventions directly or, if used for shelter or street outreach, have clear pathways to connect people to permanent housing options.</p>	<p>JC</p>
<p>Youth Set Aside: All programs require use of at least ten percent (10%) of the allocation for services for homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness. Funds spent under this provision must still also comply with the eligible use requirements above.</p>	<p>JC</p>
<p>Coordinated Entry System (CES) and Homeless Management Information System (HMIS): Awarded projects must participate in the CES and HMIS as required by the CSCoC.</p>	<p>JC</p>
<p>Administrative Costs: No more than seven percent (7%) of funding may be expended on administrative costs.</p>	<p>JC</p>



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Describe your partnership(s) with, or plans to use funding to increase partnership with local health, behavioral health, social services, and justice entities and with people with lived experiences of homelessness.

Sierra Hope is a member of the Calaveras County Housing Resource Partnership (HRP), a newly formed coalition sponsored by the Calaveras – Mariposa Community Action Agency and overseen by Calaveras County Health and Human Services. The HRP includes representatives from each of the above listed local entities and individuals as well as representatives from Hospitals, Health Care Districts, non-profit service providers, faith communities, and developers. We are the local provider of case management and support services for residents living with HIV/AIDS in Calaveras and 5 other rural mountain counties, under contract to the California Dept. of Public Health. We have a history of working with health care providers, health departments, behavioral health and social service agencies. The Program Manager, partially funded by this grant, will represent Sierra HOPE on the HRP, and will be tasked with building new relationships and strengthening existing ones with agencies and organizations who may be in contact with people who are housing insecure. Some members of our staff and volunteers have personally experienced homelessness.

Describe specific actions you will take to ensure racial and gender equity in service delivery, housing placements, and housing retention and changes to procurement or other means of affirming racial and ethnic groups that are overrepresented among residents experiencing homelessness have equitable access to housing and services.

Sierra HOPE fully supports the CoC's efforts to ensure equity in underserved populations through improvements to the Coordinated Entry System, participating in training opportunities, and by monitoring our project data to ensure all eligible persons receive equitable services, support and address identified disproportionality in access, service provisions and outcomes. Sierra HOPE reaches out to underserved populations through organizations such as the Tuolumne Mi Wuk Tribal TANF which serves Native Americans in Calaveras County, Calaveras County Office of Education which serves homeless youth, and the Tri-County LGBTQ Alliance, the Mark Twain Medical Center Health and Resources Festival, and local nonprofit organizations and faith communities. We use social media in addition to flyers and brochures. We will create Spanish Language versions of marketing materials to help raise awareness of services available.



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Describe how you will make progress in preventing exits to homelessness from institutional settings, including plans to leverage funding from mainstream systems for evidence-based housing and housing-based solutions to homelessness.

Sierra HOPE accepts referrals from institutional settings including hospitals, inpatient recovery programs, jails and prisons. Our staff will complete SOAR training to be better able to assist participants to obtain SSDI/SSI income. We also assist participants to apply for Housing Choice Vouchers and subsidized apartments. Sierra HOPE is a licensee of the life skills education curriculum “Ready to Rent” and has trained instructors on staff. These services will be offered to participants in all of our housing programs.



SECTION THREE

Please complete **OUTCOMES** for all that apply to this request for funding:

All numbers shown below are annual estimates. Multiply by three for estimates over the 3-year grant term.

GOAL	OUTCOME
<p>1. Reducing the number of persons experiencing homelessness a: Annual number of people accessing services who are experiencing homelessness b: Daily estimate of number of people experiencing unsheltered homelessness</p>	<p><i>Reduced by:</i> a. 10 b. .03</p>
<p>2. Reduce the number of people who become homeless for the first time</p>	<p><i>Reduced by: 8</i></p>
<p>3. Increasing the number of people exiting homelessness into permanent housing</p>	<p><i>Increased by: 9</i></p>
<p>4. Reducing the length of time persons remain homeless – number of days</p>	<p><i>Reduced by: 0</i></p>
<p>5. Reducing the number of persons who return to homelessness after exiting homelessness</p>	<p><i>Reduced by: 2</i></p>
<p>6. Increasing successful placements from street outreach – to emergency, interim, or permanent housing</p>	<p><i>Increased by: 0</i></p>



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SECTION FOUR

Describe how this project will be sustained in the future:

Sierra HOPE has a record of endurance and sustaining programs for more than 30 years. We have demonstrated success at obtaining grant funding and growing community support. We also anticipate some restructuring of leadership staff will occur by the end of the grant term which will affect how some positions are funded.

There are no guarantees. But we are determined and tenacious in our efforts to see that projects that are important to our community can continue. We adapt to changes. We don't give up.

Describe your management and past experience with similar projects:

Sierra HOPE was founded in 1990 and began addressing the housing needs of persons affected by HIV/AIDS in 1992 with funding for Housing Opportunities for People with AIDS (HOPWA). In 2009 we became a collaborative partner in the Homeless Prevention and Rapid Re-Housing Program (HPRP) provided by the economic stimulus bill. This marked the beginning of our expansion into housing programs that are not exclusive to the HIV population.

Sierra HOPE has two PSH projects with HUD CoC and HHAP-2 grant funding. The projects utilize master leasing as a method of securing housing for people who are homeless and disabled and currently have 4 1-bedroom units and 1 2-bedroom unit. These projects generally operate at 100% capacity. When vacancies occur, they are filled as quickly as possible. A HUD CoC Rapid Re-Housing grant was awarded in 2019. Both grants have been renewed and remain active. In 2020 we completed remodeling of a 5-bedroom house that was purchased with private funding, and opened a Transitional Housing project that prioritizes homeless families with children. Our HHAP-1 application was accepted by the CoC to provide operating funds for a 5-year period. Sierra HOPE also has contracts through the CoC for State CESH funds for homeless prevention and Rapid Rehousing.



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Sierra HOPE has a staff of 6 people, including 2 Housing Case Managers, a resident supervisor for the Transitional House, a Case Manager for HIV services that includes housing, a Registered Nurse Case Manager, and the Executive Director. Our staff includes Hispanic, White and Mixed-Race individuals and members of the LGBTQ community.

Financial Information: has your organization done an organization audit to meet federal, state or local requirements Yes No

If yes: Provide date and type of most recent audit. If there are unresolved findings, list them and provide a brief narrative as to how they will be resolved and by what date:

Independent audit of fiscal year July 1, 2020 – June 30, 2021 completed by Cathy Castillo, CPA. No unresolved findings.
Independent audit of fiscal year July 1, 2021 – June 30, 2022 currently underway.

If no: Provide information regarding conducting an audit after the first year if awarded, or obtain a letter of support from a CSCoC member in good standing that will include your HHAP funding in their audit process.



HHAP Round 3 Budget Section Five	Name of Organization Sierra HOPE			County for Funding Request Calaveras		
Eligible Use Category	FY 21/23	FY 22/23	FY 23/24	FY 24/25	FY 25/26	Total all years
Rapid Rehousing	0	0	29060	29060	29060	87180
Youth Set Aside	0	0	3000	3000	3000	9000
Operating Subsidies	0	0	9600	9600	9600	28800
Youth Set Aside	0	0	0	0	0	0
Street Outreach						
Youth Set Aside						
Services Coordination						
Youth Set Aside						
Systems Support	0	0	16242	16242	16243	48727
Youth Set Aside	0	0	3000	3073	3000	9073
Delivery of Permanent Housing						
Youth Set Aside						
Prevention and Shelter Diversion	0	0	29060	29060	29060	87180
Youth Set Aside	0	0	3000	3000	3000	9000
Interim Shelter						
Youth Set Aside						
Shelter Improvements to Lower Barriers and Increase Privacy						
Youth Set Aside						
Administration	0	0	6280	6280	6280	18840
Total	0	0	90242	90242	90243	270727
Total Youth Set Aside	0	0	9000	9073	9000	27073



Budget Narrative: Provide a narrative of each budget line item including the amount and information regarding salaries and/or details of how funds will be used to achieve the Outcomes identified in your proposal:

Rapid Re-Housing:

Rent and deposit assistance \$15,000 / year x 3 years = \$45,000 estimated to serve 10 households (18 people) over course of grant @ average \$4500 per household.

Wages and benefits for Housing Program Manager \$8120 / year x 3 years = \$24,360 for 0.1FTE @ \$29 per hour plus benefits

Wages and benefits for Housing Case Manager \$5940 / year x 3 years = \$17,820 for 0.1FTE @ \$24 per hour plus benefits

Prevention and Shelter Diversion:

Rent and utility assistance \$15,000 / year x 3 years = \$45,000 estimated to serve 18 households (30 people) over course of the grant, average of 6 households/10 people per year @ \$2500 per household.

Wages and benefits for Housing Program Manager \$8120 / year x 3 years = \$24,360 for 0.1FTE @ \$29 per hour plus benefits

Wages and benefits for Housing Case Manager \$5940 / year x 3 years = \$17,820 for 0.1FTE @ \$24 per hour plus benefits

Permanent Supportive Housing Operations

Provides \$9600 / year x 3 years = \$28,800 for operating costs to sustain 4 units (5 beds) of existing leased units for permanent supportive housing. Operating costs consist of utilities, supplies and maintenance. Amount of funding provides \$200 per month per unit. Utilities alone often exceed that amount due to high electric bills for heating and AC. Leasing costs are being increased as 3 of our units are being remodeled, leaving less funding available from the existing PSH grant for operating costs. This project serves 5 people.

Systems Support

Wages and benefits for Housing Program Manager \$16,242.33 / year x 3 years = \$48,727 for 0.2FTE @ \$29 per hour plus benefits. The Housing Program Manager will provide direct service (case management, life skills education) to program participants as well as management and supervision for Sierra HOPE's housing programs. This position will increase capacity to administer programs and provide stability of leadership with the anticipation of planned retirements during the grant term.



Certifications

The following certification **must** be completed and **signed by an authorized agency representative** to be further considered for HHAP program funding.

The undersigned agency hereby certifies that:

- a. The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.¹
- b. The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- c. The agency shall comply with all federal and County policies and reporting requirements applicable to the HHAP program as appropriate for the funding if received.
- d. If HHAP funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
- e. The agency certifies that the funded program will participate in the CSCoC approved CES and HMIS system.

Sierra HOPE	
Name of Agency	
Jerry Cadotte, Executive Director	
Typed Name and Title of Agency Official	
<i>Jerry Cadotte</i>	8/26/2022
Agency Official's Signature	Date of Signature
209-736-6792 ext. 305	jerry@sierrahope.org
Phone Number of Agency Official	E-Mail Address of Agency Official

¹ U.S. Code, Title 31, Section 3729, False Claims, provides a civil penalty of not less than \$5,000 and not more than \$10,000, plus 3 times the amount of damages for any person who knowingly presents, or causes to be presented, a false or fraudulent claim; or who knowingly makes, or causes to be used, a false record or statement; or conspires to defraud the Government by getting a false or fraudulent claim allowed or paid. HUD will prosecute false claims and statements and conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802.



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APPEAL PROCESS

The applicant shall make a written request to the CSCoC Governing Board, setting forth, in detail, the specific grounds for challenging the CSCoC Governing Boards decision to deny funding. The appeal shall be filed within 10 business days following the date of the written notification from the CSCoC Governing Board that the applicant's proposal has not been awarded funding, or not awarded the amount in their application.

An appeal regarding the CSCoC's decision to reject a proposal or award shall contain the following items:

1. Identification of the RFP (i.e. title and/or service description and issue date);
2. The specific grounds for challenging the rejection or intended contract award, including all arguments, materials and/or other documentation that may support the protester's position that the contract award should be rescinded; and
3. A statement as to whether the protesting applicant requests an opportunity for oral presentation and the reason(s) for the request.

Once the Governing Board has received the written appeal with all required documentation, the Governing Board may place on their next regular meeting Agenda the item to discuss – uphold original decision – or - rescind original decision. If original decision is upheld no further action is required. If decision is to rescind original decision, award will be revised and approved at the next Governing Board meeting following the decision to rescind. Funding awarded affected by the appeal process will be on hold until such time as a final decision is made.



CSCoC CA-526 Homeless Housing, Prevention & Assistance Program Priorities

- 1) **Low Barrier Emergency Shelter:** Providing low barrier access to emergency shelter. Low barrier access means the expectations placed on shelter guests should be minimal, transparent, and reasonable. Intake, screening, and assessment processes should reflect the CSCoC's Housing First orientation to helping everyone seeking shelter and assistance connect as quickly as possible with permanent housing. Low barrier shelters accommodate partners, pets and possessions of persons seeking shelter. More information may be found at:

<https://www.usich.gov/solutions/crisis-response/emergency-shelter/>
- 2) **Coordinated Entry:** Coverage of full geography of CSCoC to promote access to shelter and housing resources with the utilization of HMIS. Coverage of full geography of the CSCoC means that all funded programs within the full geographic coverage of the CSCoC is required to participate in Coordinated Entry.
- 3) **Street Outreach:** Dedicated street outreach to connect with unsheltered persons including persons in homeless encampments. Goals should be to connect persons to shelter, housing and other resources. Priority need for outreach that covers all parts of the county with evening and weekend hours.
- 4) **Housing Locators:** Dedicated staff to identify housing opportunities including engaging landlords and housing partners and providing the link between housing providers and service providers. Programs must integrate into the larger service system bringing available units to the coordinated entry system.
- 5) **Housing Navigators:** Dedicated service providers to serve as case managers focused on housing needs from the time a person enters through the coordinated entry system until they are connected with a housing resource. These service providers assist with collecting eligibility documentation, applying for eligible housing programs, linking to shelter, employment and other resources.



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- 6) **Homeless Prevention & Diversion:** Program to provide flexible financial assistance to prevent individuals and families from becoming homeless including services that divert individuals and families from the homeless service system through a variety of problem-solving solutions.
- 7) **Supportive Services for Permanent Supportive Housing Programs:** housing-focused, engaging services focused on helping tenants remain housed and linking to desired programs and services to support housing retention. Services should be designed to support the most vulnerable households in achieving their housing goals. Proposals will be accepted for expansion of services in existing programs that need additional service capacity and new programs including voucher programs and project-based housing.
- 8) **Permanent Supportive Housing Programs:** New supportive housing programs to serve chronically homeless adults. Referrals will come through the coordinated entry prioritization process.
- 9) **Flexible housing subsidies/rental assistance** including **Master Leasing** and **Rapid Re-Housing** assistance. Master leasing program should include property management and supportive services assistance to pair with supportive housing vouchers including VASH. Rapid Re-Housing program proposals should include ability to expand capacity and provide longer/deeper financial subsidies to serve the most vulnerable individuals and families.



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**Watch for Frequently Asked Questions
On the CSMoC Website: centralsierracoc.org**

**Other questions: PJ Davis, CSMoC Coordinator
pjdavis47@yahoo.com**