



Application for Funding  
COVID-19 Emergency Response Fund

Release of Request for Proposals:	<b>Immediate</b>
Proposal Submission Deadline:	<b>4/16/2020 12:00 PM</b>
Taskforce Review of Applications:	<b>4/17/20</b>
Immediate Amount Available:	<b>Up to \$1,000,000</b>

**Submit Proposal or Questions by email to:**

[solano@homebaseccc.org](mailto:solano@homebaseccc.org)

**For faster response, please title your email:**

**COVID-19 FUNDING INQUIRY (or APPLICATION, as appropriate)**

### OVERVIEW

The Community Action Partnership Solano, Joint Powers Authority (CAP Solano JPA) is the administrative entity for the Housing First Solano Continuum of Care (CoC) and will administer funding for COVID-19 emergency responses to provide immediate assistance to individuals experiencing unsheltered homelessness, as defined by HUD CoC Interim Rule, and minimize the spread of COVID-19 in the community. CAP Solano JPA values speedy and efficient deployment of resources focused on addressing immediate front-line needs and long-term solutions to homelessness and has formed a COVID-19 Funding Taskforce to allocate funding according to the Solano COVID-19 Prioritization. Programs applying for these funds should review the Operational Guidance and Considerations for best practices.

At this time, CAP Solano JPA has up to **\$1,000,000** in Homeless Housing, Assistance and Prevention (HHAP) funding available for immediate release to prepare and address the impacts of the COVID-19 pandemic on homeless individuals, including through expanding shelter and housing services and capacity. Applications for this round of funding are due **April 16, 2020 at 12:00 pm**.

**Applicants are encouraged to submit robust comprehensive proposals for projects that create meaningful solutions and request the maximum amount needed to support the project regardless of the amount currently available.**

Additional new funding from the State of California and Solano County, as well as reallocation of some existing funding may be available soon. The Taskforce has the discretion to consider in subsequent funding rounds applications not funded in the first round as well as any new applications.

Applications will be considered based on the current needs in the community to support COVID-19 responses for people experiencing homelessness. The Taskforce will allocate available funding according to the guidelines outlined in the Solano COVID-19 Prioritization Tool. Only project types outlined in the Solano COVID-19 Prioritization Tool will be considered for funding. Local governments and service providers may apply together as a partnership.

Please note that Eligibility and Reporting requirements are subject to change as guidance from State and Federal government funders is currently being updated.

### **Eligibility Requirements:**

- Local government entities and non-profit service providers are eligible to apply for COVID-19 funding.
- Any program or entity receiving COVID-19 funding **must accept homeless individuals from any part of Solano County.**
- Individual agencies applying for COVID-19 funding **must have their application approved and signed by** their jurisdictional JPA representative prior to submitting application for funding.
- Any shelter, isolation or quarantine space should be accompanied by adequate support services, including food, health care, transportation, and case management support. The spaces acquired should conform to all guidance from credible public health officials regarding reducing the spread of COVID-19.
- Applicants **must use Homeless Management Information System (HMIS)** to record data on persons housed.
- Applicants **must use a Housing First approach**, which emphasizes placing individuals experiencing homelessness into housing quickly without preconditions, including criminal background, credit history, substance use, and without requiring participation in services as a condition to receiving housing or assistance.

### **Reporting Requirements:**

- Entities shall maintain books, records, documents, and other evidence that demonstrate the funding was used for the appropriate purposes, as laid out in the Application. These books, records, documents, and other evidence shall be made available for audit and inspection by the HCFC and CAP Solano JPA for a period of three years.
- Funded agencies must report on specified outcomes required by the State of California, CAP Solano JPA, and the Solano COVID-19 Taskforce as requested.
- Funded agencies' expenditure reports shall contain detailed information including the following:
  - An ongoing tracking of the specific uses and expenditures of any program funds broken out by uses.
  - Any additional information that CAP Solano JPA requests.

Applications will be reviewed by the COVID-19 Funding Taskforce who will make the final allocations decisions on all COVID-19 response funds for the JPA.

There is no minimum amount that can be requested. However, the Taskforce will consider whether a project fits within the Solano COVID-19 Prioritization, is able to provide the minimum level of services required to support the population served, whether the project will be relying on other entities providing county-wide services (such as food, transportation, medical, case management, and others), and the administrative burden on the Fiscal Agent and other supporting/administrative entities.

The Taskforce may reach out to the applicants on the day designated for the Taskforce review. Please be sure that a designated person is available and is able to answer questions about the project application.

**PROJECT APPLICATION**  
(not to exceed 4 pages, excluding the budget)

<b>Name of Agency</b>	
<b>Primary Contact Name, Email Address, and Phone Number</b>	
<b>Alternate Contact Name, Email Address, and Phone Number</b>	
<b>Agency Address</b>	
<b>Project Title</b>	
<b>Amount of Funding Requested</b>	
<b>Project Category (Select all that apply)</b>	<input type="checkbox"/> <b>COVID+ Isolation Units</b> <input type="checkbox"/> <b>Quarantine Spaces</b> <input type="checkbox"/> <b>High-Risk Quarantine Units</b> <input type="checkbox"/> <b>General Shelter Spaces with Social Distancing</b>  For full description of eligible program types and requirements, see <a href="#"><u>Solano Prioritization</u></a> .
<b>Is your project Housing First? (Yes or No)</b>  A Housing First approach emphasizes placing individuals experiencing homelessness into housing quickly without preconditions, including criminal background, credit history, substance use, and without requiring participation in services as a condition to receiving housing or assistance.	
<b>Is your project currently entering client data into a Homeless Management Information System (HMIS)? (Yes or No)</b>  <b>If you answer No to the question above, will your program commit to entering data into HMIS for every person housed? (Yes or No)</b>	Is your program currently entering client data into HMIS? <input type="checkbox"/> Yes <input type="checkbox"/> No  Will your program commit to entering data into HMIS? <input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>Project Summary</b>  Include the following information:</p> <ul style="list-style-type: none"> <li>• Geographic location</li> <li>• Priority category 1-4 (for details, see Solano Prioritization)</li> <li>• Number of beds/units/spaces provided</li> <li>• Detailed Facility Description and how it complies with the COVID-19 safety requirements</li> </ul>	
<p><b>List of services, if any and who will be providing the services. This includes project management, case management, food provision/delivery, medication provision/delivery, storage, transportation, physical and behavioral health services, etc.</b></p> <p><b>How will the services be funded?</b></p>	
<p><b>List other funding that will be used to support this project, including amounts. List any in-kind contributions or partner contributions that will support the project.</b></p>	
<p><b>Date when you expect to have the project ready to house clients.</b></p>	
<p><b>Please describe any prior experience you have in running similar projects. Does your agency or organization have the capacity, including staffing, resources, and fiscal capacity to quickly put in place and operate the project? Please explain any partnerships or other resources you plan to leverage to do so.</b></p>	
<p><b>Has your agency previously received state or federal funding and unable to spend it? Were any state or federal funds awarded to your agency recaptured?  (Yes or No)</b></p>	

<p><b>Does your agency have any audit or monitoring findings from HUD, HCD, CoC, CAP Solano JPA or other local or governmental or financial audits from the last three complete operational years? (Yes or No)</b></p> <p><b>If you answer Yes, please provide documentation related to any findings and steps taken to correct findings.</b></p>	
<p><b>You must submit a project budget with your application. Please attach a separate budget sheet listing out the cost of services, equipment, supplies, staffing, and other spending related to the prevention and containment of COVID-19 among the homeless population. Budget sheet will not count towards the page limit.</b></p>	

***Please note: a signature from the CAP Solano JPA representative from your jurisdiction is required. To find your JPA representative, see [Frequently Asked Questions](#).***

CAP Solano JPA Jurisdictional Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***I hereby certify that the information contained herein is true and accurate to the best of my knowledge.***

Applicant Agency Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_