COUNTY OF LOS ANGELES

NOTICE OF FUNDING AVAILABILTY

CITIES AND COUNCILS OF GOVERNMENTS
INTERIM HOUSING SERVICES FUND

Release Date: April 7, 2022
Revised Date: April 18, 2022
Initial Application Due Date: May 25, 2022
Final Application Due Date: February 28, 2023 or
until funds are exhausted, whichever occurs first.
Proposals that are submitted after the Initial Application Due Date and before the Final Application Due Date will be evaluated at the end of each month starting June 30, 2022.

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Cities and Councils of Governments Interim Housing Services Fund (CCOGIHS Fund)

I.   NOTICE OF FUNDING AVAILABILITY

The Los Angeles County ("County") Board of Supervisors ("Board") recognizes the importance of supporting cities and Councils of Governments ("COGs") across the County to strengthen the region's homeless housing and services system. As such, the Board directed the Chief Executive Office Homeless Initiative ("CEO-HI") to create a $10 million Cities and Councils of Governments Interim Housing Services ("CCOGIHS") Fund to support services at interim housing projects located in local jurisdictions to create a pathway for people experiencing homelessness ("PEH") to secure permanent housing.

The County will be allocated State of California Homeless Housing, Assistance, and Prevention Program Round 3 ("HHAP 3") funding. HHAP 3 provides flexible block grant funds to Continuums of Care, large cities with populations of 300,000 and above, and counties to build on the regional coordination created through previous California Homeless Coordinating and Financing Council grant funding and supports local jurisdictions in their unified regional responses to reduce and end homelessness. On November 2, 2021 the Board approved allocating $10 million of the County's HHAP 3 funds to the CCOGIHS Fund.

The CCOGIHS Fund will be used to provide grants to cities and COGS in the County that are in need of financial support to provide services at interim housing sites. CCOGIHS Funds must be expended by June 30, 2024.

I.   LOS ANGELES COUNTY CHIEF EXECUTIVE OFFICE HOMELESS INITIATIVE

The Chief Executive Office (CEO) Homeless Initiative (HI) is the central coordinating body for the County's efforts related to homelessness and it directs, oversees, and evaluates the implementation of strategies approved by the Board of Supervisors to combat homelessness. CEO-HI will administer the CCOGIHS Fund. More information about CEO-HI can be found at https://homeless.lacounty.gov/.

II.   ELIGIBILE APPLICANTS

All cities and COGs within the County of Los Angeles that do not directly receive State HHAP funds are eligible to apply. Eligible applicants may apply jointly with one or more eligible applicants.

The cities of Glendale, Long Beach, Los Angeles and Pasadena receive direct HHAP awards and are not eligible to apply for CCOGIHS Funds.

Applicants must be able to meet all HHAP Round 3 requirements to be considered for CCOGIHS Funds. HHAP requirements may be viewed at https://bcsh.ca.gov/calich/hhap_program.html.

III.   PROGRAM REQUIREMENTS

Consistent with HHAP Round 3 requirements, the proposed programs must meet the below requirements.

A. Program Outcomes

Consistent with Health and Safety Code Section 50220.7(b)(3)(C)(i), the outcome goals must set definitive metrics for achieving the following:

1. Reducing the number of persons experiencing homelessness;
2. Increasing the number of people exiting homelessness into permanent housing;
3. Reducing the number of persons who return to homelessness after exiting homelessness to permanent housing;
4. Homeless Management Information System trackable data goals related to the outcome goals listed above as they apply to underserved populations and populations disproportionately impacted by homelessness.

B. Eligible Uses:

Consistent with Health and Safety Code Section 50220.7(e)(2), applicants may apply for funding to expand or develop local interim housing capacity to address homelessness and move PEH into permanent housing. Programs and activities must be based on evidence-based solutions that prevent, reduce and end homelessness.

Examples of eligible uses include:

1. Operating Cost such as:
   - Client food cost
   - Space Cost
   - Utilities
   - Maintenance/Repair
   - Security
   - Restrooms and Showers

2. Supportive Services such as:
   - 24-hour bed availability
   - Housing navigation
   - Residential supervisor
   - Crisis intervention
   - Problem solving
   - Housing placement

C. Ineligible Uses:

The following are NOT eligible for reimbursement:

- Supplantation of existing local funds
- Capital-related costs
- Activities in violation of any law
- Activities not consistent with the intent of HHAP 3 or CCOGIHS Funds
- Activities not consistent with the eligible uses identified in Health and Safety Code Section 50220.7, subdivision(e)(2).

D. Scope of Proposed Projects

CCOGIHS Fund recipients must be willing and capable of providing the services detailed herein. CCOGIHS Fund recipients must also be able to provide the full scope of interim housing services listed in Exhibit I (Description of Services) either as a single entity, joint venture, or consortium of entities. CCOGIHS Funds must be fully expended by June 30, 2024.

1. Interim Housing Overview
   Interim housing provides a safe, low-barrier, housing first, housing-focused, and supportive twenty-four (24) hour housing to PEH, while they are working on locating, applying to, and obtaining their permanent housing.

2. Target Client Population
   a. Individuals and families who are experiencing homelessness. Participants must be determined to be homeless Categories 1 and 4 according to the U.S. Department of Housing and Urban Development's Final Rule on "Defining Homeless" (24 CFR parts 91, 576 and 578) or would be experiencing homelessness upon exiting an institution.
   b. Local preference is allowed. Interim housing beds may be prioritized, but not be restricted, to serve clients within city/COG boundaries. The County homeless system has primarily taken a regional funding approach in addressing homelessness on a Service Planning Area level. CCOGIHS recipients are required to coordinate with CEO-HI, or designee, on a procedure to make beds available regionally when occupancy falls below 95%.
   c. To allow cities to prioritize their constituents without diverting resources from the region as a whole, the below prioritization process may be employed:
      • Pre-site opening – Develop a by-name list of eligible clients within the city to ensure that a queue of clients is prepared to enter the interim housing upon opening.
      • Post-site opening
         o Fill interim housing beds utilizing the city's by-name list to the extent possible.
         o Any remaining vacant beds must be prioritized in the following order:
            • Other clients located in the city, but not on the by-name list
            • Clients experiencing homelessness in the sub-SPA region, if applicable
            • Clients experiencing homelessness in the SPA
            • Turnover beds shall be allocated utilizing the same prioritization approach
            • Beds may not be kept vacant in order to house a City or COG PEH.

3. Interim Housing Bed Rate
   The CCOGIHS Fund will fund a maximum of $80 per bed per day. Cities and COGs will need to provide/secure funding for any costs above this amount.

4. Performance Targets
   a. A minimum of 40% of program participants must exit to permanent housing at time of program exit.
   b. Interim housing site must maintain an overall 95% bed occupancy rate for each month of operation beginning 30 days after the CCOGIHS funded beds are opened.

E. Monitoring, Documentation and Reporting

All CCOGIHS Fund recipients must be able to demonstrate that the funds were expended for eligible uses to benefit members of the target population.

The following must be reported to the County:
1. Specific uses and expenditures of any program funds broken out by eligible uses listed;
2. Number of individuals and families served, including demographic information, including, but not limited to: race/ethnicity, age, gender and LGBTQIA+ status, as available;
3. Types of housing assistance provided, broken out by the number of individuals;
4. Outcome data for all individuals served including number and type of exits from interim housing (exit to housing by housing type such as permanent housing, exit to institution-by-institution type, exit to interim housing settings, exit destination unknown, etc.).
5. The number of individual exits to permanent housing from interim housing resulting from this funding
6. Partnerships among entities that supported the implementation of the proposed project; and,
7. Equity goals and outcomes measures to ensure racial and gender equity in service delivery and housing placements, 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.

A monthly reporting template that captures the above data elements will be included in the CCOGIHS contract with entity that is awarded funding. This report may be submitted along with monthly invoices.

IV. FUNDING PRIORITIZATION

The funding prioritizations will include, but not be limited to:

1. Project with high level of readiness that can be operable by July 2022.
2. Projects that prioritize racial equity by establishing performance, service delivery, and outcome metrics for achieving equitable service provision and results for Black / African American, Native American / American Indian, Latino/a/x, Asian, Pacific Islander / Native Hawaiian, and other People of Color disproportionately impacted by homelessness and COVID-19.
3. Projects that establish a mechanism for people with lived experience of homelessness to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.
4. Projects that have matching contributions (financial and/or in-kind).
5. Projects that have a multi-year operational plan.
6. Projects that directly link clients to permanent housing exits, i.e., demonstrate a direct pathway to permanent housing via efforts such as rapid re-housing, matching Housing Choice Vouchers/Emergency Housing Voucher clients to scattered site housing, master leasing, etc.
7. Projects that support expansion in the permanent housing capacity, i.e., supporting the development of new permanent supportive housing within the city/COG and

collaborating with property owners within the city/COG to secure scattered site units and master leases for PEH.

V. PROPOSAL SUBMISSION

A. Pre-Submission Engagement Session

Applicants must engage with CEO-HI on their proposed project including outcome goals before submitting an application. In these engagement sessions, CEO-HI staff will discuss with the applicant their project proposal and outcome goals. CEO-HI will provide initial feedback on specific aspects of the plan and goals. Please email HomelessInitiativeCities@lacounty.gov to schedule an engagement session.

B. Proposal Submission Instructions

Please submit your proposals electronically by emailing HomelessInitiativeCities@lacounty.gov. Use the following format in the subject line: *CCOGIHS Fund Proposal – City of XXX* or XXX COG.

Required documents include:
1. A signed cover letter on letter head from the sponsoring city or COG indicating its support for the proposed project
2. Completed Application form (Exhibit II)
3. Completed budget template (Exhibit III)
4. Site Control Documentation – fully executed lease or proof of ownership. If the project is a planned site, other documents that are used for real estate transactions may suffice
5. A current Temporary/Certificate of Occupancy that indicates appropriate use. If the project is a planned site, it must be submitted prior to the contract execution.
6. Copy of a valid Fire Department Permit for the proposed building use. If the project is a planned site, it must be submitted prior to the contract execution.

C. Application and Fund Timeline

April 7, 2022	Announcement of funding opportunity and release of application Templates
April 13, 2022 – May 18, 2022	Engagement with CEO-HI staff
May 25, 2022	Initial Applications due date – 1st cutoff deadline
February 28, 2023	Final application due date or until funds are exhausted, whichever occurs first. Proposals that are submitted after the Initial Application Due Date and before the Final Application Due Date will be evaluated at the end of each month starting June 30, 2022.
June 30, 2024	CCOGIHS Funds must be expended.

EXHIBIT I

CITIES AND COUNCILS OF GOVERNMENTS INTERIM HOUSING SERVICES FUND DESCRIPTION OF SERVICES

The term "Grantee" shall apply to the County contractor (cities and COGs) operating interim housing or its sub-contractor that must fulfill the below scope of work.

A. Purpose

Grantee shall provide a full range of interim housing services in accordance with Housing First and Trauma Informed Care principles to facilitate clients' exit to permanent housing.

For background information, refer to the below briefs that explain the foundational concepts of a homelessness response system:
- Housing First: A Core System Philosophy in LA's Homeless Services Delivery
- Trauma-Informed Care: A Core System Approach to the Los Angeles Homeless Services Delivery

B. Specific Tasks

1. **Coordinated Entry System**
   a. Use the Coordinated Entry System (CES) - Interim Housing Program is an integral part of the CES, which was created to ensure consistent approaches for access to, and delivery of, services in Los Angeles County. Therefore, Interim Housing Programs must work in collaboration with the CES.
   b. Utilize the population-appropriate LA County CES Triage Tool to determine eligibility for and connection to the appropriate housing intervention.
   c. Grantee must document the participant's homeless status in the Homeless Management Information System (HMIS).

2. **Supportive Services and Activities**
   Grantees or contracted service provider providing housing services and assistance must provide those services specifically needed by, and requested by, each participant. Interim housing services are provided either directly by Grantee or through subcontracted services arrangements. Each participant must be individually assessed for the types of services needed. The services that must be provided are listed below but are not limited to this list.
   a. Direct Support Services
      - Twenty-four (24) hour bed availability
      - Housing Navigation (for participants not receiving Housing Navigation services from another program)
      - Case Management
      - Residential Supervision
      - Crisis Intervention and Conflict Resolution
      - Security (vendor or Grantee's employee)
      - Meals (three per day)
      - Restrooms and Showers

b. Problem Solving (aka Diversion)

The first conversation upon entry should be to assess for the possibility of Diversion so as to assist the person to self-resolve their housing and/or make reasonable efforts to re-connect with supportive family and/or friends who could temporarily or permanently house the participant, rather than reside in the interim housing.

- If resources are needed to successfully divert a person from entry into the homelessness system, a referral must immediately be made to a CES Diversion/Prevention program (when available) or a request can be made to use Problem Solving Assistance Funds.
- In order to identify other permanent housing options, Grantee should continue to have Problem Solving conversations with the participant while residing in interim housing.

d. Program Intake: Grantee must allow for intake of new participants at least five (5) days a week during regular business hours and as long as beds are available. Local preference is allowed. Interim housing beds may be prioritized, but not be restricted, to serve clients within city/COG boundaries. Vacant beds will be made available regionally.

3. **Case Management**

Housing-Focused Case Management Services are provided by interim housing staff to assist participants in moving forward in accessing permanent housing through referrals to housing programs (such as Rapid Re-Housing, Permanent Supportive Housing, affordable housing, etc.) The primary objective of Housing-Focused Case Management/ Support Services is to extend support to participants through an individualized case management relationship, that will ultimately translate to increased housing stability. This includes but is not limited to support with completing housing applications, accompanying the participant to housing appointments and/or leasing appointments, and other support associated with the housing placement process.

a. Grantee must provide Housing-Focused Case Management that is offered in accordance with Housing First and Trauma Informed Care principles, to assist the participant either to self-resolve their housing Interim and/or be connected to a permanent housing provider.

b. Grantee must document the content and outcome of case management meetings with participants as case notes under the designated program in HMIS.

c. To maintain the momentum of participants' progress towards obtaining permanent housing, the Grantee must offer case management services to each participant at least two (2) times per month. The frequency of how often case management services is offered to each participant can be increased depending on need and availability. All efforts on behalf of the Grantee to engage a participant in case management services should be documented in HMIS as well as the response from the participant.

d. Case Management Ratio: Grantees are recommended to maintain a ratio of at least one (1) staff to every twenty-five (25) participants for optimal service delivery.

e. Caseloads should be determined through consultation between line and supervisory staff while examining the level of acuity/need, the amount of contact that is needed to successfully engage the household, and the length of time needed to meet participants where they reside.

4. **Housing and Services Plan**

a. Following intake and assessment, interim housing Case Managers must develop a Housing and Services Plan in coordination with the participant.

b. Monthly Update: Case Managers are required to document the participant's progress towards achieving the goals established in their Housing and Services Plan as a case

note in HMIS at least one (1) time per month. All HSP goals must be referenced and the progress made on each goal must be provided within each monthly case note.

c. Progress and engagement towards housing goals must be documented and reviewed every 90 days to remain eligible.

d. Housing Navigation Services: If a participant is not assigned a Housing Navigator, Grantee must provide Housing Navigation services to participants to support their housing placement goals. Housing Navigation services may be provided on-site and may also require participants' to be accompanied to off-site appointments.

e. Housing Navigation services must be focused on assisting the participant in identifying and accessing permanent housing, within their realistic budget, ideally within the initial ninety (90) days of their enrollment into the Interim Housing Program.

f. Programs shall assist participants with a range of funded and leveraged activities that address the participants' goals (as stated in their Housing and Service Plans including but not limited to:

- Assistance obtaining identification and other documents that are required for securing permanent housing.
- Enrollment in eligible mainstream resources (Temporary Assistance for Needy Families, Social Security Disability Insurance and Supplemental Security Income, health insurance, public benefits, etc.)
- Connections to substance abuse, mental health, physical health, employment and vocational, educational services, legal assistance, money management subsidized childcare, food resources as well as life skills coaching.
Programs shall also make efforts to provide participants reasonable access to phone and transportation resources.
- When a referral is made to any community service, case managers shall provide a warm handoff and a follow up to ensure the linkage has been made.

5. **Exiting Participants**
Grantee must develop clear Policies and Procedures for exiting participants from the Interim Housing Program.

a. Grantee must exit the participant from enrollment in interim housing when the following conditions are met:

- Participant is successfully placed into permanent housing.
- Participant relocates outside of Los Angeles County.
- Participant is enrolled in another interim housing program or Transitional Housing Program.
- Reunification services are utilized or the participant self-resolves their housing situation.
- Participant is deemed a risk to the safety of the Grantee's staff, or other participants.
- Participant will be hospitalized or incarcerated for seven consecutive days or more.
- Participant that misses three (3) consecutive nights with unapproved absence (that is, upon missing check-in for the third night in a row). If the participant returns for services after being exited, efforts must be made to address the participant's needs and re-enroll into interim housing.

b. Grantee must NOT exit a Participant from interim housing for the following reasons: For missing check-in for two (2) consecutive nights (they can be exited if they fail to show on the 3rd night); Active substance use; Failure to have an income; Active health issues; Mental health conditions; Failure to abide by personal budget; Non-compliance with Housing and Services Plan; or Medication non-compliance."

  c. Grantee should re-enroll participants that have been exited due to unapproved absences if a bed is available.

  d. When the participant has been successfully linked to a permanent housing program, Grantee must work collaboratively with the Permanent Housing Provider to facilitate a quick and successful transition that is not disruptive to the participant.

6. **Exit Plan**

 Grantee must complete an [Exit Summary Plan Form](#) for all exited participants.

  a. Exit Plans for participants not entering Permanent Housing placement should include referrals and linkages to other interim housing resources, with a warm hand-off (i.e., documented transition between providers) that show a smooth transition from interim housing was made.

  b. Grantee must complete the program exit page in HMIS indicating where the participant has "exited to." "Unknown destination" entries in HMIS are to be discouraged. Exits must be entered in HMIS at the time of their exit. (If new information about a participant's exit destination becomes available after they've been exited from the program, Grantee should proceed with updating the exit destination on the program exit page in HMIS.)

7. **HMIS Data Collection and Participation Requirement**

 In order to provide well-coordinated support for households and manage the limited resources available in the CoC, Grantees must utilize HMIS to track Households served and the services provided.

 Grantee will encourage all participants to sign the [Consent to Share Protected Personal Information form](#), granting other CES providers access to their information. Status Update Assessments, including case notes on services provided to the participants, must be completed with twenty-four (24) hours of any reported change information.

8. **Participant Master File**

 Grantee must maintain a file for each participant that contains the following, but not limited to:

Document	Guidance
Participant Identification	Required
Program Participation Guideline Agreement form	Required - Agency created form. Must be dated and signed by the participant and Grantee.
Grievance Procedure Acknowledgement Form	Required - Agency created form.
LA CoC Homeless Certification Form and/ or required institutional documentation	Required – See LAHSA [Program Standards](#)
Income Verification forms	If collected, i.e., Department of Public Social Services, Social Security Administration, pay-stubs, bank statements, etc.
Housing and Services Form	Required - Use LAHSA [form](#) and track the date the Housing Services Plan was completed in HMIS
Monthly Service Update Form	Optional - Use LAHSA [form](#) and track monthly in HMIS
Case Notes	Required - Enter into HMIS
Incident Reports	Required

Exit Summary Form, including Reunification Certification Form and Transportation Assistance Request Form as appropriate.	Required- Use LAHSA approved forms when exiting participant from the program. Training may be viewed HERE. If providers have not used HMIS, they will be onboarded.

9. Facility and Operations

Grantee must operate the Interim Housing program 24/7.

a. Grantees are permitted to prohibit the possession and/or use of weapons, alcohol, and/or illegal drugs on the site.

- Grantees must, however, establish Harm Reduction policies, practices, and procedures designed to minimize negative consequences resulting from participants use or possession of contraband items as referenced above.
- Harm Reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of participants and/or staff.

b. Grantee must allow for in and out access of the interim housing between 6:00 AM and 10:00 PM and accommodate access for anyone who may have employment or other important scheduling needs outside of those designated hours. Operators are encouraged to implement quite hours and good-neighbor policies instead of curfews when appropriate.

c. The facilities used to provide interim housing may provide beds or cots in a single-site facility with sleeping accommodations in multiple rooms or a congregate dormitory setting. Bunk beds are acceptable for use; however, Grantee must create policies and procedures addressing accessibility.

- Grantee shall provide basic furnishings in the bedrooms and common areas of the facility.
- Grantee must provide accommodations for mixed-gender and same-gender couples, as available. Variations to these requirements may exist between populations, consult population specific appendix.

d. There must be a minimum of three (3) feet, or thirty-six (36) inches between the long side of adjacent beds or cots. The configuration of beds / cots in a dormitory or large room setting must include aisles that are sufficient in size and placement to facilitate ease of passage in the event that an emergency evacuation of the facility is necessary.

e. The facilities must also provide, at a minimum, laundry facility (or provide participants with assistance connecting to laundromat services) so that they can wash their clothing.

f. Storage: Grantee must provide each participant with access to storage for personal possessions which can be checked in and out during their time in the Interim Housing Program. Minimum storage must be the equivalent of a standard 12" x 12" x 12" locker. Additional storage must be made available as facility capacity allows.

g. Interim Housing Programs shall provide participants access to showers, sinks and toilets. Access to showers, sinks and toilets shall be made available according to participant gender identity, in compliance with all applicable federal state and/or local mandates.

h. Programs shall ensure that the facility is clean and complies with Department of Public Health Interim Housing Facilities Standards and all other applicable building, safety, and health codes. LAHSA's facility standards may be viewed HERE.

10. Personnel

a. Grantee must ensure that all staff and volunteers that are contracted/hired to provide services specifically to transition age youth must be fingerprinted and pass a criminal

background (Live Scan) check before working/ interacting with any youth who are served in the program.

b. Grantee must provide twenty-four (24) hour residential management and security services by qualified staff to ensure the safety of all participants and staff.

EXHIBIT II

CITIES AND COUNCILS OF GOVERNMENTS INTERIM HOUSING (IH) SERVICES FUND APPLICATION TEMPLATE

1. PROPOSAL CONTACT INFORMATION (Administrative Entity)		
Name of the City or COG		
Address		
Website		
Principal Point of Contact	Name	Title
	Email Address	Telephone Number
My organization is proposing as		
☐ A single entity ☐ A joint venture or consortium. If the latter, list the partners involved in this proposal.		

2. LANDSCAPE ANALYSIS OF NEEDS, DEMOGRAPHICS AND RESOURCES		
2020 Point in Time Count of People Experiencing Homelessness (PEH) in the Proposer's Jurisdiction and Service Planning Area (SPA)		
	In the Proposer's Jurisdiction	In SPA that the Proposer's Jurisdiction is Located In (1-8). Leave blank if you don't have SPA-based information.
Total Number of PEH		
# of PEH Who are Unsheltered		
Demographic information of PEH, including but not limited to (as available): • Race / ethnicity • Gender identity • Age • LGBTQIA+		
# of *Existing* IH Beds/Units		
IH vacancy rate in the summer and winter months		
Percentage of exits from emergency shelters to permanent housing solutions		
# of *Planned* IH Beds/Units		
# of *Existing* Permanent Housing Units (i.e. Housing, Rapid Rehousing, etc.)		
# of *Existing* Permanent *Supportive* Housing Units (Project-based and scattered sites)		
# of *Planned* Permanent Housing Units (i.e. Rapid Rehousing)		
# of *Planned* Permanent Supportive Housing Units (Project-based and scattered sites)		
Applying jurisdiction(s) has a Public Housing Authority. (Yes/No)		
Applying jurisdiction(s) has received Emergency Housing Vouchers. If yes, list the number of EHVs. (Yes/No)		

3. PROPOSAL FOR INTERIM HOUSING (IH)

Project Name	
Project Address	
Target Service Area	Targeted region(s) the proposed project will serve.
Type of IH	Congregate, Non-Congregate such as Tiny Home/Pallet Shelter. If other, please state.
Project Status	☐ Newly constructed IH site ☐ Remodeled existing property to serve as IH ☐ Expansion in existing IH project to add more IH beds ☐ Existing site without expansion ☐ Other: Please explain.

Project Duration	Project Start Date	Project End Date

Project Beds/Units (#)	Total # of Beds/Units in the Project	Total # of Beds/Units requested for funding

Project Budget	Total Project Budget ($)	Funding Request ($)	Bed/Unit Rate ($)
	If the total project budget exceeds the funding request, list other funding sources, amounts and duration.		

Site Operator	If the applicant is not operating the proposed project, describe how the proposer will retain a sub-contractor to operate the proposed IH. Include how the proposer will ensure equitable access to the subcontracting opportunity(ies), particularly for smaller-scale contractors and/or contractors located in the targeted service area. If there is an executed contract with the service provider, please include a copy of the contract with your application submission.
Target Population to be served	Describe the target population to be served by the IH site. Include demographic details, including but not limited to race / ethnicity, gender, age, and LGBTQIA+. Please also detail any population you are serving that might be disproportionately affected by homelessness.
Project Description	At the minimum, this section needs to include: 1. Demonstrated need 2. Project Intent/envisioned outcomes 3. Proposed uses of funds requested including how it complements other existing or future fundng 4. Equitably closing the gaps for demographic subpopulations that are underserved 5. Evidence of connection with the local homeless Coordinated Entry System including utilization of Homeless Management Information System 6. A demonstration of how the jurisdiction has coordinated, and will continue to coordinate, with other jurisdictions 7. A demonstration of the applicant partners with, or plans to use funding to increase partnership with local health, behavioral health, social services, and justice entities located within the target service area(s) and with people with lived experiences of homelessness.
Equity	Describe specific actions the proposed project will take to ensure racial, gender and other forms of equity in service delivery and housing placements, changes to procurement, or other means of advancing equitable access to housing and services for racial /ethnic groups overrepresented among residents experiencing homelessness .
Pathway to Permanent Housing	1. Describe how the proposed project will directly link clients to permanent housing exits, i.e., demonstrate a direct pathway to permanent housing via efforts such as rapid re-housing, matching Housing Choice Vouchers/Emergency Housing Voucher clients to scattered site housing, master leasing, etc. 2. If the proposed project is a part of expanding the permanent housing capacity, please describe. i.e., collaborating with LAHSA and Department of Health Services to secure new scattered permanent housing units or master leasing by engaging multi-unit property owners in their local jurisdictions.

4. WORKPLAN FOR THE PROPOSED PROJECT

Provide a work plan with detailed specific tasks, deliverables and target timeline. Add more tables and rows as needed.

	Activity (who, what, and target deliverable) *Examples are provided below.*	Target Timeline
1.2	*City to execute a sub-contract with the interim housing Operator*	*MM/YYYY*
1.3	*Engage clients and create a bynames list*	*MM/YYYY*
1.4	*Begin interim housing operation*	*MM/YYYY*
1.5	*Develop a standardized training curriculum and ensure staff are trained on Coordinated Entry System intakes, HMIS, and how to assess clients and make effective referrals to mainstream services including, but not limited to, General Relief, CalFresh, Medi-Cal, mental health and substance use disorder services.*	*MM/YYYY*
1.6	*Achieve an 95% occupancy*	*Quarterly*
1.7	*Serve at least # of unduplicated clients*	*Quarterly*
1.8	*Achieve at least 40% unduplicated clients' exits to permanent housing*	*Contract term*
2.1	*Establish a partnership with LAHSA and Dept. of Health Services in securing new permanent housing for IH clients to transition to.*	*MM/YYYY*

5. KEY STAKEHOLDERS AND PARTNERS

List and describe key stakeholders and partners, starting with the proposing agency, involved in supporting implementation of the proposed project. Include their specific roles and financial and in-kind contribution, if applicable, with funding amounts. Add more rows as needed.

Agency	Role	Contribution

6. ADDITIONAL COMMENTS

If there is anything else that you would like to share about the project, please include here.

EXHIBIT III

CITIES AND COUNCILS OF GOVERNMENTS INTERIM HOUSING SERVICES FUND
PROJECT BUDGET TEMPLATE

Applicant Name		**Date**	
Project Address		**Project Start Date**	
Total Operating Budget ($)		**Total Requested Funds ($)** (1)	
Total # of Operating Bed		**Bed/Unit Rate** ($) (2)	

Complete sections that are applicable to the proposed project. Add additional line items as needed.

Expenses	Total Annual Cost (3)			CCOGIHS Funding Request	Remaining Cost (4)	Description/Justification (Include a description, justification and or explanation for each budget item)
	FTE	Annual Salary	FY 22-23 Cost			
Personnel		$	$	$	$	
		$	$	$	$	
		$	$	$	$	
		$	$	$	$	
		$	$	$	$	
		$	$	$	$	
Salaries Subtotal		$	$	$	$	
Employee Benefits @ ___%		$	$	$	$	
Subtotal Salaries & Employee Benefits		$	$	$	$	
Services and Supplies	Total Annual Cost (3)		FY 22-23 Cost	CCOGIHS Funding Request	Remaining Cost (4)	Description/Justification (Include a description, justification and or explanation for each budget item)
Client/Member Expenses	$		$	$	$	
Equipment Lease	$		$	$	$	
Maintenance/Janitorial	$		$	$	$	
Program Supplies	$		$	$	$	
Office Supplies, Postage, Printing	$		$	$	$	
Security	$		$	$	$	
Staff Mileage/Parking	$		$	$	$	
Staff Training/Development	$		$	$	$	
Telephone/Communications	$		$	$	$	
Trash/Waste Disposal	$		$	$	$	
Transportation	$		$	$	$	
Vehicle Maintenance and Insurance	$		$	$	$	
Subtotal Services/Supplies	$		$	$	$	
Sub-Contractor/Consultant						
	$		$	$		
Subtotal Sub-Contractor/Consultant	$		$	$		

Services and Supplies continued.	Total Annual Cost (3)	FY 22-23 Cost	CCOGIHS Funding Request	Remaining Cost (4)	Description/Justification (Include a description, justification and or explanation for each budget item)
Lease					
Lease with Developer	$	$	$	$	
Utilities	$	$	$	$	
Subtotal Lease Costs	$	$	$	$	
Administrative					
Administrative Overhead	$	$	$	$	
Subtotal Administrative Overhead (5)	$	$	$	$	
TOTAL BUDGET	$	$	$	$	

(1) The Total Requested Funds represent the total amount requested in CCOGIHS fund.

(2) The Bed/Unit Rate represents the daily cost to operate each bed/unit (Total annual operation ÷ Total number of operating beds/units ÷ 365 days)

(3) The Total Annual Cost represents the total cost to operate the entire project.

(4) The Remaining Cost represents the difference between the total annual cost and CCOGIHS funding request. If there is a budget gap, please complete the Leveraged Resources Template to provide a description of funding sources, duration, amounts and restrictions if applicable.

(5) No more than 7% of an applicant's allocation may be expended on administrative costs incurred by the administrative agency. Administrative costs do not include staff or other costs directly related to implementing activities funded by the program allocation.

CITIES AND COUNCILS OF GOVERNMENTS INTERIM HOUSING SERVICES (CCOGIHS) FUND
LEVERAGED RESOURCES TEMPLATE

Applicant Name		**Project Start Date**	
Project Address		**Total # of Operating Bed**	
		Bed/Unit Rate ($)	

Total FY2022-23 Operating Cost ($) if applicable	Total CCOGIHS Funding Request ($)	Budget Gap, if any ($)

If there is a budget gap, please provide other leveraged resources (in-kind and financial) including funding source, duration, amount and funding restrictions if applicable.

Funding Source	Funding Duration	Funding Amount	Does this funding have restricted usage? If so, please describe.