

Homeless Emergency Aid Program (HEAP)

Technical Assistance

Presented by: Jennifer Griggs, Butte Countywide Homeless
Continuum of Care

October 25th and 29th 2018

Agenda

- ▶ Timeline
- ▶ Amendments
- ▶ Housing First
- ▶ Insurance Requirements
- ▶ Updated Entity Certification
- ▶ General Information
- ▶ Checklist – Create One



Timeline

All Dates Subject to Change

- ▶ 10/31 – Entity Cover Letter Deadline
- ▶ 11/6 – Last Day to Submit Questions
 - Answers Posted No Later than 11/9 on CoC Website
- ▶ 10/25 and 10/29 – Session 2 of TA
- ▶ 11/15 at 5pm – RFP/Application Deadline

Amendment 3 – Issued 10/25

- ▶ *Updated Entity Certification – Also known as Appendix A*
- ▶ *Removal of the Requirement in the Application for:*
 - A copy of the Agency's most recent Auditors Report , waived for City/County Government Applicants
- ▶ *Change in the Requirement in the Application for:*
 - A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer, waived for City/County Government Applicants
- Updated Requirement: A copy of the agency's current fiscal year's Balance Sheet and Income Statement certified by the agency's CFO, Finance Officer, or Board Treasurer, waived for City/County Government Applicants

Housing First

- ▶ In compliance with the requirements established under SB 1380 (Chapter 6.5 of Division 8 of the Welfare and Institutions Code), HCFC will require in all standard agreements that any program paid for with HEAP funds shall align and comply with the core components of Housing First as defined in Welfare and Institutions Code Section 8255(b).
- ▶ Applicant is responsible for understanding how CA laws and requirements differ from Federal laws. *If Applicant is using more than one funding source*, it is the applicants responsibility to determine legal guidelines

Insurance Requirements – See Handout

- ▶ A. MINIMUM SCOPE AND LIMITS OF INSURANCE – Coverage shall be at least as broad as:
 - ▶ 1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with **limits no less than \$1,000,000 per occurrence**. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 - ▶ 2) Automobile Liability: ISO’s Commercial Automobile Liability coverage form CA 00 01.
 - ▶ a. Commercial Automobile Liability: Covering any auto (Code 1) for corporate/business owned vehicles, or if Contractor has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), **with limits no less than \$1,000,000 per accident** for bodily injury and property damage.
 - ▶ b. If no transportation services of any type are provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, **evidence of Personal Auto Policy coverage with limits no less than \$100,000 per person, \$300,000 each accident, \$50,000 property damage may be provided in lieu of Commercial Automobile Liability Insurance.**
 - ▶ 3) Workers’ Compensation Insurance: As required by the State of California, with Statutory Limits and Employer’s Liability Insurance **with limit of no less than \$1,000,000 per accident for bodily injury** and disease. (Not required if Contractor provides written verification he or she has no employees.)



THIS IS A COMPETITIVE PROCESS

October 25th and 29th
2018

All Awarded Projects

- ▶ Responsible for Reading, Understanding and Complying with all Guidelines (NOFA, BCSH, HCD)
 - NOFA – Notice of Funding Opportunity
 - BCSH – Business, Consumer Services and Housing Agency
 - HCD – Housing and Community Development
- ▶ Required to Comply with Housing First
- ▶ Use Coordinated Entry
- ▶ All Capital Project Are Subject to Prevailing Wage *
Contact Department of Industrial Relations (DIR) and/or
Legal Counsel With Labor Questions
- ▶ Attend Post Award Training – Feb/Mar 2019

Project Applications

- ▶ Keep Response to the 8 pages
- ▶ Spend most time answering Goals and Outcomes
– 25% of Points
- ▶ Not looking for marketing information, want information about how you/partners are in line with the State and Local Priorities/Goals
- ▶ Applicants must include in the application how the proposed activity is directly related to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California's Housing First policy.

In Closing

- ▶ Critical questions must be in writing. Information given at this session is not binding. Only Written information from the CoC will be considered binding.
- ▶ Jennifer Griggs – 530.717.2138
 - <http://www.buttehomelesscoc.com/heap-funding.html>
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