



**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

**REQUEST FOR PROPOSALS FOR PREVENTION AND DIVERSION PROGRAM**  
**HHAP 6**

**RFP Release Date:** August 31, 2026  
**Letter of Intent Due Date:** September 9, 2026  
**Proposal Due Date:** September 23, 2026  
**Review Period:** September 28-29, 2026  
**Award Notice:** October 1, 2026  
**Contract Period (anticipated):** October 1, 2026 through September 30, 2028 with option for extension through June 30, 2029.

**I. Background and Introduction**

**A. Yolo County Homeless and Poverty Action Coalition (HPAC) Organization Overview**

The Yolo County Homeless and Poverty Action Coalition (HPAC) is a 501(c)(3) nonprofit that partners with local, state, and federal agencies to accomplish our shared goal of ending homelessness. HPAC is the administrator of this State of California, Homeless Housing, Assistance, and Prevention Program (HHAP) funding and will competitively select, contract with, and reimburse subrecipients for eligible costs. HPAC will monitor fiscal and program compliance, including HMIS data quality, coordinated entry participation, insurance, debarment checks, and audit requirements. HPAC will support providers with policies, training, and reporting.

**B. Project Overview**

HPAC seeks qualified provider(s) to provide homeless prevention activities to Yolo County low income residents as described in this RFP. Projects funded through this RFP must comply with all applicable HHAP program requirements and expenditure timelines. The amount of funding available for homeless prevention and diversion activities through this RFP is \$850,000, of which \$100,000 must be spent serving homeless youth ages 12-24. Providers selected must spend 50 percent of their award by June 30, 2027, and the balance by September 30, 2028 with the option for an extension through June 30, 2029 depending on performance in meeting grant deliverables and contract requirements. HPAC will allow up to 30 days from the contract start date for provider start up time. HPAC reserves the discretion to amend the subcontracts awarded through this RFP at an equal, lesser, or greater amount contingent upon satisfactory performance, availability of funds, demonstrated need, and project outcomes. Projects must



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

plan implementation timelines and timely submit invoices to ensure timely expenditure of funds.

### **C. Project Background**

The Homeless Housing, Assistance and Prevention Program, Round 6 (HHAP 6) is a \$1 billion block grant program reflecting the state's priorities to prevent and expeditiously reduce unsheltered homelessness through homelessness prevention activities and sustain existing Interim Housing Solutions and Permanent Housing Solutions, including long-term sustainability of permanent affordable housing. HPAC and the County of Yolo submitted a joint application for HHAP 6 funding. The California Department of Housing and Community Development (HCD) awarded HPAC \$2,222,925.99 in HHAP 6 funds as the lead administrative entity.

Round 6 is designed to build on regional coordination developed through previous rounds of federal, state, and local funds, including Homeless Emergency Aid Program (HEAP), HHAP Rounds 2 through 5, the Homekey program, the No Place Like Home Program, the Multifamily Housing Program, Housing for a Healthy California Program, California Emergency Solutions Grants Program, the National Housing Trust Fund, HOME Investment Partnerships Act, CalWORKs, CalFresh, Supplemental Security Income/State Supplemental Program, Cash Assistance Program for Immigrants, In-home Supportive Services, Adult Protective Services, Child Welfare, Childcare and Development, Disability benefits advocacy, Medi-Cal, and Mental Health Services Act and Behavioral Health Services Act.

HCD also expects applicants to:

- Foster robust regional collaboration and strategic partnerships aimed at fortifying the homeless services and housing delivery system. This should be achieved through the formulation of data-driven and cross-system plans designed to allocate resources in alignment with the state's priorities for housing solutions for people experiencing homelessness. This means implementing strategies that create and sustain regional partnerships and emphasize Permanent Housing Solutions.
- Ensure all cities and counties in the region are addressing existing unsheltered homelessness, including encampments, and preventing future homelessness by planning for future housing needs and following all state housing laws and the California Interagency Council on Homelessness (Cal ICH) Guidance on Addressing Encampments. Jurisdictions must adopt compliant housing elements and implement their respective housing element programs, resolve and avoid state housing law violations, and implement practices to utilize surplus land for the production of affordable housing.
- Ensure the long-term sustainability of housing and supportive services by strategically pairing HHAP 6 funds with other local, state, and federal resources to effectively reduce and ultimately end homelessness.



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

- Demonstrate sufficient resources dedicated to Interim Housing and long-term Permanent Housing Solutions, including capital and operating costs.
- Demonstrate a commitment to address racial disproportionality in homeless populations and achieve equitable provision of services and outcomes for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other People of Color who are disproportionately impacted by homelessness.
- 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.
- Fund projects that provide housing and services that are Housing First compliant, per HSC section 50241(f), which references Welfare and Institutions Code 8255 and 8256, and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving interim or permanent housing, or other services for which these funds are used. Housing First should be adopted within the entire local homelessness response system, including outreach and interim housing, short-term interventions like Rapid Rehousing, and longer-term interventions like supportive housing.
- Prioritize the use of HHAP funds to assist people to remain in or move into safe, stable, Permanent Housing. HHAP funding should be housing-focused -- either funding Permanent Housing interventions directly or, if used for Interim Housing or street outreach, have clear pathways to connect people to Permanent Housing options.

## **II. Project Scope and Contractor Responsibilities**

### **A. Scope of Work**

The selected provider shall implement a Prevention and Diversion program that can prevent homelessness. Examples include rental assistance, rapid rehousing, and other programs as long as they prioritize households with incomes at or below 30 percent of the area median income, and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness. This category includes rental subsidies in rapid rehousing programs or longer-term rental subsidy programs, CARE petitioning activities and support for placement and related services for individuals in the CARE Act process, landlord incentives such as security deposits, holding fees, funding for needed repairs, and landlord relationship management costs, move-in expenses, and problem solving and diversion support programs that prevent people at risk of or recently experiencing homelessness from entering unsheltered or sheltered homelessness. (Health & Safety Code 50243(e)(2)(A) and (B).) Applicants should prioritize providing flexible short-term (3 months or less) financial assistance to households at imminent risk of homelessness and housing stabilization planning. In



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

alignment with the Regional Coordinated Homeless Action Plan, this initiative is aimed at preventing homelessness for 250-300 people by June 30, 2029.

The selected Contractor(s) must demonstrate the capacity to conduct prevention assessments for households at imminent risk of homelessness, develop individualized housing stabilization plans, and identify resources to avert shelter entry. Selected Contractor(s) must also demonstrate the ability to problem-solve between tenants and property owners to preserve housing, including negotiating payment arrangements. The selected Contractor(s) must also demonstrate the ability to provide timely short term rental assistance and utility support.

Applicants may apply for part or all of the total award. If applying for all of the award, they must indicate how they intend to provide geographically accessible services across the County and how they will serve homeless youth ages 12 to 24. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in emergency or transitional shelters;
  - abandoned in hospitals; or awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above. (42 USCA section 11434a)

**B. Contractor Responsibilities**

Organizations must demonstrate the ability to successfully manage prevention and diversion services and meet service goals. Staff assigned to this project should be qualified to deliver trauma-informed, equitable, and culturally responsive services. Key responsibilities include submitting and managing applications for rental assistance, conducting eligibility assessments and verifying income documentation, maintaining reasonable caseload standards, and ensuring timely processing and effective utilization of resources.

Organizations must demonstrate the ability to manage referrals through the Coordinated Entry System. Organizations should demonstrate the ability to accept referrals at least five days per



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

week, contact all applicants within 3 business days to provide appointment updates, assess immediate needs, and explore diversion opportunities, timely enter HMIS data, and promptly process requests for financial assistance to prevent homelessness.

Organizations must demonstrate experience delivering community-based navigation services that connect households to resources and support systems. The selected provider should have a proven track record of engaging diverse and vulnerable populations.

Organizations must demonstrate experience using Homeless Management and Information System (HMIS) and have a proven track record of meeting HMIS compliance standards. Organizations must enter client enrollments into HMIS within 2 business days and record all services within 3 business days. Organizations must maintain accurate records in HMIS and adhere to CoC data standards.

Organizations must demonstrate the ability to maintain strong coordination with Yolo County homeless providers and HPAC. Organizations must ensure staff complete mandatory HMIS and Coordinated Entry training.

Organizations must provide quarterly reports to HPAC through HMIS on services provided, including the total number of individuals served, aggregate outcome data, and aggregate demographic data. Organizations must also invoice HPAC monthly and provide back up documentation. Organizations awarded funding through this RFP will also be subject to annual site visits to verify compliance.



**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
**Homeless Housing, Assistance and Prevention Program Round 6**  
**Notice of Local Funding & Local Competition Timeline and Selection Process**  
**Adopted August 26, 2026**

**III. Local HHAP6 Competition Timeline**

RFP Release:

Mandatory Notice of Intent to Apply Due:

Submissions Due:

Review Period:

Award Notice:

Contract Period:

| Step | Date Due       | Description of Activity                                                                                                                                                      |
|------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | 8/26/2026      | HPAC Board approves Local Competition and Selection Process                                                                                                                  |
| 2    | 8/30/2026      | Local Notice of Funding/RFP Availability will be sent to HPAC members and affiliates                                                                                         |
| 3    | 9/09/2026      | Mandatory Notice of Intent to Apply deadline at 5:00 P.M. to <a href="mailto:londell@hpac.org">londell@hpac.org</a> and <a href="mailto:trevor@hpac.org">trevor@hpac.org</a> |
| 4    | 9/10-9/14/2026 | HPAC staff review Notices of Intent and determine conflicted agencies and whether a local competition is necessary                                                           |
| 5    | 9/15/2026      | HPAC staff request non-conflicted volunteers for the Selection Subcommittee                                                                                                  |
| 6    | 9/23/2026      | Application deadline by 5:00 P.M. to <a href="mailto:londell@hpac.org">londell@hpac.org</a> and <a href="mailto:trevor@hpac.org">trevor@hpac.org</a>                         |
| 7    | 9/24-9/25/2026 | HPAC staff determine if applications meet threshold requirements and prepare packets for Selection Subcommittee review                                                       |
| 8    | 9/28/2026      | Selection Subcommittee reviews and preliminarily scores applications                                                                                                         |
| 9    | 9/29/2026      | Selection Subcommittee meets with applicants to ask clarifying questions and adjusts scoring as appropriate                                                                  |
| 10   | 9/29/2026      | Selection Subcommittee meets to develop funding recommendations                                                                                                              |
| 11   | 9/30/2026      | HPAC Board votes on funding recommendations presented by either Selection Subcommittee or Executive Director                                                                 |
| 12   | 10/01/2026     | Executive Director or HPAC staff sends written notification to Applicants about outcome of the Board's funding decision                                                      |



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

### **Notice of Intent to Apply**

All applicants must express their intent to apply to [londell@yolohpac.org](mailto:londell@yolohpac.org) and [trevor@yolohpac.org](mailto:trevor@yolohpac.org) by 5:00 p.m. on **September 9, 2026**. **HPAC will not consider applications from applicants who do not submit the required notice of intent to apply.** The notification of intent must include:

- Name of Agency
- Primary Contact and Title
- Service Delivery Model (including which prevention and diversion activities applicant intends to provide, proposed service population, proposed service location, and how clients will access services)
- Geographic Area to be Served
- All Project Partners/Proposed Subcontractors and their Contact Information
- Approximate Total Dollar Amount Requested and Youth Set Aside Amount

### **Determination of Need for Local Competition**

HPAC staff shall review all notices of intent by **September 14, 2026** to determine if a local competition is necessary. This determination shall be based on the number of projects submitted and the amount of funds requested.

## **IV. Proposal Requirements**

### **Proposal Submittal Instructions**

All applicants must submit a completed *Project Proposal* to [londell@yolohpac.org](mailto:londell@yolohpac.org) and [trevor@yolohpac.org](mailto:trevor@yolohpac.org) by 5:00 p.m. on **September 23, 2026**. Submit one (1) electronic PDF of the proposal package. Confirm the file name includes the Applicant's Organization Name followed by the RFP title. The Selection Subcommittee will consider the application, applicant interview, the geographic distribution of funds throughout the County, and services to youth when determining which proposal(s) will be recommended for funding. ***Late submissions will not be considered.***

### **Submission Format Requirements**

Applicants must submit a proposal formatted according to the requirements listed below and address each question or section using headings and bullet points. Proposals that do not follow these standards may not be considered or will incur a reduction in total points.

### **Document Format**

- 12 point Arial font
- Single-spaced with one-inch margins





---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

- Maximum of 10 pages (excluding cover page, Table of Contents, and required attachments)
- Submit as a single PDF document

**Proposal Content Required Sections**

**Section I – Cover Page with Applicant Information (not included in page limit; max 2 pages; no points)**

Proposals must include the following information.

1. Name of organization and mission statement
2. Address
3. Executive Director/President/CEO (with signature)
4. Primary contact and title (name, title, email, phone)
5. Total dollar amount requested and youth set aside amount
6. Subcontractor information and/or project partners and contact information (names, titles, emails, addresses)

**Section II—Table of Contents (not included in page limit; max 2 pages; no points)**

Submissions must include an itemized list of all electronic documents provided to HPAC.

**Section III – Proposal Content (10 pages max)**

**A. Applicant Experience & Capacity: Prevention and Diversion Experience (25 points)**

1. Provide information about your agency's experience implementing the proposed activity, or activities similar to the proposed activity in Yolo County. If your organization has no experience doing the proposed activity, describe your experience with at least one project that is similar to prevention or diversion programs.
2. Describe your organization's capacity to successfully implement this program, including FTE by role (e.g. housing navigator, case manager, supervisor, etc.), service hours, workflows for approving and administering financial assistance such as rental arrears and short-term rental assistance.
3. Describe your organization's experience and capacity to serve an underserved population.
4. Provide key milestones demonstrating readiness to begin services, including staff onboarding and training, landlord recruitment, HMIS program set-up, referral acceptance procedures, and other aspects of your program that demonstrate readiness to begin providing services immediately.





---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

**B. Administrative Infrastructure (15 points)**

1. State whether your organization is an established 501(c)(3) or government entity with at least 1-2 years operating history.
2. Describe your organization's internal controls supporting compliant and timely administration of rental assistance, including approval workflows, subsidy tracking (e.g. allocating/tracking by funding stream), rent reasonableness/FMR compliance, and lease documentation.
3. Describe your organization's technology infrastructure for secure data management and required reporting systems.
4. Describe your organization's commitment to data quality and compliance with HMIS standards, including governance practices to ensure data is accurate, complete, up-dated, and reliable. Address the organization's ability to enter client enrollments in HMIS within 2 working days and to record services within 3 working Days, the organization's use of HMIS for outcome tracking, referral monitoring, and program evaluation and describe the organization's process for reconciling program data and reports with invoices and source documentation, and monthly invoicing routine.

**C. Service Delivery Model (25 points)**

1. Provide a description of your proposed project, including the services that will be offered with the funding requested, the number of individuals to be served each year, and how you will assess eligibility. Specify if you will be serving youth aged 12 to 24 and if you plan to hire individuals with lived experience.
2. Identify staff responsible for receiving referrals, triage steps, response timeliness in business days, and referral process.
3. Describe the service delivery approach (field-based, office-based, or virtual), development of individualized housing stabilization plans, caseload expectations, and documentation practices.
4. Explain how your program addresses common housing barriers such as credit challenges, rental history gaps, income instability, or system involvement.
5. Describe how your program implements trauma-informed care, tenant rights education, ADA accommodations, confidentiality protections, and participant grievance procedures.
6. Describe how your proposed project will assist people with permanent housing interventions directly or have clear pathways to connect people to permanent housing options.



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

7. Describe your organization's ability to conduct rapid assessments and problem-solving with households in crisis.
8. Describe your proposed timeline for implementation. If your proposal is a continuation or expansion of a current program, please provide performance measures for the past year.
9. Describe how you will ensure compliance with Housing First requirements.
10. Describe how the project addresses disproportionate impacts that homelessness has on communities of color, particularly Black, Latinx, Asian, Pacific Islander, and Native and Indigenous communities.
11. Describe how your proposed project will utilize evidence-based practices.

**D. Access and Geographic Coverage (15 points):**

1. Describe the location for services, the geographic reach of the program, and whether the physical location(s) is accessible to the target population.
2. State the hours of operation, whether walk-in hours are provided, and how quickly clients are served after contacting the applicant for homeless prevention and diversion services.

**Section IV - Budgeting and Cost Efficiency (20 points)**

1. Provide the cost per unit of service (such as average daily cost per person to provide rental assistance).
2. If applicable, describe your plans to leverage additional funding for your project via in-kind and/or matching funds.
3. Applicants must complete the Project Budget Template to outline anticipated costs by category and contract year. The budget should reflect a clear alignment with the proposed scope of work and demonstrate fiscal feasibility over the full contract term. Appendix I: Cost Budget Proposal Template
4. Project Budget Narrative: Applicants must submit a Budget Narrative that explains and justifies each line item included in the Project Budget. The narrative should describe the purpose of each expense and the assumptions used to calculate projected costs.

**Section V—Attachments (not counted toward page limit)**

- Organizational chart
- Letters from project partners (if partnering)
- Budget template (Appendix I) and budget narrative (Appendix II)



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

- Financial viability form (Appendix III). All applicants must submit a completed Financial Viability Form with required attachments as part of their proposal.  
**Applications without this documentation will not be considered.**
- Proof of insurance: applicants must submit proof of commercial general liability insurance with coverage for contractual liability and operations for the full contract term with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. HPAC must be added as an additional insured during the term of the contract and any extensions.
- Conflict of Interest Statement: Disclose any actual, apparent, or potential conflicts of interest that may exist relative to the services provided under this agreement.



**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
**Homeless Housing, Assistance and Prevention Program Round 6**  
**Notice of Local Funding & Local Competition Timeline and Selection Process**  
**Adopted August 26, 2026**  
 Adopted XXXX

**Evaluation Metrics and Scoring Criteria**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------|--|
| <b>Name of Applicant Organization:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |               |  |
| <b>Rater Number:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |               |  |
| <b>Scoring Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Max</b> | <b>Actual</b> |  |
| <b>Section I – Cover Page - Applicant Information – No points awarded</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>0</b>   |               |  |
| <b>Section II- Table of Contents - No points awarded</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>0</b>   |               |  |
| <b>Section III - Proposal Content: Applicant Experience &amp; Capacity: Prevention and Diversion</b> <ol style="list-style-type: none"> <li><i>Length of experience implementing the same or similar projects in Yolo County</i></li> <li><i>Capacity to successfully implement (FTE by role, workflows, service hours)</i></li> <li><i>Experience and capacity serving underserved populations</i></li> <li><i>Key milestones demonstrating readiness to begin services</i></li> </ol>                                                                                                                                                                                                                                                                                                                     | <b>25</b>  |               |  |
| <b>Section III - Administrative Infrastructure</b> <ol style="list-style-type: none"> <li><i>501c(3) or governmental entity with 1-2 years operating history</i></li> <li><i>Adequate internal controls, subsidy tracking, rent reasonableness and lease documentation compliance</i></li> <li><i>Adequate technology infrastructure/secure data management &amp; reporting systems</i></li> <li><i>Commitment to data quality and compliance with HMIS standards—enter client enrollment in 2 business days, records services within 3 working days, uses HMIS for outcome tracking, has system for reconciling program data and reports with invoices and source documents and invoices monthly</i></li> </ol>                                                                                            | <b>15</b>  |               |  |
| <b>Section III - Service Delivery Model</b> <ol style="list-style-type: none"> <li><i>Project description-services offered, # of individuals to be served/by year</i></li> <li><i>Identified staff responsible, triage steps</i></li> <li><i>Service delivery approach, caseload expectations, documentation practices</i></li> <li><i>Addresses housing barriers like credit challenges, rent history gaps, etc.</i></li> <li><i>Implements trauma-informed care, tenants rights education, ADA accommodations, confidentiality protections, participant grievance procedures</i></li> <li><i>Assists people with permanent housing interventions</i></li> <li><i>Ability to conduct rapid assessments</i></li> <li><i>Timeline for implementation</i></li> <li><i>Housing First compliance</i></li> </ol> | <b>25</b>  |               |  |



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
**Homeless Housing, Assistance and Prevention Program Round 6**  
**Notice of Local Funding & Local Competition Timeline and Selection Process**  
**Adopted August 26, 2026**

|                                                                                                                                                                                                                        |            |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--|
| 10. Addresses disproportionate impacts that homelessness has on communities of color<br>11. Utilizes evidence-based practices                                                                                          |            |  |
| <b>Section III - Access and Geographic Coverage</b><br>1. Location for services, geographic reach, accessible to target population<br>2. Hours of operation, how services are provided, how quickly clients are served | <b>15</b>  |  |
| <b>Section IV – Budget and Cost Efficiency</b><br>1. Cost efficiency-cost per unit of service<br>2. Leveraging<br>3. Accuracy, clarity of budget table and narrative                                                   | <b>20</b>  |  |
| <b>Total Points:</b>                                                                                                                                                                                                   | <b>100</b> |  |

Rater Comments:



**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
**Homeless Housing, Assistance and Prevention Program Round 6**  
**Notice of Local Funding & Local Competition Timeline and Selection Process**  
**Adopted August 26, 2026**

**APPENDIX I: COST BUDGET PROPOSAL TEMPLATE**

The budget should demonstrate how 50% of the funds requested will be spent by June 30, 2027.

| Cost Category           | Description/Line Item                                         | Year 1<br>(9/01/2026 - 6/30/2027) | Year 2<br>(7/01/2027 - 6/30/2028) | Year 3<br>(7/01/2027 - 6/30/2029) |
|-------------------------|---------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| Personnel               | Staff salaries by job category                                | \$                                | \$                                | \$                                |
| Fringe benefits         | Health insurance, payroll taxes, mandatory withholdings, etc. | \$                                | \$                                | \$                                |
| Operating Costs         | Office space, utilities, supplies                             | \$                                | \$                                | \$                                |
| Program expenses        | Rental assistance and other direct client support expenses    | \$                                | \$                                | \$                                |
| Indirect/administrative | Up to 7% of total budget                                      | \$                                | \$                                | \$                                |
| Other                   |                                                               | \$                                | \$                                | \$                                |
| Other                   |                                                               | \$                                | \$                                | \$                                |
| <b>TOTAL</b>            |                                                               | \$                                | \$                                | \$                                |



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

**APPENDIX II: BUDGET NARRATIVE**

The narrative should clearly explain the assumptions and calculations used to develop each budget line item from the Project Budget Template, ensuring alignment with the available funding (\$850,000 through September 30, 2028 with the potential for an extension through June 30, 2029, but with the requirement to spend 50% of the amount requested by June 30, 2027) and HHAP-6 requirements. Please use the following format to structure your Budget Narrative:

**Personnel:**

Describe the staffing plan, including positions, salaries, and level of effort (FTE).

Justification: \_\_\_\_\_

Calculation/Assumptions: \_\_\_\_\_

**Fringe Benefits:**

Explain benefit rates and components (e.g., health insurance, payroll taxes, retirement).

Justification: \_\_\_\_\_

Calculation/Assumptions: \_\_\_\_\_

**Operating Costs:**

Detail anticipated operating expenses such as office space, utilities, and supplies.

Justification: \_\_\_\_\_

Calculation/Assumptions: \_\_\_\_\_

**Program Expenses:**

Describe projected spending on direct client supports.

Justification: \_\_\_\_\_

Calculation/Assumptions: \_\_\_\_\_

**Indirect / Administrative:**

Provide the methodology for calculating indirect costs (up to 7% of total budget).

Justification: \_\_\_\_\_





---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

Calculation/Assumptions: \_\_\_\_\_

**Other 1 (as necessary)**

Provide sufficient details.

Justification: \_\_\_\_\_

Calculation/Assumptions: \_\_\_\_\_

**Other 2 (as necessary)**

Provide sufficient details.

Justification: \_\_\_\_\_

Calculation/Assumptions: \_\_\_\_\_



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

**APPENDIX III: FINANCIAL VIABILITY FORM**

**Section 1: Financial and Legal Disclosures**

**Audited/Unaudited Financial Statements**

\_\_\_ Attached: (if available) Last year

Audit/Unaudited Period: From \_\_\_\_\_ to \_\_\_\_\_

**Federal and State Notices**

Does your organization have any tax notices or pending audits related to exempt status, tax status, and/or filings? ☐ Yes ☐ No

If yes: ☐ Attached: Documentation or explanation

**Legal Disclosures**

Has your organization been the subject of a lawsuit within the past 5 years that relates to or impacts operations or fiscal management? ☐ Yes ☐ No

If yes: ☐ Attached: Documentation or explanation

**Audit Findings**

Has your organization had any audit findings or concerns from recent audits or reviews?

☐ Yes ☐ No

If yes: ☐ Attached: Corrective Action Plan (if applicable)

**How many years of experience does your current grant manager have managing grants? \_\_\_\_\_**

**How many grants does your organization currently receive? \_\_\_\_\_**

**Do you use timesheets to track the time staff spend working on specific activities/project? \_\_\_\_\_**

**Do you have a written plan to charge costs to grants? \_\_\_\_\_**

**Do you have written procurement policies? \_\_\_\_\_**



---

**Yolo County Homeless and Poverty Action Coalition (HPAC)**  
**CA-521 Davis/Woodland/Yolo County Continuum of Care**  
***Homeless Housing, Assistance and Prevention Program Round 6***  
***Notice of Local Funding & Local Competition Timeline and Selection Process***  
***Adopted August 26, 2026***

**How many years do you maintain timesheets, invoices, deposits, and receipts? \_\_\_\_\_**

**Do you have procedures to monitor grant funds passed through to other entities? \_\_\_\_\_**

---

**Section 2: Proof of Signature Authority**

1. ☐ Attached: Board Resolution or Letter of Delegated Authority

Authorized Signatory Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

---

**Section 3: Nonprofit Status and Governance**

\_\_ Attached: IRS Determination Letter

\_\_ Attached: Board Authorization for Proposal Submission

\_\_ If no IRS Determination letter, organization is in process of incorporation with CA Secretary of State

☐ Yes ☐ No

If Yes, ☐ Attached: Proof of incorporation process