

## Application Narrative Template

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This section of the toolkit is to assist jurisdictions in thoroughly completing their application narrative document. Below you will find the questions that HHAP program staff will be ensuring are answered in each jurisdiction's narrative document. Applications will not be deemed complete if all the below questions are not addressed in a jurisdiction's narrative attachment. More information on these areas can be found in the [HHAP program guidance](#).

### 1. **SUMMARY OF HOMELESSNESS IN THE CoC, LARGE CITY, OR COUNTY**

To successfully complete this section, applicants must:

#### **A. Submit their CoC's complete HUD Longitudinal System Assessment (LSA) from June 2018 – June 2019.**

#### **B. Use the LSA data to provide (as defined by HUD):**

1. Total number of households served in:
  - (1) Emergency Shelter, Safe Haven and Transitional Housing: **0**
  - (2) Rapid Rehousing: **39**
  - (3) Permanent Supportive Housing: **0**
2. Total number of disabled households served across all interventions: **24**
3. Total number of households experiencing chronic homelessness served across all interventions: **1**
4. Total number of 55+ households served across all interventions: **4**
5. Total number of unaccompanied youth served across all interventions: **0**
6. Total number of veteran households served across all interventions: **4**
7. Number of individuals served across all interventions who were:
  - (1) Female: **30**
  - (2) Male: **24**
  - (3) Transgender: **0**
  - or (4) Gender Non-Conforming: **0**
8. Total number individuals served across all interventions who were:
  - (1) White, Non-Hispanic/Non-Latino (only): **36**
  - (2) White, Hispanic/Latino (only): **14**
  - (3) Black or African American (only): **2**
  - (4) Asian (only): **1**
  - (5) American Indian or Alaska Native (only): **0**
  - (5) Native Hawaiian/Other Pacific Islander (only): **0**
  - or (6) Multiple races: **0**

**Please note:**

- Per HHAP program guidance, CoC's are expected to share the LSA with their regional co-applicants (i.e. applicable large cities and counties that overlap the CoC's jurisdiction). Each entity will submit a copy of the LSA for their CoC.
- Acknowledging that there may be differences in demographics and characteristics within a region, large city and county, applicants may also include additional information and data that is specific to the geography they represent.

**2. DEMONSTRATION OF REGIONAL COORDINATION**

To successfully complete this section, applicants must provide:

**A. Coordinated Entry System (CES) Information**

For Large City and County applicants:

1. How do you coordinate with your CoC's CES?
  - a. Currently at the Glenn County Community Action Department, we administer the VI-SPDAT or the F-SPDAT to all persons requesting housing services.
2. What, if any, are your jurisdiction's current challenges related to CES, and how do you plan to address these challenges?
  - a. Currently the challenge is staffing capacity. The Department is building capacity at this time by hiring additional staff to assist with HMIS and CES.
3. How do you promote the utilization of your CES?
  - a. Specifically, what outreach do you conduct to ensure all individuals experiencing homelessness in your jurisdiction, including those with multiple barriers, are aware of the CES assessment and referral process?
    - i. There are currently two agencies that are participating in CES in Glenn County. As a small county, we have limited non-profits that provide housing resources. As with the entire CoC, Glenn County uses the "No Wrong Door" approach; At any point in time, a household can indicate that housing services are needed and the CES process will be initiated.

**B. Prioritization Criteria**

1. What are the criteria used to prioritize assistance for people experiencing homelessness in your jurisdiction?

- i. Households who are chronically homeless always receive the priority. Consumers with the greatest needs receive priority for any type of housing and homeless assistance available, including interventions. Limited resources are to be directed first to persons and families who are most vulnerable. Less vulnerable persons and families will be assisted as resources allow.
- 2. How is CES, pursuant to 24 CFR 578.8(a)(8) used for this process?
  - i. CES is used to refer households to the correct program they are eligible for, using a standardized assessment tool. Households are prioritized using a CoC-established order of priority, both for program-funded supportive housing beds dedicated to persons experiencing chronic homelessness and for permanent supportive housing not dedicated to the chronically homeless.

**C. Coordination of Regional Needs**

- 1. How have you coordinated with your partnering CoC, large city (if applicable), and/or county to identify your share of the regional need to address homelessness?
  - o When the CoC releases funding availability notices, Glenn County Community Action Department attends meetings and expresses concerns of funding needs. This is done in a collaborative approach throughout the entire continuum. In addition, the CoC hosts monthly meetings which Glenn County actively participates in.
- 1. What is your identified share of this need, and how will the requested funds help your jurisdiction meet it?
  - Glenn County has identified that a lack of housing is creating an unstable housing market. By requesting funding for delivery of permanent housing, this will allow for Glenn County to continue to expand permanent housing in the community.

**D. Creating Sustainable, Long Term Housing Solutions**

- 1. How is your jurisdiction involved in the efforts to create sustainable, long-term housing solutions for people experiencing homelessness across your region?
  - a. Glenn County is currently exploring parcels to construct units on through No Place Like Home funding and is working with developers to construct additional affordable housing units. Glenn County is currently working with the City of Willows Planning Department and the Glenn County Planning Department.

### **3. RESOURCES ADDRESSING HOMELESSNESS**

To successfully complete this section, all applicants must answer the following questions:

#### **A. Existing Programs and Resources**

1. Provide an exhaustive list of all funds (including the program and dollar amount) that your jurisdiction currently uses to provide housing and homeless services for homeless populations.

This list should include (where applicable), but not be limited to:

- a. Federal Funding: [ESG \(\\$92,835\)](#), [CSBG\(\\$262,075\)](#)
  - b. State Funding: [HEAP \(\\$222,071\)](#), [CESH 1 \(\\$304,838\)](#), [CalWORKs HSP \(\\$189,000\)](#), [NPLH Planning Grant \(\\$75,000\)](#), [HDAP \(\\$11,250\)](#), [CMSP Wellness and Prevention \(\\$150,000\)](#), [CMSP Healthcare Systems Development \(\\$300,000\)](#), [MHSA \(\\$423,771\)](#).
  - c. Local Funding: Probation funding for providing housing services to the AB109 population
2. How are these resources integrated or coordinated with applicants from overlapping jurisdictions (i.e. CoC, large city, and/or county)? When appropriate, Glenn County allows for the Colusa-Glenn-Trinity Community Action Partnership to apply for funding to reduce overlap in the jurisdiction. This allows for collaboration among the regional partners in the three county region.
  3. What gaps currently exist in housing and homeless services for homeless populations in your jurisdiction?
    - a. The identified gap in housing services is a continued housing shortage issue that currently exists, including a shortage of supportive housing. There is also a gap in the lack of emergency shelter for the chronically homeless. The only emergency shelter in Glenn County is for victims of domestic violence.

#### **B. HHAP Funding Plans**

1. Explain, in detail, how your jurisdiction plans to use the full amount of HHAP funds (including the youth set-aside) and how it will complement existing funds to close the identified gaps in housing and homeless services for the homeless population in your jurisdiction.

- i. Glenn County plans to use the full amount of funding in the following ways:
  1. HMIS Administration (5%) this will allow for the agency to pay staff to complete data entry for program participants, report results to Homeless Coordinating and Financing Council, capture accurate data for the community, and report accurate data to the Continuum of Care.
  2. Administration (7%) this will allow for the agency to administer any contracts for services, complete reporting criteria and ensure that funding is on target for adequate spend down.
  3. Youth Set-Aside (8%) this will operate a rentals assistance program for youth who are homeless in Glenn County. We have been successful using our Homeless Emergency Assistance Program funds in operating this program.
  4. Delivery of Permanent Housing this will allow for Glenn County to continue to fund projects that are serving the homeless population with gap financing. For example, if a project is short predevelopment costs of \$50,000, HHAP can fund the \$50,000 costs for designated units for the homeless population.
2. How will you ensure that HHAP funded projects will align and comply with the core components of Housing First as defined in Welfare and Institutions Code § 8255(b)?
  - i. Glenn County will monitor any funded projects by using quarterly reports that identify any core components of housing first.

#### 4. **PARTNERS ADDRESSING HOMELESSNESS**

To successfully complete this section, all applicants must answer the following questions:

##### **A. Collaborating Partner Efforts**

Please note: per [Program Guidance](#), page 9, collaborative partners, at a minimum, should include representatives of local homeless service providers, homeless youth programs, law enforcement, behavioral health, county welfare departments, city and county public officials, educators, workforce development, community clinics, health care providers, public housing authorities, and people with lived experience. If any of these partnerships are not currently active in your jurisdiction, please address in question #3 below.

1. Describe, in detail, the collaborative partners who will be working with you on identified HHAP projects and how you will be partnering with them.
  - Local CoC: Glenn County has a local CoC subcommittee that is part of the regional CoC. This collaborative group includes representatives from many of the various sectors. They provide direction and coordination of services.
  - City of Willows and City of Orland – identifying project locations that have sewer and water close by
  - City of Willows Planning Department – work with the planning department to defer fees or reduce fees for building
  - County of Glenn Planning Department – work with the planning department for rezoning issues, reduction of building permit fees, oversee the projects coming together
  - Adult Systems of Care- a collaborative group that includes Behavioral Health, Social Services, Public Health and the Community Action Agencies that assists in providing coordinated care and supportive services.
  - Various landlords – work with the landlords to ensure that our youth are being housed and remaining housed after assistance ends
  
2. Describe any barriers that you experience in partnering, and how you plan to address them.

Growth of stakeholders – this is a barrier that we are investigating how to overcome. Being a small rural community, Glenn County

lacks stakeholders from various sectors. We are investigating improving communication and collaboration through use of technology and investing in the development and capacity building of local nonprofits.

Sharing of Client Information- The Adult Systems of Care team is implementing a Universal Release of Information this month (February 2020) that would make it easier for county partners to provide coordinated care for clients, which will help in the development of supportive housing. The system is new, so we are working to address this barrier.

3. *If no collaborative partners have not been identified at time of application, describe the collaborative process of how you intend to include new and existing partners on HHAP projects.*

## **5. SOLUTIONS TO ADDRESS HOMELESSNESS**

To successfully complete this section:

Applicants that Submitted a Strategic Plan for CESH must:

- Identify the measurable goals set in your CESH Strategic Plan and explain, in detail, which of these goals HHAP funding will directly impact and by how much.
  - The CESH Strategic Plan sets out three priorities including: 1. Build the Housing System, 2. Promote Healthy Communities, and 3. Expand Funding Sources and Partnerships. Each priority has a number of individual goals. This plan and its priorities serve as a foundational framework for the path towards ending homelessness.
  - The goals for priority one which will be addressed with the HHAP program include: Goal 1-A - Increase the Housing and Supportive Services available across the CoC. HHAP funds will help to directly accomplish this goal by contributing to the increase of housing stock across the County. Secondly, Glenn County HHAP funding will address goal 1-d ("Address the need for varied funding streams that will fill a gap") as the County works to increase housing units and collaboration between existing and other potential partners.
  - Priority 2 will be addressed to strengthen and build capacity (goal 2-a) and will use the County's HMIS system for data collection and Coordinated Entry Process (goal 2-b, 2-c) to track

progress of clients served. HHAP will contribute to priority 3 as the County supports implementation of the housing plan and housing element (goal 3-a) and strengthen and build capacity as part of the process of increase housing units (goal 3-b). Through leveraging of funding and partnerships, the County will address the measurable goals set in the CESH Strategic Plan. Since HHAP funds will be part of the much larger capital improvement project, a quantitative impact description is not available for the application, yet this data will be reflected in grant reports.

Funding will create Permanent Affordable Housing units in the County. HHAP will directly impact by being flexible funding that could provide affordable housing units in the community designated for homeless persons. However, the number of units may vary according to the need of the developers in developing units. We are projecting that 20 homeless persons will be served with permanent housing with 5 being homeless youth. Our goal is to successfully place 75% of our clients into permanent housing.

**Please note:** Per HSC § 50219(a)(6), all applicants' measurable goals must include the number of individuals they intend to serve, and the number of individuals they intend to successfully place in permanent housing with HHAP funding.



## HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM (HHAP) ANNUAL BUDGET TEMPLATE

### APPLICANT INFORMATION

CoC / Large City / County Name:

County of Glenn
County of Glenn

Receiving Redirected Funds? Y/N

No
\$ -

Administrative Entity Name:

Total Redirected Funding

### HHAP FUNDING EXPENDITURE PLAN\*

ELIGIBLE USE CATEGORY	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Rental Assistance and Rapid Rehousing	\$ -	\$ 1,244.50	\$ 1,244.50	\$ 1,244.50	\$ 1,244.50	\$ 4,978.00
Operating Subsidies and Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landlord Incentives	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach and Coordination (including employment)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Systems Support to Create Regional Partnerships	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Delivery of Permanent Housing	\$ -	\$ 24,881.77	\$ 24,881.77	\$ -	\$ -	\$ 49,763.54
Prevention and Shelter Diversion to Permanent Housing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Navigation Centers and Emergency Shelters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Strategic Homelessness Planning, Infrastructure Development, CES, and HMIS (up to 5%)	\$ 1,555.15	\$ 1,555.15	\$ -	\$ -	\$ -	\$ 3,110.30
Administrative (up to 7%)	\$ 870.88	\$ 870.88	\$ 870.88	\$ 870.88	\$ 870.88	\$ 4,354.40
<b>TOTAL FUNDING ALLOCATION</b>						<b>\$ 62,206.24</b>
	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	TOTAL
Youth Set-Aside (at least 8%)	\$ -	\$ 1,244.50	\$ 1,244.50	\$ 1,244.50	\$ 1,244.50	\$ 4,978.00

\*Narrative should reflect details of HHAP funding plan

**COMMENTS:**

FINAL

**CITY COUNCIL**  
James Paschall, Sr, Mayor  
Bruce Roundy, Vice Mayor  
Salina Edwards  
Dennis G. Hoffman  
William "Billy" Irvin

# CITY OF ORLAND

INCORPORATED 1909



**CITY OFFICIALS**  
Angela Crook  
Assistant City Manager/City Clerk  
Deysy Guerrero  
City Treasurer

815 Fourth Street  
ORLAND, CALIFORNIA 95963  
Telephone (530) 865-1600  
Fax (530) 865-1632

**CITY MANAGER**  
Peter R. Carr

February 11, 2020

915 Capitol Mall  
Suite 350-A  
Sacramento CA, 95814  
(916) 653-4090

Dear Homeless Coordinating and Financing Council:

The City of Orland expresses its support of the Homeless Housing, Assistance, and Prevention Program (HHAP) to be launched by the Glenn County Community Action Department (CAD). The City of Orland acknowledges that CAD addresses their share of the regional need to address homelessness.

HHAP Grant funding will be dedicated to providing solutions that address and prevent homelessness in Glenn County through: homeless prevention, rental assistance and rapid rehousing, subsidies in new and existing affordable or supportive housing units, and a plan to connect residents to permanent housing. The City of Orland currently partners with Glenn County and provides community housing resources and advocacy for homelessness prevention services. The City of Orland partners with CAD to assist homeless individuals or families in need of housing.

The Community Action Department provides easier access to temporary housing, permanent housing and housing vouchers; CAD will assist vulnerable populations in accessing permanent housing and promote housing stability in supportive housing. In addition, CAD helps to provide housing rehabilitation loans to eligible property owners who comply with locally adopted housing standards --reducing the cost of ongoing and future maintenance costs and thus preserving safe, decent affordable housing.

The City of Orland will support CAD as it carries out HHAP approved activities. We believe the partnership between CAD and the City of Orland aligns well with the County's goal to reduce homelessness and decrease the barriers of low income families to maintain permanent housing. CAD outreach and targeted assistance concepts aligns with the intent and goals the HHAP Governing board, and is conducive to the achievement of successful outcomes within the focus areas of HHAP. It is because of this close working relationship that we acknowledge and agree to regional coordination and partnership, per Health and Safety Code 50219(a)(1).

Sincerely,

Peter R. Carr  
City Manager