

**NOTICE OF FUNDING OPPORTUNITY (NOFO) – NOTICE TO POTENTIAL APPLICANTS AND CALL FOR LETTERS OF INTENT (LOI)
RELATED TO CONSOLIDATED APPLICATION FOR BAKERSFIELD/KERN COUNTY CA-604**

US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT 2023 CONTINUUM OF CARE PROGRAM COMPETITION

Representatives within the Kern County geographic area establish the Continuum of Care (CoC) to carry out the duties of the HUD CoC NOFA Consolidated Application for the Bakersfield/Kern CA-604 CoC. Homelessness stakeholders involved in the work include nonprofits, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons.

The HUD CoC funding process is administered through the Collaborative Applicant and Fiscal Agent, Bakersfield – Kern Regional Homeless Collaborative (BKRHC). According to HUD's HEARTH Act, the CoC's purpose "is to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness." The mission of the BKRHC is "to put an end to homelessness in Kern County through collaborative planning and action." This is achieved locally by providing paths to housing and wellness and ending homelessness by working to create communitywide solutions.

BKRHC Members in good standing (dues paid) are eligible to apply for grants through this 2023 Consolidated Application (a process requiring proposed projects to be evaluated and ranked by HUD priorities). To facilitate the process, potential applicants pursuing CoC grant funds must submit a LETTER OF INTENT (LOI) to BKRHC. The LOI is a non-binding expression of interest that helps the BKRHC determine if the applicant meets minimum threshold requirements. If an applicant meets the minimum threshold requirements, they will be invited to submit a project application and ranking packet for evaluation and ranking and possible inclusion in the Consolidated Application for funding under HUD's Notice of Funding Opportunity (NOFO) 2023.

Renewal and new project applicants must complete the **Letter of Intent**. The CoC has not reallocated funds. Therefore, new project applicants are eligible to apply for DV Bonus and CoC Bonus funds. Only one LOI per applicant is required. The LOI cover letter, template for threshold compliance and the NOFO Summary describing eligible activities are available on the BKRHC Home website: www.bkrhc.org

The following documentation MUST BE SUBMITTED FOR EACH NEW APPLICANT AGENCY along with the LOI by July 27, 2023 at 5pm:

1. Copies of bylaws and articles of incorporation (non-governmental only);
2. Proof of 501(c)3 status (non-governmental only);
3. List of current Board of Directors; and
4. Financial statements prepared by a licensed Certified Public Accountant in accordance with Generally Accepted Accounting Principles for the most recently available two (2) years. For organizations with annual revenues of:
 - \$300,000 or more, these statements should be audited in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Controller General of the United States of America;
 - \$50,000 to \$300,000 statements should be submitted that have been reviewed by a Certified Public Accountant in accordance with standards applicable in the United States of America to review engagements; and
 - \$50,000 or less should submit compiled financial statements prepared by an independent Certified Public Accountant. All statements submitted must include any management letters or other correspondence issued by the auditors in connection with the financial statements.

The following documentation MUST BE SUBMITTED ALONG WITH THE LOI(s) BY EACH RENEWING APPLICANT AGENCY:

1. Most recent audited financial statement

Projects submitted without documentation required by this notice will not be considered in the 2023 Consolidated Application.

For Collaborative membership or LOI information contact the BKRHC at the emails listed below, Destiny Reveles (Compliance Coordinator) or Rick Ramos (Interim Executive Director).

Meetings of the BKRHC Governing Board are open to the public and generally scheduled to meet the last Wednesday of each month, 9:45am, at the Mission at Kern County, 816 E 21st St, Bakersfield CA 93305.

LETTERS OF INTENT AND ALL REQUIRED DOCUMENTATION MUST NOT BE MAILED. Documentation must be delivered VIA EMAIL TO coordinator@bkrhc.org and CC rick.amos@bkrhc.org.

It is the responsibility of the submitter/applicants/sponsor to confirm receipt of the emailed LOI(s) to request a time/date stamped receipt of documentation delivered. **Letters of Intent with required documentation must be received by July 27, 2023 at 5pm. Letters of Intent received after the deadline will not be considered.**

Date

Rick Ramos, Interim Executive Director
Bakersfield Kern Regional Homeless Collaborative
1900 E. Brundage Ln
Bakersfield, CA 93307

**RE: Letter of Intent – Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023
Continuum of Care Competition and Noncompetitive Award of Youth Homeless
Demonstration Program Renewal and Replacement Grants FR-6700-N-25 (FY 2023 CoC
Program Competition NOFO)**

Dear Rick:

Please let this serve as the Letter of Intent for Agency Name to apply for List of Projects.
Agency Name will be applying for funding through the FY 2023 CoC Program Competition
NOFO. Agency Name is an active member of the Bakersfield Kern Regional Homeless
Collaborative in good standing.

Applicant's Legal Name: Agency Name

Please contact the following persons regarding the Consolidated Application:

Point of Contact: AND

Organization:

Title:

Mailing Address:

Email Address:

Phone:

Included with this Letter of Intent are:

-
-
-
-

Sincerely,

Name
Title

AGENCY SPECIFIC INFORMATION ENTERED HERE

MAKE SURE TO INCLUDE GRANT NAME AND PROGRAM TYPE

PUT ALL PROJECTS IN THIS SECTION

Letter of Intent

HUD THRESHOLD REQUIREMENTS

1. Active SAM registration number: _____
2. Valid UEI number in application: _____
3. Our agency has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e),
OR I certify that our agency has outstanding delinquent federal debt, however we have a negotiated repayment schedule and the repayment schedule is not delinquent, or other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Our agency has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Our agency agrees to disclose any violations of Federal criminal law in the box below. (attach additional pages if necessary)

6. Our agency agrees to disclose the required certifications as specified in the NOFO.

Faith-based activities

Does your proposed renewal program use direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law?

☐ Yes ☐ No

Involuntary family separation

Does the project accept all families with children under age 18 without regard to the age of any child? In general, under the HEARTH Act, any project sponsor receiving funds to provide emergency shelter, transitional housing, or permanent housing to families with children under age 18. Note there is an exception outlined in the Act: Project sponsors of transitional housing receiving funds may target transitional housing resources to families with children of a specific age only if the project sponsor: (1) operates a transitional housing program that has a primary purpose of implementing evidence based practice that requires that housing units be targeted to families with children in a specific age group; and (2) provides assurances, as the Secretary shall require, that an equivalent appropriate alternative living arrangement for the whole family or household unit has been secured.

☐ Yes. Project certifies that it accepts all families with children under age 18 without regard to the age of any child.

- ☐ No. Project does not comply with this requirement. A narrative is attached explaining how the project will comply with this HEARTH Act requirement.
- ☐ No. Project does not comply with this requirement but qualifies for an exception because it is implementing an evidence based practice that requires housing units targeted to families with children in a specific age group. A narrative is attached explaining how the project will comply with the exception, including identification of the evidenced based practice being utilized.
- ☐ N/A. Project does not serve families.
- ☐ N/A. Project is new and has not started yet.

Discrimination Policy

Does your program deny services to potential recipients based on any of the following:

- | | | |
|----------------------|------------------------------|-----------------------------|
| • Age | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Color | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Disability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Familial Status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Gender | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Marital Status | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • National Origin | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Race | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Religion | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Sexual Orientation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered “yes” to any of the above, please explain why in the box below (expand box as needed).

7. This project will serve the population which meets program eligibility requirements as described in the Act. This includes any additional eligibility criteria for certain types of projects contained in the NOFO.

If the project is not providing participant data in the HMIS – indicate one or more of the four (4) reason(s) for non-participation:

- | | |
|---|---|
| <input type="checkbox"/> Federal law prohibits (please cite specific law) | <input type="checkbox"/> State law prohibits (please cite specific law) |
| <input type="checkbox"/> New project not yet in operation | <input type="checkbox"/> Other (please specify prohibition) |

8. Our agency meets HUD financial expectations – Note: If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would NOT meet this threshold criteria:
 - a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
 - b) Audit finding(s) for which a response is overdue or unsatisfactory;
 - c) History of inadequate financial management accounting practices;
 - d) Evidence of untimely expenditures on prior award;
 - e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
 - f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
 - g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
9. This project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

1. This project meets Housing First and/or Low Barrier Implementation
2. Our agency will be able to provide the match requirement for your renewal project (including a commitment letter or MOU)?

Match must equal 25 percent of the total grant request including Admin costs but excluding leasing costs (i.e., any funds identified for Leased Units and Leased Structures). Match must be met on an annual basis. HUD requires match letters to be submitted with the e-snaps application. Match contributions can be cash, in-kind, or a combination of the two; and, match must be used for an eligible cost as set forth in Subpart D of CoC Program interim rule. For an in-kind match, the recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or sub recipient had to pay for such items with grant funds, the costs would have been eligible. If third party services are to be used as match, the third party service provider that will deliver the services must enter into a memorandum of understanding (MOU) before the grant is executed documenting that the third part will provide such services and value towards the project.

3. Our agency is an active CoC participant
Describe what local Continuum of Care committees, subcommittees, and/or working groups that your agency participates in on a regular basis in the box below (expand box as needed). Please include the names and titles of those participating as well as their level of involvement/participation.

4. I have attached our agencies last audited financial

5. I certify that Our Agency board structure is compliant with HUD regulations

Does your agency provide for the participation of not less than one homeless individual or formerly homeless individual on the board of directors or other equivalent policymaking entity of the recipient or sub recipient, to the extent that such entity considers and makes policies and decisions regarding any project, supportive services, or assistance provided under this part. This requirement is waived if a recipient or sub recipient is unable to meet such requirement and obtains HUD approval for a plan to otherwise consult with homeless or formerly homeless persons when considering and making policies and decisions?

☐ Yes ☐ No

If not, please provide an action plan/timeline on when your agency will be compliant with this requirement in the box below (expand box as needed).

Does your agency, to the maximum extent practicable, involve homeless individuals and families through employment; volunteer services; or otherwise in constructing, rehabilitating, maintaining, and operating the project, and in providing supportive services for the project?

☐ Yes ☐ No

If not, please provide an action plan/timeline as to when your agency will be compliant with this requirement in the box below (expand box as needed).

Task Name	Due Date
Governing Board approves the CoC to apply to the CoC-wide application to the HUD Regular NOFO	7/19/2023
Governing Board approves ranking timeline and approves BKRHC staff to make adjustments to existing LOI, ranking packet, sliding scale and other materials in accordance with the NOFO and as HUD provides additional guidance	7/19/2023
LOI published BKRHC website, emailed, and sent to Bakersfield Californian	7/19/2023
Regular NOFO info session for potential project applicants (via Zoom)	7/24/2023
LOIs due	7/27/2023
LOI packets reviewed for compliance with threshold requirements	7/28/2023
CoC Ranking Packets populated with data for renewal projects	7/28/2023
CoC Ranking Packet distributed to qualifying project applicants	7/31/2023
Ranking packets are due	8/7/2023
Governing Board approves of non-conflicting ranking panel	8/9/2023
Ranking Review Panel to review CoC HUD application projects and making recommendations to take to Governing Board	8/15/23 - 8/17/23
Draft CoC application assignments due	8/18/2023
All project applications submitted to BKRHC in e-snaps	8/21/2023
Ranking review panel priority list is due to BKRHC staff	8/23/2023
Governing Board meeting; approve priority list for CoC HUD Consolidated application projects	8/30/2023
Draft CoC E-Snaps application and ranking circulated for review	9/6/2023
Agencies notified in writing and public notification of acceptance or rejection of project applications	9/6/2023
Appeal are due	9/9/2023
Appeals committee to meet	9/11/2023
Appeals noticed within 2 days	9/15/2023
Governing Board meeting to approve all components of the NOFO application	9/20/2023
Project - level Certificates of Consistency with Consolidated Plan(s) signed	9/25/2023
All components of the NOFO Application Posted to BKRHC Website	9/25/2023
CoC Application and Ranking submitted in E-Snaps	9/26/2023
2023 HUD Regular NOFO Due!!!	9/28/2023