



## Community Homeless Assistance Program (CHAP) Grant Application and Agreement

The City of Santa Rosa has available up to \$20,000 in grant funding to assist eligible property owners wishing to participate in the Community Homeless Assistance Program (CHAP) to provide services such as safe parking or the placement and maintenance of portable toilets at their eligible sites. Grant funding is available for program-related expenses such as rental fees for portable toilets and handwashing stations, fencing and/or screening for privacy purposes, or fees for garbage service, for example. All grant requests must support activities that are inclusive, accessible, free of charge to participants, and focus on broad community support. There is no maximum grant amount, however CHAP grant funding must be matched by funds or in-kind contributions or services. Grants will be awarded on a one-time basis and are not intended to support on-going program operations. CHAP is a reimbursement grant program, meaning expenses will be incurred by the grantee who will submit an invoice to the City. The City's Department of Housing and Community Services (HCS) will review all applications to confirm that all criteria are met and approve or deny grants. By submitting a CHAP grant application, applicants agree to all terms and conditions set forth in the CHAP Guidelines which are available on the City's website at: <https://srcity.org/691/Homeless-Services>, and to the Program Standards in this Agreement.

### **PROGRAM STANDARDS**

#### **Eligible Applicants**

Grants are available for activities that meet the requirements outlined in the CHAP Guidelines which are available on the City's website at: <https://srcity.org/691/Homeless-Services>

Properties that meet the City's Zoning Code definition for "meeting facility" such as clubs, lodges, private meeting halls, community centers, religious facilities, civic and private auditoriums, grange halls, and union halls are likely to be equipped to provide these types of services due to their existing use as a public assembly venues. Commercial properties are also eligible for consideration.

#### **Eligible Activities**

Grants are available for programs that meet the requirements outlined in the CHAP Guidelines which are available on the City's website at: <https://srcity.org/691/Homeless-Services>

Eligible activities include safe parking, safe camping, provision of temporary indoor overnight shelter, the placement and maintenance of portable toilets and access to existing bathroom facilities, and storage for personal belongings.

#### **Eligible Expenses**

Eligible grant expenses include program-related expenses such as rental fees for portable toilets and handwashing stations, fencing and/or screening for privacy purposes, or fees for garbage service, for example.

Expenses that are ineligible (not reimbursable) include:

- Costs incurred prior to grant award;

- Ongoing operational costs, or overhead business expenses like rent, mortgage payments, property taxes, utilities, or office supplies;
- Ongoing maintenance, upkeep, landscaping and repairs;
- Fundraising;
- Staff salaries and benefits;
- Membership dues;
- New business seed money;
- Individual training or education; and
- Travel

### **Matching Funds**

CHAP funds must be matched by funds from other sources that meet or exceed the grant request. These may be actual funds or in-kind contributions. All programs **MUST** demonstrate a 1:1 match. For example, a program requesting a \$500 grant must have a minimum of \$500 in matching funds, for a total program budget of \$1,000.

Cash, labor, materials or equipment (or any combination) qualify as matching funds. Materials should be valued at market rate, equipment should be based on actual rental rates, and volunteer labor should be valued at \$22.14 per hour per person.

### **Religious Activity Prohibited**

Applicant agrees that the grant funds will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization.

### **GRANT EVALUATION CRITERIA**

- Programs must meet CHAP Guidelines; align with the City's Housing First Strategy, including coordination with the Homeless Outreach Services Team (HOST); and comply with the Program Standards in this Application. By answering the questions in the Application, applicants should demonstrate how their program will comply with the specific guidelines for the service they intend to provide, how it aligns with the Housing First Strategy, and how it will coordinate with HOST.
  - The CHAP Guidelines, Housing First Strategy, and information regarding HOST are available on the City's website at: <https://srcity.org/691/Homeless-Services> and the Program Standards are available on pages 1 and 2 of this document.
- Volunteers and community partners are a significant component of this process. Applications should reference the partnering organizations, individuals, and associations who are involved in their programs.
- Eligible property owners are required to be proactive in communicating with the greater community prior to initiating services. Applications should outline a community engagement plan.
- The budget should be well thought out, reasonable, and realistic. Applicants are encouraged to explore other supplemental funding sources to show diverse support for their programs.
- Applicants must provide a program description including an estimate of how many people will benefit, goals and objectives, and plan to achieve these goals and objectives.
- Programs should reflect environmental consciousness regarding materials, energy, and conservation.
- Programs must be broadly accessible. This means creating opportunities for people of all abilities and thinking expansively about how to be widely inclusive, welcoming, and collaborative. All activities funded by the CHAP grant program must meet these requirements.
- **Applications must include all information listed in the Application Packet Checklist.**

## **APPLICATION AND AGREEMENT PROCESS**

Grant applications may be submitted until grant funding has been exhausted. Applications must be submitted via email to Kelli Kuykendall, Homeless Services Manager; and Kate Goldfine, Administrative Services Officer, Department of Housing and Community Services at the following email addresses:

[KKuykendall@srcity.org](mailto:KKuykendall@srcity.org)

[KGoldfine@srcity.org](mailto:KGoldfine@srcity.org)

By submitting a CHAP grant application, applicants agree to all terms and conditions set forth in the CHAP Guidelines which are available on the City's website at: <https://srcity.org/691/Homeless-Services>; and to the Program Standards in this Agreement.

Staff will review applications for compliance with CHAP Guidelines which are available on the City's website at: <https://srcity.org/691/Homeless-Services> and Program Standards in this Agreement.

**Applicants will be notified in writing of their grant status as soon as practicable after the applications have been reviewed.**

## **APPLICATION AND AGREEMENT PACKET CHECKLIST**

Your application must contain all of the following to be considered:

- 1. Signed Application Form (1 page) (see attached)**
- 2. Detailed Program Budget and Matching Funds (1 page) (see attached)**
- 3. Response to Questions (maximum of 3 pages) (see attached)**
- 4. Written Permission from Property Owner or Authorized Manager**
  - Please submit documentation demonstrating the approval or endorsement for the program activity from the property owner, including information on both the length and scope of use. This may be an authorization letter from the property owner, a license agreement, or a lease.
- 5. Permits**
  - Does your activity require City permits, approvals, or involvement? Please identify the permits that are needed, or explain why permits and approvals are not needed.
  - It is the applicant's responsibility to obtain all necessary permits and approvals for activities. An application may be denied for failure to adequately research or secure necessary City approvals. Permits may include Building, or Special Event, for example. Permit approval may require environmental review and determination pursuant to the California Environmental Quality Act (CEQA).

### **THE FINE PRINT**

CHAP grant funding is solely a monetary contribution and not a co-sponsorship by the City of Santa Rosa of any program or activity for which funding is used unless specifically agreed to in writing by the City. Award of CHAP grant funding shall not eliminate the need for any applicant to comply with any applicable regulations or permit requirements for the activity being funded. Grant award is not an authorization to use City Property.

This is a reimbursement grant program; any expenses incurred before grant award are not eligible for reimbursement. Appropriate documentation will be required for reimbursement this may include receipts, volunteer sign-in sheets, invoices, or other documents.

Each applicant who receives CHAP grant funding will be required to submit a report upon completion of its program or after one year of operation showing completion of or progress toward the program's goals.

Applicant agrees that the grant will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization.

By submitting a CHAP grant application, applicants agree to all terms and conditions set forth in the CHAP Guidelines which are available on the City's website at: <https://srcity.org/691/Homeless-Services>; and to the Program Standards in this Agreement.

Please submit questions to Kate Goldfine at [KGoldfine@srcity.org](mailto:KGoldfine@srcity.org) or 707-543-3313.

Completed applications should be emailed to Kelli Kuykendall, Homeless Services Manager; and Kate Goldfine, Administrative Services Officer, Department of Housing and Community Services at the following email addresses:

[KKuykendall@srcity.org](mailto:KKuykendall@srcity.org)

[KGoldfine@srcity.org](mailto:KGoldfine@srcity.org)





## Community Homeless Assistance Program (CHAP)

### Activity Budget and Matching Funds

#### \*\*SAMPLE ACTIVITY – Placement & Maintenance of Portable Toilets\*\*

**Cost Estimate:** List all features, amenities and plans

Cost Estimate	Requested Funds	Match
Salaries/Wages (In-kind only)		
	N/A	\$
Contracted Services		
	\$	\$
Materials/Supplies		
	\$	\$
Rentals		
1 accessible restroom & handwash station, 3x week service - \$600/month @ 6 months = \$3600	\$1800	\$1800
Other		
Total Requested Grant Amount		A. \$1800
Total Matching Funds		B. \$1800
Total Activity Cost (A+B)		\$3,600

**Funding Sources:**

Funding Source	Date Committed	Amount
Donor Letter Attached	11/30/16	\$600
Donor Letter Attached	12/5/16	\$800
Donor Letter Attached	12/17/16	\$400
Total		\$1800



**Community Homeless Assistance Program (CHAP)  
Activity Budget and Matching Funds**

**Cost Estimate:** List all features, amenities, supplies and plans (Add or delete rows as needed)

Cost Estimate		Requested Funds	Match
Salaries/Wages (In-kind only)			
		N/A	\$
Contracted Services			
Materials/Supplies			
Rentals			
Other			
Total Requested Grant Amount		A.	
Total Matching Funds			B.
Total Activity Cost (A+B)		\$	

**Funding Sources:**

Funding Sources	Date Committed	Amount
	Total	





## Community Homeless Assistance Program (CHAP) Questions

Please answer the following questions as they apply to your proposed program activity. **Responses are limited to three double-sided pages. Please include page numbers on all pages.**

The CHAP Guidelines, Housing First Strategy, and information regarding HOST are available on the City's website at: <https://srcity.org/691/Homeless-Services>

1. Describe how your program activity complies with the CHAP Guidelines for the specific service you intend to provide.
2. How will you coordinate your program activity with the Homeless Outreach Services Team?
3. How does your program activity align with the City's Housing First Strategy?
4. List the partnering organizations, individuals, and associations who are involved in the program activity and briefly describe how they are involved.
5. Describe your community engagement plan as outlined in the CHAP Guidelines.
6. Describe your program activity's objectives and goals your plan to meet these goals.
7. Estimate how many people will benefit from this program activity and describe who will benefit and how.
8. What is your program activity's timeline? If it is an existing program, note when it began and the anticipated end date. If it has not yet begun, note the anticipated start and end dates.
9. Activity Budget: This is a one-time grant, not ongoing funding for operations. Please explain how the requested CHAP funds will be used, how the cost estimate was determined and the commitment of matching funds. (This section is supplemental information to the Cost Estimate Form.)