

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICE OF THE DIRECTOR**

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www.hcd.ca.gov

**2015 Drought Housing Relocation Assistance Program****LETTER OF INTEREST****July 20, 2015**

(Counties Only)

Purpose of Solicitation

The Department of Housing and Community Development (Department) invites your County to submit a Letter of Interest to accept the lead role in your county to act as the Sponsor for an allocation of the \$6 million available for the State Drought Housing Relocation Assistance (DHRA) Program.

The purpose of this program is to provide temporary assistance for persons moving from their current residence, if it lacks reasonable access to potable water resulting from the drought for which the Governor declared a state of emergency on January 17, 2014, via Executive Order B-29, dated April 1, 2015.

Program Guidelines

Sponsors for this program will be required to follow the Guidelines for this program, which are attached to the e-mail conveying this document. These Guidelines are not final until the 15-day review period for the Joint Legislative Budget Committee has elapsed. The final Guidelines will be labelled as such, e-mailed to the same distribution lists used for this Invitation, and posted at: <http://www.hcd.ca.gov/financial-assistance/>.

How to apply for the role of Sponsor:

Interested Counties may choose to submit either a Letter of Interest or a Reservation Request. If neither is received by HCD by August 20, 2015, HCD will publish a NOFA allowing any government entity or nonprofit organization to apply as the Provider for your county.

Letter of Interest: Submit a completed Letter of Interest per the requirements identified in the "Information Requested" section below, by August 20, 2015.

OR

Reservation Request ("Placeholder" status): Counties that are interested in applying as a Sponsor, but need additional time to complete the Letter of Interest, may instead submit a Reservation Request August 20, 2015. The County will have 30 additional days to submit the completed Letter of Interest. The Department may approve one additional extension of 30-days.

Information Requested:

Option 1 - Completed Letter of Interest

Counties that wish to be considered as the Sponsor must provide a narrative for items 1-5 and their sub-parts in no more than a two-page document.

Option 2 – Reservation Request (30-day Extension) (“Placeholder” status)

Counties that want to reserve the Sponsor role, must only submit a letter, item 1, below.

Summary of required items:

<u>Required item</u>	<u>Letter of Interest</u>	<u>Reservation Request</u>
1. County Letter	Required (must include amount requested)	Required (need not include amount requested)
2. Identify Provider	Required	Not Required
3. Advisory Committee	Required	Not Required
4. Household Prioritization	Required	Not Required
5. Resiliency Plan	Required	Not Required

- 1) County letter: Identify the County Agency(s) applying as Sponsor and the amount of requested funding if requesting Sponsor status at this time. Describe your county’s drought response efforts; include items **a-c** in your narrative. **(Refer to Section 5 of the Guidelines)**

Funding amount will be determined by your responses to the following criteria:

- a. Number of reported residential dry wells.
- b. Number of households that have requested funding to move.
- c. Alternative solutions available to the community and actions taken.

- 2) Identify Provider: Identify the Provider(s) you have selected to carry out the eligible activities of this Program. **(Refer to Sections 3, 6 and 8 of the Guidelines).**

Include:

- a. Name of Provider, type of organization.
- b. Methodology the County used in Provider selection.
- c. Location where the Provider office(s) will be located and the geographic area they will serve.
- d. Explanation of why the County believes that Provider(s) will be able to begin program implementation quickly.

- e. Provide the years of experience and types of programs the Provider(s) has delivered services in your county. Include names of emergency disaster and/or rental subsidy programs they have administered within the past 5 years. Include the number of units assisted for each of these 5 years. If sub-contractors were involved, identify their role.

3) Advisory Committee: Describe the Advisory Committee that will support your role as the Sponsor in this program. (Refer to Sections 3 and 6 of the Guidelines)

- a. Number of individuals on the committee, organizations they represent, and length of time the committee has been established.
- b. Describe the process that will be used to review issues that develop with Providers and households applying for assistance under this program.

If your county agency has not established an Advisory Committee, describe the timeline in place to organize a Committee that will meet Sponsor requirements as stated in the 2015 Drought Housing Relocation Assistance Guidelines.

4) Household Prioritization: Describe the methodology to establish the priority order in which Eligible Households will be served. Sponsors must either include the following priority factors (a-h) or explain why they have not been included in your Eligible Household prioritization. Include additional priority factors you want the Department to consider. (Refer to Sections 3, 6 and 9 of the Guidelines)

- a. Lower Income,
- b. Physical ability to transport bottled or tank water,
- c. Disability,
- d. Infants or younger children,
- e. Seniors,
- f. Limited access to transportation,
- g. Length of water outage,
- h. Effect of water unavailability on employment.

5) Resiliency Plan: Explain how your county plans to address the dry well problem in order to minimize the re-occurrence of people living in residences with dry wells. (Refer to Section 12 of the Guidelines)

Submittal Deadline

No facsimiles, late, incomplete, revised, electronically transmitted, or sponsor walk-in Letters of Interest or Reservation Requests will be accepted.

A complete Letter of Interest or Reservation Request, plus one copy, must be received by HCD using an express mail carrier for overnight delivery by the deadline of 5:00 pm, Pacific Daylight Time, Thursday, August 20, 2015.

Delivering a Letter of Interest to an express mail carrier for overnight delivery by the Letter of Interest deadline will constitute a valid submittal. HCD understands that this means Letters of Interest or Reservation Requests may arrive in the Sacramento headquarters the day following the deadline. If the mailed Letter of Interest or Reservation Request delivery paperwork clearly demonstrates that the Letter of Interest or Reservation Request; (a) left the applicant's possession by 5:00 p.m. on August 20, 2015, and (b) was sent overnight delivery by an express mail provider, HCD will accept the Letter of Interest or Reservation Request.

Example

2015 Letters of Interest or Reservation Requests will be due by 5:00 p.m. Thursday August 20, 2015. Letters of Interest or Reservation Requests submitted to a local express mail carrier by that deadline for overnight delivery would be accepted by HCD, even though the Letter of Interest or Reservation Request will arrive at the Sacramento office the morning of Friday, August 21, 2015. HCD staff will confirm that the Letter of Interest or Reservation Request was delivered to the express mail carrier in time by reviewing the paperwork on the mailing.

Problems or Questions

Please call or e-mail Connie Mallavia, at (916) 263-2711 (Connie.Mallavia@hcd.ca.gov) or Tom Bettencourt, at (916) 263-1020 (Tom.Bettencourt@hcd.ca.gov).

Application Delivery Requirements

HCD will contact the county with any questions regarding the express mail service submittal time and date. Where the submittal time is unclear from the package documentation, the county will be required to produce an online delivery service log or other verifiable proof of timely submittal. HCD will not hold the county responsible for any performance failures by the express mail delivery service. However, in such cases, HCD will seek clear evidence that the county performed in good faith, and met conditions (a) and (b) above.

Applications must be delivered to one of the following addresses:

U.S Mail

Drought Housing Relocation Assistance Program
Department of Housing and
Community Development
Division of Financial Assistance
P.O. Box 952054
Sacramento, CA 94252-2054

Private Carrier

Drought Housing Relocation Assistance Program
Department of Housing and
Community Development
Division of Financial Assistance
2020 W. El Camino Avenue, Suite 600
Sacramento, CA 95833

NOFA

The Department will issue a NOFA on approximately August 27, 2015 to invite Providers to apply to serve counties that have not submitted either the Letter of Interest or a Reservation Request. The NOFA may be amended to add counties that let their eligibility lapse.

Selection Process

Counties will be notified of their tentative selection within approximately two weeks.

Timeline

Completed Letter of Interest <u>and</u> Reservation Requests due to HCD	August 20, 2015 (may submit sooner)
Tentative Selection Notification to those Counties that submitted a completed Letter of Interest	<u>Varies</u> – counties will be notified within about 2 weeks from receipt of Letter of Interest or Reservation Request
Reservation Requests due to HCD	August 20, 2015 (may submit sooner)
First 30-day extension expires	September 21, 2015
Second 30-day extension expires	October 20, 2015