

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF FINANCIAL ASSISTANCE**

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December 31, 2019

**MEMORANDUM FOR:** All Potential Applicants

**FROM:** Jennifer Seeger, Acting Deputy Director  
Division of Financial Assistance

**SUBJECT:** **Pet Assistance and Support program  
2019 Notice of Funding Availability**

A handwritten signature in blue ink that reads "J Seeger".

The California Department of Housing and Community Development (Department) is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately \$5 million in Pet Assistance and Support (PAS) program funds. The PAS program was authorized by the Budget Act of 2019 as amended by Section 16 of Senate Bill 109. Funds will be awarded to qualified homeless shelters to provide shelter, food, and basic veterinary services for common household pets owned by individuals experiencing homelessness, as well as staffing and liability insurance related to providing those services.

A complete original application, and one electronic copy on CD or flash drive with all applicable information must be received by the Department no later than **5:00 p.m. on Monday, March 2, 2020**. The Department will only accept applications through a postal carrier service that provides date stamp verification confirming delivery to the Department's office such as U.S. Postal Service, UPS, FedEx, or other carrier services. Please contact the Department if delivery is not completed by fault of the carrier service. The delivery address is:

Department of Housing and Community Development  
Division of Financial Assistance, NOFA Section  
**PET ASSISTANCE AND SUPPORT PROGRAM**  
2020 West El Camino Avenue, Suite 150  
Sacramento, CA 95833

To receive information on the webinar and other updates, please subscribe to the Department's [listserv](#). Questions about this NOFA and application process can be directed to the Pets Assistance and Support Program email inbox at [PetAssistanceSupport@hcd.ca.gov](mailto:PetAssistanceSupport@hcd.ca.gov).

# **Pet Assistance and Support Program**

## **2019 Notice of Funding Availability**



**Gavin Newsom, Governor  
State of California**

**Alexis Podesta, Secretary  
Business, Consumer Services and Housing Agency**

**Douglas R. McCauley, Acting Director  
Department of Housing and Community Development**

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Telephone: (916) 263-2771

**[Pet Assistance and Support Program Webpage](#)**

Pet Assistance Program Email: [PetAssistanceSupport@hcd.ca.gov](mailto:PetAssistanceSupport@hcd.ca.gov).

December 31, 2019

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# PET ASSISTANCE AND SUPPORT PROGRAM

## NOTICE OF FUNDING AVAILABILITY

### I. Overview

#### A. Notice of Funding Availability

The California Department of Housing and Community Development (Department) is announcing the availability of approximately \$5 million in Pet Assistance and Support (PAS) Program funds to provide shelter, food, basic veterinary services, and staffing and liability insurance related to providing those services to qualified homeless shelters housing common household pets with their owners. The intent of the program is to reduce barriers for those individuals experiencing homelessness with their common household pet.

Emergency shelter means any facility with the primary purpose of providing a temporary shelter for those experiencing homelessness in general or for specific populations experiencing homelessness and which does not require occupants to sign leases or occupancy agreements.

For purposes of this Notice of Funding (NOFA), “common household pet” or “pet” means a domesticated animal, such as a dog or cat, that is commonly kept in the home for pleasure rather than for commercial purposes.

According to Pets of the Homeless, a non-profit organization involved in feeding and providing veterinary care for pets that belong to individuals experiencing homelessness, of the 3.5 million Americans who are homeless, 5 to 10 percent have dogs or cats. Many shelters and other assisted housing programs do not permit animals on their property, pushing potential participants to live in locations not meant for human habitation. Abandoning a pet is a major barrier in engaging those who are experiencing homelessness to use services and is emotionally draining to an already vulnerable population. Pets provide warmth, security, companionship, and normalcy. After surrendering a pet, owners reunite with their dogs only 15 percent of the time, while 60 percent or more of animals are left in the animal shelter system and most will die. By making accommodations for pets, more owners who are experiencing homelessness would be inclined to obtain medical, as well as living assistance, and the conditions of their pets would improve.

The intent of the PAS program is to allow homeless shelters to reduce barriers for those individuals experiencing homelessness with their pets. By making accommodations for pets, we bring individuals into shelters who otherwise would not receive services and shelter. This NOFA makes funding available noncompetitively to homeless shelters in order of receipt of application.

## B. Timeline

<b>NOFA Release</b>	<b>December 31, 2019</b>
<b>Application Due Date</b>	<b>March 2, 2020</b>
<b>Award Announcements</b>	<b>May 2020</b>
<b>Encumbrance Deadline</b>	<b>June 30, 2020</b>
<b>Expenditure Deadline</b>	<b>June 30, 2022</b>

## C. Authorizing Legislation and Regulations

Funding for this NOFA is provided pursuant to the Budget Act of 2019 as amended by Section 16 of Senate Bill 109 (SB 109). The Department may implement the activities described in this provision through the issuance of forms, guidelines, and one or more notices of funding availability or requests for proposals, as the department deems necessary. Any forms, guidelines, and NOFA adopted pursuant to this provision are exempt from the rulemaking provisions of the Administrative Procedure Act Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. This NOFA shall constitute the guidelines for the statute.

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA. If such action occurs, the Department will notify interested parties through the listserv.

## II. Pet Assistance and Support program requirements

### A. Eligible applicants

To be eligible to receive funding, applicants must:

1. Be a nonprofit organization with the primary mission to shelter individuals experiencing homelessness and authorized to conduct business in the State of California, or a city or county;
2. Commit to meeting all the following conditions:
  - a. Have rules of conduct and responsibility regarding pets and their owners
  - b. Provide crates or kenneling either near bunks or in separate areas or have a similar set up that ensures the safety and well-being of pets and humans
  - c. Provide food for both individuals experiencing homelessness and their pets
  - d. Offer the services of a veterinarian, including, but not limited to, spaying and neutering services, and behavioral support

## **B. Eligible activities**

Eligible uses of funds include the provision of shelter, food, and basic veterinary services for pets owned by individuals experiencing homelessness, staffing and liability insurance related to providing those services.

## **C. Allocation of funding and award limits**

Assistance is awarded as a grant and shall be used in accordance with SB 109 and this NOFA. The PAS program grant to homeless shelters shall be between \$100,000 and \$200,000. The grant size will be determined by the amount of funds to be expended in the operating budget and the funding gap. Applicants may apply individually or with a co-applicant. Applicants that operate multiple shelters may apply for up to \$200,000 per homeless shelter. Applicants must submit separate applications for each shelter to be funded but may submit the same applicant information in each application.

## **D. Minimum requirements**

In addition to meeting the requirements of the NOFA as described in Section I. A, B, and C above, the following applies:

1. Applications must include the following documentation:
  - a. An agreement that funds will be expended to June 30, 2022.
  - b. A detailed narrative that explains:
    - How animals will be sheltered either with crates, kenneling or some other means;
    - Feeding of occupants and their pets;
    - The provision of veterinarian services; including spay and neuter services and behavioral support;
    - A description of what types of grants and operating subsidies have been secured for the project site or similar projects during the past year;
    - The applicant's rules of conduct and responsibility regarding pets and their owners, including liability insurance, and a plan to connect with an animal protection organization; and
    - How the project will meet all relevant animal ordinances and laws.

- c. Any relevant State, municipal, and local animal ordinances and laws.
  - d. Documentation, such as financial statements, showing financial feasibility. Financial feasibility will be determined by the Department based on an evaluation of operating subsidies, support and other revenue to be committed to the project and the applicant's track record of securing operating subsidies for emergency shelters (one year minimum).
  - e. Site control of the homeless shelter through fee title ownership, leasehold interest, purchase or lease agreement, disposition and development agreement, land sales agreement, or an exclusive right to negotiate.
  - f. An operating budget that estimates how all funds will be expended, including for crates or kenneling, pet food, veterinarian services, staff working with pets, independent audit, and liability insurance.
2. Ineligible expenditures include the following:
- a. Off-site boarding or housing of pets
  - b. Capital development expenditures
  - c. Operating costs and services unrelated to eligible expenses

#### **E. Application selection criteria**

After meeting the minimum requirements, applications will be scored through a noncompetitive process that will allow for applicants to submit additional documentation and clarifying information needed to meet minimum scoring requirements in order of receipt of application. All eligible projects meeting the minimum scoring requirements will be funded, as funds are available. If the program is oversubscribed, funds will be awarded to eligible applicants based on order of the date stamp on the application and approved at threshold. Projects will require a minimum score of 60 points to be eligible for funding. Scores will be based on the following:

	<b>Maximum Applicable Points</b>
<b>1. Overview:</b> Project Narrative Detailing Minimum Requirements (3 points per section)	18
<b>2. Overview:</b> Documentation of Animal Ordinances and Laws	10
<b>3. Operating Budget:</b> Projected (3 points per category: shelter, food, veterinary services, staffing and liability insurance)	12
<b>4. Operating Budget:</b> Past Experience (10 points per year)	30
<b>5. Performance Measures:</b> Measurable Outcomes (5 points per category)	30
<b>6. Performance Measures:</b> Evaluation Plan	10
<b>TOTAL APPLICABLE POINTS</b>	<b>110</b>

1. **Overview:** The project narrative that details minimum requirements, as outlined under Section D 1. b. of the NOFA;
2. **Overview:** Documentation of State, municipal, and local animal ordinances and laws and a commitment to meet the requirements;
3. **Operating Budget:** A proposed operating budget that estimates how all funds will be expended for shelter, food, veterinary services, staffing and liability insurance for pets;
4. **Operating Budget:** Confirmation of up to three years of experience operating a shelter, with a minimum of one year, as documented with the applicant's financials;
5. **Performance Measures:** Projected measurable outcomes, including the number of participants, reported every six-months through June 30, 2022, that:
  - a. Are assisted by the shelter in general;
  - b. Are assisted by the PAS program specifically;
  - c. Show increased residential stability;
  - d. Show increased skills and/or income;
  - e. A measurable outcome from a tenant satisfaction survey, as determined by the applicant (for example does the tenant feel more self-sufficient); and

- f. An additional measurable outcome from a tenant satisfaction survey, as determined by the applicant.

**6. Performance Measures:** An evaluation plan that describes how data will be collected, tracked and analyzed in order to determine the effectiveness of the project. The evaluation plan should include the measurable outcomes, as well as indicate who will analyze the data and perform the PAS program evaluation.

## **F. Appeals**

### **1. Basis of appeals**

- a. Upon receipt of the Department's notice that an application has been determined to be incomplete, ineligible, fail minimum requirements or have a reduction to the initial point score, applicants under this NOFA may appeal such decision(s) to the Department pursuant to this section.
- b. No applicant shall have the right to appeal a decision of the Department relating to another applicant's eligibility, point score, award, denial of award, or any other matter related thereto.
- c. The appeal process provided herein applies solely to decisions of the Department made in this program NOFA and does not apply to any decisions made with respect to any previously issued NOFAs or decisions to be made pursuant to future program NOFAs.

### **2. Appeal Process and Deadlines**

- a. To file an appeal, applicants must submit to the Department by the deadline set forth in subsection (b) below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. New or additional information will be considered if this information would result in passing minimum scoring requirements.

The Department will accept appeals through a carrier service that provides date stamp verification of delivery such as the U.S. Postal Service, UPS, FedEx, or other carrier services. Deliveries must be received during the Department's weekday (non-state holiday) business hours of 9:00 a.m. to 5:00 p.m. Pacific Standard Time. Emails to the email address listed below will be accepted if the email time stamp is prior to the appeal deadline (see section F2(b) below).

Appeals are to be submitted to the Department at [PetAssistanceSupport@hcd.ca.gov](mailto:PetAssistanceSupport@hcd.ca.gov) according to the deadline set forth in Department review letters.

- b. Appeals must be received by the Department no later than (5) five business days from the date of the Department's minimum requirements review or initial score letters representing the Department's decision made in response to the application.

### **3. Decision**

- a. Any request to amend the Department's decision shall be reviewed for compliance with this NOFA, and application for funding. It is the Department's intent to render its decision in writing within fifteen (15) business days of receipt of the applicant's written appeal. All decisions rendered shall be final, binding, and conclusive and shall constitute the final action of the Department with respect to the appeal.
- b. In the event that the statute governing this program contains an existing process for appealing decisions of the Department with respect to NOFA awards made under such programs, then this section shall be inapplicable and such existing authority shall govern all appeals.

## **G. State and federal requirements**

### Reporting requirements

Applicants shall submit any reports requested.

The applicant shall, at biannual intervals for two years of project operations, report all the following data to the Department:

1. If applicable, no later than 180 days after the Standard Agreement expires, the applicant shall submit an independent audit of the entity funded prepared by a certified public accountant and in accordance with the Department's current audit requirements and all other applicable requirements, as stated by law or included in the NOFA. The cost of this audit is an eligible expense under the terms of the grant, for the portion related to the PAS Program.
2. If applicable, no later than 180 days after the Standard Agreement expires; the applicant shall submit the data as required by the Department to measure the costs and outcomes for each of its assisted beds. The shelter shall work with service providers or other sub-recipients to gather the data.
3. An applicant that receives funds under the Program is responsible for ensuring that the expenditure of those funds is consistent with the requirements of the PAS Program and for the eligible activities described in Section II.B. The applicant may draw down funds after the receipt of the award letter and prior to incurring expenses. The Department shall monitor the activities and expenditures of any applicants within 180 days of the Standard Agreement expiration date, at a minimum, to ensure that those activities and expenditures comply with this NOFA.

4. The Department may monitor the expenditures and activities of the applicant, as deemed necessary, to ensure compliance with program requirements and request the repayment of funds from an applicant or pursue any other remedies available to it by law for failure to comply with program requirements. After a contract has expired, any funds not expended for eligible activities described in Section II.B. shall revert and must be remitted to the Department.
5. The applicant shall report on the sources of participant referrals to the shelter and submit both client data and performance outcome data to the Department. Performance outcome data shall include, but is not limited to, number of participants provided shelter, number assisted by the program, reason for exit, and satisfaction as measured in a survey, length of stay, and locating permanent housing.

### **III. Application, submission, and webinar**

#### **A. Application forms**

Eligible project applications submitted under this NOFA will be funded as noncompetitive and in order of receipt of application. The NOFA, supplemental application, and resolutions are available on the [PAS program webpage](#).

PAS supplemental application – this form contains information needed to evaluate application threshold compliance. The PAS supplemental application also contains information applicants must submit in order to utilize their grant funds.

The application forms are available on the Department's [website](#).

#### **B. Application submission process**

A complete original application, which includes a PAS supplemental application Form and one electronic copy on CD or flash drive with all applicable information must be received by the Department no later than 5:00 p.m. on March 2, 2020. The Department will only accept applications through a postal carrier service that provides date stamp verification confirming delivery to the Department's office such as U.S. Postal Service, UPS, FedEx, or other carrier services. Please contact the Department if delivery is not completed by fault of the carrier service. The delivery address is:

Department of Housing and Community Development  
Division of Financial Assistance, NOFA Section  
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Sacramento, CA 95833

Personal deliveries will not be accepted. No facsimiles, incomplete applications, application revisions, electronically transmitted, or walk-in application packages will be accepted. Excel forms must be in Excel format.

Applications must meet all eligibility requirements upon submission. It is the applicant's responsibility to ensure that the application is clear, complete and accurate. After the application deadline, Department staff may request clarifying information and/or inquire as to where in the application specific information is located.

### **C. Application webinar**

Applicants are strongly encouraged to attend the PAS program webinar to gain information critical for preparing an application. PAS program webinar date, time, and location is located on the Department's PAS program website. The webinar will cover the NOFA and application. To register for a webinar, please sign up through Eventbrite.

If you have questions regarding the webinar, send an email to [PetAssistanceSupport@hcd.ca.gov](mailto:PetAssistanceSupport@hcd.ca.gov).

### **D. Disclosure of application**

Information provided in the application will become a public record available for review by the public, pursuant to the California Public Records Act (Chapter 1473, Statutes of 1968). As such, any materials provided will be disclosable to any person making a request under this Act. The Department cautions applicants to use discretion in providing information not specifically requested, including but not limited to, bank account numbers, personal phone numbers, and home addresses. By providing this information to the Department, the applicant is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request.

## **IV. Award announcements and contracts**

### **A. Award announcements**

Upon meeting minimum requirements and a score of no less than 60 points, recommended projects will be presented to the Internal Loan Committee for review and approval. The Department intends to send award letters by May 2020, for all successful applicants.

### **B. Contracts**

Awardee(s) will enter into a Standard Agreement with the Department. The Standard Agreement contains all the relevant state and federal requirements, as well as specific information about the award and the work to be performed. The Department must meet a June 30, 2020 deadline to Award and encumber funds. The project must meet a June 30, 2022 deadline to expend funds. Failure to meet these deadlines will result in funds reverting back to the Department.

The awardee(s) shall remain a party to the Standard Agreement for the entire term of the Standard Agreement; removal of the recipient(s) shall not be prohibited.

## **V. Other terms and conditions**

### **A. Right to modify or suspend**

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including, without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties via listserv and will post the revisions to the Department's website. Please be sure to subscribe at the listserv link.

### **B. Conflicts**

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable state or federal law or regulation shall control.