HOME American Rescue Plan (HOME-ARP)

Housing Plus Support Program NOFA and Application Workshop

State of California

Department of Housing and Community Development

HOME American Rescue Plan Workshop Webinar Housekeeping

Before We Start…..

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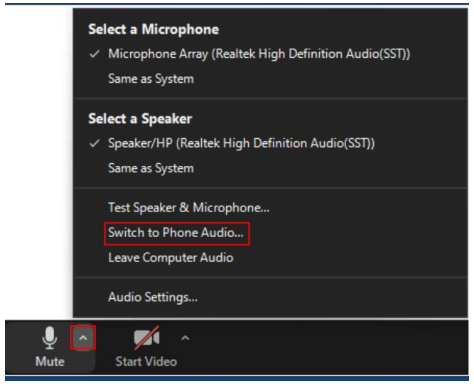


- Use the Q&A box to send your questions to the speakers, the chat box has been disabled
- When Open Forum is announced, use the ‘raise hand’ feature to ask a question. The host will unmute you to speak

Today's Agenda

- **Background & NOFA Timeline**
- **HPSP Overview –** Purpose, Intention, Structure, Vision and Strategy
- **Funding & Funding Targets**
- **Eligibility -** Organizations, Service Areas, Jurisdictions, Activities & Costs Administrative Costs
- **Program Components -** Qualified Population, Case Management, & Referrals
- **Grant Terms –** Expenditure Milestones & Reimbursement Process
- **Minimum Requirements (Threshold) & Scoring Criteria**
- **Application Documents**
  - Sample Budget
  - Policies & Procedures
- **Award Process**
- **Program Operations –** Oversight, Financial Management, Reporting, Performance & Recordkeeping
- **Application Navigation & Submittal: Neighborly Software System**
- **Q & A**

Welcome and Introductions

HCD Division of Federal Financial Assistance

Sasha Hauswald - Deputy Director

Willa Darley Chapin - Housing Branch Chief

Jason L. Bradley - HOME-ARP Section Chief

Welcome and Introductions

HOME-ARP Housing Plus Support Program Team

Kelly Underwood – Housing Plus Support Program Manager

Tammy Gauthier - Program Representative

Jared Moore – Program Representative

Cheryl Jeffreys – Program Specialist

HOME American Rescue Plan

Background
&
NOFA Timeline

HOME American Rescue Plan

Background

- To address the need for homelessness assistance and supportive services the U.S. Congress appropriated $5 billion in funding from the American Rescue Plan Act of 2021 (ARP).

- The U.S. Department of Housing and Urban Development (HUD) allocated $155 million to The California Department of Housing and Community Development to administrator the HOME-ARP Program in compliance with HUD notice CPD-21-10 on behalf of the state.

- Program funds are intended to primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or other vulnerable populations in HOME-ARP eligible jurisdictions.

HOME American Rescue Plan

Community Informed Programming

- Program design began with an extensive consultation process by HOME-ARP staff that included focus groups, a community survey, one on one discussions and workshops to identify the greatest needs of communities across California. Staff engaged CoC's, homeless service providers, domestic violence agencies, agencies that address homelessness, at risk of homelessness and those experiencing housing instability as well as public and private organizations.

- Participants identified that the HOME-ARP Program could address homelessness and benefit communities through the delivery of rental assistance and supportive services.

HOME-ARP Housing Plus Support

Program Timeline

NOFA Release

January 23, 2024

Application Due Dates

April 12, 2024 (Non-Tribal Applicants)

May 17, 2024 (Tribal Applicants)

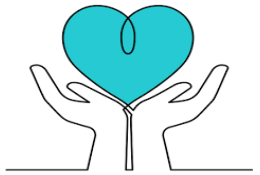
Awards

Anticipated Award Announcements **July 2024**

HOME-ARP
Housing Plus Support Program
OVERVIEW

Purpose, Intention, Structure
Vision & Strategy

+



HOME-ARP Housing Plus Support Program

- Housing Plus Support Program (HPSP) is a housing first, rapid rehousing program.

- Through evidence-based, trauma-informed practices HPSP Housing Case Management and housing navigation services will effectively meet Tribal community participants where they are, and support them through housing stability

- HPSP provides Supportive Services for long-term success

HOME-ARP Housing Plus Support Program

Purpose

To provide non-profit support service providers with funds to offer case management, housing navigation, time-limited rental assistance and supportive services to individuals or households who meet one or more of the definitions of the Qualifying Populations

HOME-ARP Housing Plus Support Program

Intention

- Partner with Lead Service Providers
- Locate immediate housing solutions for qualifying populations
- Provide comprehensive housing case planning and support
- Build case management capacity to ensure long-term permanent housing success

HOME-ARP Housing Plus Support Program

Vision & Strategy

Vision

- To connect individuals and families experiencing homelessness, or are at risk of homelessness, with permanent housing and supportive services needed to increase financial self-reliance and stay housed.

Strategy

- Five-year program where the goal is to ensure participants achieve housing stability and become financially stable prior to the programs end.

HOME-ARP Housing Plus Support Program

Structure

- Prioritize Permanently Housing People Quickly
  - Coordinate temporary housing with community partners when there is no permanent solution immediately available
- Person Centered Approach
  - Person is the beneficiary-the benefits/services follow the individual through their path to housing stability

HOME-ARP
Housing Plus Support Program

Funding
&
Funding Targets

HOME-ARP Housing Plus Support Program

Funding

To ensure all Eligible HOME-ARP Jurisdictions throughout the state have an equitable opportunity to apply for HOME-ARP funds the following will be implemented:

- Funding has been allocated to each region in California as well as a Tribal target
- Funding amounts are designed to cover the actual total program costs and administrative overhead to support the program over the 5-year service period
- The minimum and maximum grant limits vary by region
- The minimum grant amounts support one Housing Case Manager, a Housing Navigator, rental assistance and other services provided by the program.
- A maximum of an additional 10% of the grant amount for administrative funding is available per region/program

HOME-ARP Housing Plus Support Program

Funding Targets by Region

HOME-ARP REGIONS

Region 1 - Northern California

Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Mendocino, Plumas, Glenn, Butte, Sierra, Nevada, Lake, Colusa, Yuba, Placer, Sutter, Yolo, El Dorado, Sacramento

Region 2 - Bay Area

Sonoma, Napa, Solano, Marin, Contra Costa, Alameda, San Francisco, San Mateo, Santa Clara, Santa Cruz

Region 3 - Central California

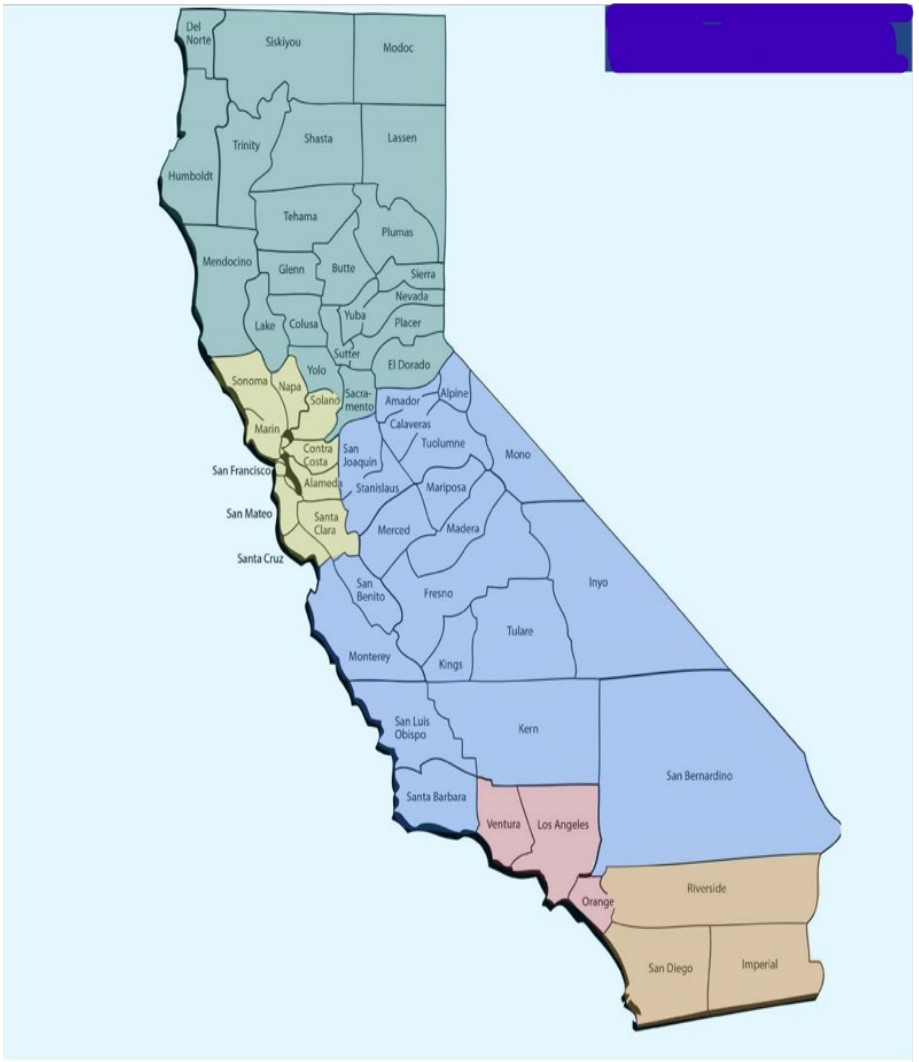
Amador, Alpine, San Joaquin, Calaveras, Stanislaus, Tuolumne, Merced, Mariposa, Mono, Madera, San Benito, Fresno, Monterey, Kings, Tulare, Inyo, San Luis Obispo, Kern, Santa Barbara, San Bernardino

Region 4 - Greater Los Angeles Area

Ventura, Los Angeles, Orange

Region 5 - Southern California

Riverside, San Diego, Imperial



HOME-ARP Housing Plus Support Program

Target Distribution

Regions	Allocated Grant	Grant Limits	Maximum Administrative Grant (10% of the actual grant)
Region 1 (Northern CA)	$8,910,000	$2,970,000* $5,940,000* $8,910,000*	$297,000 $594,000 $891,000
Region 2 (Bay Area)	$2,970,000	$2,970,000	$297,000
Region 3 (Central CA)	$6,210,000	$3,105,000* $6,210,000*	$310,500 $621,000
Region 4 (Greater LA)	$3,240,000	$3,240,000	$324,000
Region 5 (Southern CA)	$2,970,000	$2,970,000	$297,000
Tribal Target	$2,700,000	$2,700,000	$270,000
Total	**$27,000,000**	**27,000,000**	**$2,700,000**

HOME-ARP Rental Housing Program

Target Distribution

Region 1 (Northern California)

- Three options to implement programs
- Funding request based on need of the community, size of program and ability to expend funds

Funding options:

1) $2,970,000—if the Applicant hires one housing case manager and one part-time housing navigator;
2) $5,940,000—if the Applicant hires two case managers and one housing navigator; or
3) $8,910,000—if the Applicant hires three case managers and one housing navigator.

HOME-ARP Housing Plus Support Program

Target Distribution

Region 3 (Central California)

- Two options to implement programs
- Funding request based on need of the community, size of program and ability to expend funds

Funding options:

1) $3,105,000—if the Applicant hires one housing case manager and one part-time housing navigator; or
2) $6,210,000—if the Applicant hires two housing case managers and one housing navigator.

HOME-ARP Housing Plus Support Program

Funding & Targets

Because this is a competitive application selection process….

Applicants who apply for more than the minimum funding amount in a region may be subject to only the minimum funding amount when there are multiple high scoring applicants applying in the region.

HOME-ARP
Housing Plus Support Program

Eligibility

Organizations
Jurisdictions
Service Areas
Activities & Costs

HOME-ARP Housing Plus Support Program

Eligibility

Organization Type

HPSP Eligible Applicants are non-profit organizations or Tribal Entities that apply to receive HOME-ARP funding from the Department.

Nonprofit Organization

- A Nonprofit Organization is an organization that holds a tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
  - Must be established for charitable purposes
  - Must have activities that include the promotion of social welfare & prevention or elimination of homelessness in their Articles of incorporation, resolutions & bylaws
  - Experience in the provision of shelter and services to people experiencing homelessness

HOME-ARP Housing Plus Support Program

Eligible Service Areas

HPSP prioritizes serving the HOME-ARP Qualified Populations in California's non-entitlement jurisdictions. Applicants must demonstrate their service area has:

- A meaningful presence in an eligible state HOME-ARP jurisdiction
- A significant portion on their clientele originate in an eligible state HOME-ARP jurisdiction

An applicant will be considered as having an eligible service area if:

- Their primary office is headquartered in an Eligible State HOME-ARP Jurisdiction;
- They have one or more satellite offices located in an Eligible State HOME-ARP Jurisdiction; and/or
- Their service area incorporates an Eligible State HOME-ARP Jurisdiction **AND** they can demonstrate their ability to serve individuals and families living in those areas without creating a transportation barrier for those participants to access services.

HOME-ARP Housing Plus Support Program

Eligible Jurisdictions

An **Eligible State HOME-ARP Jurisdiction** is a locale that:

- Did not receive a HOME-ARP allocation directly from HUD;
- Is not a participant in an urban county agreement with a county that has received a HOME-ARP allocation from HUD; and
- Is not a participant in a HOME consortium.

Subrecipients must:

- Ensure all funded activities are available and targeted to Eligible State HOME-ARP Jurisdictions.
- Facilitate outreach to qualifying populations in eligible State HOME-ARP Jurisdictions.
- Evaluate participation annually

Funded activities may also serve households located in HPSP entitlement areas in the event the Qualified Population is placed into permanent housing or relocates to an HPSP entitlement area during their participation in the program.

HOME-ARP Housing Plus Support Program

Eligible Activities & Costs

Activities

Eligible supportive services under HPSP include:

- McKinney-Vento Supportive Services – Adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11360(29); and/or
- Homeless Prevention Services – Adapted from certain eligible homelessness prevention services under the Emergency Services Grant (ESG) regulations 24 CFR Part 576

Costs

HPSP funds may be used to pay eligible costs associated with the supportive services activity in accordance with the requirements in section VI.D.4.(c). HUD Notice CPD 21-10.

HOME-ARP Housing Plus Support Program

Administrative Activity Costs

- Up to 10% of the grant amount can be used for administrative costs
- Reasonable Administrative and Planning costs include reasonable costs of overall HPSP management, coordination, monitoring, and evaluation such as:
  - Salaries, wages, and benefit costs of the Subrecipient's staff
  - Travel Costs
  - Administrative services performed under third party contracts or agreements, including such services as general legal services, accounting services, and audit services
  - Other costs for goods and services required for administering the HOME-ARP program, such as: rental or purchase of equipment, insurance, information systems necessary to track and implement beneficiaries of HOME-ARP activities in accordance with the requirements of this Notice, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

HOME-ARP Housing Plus Support Program

Allowable Expenses

- Case Management
- Housing Search and Navigation services
- Security deposit
- First & last month’s rent
- Short- or medium-term rent support
- Rental application fees
- Utility deposits (gas, electric, water, and sewer)
- Utility payments – up to 6 months past due
- Moving costs
- Payment of past due rent – up to 6 months
- Transportation
- Food

HOME-ARP Housing Plus Support Program

Available Services

- Life skills training
- Landlord/tenant liaison
- Mental health services
- Outpatient health services
- Substance abuse treatment services
- Education services
- Employment assistance and job training
- Legal services (for matters that interfere with obtaining or maintaining housing)
- Credit repair

HOME-ARP
Housing Plus Support Program

Program Components

HOME-ARP Housing Plus Support Program
Qualifying Populations

1. Homeless;
   a) Housed due to temporary or emergency assistance to prevent homelessness
2. At risk of homelessness
3. Fleeing, or attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking;
4. Housed, have annual income that is less than or equal to 30% AMI, and is experiencing severe cost burden; or
5. Housed, have annual income that is less than or equal to 50% AMI, and meets one of the conditions of the “At risk of homelessness” definition.

HOME-ARP Housing Plus Support Program

Intensive Case Management

The Housing Case Manager Role:

- To complete intake and eligibility determination
- Work with participant to create personalized housing case plan
- Collaborate with a housing navigator to identify appropriate housing opportunities
- Support the participant in housing search and housing placement activities
- Coordinate community resources, referrals, and supportive services

HOME-ARP Housing Plus Support Program

Referrals to Community Partners

When making a referral to a community partner, the Housing Case Manager will:

1. Discuss with the participant the reason the referral is being made and the services the participant will be requesting

2. Obtain a release of information from the program participant

3. Follow the process for referring a participant to the specific program/agency

4. Provide a warm handoff when possible

5. Follow up with the participant to ensure that they obtained the services needed

HOME-ARP
Housing Plus Support Program

Grant Terms, Milestones & Disbursement

HOME-ARP Housing Plus Support Program
Grant Terms & Milestones

- The HPSP Grant shall have a term of five (5) years.
- Applicants that are awarded funding will be required to meet the following expenditure milestones:

Percentage of HPSP funds that must be expended	Milestone Deadline
20%	Within 1 year after execution of contract
40%	June 30, 2026
60%	June 30, 2027
80%	June 30, 2028
100%	By June 30, 2029

HOME-ARP Housing Plus Support Program

Disbursement & Conditions

- Disbursements are made on a *reimbursement basis*
  - Funds are disbursed after the standard agreement has been fully executed and general conditions within the SA have been met
  - Subrecipient must submit a Request for Funds that includes supporting documentation
  - Reimbursement requests must be made through the Neighborly Software system

- Funds awarded to an applicant may not be transferred to another entity to expend on an eligible supportive services activity unless that entity is a signatory on the SA

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Housing Plus Support Program

Minimum Requirements
&
Scoring Criteria

HOME-ARP Housing Plus Support Program

Minimum Requirements (Threshold)

- The Applicant must be eligible as described in this NOFA
- Proposed Activities must be eligible pursuant to this NOFA
- Programs must be within a non-entitlement jurisdiction in the State of California
- Programs must serve all Qualifying Populations
- Programs must comply with the HOME Investment Partnerships Program, outlined in 24 CFR Part 92 and HUD Notice CPD-21-10

HOME-ARP Housing Plus Support Program

Minimum Requirements (Threshold)

- Programs must follow all applicable fair housing, civil rights, and nondiscrimination requirements. This includes but is not limited to the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, HUD's Equal Access Rule, and the Americans with Disabilities Act, as applicable

- Programs must comply with Housing First Policies as outlined in Senate Bill (SB) 1380 Chapter 847;

- Programs must comply with the Department's HOME-ARP HPSP Policies & Procedures.

HOME-ARP
Housing Plus Support Program

Scoring

HOME-ARP
Housing Plus Support Program Scoring Criteria
Applications will be scored by staff based on the following criteria:

Category	Maximum Points
Grant Experience	10
Housing Experience	11
Housing Navigation	12
Program Participant	7
Participant Safety	5
Trauma Informed, Victim Centered	4
Timeliness	5
Financial	5
Projected Impact	6
Equity Factors	12
Other Program Factors	12
Outreach, Engagement, and Advocacy	11
Total Points	**100**

Housing Plus Support Program Scoring Criteria

Grant Experience

The extent of experience the applicant has:

- Working with the Qualified Populations
- Developing and implementing relevant program systems and services
- Managing basic organizational operations including sound financial management and accounting systems
- Timely resolution of monitoring findings
- Regular and timely drawdowns of funding
- Accurate and timely submission of required reporting

Housing Plus Support Program Scoring Criteria

Housing Experience

- The extent to which the applicant understands and utilizes a Housing First approach.
- The applicant's ability to assist program participants to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.
- The extent to which the applicant has experience leveraging housing resources with housing subsidies and the applicant's relationship with the local Housing Authority
- The applicant's experience in utilizing a Homeless Management Information System.

Housing Plus Support Program Scoring Criteria

Housing Navigation

- The applicant's experience and plan to recruit and retain property managers and identify available units using data and lessons learned.

- The applicant's knowledge and experience in supporting disabled program participants in securing accessible units.

Housing Plus Support Program Scoring Criteria

Program Participant

- The extent of the applicant's knowledge in understanding the housing needs of individuals and families who meet the definition of the Qualified Populations within their community.
- The applicant's experience:
- Quickly moving the Qualified Populations into permanent housing and providing supportive services.
- Supporting the Qualified Populations in obtaining other public assistance benefits and other resources within the community.
- Working with and housing members of the Qualified Populations including those with no income, current or past substance use, criminal records, etc.

Housing Plus Support Program Scoring Criteria

Participant Safety

The extent of the applicant's knowledge and experience in ensuring the safety of program participants including:

- Training staff on safety planning and HIPPA compliance.
- Safety planning for disasters.
- Safety planning for program participants who are fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- Ensuring the privacy of program participants, including keeping personally identifiable information secure.

Housing Plus Support Program Scoring Criteria

Trauma Informed, Victim Centered

To the extent an applicant can demonstrate :

- Emphasizing program participants' strengths through strength-based coaching, questionnaires and assessment tools that include strength-based measures, and case plans that include assessments of program participants' strengths and works towards goals and aspirations.
- Centering on cultural responsiveness and inclusivity.
- Providing opportunities for connection for program participants.
- Offering support for parenting.

Housing Plus Support Program Scoring Criteria

Timeliness

- The applicant's experience and capacity to rapidly implement HPSP and record and report data timely.

Housing Plus Support Program Scoring Criteria

Financial

The applicant's experience and capacity with financial components:

- Having a functioning accounting system that is operated in accordance with generally accepted accounting principles in accordance with 2 CFR part 200.
- The applicant's proposed budget for HPSP.
- The applicant's financial experience and knowledge in providing Rapid Rehousing programs.

Housing Plus Support Program Scoring Criteria

Projected Impact

The applicant's expectations and projected impacts HPSP will have on the communities to be served:

- Households exiting to permanent housing.
- Individuals who will increase their income during HPSP.
- Individuals who will increase non-employment cash income after program enrollment.
- Individuals who will improve skills and/or education during program enrollment.
- The applicant's understanding of the Statewide Housing Plan to address Homelessness. How HPSP will align and support the
- Statewide Housing Plan.

Housing Plus Support Program Scoring Criteria

Equity Factors

- The applicant's knowledge of equity and ability to ensure HPSP participants will receive services free from discrimination.
- The applicant's efforts to provide employment opportunities and professional development to individuals with lived experience of homelessness.
- The applicant's knowledge and experience in reviewing and analyzing policies and procedures with an equity lens.
- The applicant's experience in supporting those with physical, sensory, or psychiatric disabilities with accessible services.

Housing Plus Support Program Scoring Criteria

Other Program Factors

- The applicant's ability to ensure HPSP participants will receive only the services needed to ensure there is no duplication of services or assistance in the use of HPSP funds.

- The policies and procedures the applicant will use for HPSP.

Housing Plus Support Program Scoring Criteria

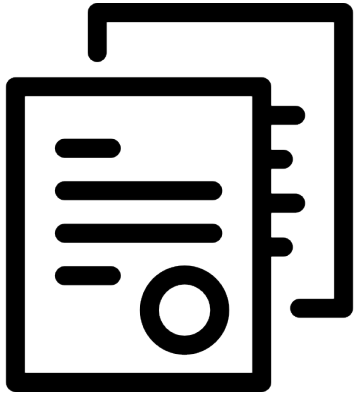
Outreach, Engagement, and Advocacy

The applicant's knowledge and experience with:

- Marketing strategies and outreach activities that ensure all persons experiencing homelessness or housing instability are reached.
- Informing program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws.
- Reporting conditions or actions that impede fair housing choice for program participants.
- Obtaining feedback from program participants.
- Identifying barriers to participation faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness populations, and the actions taken to eliminate identified barriers.

HOME-ARP
Housing Plus Support Program

Application Documents



HOME-ARP Housing Plus Support Program

Application Documents

Applicants must submit all applicable documents listed in this addendum on or before the application deadline through the Neighborly Software system.

Nonprofit organizational documents:

- Organizational Chart
- Articles of Incorporation as certified by the California Secretary of State.
- Bylaws and any amendments thereto
- Certificate of Amendment of Articles of Incorporation as applicable.
- Restated Articles of Incorporation as applicable.
- Statement of Information (California Secretary of State form SI-100 or SI-200)
- Certificate of Good Standing certified by California Secretary of State.

HOME-ARP
Housing Plus Support Program

Award Process

HOME-ARP Housing Plus Support Program

Awards

- Upon completion of the scoring component, Initial score letters will go out with scoring details
- HOME-ARP staff will recommend awards for approval
- Award letters will be sent to successful applicants
- Awards anticipated by **July 2024**

Applicants must notify the Department of any significant changes to their program made after application submission. If there are significant changes to the program after application submission or scoring, the Department reserves the right to re-evaluate the Program's threshold eligibility and scoring.

HOME-ARP
Housing Plus Support Program

Program Operations

HOME-ARP
Housing Plus Support Program Operations

Oversight

- Ongoing monitoring of program performance using data submitted by subrecipients
- Ongoing training on program information and activities, performance monitoring & data collection
- Targeted TA for communities facing barriers in spending funds and serving participants

Financial Management

- Subrecipients must follow OMB cost principles (24 CFR Part 200) and GAAP
- Allowable costs must comply with HPSP policies and procedures
- All eligible costs incurred after the HPSP award letter date are reimbursable after SA execution.
- Funds requiring reimbursement shall not be expended prior to the award letter date

HOME-ARP
Housing Plus Support Program Operations

Program Records

- Subrecipients must:
  - Maintain sufficient program records to determine whether HPSP requirements are being met
  - Maintain records documenting compliance with the 10% limitation on admin costs
  - Maintain confidentiality of Qualifying Households
  - Maintain records in accordance with 2 CFR 200.302

Program Administration Records

- Subrecipients must maintain records demonstrating compliance in accordance with Section VIII.D of HUD Notice CPD 21-10

HOME-ARP
Housing Plus Support Program Operations

Reporting and Performance

- Subrecipients must submit monthly reports through the Neighborly Software system by the 20th of each month
- Subrecipients must provide participant level data quarterly through the Neighborly Software system to include:
  - Race and Ethnicity
  - Household Size
  - Household Types
  - Households Assisted

HOME-ARP
Housing Plus Support Program Operations

Reporting and Performance (cont.)

- Subrecipients will complete an Annual Evaluation of their HPSP after the completion of each fiscal year

- Performance reviews will be completed to determine subrecipients compliance of use of funds and program responsibilities

HOME-ARP
Housing Plus Support Program

Application Navigation and Submittal

(Neighborly Software System)

Application Navigation and Submittal

1. Go to [hcd.ca.gov](hcd.ca.gov)
2. Click on ‘Grants & Funding’
3. Click on “Programs Active”
4. Click on ‘HOME American Rescue Plan’
5. On the HOME-ARP Webpage, click on ‘Apply Now’

The “Apply Now” Icon will take you to the Neighborly Application Portal link

HOME American Rescue Plan Program (HOME-ARP)

In 2022, HCD received $131 million to implement the HOME-ARP Program.

The HOME-ARP program will provide funding to developers, non-profit service providers, and Tribal Entities to assist qualified populations including individuals and families who are experiencing or at risk of experiencing homelessness and other vulnerable populations by making $131 million available through multiple NOFAs to include affordable housing through a HOME-ARP Rental Housing NOFA and supportive services through a Housing Plus Support Program (HPSP) NOFA.

To receive updates about the HOME-ARP Program please subscribe to the “Federal Programs” ListServ Subscribe (ca.gov).

Contact Us
Can't find what you're looking for?
Servicios bilingüe son disponible.
Email Us

Notice of Funding

Apply Now

Webinars

Reporting & Compliance

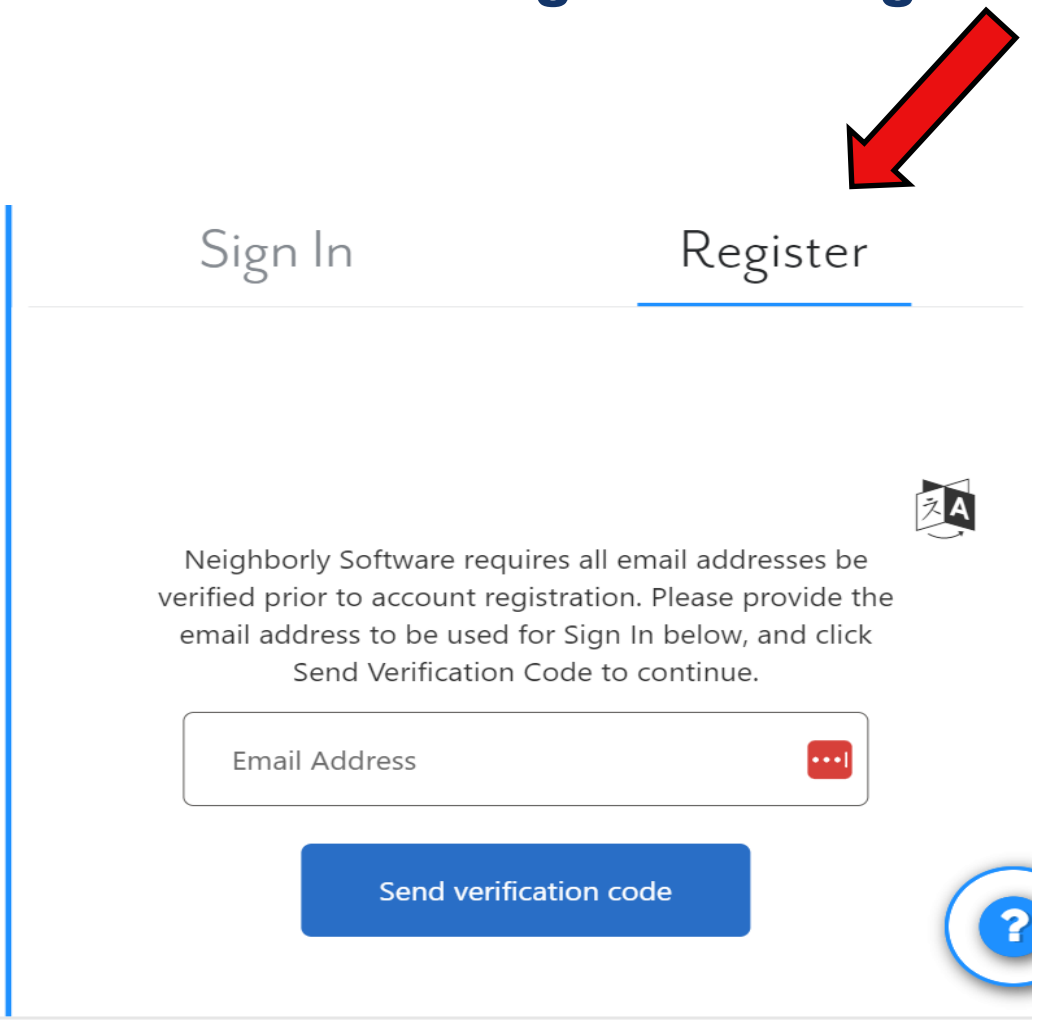
Apply Now

- **Rental Housing** — Non-Tribal applicants have until February 12th, 2024, to apply. Please visit the Neighborly Portal to submit your application.
- **Rental Housing** — Tribal applicants have until March 6th, 2024, to apply. Please visit the Neighborly Portal to submit your application.
- **HPSP** — Non-Tribal applicants have until April 12th, 2024, to apply. Please visit the Neighborly Portal to submit your application.
- **HPSP** — Tribal applicants have until May 17th, 2024, to apply. Please visit the Neighborly Portal to submit your application.

Application Navigation and Submittal

Getting Started

In the Neighborly Application Portal, **new users must first register to begin an application.**



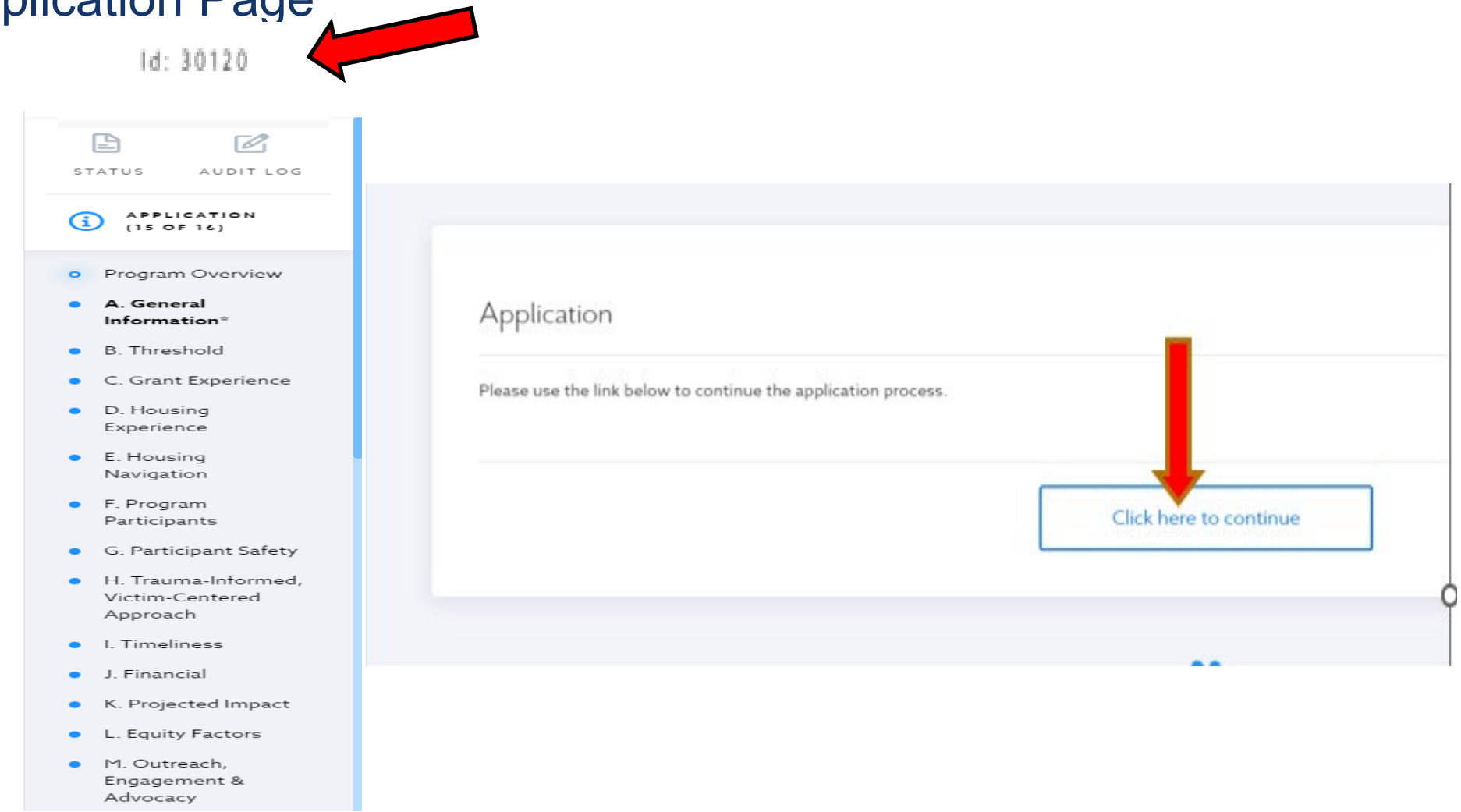
Application Navigation and Submittal

Once registered users can simply sign in and begin a new application by selecting the “Start Application” button on the bottom of the screen.

Application Navigation and Submittal

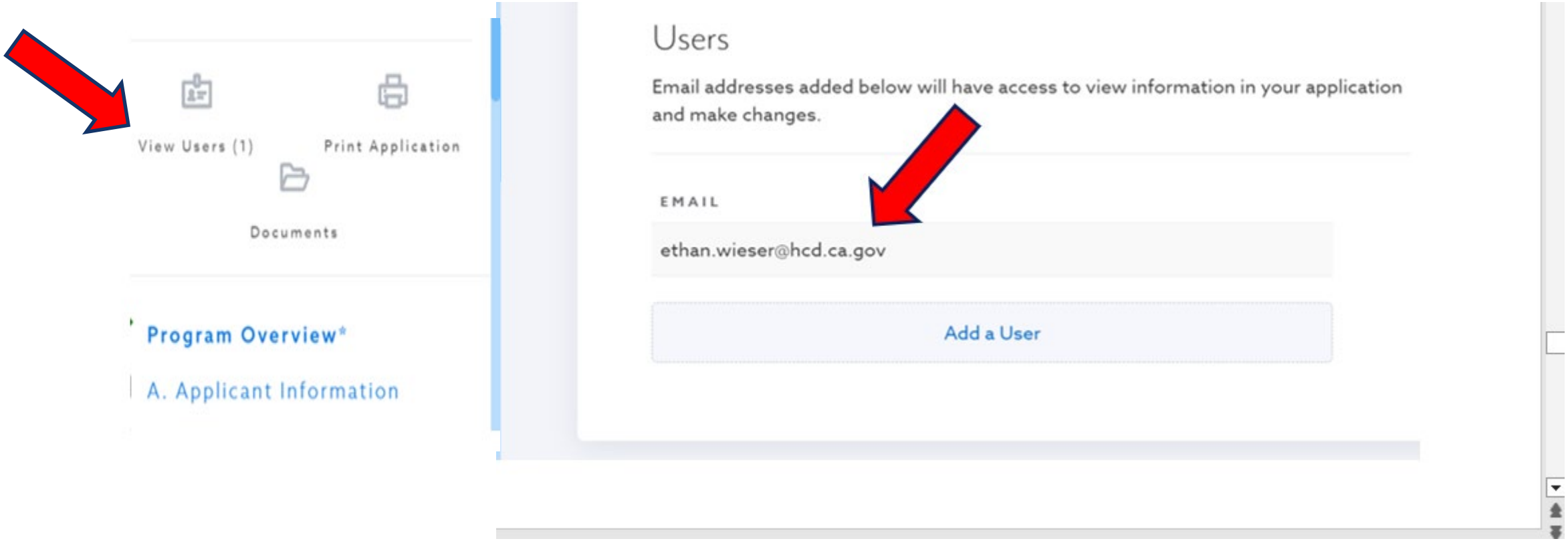
Each application will be assigned an Application ID Number

“Click here to continue” will take you to the HOME-ARP HPSP Application Page



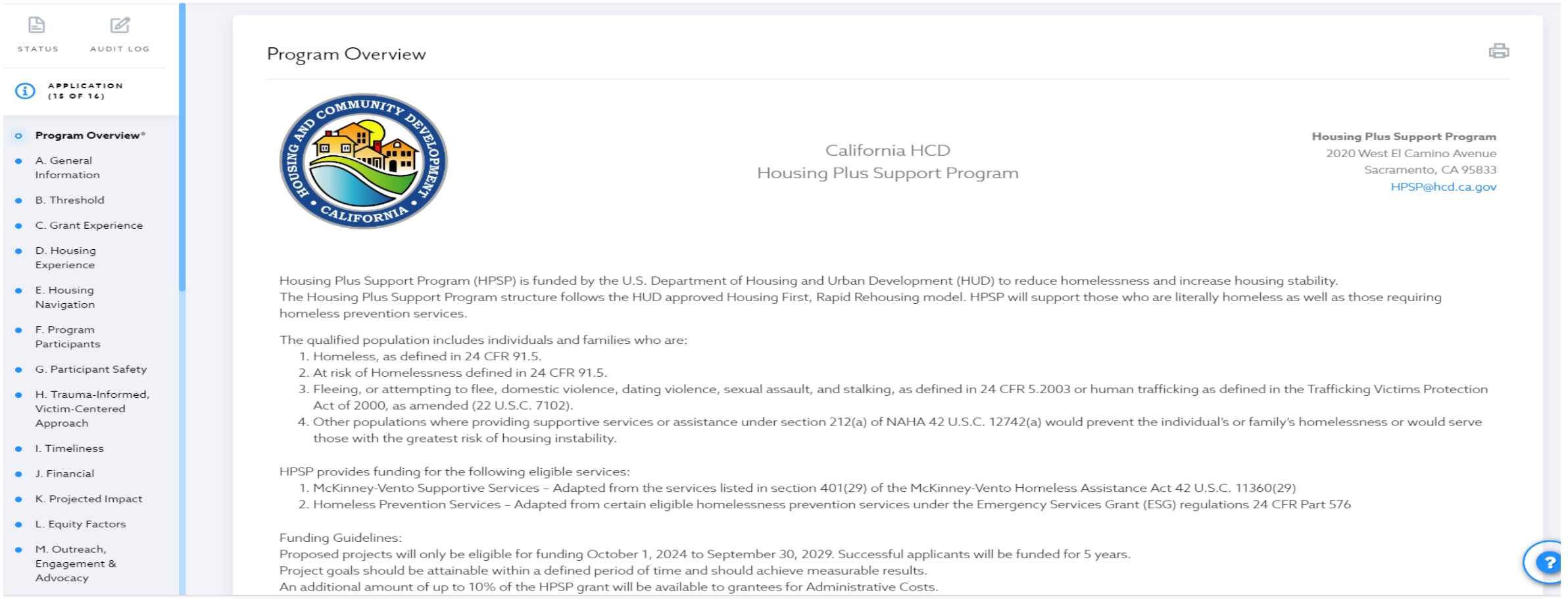
Application Navigation and Submittal

The registered user may add additional users to access and work on the application by selecting “View Users” at the top left of the screen. Adding the email address will allow access.



Application Navigation and Submittal

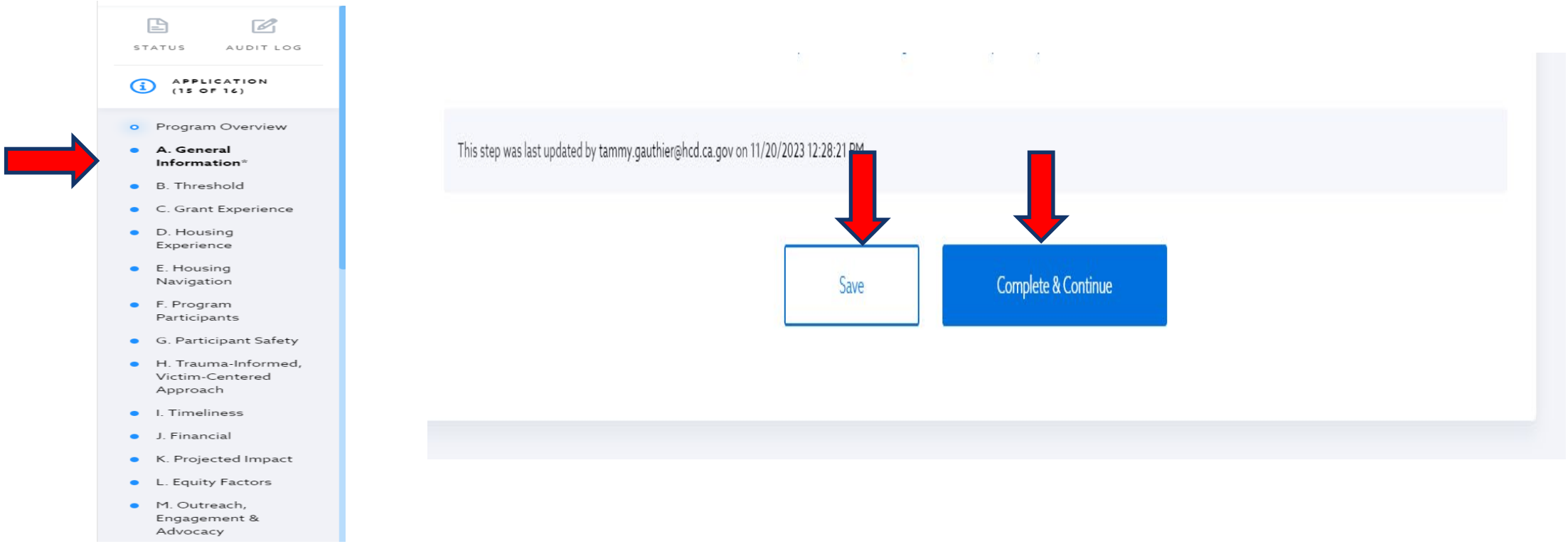
The Program Overview screen will provide important information on minimum requirements and each section of the application



Application Navigation and Submittal

Section ‘A’. *General Information* begins the application submittal process

Applicants will go through each section and enter the requested information. Applicants can either select “Save” to save the information, or “Complete & Continue” to complete the section.



Application Navigation and Submittal

Meeting Minimum Requirements

- To pass Threshold, all Minimum Requirements must be met

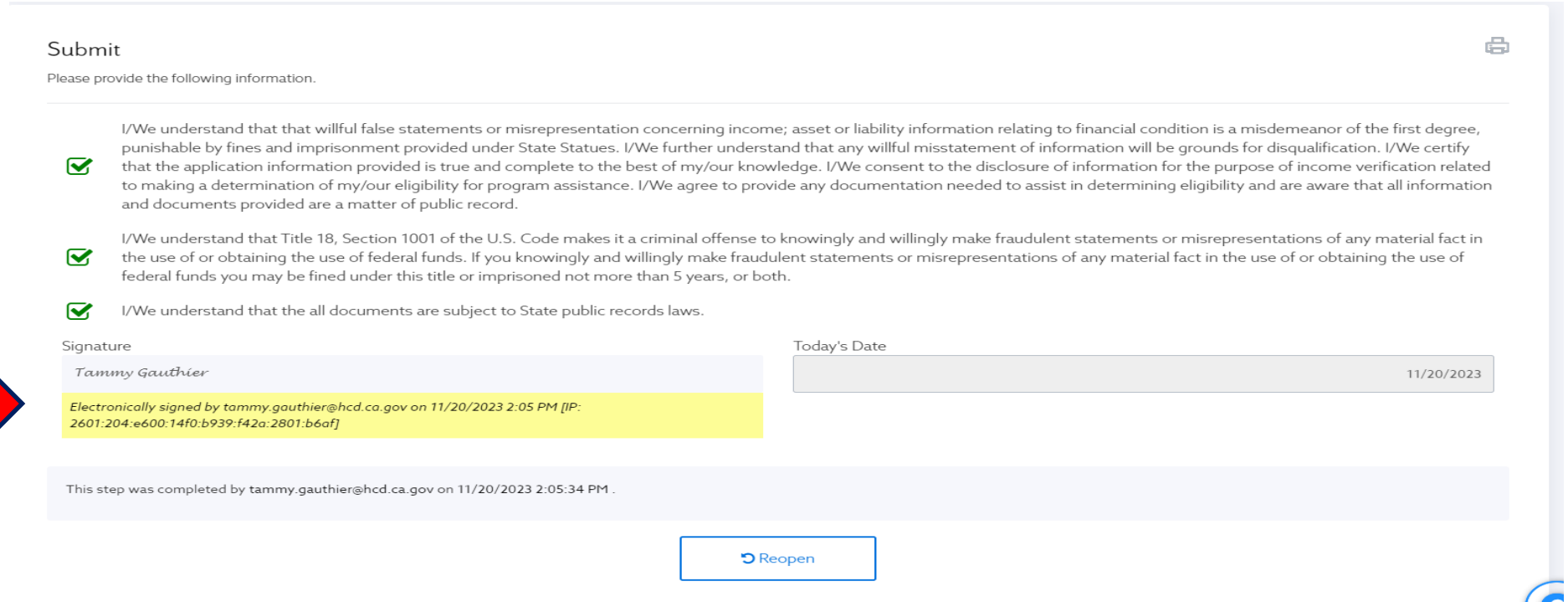
- STOP sign indicates a particular requirement has not been met

  - Reason requirement not met
  - Review requirements in the NOFA
  - Applicants may upload a letter of explanation
  - Moving forward is NOT guaranteed

Requirement Not Met - This requirement must be met to be eligible for funding. You may continue to complete and submit the application; however, this does not guarantee the application will move forward to the rating and ranking phase of the review process. You may provide a letter of explanation and supporting evidence in the document upload section for Program to review.

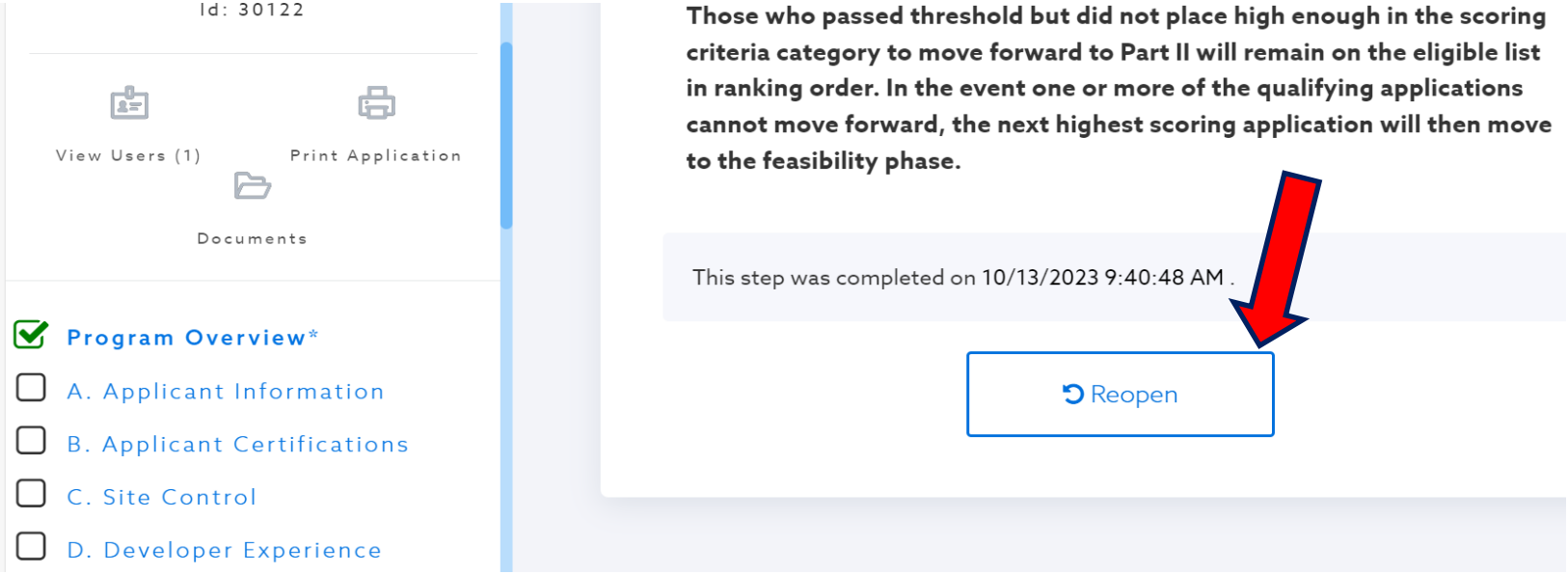
Application Navigation and Submittal

- Once the application is completed (all sections have a green check mark box to the left), applicants can sign and submit the application.
- Once the application deadlines have passed, all application will be evaluated for Minimum Requirements, scored and ranked according to score. Those with the highest scores will be recommended for funding awards.



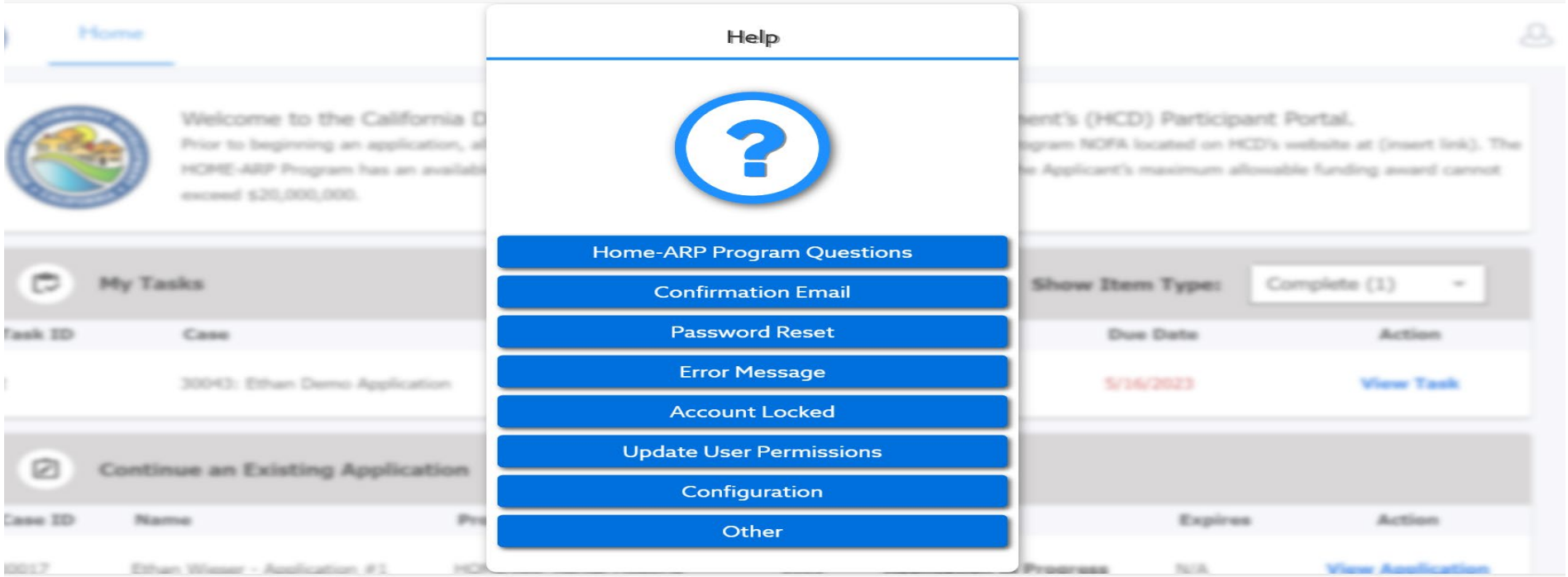
Application Navigation and Submittal Tips

- Tips: Applicants will want to save often, and before exiting out of the Application
- Up until submittal, Applicants may reopen any completed section to make changes by selecting the “Reopen” button at the bottom of the completed section.
- After submittal, users may not make any changes to the application on their own. However, if the application deadline has not passed, Applicants can contact HCD to reopen any section to make changes. Applicants will need to resubmit the application any time it is reopened.



Application Navigation and Submittal

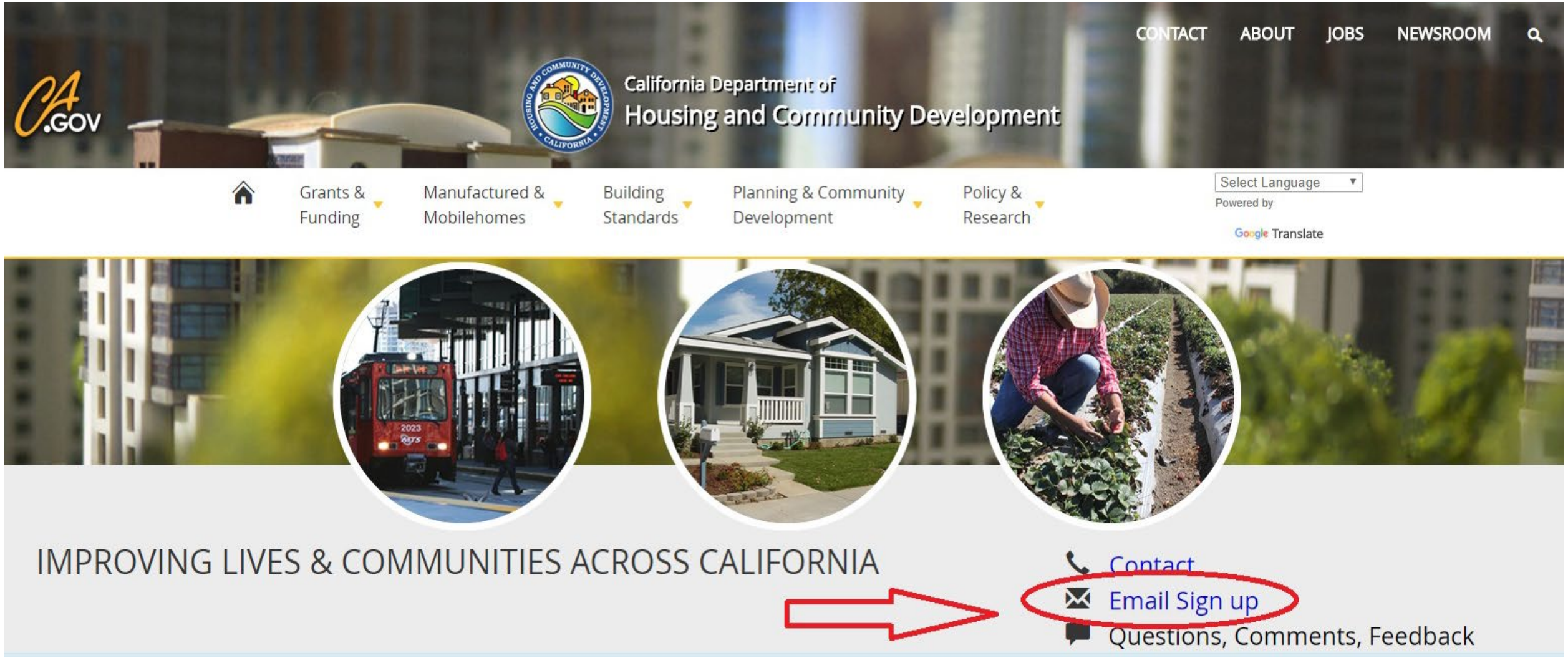
- For assistance with the Neighborly application system select the “?” icon at the bottom of the screen at anytime, and a help menu will open.
- For program related question email the HOME-ARP HPSP team at HPSP@hcd.ca.gov



Q&A

Thanks for
Coming!

Stay in the know: Sign up for HCD email at www.hcd.ca.gov



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