

**EMERGENCY DROUGHT HOUSING
RELOCATION ASSISTANCE PROGRAM (DHRA)**

**2015
Notice of Funding Availability**



**State of California
Governor Edmund G. Brown Jr.**

**Susan Lea Riggs, Acting Director
Department of Housing and Community Development**

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EMERGENCY DROUGHT HOUSING
RELOCATION ASSISTANCE PROGRAM (DHRA)
September 18, 2015

A. INTRODUCTION

The Legal Authority governing the Drought Housing Rental Assistance (DHRA) Program, Program requirements, and definitions are specified in the DHRA Program Guidelines at <http://www.hcd.ca.gov/financial-assistance/>. All grantees pursuant to this NOFA must comply with all requirements of these Program Guidelines. For technical assistance, please call (916) 263-2307 or email droughtrelocation@hcd.ca.gov.

This NOFA announces the availability of approximately \$1 million of funding. The final amount will not be established until HCD receives all County Sponsor Letters of Interest and applications pursuant to this NOFA. The final amount will also reflect funding reserved by HCD for HCD's administrative costs, supplemental awards to Providers with high unmet demand, and for direct service by HCD to areas with no local Providers.

B. APPLYING TO BECOME A DHRA PROVIDER

HCD allowed counties to apply as DHRA sponsors by August 20, 2015. Counties were also allowed to request a reservation, which allows submittal of a sponsor request up to 60 days later. As of August 20, HCD has received sponsor or reservation requests from six counties. Therefore, pursuant to the DHRA Program Guidelines, these counties are not eligible for this NOFA:

Fresno	Kings	Merced	Madera
Tulare	Tuolumne	Yolo	

Applicants may not submit applications to operate in these counties. If these counties do not submit full sponsor requests or 30-day extension requests by September 21, 2015, the list of eligible counties for this NOFA will be updated at <http://www.hcd.ca.gov/financial-assistance/>.

C. ELIGIBLE APPLICANTS

Eligible applicants are as follows:

- a. Non-Profit Corporations
- b. Units of Local Government, including Tribal Government
- c. Housing Authorities

D. CONTRACT TERM, INITIAL ADVANCE AMOUNT, and HCD DISENCUMBRANCE AUTHORITY

The contract term will be 24 months. This allows 9 months to start assistance to all assisted households, 12 months of rental assistance, and 3 months of contract close-out. Per Section 11 of the Program Guidelines, the initial advance is for the first three months, thus the initial advance will be for up to 12.5 percent of the total contract amount (3 months divided by 24 month contract term). In order to provide funding for Providers with unmet needs, HCD reserves the authority to disencumber all or a portion of the contract amount if there is insufficient progress in implementing the program.

Note: Providers must submit monthly reports reconciling actual expenditures to the amount advanced.

E. APPLICATION EVALUATION PROCESS

All applicants must submit a completed DHRA Application, which is located at <http://www.hcd.ca.gov/financial-assistance/>.

Applications will be evaluated pursuant to the provisions of Section 8 of the DHRA Guidelines. No more than one organization will be selected to serve each county. If there is insufficient information, HCD reserves the right to request additional information from the applicant. All selection decisions by HCD are final.

F. APPLICATION SUBMISSION PROCESS

1. Submission Requirements

- a. No facsimiles, late, incomplete, revised, electronically transmitted, or sponsor walk-in Applications will be accepted.
- b. A complete Application must be received by HCD using an express mail carrier for overnight delivery by **Tuesday, October 20, 2015. Applications may be submitted early; applications will be evaluated as they arrive, even if they arrive earlier than the deadline. Final funding allocations, however, will not occur until after the application deadline.**
- c. Delivering an Application to an express mail carrier for overnight delivery by the Application deadline will constitute a valid submittal. HCD understands that this means Applications may arrive in the Sacramento headquarters the day following the deadline. If the mailed Application delivery paperwork clearly demonstrates that the Application; (a) left the applicant's possession by 5:00 p.m. on **October 20, 2015**, and (b) was sent overnight delivery by an express mail provider, HCD will accept the Application.

2. Application Delivery Requirements

HCD will contact the Applicant with any questions regarding the express mail service submittal time and date. Where the submittal time is unclear from the package documentation, the Applicant will be required to produce an online delivery service log or other verifiable proof of timely submittal. HCD will not hold the Applicant responsible for any performance failures by the express mail delivery service. However, in such cases, HCD will seek clear evidence that the Applicant 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
Attention: Connie Mallavia (Suite 650-6059)
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
Attention: Connie Mallavia (Suite 650-6059)
2020 W. El Camino Avenue
Sacramento, CA 95833