



## Attachment B

Track 2: Implementation Grant Program Information, Requirements, and Application Questions and Scoring Criteria

### Track 2: Implementation Grants

Information in this section relates to the application for Track 2: Implementation Grants, including program requirements, allowable uses of BHBH Program funds for Implementation Grants, application questions, budget instructions, and scoring methodology. Applicants that would like to apply for direct service funding that includes planning activities should apply for only the Implementation Grant, as planning activities are included in its allowable uses. (Information related to Track 1: Planning Grants is in Attachment A.)

#### Included Information

- A. Track 2: About BHBH Program Tribal Entity Implementation Grants
- B. Track 2: Minimum Requirements for Grantees
- C. Track 2: Allowable BHBH Program Activities
- D. Track 2: Implementation of the BHBH Program
- E. Track 2: Requirements for TTA, Reporting, and Monitoring
- F. Track 2: Application Questions
- G. Track 2: Budget Instructions
- H. Track 2: Proposal Review and Scoring

### A. Track 2: About BHBH Program Tribal Entity Implementation Grants

Funding amount	Applicants are welcome to apply for Implementation Grants in any amount up to \$5 million.
Time frame	BHBH Program funding used for implementation must be spent no later than March 31, 2027. Funding for eligible applicants will be monitored and paid based on the achievement of identified milestones provided through required reporting, as outlined below. Changes to a BHBH program plan described below,

	including the timeline and budget modifications, will be accepted only by written request and must be approved by DHCS. If an eligible applicant is not on track to meet funding deliverables and spend its full contracted amount, DHCS reserves the right to redistribute those grant funds elsewhere within the BHBH Program.
Populations served	Eligible applicants must serve individuals with serious behavioral health conditions (serious mental illness [SMI] and/or substance use disorder [SUD]) who are experiencing homelessness. (See Attachment C for definitions of “serious behavioral health condition” and “homeless.”)
Minimum requirements for grantees	All grantees will be expected to meet all minimum requirements (as described below), which the eligible applicant must outline in its BHBH program plan. Additional requirements are identified below.
Eligible uses  <i>For questions about eligible uses, please contact the Tribal Entities RFA <a href="#">Help Desk</a>.</i>	Applicants may request a BHBH Program grant in any amount up to \$5,000,000 to provide funding for behavioral health housing infrastructure, bridge housing operations as described below, and other related services described below. Funding will be awarded based on a demonstration of housing services provided. See Allowable BHBH Program Activities section below for more information and examples.
Funding limitations	Grantees will be responsible for submitting invoices, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, Advocates for Human Potential, Inc. (AHP), or a designee may conduct desk or site audits that require grantee participation.
Contracting and fund disbursement	Awarded applicants will contract with AHP, the BHBH Program administrative entity.

## B. Track 2: Minimum Requirements for Grantees

- Designate a program director, project lead, or other point of contact.
- Identify goals, objectives, activities, and the timeline for them to be completed, and report on progress in meeting them.
- Provide behavioral health bridge housing as described. Submit and update a BHBH program plan, using a template to be provided, that describes how the eligible applicant will use the BHBH Program funds.
- Provide a list of the partnerships that will be involved. Those may include Tribally Designated Housing Entities, tribal nonprofits, community-based organizations, mental health and SUD treatment service providers, local behavioral health departments, and other supportive partners.
- Include people with lived experience of homelessness and serious behavioral health conditions—either SMI and/or SUD—as part of BHBH programmatic planning, implementation, and quality improvement.

- Submit policies and procedures for Participant Assistance Funds, Rental Assistance, and/or Landlord Outreach and Mitigation Funds (see [Allowable BHBH Program Activities](#)), as applicable.
- Meet the requirements for training and technical assistance (TTA), reporting, and monitoring, as identified in [Section E](#), below.
- If infrastructure is identified, the grantee must adhere to a \$75,000-per-bed cost maximum. Additionally, the infrastructure project must be scheduled for completion within one year of contract execution. Applicants may request an exception to the per-bed cost maximum and infrastructure completion date. Further information is provided on the [exception process](#) below.
- Provide documentation of site control; insurance; compliance with federal, state, and local laws; and other certifications for certain uses of bridge housing infrastructure funding, as applicable.

## C. Track 2: Allowable BHBH Program Activities

The goal of the BHBH Program is to expand the available bridge housing to support individuals with serious behavioral health conditions who are experiencing homelessness.

The following describes activities that are allowable uses of BHBH Program funds for meeting program requirements as outlined in this attachment. This list is not intended to be comprehensive.

### Bridge Housing

For purposes of the BHBH Program, “bridge housing” is defined as short- and mid-term residential options that serve as a bridge to longer-term housing (see Attachment C for full definition).

Eligible applicants and their partners may provide bridge housing through any of several methods, including directly operating or contracting for shelter/interim housing beds, providing short- or mid-term rental assistance, or providing auxiliary funding in assisted living settings. Eligible applicants may work with homelessness service providers to expand capacity and/or provide necessary supports and accommodations so individuals with serious behavioral health conditions can succeed in programs typically designed for the broader population experiencing homelessness. BHBH programs must be developed in a manner that provides for choice, enables people to stay in their home communities, and provides for community integration in accordance with all applicable federal and state regulations.

All bridge housing settings must include voluntary supportive services for individuals (see [Attachment C](#) for the definition of “supportive services”). When not covered by another funding source (due to the restrictions of non-supplantation), allowable costs for BHBH settings include necessary housing operation costs (e.g., facility rent, utilities, Wi-Fi, insurance, onsite manager, repairs, food, hygiene products), as well as the costs for supportive services to bolster participants’ housing stability and retention. Funds may be used to support the development of partnerships and create a model to administer rental subsidies. Expenditures related to pet accommodations are allowable.

Bridge housing must meet the [Emergency Solutions Grants Minimum Habitability Standards](#) and, when possible and as applicable, should also meet [Continuum of Care Housing Quality Standards](#).

BHBH models or housing types should be selected based on community needs and gaps and may include shelter/interim housing, rental assistance coupled with supportive services, and/or auxiliary funding in assisted living settings. All must include housing navigation for individual sustainability.

**More information on each of the three housing types is described below. Please note that all BHBH Program participants should receive housing navigation.**

**Shelter/Interim Housing.** Shelter or interim housing is intended to be of short- or mid-term duration while individuals are preparing to move into longer-term housing options such as Permanent Supportive Housing (PSH) or other stable living situations. For purposes of the BHBH Program, this could include tiny homes, emergency shelter, motel vouchers or motel-based sheltering efforts, navigation centers, peer respite, crisis housing, transitional housing, recovery housing, recuperative care models, and/or community reentry and diversion housing programs.

Shelter/interim housing may include individual units, shared living (with private or smaller-occupancy rooms), individual rooms in homes, or tiny homes. Congregate environments (e.g., dorms with larger-occupancy rooms) may be considered, but only if they can be proven appropriate for the population.

**Rental Assistance.** Eligible applicants may also offer short- or mid-term rental assistance or subsidies as part of an overall bridge housing strategy. Rental assistance must be combined with easy access to clinical and supportive behavioral health care, as appropriate for the participant. Rental payments must be made to the landlord on behalf of the tenant in scattered-site or project-based housing. The duration of rental assistance is at the discretion of the eligible applicant but should take into consideration the funding end date. The eligible applicant should work to identify long-term housing sustainability solutions for the tenant, such as family reunification (including family financial housing supports such as reimbursing room rental for a family member), income supports (including public benefit or employment income), or other long-term rental or housing assistance.

**The settings must provide supportive services that address the housing needs of participants.** BHBH programs are low barrier and use harm reduction strategies and Housing First principles, unless the most appropriate available option is a sober living/recovery residence that supports the individual client's needs.

To receive BHBH Program rental assistance funds, the eligible applicant must submit for DHCS review related policies and procedures that address the following:

- The calculation of rental assistance, which must be indicated and must use either Fair Market Rents or a rent reasonableness methodology to calculate allowable rental rates. Eligible applicants may offer either shallow subsidies up to a specific dollar amount or a formula in which the individual pays a portion of the rent based on income.
- Clear eligibility requirements for individuals and units for short-term and/or mid-term rental assistance. The requirements for both short- and mid-term assistance may be the

same, or the tribal entity may have fewer requirements for short-term assistance than for mid-term.

- Fraud prevention, along with regular audits and clear documentation of all payments.
- Requirements for payments to be made directly to property owners or managers.
- Requirements to provide supportive services and resources to individuals who are receiving rental assistance, to remove barriers and help them obtain longer-term rental assistance or other affordable housing.
- Requirements for participants to have access to supportive services.

**Auxiliary Funding in Assisted Living Settings.** This is funding to support the successful placement of people who need licensed care. Assisted living settings are licensed by the California Department of Social Services and include Adult Residential Facilities and Residential Care Facilities for the Elderly, among others. The length of the funding may be determined by the eligible applicant and may only be necessary until the client has stabilized and can be served in a lower level of care. There is not a licensure restriction on the use of interim housing options (see [Shelter/Interim Housing](#), above); however, if a facility is required to have a license, it must have a current/valid license to use BHBH Program funds. BHBH Program funds may not be used for locked facilities (where participants cannot leave).

**Navigation Services.** In all three housing types, a key to the success of the BHBH Program is housing navigation to help individuals move away from homelessness to appropriate, affordable permanent housing and supports. People who receive services and housing funded by the BHBH Program must have the opportunity to receive housing navigation services. (See [Attachment C](#) for a definition of “housing navigation.”) Housing navigation includes assistance in identifying and applying for appropriate housing subsidies or housing programs, Participant Assistance Funds, rental assistance, and housing through either the BHBH Program or other funding sources. Housing navigation services may be offered either as part of the services at a specific BHBH program, as a standalone service that works with clients of multiple BHBH sites, or by a housing navigation team that serves multiple housing programs.

As part of housing navigation, BHBH Program funds may also be used for a Landlord Outreach and Mitigation Fund to support engagement of property owners, which may include offering property owners supports and incentives. Landlord/owner outreach may include the development of presentations, outreach materials, campaigns, incentives, and support to help properties meet the requirements of subsidizing agencies. Additionally, eligible applicants may establish a mitigation fund to offset any damages caused by a BHBH program participant and/or for use if an eviction should become necessary. Prior to receiving funds for Landlord Outreach and Mitigation Funds, eligible applicants must submit establish policies and procedures for the use of these funds.

Participant Assistance Funds are used to remove barriers and support people with behavioral health conditions who are also experiencing homelessness to meet their immediate housing needs (e.g., assistance getting IDs and other vital documents, transportation, food, and hygiene products) and are allowable. Funds may also be used to support individuals in completing housing applications, or for costs associated with credit reports, security deposits, utility hookups, and moderate furnishings. Eligible applicants must have clear policies, procedures, and protocols for managing Participant Assistance Funds before drawing down these funds.

## D. Track 2: Implementation of the BHBH Program

- Convene an advisory board, a comparable entity, or a local process for soliciting input on program planning, implementation, and quality improvement from people with lived experience of homelessness and serious behavioral health conditions.
- Establish and fund a program lead who will direct these efforts.
- Coordinate with local partners/subcontractors and other stakeholders focused on serving similar populations to expand capacity for addressing the needs of individuals with serious behavioral health conditions.
- Submit required reports and documentation to AHP/DHCS.
- Plan for continued sustainability of BHBH program sites past June 30, 2027.

### Planning Activities

BHBH Program funds may be used to support predevelopment, relationship-building, strategizing, and/or capacity-building activities necessary to address the needs of people who are experiencing homelessness and have a serious behavioral health condition, including SMI and/or SUD. Examples of funding uses include, but are not limited to, the following:

- Paying internal staff (including paying for related supplies and equipment) to oversee the BHBH Program grant and engage in planning activities.
- Conducting community needs assessment activities.
- Hiring consultants and subcontractors to support development of a BHBH program plan and/or other grant activities.
- Creating a strategy and plan to increase availability of housing for people experiencing homelessness and serious behavioral health conditions and for those individuals' families, including evaluating available federal, state, tribal, and other funding options.
- Developing or improving a tribal homelessness documentation system or information sharing among partners.
- Identifying potential sites for BHBH housing.
- Training and cross-training to educate housing providers on behavioral health and behavioral health providers on housing, so that they may work together for a common plan of action.
- Conducting initial project site identification, evaluation, planning, predevelopment costs, and similar activities; acquiring Bureau of Land Management and other permits.
- Identifying potential funding sources to complement BHBH Program funds, including bridge housing and supportive services, and to sustain BHBH programs.
- Conducting community outreach and education.
- Conducting landlord and/or contractor recruitment to increase access to housing.
- Creating a website or conducting other community outreach activities.

### Outreach and Engagement

Eligible applicants are encouraged to identify individuals from their own community who are experiencing homelessness, and to collaborate with local homelessness outreach and engagement efforts already in place to identify who can be enrolled in both behavioral health

services and BHBH Program–funded programs. Outreach and engagement should not be seen as standalone services in the BHBH program. Instead, outreach and progressive engagement to offer and encourage an individual or family to enter the BHBH program may be carried out by staff of the BHBH site or services. BHBH Program funding should be the funding of last resort for the provision of these services. Other funding sources, such as Medi-Cal, must be used first. BHBH Program funding cannot supplant existing funding.

The following outreach and engagement activities are allowable through the BHBH Program:

- Outreach to individuals experiencing or at risk of experiencing homelessness, including, but not limited to, street outreach, with a focus on engagement, building rapport, harm reduction, and linkage to the BHBH program and behavioral health care, including, but not limited to, individuals not currently engaging in behavioral health services.
- Collaboration with institutions (e.g., jails, prisons, psychiatric hospitals, treatment centers) to enhance discharge planning for applicant’s tribal community, with a focus on preventing homelessness.

## **Bridge Housing Start-Up Infrastructure (maximum of \$75,000 per bed)**

BHBH Program funding can be used for start-up costs and to make facilities more available to individuals with serious behavioral health conditions. Bridge housing start-up infrastructure funding is limited to \$75,000 per bed. All bridge housing start-up infrastructure activities must be complete and beds made available within one year of contract execution.

BHBH Program funds are not intended to fully support the construction of new bridge housing facilities. Eligible applicants may use BHBH Program funds in conjunction with other funds as allowable. BHBH programs should use best practices including addressing people’s needs for privacy, pets, possessions, parking, and the specialized accommodations that individuals with serious behavioral health conditions may need.

Examples of allowable start-up infrastructure costs include the initial purchase of furniture, equipment, and appliances; minor renovations to make necessary accessibility modifications for people who also have behavioral health conditions or onsite behavioral health care; the purchase and placement of tiny homes and related utility hookups and supportive facilities; costs related to facility renovations, including allowable adaptive reuse; and costs for bridge housing, so long as the eligible applicant anticipates the start-up will be completed and the bridge housing brought online within one year of contract execution. All allowable expenditures must fit within the \$75,000-per-bed limit.

Initial purchases of equipment, furnishings, and/or appliances are part of bridge housing start-up infrastructure but do not require prior approval; however, proof of purchase will be required for reimbursement.

Infrastructure projects that involve minor renovations do not require prior approval; however, proof of purchase will be required for reimbursement. Minor renovations are defined as those renovations that do not require a permit.

Expenditures that include contributing to the purchase of property will require site control, defined as ownership, an executed purchase and sale agreement, an executed letter of intent, or an executed exclusive negotiation agreement. This documentation must be submitted according to the requirements outlined in the contract. All contributions to purchases require preapproval by DHCS.

If proposing the purchase of a facility or rehabilitation/renovation project, eligible applicants must provide the following:

- A. A schedule that demonstrates the project can be completed within the allowable time frame.
- B. A budget in alignment with the usual, reasonable, and customary costs for similar projects. (Each eligible applicant shall be solely responsible for any costs to complete the proposed bridge housing start-up infrastructure in excess of the program funds award amount. Neither DHCS nor AHP will be responsible for any cost overruns.)

After DHCS has approved the purchase contribution, the subcontract will outline the following assurances that the eligible applicant and their subcontractors will:

- A. Establish construction contracts with licensed, insured, and bondable contractor(s) based on a permitted set of construction plans with a licensed, insured, and bondable general contractor for an amount consistent with the costs in the approved project budget.
- B. Obtain all required building, local use, and fire clearance or other required building permits or approvals.
- C. Maintain and provide certificates of insurance for required insurance, including general liability insurance and builder's risk insurance, as follows:

A builder's risk policy, including a permission to occupy endorsement, during the course of construction and, upon completion of construction, if the project is new construction, property insurance covering all risks of loss, excluding earthquake, flood or other risks customarily excluded from "all-risks" coverage, in an amount equal to full replacement cost of the project, including all improvements, fixtures, furnishings and equipment thereon at the time of loss.

If the project is rehabilitation of an existing facility, property insurance covering all risks of loss, excluding earthquake, flood or other risks customarily excluded from "all-risks" coverage, in an amount equal to the full replacement costs of all improvements located on the property on which the project is to be constructed, including all improvements, fixtures, furnishings and equipment thereon at the time of loss. Upon completion of the rehabilitation, any property insurance policy shall be updated to reflect the increased replacement costs resulting from the rehabilitation.

Workers' compensation insurance as required by the State.

Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising

from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles with \$1,000,000 combined single limits.

Commercial general liability insurance of not less than \$1,000,000 per occurrence with an annual aggregate limit of \$5,000,000 for bodily injury and property damage liability combined. The eligible applicant's required limits may be satisfied through a combination of general liability and umbrella policies of coverage. The commercial general liability insurance policy shall cover liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured agreement. The commercial general liability insurance shall apply to each insured against whom claim is made or suit is brought subject to the eligible applicant's limit of liability.

Insurance indemnification. The eligible applicant shall indemnify, defend and hold harmless DHCS and AHP against any and all liabilities to third persons and other losses (not compensated by insurance or otherwise) and for any other costs and expenses incurred, including reasonable attorneys' fees, judgments, settlements or penalties, as a result of any claim or liability resulting from the failure of the eligible applicant (or its lower-tier subcontractors or consultants) to maintain the insurance policies required by this section.

- D. Certify that they, and their contractors, shall comply with all applicable federal, state, and local laws, as applicable. These include, but may not be limited to:
- i. Adherence to the accessibility requirements set forth in California Building Code Chapter 11A and Chapter 11B and the Americans with Disabilities Act, Title II.
  - ii. Prevailing wage requirements for construction projects in the State of California (Lab. Code, Sec. 1720 et seq.). The eligible applicant shall provide a certification of compliance with California's prevailing wage law, as well as all applicable federal prevailing wage law. The certification shall (a) verify that prevailing wages have been or will be paid, (b) verify that labor records will be maintained and made available to any enforcement agency upon request, and (c) be signed by the general contractor(s) and the eligible applicant.
  - iii. Compliance with [California Environmental Quality Act](#) requirements, if applicable.
  - iv. If a proposed project would result in the displacement of any current residents, the eligible applicant shall have a relocation plan completed in partnership with the displaced individual.

## Exceptions

The BHBH Program is committed to supporting successful implementation in a manner that meets the needs of the communities served. In recognition of this, applicants may choose to request an exception from some of the requirements (described below).

Not all exceptions will be approved. Please note that if your exception is not approved, it may impact the selection of your application for funding.

Exception requests must clearly describe how the exception is essential for the applicant to be able to effectively serve their community and how the restrictions limit their implementation. In addition, they must include evidence to support the request for an exception. The following are the only funding requirements for which applicants may request an exception. No other exceptions will be approved.

- \$75,000-per-bed limit on BHBH start-up infrastructure
- BHBH start-up infrastructure completion within one year of contract execution

## E. Track 2: Requirements for TTA, Reporting, and Monitoring

Grantees will be required to submit quarterly progress reports that include narrative and data reports. The schedule of quarterly progress reports will be provided at the time of contracting. Grantees will also be required to submit invoices of actual expenditures based on the deliverables outlined in the contract. Invoices will not be paid until all required data have been submitted.

Grantees will submit data reports in a data portal, if applicable. The metrics will include, but may not be limited to, the following:

- Number of people served by each eligible component and demographic information.
- Quarterly unduplicated bed-nights of bridge housing and average length of stay.
  - Shelter/interim housing
  - Rental assistance
  - Auxiliary funding for assisted living settings
- Quarterly reporting of:
  - Number of individuals who received housing navigation services.
  - Estimated number of individuals who received outreach and engagement.
- Number of individuals who have a Community Assistance, Recovery, and Empowerment Act ([CARE Act](#)) plan or are participating in the CARE program.

Grantees will be responsible for submitting invoices, ensuring expenses are allowable, and retaining sufficient backup documentation related to expenses. DHCS, AHP, or a designee may conduct desk or site audits that require grantee participation.

Grantees will be required to submit documentation for specific projects before drawing down funds. This includes, but is not limited to, the following:

- Policies and procedures for the use of Participant Assistance Funds, Rental Assistance, and Landlord Outreach and Mitigation Funds, as applicable.
- For use of bridge housing infrastructure funds for certain costs, including rehabilitation, the purchase of tiny homes, or the purchase of property, the following may be required: documentation of site control; insurance; compliance with federal, state, and local laws; and other certifications and requirements, as applicable. (See [Allowable BHBH Program Activities](#)).

Grantees will be expected to participate in coaching calls, learning collaboratives, and other required TTA activities. Some technical assistance topics will focus on data tracking and

reporting. Technical assistance will also focus on bridge housing site locations, including the identification of appropriate sites that could be converted into bridge housing. Various toolkits will be provided, including templates for documents such as operations manuals, start-up checklists, and rental assistance administration guides.

## F. Track 2: Application Questions

Applicants will be required to submit all application materials through the SurveyMonkey Apply application portal, where there may be prompts for additional information. The application questions are provided here for reference only. Final questions in the application portal may differ slightly. In these questions, “you” and “your” refer to the applicant’s organization or Tribe.

### ***Executive Summary (required, not scored)***

Please provide a 250- to 300-word summary (for public use) describing your agency, key partners, and community, as well as what you hope to accomplish with BHBH Program funding.

### ***Community/Need for Assistance (10 points)***

- 1) Please describe your tribal community. Include location (county/city and/or tribal lands), service population information, if your organization is in a rural or urban area, housing availability, and any other information you feel is relevant to understanding your service area. (250-word limit)
- 2) How do behavioral health conditions (SMI and/or SUD) affect the ability of individuals to find and retain housing in your tribal community? (250-word limit)

### ***Experience (25 points)***

- 1) Provide a brief description of your organization and experience serving tribal communities. (250-word limit)
- 2) Describe your experience providing housing and working with populations experiencing homelessness. (250-word limit)
- 3) Describe your experience working with populations experiencing SMI and/or SUD. (250-word limit)
- 4) Does your project plan include key partners or subcontractors?
  - YES
  - NO
  - a) If yes, describe your subcontractors and other key partners, their role(s), and the expertise they will bring to the project. Specify all by name. (250-word limit)
  - b) If no, please explain your capacity to complete all implementation activities, including plans to hire additional staff, if needed. (250-word limit)
- 5) Do you have experience implementing grants over \$200,000?
  - YES
  - NO

If no, what are your plans to expand capacity to successfully administer the BHBH program and ensure all funds are spent by March 31, 2027? (250-word limit)

**Proposed Implementation (35 points)**

- 1) Provide a brief description that includes what you hope to accomplish and your project goals. (250-word limit)
- 2) What types of allowable uses will your program plan implement? Select all that apply. Each selection will prompt you to provide a brief description (500-word limit per selection) of how you plan to implement the allowable use.
  - Planning activities
  - Outreach and engagement
  - Shelter and interim housing
  - Rental assistance
  - Bridge housing start-up infrastructure
  - Auxiliary funding in assisted living settings
  - Housing navigation
  - BHBH program implementation
- 3) How will your BHBH program address the unique needs of individuals with diverse behavioral health conditions (e.g., opioid use disorder, psychotic disorder, posttraumatic stress disorder, stimulant use disorder)? (500-word limit)
- 4) How will you ensure that this program is addressing your community’s needs? What strategies will you use to measure your program’s success? (500-word limit)

**Project Management and Sustainability (25 points)**

- 1) Describe your management and staffing plan for implementation of the BHBH program. (500-word limit)
- 2) How will you include persons with lived experience in this project? (250-word limit)
- 3) Provide a brief timeline with significant milestones for the bridge housing start-up and implementation of the BHBH program using the tables below, or upload a document that provides the same information. If you upload your own document, please be sure it addresses the information requested in both of these tables. (Note: In the application form, additional rows will be available.)

<b>BHBH Program Implementation Start-Up</b> (address each required area in <a href="#">Allowable BHBH Program Activities</a> )		
Key Milestones	Responsible Party	Anticipated Completion Date

Bridge housing project(s) start-up (include bridge housing start-up infrastructure, outreach and engagement, interim housing, rental assistance, auxiliary payments in assisted living settings, and housing navigation)

<b>BHBH Program Quarterly Implementation Milestones</b> (address each allowable use category)		
Key Milestones	Responsible Party	Performance Measure
Summarize the key accomplishments to be completed in the first 90 days, first 6 months, and first year of the program.		

4) How do you plan to sustain BHBH sites after BHBH Program funding ends March 31, 2027? (250-word limit)

5) Provide a BHBH organizational chart that shows key staff and partners. (pass/fail)

**Proposed Budget/Budget Narrative (pass/fail, 5 points)**

Please provide a detailed BHBH program budget and a narrative budget justification. The budget must be submitted using the BHBH Program Excel budget template, available online. Once you have completed the budget template and the narrative budget justification, please upload them with the application.

## G. Track 2: Budget Instructions

### Background

Applicants must use the approved Excel budget template spreadsheet and upload the budget into the SurveyMonkey Apply form. Any application submitted using an alternative budget template will be deemed insufficient. All applicants must also submit a budget narrative as a supplement to the budget spreadsheet. The budget narrative will discuss the funding plan for each of the costs in each budget section on the spreadsheet.

The budget instructions resource has been developed to support all applicants in their successful application process. The proposed program design and the budget should align. The budget narrative must also provide sufficient information to explain the costs included in the budget. If some costs are estimates, please indicate this information in the narrative.

The submitted budget should include only funding requested for the BHBH program and no other funding sources or programs. If an applicant wishes to include information on alternative funding sources, they may include such information in the budget narrative. Please submit all questions related to the budget or budget instructions to the BHBH Program [Help Desk](#).

Please note that the formulas in the Excel budget template are locked and will not allow any changes. If you have any issues with the formulas, please contact the BHBH Program [Help Desk](#).

## Personnel

The personnel section is the description of the individuals who will be supporting the various BHBH programs, as described in the application.

List the eligible applicant staff positions that will be involved in that service element and their full-time equivalent (FTE). Eligible applicants that have multiple staff members with the same title may include them on one row. List the position title, followed in parentheses by the number of staff members who have that title (e.g., “Program Director (.75),” “Housing Specialist (2)”), and provide the cost information for each fiscal year. Identify the total salaries, calculate benefits, and provide the total cost for all personnel for each fiscal year. Provide a description of each position and contributions to the program design as part of the budget narrative.

Note: Salaries for the participation of individuals with lived experience of homelessness and SMI and/or SUD in planning and implementation efforts are allowable expenses. Stipends for ongoing consultants should be included as a part of the Subcontractors section, and stipends for one-time or occasional participation should be included as Other Direct Costs.

## Subcontractors

The Subcontractors section should be broken down by contracted agency/organization. Each agency/organization or bridge housing site should have its own row. In the case of subcontractors, the budget narrative should briefly describe the subcontractor role and funding/expenses. Consultants should also be included in this category. Provide a description of the agency, costs, and, if not in the proposal, its role and qualifications as part of the budget narrative.

Applicants that plan to release a request for proposals (RFP) and/or do not yet know the specific organizations that will be subcontractors should include a brief descriptor in the budget (e.g., “Shelter Provider,” “Rental Assistance Administrator”) and the estimated amount for each fiscal year in the budget form. Provide a statement of the procurement process, qualifications, and the timeline for the RFP in the budget narrative.

Do not include the cost of construction or start-up infrastructure contractors here; instead, include them in the Start-Up Infrastructure Costs section.

## Other Direct Costs

Direct costs are expenses incurred for activities linked directly to a specific project. Expenses must be in compliance with the state reimbursement requirements, as applicable. Other direct costs that are necessary for the operation of bridge housing and related supported services are allowable costs. Examples may include utilities, food, harm reduction supplies, program materials and supplies, minor equipment, travel, communications, training, staff recruitment, building maintenance, janitorial fees, household and office supplies, replacement furniture, transportation, and stipends for advisory committee participants or other individuals with lived

experience providing expertise. Note that mileage, vehicle leases, taxis, and ride shares are allowable expenses, but the purchase of vehicles is *not* an allowable expense. Expenses must be in compliance with the state reimbursement requirements, as applicable.

## Rental Assistance

Rental assistance payments for individuals to live in bridge housing are allowable costs. See [Rental Assistance](#), above. Only include the cost of actual direct rental payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Please note that supportive services for individuals receiving rental assistance must not supplant existing funding sources, and that BHBH Program funds are meant to be the funding source of last resort. Before receiving funds for rental assistance, the eligible applicant must submit complete policies and procedures for the use of these funds.

## Auxiliary Funding in Assisted Living

Auxiliary funding in assisted living payments for housing in licensed facilities may be allowable costs. See [Auxiliary Funding in Assisted Living Settings](#), above. Only include the cost of actual direct payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Please note that supportive services for individuals must not supplant existing funding sources, and that BHBH Program funds are meant to be the funding source of last resort.

## Participant Assistance Funds

Participant Assistance Funds are used to remove barriers and support people with behavioral health conditions who are also experiencing homelessness in meeting their immediate housing needs (e.g., assistance getting IDs and other vital documents, transportation, food, and hygiene products) and are allowable. Funds may also be used to support individuals in completing housing applications, or for costs associated with credit reports, security deposits, utility hookups, and moderate furnishings.

Only include the cost of actual direct payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Eligible applicants must have clear policies, procedures, and protocols for managing Participant Assistance Funds before drawing down these funds.

## Landlord Outreach and Mitigation Funds

Eligible applicants may develop an active outreach and recruitment program to encourage property owners to consider renting to BHBH Program participants. Landlord/owner outreach may include the development of presentations, outreach materials, campaigns, incentives, and support to help properties meet the requirements of subsidizing agencies. Additionally, eligible applicants may establish a mitigation fund to offset any damages caused by a BHBH Program participant and/or for use if an eviction should become necessary. Include the total amount of

funding designated for owner incentive programs, owner loss mitigation programs, and the total of each in its respective row.

Only include the cost of actual direct payments in this category. The costs of administration, supportive services, and navigation should be included as part of Personnel, Subcontractors, or Other Direct Costs, as appropriate. Before receiving funds for Landlord Outreach and Mitigation, the eligible applicant must submit complete policies and procedures for the use of these funds.

## Indirect Costs

Indirect costs consist of general management costs necessary for the general operation of the agency such as accounting, budgeting, payroll preparation, personnel services, purchasing, legal fees, and centralized data processing. Tribal entities with a federally approved indirect rate may use these rates for indirect costs and provide a description in the budget narrative. (Documentation will be required at the time of award.) Eligible applicants without a federal indirect rate may use an indirect rate of up to 10 percent of direct costs.

## Start-Up Infrastructure Costs

Applicants should list each individual BHBH program site for start-up infrastructure projects and provide estimated costs for the following categories:

- Contribution to purchase
- Renovations
- Initial furnishings, equipment, and appliances
- Other costs (e.g., relocation costs, professional fees, permits)

Additionally, for each project, applicants must include an estimated number of beds and costs per bed for that project and should repeat this step for each subsequent infrastructure project.

## Service Details

Applicants must provide the total anticipated number of bed-nights for total BHBH Program funding, the number of unduplicated individuals to be served each fiscal year, and some additional service details on the budget template. The total should include an estimate for the entire program period. This information is also required. These numbers must align with the program description in the proposal and will be used to inform the contract deliverable schedule.

## H. Track 2: Proposal Review and Scoring

**Executive Summary:** YES or NO

**Proposed Budget/Budget Narrative:** YES or No

**Narrative Questions:**

Qualifier	Excellent	More Than Adequate	Adequate	Barely Adequate	Inadequate
Community/Need for Assistance (10 points)					

Experience (25 points)					
Proposed Implementation (35 points)					
Project Management and Sustainability (25 points)					
Budget (5 points)					
TOTAL SCORE					

**Excellent:** Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s). Response demonstrates the applicant’s ability and intent to exceed the requirement(s), provides evidence of current ability to comply with them, and proposes detailed plans or methodologies that further ensure the requirement(s) will be exceeded.

**More Than Adequate:** Response and/or supporting information demonstrates a thorough, detailed, and complete understanding of the requirement(s), provides evidence of applicant’s current ability to comply with them, and/or provides detailed plans or methodologies to further ensure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaws, omissions, or defects.

**Adequate:** Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to, meet the requirement(s). There may be omissions, flaws, and/or defects, but they are inconsequential and acceptable.

**Barely Adequate:** Response and/or supporting information just meets the RFA requirement(s), and/or the information is unclear. Response provides minimal descriptive information to support the applicant’s claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth, or lacking facts and/or details.

**Inadequate:** Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meeting the RFA requirement(s).