

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

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February 25, 2022

Amended May 9, 2022

MEMORANDUM FOR: All Potential Applicants

FROM: Jennifer Seeger, Deputy Director
Division of State Financial Assistance

SUBJECT: Pet Assistance and Support Program
2022 Notice of Funding Availability

A handwritten signature in blue ink that reads "Jennifer 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 \$10 million in Pet Assistance and Support (PAS) program funds.

The PAS program was authorized by the Budget Act of 2021, AB 128 (Chapter 21, Statutes of 2021) as amended by SB 129 (Chapter 69, Statutes of 2021) section 274 Control Section 19.57, paragraph (b)(21). Funds will be awarded for the purpose of providing shelter, pet food, pet supplies and basic veterinarian services for the pets of individuals in homeless shelters as well as staffing and liability insurance related to providing those services.

Applicants must submit a complete electronic application with all applicable information and attachments on the PAS website no later than 5:00 p.m. on Friday, April 8, 2022.

To receive information on the webinar and other updates about the PAS program, 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.

Pet Assistance and Support Program

2022 Notice of Funding Availability



**Gavin Newsom, Governor
State of California**

**Lourdes M. Castro Ramírez, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

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[Pet Assistance and Support Program Webpage](#)

Pet Assistance and Support Program Email: **PetAssistanceSupport@hcd.ca.gov**.

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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 \$10 million in Pet Assistance and Support (PAS) program funds to provide shelter, pet food, pet supplies, basic veterinary services, and staffing and liability insurance to homeless shelters housing common household pets with their owners. This NOFA makes funding available competitively to homeless shelters with the intent of reducing 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 participants 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 where most are ultimately euthanized. 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.

B. Timeline

NOFA Release	February 25, 2022
Application Due Date	April 8, 2022
Award Announcements	June 2022
<u>Expenditure Request Deadline</u>	<u>April 30, 2024</u>
<u>State Disbursement Deadline</u>	<u>June 30, 2024</u>
<u>Grantee Expenditure Deadline</u>	<u>June 30, 2025</u>

C. Authorizing Legislation and Regulations

Funding for this NOFA is provided pursuant to the Budget Act of 2021, AB 128 (Chapter 21, Statutes of 2021) as amended by SB 129 (Chapter 69, Statutes of 2021) section 274, Control Section 19.57, paragraph (b)(21). 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. Be applying on behalf of a shelter(s) that is constructed and in operation at the time of submission of the application;
3. Commit to meeting all the following conditions:
 - a. Have rules of conduct and responsibility regarding pets and their owners
 - b. Provide shelter for pets, such as crates or kennels either near bedding areas 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 the pets of individuals in homeless shelters
- d. Offer the services of a veterinarian, including, but not limited to, spaying and neutering services, vaccination, and behavioral support

B. Eligible activities

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

C. Allocation of funding and award limits

PAS program grants to homeless shelters shall be between \$100,000 and \$600,000. Applicants may apply individually or with a co-Applicant. Applicants that operate multiple shelters may submit one application containing multiple shelters for an amount necessary to fund the multiple shelters.

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 by June 30, 2025.
 - b. A detailed narrative that explains:
 - How animals will be sheltered either with crates, kennels or some other means;
 - How food will be provided for the pet(s);
 - How veterinarian services will be provided; including spay and neuter services, vaccination, and behavioral support;
 - What types of grants and operating subsidies have been secured for similar services at the proposed project site;
 - 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. 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).

- d. An operating budget that estimates how all PAS funds will be expended, including for crates, or kennels, pet food, veterinarian services, staff working with pets, independent audit, and liability insurance.

2. Ineligible expenditures include the following:

- a. Capital development expenditures; and
- b. Operating costs and services unrelated to eligible activities.

E. Application selection criteria

After meeting the minimum requirements, applications will be scored through a competitive process. It is the Applicant’s responsibility to ensure that the application is clear, complete, and accurate. **Applicants must achieve a minimum score of 70 points to be considered eligible for funding.** Scores will be based on the following:

	Maximum Applicable Points
1. Overview – Program Narrative	18
2. Overview - Organizational Documents	10
3. Operating Budget	12
4. Capacity	30
5. Performance Measures – Measurable Outcomes	30
6. Performance Measures - Evaluation	10
TOTAL APPLICABLE POINTS	110

- 1. **Overview – Program Narrative:** The project narrative must detail minimum requirements, as outlined under Section D 1. b. above (3 points per section);
- 2. **Overview – Organizational Documents:** All pertaining organizational documents of the Applicant(s) to establish a Standard Agreement;
- 3. **Operating Budget:** A proposed operating budget that estimates how all funds will be expended for shelter, crates and kennels, pet food, pet supplies, veterinary services, staffing, independent audit for the PAS program, and liability insurance for pets (3 points per PAS eligible expense category);
- 4. **Capacity:** Confirmation of up to three years of experience operating a shelter, as documented with the Applicant’s financials (10 points per year);

5. **Performance Measures – Measurable Outcomes:** Projected measurable outcomes (5 points per category) to be reported every six-months through June 30, 2024, including:
 - a. General shelter operations measurable outcomes. For example, brief description of the number of participants assisted by the shelter, the number of pets assisted by the shelter, shelter beds availability, and participants' average length of stay, etc.;
 - b. PAS program specific measurable outcomes. For example, a brief description of the number of participants assisted by the PAS program, number of PAS Participants that transitioned from shelter to permanent housing, the number of the pets assisted by the PAS program, shelter kennel/crate availability, the number of pets receiving Spay/Neuter Veterinary Services, etc.;
 - c. Outcomes related to increased residential stability;
 - d. Outcomes showing increased skills and/or income;
 - e. Measurable outcome from a tenant satisfaction survey, as determined by the Applicant (for example does the tenant feel more self-sufficient); and
 - f. Measurable outcome from a tenant exit survey, as determined by the Applicant.
6. **Performance Measures - Evaluation:** An evaluation plan that describes how data will be collected, tracked, and analyzed 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. Appeals are to be submitted to the Department at PetAssistanceSupport@hcd.ca.gov.
- 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 biannually, by January 31 for the prior July 1- December 31 and July 31 for the prior January 1- June 30 **through the expenditure deadline with the final report due July 31, 2025**, report all the following to the Department on a Department issued form:

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.
6. In addition to the foregoing, the Applicant shall submit to the Department such periodic reports, updates, and information as deemed necessary by the Department to monitor compliance and/or perform program evaluation. Any requested data or information shall be submitted in electronic format on a form provided by the Department.

III. Application, submission, and webinar

A. Application forms

Eligible project applications submitted under this NOFA will be funded as competitive. The NOFA and resolution template are available on the [PAS program webpage](#).

B. Application submission process

A complete electronic application must be received by the Department no later than 5:00 p.m. Pacific Daylight Time on April 8, 2022. The Department will only accept applications through the application portal on the PAS website. Application forms must be submitted in Excel format (no pdf documents will be accepted).

In the event of program oversubscription, where Applicants have the same score, the Department may consider the date and time stamp of each application on the application portal as a tiebreaker.

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

Applications must meet all eligibility requirements upon submission. It is the Applicant's responsibility to ensure that the application is clear, complete, and accurate.

Department staff cannot assist the Applicant with the actual preparation of their application. Department can only respond to technical questions about the NOFA during the period between the publication date and completion of the NOFA process.

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.

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, Government Code Section 6250, et seq. (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 70 points through the competitive scoring process, recommended projects will be presented to the Internal Loan Committee for review and approval. The Department intends to send award letters by June 2022, for all successful Applicants.

B. Contracts

Grantee(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, 2022 deadline to Award and encumber funds. The project must meet a June 30, 2025 deadline to expend funds. Failure to meet these deadlines will result in funds reverting back to the Department.

The Grantee(s) shall remain a party to the Standard Agreement for the entire term of the Standard Agreement; removal of the recipient(s) shall be prohibited.

C. Disbursement of Grant Funds

Program funds will be disbursed to the Grantee after the Department has received a request for funds from the Grantee and a Standard Agreement between the Grantee and the Department is fully executed.

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.