



## **FY 23 Super NOFO Frequently Asked Questions**

October 17, 2023

*Please send all Super NOFO questions to the Grants and Contracts team email [grants@rtfhsd.org](mailto:grants@rtfhsd.org).*

*Deadline for questions is Friday, October 20, 2023.*

### **What is the Super NOFO?**

The Super NOFO is a competitive process. Super NOFO is a simplified process that combines multiple sources of funding into one application process. Applicants are not applying for specific sources of funding. Awarded applicants will receive contracts based on the project and the terms and conditions of the contract will be the same. Proposals must meet the threshold requirements and must respond to each of the selection criteria. Proposals for activities other than the designated activities listed in the NOFO will be rejected. All completed applications submitted on or before the deadline and that meets the agency eligibility requirements will be reviewed and individually scored by members of a review committee. Click [SNOFO](#) to read details

### **What is the Regional Community Action Plan “Regional Plan”?**

This Regional Plan is a guiding document that sets overall direction and commitment across the region to end homelessness, with a common vision, shared beliefs, and a set of core principles to addressing homelessness in the San Diego region. The Regional Plan identifies 5 people goals and 5 system goals, along with subsequent strategies and actions. It is expected that proposals submitted for the Super NOFO incorporate the Regional Plan and clearly identify the people(s) goal being addressed, the system(s) goal, and best-practices to implement the proposal. Click [Regional Plan](#) to read the details.

### **Who can apply to the Super NOFO?**

RTFH encourages all agencies who meet the eligibility criteria to apply, this includes the 18 incorporated cities in the San Diego region, non-profits, etc. RTFH encourages applicants to partner with smaller, grass roots organizations; smaller cities; and other stakeholders, identifying funds and resources to be leveraged. Individual persons are not allowed to apply to the Super NOFO. Smaller city is defined by Cal ICH as a city **not** identified as one of the 14 large cities with a population of 300,000 or more as of January 1, 2022.

### **Does RTFH have a focus/priority on funding specific organizations/projects? Are any of the Super NOFO Designated Activities going to be prioritized over others?**

RTFH is focused on funding organizations and projects that are committed to intentional outcomes focused on increasing exits to housing, reducing first-time homelessness, reducing number of days homeless, and reducing returns to homelessness. A combination of factors shall be considered when selecting projects to be funded, including but not limited to: Gap analysis included in the Regional Plan,



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local investments, leveraging of resources, and commitments to partnerships. Priorities, goals, and outcomes are based on the Regional Plan.

### **Will RTFH distribute funds throughout the region?**

Yes. RTFH has a regional responsibility as the CoC and is committed to ensure funding is distributed throughout the entire region: **East, North, South** and **Central regions**. RTFH will consider the gaps analysis in the Regional Plan, current data and needs throughout the region; and project proposals when determining how funding will be allocated.

### **Is there a minimum or maximum grant award?**

There is no minimum or maximum grant award. Awards are based on the application proposal, outcomes, and priorities submitted. RTFH has funding availability of up to \$13,665,696.60. Please keep in mind there is **limited funding** and RTFH intends to fund 2-year contracts. It is recommended to keep proposals within the identified available funding. RTFH reserves the right to increase, reduce, and/or reallocate funding to meet the outcomes and priorities identified.

### **[Submitting an Application](#)**

**All applications must be submitted through ZoomGrants. The following section will identify how to complete this process.**

**ZoomGrants (ZG) Application submission is due by Tuesday, 10/31/23 @ 11:59 pm (PST).**

### **What is ZoomGrants (ZG)?**

ZG is the online application and grant management system that RTFH uses to streamline the application process and monthly reimbursements of eligible expenses. Applicants will need to submit a (simplified) project profile in ZoomGrants as part of the SNOFO FY23 project set up. If you are awarded funding, additional information and documentation will be required. Awardees will be provided a checklist and timeline to complete submission.

### **How do I access ZG?**

Parties interested in submitting a SNOFO FY 23 application must submit a Request for Information (RFI). You will receive the ZG application link within 2 business days after submitting a completed RFI. This is required to obtain a unique link to apply. To complete the RFI please [click here](#). **Please note the final date to submit an RFI is Monday - 10/23/23 @ 11:59 pm PST.** An application **cannot** be submitted without a unique link.



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Once RTFH emails the SNOFO FY 23 ZG application link, one person per organization can submit the application. This main point of contact should be the person that's accountable for the organization, the second point of contact should be the person accountable for the program/application. The applicant will be able to add collaborators and you can designate specific access for each person, allowing them to add information into the application.

### **Does ZG automatically save my application?**

Yes. ZG automatically saves applications that are being worked on. However, it can freeze at times so we encourage all applicants to do a manual save. RTFH encourages all applicants to record their answers in word or google and then copy and paste the narrative into the ZG portal. The applicant can start, save and update the application before submitting. We recommend saving periodically as the portal can experience issues with saving.

*\*\*ZG will be the main application housing portal and we won't be able to collect applications and documents outside of it.*

### **Is the application currently in ZG different from the application that you will send out after the RFI is received?**

The link you will receive after submitting a completed RFI, will be specifically for the SNOFO. If you previously applied for a past project, that application is different from the SNOFO application. Therefore, a new application will need to be completed. Once the application has been submitted through ZG, everything will be processed through the ZG portal, including approving or declining application.

### **Who do I contact if I have issues with the ZG application**

Please email [grants@rtfhdsd.org](mailto:grants@rtfhdsd.org) for assistance. ZG can get overloaded and freeze as it is used by organizations across the country. We encourage you to complete and submit your application early to avoid issues.

### **If I submit an RFI am I required to submit an application?**

No. Submitting an RFI does not commit you to submit an application. Additionally, an applicant is not held to what was submitted as part of the RFI. The primary purpose of the RFI is for applicants to receive a unique link.



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### **Can we apply for funding for multiple projects? and will we need to submit separate RFI and submit separate applications?**

Yes. Applicants may apply for multiple projects.

No. Applicants will not need to submit separate RFI or applications if proposing multiple projects.

ZG has been designed so applicants can include in their application multiple projects, scope of works and budgets.

### **What required documents are needed to apply for the SNOFO?**

The required documents listed below are for the application submission only, if awarded there will be additional required documentation requested.

- Most Recent Independent Financial Audit (Waived for City/County Government Applicants and only required if asking for \$250,000 or more)
- Evidence of 501(c)3 Determination or Unit of Government is required to be eligible to contract with RTFH.
- Project Budget
- Diversity, Equity, & Inclusion (DEI) Statement
- Policy or Statement on how the organization engages with people with lived experiences, including stipends.

### **Will Cities need to submit annual audit information?**

No, the annual audit information is waived for City/County Government applicants unless the amount requested is \$250,000 or more.

### **Can third parties help partners with their applications?**

Yes. Any organization applying for the Super NOFO can receive assistance with their application through a third party. RTFH has no policy or restriction on the use of technical assistance, hired grant writers, or other support.

### **What is the difference between collaboration, leveraging, and partnering?**

Due to limited, one-time funding RTFH encourages applicants to demonstrate how their proposal is leveraging other resources to fully execute and implement the proposal.

Collaborative applications: Applications that include more than one organization. RTFH encourages applicants to partner with smaller cities, grass roots organizations, and/or other stakeholders. This could



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be for the purpose of acting as the primary awardee and having one or more subrecipients. Or it could be for the purpose of leveraging funds and resources.

Leveraging and partnerships: Identify what funding and resources are being leveraged to successfully expand/enhance the project to successfully implement the proposal, such as CalAIM, CoC funding, philanthropy, State funding, etc. This could also include partnerships or agreements with other entities who will provide/leverage a service or resource.

### **What is a grassroots organization and how can I tell if my organization meets these criteria?**

Grassroots organizations are typically defined as local people working together to find solutions to issues in their community. Many are small non-profits and are funded by individual supporters, philanthropy, and fundraising. RTFH understands the value grassroots organizations bring to communities, specifically marginalized communities. Grassroots organizations are connected to the community and have a level of trust and respect, oftentimes being the first point of contact for someone. RTFH is interested in partnering with grassroots organizations to meet the needs of people who may not access the system in traditional ways.

### **What are Designated Activities?**

Designated Activities are the categories that will be funded with the SNOFO. These activities are grounded in the Regional Plan and best-practices. The activities include: Outreach with diversion focused practices, Resolution Strategies\*\*, permanent housing, housing retention, people with lived/living experience of homelessness, addressing racial equity and other initiatives. Please review the [SNOFO's Designated Activities](#) chart or the Regional Plan for a deeper understanding on the activities, goals and the funding available for the activities.

**\*\*Please note this is an amendment to the SNOFO. Applicants can apply for just Resolution Strategies funding.**

### **EXAMPLES OF APPLICATIONS**

**Example 1:** If the applicant is submitting for Permanent Housing that includes plans for housing retention, then the applicant would apply for Permanent Housing and describe how the project supports/focuses on housing retention. The applicant would not submit 2 applications.

**Example 2:** If the applicant is currently operating a program that solely focuses on housing retention (working with someone once they are housed) and would like to expand the project, but does not



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secure the housing or provide rental assistance, the applicant would apply for Housing Retention and identify how they partner with the organization who is providing the rental assistance.

**Example 3:** One organization provides Permanent Housing and wants to partner with a small organization that provides housing retention services (such as education/employment, peer mentoring), they could submit a collaborative application for Permanent Housing with Housing Retention focused efforts. The primary organization would be the awardee and the smaller organization would be the sub-recipient of the primary organization. ZG allows for each organization to identify their budget, with the primary organization being responsible for the grant agreement and reimbursing the sub-recipient. If the smaller organization already has funding and is not interested in seeking funding from the SNFOFO, but would like to partner with the Permanent Housing organization, the Permanent Housing application would describe how it is leveraging the housing retention partnership.

**Example 4:** An organization wants to submit a proposal for Safe Parking. The application would be for Outreach with Diversion Focused Practices: Safe Parking Program. The proposal will need to explain the safe parking program, how it practices or plans to practice Diversion and how it would utilize flexible funding (Resolution Strategies).

**\*\*RTFH reserves the right to negotiate a scope of work and outcomes that aligns with the funding source(s) and the Regional Plan.**

### **[Selection Process Questions](#)**

#### **What is the selection process?**

The Super NOFO is a competitive process. Proposals must meet the threshold requirements and must respond to each of the selection criteria listed in the SNOFO. Proposals for activities other than the designated activities listed in the NOFO will be rejected. All completed applications submitted on or before the deadline and meets the agency eligibility requirements will be reviewed and individually scored by members of a review committee.

#### **What is the selection criteria?**

The point system is outlined in the SNOFO. The following criteria are based on a point system: Experience (25 pts), Capacity (25pts), Cost effectiveness/leverage (25pts), Implementation plan (25pts), Budget (not scored).



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### **What do I include to get the maximum cost effectiveness/leverage points?**

Please refer to the SNOFO under the Cost Effectiveness/Leverage section for the required elements to receive the full points. In addition, when available, please cite prior success in addressing inflow (those becoming homeless for the first time), length of time homeless, outflow (those housed), two-year recidivism or other outcomes. If current data is unavailable, please cite best practices to be used to support projected outcomes of the proposed activity. Please describe your organization's ability to support feedback loops, through tracking and monitoring to meet activity goals, and adjust as needed.

### **What should the implementation plan include?**

Applicants should provide a project narrative in 750 words or less explaining the proposed project(s), service area, target population(s), and implementation plan. How the project will align with the Regional Plan, specifically identifying people goals and system goals the project will address. How the project will increase exits to housing and housing retention. Explain how the project will collaborate with other organizations and stakeholders. Include phases of implementation and sustainability, given this is one-time funding.

### **What to include in the budget?**

Applicants must provide a budget detailing the costs for the activity/project and any leverage of other funding sources. Proposals must fully describe all costs for the entire term of the service/project. Applicants shall include a budget narrative. RTFH will not provide a template for the SNOFO. RTFH will provide a template as part of the contracting process once projects are approved.

### **Do we need to include specific match amounts or do we just need to discuss how we're leveraging other contracts/funding?**

There is no match requirement for the SNOFO. RTFH highly recommends proposals to demonstrate how funds and resources/partnerships will be leveraged with the project proposal. There are no restrictions on what can be leveraged, however, applicants will be responsible in making sure there are no restrictions on the funding they identify to leverage. Applicants may demonstrate funding leverage in the project budget and scope of work.

### **What is the maximum percentage allowed for administrative costs? Does the 7% maximum Administrative Costs apply to all grant budget applications?**

7% is the maximum administrative costs applied to all approved programs. Indirect costs are not allowable. Applications for just Resolution Strategies do not include administrative costs.



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**If awarded, would we be able to draw down funds and put them into escrow to be utilized for services over the life of the project?**

No, project funds must be utilized within the contract period.

**Can these funds be used as an eligible match for awarded CoC programs?**

Yes. As this is one-time funding, RTFH highly recommends applications demonstrate leveraging of funds and resources/partnerships. There are no restrictions on what kind of funding can be leveraged, however, applicants will be responsible in making sure there are no restrictions on the funding they identify to leverage. Applicants will need to describe the CoC funding/program it receives and how this funding would be used to enhance/expand the program.

**What costs are unallowable?**

Awardees must comply with [HHAP](#) statute and program requirements. Only eligible activities/costs under the SNOFO designated activities will be allowable. Funding cannot be used to supplant existing funds. [Click here](#) for more information.

**Can any of the funds be used for new construction of housing?**

RTFH will consider applicants for new construction and acquisition and rehab, however, projects must bring new units on-line within the award period.

**If we submit a diversion application can we include flex funds in the budget?**

No. Outreach and Diversion applications will not be awarded flex funds in their contracts. Awardees will have access to Resolution Strategies, which is flexible funding to support Diversion Practices. Awardees will be notified how much funding will be made available to them through Resolution Strategies.

**Can we request an advance if approved for funding?**

Yes, organizations can request a one-time funding advance equal to 20% of the approved budget.

**What does the application review process look like, will a point system be used?**

**Who is on the committee, and how many individuals rate each application?**

RTFH will develop a committee to review the applications. The committee will include RTFH consultants to ensure the scope of work and outcomes are in alignment with the Regional Plan, best-practices, and the work the consultants are supporting the region with, including, Shared housing, Diversion, RRH, Outreach, and Racial Equity, etc. Please refer to the SNOFO for the point system.





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### **What does a successful application look like or include?**

A successful application should include the following:

- Clearly articulate how the project will align with the Regional Plan's people goals; system goals; and system strategies.
- Project promotes cross jurisdictional or regional collaboration and cross-sector partnership, including but not limited to leveraging funds and other resources.
- Projects that demonstrate pathways to permanent housing.

### **Will all applicants get approved for funding, what happens if we don't get approved?**

Applications not meeting requirements of minimum eligibility or application completeness will be deemed **ineligible** and will be **eliminated** from further consideration. RTFH reserves the right to reject any or all proposals and to waive any informality in proposals received whenever RTFH determines that such rejection or waiver is in its best interest. RTFH may contact the primary contact person listed on the agency's application to clarify application contents. RTFH may schedule and conduct interviews and/or site visits with some or all applications prior to final award decisions being made.

### **Funding Questions**

### **Will there be separate contracts for HHAP/Bezos/Private Philanthropy funds? And will we know what funds we are being awarded?**

No. There will not be separate applications for sources of funding or separate contracts. RTFH has identified multiple sources of funding to be included in the Super NOFO. Super NOFO is a simplified process that combines multiple sources of funding into one application process. Applicants are submitting projects that meet the designated activity(s). Projects may be funded with one source of funding or multiple sources of funding depending on the proposal. Awardees will be responsible for all the terms and conditions of their contract which will be in compliance with the funding source(s). Applicants are not applying for specific sources of funding. Awarded applicants will receive contracts based on the project and the terms and conditions of the contract will be the same.

### **What is the Homeless Housing, Assistance, and Prevention Program (HHAP)?**

The State of California established a third and fourth round of one-time funding under HHAP, a \$1 Billion block grant program designed to support regional coordination and expand or develop local capacity to address immediate homelessness challenges throughout the State. Spending must be informed by a best-practices framework focused on moving individuals and families experiencing homelessness into



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permanent housing and ensuring those individuals and families maintain their permanent housing. [Click here](#) for more information.

*Cal ICH HHAP funding recipients:* The City of San Diego; the County of San Diego; the CoC; and federally recognized tribes are the eligible applicants to apply to Cal ICH HHAP funding. The City, County, and CoC then determine the local process to distribute funding.

### **What is the Bezos Day 1 Family Fund?**

Bezos Day 1 Family Funds is an invitation only, national competitive process that RTFH was invited to apply for in 2022. RTFH was awarded \$5 million to address family homelessness in the San Diego region. RTFH is including the Bezos Day 1 Family Funds into the Super NOFO. This funding can be spent over a five-year period (no later than September 30, 2027), with \$4,500,000 available to be re-granted. RTFH's Bezos Day 1 application, identified the ability to leverage the Bezos Day 1 funding with other local, State, and Federal funding to expand, enhance, and strengthen the following: Diversion; housing; general services; achieve racial equity; and strengthen the integration of people with lived experience in the provision of support and service connection for families. [Click here](#) for more information.

### **Where does RTFH get the Philanthropic funding from?**

RTFH partners with the philanthropic community to secure additional funding to support efforts to implement the Regional Plan. RTFH intentionally leverages philanthropic funding with other resources to maximize effectiveness of available funding. RTFH reserves the right to include, add, or reallocate philanthropic investments to meet the needs of the community as supported by the Regional Plan.

### **The Super NOFO states “HHAP funding does not identify direct allocations to smaller cities.” Are smaller cities eligible for this funding? How is a smaller city defined? Is there a similar restriction on the Bezos Day 1 funding?**

Yes. All 18 cities within the San Diego region are eligible entities that can apply for the Super NOFO. HHAP funding directly from the State does not allocate funding to smaller cities, but smaller cities are eligible to receive funding from direct HHAP recipients (The City of San Diego, County of San Diego, the CoC and federally recognized tribes). Smaller city is defined by Cal ICH as a city **not** identified as one of the 14 large cities with a population of 300,000 or more as of January 1, 2022. The eligibility criteria is listed in the [SuperNOFO](#) and is **not** dependent on the different funding sources.



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### **Will there be additional funding added to the SNOFO?**

RTFH reserves the right to increase, reduce, and/or reallocate funding to meet the outcomes and priorities identified.

### **Does unspent dollars from Year one roll over into Year two of a contract?**

No. Unspent funds are returned to RTFH. Awardees will work closely with the RTFH Grants and Contracts team on budgets and spending. Awardees will be required to attend a webinar in which all RTFH Grants and Contracts policies and procedures will be reviewed. Unspent funds will be returned to RTFH. RTFH will determine how funds shall be redistributed.

### **Can you clarify the spending deadlines stated vs. the two-year RTFH contracts?**

The funding deadlines associated with HHAP are the statutory deadlines by which the funds must be fully expended by the CoC, the City, and the County. Each HHAP recipient determines the timeframe for which these funds shall be spent, but no later than the statutory deadlines (listed in the table). Although funding sources have a longer spending period, RTFH will utilize funds in the SNOFO for 2-year contracts beginning January 1, 2024 and ending December 31, 2025. RTFH will monitor the spending of the awarded projects and additional funding for Special Projects listed in the SNOFO.

### ***Outreach with Diversion Focused Efforts***

### **Will there be flex funding available to support diversion programs?**

Yes, awarded Diversion projects will have access to Resolution Strategy funds to support Diversion services.

### **Can an application be submitted just for Resolution Strategies funds?**

Yes. The SNOFO has been amended to include the opportunity for applications for Resolution Strategies. This means the applicant is responsible for all staffing and program costs associated and are only in need of flexible funding to rapidly resolve someone's experience. Applicants are required to have staff attend RTFH hosted Diversion training to ensure a shared understanding of Diversion practices and shall align outcomes and strategies with RTFH Diversion consultants. There will be no reimbursement for staff time or administrative costs.



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### **Can the Resolution Strategy funds be used for prevention?**

No. Diversion focuses on rapidly resolving someone's homelessness experience. It is not to prevent people who may be at-risk of experiencing homelessness. Eligible designated activities are listed in the SNOFO. Diversion information can be found at the RTFH Website.

### **Permanent Housing Questions**

**Clarify "extended RRH of 18-24 months." Will total enrollment be capped at 24 months per household? Is it from the initial referral/match from the Community Queue to RRH? Or, can this serve "recently homeless" households who are already receiving RRH and need an extension beyond the current program's time cap?**

The permanent housing designated activity can include additional dollars to extend already existing rapid rehousing dollars, therefore, increasing the RRH support to the participant of at least 18-24 months. This activity can serve eligible households who are receiving RRH support and need an extension beyond other funding capacity.

### **Housing Retention Questions**

#### **What are eligible Housing Retention expenses?**

Housing Retention is a practiced approach that focuses on ensuring **previously unhoused clients** are able to maintain stable housing after securing permanent housing. This aligns with the Regional Plan as we work to reduce the number of returns to homelessness. Applicants should provide any current data available that demonstrates reductions in returns to homelessness and/or other data or narratives that demonstrate successful models. Applicants can include in their scope of work, other activities that support participants in retaining their housing such as financial support. Housing Retention is not intended to be solely focused on financial interventions. Generally, eligible expenses for Housing Retention can include activities that may help participants retain their housing, this may include employment/education programs, peer mentoring, etc.

#### **What is the eligible population type? (Currently chronically/literally homeless only? Or, recently homeless? Imminent risk of homelessness?) This go for a Single person also? Rapid Rehousing?**

RTFH encourages organizations to review the Regional plan and clearly identify in the application the people goal(s) being addressed and working to reduce the number of returns to homelessness.



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**Can we apply for funding for supportive services only, to match to a housing resource such as vouchers?**

Supportive services only contracts are not a priority due to the limited funding available. Supportive Service only contracts will be dependent upon the proposed leveraging of funds and available funding. We encourage leveraging of resources, such as CalAIM, which can provide supportive services.

### **Other Initiatives/ People with Lived Experiences Questions**

**Is Housing Navigation/System Navigation staffing an eligible expense for this funding?**

This will depend on the type of projects submitted. RTFH encourages the applicant to leverage other funds

**Would the development and operation of a Lived Experiences Advisory group be an eligible project?**

Projects or initiatives specific to organizations established by people with lived experience or directly support the development and or inclusion will be considered. Initiatives or projects that engage those with lived experience or expertise of homelessness in leadership roles; decision making processes. Up to 5% of total available funds. The application would need to describe how the group would interface with the CoC and tie to the Regional Plan.

**Are there parameters around the "Other Initiatives" category beyond alignment with people and system goals and the systems strategies?**

Other Initiatives projects are for new innovative projects that align with the Regional plan and address one or more people goals, system goals, and identifies system strategies.

### **Diversity, Equity and Inclusion Questions**

**What's included in the diversity, equity, inclusion (DEI) statement or do you have an example/template?**

A DEI statement will address how the organization's values and experiences advance diversity, equity, and inclusion.

**Example:** "The Coalition for the Homeless values diversity, equity, and inclusion in every aspect of our work, including our internal operations and external activities to support our mission. We are committed to cultivating a culture of respect for the dignity and value of each individual and family, and



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we welcome all, regardless of race, ethnicity, gender identity or expression, sexual orientation, age, veteran status, national origin, disability, household composition, housing status and/or belief system. These values are essential to our mission to assist and advocate for those who are homeless or at risk of losing their homes, champion equity in all public and private responses to homelessness, and help individuals and families from all backgrounds secure vital services, safe indoor shelter, and decent permanent homes of their own.”

### **Would those applications be ranked on fidelity to remedies identified in the Report on Black Homelessness?**

A combination of factors shall be considered when selecting projects to be funded, including but not limited to: Gap analysis included in the Regional Plan, local investments, leveraging of resources, and commitments to partnerships. Priorities, goals, and outcomes are based on the Regional Plan, which incorporates the CoC Action Plan: Addressing Homelessness Among Black San Diegans.