



# Request for Applications for Homeless Housing, Assistance and Prevention Program (HHAP)

## RFA OHS 20-02 – ADDENDUM No. 1

### QUESTIONS AND ANSWERS

1.	<b>Question:</b>	Please elaborate on the process of reimbursement of funds expended? Is it monthly? When is it due by? When will the "acceptable format" be published? What is the time period for payment? Is there any advance available? One project contemplated is to subsidize rents for a Project Homekey project - how would something like that work?
	<b>Answer:</b>	HHAP funding will be based upon a disbursement model, which means that a portion of funds could be distributed before work is done. It can take approximately six weeks to receive funds from the time of the request.  For subsidizing rent - it depends on how an applicant structures its program.
2.	<b>Question:</b>	For the recommendations that will be made to the ICH on October 28, what will you need from the RSCs, and by what date in order to accommodate?
	<b>Answer:</b>	Evaluation meetings with the Regional Steering Committee's (RSC) are anticipated to take place between October 5 <sup>th</sup> – 12 <sup>th</sup> , 2020 via virtual public meetings.  Once all ratings are finalized and documented, the Facilitator will collect all individual evaluation worksheets to present the final regional recommendations for award of HHAP funding. It is anticipated that the results of the evaluation process and the recommendations will be presented to the ICH on October 28, 2020 for review and approval. (Please refer to page 22 of the HHAP RFA.)
3.	<b>Question:</b>	I would love to have a copy of the indemnification chart for the County of San Bernardino. Are you able to send me a copy or a link to where I can obtain one? Indemnification and Insurance requirements can be found in the RFA.
	<b>Answer:</b>	The Insurance requirement graph can be found in the PowerPoint. A copy of the PowerPoint will be sent with the Question and Answers.
4.	<b>Question:</b>	Regarding the background check requirement; the DOJ has a sex offender registry website that is free and searches all states. Would this be adequate for the requirement? If not, can you give examples of background checks and ways to obtain them?
	<b>Answer:</b>	A professional background check will need to be performed. Here's a sample of agency's that perform background checks: Checkr, GoodHire, and IntelliCorp.  <b><u>Categories of Background Checks</u></b> <ul style="list-style-type: none"> <li>• Fingerprint Scan</li> <li>• Criminal Conviction History</li> <li>• Address Verification</li> <li>• Educational Verification</li> <li>• Current and Prior Employment Verification</li> <li>• Professional License/Certification/Credential Verification</li> <li>• Social Security Number Verification</li> </ul>

		<ul style="list-style-type: none"> <li>• Employment Eligibility (E-verify)</li> <li>• FTI Background Check</li> <li>• DMV Motor Vehicle Record</li> <li>• DMV Driver's License Verification</li> <li>• Credit Report</li> <li>• Public Records Search</li> </ul>
5.	<b>Question:</b>	Is it permissible to submit letters of recommendation and/or letters of support with one's proposal?
	<b>Answer:</b>	You may submit letters of recommendation and/or letters of support with your proposal. This is not a requirement of the HHAP RFA. No Additional points for letters of support or recommendations will be given.
6.	<b>Question:</b>	In alignment with the purpose of HHAP funds, <i>to develop local capacity to address homelessness challenges focused on moving homeless individuals and families, or individuals and families at-risk of homelessness, into permanent housing</i> , may funds be used for planning purposes to increase a City's capacity to develop permanent housing or other innovative housing solutions?
	<b>Answer:</b>	<p>Per HSC §50219(c), program allocations are eligible to be used to fund the following:</p> <ul style="list-style-type: none"> <li>• Rental assistance and rapid rehousing;</li> <li>• Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;</li> <li>• Incentives to landlords, including, but not limited to, security deposits and holding fees;</li> <li>• Outreach and coordination, which may include access to job programs, to assist vulnerable populations in accessing permanent housing and to promote housing stability in supportive housing;</li> <li>• Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system particularly for vulnerable populations including families and homeless youth;</li> <li>• Delivery of permanent housing and innovative housing solutions such as hotel and motel conversions;</li> <li>• Prevention and shelter diversion to permanent housing; and New navigation centers and emergency shelters based on demonstrated need.</li> </ul> <p><b><u>Additional requirements around spending of HHAP funds include:</u></b></p> <ul style="list-style-type: none"> <li>• Per HSC §50218(b), at least 8 percent of program allocations must be used for services that meet the specific needs of homeless youth populations;</li> <li>• Per HSC §50219(d), up to 5 percent of allocations may be used for a strategic homelessness plan<sup>1</sup> and/or for infrastructure development to support coordinated entry systems and Homeless</li> <li>• Management Information Systems (HMIS); and</li> <li>• Per HSC §50219(e), up to 7 percent of allocations may be used for administrative costs incurred by the city, county, or CoC to administer its program allocation. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.</li> </ul>
7.	<b>Question:</b>	Do we need to submit budgets?
	<b>Answer:</b>	Yes – if applying for multiple regions the agency will need to submit a budget for each region and also submit an application for each region.



Office of Homeless Services

# Application Workshop

## Homeless Housing, Assistance and Prevention Program

RFA OHS 20– 02

Thursday September 10, 2020

[www.SBCounty.gov](http://www.SBCounty.gov)

- **RFA Contact Person**

**Jose Sandoval (909)383-3978**

**Jose.Sandoval@dbh.sbcounty.gov**

- **Questions**

- They will be answered at the end of the presentation.
- Please submit your written questions at the end of the meeting via E-mail at [HomelessRFP@hss.sbcounty.gov](mailto:HomelessRFP@hss.sbcounty.gov). Please submit your questions before 5 P.M. (Local Time) Thursday, September 10, 2020.

- **Dawn Jones**

Administrative Supervisor I, *Office of Homeless Services*

- **Jose Sandoval**

Staff Analyst II, *Department of Behavioral Health, Contracts Unit*

- Application Timeline
- Application Instructions
- Project Description
- Funding
- Application
- Contract Requirements
  - General
  - Indemnification & Insurance
  - Exceptions of RFA
  - California Public Records Act
- Application Submission
- Important Reminders
- Questions?

## APPLICATION DEADLINES

- **Submission of Questions**
  - **Thursday, September 10, 2020 by 05:00 PM Local Time**
- **Application Submission**
  - **Thursday, September 24, 2020 by 4:00 PM Local Time**  
***(Late Submissions will not be accepted)***

## RECOMMENDATIONS TO ICH

- **Wednesday, October 28, 2020**

## CONTRACT AWARD

- **December 2020(anticipated date)**

- Please follow the instructions on:

**Article VI Application Submission Section B Application Format**  
pages 19-21

- Carefully read the entire RFA and attached documents/Application
- Answer all questions – Incomplete Applications will **not** be accepted
- If Proposing services for more than one region – submit a separate Application for **each** region
- A detailed budget is required for **each** Application



# Homeless Housing, Assistance and Prevention Program



## Please review the following sections of the RFA document:

- **Application Requirements** (pages 3-10)
  - A. **Definitions** (pages 4-7)
  - B. **Background** (page 11-12)
  - C. **Project Description** (pages 12)
  - D. **Requirements** (pages 13-19)

## FUNDING

- The estimated HHAP funding amount available for distribution for programs and projects for the five regions is \$2,516,490.08 and funding for services specific to the needs of homeless youth is \$245,684.77

- **Contract Term**

Contract period will begin December 1, 2020 and end on June 30, 2025. The commencement date of the Contracts are subject to change.

Services are to be provided, completed and managed throughout San Bernardino County. The five regions to be served are:

- Central Valley Region: Encompasses the cities of Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa, and the surrounding unincorporated communities.
- Desert Region: Encompasses the cities of Adelanto, Apple Valley, Barstow, Hesperia, Victorville, and the surrounding unincorporated communities.
- East Valley Region: Encompasses the cities of Needles, Twenty-nine Palms, Yucca Valley, and the surrounding unincorporated communities.
- Mountain Region: Encompasses the cities of Big Bear and the unincorporated communities which include Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Forest Falls, Green Valley Lake, Lake Arrowhead, Rimforest, Running Springs, Skyforest, Sugarloaf, and Twin Peaks.
- West Valley Region: Encompasses the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga, Upland, and the surrounding unincorporated communities

Youth Services shall be Countywide

# Contracts



## GENERAL INFORMATION

- Compliance with County Policy (Page 24)
- Confidentiality (Page 25)
- Nondisclosure (Pages 28)

Type of Insurance	Limits	Aggregate
Worker's Compensation	\$250,000	
General Liability	\$1,000,000/occurrence	\$2,000,000 aggregate
Automobile Liability	\$1,000,000/occurrence	\$2,000,000 aggregate If transporting clients
Directors and Officers Insurance (Nonprofit Org.)	\$1,000,000	
Professional Liability and/or Errors & Omissions	\$1,000,000/occurrence	\$2,000,000 aggregate
Abuse/Molestation	\$1,000,000/occurrence	\$2,000,000 aggregate

- Proof of insurance required by Contract start date

## Complete Attachment H – Exceptions to RFA

- Please indicate if there are “no exceptions” by initialing.
- If there are exceptions, please be specific about your objections to content, language, or omissions.



- All information submitted is subject to disclosure under the provisions of the California Public Records Act
- Any information provided in the Application Package that is deemed “Confidential” should be indicated on Attachment I.
  - Attachment I – Public Records Act Exemptions: Please indicate what portion of the application is confidential and include citation supporting legal authority to support the exemption.
- The County will use reasonable means to ensure that such information is safeguarded, but will not be held liable for inadvertent disclosure of information.

**Note: Do not include personal information.**

## **EMAIL SUBMISSION** ([HOMELESSRFP@HSS.SBCOUNTY.GOV](mailto:HOMELESSRFP@HSS.SBCOUNTY.GOV))

- By submitting online proposer acknowledges electronic signature is legally binding

## APPLICATION PACKAGE FORMAT



- Cover Page/Checklist **with AUTHORIZED SIGNATURE** (Attachment A)
- Statements of Certification (Attachment B)
- Licenses, Permits, and/or Certifications (Attachment C)
- Certification Regarding Debarment or Suspension (Attachment D)
- Public Records Act Exemptions (Attachment I)
- Table of Contents
- Project Application
- Budgets

## **SUBMIT QUESTIONS TO:**

- [HomelessRFP@hss.sbcounty.gov](mailto:HomelessRFP@hss.sbcounty.gov)

## **SUBMIT APPLICATION PACKETS TO:**

- **Online Application submission:**  
[HomelessRFP@hss.sbcounty.gov](mailto:HomelessRFP@hss.sbcounty.gov)

**The County of San Bernardino Board of Supervisors has final approval of any/all contract(s) that may be awarded as a result of this RFA**





- Be sure to *submit* your written questions after the Application Workshop.
- Be sure to *submit* any other questions by 5:00 P.M., Thursday, September 10, 2020.
- Be sure to *submit* Detailed Budgets.
- Be sure to *follow* the Application Format.
- Be sure to *submit* your Application via email by 4:00 P.M., Thursday, September 24, 2020.
- ***Late Applications will not be accepted.***

# Questions?

