



REQUEST FOR APPLICATION FOR HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM ROUND 4 CONTINUUM OF CARE RFA OHS 24-01

ADDENDUM NO. 1

Answers to questions submitted prior to the 4:00 p.m. deadline on January 30, 2024:

1. Question: Just to be clear, the narrative section for Attachment G should be completed separate from the application form and included as an attachment?

Answer: Yes, the narrative section is not PDF fillable. This is to allow Applicants to attach a detailed description.

2. Question: Is there a reason why question submission deadline has to be today or can that be extended a couple of days?

Answer: The deadline is set to allow for questions to be compiled and responses to be released well in advance of the Deadline for Submission, allowing sufficient time for Applicants to prepare and finalize Applications.

3. Question: Where is the RFA? I can't find it on the SB County website or by Googling.

Answer: The RFA is posted to the San Bernardino County Homeless Partnership website: <https://sbchp.sbcounty.gov/coc-grants/hhap-3/>

4. Question: For attachment I - Cost, where do we find which activities fall under each eligible use category?

Answer: Please refer to Section V. B. 1. a. (page 10 of the RFA) for eligible activities.

5. Question: Can these funds be used for rental assistance?

Answer: Yes, funds may be used for rental assistance. Please refer to Section V. B. 1. a. (page 10 of the RFA) for eligible activities.

6. Question: Are admin cost an allowable cost?

Answer: No, administrative costs are not an allowable expense. Please refer to Section V. B. 1. a. (page 10 of the RFA) for eligible activities. Note that “administrative costs” does not include staff or other costs directly related to implementing activities funded by the program allocation.

7. Question: Will the PowerPoint be emailed out?

Answer: A copy of the PowerPoint will be sent out via the HomelessRFP mailbox and posted to the San Bernardino County Homeless Partnership website: <https://sbchp.sbcounty.gov/coc-grants/>

8. Question: Could you explain the insurance slides again?

Answer: The slide illustrates which limits are required for a contract. While the limits and aggregates on the slide are not required to submit an Application, awardees will need to obtain the required insurance upon entering into contract with the County and proof of insurance will be requested. Please refer to Section X. B. Indemnification and Insurance Requirements (pages 25-28).

9. Question: What type of "improvements" to existing emergency shelters are allowed? Do the improvements have to result in more people being served?

Answer: No, improvement do not have to result in more people being served. Per Health and Safety Code section 50220.8(e) improvements may be made to existing emergency shelters to lower barriers and increase privacy.

10. Question: For Permanent Housing (RRH)- although the applications are regionally is the restriction where they are housed regional or within San Bernardino County?

Answer: Applicants are to submit a separate Application for each region in which they intend to provide services. Applicants who receive a Homeless Housing, Assistance and Prevention award may use the funding to place eligible clients into housing in other regions.

11. Question: In regards to the CES Referral process to place client's in the Interim Housing. Is HHAP requiring CES Reverse/Direct referrals for client placement/Enrollment?

Answer: A referral and/or reverse referral is required for all clients receiving services funded by Homeless Housing, Assistance and Prevention funds.

12. Question: SINCE TAY FUNDING IS COUNTY WIDE IS ONE APPLICATION OK FOR ALL AREAS ?

Answer: Only one application needs to be submitted for Applicants seeking Homeless Youth Set Aside funds.

13. Question: If our agency is receiving HHAP 3 - can we still pursue HHAP 4?

Answer: Yes, recipients of prior rounds of HHAP funding may apply for HHAP Round 4 funding.

14. Question: Will there be a recording to resource at a later time?

Answer: A recording of the Application Workshop will not be released.

15. Question: Can you donate the money to different homeless organizations and do you have to have a license. Thank You

Answer: Funds are to be expended on eligible activities, as identified in Section V. B. 1. a. (page 10 of the RFA). Applicants should have business licenses and permits required to do business.

16. Question: What is the protocol if the submission is too large to submit through email?

Answer: Please submit the Proposal as a PDF. The PDF file can be compressed or zipped to reduce size. If necessary, Applicant may submit multiple emails.

17. Question: Hello, I am small organization. I only have two contracts. Does that disqualify my proposal.

Answer: Applicants will not be disqualified for not having a minimum number of contracts. However, qualifications and experience are a factor for evaluation.

18. Question: Can any of the awarded funds be used for staffing (hiring staff for the program)?

Answer: Staff costs directly related to implementing eligible activities funded by the Homeless Housing, Assistance and Prevention program are eligible. Requested staff costs should be listed in the *description of activities funded* for each category in Attachment I – Cost.

19. Question: Under: Delivery of permanent housing and innovative housing solutions - would this include new housing developments? Aside from hotel conversion?

Answer: New housing development is an eligible activity. A hotel/motel conversion is an example of innovative housing solutions.

20. Question: We are applying through our new interim housing project, which is currently being built by Homekey funding. Regarding the CES Referral process to place clients in Interim Housing, is HHAP requiring CES Reverse/Direct referrals for client placement/Enrollment? In other words, can we have client referrals through other means in addition to CES referrals?

Answer: Per Health and Safety Code Section 50220.8, HHAP-4 applicants should ensure that funded programs are integrated within the local CES.

21. Question: Under attachment O (Campaign Contribution Disclosure), it requires us to fill out the Application Number -- is that provided ahead of time?

Answer: Please include "OHS-24-01" in this field. The Application Number can be found on the RFA Cover, and in the top right corner of each page of the RFA.

22. Question: Under Project Description 1.f, it indicates that providers must have the readiness capacity to immediately perform and administer homeless efforts through this funding. Our interim housing project is expected to complete with construction in the next 12 months and begin utilizing HHAP funding to launch the initial operating cost of the project immediately after that, will that be a challenge or considered not eligible in the review process?

Answer: Applicants are advised to consider how expenditure deadlines may impact their ability to perform and fully expend awarded funds.

23. Question: Is there a request for applications for capacity building, training, and strategic planning this round?

Answer: The CoC has not currently allocated HHAP Round 4 funding for capacity building, training, and strategic planning activities.

24. Question: Will the response to the Q&A also be sent out via the homelessrfp email or only on the website?

Answer: The responses to the Q&A will be sent out via the HomelessRFP email and posted to the San Bernardino County Homeless Partnership website: <https://sbchp.sbcounty.gov/coc-grants/>

25. Question: We received HHAP Round 3 funding. Can we apply for Round 4?

Answer: Yes, recipients of prior rounds of Homeless Housing, Assistance and Prevention (HHAP) funding may apply for HHAP Round 4 funding.

26. Question: From what we can see on the Round 4 RFP, these efforts are focused on moving individuals and families into permanent housing and supporting those individuals and families to maintain permanent housing. Can you explain if there are any other areas of focus on Round 4?

Answer: Please refer to Section V. Scope of Work.

27. Question: For Rapid Rehousing (RRH): Is there any details if there are restriction on income to help individuals or limits on rental amount like Fair Market Rates where it would restrict the assistance?

Answer: CAL ICH does not have requirements/ limitations for the income of the eligible applicants.

28. Question: On the Disbursements will they be quarterly? By request or when funding is running low? Any details on the billing requirements for submission? Or where can I access the details on program requirements for services provided?

Answer: Disbursements will be issued quarterly upon receipt of completed Disbursement Request Form and required documentation, as detailed in Section X. A. 41. (pages 23-24).

29. Question: What "improvements" can we do to existing shelters? We need to update our back patios and bathrooms due to damage. Is this an approved expense?

Answer: While improvements to existing shelters/ transitional housing are eligible expenses, they must specifically aim to reduce barriers and/or enhance privacy.

30. Question: We would like one of our eligible activities to be Case Management. Our housing program has three phases: 120-days rent & utility free, one-year program where they pay 30% of their income as rent, and an extended program which is up to three years for \$1100 a month. We are considered a transitional housing program. Do all phases of the housing program qualify under HHAP funding? Our Case Management focuses on an exit plan out of our program with the goal being to find permanent, safe, and stable housing.

Answer: Yes, all phases of the housing program are eligible.

31. Question: Can we use funding for maintenance of the apartments? (example: a client is in the 120-day program and their heater breaks, therefore, we fix the heater.)

Answer: Yes, maintenance costs in a transitional housing facility are an eligible use of HHAP-4 funds.

32. Question: If we want to use funding to help with rental assistance, does the client have to move within the west region to receive the funding? All of our clients live in our apartments in Upland but if we wanted to help them transition out of the program, can they move outside the west region and still receive rental assistance (i.e security deposit from us through HHAP funding)?

Answer: No, the client need not remain in one specific region (i.e., region in which they are currently housed or sheltered) to receive rental assistance.

33. Question: The fillable Attachment I, Cost, form does not allow the proposer to enter the number of individuals or families in the fourth column.

Answer: The Attachment has been revised. Please refer to Amendment No. 1.

34. Question: On page 11 of the solicitation, item g, providers must be able to demonstrate that funds were used to benefit members of the target population. I don't see a definition of "target population" anywhere in the solicitation.

Answer: Target population refers to Homeless and Homeless Youth, as defined in the Request for Application (RFA). The RFA has been amended to define Target Population. Please refer to Amendment No. 1.

35. Question: Housing First appears to emphasize people who are struggling with addiction and other behavioral issues. Would a nonprofit that focuses on serving refugees be eligible and responsive to your priorities?

Answer: Homeless Housing, Assistance and Prevention grant funds are to be used for the provision of services and housing to homeless individuals and families and homeless youth.

36. Question: Similarly, would a nonprofit that focuses on serving refugees run afoul of rules regarding service based on national origin? (See RFA p. 12, article V.4.)

Answer: The clause is meant to ensure that homeless individuals are not prevented from receiving assistance on the basis of any of the criteria listed.

37. Question: The Review Criteria, Exhibit A, include “The extent to which the proposed project aligns with the Strategies to Achieve Outcome Goals outlined in the Local Homelessness Action Plan.” Please provide a link to these action plans (presumably one per region of the County?).

Answer: The Strategies are posted on the State of California Business, Consumer Services and Housing Agency’s HHAP Grant Program webpage: https://bcsh.ca.gov/calich/documents/hhap_round4/cocs/san_bernardino.pdf

38. Question: Is an application to be submitted as a single PDF attachment to an e-mail message, or can each component of the application be submitted as its own attachment?

Answer: Please submit a single PDF attachment to the email address: HomelessRFP@hss.sbcounty.gov on or before the Deadline for Submission. The PDF file can be compressed to reduce size. Applicant may submit multiple emails if necessary.

39. Question: For the HHAP round 4, are admin costs an allowable cost?

Answer: No, administrative costs are not an allowable expense. Please refer to Section V. B. 1. a. (page 10 of the RFA) for eligible activities. Note that “administrative costs” does not include staff or other costs directly related to implementing activities funded by the program allocation.

40. Question: What is the average award amount for this grant opportunity?

Answer: For prior Homeless Housing, Assistance and Prevention Round grant awards, the average was \$241,916. Please note that the average for each round will vary based on a variety of factors. Refer to Section I.C. for a breakdown of funding available by region.