



**Request for Application No. OHS 23-01  
Homeless Housing, Assistance and  
Prevention Round 3 Program  
Continuum of Care**

**Addendum No. 1**

## QUESTIONS AND ANSWERS

1. Does every application submitted have to show a set aside proposal just for youth? 12-24?

No. Applications may be submitted for services in any of the five regions and can include services for adults and/or youth. A separate application is required if the agency is specifically applying for youth set aside funds to provide services for eligible Homeless Youth countywide.

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2. Does it matter which ink color I use for the signature.

Please use blue or black ink.

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3. I am familiar with the budget categories in the HHAP 1 and 2, are these the same categories I need to use for the budget page. Street Outreach, Eviction Prevention, etc.
- The service categories in your budget should correspond to the eligible uses listed on page 13 of the Request for Applications. There is no set template for the budget. Please be as detailed as possible.
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4. Is there a separate application [template] for youth?

No. Please use the same application template.

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5. What if you would like to apply for youth and adults?

You may submit a separate application for each; You may submit an application for a youth project in a specific region and a separate application for the youth set aside funding, or you may submit an application for a project that serves adults and youth in a specific region (i.e., submit one application for funding from the Mountain region for a program that benefits both adults and youth).

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6. On pg. 51 are the dates correct? It's giving dates of Jan 2024 to achieve permanently housing 300 households, but the contract won't happen until at least Sept 2024?

Yes, dates on page 51 are accurate. Please select how the activities being proposed will contribute to meeting those goals. For clarification, it is anticipated that contracts will be awarded beginning September 2023.

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7. If we apply for the Youth Set Aside do we not need to select one of the Outcome Goals, since they are all region based?  
[Outcome goals are not region based, they are system wide based; select at least one for the youth set aside funding.](#)
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8. Can funds be used to pay for drug treatment beds?  
[Yes, as long as goal is to stabilize individuals to then transition them into housing.](#)
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9. Is it okay to use a PO box or does a physical address needs to be used?  
[A PO Box may be used on the application.](#)
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10. Can funding be used for Rapid Rehousing?  
[Yes, please refer to page 13 of the Request for Applications for eligible uses.](#)
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11. Can the funding be used for emergency housing such as shelter?  
[Yes, please refer to page 13 of the Request for Applications for eligible uses.](#)
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12. Page 52, CES describe the projects prioritization criteria in regards to CES. [Describe your client service prioritization criteria and how the Coordinated Entry System (CES) is used for this process.]

The United States Department of Housing and Urban Development (HUD) uses the term “Prioritization” to refer to the coordinated entry system (CES) process by which all persons in need of assistance who use coordinated entry are ranked in order of priority. The coordinated entry prioritization policies are established by the Continuum of Care (CoC) with input from all community stakeholders.

A CES must ensure that people with more severe service needs and levels of vulnerability are prioritized for housing and homeless assistance before those with less severe service needs and lower levels of vulnerability.

The prioritization process may use any combination of the following factors:

- a. significant challenges or functional impairments, including any physical, mental, developmental or behavioral health disabilities regardless of the type of disability, which require a significant level of support in order to maintain permanent housing (this factor focuses on the level of support needed and is not based on disability type);
- b. high utilization of crisis or emergency services to meet basic needs, including but not limited to emergency rooms, jails, and psychiatric facilities;
- c. the extent to which people, especially youth and children, are unsheltered;
- d. vulnerability to illness or death;
- e. risk of continued homelessness;
- f. vulnerability to victimization, including physical assault, trafficking or sex work; or
- g. other factors determined by the community that are based on severity of needs.

These factors are intended to help identify and prioritize homeless persons within the geographic area for access to housing and services based on severity of needs.

In the local CES CoC Working Policy Guide, prioritization is based on vulnerability across five entities: (a) history of housing and homelessness, (b) risks, (c) socialization and daily functioning, (d) wellness – immediate health needs including chronic health conditions, substance usage, mental illness, and trauma, and (e) special needs (if applicable). Case Conferencing will eventually help inform the prioritization process. Prioritization information is entered into HMIS (or CES virtual platform) which enables the creation of a By-Name-List of those needing housing assistance.

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13. Do you have to document homelessness?

Yes. Providers can use direct observation or 3rd party street outreach to verify homelessness. Additionally, Health and Safety Code section 50220.7(b)(3) mandates that all applicants agree to enter individuals served by this funding into the local Homeless Management Information System (HMIS).

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14. Can funds be used for new construction?

Funds can be used for the following eligible uses, as outlined on page 13 of the Request for Applications:

- Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
  - Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves;
  - Street outreach to assist persons experiencing homelessness to access permanent housing and services;
  - Services coordination, which may include access to workforce, education, training programs, or other services needed to promote housing stability in supportive housing.
  - 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;
  - Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions);
  - Prevention and shelter diversion to permanent housing, including rental subsidies;
  - Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need (any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First as provided in Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code, and prioritize interventions other than congregate shelters); and
  - Improvements to existing emergency shelters to lower barriers and increase privacy.
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15. Do all recipients of the programs funded by HHAP 3 need to go through CES.  
Yes, individuals must be routed through CES for referrals.
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16. Will the city be able to apply alone and if awarded would we have to do an RFP to execute our project proposal?  
A city may apply alone. The city is not required to release an RFP to subcontract services to other providers, but should comply with any applicable internal procurement policies.
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17. Will the slides be made available after the workshop?  
Yes, the slides will be made available through the Homeless RFP inbox and posted on the San Bernardino County Homeless Partnership website: <https://sbchp.sbcounty.gov/coc-grants/hhap-3/>.
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18. Other than electronic signature from the proposer, are there any additional signatures needed in the application?  
Please ensure that Attachment A (page 38) is signed.
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19. What is the allowance, if any, of the HHAP Round 3 funds to be used for administrative purposes such as staffing?  
Not more than 7 percent of funds may be used for administrative costs incurred by the city, county, or continuum of care to administer its program allocation. For purposes of this Agreement, “administrative costs” does not include staff or other costs directly related to implementing activities funded by the program allocation.
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20. Are there any specific income requirements that will need to be followed to qualify individual clients for service?  
Yes, per Section 50216 of the Health and Safety Code, “Homeless” is defined in Section 578.3 of Title 24 of the Code of Federal Regulations and income requirements apply.
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21. For cities applying, does a city council resolution need to be included in the application?  
No. A resolution does not need to be submitted.
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22. What are High Utilizers?

Individuals who have high service needs, or those that may be utilizing medical and/or law and justice services constantly.