



Office of Homeless Services

# Application Workshop

## Homeless Housing, Assistance and Prevention Program Round-3

RFA OHS 23– 01

Monday, May 1, 2023

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

- **Stephanie Navarro**  
Staff Analyst II, *Community Revitalization*

- **RFA Contact Person**

Stephanie Navarro

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[Stephanie.Navarro@hss.sbcounty.gov](mailto:Stephanie.Navarro@hss.sbcounty.gov)

- **Questions**

- Questions will be answered at the end of the presentation.
- Please submit your written questions at the end of the meeting via e-mail to [HomelessRFP@hss.sbcounty.gov](mailto:HomelessRFP@hss.sbcounty.gov).
  - Deadline for submission of questions is **Wednesday, May 3, 2023 by 5:00 P.M.** (Local Time).

- 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

## SUBMISSION OF QUESTIONS

- Wednesday, May 3, 2023 by 05:00 PM (Local Time)

## APPLICATION SUBMISSION

- Wednesday, May 17, 2023 by 5:00 PM (Local Time)  
**Late Submissions will not be accepted.**

## RECOMMENDATIONS TO ICH

- June 28, 2023

## CONTRACT AWARD

- September 2023 (anticipated date)

- Please follow the instructions on:  
**Article VI Application Submission** (pages 19-22)
- Carefully read the entire RFA and attached documents
- 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:

- Definitions (pages 4-7)
- Application Conditions (pages 7-11)
- Background (pages 11-12)
- Project Description (page 12)
- Application Requirements (pages 14-20)



The estimated HHAP funding amount available for distribution for programs and projects for the five regions is \$2,590,844.87 and funding for services specific to the needs of Homeless Youth is \$312,149.98.

## Contract Term

The anticipated contract period will begin September 2023, and end on June 30, 2026. 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, Twentynine 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

Homeless Youth Services shall be Countywide

# Contracts



## GENERAL INFORMATION

- Compliance with County Policy (page 25)
- Confidentiality (page 26)
- Nondisclosure (page 29)

| 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<br>If transporting clients |
| Directors and Officers<br>Insurance (Nonprofit Org.) | \$1,000,000            |                                                  |
| Professional Liability and/or<br>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:**

[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., Wednesday, May 3, 2023.
- Be sure to *submit* Detailed Budgets.
- Be sure to *follow* the Application Format.
- Be sure to *submit* your Application via email by 5:00 P.M., Wednesday, May 17, 2023.
- **Late Applications will not be accepted.**

# Questions?

