



**BUTTE COUNTY GENERAL SERVICES
PURCHASING SERVICES**

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April 11, 2025

TO: All Contractors
FROM: Jennifer Lawrence, Contracts/Procurement Agent I
SUBJECT: Addendum #2 to RFP No.72-25, (HHAP-5)

Addendum #1 to RFP No. 72-25, (HHAP) is as follows:

QUESTIONS AND ANSWERS: The following questions were asked; responses are listed after each question:

1. Question: Per the funding plan, the delivery of permanent housing is an allowable use of HHAP 5 funds. Can the funds be used for construction of permanent housing and if so, would these development projects fall under prevailing wage?

Answer: Yes, the funds can be used for the construction of permanent housing. Development projects would fall under prevailing wage.

2. Question: Please detail what the eligibility requirements are to apply for these funds (eligible applicants). There was not a section in the RFP that addressed this.

Answer: Any entity that provides Eligible Activities may submit a proposal. Applicants may include nonprofit organizations, local government, and for-profit entities.

3. Question: 3. Can outreach and temporary shelter be eligible activities if they are tied to the goal of permanent housing?

Answer: No, funds from this RFP may not be used to fund outreach or temporary shelter. All proposed HHAP-5 projects must include at least one of the following eligible use categories: Rapid Rehousing, Homelessness Prevention and Shelter Diversion, Delivery of Permanent Housing and Innovative Housing Solutions, or Services Coordination.

4. Question: Can outreach be an eligible activity if it is tied to connecting individuals with a housing navigation center?

Answer: No, funds from this RFP may not be used to fund outreach. All proposed HHAP-5 projects must include at least one of the following eligible use categories: Rapid Rehousing, Homelessness Prevention and Shelter Diversion, Delivery of Permanent Housing and Innovative Housing Solutions, or Services Coordination.

5. Question: If the County does not receive responsive proposals for the \$2 million allocated for permanent housing, will the amount available in the other eligible activity categories be modified? If so, will the RFP be re-opened for new applications given a modified budget allocation?

Answer: The intent of the RFP as published is to make \$2M available for permanent housing in alignment with the State's requirements and the Regionally Coordinated Homelessness Action Plan as submitted.

6. Question: Is Section 3.4 of the RFP complete?

Answer: Yes, some goals do not have a specific number set, only a decrease or increase in the associated System Performance Measure.

7. I see that the document states that "respondents interested in participating in this solicitation shall register at the Public Purchase website". Is this an absolute requirement?

Answer: Yes, it is a requirement that each respondent interested in participation shall register for Public Purchase. There is no fee for registration. I've included the FAQ for Public Purchase sign-ups on page 5 of this addendum.

8. Question: Item 3.2 of the RFP references HUD's definitions of literal homelessness and those at imminent risk of homelessness but does not include them. Can you please include the definitions you are using?

Answer:

Literally Homeless - An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has a primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate

shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or

3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Imminent Risk of Homelessness - An individual or family who will imminently lose their primary nighttime residence, provided that:

1. Residence will be lost within 14 days of the date of application for homeless assistance;
2. No subsequent residence has been identified; and
3. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

9. We have not had a professional audit. Does that disqualify us from funding?

Answer: No. If an audit has not been completed by a CPA within the last 24 months, provide as D1 a statement as to why an audit has not occurred and the anticipated date of completion.

10. Question: We would like to submit a proposal that allows us to provide flexible rapid rehousing rental assistance to eligible participants and determine an appropriate level of funding for clients on a case-by-case basis, over a specified period of time. Will such a proposal need to consider any parameters for the amount or duration of rental assistance offered?

Answer: Yes, parameters include the HHAP 5 enabling statute (AB 129 (Committee on Budget, Chapter 40, Statutes of 2023)), and [CoC Policies and Procedures](#) (specifically written standards for Rapid Rehousing).

11. Question: Is a different contract required for each project?

Answer: Yes, each project requires a separate proposal, and will require a separate contract.

12. Question: Can we submit a project proposal with multiple components requesting funds from multiple categories?

Answer: Yes, a single project proposal can contain multiple eligible use categories.

13. Question: Page 4 of the RFP mentions that "HHAP round 5 is requesting community investment in permanent housing...." Is this asking for proposals to include some element of match funding outside of HHAP 5 or CoC funding?

Answer: Matching funds are not required for HHAP 5 proposals. The statement is referring to the community's commitment to utilizing HHAP 5 funding to provide permanent housing.

14. Question: Can service coordination funds (excluding administrative costs) be used for operating expenses? Specifically, can these funds cover costs such as utilities, supplies, and materials necessary for service delivery?

Answer: No, Operating Expenses refer to building leases, utilities, office supplies, etc. Services Coordination refers to access to workforce, education, and training programs; individual service planning; coordination with medical and mental health appointments; referrals to services; etc.

15. Question: How does subcontracting work in this grant? Can we use grant funds to hire or pay wages for a critical position within a partnering agency to provide services onsite? How should this be written into the grant proposal? Are there specific requirements or additional documents needed for subcontracting under this grant?

Answer: Yes, subcontracting is allowed. This must be documented and described within the submitted proposal. Note that all subcontracts must be approved by the County.

16. Question: If we are hiring an employee from a partnering organization to fill a position, would this be considered a joint venture requiring documentation for Attachment C2? Or would it simply require an operating agreement outlining the arrangement and the process for covering the employee's wages?

Answer: As described in your question, this situation would be neither a Joint Venture or Partnership. If two agencies are opting to work together on a project, they may apply jointly, or one agency may choose to take the lead and subcontract to another agency with permission from the County. Lastly, if the applicant agency is hiring an employee from another organization that will receive all the benefits of any other employee, subcontracting would not be necessary as that individual is an employee of the agency.

17. Question: Is an e-mail notice of intent acceptable, I did not see an attached form on the RFP?

Answer: The RFP was amended on Public Purchase to include the "Notice of Intent" form.

Butte County is soliciting Homeless Housing, Assistance, and Prevention Program Round 5 for Butte County. We currently post our solicitations on www.publicpurchase.com, and this solicitation, **RFP 72-25** posted on 03/10/2025. In order to download the documents, you must first register with Public Purchase. It is a 2-step process; first registering with Public Purchase and once it's been reviewed and activated, registering with Butte County.

Please see some FAQs regarding registering and downloading our documents:

How can I be notified of County solicitations?

Register at <http://www.publicpurchase.com> as a potential supplier. You will be notified via email when a solicitation is issued for a particular commodity or service for which you have registered. Competitive Solicitations are also listed on the County website so you can adjust your registration accordingly to include all commodities/services your firm could possibly provide to the County.

How do I register with Public Purchase?

It's easy! First register with Public Purchase and once your account has been reviewed, an Activation Email will be sent to you from notices@publicpurchase.com advising that your account is activated (Note: Be sure to add this email address to your contacts to avoid the bid notifications being sent to your junk folder rather than your inbox). *It can take up to 24 hours for your account to become active.*

Once you receive your Activation Email from Public Purchase, you can then register with Butte County and select the NIGP Classification Codes that relate to your business. Once you are registered with Butte County, you will be notified by email of all business opportunities based on the particular classification code(s) selected. **(The classification code(s) used for RFP 72-25 are 96200, 95800, 95200, 94600, 96100)**

How much does it cost to register with Public Purchase?

There is no fee! Once registered, potential suppliers receive email notifications, can download documents, respond to solicitations, or be awarded a contract. You may opt to upgrade the services with Public Purchase for a fee, but it is not required.

I've registered with Public Purchase, but why can't I download your solicitations?

Check the "Tasks" page to see if you are missing any required information. Often, W-9 information is missing, which will preclude a vendor from accessing the documentation. If you still cannot download a solicitation, contact Public Purchase at 800-591-5546 or access their online chat and they will be happy to assist you.

Once you're fully registered, it is your responsibility to keep your vendor information updated in Public Purchase.

I hope you will consider registering and bidding on this solicitation. If you have any questions, please let me know.