

**Butte County Responses to Proposers' Questions For  
Homeless Housing, Assistance, and Prevention Round 3 RFP# 15-23  
October 17, 2022**

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**Request for Proposals (RFP) Process Questions**

1. Item 3.1 of the RFP states that an officer must sign all grant documents. Does that means an officer of the board or the Executive Director of the organization signs?
  - A "Duly Authorized Officer" refers to anyone identified by the agency to have the authority to submit proposals and attest to the accuracy of provided information. Generally this is the Executive Director or equivalent, but can be Board President or equivalent.
2. With regard to the Notice of Intent to Submit Proposal, is it ok if the goals and the plan for the project change by the time the actual proposal is submitted?
  - Yes. The Notice of Intent is to get an idea of what will be applied for, but no part of the Notice of Intent is binding.
3. If the 2020/21 financial audit is incomplete by submission due date, will the 2019/20 audit suffice until we are able to submit the 2020/21 audit?
  - The RFP states to provide an audited financial statement no more than 24 months old - if the most recent audit is older than that, I would recommend to submit the most recent completed audit with a notation regarding the status of the 2020/21 audit. Not having an audit completed within the last 24 months will not result in an immediate disqualification, but may reduce the amount of points awarded for the proposal.
4. If we have not had an outside financial audit done does this disqualify the agency from applying? What options are available to us, if any, if we do not have an audit to attach?
  - It would not immediately cause a disqualification, but may reduce the amount points awarded for the proposal. The recommendation is to provide as attachment D1 a written statement that there has not been an audit as well as any plans and timeline of a formal audit if there will be one at a future date.
5. Is a separate proposal or application going to be required for separate programs, projects or activities?
  - Yes. A single program can request funds across different eligible use categories, but separate programs must have separate proposals. Example: If you are wanting to acquire a house for permanent housing and support an existing emergency shelter, those would require separate proposals.

Note that one proposal may address multiple outcome goals and multiple eligible use categories.

6. If applying for two activities related to two separate goals, are two separate applications required?
    - Not necessarily. Some of the goals can be tied together in the same project. For example if the project is to provide street outreach to connect people to permanent housing, this would be one application that may accomplish both Goal 6 to increase successful placements from street outreach and Goal 3 to increase the number of people exiting homelessness into permanent housing.
  7. I was confused by the goal of reduction of certain metrics by certain percentages - won't the actual numbers depend on the numbers in those categories in future years? I was just curious how that would work, and whether the percentages will be based on numbers from past years.
    - The baseline data provided within each goal is from 2020 Homeless Data Integration System data, as required by statute. The HHAP-3 application required goal setting based on that data, however because so much time has passed, our current data will likely be different. The goals set within each proposal will need to reflect the numbers outlined in the HHAP-3 presentation and RFP. However any contracted HHAP-3 agencies will be provided with quarterly updates on goal progress overall with data as current as is available to ensure adequate progress is being made.
  8. Does the HHAP-3 funding have to go for programs that were previously funded through HHAP-1 and HHAP-2? Or can it be for a new program, such as a youth housing program that we haven't done before?
    - HHAP-3 is available to all eligible applicants and is not specific to any agency or program previously awarded. HHAP-3 can be used for HHAP-1 and HHAP-2 awarded agencies that have different projects they would like to fund as well as for the continuation of projects funded through HHAP-1 and HHAP-2. However, no prior HHAP funding is required to submit a HHAP-3 proposal.
- As a reminder, projects must be ready to commence upon contract execution due to the short timeline allowed to meet outcome goals.
9. Where I might find the requirements for the performance and personnel bond in the draft contract, per Section 5.10 of the RFP? I have searched the draft contract and it is not showing up.
    - As the bond requirements vary greatly depending on the proposal and contracted services, there is not a standard that can be used for the RFP process. What is required for the RFP process is proof from an insurer that performance and personnel bonds can be acquired if necessary. If a proposal is selected, details will be provided during the contract negotiation process.

10. The RFP states that letters of recommendation cannot come from: “any firm in which the prospective proposer is or has been a partner or in which the prospective proposer has had any financial interest.” The question is about the extent of the partnership that would make a letter ineligible. Many the potential applicants frequently collaborate with other CoC organizations and are struggling to identify appropriate references. Do the limitations exclude contracted or MOU relationships?

- Letters of Recommendation can come from agencies that you have contracted with or worked with in some capacity in the past, but they may not come from an agency that you have a current financial interest in or that has a current financial interest in your agency.

11. If there is not an opportunity to fully utilize funds related to one of the goals, will the allocation be moved to another goal that is over-subscribed?

- Yes, the availability of funds as listed in the RFP is based on a preliminary budget. If selected proposals require shifting of funds, a budget revision will be completed.

12. Are forms C1 and C2 required for a local government?

- C1 is only required if the prospective proposer is a corporation. C2 is only required if the local government will be partnering with another entity to accomplish the proposed activities.

13. Are forms Es, E3, E4, E5, E6, and E7 required for a local government?

- E2 – E4 and E7 are required as applicable. Local govenrment is not required to provide E1, E5, E6

14. Can an applicant put together a single page document with the required statements from D3, K1, and L1 and have the applicant sign?

- Yes.

15. When rating applications and assigning points, in the “Program Goals” section, will applications that work to meet the goal in jurisdictions with highest population of homeless (per the PIT Count) be ranked higher?

- Not necessarily. The Program Goals evaluation will be assessing how well the Program Goals are addressed by the proposed program through both the number of people to be served compared to the amount of funding requested and the ability of the proposed program to meet the outlined goals.

### Program & Eligible Use Questions

16. Can you clarify if a provider applying for operating subsidies must already have site control of a building or what level of commitment is required to apply? For example, would a letter of intent signed with a property owner, real estate agent, and service provider be sufficient to qualify for funding?

- For the application process, site control is not required. If a proposal is awarded, the specifics for site control will be discussed during the contract negotiation

process. The recommendation is to have as much in place as possible to submit along with the proposal such as the documentation noted within the question.

17. Regarding the youth set aside: Does the \$391,000 total need to be reflected in 10% of whatever service category we apply for? I.e. 10% of Operating Subsidies and 10% of Service Coordination, or will the allocation be determined between applicants/goals/categories collectively?

- The youth set-aside is a minimum of 10% of the entire grant that must be spent on youth specific activities. It does not have to be from one or each eligible use category, funds can be dedicated entirely from one category or split across several in any way that fits the proposal. Also, one proposal does not have to use the entirety of the dedicated youth set-aside.

18. Is staff training in Evidence-based practices an allowable expense in either the Operating Subsidies or Service Coordination categories? This is a requirement of Housing First Principles. Specifically, EBPs like Motivational Interviewing, which require a certified trainer.

- Staff training in evidence-based practices are allowable expenses under both Operating Subsidies and Service Coordination categories.

19. Per the terms in the language of Eligible Activities, noted under Health and Safety Code Section 50220.7 (e), in the FAQ document, does a congregate shelter that has made operational/safety changes due to COVID-19 qualify as a "Clinically Enhanced Congregate Shelter?" What is the definition of a "Clinically Enhanced Congregate Shelter?"

- There is no specific definition for a clinically enhanced congregate shelter, however please note that there are not available funds in this RFP for eligible use 50220.7 (e)(8). Depending on the proposal, eligible use category 50220.7 (e)(2) for Operational Subsidies may be a more appropriate choice.

20. What is included in #4, in the Eligible Uses section? Specifically, can that include purchase of real property, such as an 8 bedroom house or a motel to be used to provide low cost, permanent rental housing?

- Delivery of Permanent Housing and Innovative Housing Solutions does include hotel/motel conversions as well as acquisition of large homes with multiple bedrooms as long as it will be used for permanent housing (not transitional housing or emergency shelter).

21. What is shelter diversion? Would that include moving people from shelters to housing, or is shelter diversion bringing people into housing from homelessness without them ever going into a shelter?

- Diversion programs target people as they are initially trying to gain entry into shelter. Program participants would consist of people that are already experiencing homelessness but have not yet entered emergency shelter. The purpose of diversion programs is to connect participants to other types of housing

solutions instead of entering into emergency shelters. Diversion does not include moving people from shelters to housing.

Note that Diversion differs from Homelessness Prevention in that Homeless Prevention refers to providing resources in order to prevent persons from losing their current housing and becoming homeless.

22. Can we include an amount for salary for a maintenance person throughout the CHAT agency?

- Depending on the proposed program, a maintenance person's salary can be an eligible use through Operating Subsidies category.

23. Can we use some of the funds to apply for a vehicle for CHAT's maintenance team?

- Yes, staff costs to perform day-to-day operations is an eligible use of funds and could fall under the Operating Subsidies category.

24. Outcome Goal 6 is to increase successful placements from street outreach, what is considered a successful placement?

- For this specific goal, a successful placement can be emergency shelter, transitional housing, or permanent housing.

25. Please confirm the goal that must be met associated with street outreach. Are you looking to provide 100 individuals with information on available shelter options, or are you looking to actually place 100 individuals in a shelter through outreach?

- The goal is to have 100 successful placements from street outreach. That means that there will need to be 100 people that were contacted through street outreach and were successfully placed in either emergency shelter, transitional housing, or permanent housing.

26. Which definition of homeless is applicable for HHAP?

- Homelessness follows the McKinney-Vento definition. See following pages for full definition.

**Definition of Homeless:**

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - ii. An individual or family living in a supervised 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, or local government programs for low-income individuals); or
  - iii. An individual who is exiting an institution where he or she 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;
2. An individual or family who will imminently lose their primary nighttime residence, provided that:
  - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - ii. No subsequent residence has been identified; and
  - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
3. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
  - i. Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - iii. Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - iv. Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
4. Any individual or family who:
  - i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has

- either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- ii. Has no other residence; and
- iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.