Butte County Responses to Proposers' Questions For
Homeless Housing, Assistance, and Prevention Round 1 & 2 RFP# 16-22
September 16, 2021

RFP Process Questions

Q. **Is E2 ALL agency contracts or just county contracts? For many of us that is A LOT of contracts.**

Yes, E2 is referring to ALL agency contracts within the last 5 years.

Q. **F2 is just positions and not individual names, correct?**

A. Although staffing changes may occur, the organizational chart showing administrative accountability does require both the name and titles of all staff involved in the proposed project.

Q. **Would a Tribally Designated Housing Entity be an eligible applicant under the RFP?**

A. Yes.

Q. **Are we limited to two Letters of Reference or can we have additional Letters of Reference in our application?**

A. Yes, only 2 Letters of Reference will be accepted.

Q. **We are submitting 2 applications, one for HHAP 1 and one for HHAP 2. Do we need separate applications for different activities in each HHAP round (eg: case management and street outreach both in HHAP 1)?**

A. Yes, each Round 1 and Round 2 and each eligible use category within both Rounds require separate applications. For HHAP 1, as "Outreach and Coordination" is one category, only one proposal would be needed for case management and street outreach if they are a part of the same project. In HHAP 2, "Street Outreach" and "Services Coordination" are separate eligible categories and separate proposals would need to be submitted for each of those if it is the intent of the agency to provide case management and street outreach with HHAP 2 funds.

Q. **Are the applications due for both Rd I and Rd II on the same date?**

A. Yes, all proposals for all projects for the HHAP 1 & 2 RFP are due **FRIDAY, OCTOBER 8, 2021 by 5pm**. Please note date change.

Q. **Where can the applications be found?**

A. The RFP and all corresponding documents can be found on www.publicpurchase.com. The attachments include the "Application for Funding" cover sheet. This application process is different than that of the CoC in that there is a not an application in the traditional sense. For this proposal

the "Application for Funding" is a cover sheet and all required attachments are noted in the RFP Section 4 – Submission Requirements.

Q. **E-10. What would an example be of someone who would have this capacity?**

A. This section is referring to any agencies or businesses that have an understanding of your agency's capacity to complete the proposed program. For example, many agencies, departments within the county, or city offices in our community often work together or alongside each other as they are all serving the same population. In that past we have received letters of reference from the City of Oroville and the Office of the Mayor.

Q. **E 6. Please provide examples.**

A. This section is to list out persons your agency has been in business within the last five years. For example, if your agency partnered with another agency in the completion of a contract or project. If your agency has not partnered with any other persons/agencies, please note that in this section so the proposal is not considered incomplete.

Q. **Which version of local priorities are we relying on for this funding? Community survey results (Jan. 2020), Local priorities Dec 2018; primary and secondary), and Tac Recommendations (May 2019)?**

A. All local priorities are important to consider when submitting the proposal for your agency, however it is only recommended that they are considered within the project proposal. If your proposed project aligns with community priorities, it may gain more points in the Program Design category when being rated by the Rank & Review Committee.

Eligible Use and Terminology Questions
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Q. **For HHAP 1 funds, should Rental Subsidies Support be presented under the Operating Subsidies & Reserves use category or the Delivery of Permanent Housing use category? Or, if this rental subsidies is youth specific, should it be under the Youth Set-Aside category?**

A. The Youth Set-Aside category is just to call out the minimum dollar amount required by HHAP. Please note that the dollar figure listed in the RFP is the minimum required and that more funds may be requested if required for the proposed project.

The project, although youth specific, may fall under any of the other eligible use categories. Rental subsidy support may fall under "Rental Assistance and Rapid Rehousing" if the project targets rapid rehousing, "Delivery of Permanent Housing" if the program targets permanent housing, or "Prevention and Shelter Diversion to Permanent Housing" if the project is targeting prevention and diversion services. The "Operating Subsidies & Reserves" category is intended to be used for the operation of supportive housing units, emergency shelters, and navigation centers.

Q.   **Is there any guidance on what is meant by: "To sustain and expand sheltering opportunities to better prepare for future public health crises." I'm wondering if this is any different from just sustaining and expanding sheltering opportunities generally. For example, are they looking for particular types of shelters, or shelters for particular types of people?**

A.   Part of HCFC's intention with HHAP funds is for communities to be better prepared in the event of another public health crisis. This prioritization point is very broad as every community is different and the needs of our region may differ from the needs of another region. No particular type of shelter is called out as being a priority by HCFC, however it is important to note what our community has deemed a priority, please see the CoC priorities, TAC recommendations, and HHAP community survey results - available in the HHAP presentation sent out via email and posted on the CoC website in the Grant section.

Q.   **What is meant by "homelessness response systems" that are to be strengthened?**

A.   Homelessness response systems refers to our community's ability to provide necessary services for the amount of people experiencing homelessness in our region. Some things to consider are the availability of shelter beds, availability of hygiene resources, hours of operation of emergency shelters, access to safe storage for possessions, potential need for increased case management, etc. This also ties in with our community's ability to be more prepared for future health crises.

Q.   **Could "innovative solutions" cover something like operation of a non-licensed board and care type home for people with mental illness?**

A.   This question is unable to be answered at this time due to our state contact needing additional time to do research on the specificity of the question and whether or not it would be an allowable expense. Once we have an answer, an updated Q&A will be sent out.

Q.   **What can be covered under "operating subsidies" for an organization that provides low income rental units in shared housing settings to people who were formerly homeless? For example, could the salary for a property manager and/or a bookkeeper be covered?**

Operating Subsidies in affordable housing and emergency shelters can be used for salaries for property manager and/or bookkeeper. Please ensure that the "formerly homeless" individuals you are serving meet one of the categories of "homeless" per the federal definition: https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf .

Q.   **What is shelter diversion to permanent housing?**

A.   Diversion refers to targeting people as they are initially entering into emergency shelter and instead helping them quickly regain stability in permanent housing. Conversely, prevention targets those at imminent risk of homelessness, but are still currently housed, and rapid re-housing targets those already experiencing homelessness. Prevention and diversion programs that provide rental assistance, housing search resources, and stabilization services to prevent homelessness or quickly divert individuals out of the shelter system are eligible uses of the "Prevention and Diversion" use category.

Q.   **What are "reserves", and how much is allowed for reserves?**

A.   An operating reserve is an unrestricted fund balance set aside to stabilize a nonprofit's finances by providing a cushion against unexpected events, losses of income, and large unbudgeted expenses.

An example of operating reserves is on permanent support housing projects where the budget for the capital project includes an "Operating Reserves" line item or "Capitalized Operating Reserve".

Q. **What is allowed under "new emergency shelter" in both Round 1 and Round 2? Does that include both construction and operations costs?**

A. New emergency shelter costs could include new and renovation construction as well as operation costs. In order for a proposed new emergency shelter to be allowed, there must be a demonstrated need. See next question for more details.

Q. **Under 2.2 SERVICES TO BE PROVIDED. The 7th bullet talks about new emergency shelter beds can be funded if a "demonstrated need" is established. Is the responsibility on the applicant to demonstrate need or has this already been completed by the COC earlier in this process? If it is up to us, what is the timeline we should include (winter? Summer? Which year?) and what sources should we consider?**

A. It is the responsibility of the applicant to show demonstrated need by providing current information as follows:

> (a) The number of shelter beds in the jurisdiction;
> (b) The shelter vacancy rate in the summer and winter months;
> (c) The percentage of exits from emergency shelters to permanent housing solutions; and
> (d) A plan to connect residents to permanent housing.

There are several reports that can be used as a reference within the "Reports" section of the CoC website such as the Point-In-Time Report and the Housing Inventory Count Report. HMIS supported agencies can also create reports within the system to collect some of the above stats. There are agency specific Program Based Reports as well as community wide Administrative Reports. If your agency is an HMIS user and is having any issues running reports within HMIS, please feel free to reach out to hmishelp@buttecounty.net.

Q. **If construction costs are allowed under "new emergency shelters", can the construction to be covered have occurred or commenced prior to December 14, 2021?**

A. No, eligible expenditures are only reimbursable for activities occurring December 14, 2021 or later.