



Revised January 30, 2026



IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL

REQUEST FOR PROPOSALS RFP 0004-26

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM – ROUND 5

Issued:

Thursday, January 8, 2026

DEADLINE FOR SUBMISSIONS:

Wednesday, February 18, 2026, by 4:00 PM (PST)

SUBMIT TO:

<https://vendors.planetbids.com/portal/64020/portal-home>

Point of Contact:

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Purchasing Department
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**PROPOSALS MUST BE SUBMITTED BY THE SPECIFIED DATE AND TIME.
APPLICATIONS WILL NOT BE CONSIDERED IF RECEIVED AFTER THE DUE DATE AND
TIME. AN AMENDMENT IS CONSIDERED A NEW PROPOSAL AND WILL NOT BE
ACCEPTED AFTER THE SPECIFIED DATE AND TIME.**

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Section 1: Invitation for Proposals

The Imperial Valley Continuum of Care Council (IVCCC) invites qualified applicants to submit proposals for the Homeless Housing, Assistance and Prevention Program (HHAP) – Round 5 (HHAP-5). HHAP-5 is established for the purpose of organizing and deploying the full array of homelessness programs and resources comprehensively and effectively, and to sustain existing federal, state, and local investments towards long-term sustainability of housing and supportive services. This funding opportunity is intended to support efforts that transition individuals and families experiencing homelessness into permanent housing, consistent with the State's Housing First Policy.

All proposals must clearly demonstrate alignment with HHAP-5 priorities, including the use of evidence-based strategies and a focus on long-term housing stability. This Request for Proposals (RFP) provides the information and procedures necessary to prepare a proposal. Qualified applicants are invited to submit proposals in accordance with this RFP no later than:

Wednesday, February 18, by 4:00 PM (PST)

Any revisions to this RFP will result in the IVCCC issuing an appropriate addendum. Once issued, all terms and conditions that are not specifically modified in the addendum shall remain unchanged. Revisions to this RFP will be posted on the following websites:

Imperial County Purchasing Department:

[PlanetBids](#)

Imperial Valley Continuum of Care Council:

<https://www.imperialvalleycontinuumofcare.org>

Section 2: Timeline

January 8, 2026	RFP released on IVCCC's website: IVCCC and County of Imperial Purchasing Department's vendor portal: PlanetBids .
January 13, 2026	A technical assistance workshop will be held via Teams at 2:00 PM (workshop is not mandatory but recommended). Link: [HHAP-5 Technical Assistance Workshop] .
January 14, 2026	Deadline for submission of applicant(s) questions to be entered on Imperial County Purchasing PlanetBids vendor portal by 2:00 PM.
January 20, 2026	Applicant(s) questions and answers posted to the IVCCC and Imperial County Purchasing PlanetBids vendor portal by 5:00 PM.
February 18, 2026	Deadline for proposal submission by 4:00 PM on Imperial County Purchasing PlanetBids vendor portal.
February 24, 2026	Scoring and Ranking Committee reviews and ranks projects.
March 4, 2026	IVCCC Executive Board takes action on recommendations.
March 6, 2026	IVCCC posts ranking on the IVCCC website and will send out award letters.
April 30, 2028	Subrecipient/subgrantee expenditure deadline.

Section 3: Background

The Homeless Housing, Assistance and Prevention (HHAP) Program – Round 5 is a \$1 billion grant initiative authorized by Section 17 of AB 129 and codified in [Health & Safety Code § 50230](#) et seq., signed into law on July 10, 2023, by Governor Gavin Newsom. Released by the Department of Housing and Community Development (HCD), the program is exempt from standard rulemaking procedures and operates under guidelines established in this NOFA, which carry the legal weight of statute.

HHAP Round 5 funds are not just financial resources; they are tools used to continue to build regional coordination and a unified regional response to reduce and end homelessness. Your work, moving homeless individuals and families into permanent housing and supporting their efforts to maintain it, is instrumental in this endeavor. The program builds upon the foundational work of HEAP, HHAP Rounds 1 through 4, and COVID-19 funding to develop a regionally coordinated and housing-focused response to homelessness. The IVCCC continues to strengthen cross-sector partnerships to meet the unique needs of Imperial County's homeless population through collaborative solutions.

Section 4: General Requirements

Applicants are expected to meet the following core requirements:

- a) Implement Housing First practices that ensure low-barrier, client-centered access to services.
- b) Use HHAP-5 funds strategically with other funding sources to maximize impact and sustainability.
- c) Demonstrate a commitment to addressing racial disparities and promoting equity in service delivery.
- d) Provide meaningful engagement of individuals with lived experience in program design and governance.
- e) Actively comply with all reporting, HMIS data entry, and system coordination expectations.
- f) Dedicate at least 11.5% of requested funds to support homeless youth, ages 12-24.
- g) Fund projects that provide housing and services that are Housing First compliant, per HSC section 50234(f), and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving interim or permanent housing, or other services for which these funds are used. Housing First should be adopted within the entire local homelessness response system, including outreach and interim housing, short-term interventions like rapid re-housing, and longer-term interventions like supportive housing.

Grantees must contractually obligate at least 75% and expend at least 50% of the initial 50% of the HHAP-5 base allocation by June 30, 2026. Upon satisfying these thresholds and receipt of HCD approval for the updated Regionally Coordinated Homelessness Action Plan, the remaining 50% of the base allocation will be disbursed. All HHAP-5 funds, including base, planning, and supplemental allocations, must be fully expended by the IVCCC by June 30, 2028. Any unspent funds as of that date will revert to the State, per Health & Safety Code § 50235(m). Applicants must ensure that programs align with the goals outlined in the HHAP Round 5 [Regionally Coordinated Action Plan](#) (Attachment A).

Section 5: Program Funding

The total HHAP-5 allocation available through this Request for Proposals (RFP) is **\$3,267,503.09**. Proposals may request funding for one or more of the following eligible categories: Rapid Rehousing, Prevention and Diversion, Delivery of Permanent Housing, Operating Subsidies (permanent and interim), and Street Outreach. A minimum of 11.5% of the total requested budget must be allocated to serve homeless youth (ages 12-24).

Effective July 1, 2024, administration of the Homeless Housing, Assistance and Prevention (HHAP) Program transitioned to the Department of Housing and Community Development (HCD). The program is now managed by HCD's Housing Policy Development Division, in accordance with [Health and Safety Code section 50231](#) and the statutory changes included in the 2024 Budget Act.

Section 5(a): Action Plan

Awarded applicants will be tasked with aiding the IVCCC in achieving its [Action Plan](#) goals of identifying issues faced by individuals experiencing homelessness within the homeless housing process.

Section 5(b): IVCCC Funding Principles

This RFP adopts the IVCCC Executive Board's established funding principles established during an IVCCC Executive Board meeting held March 14, 2019.

1. Invest in programs that support Imperial County's service priorities: permanent housing, rapid re-housing, emergency shelters, transitional housing, and supportive services to end homelessness.
2. Invest in programs that support Imperial County's homeless population priorities and align with the U.S. Department of Housing and Urban Development (HUD) recommended subpopulations, such as veterans, youth, families, and chronically homeless individuals.
3. Invest in programs that work towards eradicating homelessness in the region by addressing the underlying causes and lessening the negative impact on individuals, families, and the community.
4. Invest in programs addressing significant service gaps among the chronically homeless and establish accountable, long-term, sustainable results.
5. Invest in programs that support the Housing First policy and emphasize a comprehensive, coordinated service delivery approach to wraparound services to ensure successful housing and self-sufficiency outcomes.

Section 6: Eligible Uses

The HHAP Program – Round 5 requires recipients to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations, as stated in Health and Safety Codes, [§50218.7](#), [§50220.8 \(e\) \(1-8\)](#), [§50220.8 \(f\), \(g\)](#), [§50222](#), [§50223](#), [§50236 \(a\), \(c\), \(e\), \(g\)](#).

Section 6(a): Eligible Uses

On November 2, 2022, the IVCCC Executive Board approved a specific list of eligible activities based on local needs. In alignment with the HHAP-5 Notice of Funding Availability (NOFA) and Health and Safety Code (HSC) § 50232(a), § 50234(e), and § 50236(a), the following eligible

uses are approved for funding under this Request for Proposals (RFP):

a) **Permanent Housing:**

1. Delivery of Permanent Housing and Innovative Solutions – Costs that support the provision of permanent housing, including acquisition, improvement, renovation, maintenance, and services for people in permanent housing programs.
2. Rapid Rehousing – Costs that support operating a rapid rehousing type housing service, including rental subsidies, landlord incentives, move-in expenses, and services to increase housing retention.
3. Prevention and Shelter Diversion – Costs that support eligible populations access safe alternatives to shelter and/or remain safely housed, including homelessness prevention, rapid rehousing, and problem-solving and diversion support programs.
4. Operating Subsidies - Permanent Housing – Costs that support operations in new and existing affordable or supportive housing units, including operating costs, property tax abatements, and subsidies supporting ongoing operation and maintenance.

b) **Service Provision:** Includes delivery of wrap-around and supportive services necessary to maintain housing stability and support transitions from homelessness. Eligible activities include:

1. Street Outreach – Costs that support Outreach programs, including services for people experiencing unsheltered homelessness, evidence-based street engagement services, intensive case management services, assertive community treatment, housing navigation, harm reduction services, coordination with street-based health care services, and hygiene services for unsheltered individuals and people living in encampments.

c) **Youth Set-Aside (YSA):**

At least 11.5% of IVCCC's HHAP-5 allocation must be dedicated to services for unaccompanied youth experiencing homelessness. YSA funds may be used for any of the above activities (permanent housing, services coordination, prevention/diversion, or street outreach), provided they are tailored to meet the unique needs of youth.

Section 6(b): Maximum and Minimum Request

The maximum total amount is \$3,267,503.09. The maximum Available Per Category:

Eligible Categories	Total Allocation	YSA (Included in Total Allocation)
Rapid Rehousing	\$ 314,026.40	\$ 36,113.04
Prevention and Diversion	\$ 256,994.63	\$ 29,554.38
Delivery of Permanent Housing	\$ 2,284,682.21	\$ 262,738.45
Operating Subsidies	\$ 367,135.18	\$ 42,220.55
Street Outreach	\$ 44,664.67	\$ 5,136.44
Total	\$ 3,267,503.09	\$ 375,762.86

Section 7: Eligible Costs/Populations/Applicants

Section 7(a): Eligible Costs

The IVCCC uses the federal regulations to provide guidelines for eligible costs. Eligible costs may include but are not limited to those items listed therein and may be affected by [the IVCCC Written Standards](#), State and Federal regulations, and any policies set by the Housing and

Community Development, and Assembly Bill 129 or any other local policies or procedures. For further information regarding the State HHAP Program regulations and uses, please visit the [State of California HHAP](#) page.

Section 7(b): Eligible Populations

HHAP Round 5 Program participants must meet the minimum homeless criteria defined in [Title 24 CFR 578.3](#), and meaning they must meet HUD's definitions of homelessness. In addition, consistent with HHAP-5, applicants may serve individuals and households who are **at imminent risk of homelessness ("at-risk populations")**. This includes households at or below 30% of Area Median Income who are paying more than 50% of their income toward housing costs and who demonstrate data-informed risk factors indicating a high likelihood of entering homelessness.

Special consideration will also be given to projects that serve unaccompanied youth, families, veterans, and chronically homeless individuals. Applicants are expected to prioritize resources in a manner that aligns with HHAP-5's emphasis on prevention, diversion, and permanent housing solutions while ensuring equity across all eligible populations.

Section 7(c): Eligible Applicants

Eligible applicants include public agencies, nonprofit organizations, and for-profit entities with demonstrated capacity to implement housing-focused programs that the IVCCC determines are qualified to undertake the proposed activities. Applicants may include subgrantees as part of a collaborative, region-wide application to respond to local homelessness challenges. All subgrantees must meet all applicable HHAP-5 requirements and implement services consistent with the Housing First model: delivered in a low-barrier, trauma-informed, and culturally responsive manner.

Section 8: Ineligible Uses

As per HSC [§ 50218\(a\)\(5\)](#), program recipients shall not use HHAP Program funding to supplant existing local funds for homeless housing, assistance, or prevention. The HHAP Program funds are intended to expand or increase services and housing capacity. HHAP funds shall not replace local funding committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost because of these funds ending, HHAP Program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time-limited city and county tax or a one-time block grant, such as HEAP. Such projects must first receive approval by HCD.

Funds shall not be used for costs associated with activities in violation of any law or for any activities not consistent with the intent of the Program and the eligible uses identified in [HSC §50220.7](#).

New interim housing projects are not eligible unless the region has committed adequate resources to permanent housing and has received written approval from Housing and Community Development.

Reimbursement will not be granted for costs incurred prior to the execution of a standard agreement.

Administrative costs of the program can be used up to 7% of the total cost of the HHAP grants for applicants. Indirect costs associated with program-related activities should be included in the submitted program budget and not classified as administrative costs.

Section 9: Minimum Requirements

To be eligible for funding, applicants shall submit proposals that clearly describe how each project meets the general requirements and minimum requirements outlined below:

Section 9(a): Service Delivery Conditions and Implementation Requirements

- a) Applicants must align with IVCCC Written Standards and HHAP-5 goals and timelines.
- b) Funds shall support regional coordination and expand or develop local capacity to address immediate homelessness challenges. Such activities must be informed by a best-practice framework focused on moving homeless individuals and families to maintain their permanent housing.
- c) Ensure the project aligns with the Promising and Evidence-Based Practices (Attachment B) or evidence-based practices identified by State or Federal agencies.
- d) Participate and submit client data through the Homeless Management Information System (HMIS) or comparable database to track services and clients served.
 - 1. Projects must ensure HMIS data is collected in accordance with applicable laws and in such a way as to identify individual projects, services, and clients that are supported by funding. Awarded applicants will acknowledge that IVCCC staff shall have read-only access to the information entered by all agencies within the HMIS trust network of the Imperial County CoC. As such, the awarded applicant(s) will grant IVCCC immediate access to their HMIS projects.
- e) Projects must participate in the IVCCC Coordinated Entry System (CES) and ensure all potential clients have been adequately assessed and referred through designated CES entry points prior to receiving services supported by funds.
- f) Projects must adhere to the expenditure deadlines listed by the funding source.

Section 9(b): Applicant Eligibility Requirements

- a) Must comply with all the conditions of the Standard Agreement between the County of Imperial and the State of California Agreement No. 24-HHAP-10013 (Attachment C). Applicants must also comply with the applicable State requirements governing the use of HHAP Round 5 funds and the terms and conditions governed by its agreements with the County of Imperial under this RFP.
- b) Must be able and willing to enter into an agreement with the County of Imperial.
- c) Must have at least 12 months of prior operational experience as of the RFP release date.
- d) Must demonstrate proven administrative and financial capacity to administer the program within 60 days of the local award and on a reimbursement basis.
- e) Must be eligible to receive federal funds and not be on the Federal Exclusion list or any other government registries prohibiting funding eligibility.
- f) Must be a general member of the IVCCC or become a general member if the project is selected for funding.
- g) Must maintain at least the minimum workers' compensation required within executed agreements with service providers and the County of Imperial for those employees who will perform the proposed HHAP Round 5 project activities or any part of it.
- h) Must maintain, as required by law, unemployment insurance, disability insurance,

cyber liability insurance, errors and omissions coverage, vehicle insurance and liability insurance, and any other insurance deemed necessary by County of Imperial or under State or Federal law in an amount that is reasonable to compensate any person, firm or corporation who may be injured or damaged while performing work or any part of it.

- i) Provide a copy of the current business license or other applicable licenses.
- j) Have or acquire a [Unique Entity Identifier](#) formerly known as the Data Universal Numbering System (DUNS) number.
- k) Be registered with the federal government's System of Award Management (SAM).
- l) Cannot use funds for costs associated with activities in violation of any law or for any activities not consistent with the intent of the Program and the eligible uses identified in [§ 50220.7](#).
- m) Submit an approved resolution from their governing board (if any) before executing a contract with the County of Imperial.
- n) Submit a detailed project description, project schedule of target activities, a detailed project budget narrative, a detailed budget with a line-item breakdown(s) of project costs, the proposed project location, and any other pertinent information.
- o) Submit a copy of their Equal Access and Non-Discrimination policies as part of the application.

Section 9(c): Reporting Requirements

Annual Reports

Awarded applicants will be required to submit annual reports to the County of Imperial in a format approved by the County. Information to be requested may include but is not limited to the following:

- a) Specific uses, obligations, and expenditures of any program funds broken out by eligible uses;
- b) Number of individuals and families served, including demographic information;
- c) The types of housing assistance provided, broken out by the number of individuals;
- d) Outcome data for individuals served through program funds;
- e) The number of individual exits to permanent housing from unsheltered environments and interim housing resulting from this funding;
- f) Partnerships among entities or lack thereof;
- g) Participant and regional system performance measure outcomes;
- h) Racial equity;
- i) Any other metrics deemed appropriate by HCD.

Monthly Reporting – Invoices

In order to align with the monthly reporting requirements for HHAP, awarded applicants must submit monthly invoices to the County of Imperial. Invoices for every month are due no later than the 10th of the subsequent month. The report must include the ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible uses listed, including the status of those funds and any additional information the County of Imperial or IVCCC deems appropriate or necessary.

Awarded applicants may be required to provide supplemental reporting with written notice by the County of Imperial.

Section 10: Inspection and Retention of Records

The applicant(s) plays a crucial role in the inspection process. They agree that the Agency and the County or IVCCC shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under the contract agreement with the County. The applicant(s) agrees to provide the Agency and/or the County or IVCCC with any information requested. The applicant(s) agrees to give the Agency and/or the County or IVCCC access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees who might reasonably have information related to such records and for inspecting and copying such books, records, accounts, and other materials that may be relevant to an investigation of compliance with the HHAP laws, the California Department of Housing and Community Development [website](#), and this RFP. The applicant(s) agrees to retain all records described above for a minimum of a five (5) year period after the termination of the contract agreement.

In the event any litigation, claim, negotiation, audit, monitoring, inspection, or other action has commenced before the required records retention period expires, all records must be retained until the action is completed and all issues that arise from it are resolved.

Section 11: Evaluation and Selection Process

A non-conflicted Scoring and Ranking Committee, meticulously selected by the IVCCC, will review, score, and rank each proposal that has met the minimum threshold criteria. The intent is to select proposals in accordance with the evaluation criteria outlined in this RFP. For proposals with more than one eligible activity, bonus points will be applied only to the eligible activity that encompasses the highest proportion of the budget. The highest possible score is 115.

The Scoring and Ranking Committee's recommendation will be forwarded to the IVCCC Executive Board for final determination of awards. Standard agreements between the County of Imperial and the awarded applicant will be reviewed and approved by the Imperial County Board of Supervisors. The County, in collaboration with the IVCCC Executive Board and the Scoring and Ranking Committee, reserves the right to reject any or all proposals or to waive any discrepancy or technicality and make the award(s) in any manner determined by the County IVCCC Executive Board, and Scoring and Ranking Committee.

SCORING CRITERIA		
Applicant Capacity and Commitment to Housing First Max Score: 20	• Experience providing similar services and/or housing to homeless persons or other vulnerable populations for which funds are being requested.	5 points
	• Experience addressing the needs of the proposed target population.	5 points
	• Sufficient capacity for project oversight and administration, and fiscal management.	5 points
	• Commitment to implementing/integrating with the local CES and adhering to Housing First Principles.	5 points
Project Design and Approach Max Score: 20	• Project is based on best-practices framework proven methods.	4 points
	• Project approach demonstrates measurable positive outcomes.	4 points
	• The project design aligns with the CoC Written Standards, IVCCC Funding Principles, Housing First Principles, and the ability to address homeless challenges.	4 points
	• Anticipated numbers served are realistic, given the prioritization of vulnerable individuals and families within the homeless population.	4 points
	• The staffing pattern is reasonable for providing long-term housing retention.	2 points
	• Project addresses disproportionately impacted communities of color and those whose English is not their primary language.	2 points
Financial Capacity, Feasibility and Sustainability Max Score: 18	• Budget provided clearly details the allocation of funds and includes staffing patterns necessary to sustain the project.	2 points
	• Reasonable project costs, to include cost per client served.	2 points
	• Extent to which the project leverages agency and community resources.	2 points
	• Addresses outstanding and/or unresolved audit findings.	3 points
	• Demonstrated capacity to operate the project based on its budget and timeline.	3 points
	• Demonstrated capacity to effectively manage project finances (e.g., invoices submitted in a timely, complete manner).	3 points
Past Performance Max Score: 15	• Provide annual performance report or similar report demonstrating a proven track record of permanently housing individuals and/or families in a similar project.	5 points
	• Data collection and reporting systems allow for accurately reflected outcomes and performance.	5 points
	• Clearly addresses how a current/similar project enhances system performance by reducing the length of time persons experience homelessness, reduces returns to homelessness, and increases both cash and non-cash income of participants.	5 points

Coordination and Collaboration	<ul style="list-style-type: none"> The applicant will provide services countywide. Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication. 	4 points 4 points
Max Score: 22	<ul style="list-style-type: none"> Demonstrates a history of collaboration. Coordination with other agency activities and funding sources. Links participants to mainstream resources and essential services not provided by the project. Adequate staffing for CES participation and case conferencing. Adequate staffing to support data collection and tracking through HMIS or comparable databases. 	3 points 3 points 2 points 3 points 3 points
Implementation and Timeliness	<ul style="list-style-type: none"> Demonstrates the ability to initiate and deliver services within thirty (30) days of contract award. Demonstrates and provides project benchmarks, milestones, and target dates (Gantt Charts, etc.). 	5 points 5 points
Application Completeness	<ul style="list-style-type: none"> 3 Points: All requested documents listed within this RFP and/or in the Proposal Checklist are complete and included within the application. 2 Points: All formatting requirements are met. 	5 points
Max Score: 5		
Total Possible Score: 110		

BONUS POINTS		
Delivery of Permanent Housing and Innovative Solutions	Includes provision of permanent housing, including capital acquisition, improvement, renovation, and maintenance, to increase affordable housing stock, and services for people in permanent housing programs.	5 points
Rapid Rehousing	Includes rental subsidies and incentives to landlords, such as security deposits and holding fees.	2 points
Operating Subsidies	<ul style="list-style-type: none"> 1 Point: Projects with operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. 1 Point: Projects with operating reserves. 	2 points
Prevention and Shelter Diversion	Includes diversion to permanent housing, including rental subsidies.	2 points
Street Outreach	Assist persons experiencing homelessness with accessing permanent housing and services.	1 point

Section 12: Method of Award

The Scoring and Ranking Committee's recommendation will be presented to the IVCCC Executive Board for a final recommendation of awards. Standard agreements between the County of Imperial and the awarded applicant(s) will be reviewed and approved by the Imperial County Board of Supervisors.

In collaboration with the IVCCC Executive Board, the County reserves the right to reject any or all proposals, waive any technicality, and split or make the award in any manner determined by

the County and IVCCC Executive Board. The County and IVCCC Executive Board recognize that project costs are only one of several criteria to be used in judging an offer and are not legally bound to accept the lowest offer.

RFP submission in response to the solicitation process becomes the exclusive property of the County. Upon submission of an applicant's proposal(s), the submission and any pertaining documents are subject to the State of California Public Records Act. Exceptions will be those elements in the [California Government Code section 6250](#) et. Seq. (Public Records Act) which are marked "trade secret," "confidential," or "proprietary." The County shall not be liable or responsible for the disclosure of any such records, including, without limitation, those so marked, if disclosure is required by law or by an order issued by a court of competent jurisdiction. In the event the County is required to defend an action on a Public Records Act request for any of the documents above, information, books, records, and/or contents of a qualification marked "trade secret," "confidential," or "proprietary," the Vendor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language.

Section 13: RFP Application Instructions and Preparing a Proposal

The instructions in this section correspond to each proposal component and the forms required to complete a proposal. To be considered, the applicant(s) shall follow the instructions in each section of this RFP, including the following requirements:

- a) Each agency shall submit separate proposals per project.
- b) Provide a clear and detailed description of each proposed project/service provided, at minimum, addressing specific components for all the sections in the RFP application.
- c) Submit all the necessary supporting documentation requested within this RFP, the application, and the Proposal Checklist.

Applicants who do not submit a complete RFP application along with the supporting documentation may be found to be "non-responsive" and disqualified from the RFP process. The applicants must examine and understand all requirements, specifications, or interpretations. In the event that any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Section 13(a): Format

Each proposal must meet the following format requirements:

- a) Paper size must be 8 ½" x 11" (letter) sheets (fold outs are acceptable for charts, etc.).
- b) Font size must be large enough to be easily legible but not be smaller than 11 point.
- c) Include a Table of Contents with page numbers.
- d) Include page numbers throughout the entire proposal.
- e) Proposal Package sections must be clearly labeled with title pages.

Section 13(b): Applicant Instructions

Vendor Registration – If awarded, applicants must be registered with the County within five (5) business days of the announced award. The vendor application is located here:

<https://vendors.planetbids.com/portal/64020/vp/vp-prereg>. Vendors must also submit a Request

for Taxpayer Identification Number and Certification (Form W-9) to the Imperial County's Auditor Department.

Technical Assistance Workshop – A Technical Assistance Workshop will be provided, and all those interested in submitting a proposal will be encouraged to attend. Please register via email:

Date: January 13, 2026

Time: 2:00 PM

Location: Microsoft Teams Meeting

Registration: [HHAP-5 Technical Assistance Workshop](#)

Proposal Application – The proposal must be submitted utilizing the project application template (Attachment D) located on the County of Imperial Purchasing Department [website](#) and on the IVCCC [website](#). Attach all required narrative responses to the application form.

If an organization wishes to submit multiple individual projects, each project will require its individual application, and supporting documentation, to be submitted separately. Each application must clearly define the proposed eligible funding activity and answer each question related to each project.

Applicants proposing a project encompassing more than one eligible activity may submit a single application identifying each activity.

Bid Protest Procedures – Applicant(s) can contact the County of Imperial Purchasing Department via email (procurement@co.imperial.ca.us) to request a copy of the Services Purchasing Manual for Bid Protest Procedures.

Section 13(c): General

All proposals must be submitted per the standards and specifications of this RFP.

- a) The County reserves the right to waive, at its discretion, any irregularity which the County deems correctable or otherwise not warranting rejection of the proposal.
- b) The County shall not pay any costs incurred or associated with preparing this or any proposal or participating in the procurement process.
- c) Any applicant(s) who wish(es) to modify a proposal already received by the County must withdraw their proposal to make the modifications and re-submit. The applicant(s) is/are responsible for ensuring that modified proposals are resubmitted before the RFP submittal deadline.
- d) The applicant(s) may withdraw their proposals at any time prior to the due date and time by submitting notification of withdrawal signed by the applicant's authorized agent through the [Imperial County Purchasing PlanetBids vendor portal](#). Proposals cannot be changed or modified after the date and time designated deadline for submission.
- e) Proposals submitted to any other County office will be rejected.
- f) The applicant's authorized agent shall sign all proposals.
- g) All work papers prepared in connection with the contractual services will remain the property of the awarded applicant(s); however, all reports rendered to the County are the exclusive property of the County and subject to its use and control.
- h) Questions concerning the proposal process should be submitted through the [Imperial County PlanetBids vendor portal](#) during the Question and Answer (Q & A) period noted in the timeline table as indicated on page three (3) of this RFP. All contacts during the

application process should be made to:

County of Imperial Purchasing Department

Name: Rhoda Hoffman

Email: procurement@co.imperial.ca.us

- i) Attempts by the applicant(s) to contact any other County representative or IVCCC Executive Board member may disqualify the applicant(s).
- j) The County reserves the right to amend, modify, or revise the project scope of services and make the award as deemed necessary by the County and IVCCC Executive Board.
- k) The applicant(s) must carefully examine and understand all requirements, specifications, and conditions stated in this RFP. If an applicant(s) is/are planning to submit a proposal finds discrepancies or omissions in this RFP or doubts a definition, a written request for interpretation or correction must be given to the County before the closing date. Any changes to this RFP will be made only by written addendum and will be posted on the [IVCCC website](#) and [Imperial County Purchasing PlanetBids vendor portal](#).
- l) The applicant(s) must be in compliance with the economic sanctions imposed on Russia due to its actions in Ukraine and must report on steps taken to comply with such sanctions. These steps include but are not limited to desisting from making new investments in or engaging in financial transactions with Russian entities, not transferring technology to Russia or Russian entities, and directly supporting the government and people of Ukraine. This applies to any agreement valued over \$5 million (Attachment E, if applicable).

Section 13(d): Proposal Checklist

The proposal checklist form (Attachment F) must be completed, and each item checked off to ensure the minimum required items have been submitted.

Section 13(e): Certification

An authorized representative must sign the certification form (Attachment G). The signature shall constitute a warranty, the falsity of which shall include the right, at the option of the County, to declare any contract made as a result thereof void.

Section 13(f): Worker Compensation / Insurance Documentation

Applicants must provide a copy of worker compensation policy and insurance certificates as specified in Section 9(b)(g) and 9(b)(h), and the Proposal Checklist as part of this application.

Section 13(g): Request for Proposal Application Due Date and Submission Options

Applications must be submitted by 4:00 PM (PST) on Wednesday, February 18, 2026, to the [PlanetBids website](#).

Section 14: Definitions

- a) Agency: California Department of Housing and Community Development.
- b) Applicant: A local government, private non-profit, or for-profit organization that the IVCCC determines is qualified to undertake the proposed activities.
- c) California Housing First Policy: The "Housing First Model" is a model of housing assistance that is offered without preconditions (such as sobriety or a minimum income

threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. Research shows that it is effective for the chronically homeless with mental health and substance abuse disorders, resulting in fewer inpatient stays and less expensive interventions than other approaches. For more information, please refer to [Housing First Section 8255](#) of the Welfare and Institutions Code, which includes all the core components listed therein. For a short explanation, please refer to [What Housing First Really Means](#).

- d) Coordinated Entry System: A centralized or coordinated process pursuant to [Section 578.7 of Title 24](#) of the Code of Federal Regulations, as that section read on January 10, 2019, is designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.
- e) Chronically Homeless: (1) A "homeless individual with a disability," as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
 - i. lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii. has been homeless and living as described in this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in the previous paragraph. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.
For further information, see [Section 578.3 of Title 24 of the Code of Federal Regulations](#) (as defined in Section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)) and as found in the [IVCCC Written Standards](#).
- f) Continuum of Care: The IVCCC, as defined by the United States Department of Housing and Urban Development in [Section 578.3 of Title 24](#) of the Code of Federal Regulations.
- g) County: The County of Imperial and its Imperial County Department of Social Services (ICDSS). For purposes of this RFP, ICDSS and County are used interchangeably.
- h) Department: The Department of Housing and Community Development.
- i) Emergency Shelter: Housing for homeless people with minimal supportive services limited to six months or less occupancy. No individual or household may be denied emergency shelter because of an inability to pay. For further information, see [subdivision \(e\) of section 50801](#).
- j) Executive Board: IVCCC executive board members.

- k) Homeless: As defined in [Section 578.3 of Title 24](#) of the Code of Federal Regulations, as read on January 10, 2019:
- l) Homeless Management Information System: The information system designated by a continuum of care to comply with federal reporting requirements as defined in [Section 578.3 of Title 24](#) of Federal Regulations. The term “Homeless Management Information System” also includes the use of a comparable database by a victim services provider or legal services provider that the federal government permits under [Section 576.107 \(a\)\(3\) of Title 24](#) of the Code of Federal Regulations.
- m) Homeless Youth: An unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434(a)(2)). “Homeless youth” includes unaccompanied youth who are pregnant or parenting.
- n) IVCCC: The Imperial Valley Continuum of Care Council.
- o) Jurisdiction: A city, a city that is also a county, county, or continuum of care, as defined in this section.
- p) Navigation Center: A Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.
- q) Program: The Homeless Housing, Assistance, and Prevention Program.
- r) Program Allocation: The portion of program funds is available to expand or develop local capacity to address immediate homelessness challenges.
- s) Recipient: A jurisdiction that receives funds from the agency for the purposes of the program.
- t) Subrecipient/Subgrantee: The legal entity to which a subgrant is awarded from the recipient and is accountable to the recipient for using the funds provided.
- u) Supplanting: Deliberately reducing the amount of federal, state, or local funds currently appropriated to an existing program or activity. Should a contractor replace a grant in this manner, it reduces the total amount that would have been available for the stated grant purpose. Funds should be used to supplement existing funds for program activities and not replace funds appropriated for the same purpose.