



IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL

REQUEST FOR PROPOSALS RFP 0004-25

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM – ROUND 4

Issued Wednesday, November 27, 2024

DEADLINE FOR SUBMISSIONS:

Tuesday January 7, 2025, by 4:00 PM (PST)

SUBMIT TO:

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

Point of Contact:

Rhoda Hoffman,
County of Imperial
Purchasing Department
852 Broadway Street
El Centro, CA 92243
(442) 265-1866

rhodahoffman@co.imperial.ca.us

**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.**

Section 1: Invitation for Proposals

The Imperial Valley Continuum of Care Council (IVCCC) would like to invite qualified applicant(s) to apply for funds to address the needs of transitioning homeless individuals and families into permanent housing while supporting the efforts of those individuals and families to maintain their permanent housing. Proposals should be Housing First focused by either funding permanent housing interventions directly or having clear pathways to connect people to permanent housing from a shelter or street outreach.

This Request for Proposals (RFP) provides the information and forms necessary to prepare a proposal for IVCCC's Homeless Housing, Assistance and Prevention (HHAP) Program – Round 4 grant funds. Qualified applicant(s) are invited to submit proposals in accordance with this RFP no later than:

Tuesday, January 7, 2025, 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

November 27, 2024	RFP released on IVCCC's website: IVCCC and County of Imperial Purchasing Department's vendor portal: PlanetBids
December 9, 2024	Technical assistance workshop will be held via Zoom at 10:00 a.m. (workshop is not mandatory but recommended). Interested participants must register via the link: [HHAP 4 Technical Assistance Workshop]
December 11, 2024	Deadline for submission of applicant(s) questions to be entered on Imperial County Purchasing PlanetBids vendor portal by 10:00 a.m.
December 16, 2024	Applicant(s) question and answers posted to the IVCCC and Imperial County Purchasing PlanetBids vendor portal by 5:00 p.m.
January 7, 2025	Deadline for proposal submission will be January 7 th by 4:00 p.m. on Imperial County Purchasing PlanetBids vendor portal.
January 9, 2025	Scoring and Ranking Committee reviews and ranks projects.
January 15, 2025	IVCCC Executive Board takes action on recommendations.
January 16, 2025	IVCCC posts ranking on the IVCCC website and will mail out award letters.
June 30, 2027	Expenditure deadline.

Section 3: Background

On July 19, 2019, Governor Gavin Newsom signed into law Assembly Bill 140 ([Health & Safety Code § 50218.6](#), et seq.), which authorized a \$1 billion block grant - HHAP. As a continuation of the HHAP Round 3 funding priorities, the Homeless Coordinating and Financing Council (HCFC) announced the availability of HHAP Round 4 funding for cities, counties, or continuums of care in the amount of not more than \$800,000,000 ([§ 50218.7](#)). HHAP Round 4 is designed to build on regional coordination developed through previous rounds of the Homeless Emergency Aid Program (HEAP), HHAP, and COVID-19 funding.

HHAP Round 4 funds are not just financial resources; they are tools 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 IVCCC seeks immediate and long-term housing and service providers who demonstrate their experience, capacity, and innovative service delivery. The goal is to expand and/or increase services and housing capacity to move homeless individuals and families into permanent housing and support their efforts to maintain their permanent housing using a best practices framework.

Section 4: General Requirements

To successfully reduce homelessness through this funding, applicants are expected to:

- a. Strategically pair these funds with other local, state, and federal funds to reduce and end homelessness as laid out in the [Putting the Funding Pieces Together: Guide to Strategic Uses of New and Recent State and Federal Funds to Prevent and End Homelessness](#).
- b. Demonstrate a commitment to address racial disproportionalities in homeless populations and achieve equitable provisions of services and outcomes for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders, and other People of Color who are disproportionately impacted by homelessness and COVID-19.
- c. Establish a mechanism for people with lived experience to have meaningful and purposeful opportunities to inform and shape all levels of planning and implementation, including through opportunities to hire people with lived experience.
- d. Fund projects that provide housing and services that utilize Housing First as described in [Section § 8255](#) of the California Welfare and Institutions Code, and per Health and Safety Code Section [§ 50220.8\(g\)](#), and deliver housing and other services 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 shelter, housing, or other services for which these funds are used. Housing First, as detailed in [SB 1380](#), should be adopted within the entire local homelessness response system, including outreach and emergency shelter, short-term interventions like rapid re-housing, and longer-term

interventions like supportive housing.

- e. Align projects with the [Imperial Valley Continuum of Care Written Standards](#) to ensure collaboration and coordination among existing Imperial County programs and services. HHAP funding aims to enhance and build capacity within the existing service system. In their proposal, applications should include how they plan to sustain programs beyond one-time HHAP-4 funding. Proposals must have a plan to meet the 50% expenditure deadline of May 31, 2025, and the remaining 50% expenditure deadline of [June 30, 2027](#).
- f. Applicants must ensure that programs align with the goals outlined in the HHAP Round 4 [Action Plan \(Attachment A\)](#). Special focus will be made to ensure that access to programs is implemented equitably and based on evidence-based principles to provide the necessary services to Imperial County's underserved and marginalized populations as identified in the Action Plan and through the Homeless Management Information System (HMIS)/Homeless Data Integration System (HDIS) data in accordance to [HSC § 50220.8\(b\)\(1\)\(A\)](#).

Section 5: Program Funding

HHAP, previously administered by the California Interagency Council on Homelessness (Cal ICH) subdivision of the California Business, Consumer Services and Housing Agency (BCSH), is currently administered by the Department of Housing and Community Development (HCD) division of Housing Policy Development (HPD) effective July 1, 2024 pursuant to [HSC section 50231](#), and the statutory changes enacted through the Budget Act of 2024. Total funding available through this RFP is \$2,532,664.72. Proposals may request funding for one or a combination of the following eligible activities: rapid rehousing, operating subsidies, street outreach, services coordination, and prevention and diversion. All proposals must include a minimum youth set-aside amount of 11% in the budget.

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 to guide and prioritize grant allocations. The five (5) principles below were established during the IVCCC Executive Board meeting held on 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 4 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](#)

Section 6(a): Eligible Uses

On November 2, 2022, the IVCCC Executive Board approved a specific list of eligible activities based on local needs. The eligible activities approved by the IVCCC Executive Board and available through this RFP are as follows:

- a. **Rapid re-housing:** includes rental subsidies and incentives to landlords, such as security deposits and holding fees.
- b. **Operating Subsidies:** applicable to new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- c. **Street outreach:** to assist persons experiencing homelessness in accessing permanent housing and services.
- d. **Services coordination:** may include access to workforce, education, and training programs, or other services needed to promote housing stability.
- e. **Prevention and shelter diversion:** focuses on permanent housing, including rental subsidies.

Section 6(b): Maximum and Minimum Request

The minimum amount that can be requested for each proposal is \$150,000.00, while the maximum amount is \$2,532,664.72.

Maximum Available Per Category:

Eligible Categories	Total Allocation	Youth Set Aside <i>(Included in Total Allocation)</i>
Rapid Rehousing	\$544,659.08	\$59,912.50
Operation Subsidies	\$599,124.99	\$65,903.75
Street Outreach	\$544,659.08	\$59,912.50
Services Coordination	\$299,562.49	\$32,951.87
Prevention and Diversion	\$544,659.08	\$59,912.50

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, Cal ICH, and Assembly Bill 140 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 Program participants must meet the minimum homeless criteria defined in [Title 24 CFR 578.3](#), as that section read on January 10, 2019.

Section 7(c): Eligible Applicants

Eligible applicant(s) shall be defined as local government, private non-profits, or for-profit organizations that the IVCCC determines are qualified to undertake the proposed activities. Applicant(s) may include subgrantees in a collaborative application to effectively address homelessness challenges. All applicant subgrantees must meet the exact requirements as the applicant(s) and adopt a Housing First approach to the delivery of services.

Section 8: Ineligible Uses

- a. 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 intend to expand or increase services and housing capacity. HHAP funds cannot replace local funds 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.

- b. 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](#).
- c. Reimbursements are not permitted for any expenditures incurred prior to the execution of an awarded HHAP Round 4 Program contract.
- d. Administrative costs of the program can be used up to 7% of the total cost of the HHAP grants for applicant(s). 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, applicant(s) shall submit a proposal that clearly describes how the project meets the general requirements and minimum requirements outlined below:

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

- a) Funds shall support regional coordination and expand or develop local capacity to address immediate homelessness challenges. Such activities must be informed by a best-practices framework focused on moving homeless individuals and families to maintain their permanent housing.
- b) Ensure the project aligns with the Homeless Coordinating and Financing Council (now Cal ICH) Promising and Evidence-Based Practices (**Attachment B**) or evidence-based practices identified by State or Federal agencies.
- c) Participate and submit client data through the Homeless Management Information System (HMIS) or comparable database to track services and clients served.
- d) 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 applicant(s) 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. 23-HHAP-10024 (**Attachment C**). Applicant(s) must also comply with the applicable State requirements governing the use of HHAP Round 4 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 from the release date of this RFP.
- 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) Shall 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 4 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 applicant(s) 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) Breakdown for each activity and program type (i.e., rapid rehousing, permanent housing, operating subsidies, project expenses, program assistance, services coordination, payroll, etc.).
- b) A description of the target activities and timelines that were met.
- c) Unduplicated number of homeless persons or persons at imminent risk of homelessness served, total number served in all years of the program, as well as the homeless population served.
- d) Number of instances of service and other socioeconomic or statistical data collected via the HMIS system.
- e) Increases in capacity for new and existing programs.
- f) Number of unsheltered homeless persons being sheltered.
- g) Types of housing assistance or services provided, broken out by the number of individuals assisted.
- h) Outcome data for individuals served through program funds, including the type of housing an individual exited to, the percentage of successful housing exits, and exit types for unsuccessful housing exits.
- i) The alignment between HHAP funding priorities and “Housing First Principles.”
- j) Major accomplishments and impacts from funding that contributed to the IVCCC’s goals and objectives.

Monthly Reporting – In order to align with the monthly reporting requirements for HHAP, awarded applicant(s) must submit monthly invoices to the County of Imperial. Invoices for every month are due no later than the 15th 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 applicant(s) 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 HHAP Program guidance documents published on the Cal ICH [website](#), 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 period of five (5) years 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. Bonus points will be awarded for activities identified in the budget modification approved by the IVCCC Executive Board on November 6, 2024. 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 points.

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		
<p>Applicant Capacity and Commitment to Housing First</p> <p>Max Score: 20</p>	<ul style="list-style-type: none"> • Experience providing similar services and/or housing to homeless persons or other vulnerable populations for which funds are being requested. • Experience addressing the needs of the proposed target population. • Sufficient capacity for project oversight and administration, and fiscal management. • Commitment to implementing/integrating with the local CES and adhering to Housing First Principles. 	<p>5 points</p> <p>5 points</p> <p>5 points</p> <p>5 points</p>
<p>Project Design and Approach</p> <p>Max Score: 20</p>	<ul style="list-style-type: none"> • Project is based on best-practices framework proven methods. • Project approach demonstrates measurable positive outcomes. • The project design aligns with the CoC Written Standards, IVCCC Funding Principles, Housing First Principles, and the ability to address homeless challenges. • Anticipated numbers served are realistic, given the prioritization of vulnerable individuals and families within the homeless population. • Staffing pattern is reasonable for providing long-term housing retention. • Project addresses disproportionately impacted communities of color and those whose English is not their primary language. 	<p>4 points</p> <p>4 points</p> <p>4 points</p> <p>4 points</p> <p>2 points</p> <p>2 points</p>
<p>Financial Capacity, Feasibility and Sustainability</p> <p>Max Score: 18</p>	<ul style="list-style-type: none"> • Provided budget clearly details the allocation of funds and includes staffing patterns necessary to sustain the project. • Reasonable project costs, to include cost per client served. • Extent to which the project leverages agency and community resources. • Addresses outstanding and/or unresolved audit findings. • Demonstrated capacity to operate the project based on its budget and timeline. • Demonstrated capacity to effectively manage project finances (e.g., invoices submitted in a timely, complete manner). • Describe specifically how the project will continue beyond the one-time funding is exhausted or how it will conclude with minimal negative impact on participants. 	<p>2 points</p> <p>2 points</p> <p>2 points</p> <p>3 points</p> <p>3 points</p> <p>3 points</p> <p>3 points</p>

<p>Past Performance</p> <p>Max Score: 15</p>	<ul style="list-style-type: none"> • Provided annual performance report or similar report demonstrating a proven track record of permanently housing individuals and/or families in a similar project. • Data collection and reporting systems allow for accurately reflected outcomes and performance. • 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. 	<p>5 points</p> <p>5 points</p> <p>5 points</p>
<p>Coordination and Collaboration</p> <p>Max Score: 22</p>	<ul style="list-style-type: none"> • Applicant will provide services countywide. • Demonstrates coordination with other agencies and providers for the proposed project to enhance service delivery and avoid duplication. • 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. 	<p>4 points</p> <p>4 points</p> <p>3 points</p> <p>3 points</p> <p>2 points</p> <p>3 points</p> <p>3 points</p>
<p>Implementation and Timeliness</p> <p>Max Score: 10</p>	<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.). 	<p>5 points</p> <p>5 points</p>
<p>Application Completeness</p> <p>Max Score: 5</p>	<ul style="list-style-type: none"> • All requested documents listed within this RFP and/or in the Proposal Checklist are complete and included within the application. 	<p>5 points</p>
<p>Total Possible Score: 110</p>		

BONUS POINTS		
Rapid Rehousing	Includes rental subsidies and incentives to landlords, such as security deposits and holding fees.	2 points
Operating Subsidies	*2 Points for projects with operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. *3 Points for projects with operating reserves. (In order to receive the full 5 bonus points, an applicant would need to apply for operating subsidies specifically to be utilized as operating reserves.)	5 points
Street Outreach	Assist persons experiencing homelessness in accessing permanent housing and services.	2 points
Services Coordination	This may include access to workforce, education, and training programs or other services needed to promote housing stability in supportive housing.	1 point
Prevention and Shelter Diversion	Includes diversion to permanent housing, including rental subsidies.	2 points

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 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, 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 the proposal. To be considered, the applicant(s) shall follow the instructions in each section of this RFP, including the following requirements:

- 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.
- Submit all the necessary supporting documentation requested within this RFP, the application, and the Proposal Checklist.

Applicant(s) 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 applicant(s) must examine and understand all requirements, specifications, or interpretations. In the event 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): Applicant Instructions

Vendor Registration – If awarded, applicant(s) must be registered with the County within five (5) business days of the announced award. The vendor application is located online at <https://purchasing.imperialcounty.org/vendor-registration>.

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:	Monday, December 9, 2024
Time:	10:00 AM
Location:	Zoom Video Conference
Registration:	HHAP 4 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: <https://vendors.planetbids.com/portal/64020/portal-home> and on the IVCCC website: <https://www.imperialvalleycontinuumofcare.org>. Attach all required narrative responses to the application form.

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

Applicant(s) 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 at 442-265-1866 to request a copy of the Services Purchasing Manual for Bid Protest Procedures.

Section 13(b): 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 reasonably 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. 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. All proposals shall be signed by the applicant's authorized agent.
- 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 and A) period noted in the timeline table as indicated on page one (1) of this RFP. All contacts during the application process should be made to:

County of Imperial Purchasing Department
Name: Rhoda Hoffman
Email: rhodahoffman@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) 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(c): 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(d): Certification

The certification form (**Attachment G**) must be signed by an authorized representative. 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(e): Worker Compensation / Insurance Documentation

Applicant(s) 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(f): Request for Proposal Application Due Date and Submission Options

Applications must be submitted by **4:00 PM (PST) on Tuesday January 7, 2024**, to the following website:

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

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:** HUD defines a chronically homeless person as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter during that time. 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) **Council:** The California Interagency Council on Homelessness, formerly the Homeless Coordinating and Financing Council, was created pursuant to Section 8257 of the Welfare and Institutions Code.
- h) **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.
- 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.