



Revised 02/26/2024



**IMPERIAL VALLEY
CONTINUUM OF CARE COUNCIL**

**REQUEST FOR PROPOSALS
RFP 1022-24**

**HOMELESS HOUSING, ASSISTANCE AND PREVENTION
PROGRAM – ROUND 3**

Issued Wednesday, February 14, 2024

DEADLINE FOR SUBMISSIONS:

Thursday, February 29, 2024, by 4:00 PM (PST)

**County of Imperial
Purchasing Department
1125 W. Main Street
El Centro, California 92243**

Point of Contact:

Rhoda Hoffman
County of Imperial
Purchasing Department
1125 W. Main 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 have 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 3 grant funds. Qualified applicant(s) are invited to submit proposals in accordance with this RFP no later than:

Thursday, February 29, 2024, 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:
<https://purchasing.imperialcounty.org/rfqs-rfps>
Imperial Valley Continuum of Care Council:
<https://www.imperialvalleycontinuumofcare.org>

Section 2: Timeline

February 14, 2024	RFP released on IVCCC's website: IVCCC and County of Imperial Purchasing Department's website: Purchasing
February 20, 2024	Technical assistance workshop will be held via Zoom at 10:00 a.m. (workshop not mandatory but recommended). Interested participants must register via the following link: HHAP 3 Technical Assistance Workshop
February 26, 2024	Deadline for submission of applicant(s) questions to Rhoda Hoffman at rhodahoffman@co.imperial.ca.us by 10:00 a.m.
February 27, 2024	Applicant(s) question and answers posted to the IVCCC and Imperial County Purchasing Department websites by 5:00 p.m.
February 29, 2024	Submit three (3) hard copies and one (1) digital copy (on a USB) of the application and related documents to County of Imperial Purchasing Department, 1125 W. Main Street, El Centro, CA 92243 by 4:00 p.m.
March 1, 2024	Scoring and Ranking Committee review and ranks projects.
March 6, 2024	IVCCC Executive Board takes action on recommendations.
March 7, 2024	IVCCC posts ranking on the IVCCC website and will mail out award letters.
April 30, 2026	Expenditure deadline.

Section 4: 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, Round 3. HHAP Round 3 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 3 funds should be used to continue to build regional coordination and a unified regional response to reduce and end homelessness informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

The IVCCC is seeking responses from housing and services providers that demonstrate their experience, capacity, and innovative service delivery to expand or increase services and housing capacity to move homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing using a best practice framework.

Section 5: 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 [50220.7\(g\)](#), 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 [AB 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](#) in order to ensure collaboration and coordination amongst existing Imperial County programs and services, as the goal of HHAP funding is to enhance and build capacity within the existing service system. Applications should include in their proposal how they plan to sustain programs beyond one-time HHAP-3 funding. Proposals must have a plan to meet the expenditure deadline of April 30, 2026.
- f. Applicants must ensure that programs are in alignment with the goals outlined in the HHAP Round 3 [Action Plan \(Attachment G\)](#). Special focus will be made to ensure that access to programs is implemented in an equitable manner 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 Homeless Management Information System (HMIS)/Homeless Data Integration System (HDIS) data.

Section 6: Program Funding

HHAP is administered by the California Interagency Council on Homelessness (Cal ICH), a subdivision of the California Business, Consumer Services and Housing Agency (BCSH). The County of Imperial and IVCCC were awarded an initial disbursement of \$1,022,165.48, and a remainder disbursement of \$3,066,496.42, with a combined total of \$4,088,661.90. Available through this RFP is \$3,139,155.30, for the purpose of one or a combination of the following eligible activities: permanent housing, rapid rehousing, street outreach, and services coordination.

Section 6(a): Action Plan

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

Section 6(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 6, 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 community.

4. Invest in programs that address significant service gaps among the chronically homeless and establish accountable, long-term, and 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(c): Grant Administration Transition

Pursuant to HSC section 50231, it is the intent of the legislature for Cal ICH to administer HHAP in partnership with the California Department of Housing and Community Development (HCD). It is further the intent of the legislature to enact legislation in the Budget Act of 2024 to transfer the grant administration work of Cal ICH to HCD.

Section 7: Eligible Uses

The HHAP Program - Round 3 requires recipients to expend funds on evidence-based solutions that address and prevent homelessness among eligible populations and as stated in Health and Safety Code [\(HSC\) § 50220 \(b\) \(3\) \(A\)](#), [§50220.7 \(a\)\(4\)-\(5\)](#), [§ 50220.7 \(e\) \(1-8\)](#), [§ 50220.7 \(f\)](#) and [§ 50220.7 \(g\)](#).

Section 7(a): Eligible Uses

On June 9, 2022, the IVCCC Executive Board approved a specific list of eligible activities based on local need. These activities were ranked from highest to lowest priority and their priority rank will be utilized as part of the application's scoring and ranking process. The eligible activities approved by the IVCCC Executive Board and available through this RFP are as follows:

- a. **Delivery of permanent housing** and innovative solutions, such as hotel and motel conversions.
- b. **Rapid re-housing**, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
- c. **Services coordination**, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
- d. **Street outreach** to assist persons experiencing homelessness to access permanent housing and services.

Section 7(b): Maximum and Minimum Request

The minimum amount that can be requested for each proposal is set at \$100,000, while the maximum amount is \$3,139,155.30.

Maximum Available Per Category:

Rapid Rehousing: \$729,804.17

Street Outreach: \$178,494.62

Services Coordination: \$178,494.62

Permanent Housing and Innovative Solutions: \$2,052,361.89

Section 8: Eligible Costs/Populations/Applicants

Section 8(a): Eligible Costs

The IVCCC is utilizing the federal regulations listed in Table 3 below 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, as well as by any policies set by the 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 8(b): Eligible Populations

HHAP Round 3 Program participants are required to meet the minimum criteria for homeless as defined in [24 CFR 578.3](#) as that section read on January 10, 2019.

Section 8(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 maximize effectiveness in addressing homelessness challenges. All applicant subgrantees must meet the same requirements as applicant(s) and must adopt a Housing First approach to the delivery of services.

Section 9: 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 intent of the HHAP Program funds is to expand or increase services and housing capacity. [HHAP funds cannot replace local funds that are 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/or county tax or one-time block grant, such as HEAP. Such projects must first receive approval from Cal ICH.
- 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 3 Program contract.
- d. Administrative costs are not an eligible expense under the HHAP grants for applicant(s). Indirect costs associated with carrying out program related activities should be included in the program budget submitted and not classified as administrative costs.

Section 10: 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 10(a): Service Delivery Conditions and Implementation Requirements

- a) Funds shall be utilized to 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 or evidence-based practices identified as such by State or Federal agencies. Cal ICH's Promising and Evidence Based Practices can be found in the following link:
https://bcsh.ca.gov/calich/documents/hhap_promising_practices.pdf
- c) Permanent housing project applicant(s) are required to meet a 20-year affordability period consistent with local public housing authorities Total Tenant Payment (TTP) calculation. The proposal must include language agreeing to the 20-year affordability period. The project budget must include all necessary permanent housing financing, including the permanent financing for the required period affordability.
- d) Participate and submit client data through the HMIS or comparable database to track services and clients served.
- e) Permanent housing projects must submit client data into HMIS for 20 years consistent with the permanent housing affordability period.
- f) 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 information entered by all agencies within the HMIS trust network of the Imperial County CoC. As such, awarded applicant(s) will grant immediate access to IVCCC.
- g) Projects must participate in the IVCCC Coordinated Entry System (CES) and ensure all potential clients have been properly assessed and referred through designated CES entry points prior to receiving services supported by funds.
- h) Projects must adhere to the expenditure deadlines listed by the funding source.

Section 10(b): Applicant Eligibility Requirements

- a) Comply with all the conditions of the Standard Agreement between the County of Imperial and the State of California Agreement No. 22-HHAP-10064 (**Attachment A**), and the Standard Agreement between the County of Imperial and the State of California

Agreement No. 22-HHAP-20064 (**Attachment B**). Applicant(s) must also comply with the applicable State requirements governing the use of HHAP Round 3 funds, and the terms and conditions governed by its agreements with the County of Imperial under this RFP.

- b) 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) 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 amount of worker's compensation that is required within executed agreements with Services Providers and the County of Imperial, for those employees who will perform the proposed HHAP Round 3 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 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 current business license or other applicable licenses.
- j) Have or acquire a [Unique Entity Identifier](#) formerly (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 HSC § 50218, and § 50220.7.
- m) Must comply with the California Building Code and either the Imperial County Planning and Development Services Department Code or the Building Code of the city in which the project will reside. The project must also meet the minimum habitability standards for permanent housing as described in [24 CFR §756.403 \(c\)](#).
- n) Submit an approved resolution from their governing board (if any) before executing a contract with the County of Imperial.

- o) Submit a detailed project description, project schedule of target activities, a detailed project budget narrative, detailed budget with line-item breakdown(s) of project costs, the proposed project location and any other pertinent project information. Permanent housing project applicant(s) must include: total number of housing unit(s) being provided, number of beds the housing unit(s) will be able to adequately house and any other relevant information.
- p) Provide a preliminary property title report to the County of Imperial for the delivery of permanent housing prior to contract execution of capital improvement projects.
- q) Submit a copy of their Equal Access and Non-Discrimination policies as part of the application.

Section 10(c): Reporting Requirements

Semiannual Progress Reports - Awarded applicant(s) will be required to submit semiannual progress 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 that an individual exited to, the percent 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.

Semiannual Reporting Schedule

Reporting Period	Due Date
July 1, 2024 to December 31, 2024	January 31, 2025
January 1, 2025 to June 30, 2025	July 31, 2025
July 1, 2025 to December 31, 2025	January 31, 2026
January 1, 2026 to April 30, 2026	May 31, 2026

Quarterly Expenditure Reports – Awarded applicant(s) will be required to submit quarterly expenditure reports to the County of Imperial. Reports are due no later than 15 days following the end of each fiscal quarter (January 15th, April 15th, July 15th and October 15th of each year). 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, as well as 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 11: Permanent Housing Expenditure Milestones and Expectations

1. Any capital improvement projects intended for the delivery of permanent housing must submit a site plan of any proposed structural modifications to the city or county planning and/or building department and receive approval from permitting agency within three (3) months of contract execution.
2. A concept plan must be provided within three (3) months of contract execution. Awarded applicant(s) must also provide proof of site control within six (6) months of contract execution. Acceptable evidence of site control is a deed, lease or purchase agreement. The owner, lessee, and purchaser shown on these documents must be the selected applicant(s) identified in the HHAP funding application.
3. Awarded applicants shall be issued a certificate of occupancy by the appropriate City or County building department for the permanent housing units by no later than March 17, 2026.
4. Funds designated towards the delivery of permanent housing project(s) must be expended by April 30, 2026.
5. Permanent housing project(s) must be operational by May 31, 2026, with no less than 50% of the housing units occupied.

Section 12: Inspection and Retention of Records

The applicant(s) agrees that the Agency and/or the County or IVCCC shall have the right to review, obtain, and copy all records and supporting documentation pertaining to performance under a 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](#), 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.

If any litigation, claim, negotiation, audit, monitoring, inspection, or other action has been commenced before the expiration of the required records retention period, all records must be retained until completion of the action and resolution of all issues which arise from it.

Section 13: Evaluation and Selection Process

A non-conflicted Scoring and Ranking Committee selected by the IVCCC will review, score, and rank each proposal that has met the minimum threshold criteria. It is the intent to select proposals that are in accordance with the evaluation criteria set forth in this RFP. Bonus points will be given to applicants who apply for eligible activities with the greatest local need as approved by the IVCCC Executive Board on June 9, 2022. For those proposals that include 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 116 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		
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.	5 points
	• Commitment to implementing/integrating with the local CES and following Housing First Principles.	5 points

<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 positive outcomes. • Project design reflects CoC Written Standards, IVCCC Funding Principles, Housing First Principles and ability to address homeless challenges. • Anticipated numbers served are reasonable given the prioritization of vulnerable individuals and families within the homeless population. • Staffing pattern is reasonable to provide 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 shows use of funds and staffing pattern to sustain project. • Reasonable project costs, to include cost per client served. • Degree to which project leverages agency and community resources. • Outstanding and/or unresolved audit findings. • Demonstrated capacity to operate the project based on its budget. • Demonstrated capacity to effectively manage the finances of the project (e.g. invoices submitted in a timely, complete manner). • Describes specifically how the project will continue after the one-time funding is exhausted, or how it will end with the least 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 demonstrates a proven track record of permanently housing individuals and/or families in a similar project. • Data collection and reporting will 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>

Coordination and Collaboration Max Score: 22	<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 history of collaboration. • Coordination with other agency activities and funding sources. • Links participants to mainstream resources and critical services not provided by the project. • Adequate staffing for CES participation and case conferencing. • Adequate staffing to support data collection and tracking on HMIS or comparable database. 	4 points 4 points 3 points 3 points 2 points 3 points 3 points
Implementation and Timeliness Max Score: 10	<ul style="list-style-type: none"> • Demonstrates the ability to deliver services or start capital improvement project activities within three (3 months) of contract award. • Demonstrates and provides project benchmarks and target dates (Gantt Charts etc.). 	5 points 5 points
Application Completeness Max Score : 5	<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. 	5 points
Total Possible Score: 110		

BONUS POINTS		
Permanent Housing	Delivery of permanent housing and innovative housing solutions such as hotel/motel conversions.	6 points
Rapid Rehousing	Includes rental subsidies and incentives to landlords, such as security deposits and holding fees.	3 points
Street Outreach	Assist persons experiencing homelessness to access permanent housing and services.	2 points
Services Coordination	May include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.	2 points

Section 14: Method of Award

The Scoring and Ranking Committee’s recommendation will be presented to the IVCCC Executive Board for 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.

The County in collaboration with the IVCCC Executive Board reserves the right to reject any or all proposals, or to waive any technicality and to split or make the award in any manner determined by the County and IVCCC Executive Board. The County and IVCCC Executive Board recognizes 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 is 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) and 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 aforementioned documents, 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 15: RFP Application Instructions and Preparing a Proposal

The instructions in this section correspond to each of the proposal components and to the forms required to complete the proposal. To be considered, 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) that 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. If 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 15(a): Applicant Instructions

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

Vendors will also have to 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 are encouraged to attend. Please register via email:

Date: **Tuesday**, February 20, 2024
Time: 10:00 am
Location: Zoom Video Conference
Registration: [HHAP 3 Technical Assistance Workshop](#)

Proposal Application – proposal must be submitted utilizing the project application template (**Attachment D**) located on the County of Imperial Purchasing Department website: <https://purchasing.imperialcounty.org/rfqs-rfps> as well as on the IVCCC website: <https://www.imperialvalleycontinuumofcare.org> and attach all required narrative responses to the application form.

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

Applicant(s) who propose a project that encompasses 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 15(b): General

All proposals must be submitted in accordance with the standards and specifications contained within 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 in the preparation of this or any proposal or for participation in the procurement process.
- c. Any applicant(s) who wishes to make modifications to a proposal already received by the County must withdraw his/her proposal to make the modifications and re-submit. It is the responsibility of the applicant(s) to ensure 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 to rhodahoffman@co.imperial.ca.us. Proposals cannot be changed or modified after the date and time designated for receipt.
- 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 in writing during the Question and Answer (Q and A) period noted in the timeline table as noted on page one (1) of this RFP. All contacts or questions 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 result in disqualification of the applicant(s).
- j. The County reserves the right to amend, modify, revise the project scope of services and/or make the award as deemed necessary by the County and IVCCC Executive Board.
- k. The applicant(s) must make careful examination and understand all requirements, specifications, and conditions stated in this RFP. If an applicant(s) planning to submit a proposal finds discrepancies in or omissions in this RFP, or is in doubt as to a definition, a written request for interpretation or correction must be given to the County prior to the closing date. Any changes to this RFP will be made only by written addendum and be posted in the IVCCC and County of Imperial websites.
- 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 providing support to the government and people of Ukraine. This applies to any agreement valued over \$5 million (**Attachment F, if applicable**).

Section 15(c): Proposal Checklist

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

Section 15(d): Certification

The certification form (**Attachment E**) 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, to be void.

Section 15(e): Worker Compensation / Insurance Documentation

Applicant(s) must provide a copy of worker compensation policy and insurance certificates as specified in Section 10(b)(g) and 10(b)(i) and the Proposal Checklist as part of this application.

Section 15(f): Request for Proposal Application Due Date and Submission Options

Applicant(s) shall submit three (3) hard copies for each individual project (1 original with required signatures and 2 copies) (**Attachment D**) along with a digital copy on a USB. Copies must be submitted in sealed envelopes bearing on the outside the name of the consultant or agency, the address, and the title of the RFP for which the qualifications are submitted. It is the sole responsibility of applicants to ensure that proposals are received by the County of Imperial by the submission deadline. Any proposals received after the submission deadline will be returned to the applicant unopened. Proposals **may not** be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, **United** States Mail or other delivery services such as Federal Express or United Parcel Service.

Applications must be submitted by **4:00 p.m. (PST) on Thursday, February 29, 2024**, to the following address:

County of Imperial Purchasing Department
HHAP Project - Round 3 RFP
Attention: Rhoda Hoffman, Purchasing Supervisor
1125 W. Main St, El Centro, CA 92243

Section 3: Definitions

- a) **Agency**: The Business, Consumer Services, and Housing Agency.
- 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**: “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](#), including all of the core components listed therein. For a short explanation, please refer to [What Housing First Really Means](#).
- d) **Capital Improvement Project**: Project intended for the delivery of permanent housing and can include acquisition, renovation, rehabilitation and conversion of structures. Capital improvement under this funding opportunity includes the construction or build-out of new units/structures.

- e) **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, 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.
- f) **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](#).
- g) **Continuum of Care:** The IVCCC, as defined by the United States Department of Housing and Urban Development at [Section 578.3 of Title 24](#) of the Code of Federal Regulations.
- h) **Council:** The California Interagency Council on Homelessness, formerly known as the Homeless Coordinating and Financing Council, was created pursuant to Section 8257 of the Welfare and Institutions Code.
- i) **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.
- j) **Emergency Shelter:** Housing for homeless persons with minimal supportive services that is limited to occupancy of six months or less. No individual or household may be denied emergency shelter because of an inability to pay. For further information see [subdivision \(e\) of section 50801](#).
- k) **Executive Board:** IVCCC executive board members.
- l) **Homeless:** As defined in [Section 578.3 of Title 24](#) of the Code of Federal Regulations, as read on January 10, 2019:
- m) **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 the Code 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 is permitted by the federal government under [Section 576.107 \(a\)\(3\) of Title 24](#) of the Code of Federal Regulations.
- n) **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.

- o) **IVCCC**: The Imperial Valley Continuum of Care Council.
- p) **Jurisdiction**: A city, city that is also a county, county, or continuum of care, as defined in this section.
- q) **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.
- r) **Permanent Housing**: Community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible. Under permanent housing, a program participant must be the tenant on a lease (or sublease) for an initial term of at least one year that is renewable and is terminable only for cause. Further, leases (or subleases) must be renewable for a minimum term of one month. The IVCCC funds two types of permanent housing: permanent supportive housing for persons with disabilities and rapid re-housing. Permanent supportive housing is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability or families with an adult or child member with a disability achieve housing stability. Rapid re-housing emphasizes housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing. For further information see [Section 578.3 of Title 24](#) of the Code of Federal Regulations and the [IVCCC Written Standards](#).
- s) **Permanent Supportive Housing**: Housing with no limit on the length of stay that is occupied by the target population and that is linked to onsite or offsite services that assist the supportive housing residents in retaining housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. For further information see Sections [578.3](#) and [583](#) of Title 24 of the Code of Federal Regulations and as in the IVCCC Written Standards.
- t) **Program** The Homeless Housing, Assistance, and Prevention Program.
- u) **Program Allocation** The portion of program funds available to expand or develop local capacity to address immediate homelessness challenges.
- v) **Recipient** A jurisdiction that receives funds from the agency for the purposes of the program.
- w) **Subrecipient/Subgrantee** The legal entity to which a subgrant is awarded from the recipient and which is accountable to the recipient for the use of the funds provided.
- x) **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 that have been appropriated for the same purpose.