



# Imperial Valley Continuum of Care Council



Request for Proposals - RFP 0004-25

Homeless Housing, Assistance Prevention (HHAP) Round 4

**Addendum No. 1**

**December 16, 2024**

This Addendum is hereby made part of the contract documents and specifications to the same extent as if originally included therein and shall be signed by the Grant Analyst.

**Revision No. 1:** HHAP Round 4 Technical Assistance Workshop PowerPoint presentation slide 11 Timeline Table, line 5 originally stated:

<b>January 7, 2025</b>	Deadline for proposal submission will be November 6th by 4:00 p.m. on <a href="#">Imperial County Purchasing PlanetBids</a> vendor portal.
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Slide 11 Timeline Table, line 5, has been modified to read as follows:

<b>January 7, 2025</b>	Deadline for proposal submission will be January 7th by 4:00 p.m. on <a href="#">Imperial County Purchasing PlanetBids</a> vendor portal.
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By:

Date: 12/16/2024

Andrea M. Arballo  
Administrative Analyst I

# Homeless Housing, Assistance and Prevention Program Round 4

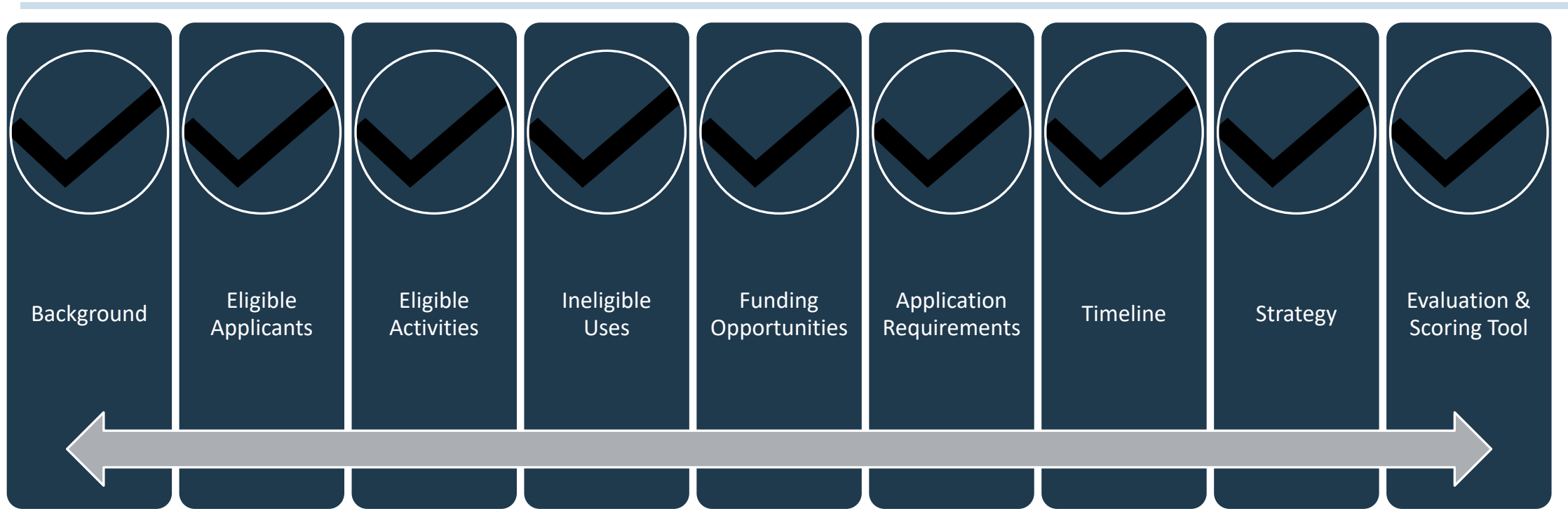
Technical Assistance Workshop

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DECEMBER 9, 2024



# Agenda



# Background

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- Assembly Bill 140 authorized a \$1 billion block grant – Homeless Housing Assistance and Prevention 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 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 County of Imperial and IVCCC were awarded an initial disbursement of \$1,361,647.70, 50% of the grant, with a combined total of \$2,723,295.40.
- Available through this RFP is \$ 2,532,664.72, for the purpose of one or a combination of the following eligible activities: rapid rehousing, operating subsidies, street outreach, and services coordination, and prevention and diversion.



# Eligible Applicants

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- Local Government Agencies
- Private Non-Profit Organizations
- For-Profit Organizations

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.



# Eligible Applicants (continued)

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Applicants must :

- Comply with the conditions of Agreement.
- Implement Housing First Policy.
- Use Homeless Management Information System (HMIS)/ HMIS comparable database (if VSP) and Coordinated Entry (CE).
- Comply with IVCCC Written Standards.
- Comply with reporting requirements.
- Adhere to the expenditure deadlines listed by the funding source.
- 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 with their proposal.



# Eligible Activities

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HHAP Round 4 programs requires subrecipients to expend funds on evidence-based solutions to address and prevent homelessness among eligible populations. On November 2, 2022, the IVCCC Executive Board approved a specific list of eligible activities based on local need. The eligible activities approved by the IVCCC Executive Board and available through this RFP are as follows:

1. **Rapid re-housing**, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
2. **Operating Subsidies** in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
3. **Street outreach** to assist persons experiencing homelessness to access permanent housing and services.
4. **Services coordination**, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
5. **Prevention and shelter diversion** to permanent housing, including rental subsidies.



# Ineligible Uses

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- HHAP funds cannot be used to supplant existing local funds for Homeless Housing, Assistance and Prevention unless a previously supporting service or project ends or are reduced for reasons beyond the control of the grantee, and services or housing capacity will be lost as a result of these funds ending. These types of projects must first receive approval from HCD.

**Example of Ineligible Project:** A project which has received approval/commitment of funds for a homeless assistance program cannot request HHAP funds to replace the approved/committed funds.

**Example of Eligible Project:** Projects that are limited one-time block grant, such as ESG or other that will end or will be reduced for reasons beyond the control of the grantee can apply for funding.





# Ineligible Uses (continued)

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- Reimbursements are not permitted for any activities incurred prior to the execution of an awarded HHAP Round 4 project.
- 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. All indirect costs shall:
  - ✓ Be labeled clearly in the proposed budget provided with the proposal and
  - ✓ Must be allowable, reasonable and necessary



# Funding Opportunities

Eligible Activity	Amount Available	Allocation – Youth Set Aside
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
<b>Total</b>	<b>\$2,532,664.72</b>	<b>\$278,593.12</b>

- The minimum amount that can be requested for each proposal is set at \$150,000, while the maximum amount is \$2,532,664.73.
- All proposals must include a minimum youth set-aside amount of 11% in the budget.



# Application Requirements

- All applicants must submit the Proposal Checklist (Attachment F).
- All applicants are required to submit the fillable application (Attachment D) along with the supporting documentation requested in the application.
- All applicants must submit their state worker's compensation and insurance documentation.
- All applicants must submit the agency Certification Form (Attachment G).

Imperial Valley Continuum of Care  
California Homeless Housing, Assistance, and Prevention Program  
HHAP Round 3 Project Application

### PROPOSAL CHECKLIST

**Instructions:** This section must be completed, and each item checked off to ensure all items requested by the County in this RFP have been submitted. Follow the instructions on each section of this RFP. Present all requested items/documentation as noted below. Label each item presented and include additional items in your Table of Contents if necessary. All proposals must include a detailed description of the proposed project. Applicants that do not follow the instructions in the RFP may be found to be "non-responsive" and disqualified from the bid process.

Name of organization: \_\_\_\_\_

Project Name: (Example: Village of Hope) \_\_\_\_\_

**Proposal Submission Checklist**

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

Section:	Page Number
<input type="checkbox"/> Proposal Checklist (this page)	_____
<input type="checkbox"/> Project Application (Attachment D)	_____

**Proof of Insurance:**


1. <input type="checkbox"/> Automobile Liability Coverage	_____
2. <input type="checkbox"/> Commercial General Liability	_____
3. <input type="checkbox"/> Cyber Liability Coverage	_____
4. <input type="checkbox"/> Errors and Omissions Coverage	_____
5. <input type="checkbox"/> Workers Compensation Coverage	_____

Copy of Equal Access and Non-Discrimination Policies \_\_\_\_\_

Copy of current business license or other applicable licenses \_\_\_\_\_

Agency Certification (Attachment E) \_\_\_\_\_

Acknowledgement of compliance with Russian Sanctions (Attachment F) \_\_\_\_\_


**Imperial County Department of Social Services**  
 Imperial Valley Continuum of Care

Homeless Housing, Assistance and Prevention Program (HHAP Round 3) Application  
Applications due on February 29, 2024

The Imperial County Department of Social Services is pleased to announce the availability of funds for the Homeless Housing, Assistance and Prevention (HHAP) Round 3 program. HHAP Round 3 block grant programs are administered by the California Interagency Council on Homelessness (Cal ICH) and designed to support regional coordination and expand or develop local capacity to address immediate homelessness challenges throughout the state. Spending must be informed by a best practices framework focused on moving homeless individuals and families into permanent housing and ensuring those individuals and families maintain their permanent housing. \*Applications are due on February 29th, 2024, by 4:00 PM (PST).

**Eligible Use Categories & Funding Amounts**

HHAP Round 3
53,139,155.30
<b>Eligible Activities:</b>
1. Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
2. Rapid Rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
3. Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
4. Street outreach to assist persons experiencing homelessness to access permanent housing and services.

**I. Primary Application Information (Lead Agency)**

Organization Name	_____
Mailing Address	_____
City, State, Zip	_____
Contact Person/Title	_____
Phone Number / Fax	_____
Email	_____
Type of Organization	<input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Gov't/Pub <input type="checkbox"/> Other
Organization Website	_____
UEI (DUNS) Number	_____
FEIN/ Tax ID:	_____

**AGENCY CERTIFICATIONS**

The following certification must be completed and signed by an authorized agency representative to be further considered for HHAP program funding.

The undersigned agency hereby certifies that:

- The information contained herein and in the attached is complete and accurate. No material information has been omitted, including financial information.
- The agency certifies to the best of its knowledge and belief that its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency.
- The agency shall comply with all federal and county policies and requirements applicable to the HHAP program as appropriate for the funding if received.
- If HHAP funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to complete the project as proposed.
- The agency certifies that the funded program will participate in the locally approved HMIS system or comparable database for Victim Service Providers (VSP) and CES.
- If HHAP funds are approved in the requested amount, the agency will provide a final budget summary.

Name of Agency	
Typed Name and Title of Agency Official	
Agency Official's Signature	Date of Signature
Phone Number of Agency Official	E-Mail Address of Agency Official



# Timeline

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



# Strategy

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Analyze the eligible categories under HHAP Round 4 and evaluate what types of projects/services the agency can provide and/or deliver through coordination with other agencies.

Ensure proposals are aligned with the IVCCC Written Standards, HHAP Round 4 Action Plan, and California's Housing First Policy.

Applicant must determine if they can meet the RFP's Minimum Requirements found on Section 9,

Ask: does the proposed project(s) deliver a long-term permanent housing solution or services that promote housing stability? Will the project goals meet the required timeline?



# Evaluation & Scoring Tool



\*Additional bonus points may be allocated



# Questions & HHAP Resources

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- HHAP Round 4 frequently asked questions can be found at <https://www.hcd.ca.gov/grants-and-funding/programs-active/homeless-housing-assistance-and-prevention-grant-program>.
- Program questions are due by Wednesday December 11, 2024 at 10:00 a.m. – please submit via <https://vendors.planetbids.com/portal/64020/portal-home>
- Responses will be posted on Monday December 16, 2024 by 5:00 p.m. at the IVCCC and Imperial County Purchasing Department websites.



# PlanetBids Portal

Process to submit Questions and Answers and Proposal is through PlanetBids portal. For support, applicants may reach out to [rhodahoffman@co.imperial.ca.us](mailto:rhodahoffman@co.imperial.ca.us) or PlanetBids technical support.




Imperial County →

Vendor Portal

- Vendor Registration**  
Create a new vendor record. If you wish to view or edit an existing vendor, simply Log In.
- My Contracts** (LOGIN REQUIRED)  
Manage your awarded contracts, record payments, add subcontractors, produce reports and charts.
- Contracts** (LOGIN REQUIRED)  
View public information regarding agency contracts.
- Bid Opportunities**  
Search and bid electronically on opportunities with this agency, download documents, and become a prospective bidder.
- Certified Vendors** (LOGIN REQUIRED)  
Find Certified Vendors
- My Insurance** (LOGIN REQUIRED)  
View and fulfill insurance requests / requirements.

More from PlanetBids  
**VENDORLINE**  
Effortless Bidding Awaits.  
Manage all of your agencies with just one profile. [Learn More >](#)



Imperial County →

Register as a Vendor


Company Name \*

FEI/SSN \*

Email \*

**SIGN UP**

[Already have an account? Log in here.](#)



Imperial County

## Bid Opportunities

Keyword: HHAP Bid Type: [v]

Department: [v] Due Date From: [calendar icon]

Found 1 bid with **Keyword:** HHAP, **Stage:** Bidding, **Due Date To:** 01/07/2025

Posted	Project Title	Invitation #
11/27/2024	RFP - Homeless Housing, Assistance, Prevention Prog...	RFP 0004-25





# PlanetBids Portal



Imperial County



LOG IN

[← Back to Bid Search](#)

RFP - Homeless Housing, Assistance, Prevention Program - Round 4 RFP 0004-25

REMAINING  
36 days

- Bid Information
- Line Items
- Documents
- Addenda/Emails
- Q&A
- Prospective Bidders
- Bid Results
- Awards

## Bid Detail

**Project Title** RFP - Homeless Housing, Assistance, Prevention Program - Round 4  
**Invitation #** RFP 0004-25  
**Bid Posting Date** 11/27/2024 4:57 PM (PST)  
**Project Stage** Bidding  
**Bid Due Date** 01/07/2025 4:00 PM (PST)  
**Response Format** Electronic

**Project Type** RFP (Request for Proposal)  
**Response Types** Line Items  
Cost File  
Response File  
General Attachment  
General Attachment  
General Attachment  
General Attachment  
General Attachment

**Type of Award** Lump Sum  
**Categories** 236115 - New Single-Family Housing Construction (except Operative Builders)  
236116 - New Multifamily Housing Construction (except Operative Builders)  
236117 - New Housing Operative Builders  
624229 - Other Community Housing Services  
925110 - Administration of Housing Programs

License Requirements

Place eBid



# Thank You!

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