

# Homeless Housing, Assistance and Prevention Program (HHAP) Round 3 Youth Set-Aside

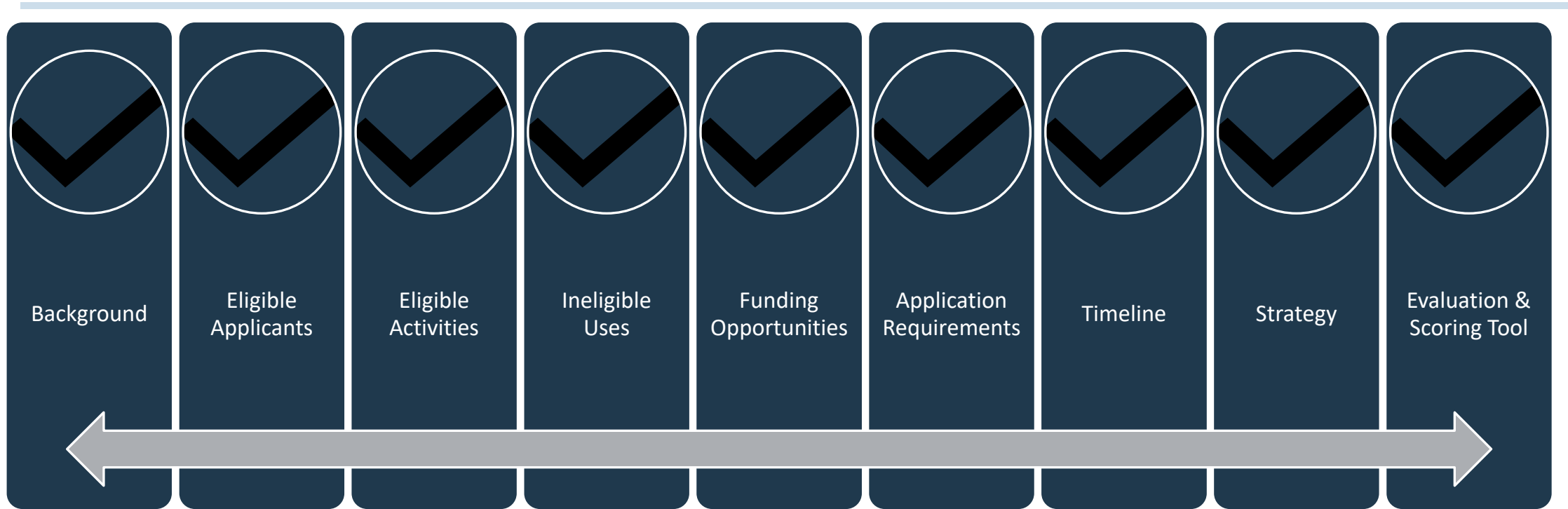
## Technical Assistance Workshop

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JUNE 5, 2024



# Agenda



# Background

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- Assembly Bill 140 signed into law on July 19, 2021 authorized a \$1 billion block grant – Homeless Housing, Assistance and Prevention Program 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.



# Background (continued)

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- 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 \$408,867.17, for the purpose of one or a combination of the following eligible activities: permanent housing, rapid rehousing, street outreach, and services coordination.
- **This release of funding requires funds to be used solely for unaccompanied homeless youth populations, which are defined as unaccompanied youth who are between 12 and 24 years old and experiencing homelessness.** Funds spent under this provision must still also comply with the eligible use requirements of Health and Safety Code section 50220.7(e).



# Eligible Applicants

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

Applicant(s) may include subgrantees in a collaborative application to maximize effectiveness in addressing homelessness challenges. Applicant subgrantees must meet the same requirements as applicant(s). 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 and Coordinated Entry System(CES).
- Comply with IVCCC Written Standards.
- Comply with reporting requirements.
- Adhere to the expenditure deadline of 04/30/2026.
- 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.
  - Permanent housing project applicant(s) must include: construction schedule or gantt chart, 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.



# Eligible Activities

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HHAP Round 3 requires subrecipients to expend funds on evidence-based solutions to address and prevent homelessness among eligible populations. 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 (next slide):



# Eligible Activities (continued)

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1. Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions).
2. Rapid re-housing, including rental subsidies and incentives to landlords, such as security deposits, holding fees and non-congregate emergency shelter to bridge participants from literal homelessness to permanent housing. Proposed RRH programs are not eligible if non-congregate emergency shelter is provided without RRH services.
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.





# 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 Cal ICH.

**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 HEAP or other project 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 3 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
Rapid Rehousing	\$87,928.21
Street Outreach	\$21,505.38
Services Coordination	\$21,505.38
Permanent Housing and Innovative Solutions	\$277,928.20
<b>Total</b>	<b>\$408,867.17</b>

\* The minimum amount that can be requested for each proposal is set at \$21,505.38, while the maximum amount is \$408,867.17.



# Application Requirements

- All applicants must submit the Proposal Checklist (Attachment C).
- 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 worker's compensation and insurance documentation.
- All applicants must submit the agency Certification Form (Attachment E).

Imperial Valley Continuum of Care  
California Homeless Housing, Assistance, and Prevention Program  
HHAP Round 3 Youth Set-Aside 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 (Attachment C; this page)	_____
<input type="checkbox"/> Project Application (Attachment D)	_____
<b>Proof of Insurance:</b>	
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	_____
<input type="checkbox"/> Copy of Equal Access and Non-Discrimination Policies	_____
<input type="checkbox"/> Copy of current business license or other applicable licenses	_____
<input type="checkbox"/> Agency Certification (Attachment E)	_____
<input type="checkbox"/> If applicable, 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) Youth Set-Aside Application

Applications due on June 20, 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 youth (unaccompanied youth who are between 12 and 24 years old and experiencing homelessness) into permanent housing and ensuring those individuals and families maintain their permanent housing. \*Applications are due on June 20, 2024, by 4:00 PM (PST).

**Eligible Use Categories & Funding Amounts**

HHAP Round 3
Funds Available: \$408,867.17
<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, holding fees and non-congregate emergency shelter to bridge participants from literal homelessness to permanent housing. Proposed RRH programs are not eligible if non-congregate emergency shelter is provided without RRH services.
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

May 23, 2024	RFP released on IVCCC’s website: <a href="#">IVCCC</a> and County of Imperial Purchasing Department’s vendor portal: <a href="#">PlanetBids</a>
June 5, 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: <a href="#">HHAP 3 RFP for Youth Set-Aside Technical Assistance Workshop</a>
June 7, 2024	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.
June 12, 2024	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.
June 20, 2024	Deadline for proposal submission will be June 20th by 4:00 p.m. on <a href="#">Imperial County Purchasing PlanetBids</a> vendor portal.
June 25, 2024	Scoring and Ranking Committee review and rank projects
July 3, 2024	IVCCC Executive Board takes actions on recommendations of Scoring and Ranking Committee.
July 8, 2024	IVCCC posts ranking on <a href="#">IVCCC website</a> and mails out award letters.
April 30, 2026	HHAP Round 3 funds must be fully expended.



# Strategy

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Analyze the eligible categories under HHAP Round 3 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 3 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? Can I accomplish my project goals within the required timeline?



# Evaluation & Scoring Tool



\*Additional bonus points may be allocated



# Questions & HHAP Resources

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- Available resources such as Promising and Evidence Based Practices along with the HHAP Round 3 frequently asked questions can be found at [https://bcsh.ca.gov/calich/hhap\\_program.html](https://bcsh.ca.gov/calich/hhap_program.html).
- Program questions are due by Monday, June 7, 2024 at 10:00 a.m. – please submit via [Imperial County Purchasing PlanetBids](#) vendor portal
- Responses will be posted on Tuesday, June 12, 2024 by 5:00 p.m. at the [IVCCC](#) and [Imperial County Purchasing PlanetBids](#) vendor portal.





# 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

Posted	Project Title	Invitation #
05/23/2024	RFP - Homeless Housing, Assistance, And Prevention ...	RFP 1027-24



# PlanetBids Portal



Imperial County



LOG IN

[← Back to Bid Search](#)

RFP - Homeless Housing, Assistance, And Prevention Program - Round 3 (Youth Set Aside) RFP 1027-24

REMAINING  
16 days

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

## Bid Detail

**Project Title** RFP - Homeless Housing, Assistance, And Prevention Program - Round 3 (Youth Set Aside)  
**Invitation #** RFP 1027-24  
**Bid Posting Date** 05/23/2024 3:06 PM (PDT)  
**Project Stage** Bidding  
**Bid Due Date** 06/20/2024 4:00 PM (PDT)  
**Response Format** Electronic

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

### License Requirements

**Preferences** Local - Local Business

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

Place eBid



# Thank You!

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