



**Request for Applications No. OHS 24-05
Housing and Homelessness Incentive Program
Continuum of Care**

Addendum No. 1

**San Bernardino County
Office of Homeless Services
560 East Hospitality Lane, Suite 200
San Bernardino, CA 92415-0044
November 25, 2024**

QUESTIONS AND ANSWERS

1. What is the overall intent of Housing and Homelessness Incentive Program (HHIP) funds?

The intent of HHIP is to improve health outcomes and access to whole person care services by addressing housing insecurity and instability as a social determinant of health for the Medi-Cal population. Funds are expected to develop, support and strengthen sustainable housing-related infrastructure and capacity.

2. Is this funding strictly to assist Inland Empire Health Plan (IEHP) members?

No, funding is not restricted to assisting only IEHP members. Projects funded by HHIP may service anyone who is homeless or at risk of becoming homeless.

3. What type of agencies are eligible to apply?

A unit of local government including housing authority, a registered 501(c)3 non-profit organization, or a state or federally recognized tribal entity are eligible to apply.

4. The Request for Applications (RFA) instructs the most recent two years of financials be provided. What are newer agencies to do if they have been in businesses less than two years?

Section VI.B. 7 of the RFA includes the minimum amount of financial information that must be provided. Applications that cannot or do not include the requested financial documents or information will not pass application threshold requirements.

5. Is this a reimbursement or up-front payment? How will funding be disbursed if it's not reimbursed? How quickly will reimbursement occur?

Funds will be provided on a cost-reimbursement basis. Upon receipt of all required documents, reimbursement will occur within 45 days.

6. Is this one-time funding?

HHIP funds are considered one-time funds from the State. However, at the County level, there may be multiple rounds of HHIP funding based on different types of HHIP funds available and funding not awarded in the first round.

7. Is there a cap on the amount an agency can request?

An agency can request up to the maximum amount available in each Investment Category.

8. Can an agency apply for more than one investment category on a single submission? What about on multiple applications?

Project applications are limited to one Investment Category each. If a project can be considered under more than one Investment Category, the agency must indicate the Investment Category under which it is applying. Multiple applications for the same project but under different investment categories are not allowed. However, agencies are allowed to submit more than one application if each application contains a different project.

9. Is there a limit as to how many agencies can be awarded within each Investment Category? How much can an agency ask for?

There is no limit to how many agencies can be awarded within each Investment Category. Agencies may request up to the maximum amount available per Investment Category

10. Can an agency join another agency to apply as one joint entity?

No, an agency cannot join another agency to apply as one. There can be only one applicant on each application. However, the applicant may indicate other agencies with whom they are planning to work, or sub-recipients of project funds in the application.

11. Are there regional limits? Is there a set number of awards per region?

No, there are no regional limits or a set number of awards per region.

12. How will the applications be judged?

A panel of individuals outside of the Continuum of Care (CoC) will be evaluating and scoring the applications using the established scoring criteria.

13. Who will cover the administrative costs?

Administrative Costs can be included as part of the requested amount but also need to be included in the project budget.

14. To serve IEHP clients, does the agency have to have any MOU or contract with IEHP?

No, the agency is not required to have an MOU or contract with IEHP. A contract will be required between the agency and OHS should the agency be awarded HHIP funds. If an agency is interested in contracting with IEHP outside of this grant as a Community Supports, Medical, Behavioral Health, or other type of provider, they are encouraged to connect with IEHP's contracting department.

15. What type of collaborations are being sought?

Per the Scoring Guidelines, Collaborations will be evaluated based on the following:

- The extent to which the proposed project involves a multi-agency/entity collaboration.
 - The extent to which the applicant leverages funding and resources in collaboration with other agencies/entities.
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16. What are the outcomes being searched for?

Specific outcomes for an awarded project will be determined during the contract establishment phase, based on the Investment Category and application type. In general, all projects must meet the overall purpose of HHIP.

17. How many organizations will be funded in each investment category?

The number of organizations awarded in each Investment Category will be based on the number of applications received for that specific Investment Category, the region in which services will be provided, and the amount in HHIP funds requested on and quality of the applications.

18. Should the organization request a lump sum or break out by funding opportunity?

Agencies should request a lump sum as only one Investment Category can be included per application.

19. Would capital investments to develop recuperative care facilities in SB qualify under *CoC Collaboration and Partnerships*?

Per the description of the *CoC Collaboration and Partnerships* Investment Category in the RFA (Section V.C.2), funds may be used "to support the increase in the number of housing-related service providers in the County." The capital costs to develop a recuperative care facility would align with this intent.

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20. Are all capital investments intended to go to Permanent Supportive Housing (PSH) development??

No, all capital investments are not intended to go to PSH development. They could fall under other Investment Categories. Example: Repairs to a shelter that houses Veterans or members of the LGPTQ+ community (*Disparities and Equity Services Support*).

21. How do you define "interim housing?" i.e. shelter/ motel, etc.?

Per Section III.P of the RFA, "interim housing" provides safe temporary accommodations for people who otherwise have nowhere to spend the night.

22. Is "Rental assistance" to be interpreted as rapid re-housing program??

Rapid Re-housing is a specific intervention, while rental assistance can be used in a number of different situations (including for Rapid Re-housing). It is important to keep in mind that HHIP funds are intended to develop, support, and strengthen sustainable housing-related infrastructure and capacity. It is not intended to fund direct services.

23. What is included under "supportive housing"??

Per the Department of Health Care Services, supportive housing is defined as rental housing that is affordable for people with disabilities, has no limit on length of stay, each tenant has their own room or apartment and is responsible for paying their own rent, and connected to services that help residents retain their housing.

24. What type of expenses qualify under "case management"??

Case management does not fall under the purview of HHIP.

25. Is there a word count limit? If yes, how do we submit an application with more than one Investment Category if there is a word limit?

Specific sections of the application have word count limits, per Section VI.B.9 of the RFA. Only one Investment Category can be used per project application.

26. Is there a date by when awarded funds must be spent? Are there any other deadlines to consider?

Expenditure and other deadlines are dependent on the project type and investment category and will be established during the contract development phase.

27. Can a more in-depth description of each Investment Category be provided? What are allowable expenses and non-allowable expenses for each category?

The descriptions of the Investment Categories as stated in Section V.C of the RFA are intentionally broad to encourage agencies to submit innovative, unique and replicable projects that will fulfill the overall intent of HHIP. Applicants may include specific expenses in their project budget (staffing, training, etc.) so long as they align with the specific Investment Category description and meet the overall intent of HHIP.

28. What is the funding cycle/period for this grant?

Funding periods and reporting requirements will be established during the contract development phase.

29. Is this RFA intended for only Managed Care Plan (MCPs) to be the main applicants?

No, MCPs are not the main applicants. IEHP, our local MCP, is working with the CoC to solicit projects that meet the goals of HHIP. Agencies that meet the requirements as stated in the RFA and clarified in this Q&A are eligible to apply.

30. Attachment A: Cover Page lists Attachment F as something that should be included. However, Attachment F says it is not required.

Attachment F - References is not required. N/A can be listed as the page number for Attachment F on the Cover Sheet (Attachment A).

31. There is reference to an "Attachment L" for the Project Application but there is no template for that.

Agencies are expected to draft a document containing the information indicated in Section VI.B.9 and following the Presentation guidelines in Section VI.B.1.

32. Can the description of the proposed program in the Application Description be more than 500 words?

In order provide a more robust description of a project, the word count for Section VI.B.9.i (A description of the proposed program) is increased from 500 words to 1,000 words. However, applicants should ensure the information contained in this part is not repetitious of information contained in order parts/sections of the RFA.

33. Are the Work plan and Schedule intended to be included as part of Attachment L: Project Application? The Work Plan and Schedule are listed on page 14 of the RFA, but it is not clear where they are supposed to be included. Additionally, are there any specifications of what should be included in the work plan and/or a word limit?

The Work Plan and Schedule are a part of Attachment L - Project Application. There is no word limit on the Work Plan, however, it should only be a summary of the Project.

34. Under the Application Format section in the RFA (Section VI.B), there is a section called out for Statement of Experience & Qualification. In the HHAP applications, there was a template provided for this content. In this HHIP RFA, there is no such form and there is no provision for this information in the proposed Table of Contents.

Agencies are expected to draft a document containing the information indicated in Section VI.B.5. This will be included as part of the Project Application.

35. Can you clarify how the application packet should be assembled?

Application packets are to be assembled in the following order.

- 1) Attachment A – Cover Page
- 2) Attachment B – Statement of Certification
- 3) Attachment C – Licenses, Permits, and/or Certifications
- 4) Attachment D – Certification Regarding Debarment or Suspension; California Secretary of State Business Entity Registration
- 5) Attachment G – Employment of Former County Officials
- 6) Attachment H – Exceptions to RFA
- 7) Attachment I – Public Records Act Exemptions
- 8) Attachment J – Indemnification and Insurance Requirements Affidavit
- 9) Attachment K – Campaign Contribution Disclosure (SB 1439)
- 10) Attachment L – Project Application, consisting of the following:
 - i. Statement of Experience and Qualifications
 - ii. Application Description

Note: Attachment E – Project Budget should be the last item in the Application Description section. The Attachment E template in the RFA must be used as the cover sheet to the project budget.

iii. Work Plan and Schedule

11) Financials

Note: Templates of Attachments A – K (not including Attachment F) are included in the RFA. Agencies are expected to draft Attachment L following the Presentation guidelines in Section VI.B.1 of the RFA.

36. Is an organizational chart or resumes of current or proposed team members required to be included in the application?

Agencies are welcome to include an organizational chart or the resumes of current or proposed team members in their application. However, providing such information is not a requirement. If organizational charts or resumes are included, they should be added as part of the Work Plan section.

37. Can the deadline be extended due to the holidays?

Yes, the application deadline has been extended to **Friday, December 20th at 4:00 AM** (local time). In addition, a second Application Workshop will be held on Monday, December 9th at 4:00 PM.
