



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

Addendum No. 2

**San Bernardino County
Office of Homeless Services
560 East Hospitality Lane, Suite 200
San Bernardino, CA 92415-0044
December 12, 2024**

QUESTIONS AND ANSWERS #2

1. Is there no Excel budget template that we should complete for the budget?

No, a Microsoft Excel budget template is not provided as an attachment in the Request for Applications (RFA). Applicants may use Excel, Word, or another similar program to create a clear and complete project budget.

2. In the financials section it asks to provide the annual report for the previous two years. What is meant by annual report? We already have audited financial statements.

An Annual Report, also known as an Annual Financial Report, is a document that provides detailed financial and operational information about an agency's activities and performance over the previous year. If an applicant agency does not produce Annual Reports, the applicant may include independently audited financial statements for the two most recently completed fiscal years. If audited financial statements are not available, the applicant must provide unaudited financial statements along with a certification from the Applicant's accountant that the information accurately reflects the Applicant's current financial status, per Section 6.B.7 of the RFA.

3. Can funds from the CoC Support Investment Category (#1) support agency staff to participate in CoC activities?

Yes, funds from the CoC Support Investment Category can support agency staff to participate in CoC activities. However, it is important to consider whether using CoC Support funds for this purpose will align with the overall intent of HHIP (see Q&A #1 in Addendum No. 1).

4. Question #22 on Addendum No. 1 says HHIP funds are not intended to fund direct services. Does that mean that we cannot request funding for staff to provide outreach and housing navigation?

HHIP funds are intended to develop, support, and strengthen sustainable housing-related infrastructure and capacity. Though funds can be used to fund direct services, they should do so in a way that aligns with this intent. The purpose of this funding is to establish the housing infrastructure necessary to effectively stabilize Managed Care Plan (MCP) members who are homeless or otherwise unstably housed.

5. Will our grant application be submitted by email or mail submission? Will we receive a confirmation email stating that our application has been received?

Applications must be submitted via email to homelessrfp@hss.sbcounty.gov. Applications must be received no later than 4:00 PM on Friday, December 20, 2024. Applicants will receive a confirmation email stating their application was received.

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6. Is the Disparities and Equity Services Support Investment Category (#3) intended specifically for entities who are constructing/providing housing?

Funds from the Disparities and Equity Services Support Investment Category are not necessarily intended specifically for entities who are constructing/providing housing. Agencies may also use these funds to address disparities and equity in housing-related services, such as by offering staff training and providing resources to agency staff (this could also fall under the CoC Support Category).

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7. How is this connected to the upcoming ERF?

The Encampment Resolution Funding Program (ERF) is a state-administered competitive grant program available to assist local jurisdictions in providing services and supports to people experiencing homelessness in encampments, resulting in meaningful paths to safe and stable housing. San Bernardino County was recently awarded ERF funds through Round 3 of the grant funding. While ERF is intended to address homelessness in encampments, HHIP aims to improve health outcomes and access to whole-person care services by addressing housing insecurity and instability as social determinants of health for the Medi-Cal population. Though the programs differ, their target populations may overlap.

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8. With regard to Street Medicine: can you confirm that this cannot be used to conduct Street Medicine, rather only for coordination between Street Medicine activities and housing providers?

HHIP funds can be used to conduct Street Medicine services. However, applicants should keep in mind that HHIP funds are intended to develop, support, and strengthen sustainable housing-related infrastructure and capacity.

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9. Are S Corporation qualified to apply?

S Corporations are not eligible to apply for HHIP funds.

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10. Are both acquirement and rehab of houses approved costs?

Acquisition and rehabilitation of homes can be considered eligible costs under HHIP. However, applicants should carefully consider the limited amount of funding in each Investment Category and remember that funds will be awarded equitably across the geographic regions of the CoC.

Funds provided for capital development will be subject to regulatory use restrictions for 15-20 years.

11. Is there a rental cap (program fee) to charge clients if we are approved for the HHIP funding and we utilize the money for rehabilitation of a transitional home? For example - is the guideline 30% of household income?

Participants in transitional housing cannot be charged rent. If rent is charged under the permanent housing provision, it is to be calculated following Department of Housing and Urban Development (HUD) guidelines. HHIP funds cannot be applied towards direct rent but can be used for expenses such as administrative and capital costs.

12. Is there a number of years or any type of encumbrance on the property if we utilize HHIP funding for rehabilitation efforts?

Yes, there is a regulatory use restriction for capital development projects lasting 15-20 years depending on the housing type and investment amount.

13. Are there any AMI guidelines to review for this funding related to client income?

No, there are no Area Median Income (AMI) guidelines to review for HHIP funding related to client income. However, eligible participants will be limited to those that are homeless or at risk per the HUD definition. Participants referred by IEHP or other MCPs who require housing services will be the highest priority for services. Additionally, all referrals will come through the County's established Coordinated Entry System (CES).

14. For the Disparities and Equity Services Support category, would serving in an unincorporated and underserved community, where shelters and government services offices are not available, be eligible??

Yes, this could be eligible under the Disparities and Equity Services Support Investment Category. However, this be clearly explained in your project application.

15. Regarding Attachment C: Do we need to supply copies of the actual contractor/sub-contractor licenses, or can we list the number and expiration date on the form? Page 12 states we need to supply copies, but neither Attachment C nor the Cover page states we need copies.

Please provide copies of actual contractor/sub-contractor licenses. These can be attached to Attachment C: Licenses, Permits, and/or Certifications.
