



Office of Homeless Services

Application Workshop

Continuum of Care Builds

RFA OHS 24-03

Monday, September 23, 2024

www.SBCounty.gov

- **RFA CONTACT**

Annette Florez

(909) 501-0645

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- **PLEASE REMAIN MUTED DURING THE PRESENTATION**

- **QUESTIONS**

- Questions will be answered at the end of the presentation. Please submit questions via the chat.
- Deadline for submission of written questions is **Tuesday, September 24, 2024 by 4:30 P.M.** (Local Time). Questions are to be submitted to the RFA Contact. Please copy HomelessRFP@hss.sbcounty.gov.

- Background
- Eligible Applicants
- Application Timeline
- Application Instructions
- Application Submission
- Requirements
- Package
- Contract Requirements
- Questions

- U.S. Department of Housing and Urban Development (HUD) Continuum of Care Builds (CoC Builds) Program Competition
- Project Objectives
- Project Deliverables

 An award pursuant to this this Request for Applications (RFA) is contingent upon an award from HUD

The following Applicants will be eligible to submit an Application under this CoC Builds RFA:

- Non-profit organizations that have a 501 (c)(3) status with the IRS
- Public Housing Authorities
- City or township governments

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made through the CoC Builds program.

The Office of Homeless Services will work with the Applicant for the selected project to submit the CoC Builds Application to HUD.

- Carefully read the entire RFA and attached documents
- Follow the instructions in Section VI Application Submission (pages 13-16)
- Answer all questions – incomplete Applications will **not** be accepted
- Complete a Budget Worksheet – required for submission of an Application

DEADLINE FOR SUBMISSION OF QUESTIONS

- Tuesday, September 24, 2024 by 4:30 PM (Local Time)

DEADLINE FOR SUBMISSION OF APPLICATIONS

- Tuesday, October 8, 2024 by 2:00 PM (Local Time)
Late submissions will not be accepted.

RECOMMENDATIONS TO THE INTERAGENCY COUNCIL ON HOMELESSNESS BOARD

- October 2024

DEADLINE FOR SUBMISSION OF APPLICATION TO HUD

- Thursday, November 21, 2024 by 8:59 PM (Local Time)

APPLICATIONS ARE TO BE SUBMITTED VIA EMAIL TO HOMELESSRFP@HSS.SBCOUNTY.GOV

- The email subject line should read “CoC Builds RFA Application Submission” followed by the proposed Project’s name.

Example: CoC Builds RFA Submission - Project Name

- By submitting electronically, Applicant acknowledges electronic signature is legally binding.

- Application Conditions (pages 5-10)
- Background (page 10)
- Project Description and Requirements (page 10-13)
- Application Submission (pages 13-16)

- **Cover Page/Checklist** with **AUTHORIZED SIGNATURE**
(Attachment A)
- **Statements of Certification**
(Attachment B)
- **Licenses, Permits, and/or Certifications**
(Attachment C)
- **Certification Regarding Debarment or Suspension**
(Attachment D)
- **Project Budget Worksheet**
(Attachment E)
- **Exceptions to RFA**
(Attachment H)
- **Public Records Act Exemptions**
(Attachment I)
- **Insurance and Indemnification**
(Attachment J)
- **Project Application**
(Attachment L)



- All information submitted is subject to disclosure under the provisions of the California Public Records Act.
- Any information provided in the Application Package that is deemed “Confidential” should be indicated on Attachment I.
 - Attachment I – Public Records Act Exemptions: Please indicate what portion of the application is confidential and include citation supporting legal authority to support the exemption.
- The County will use reasonable means to ensure that such information is safeguarded but will not be held liable for inadvertent disclosure of information.

Note: Do not include personal information.

- Compliance with County Policy (page 21)
- Nondisclosure (page 24)
- Indemnification and Insurance (pages 28-31)
- Right to Monitor and Audit (pages 32-33)

Type of Insurance	Limits	Aggregate
Worker's Compensation	\$250,000	
General Liability	\$1,000,000/occurrence	\$2,000,000 aggregate
Automobile Liability	\$1,000,000/occurrence	\$2,000,000 aggregate If transporting clients
Directors and Officers Insurance (Nonprofit Org.)	\$1,000,000	
Professional Liability and/or Errors & Omissions	\$1,000,000/occurrence	\$2,000,000 aggregate
Abuse/Molestation	\$1,000,000/occurrence	\$2,000,000 aggregate

 Proof of insurance required by Contract start date

Questions?

