



**Request for Application No. OHS02-24-2026  
Homeless Housing, Assistance and Prevention  
(HHAP) Program – Round 5  
Regional Funding Opportunity (West Valley,  
Central Valley, Mountains, High Desert, East  
Desert, Youth Set-Aside)**

**San Bernardino County  
Office of Homeless Services  
560 E Hospitality Lane, Suite 200  
San Bernardino, CA 92415-0044  
February 25, 2026**

Request for Application  
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**I. INTRODUCTION**

**A. Purpose**

The San Bernardino County Office of Homeless Services (OHS) is seeking Applications from qualified Proposers to implement eligible Homeless Housing, Assistance and Prevention (HHAP) Program – Round 5 (HHAP-5) activities. The purpose of this solicitation is to support actionable, person-centered, regionally coordinated projects that reduce unsheltered homelessness—particularly for individuals and households residing in encampments—through Housing First—compliant approaches and Coordinated Entry, with clear pathways to interim and/or permanent housing. This solicitation is organized across five service regions: West Valley, Central Valley, Mountains, High Desert, East Desert. There is also a youth set-aside requirement component. See Attachment O for full HHAP-5 program requirements, eligible uses, regional funding pools, and performance measures.

**B. RFA Contact**

All correspondence, and questions (not bid questions), must be submitted to the person identified below (RFA Contact):

San Bernardino County  
Office of Homeless Services  
Attn: Claudia Doyle  
560 E Hospitality Lane, Suite 200  
San Bernardino, CA 92415-0044  
Phone: (909) 501-0617  
Email: [Claudia.Doyle@hss.sbcounty.gov](mailto:Claudia.Doyle@hss.sbcounty.gov)

E-mail address may only be used to submit questions (not bid questions). Applications will only be accepted by email in compliance with Section VI.A.2. The completed and signed application must be received by the Deadline for Application specified in Section II – Application Timeline.

**C. Budget**

The County anticipates awarding one or more contracts using HHAP Program – Round 5 funding. The total HHAP-5 award to the San Bernardino City & County CoC is \$6,032,369.26. Funding available under this solicitation is anticipated to be distributed by region and program type as described in Attachment O.

**D. Contract Term**

Services to be provided under this Request for Application (RFA) are outlined under Section V, Scope of Work. The Contract period will be for a maximum of 2 years beginning on date of execution and ending on 6/30/2028.

**E. Location of Services**

Location(s) where Services are to be provided, completed and managed includes San Bernardino County service areas within the West Valley Region, Central Valley Region, Mountain Region, High Desert Region, and East Desert region, as further described in Attachment O.

**F. Assistance to Proposers with a Disability**

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Proposers with a disability may request accommodation regarding the means of communicating this RFA or participating in the procurement process. For more information, contact the RFA Contact no later than ten (10) days prior to the Deadline for Applications.

## II. APPLICATION TIMELINE

Release of RFA	February 25, 2026
Bidders Conference	March 3, 2026 1:30-2:30 PM (Local Time)
Deadline for Submission of Questions	March 4, 2026 at 4:00 PM (Local Time)
Deadline for Applications	March 18, 2026 at 4:00 PM (Local Time)
Date for Tentative Contract Award	June 2026

### **Bidders Conference:**

A **bidders** Conference will be held:

Tuesday, March 3, 2026, 1:30-2:30 PM

Sheriff's Department  
6565 E 3<sup>rd</sup> St  
San Bernardino, CA,92410

Attendance at the conference is mandatory. No Application will be accepted from any Proposer who fails to attend the Bidder's Conference.

Questions regarding the contents of this RFA must be submitted in writing in ePro on or before the Deadline for Submission of Questions. All questions will be answered, and both the question and answer will be posted as an Addendum to the RFA in ePro.

## III. DEFINITIONS

Capitalized terms used in this RFA shall have the meanings given to them in the RFA and as defined below:

**Administrative Entity:** A unit of general purpose local government (city, county or a city that is also a county) or a nonprofit organization that has (1) previously administered federal Department of Housing and Urban Development (HUD) CoC funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations, and (2) been designated by the CoC to administer program funds. For this Application, CoC and Administrative Entity are used interchangeably.

**Application:** The offer to provide specific goods or services at specified prices and/or other conditions specified in the RFA.

**Board:** The San Bernardino County Board of Supervisors.

**Continuum of Care (CoC):** The group organized to carry out the responsibilities required under this part and that is composed of representatives of organizations, including nonprofit homeless providers, victim service

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providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons to the extent these groups are represented within the geographic area and are available to participate.

Continuum of Care Board (CoC Board): The policy making body for the San Bernardino County Homeless Partnership. The CoC Board works to ensure that the recommendations listed in the County's 10-Year Strategy to End Homelessness are realized. CoC Board Membership is composed of elected officials, service providers, community and faith-based organizations, and corporate advocates.

Continuum of Care Service Providers: A network of Community-Based Organizations and government agencies partnered with the SBC CoC to provide services to homeless individuals and families.

Contract: The Contract between the County and the Proposer resulting from the award issued pursuant to this RFA to the successful Proposer.

Contractor: Any individual, company, firm, corporation, partnership or other organization to whom a contract award is made by the County.

Coordinated Entry System (CES): A centralized or coordinated process developed pursuant to Section 578.7 of Title 24 of the Code of Federal Regulations, as that section read on January 10, 2019, designed to coordinate homelessness program participant intake, assessment, and provision of referrals. In order to satisfy this subdivision, a centralized or coordinated assessment system shall cover the geographic area, be easily accessed by individuals and families seeking housing or services, be well advertised, and include a comprehensive and standardized assessment tool.”

Emergency Shelter: Housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person as defined in subdivision (e) of Section 50801 of the Health and Safety Code.

Facilitator: A County Purchasing Department buyer or designated individual tasked with managing the processes of the evaluation panel.

Homeless Management Information System (HMIS): the information system designated by a Continuum of Care to comply with federal reporting requirements as defined in Section 578.3 of Title 24 of the Code of Federal Regulations. The term “Homeless Management Information System” also includes the use of a comparable database by a victim services provider or legal services provider that is permitted by the federal government under Part 576 of Title 24 of the Code of Federal Regulations.

Homeless Youth: An unaccompanied youth between 12 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act [42 U.S.C. Sec. 11434a(2)]; includes unaccompanied youth who are pregnant or parenting.

Housing First: An approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment

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or service participation requirements, as defined in Section 8255 of the Welfare and Institutions Code, including all of the core components listed therein.

Navigation Center: A Housing First, low-barrier, service-enriched shelter focused on moving homeless individuals and families into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.

Office of Homeless Services (OHS): The lead agency for the San Bernardino City and County Continuum of Care (SBC CoC). The SBC CoC coordinates services with the San Bernardino County Homeless Partnership consisting of community and faith-based organizations, educational institutions, non-profit organizations, private industry, and federal, state and local governments.

Homeless Point-in-Time Count (PITC): means the most recently available point-in time count data as reflected in the Annual Homeless Assessment Report released by the United States Department of Housing and Urban Development.

Program: Means Round 5 of the Homeless Housing, Assistance, and Prevention program, or Round 5, established pursuant to this chapter.

Purchasing Agent: The Director of the County Purchasing Department.

Regional Steering Committee (RSC): Committees made up of local non-profits, faith-based organizations, education, city and county entities created to represent the five Regions within the SBC CoC that provide leadership and serve as regional advisory bodies for the Interagency Council on Homelessness.

Request for Application (RFA): The request for an offer from Proposers interested in providing the identified services sought to be procured by the County. The RFA specifies the evaluation factors to be used and contains or incorporates by reference contractual terms and conditions applicable to the procurement.

Services: The requested services described in this RFA.

Subcontractor: An individual, company, firm, corporation, partnership or other organization, not in the employment of or owned by Contractor who is performing services on behalf of Contractor under the Contract or under a separate contract with or on behalf of Contractor.

Youth Set-Aside: The minimum requirement that at least 10% of HHAP 5 funds be used for housing and services that directly serve homeless youth ages 12-24, including pregnant or parenting youth, in compliance with HHAP 5 eligible uses and reporting requirements.

#### **IV. APPLICATION CONDITIONS**

##### **A. Authorized Signatures**

All applications must be signed by an individual authorized to bind the Proposer to the provisions of the RFA.

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**B. Term of Offer**

Applications shall remain open, valid and subject to acceptance anytime within nine (9) months after the Application submission.

**C. Required Review**

Proposers should carefully review this RFA for defects and questionable or objectionable material. Comments from Proposers concerning defects and objectionable material in this RFA must be made in writing and received by the RFA contact prior to the deadline for submission of questions identified in Section II or at least ten (10) calendar days before the Deadline for Applications (whichever occurs last). This will allow issuance of any necessary amendments or addendums to the RFA. It will also help prevent the opening of a defective RFA and exposure of Applications upon which an award could not be made. Protests based on any omission or error, or on the content of this RFA, may be disallowed if not submitted in writing to the attention of the RFA Contact, prior to the deadline for submission of questions identified in Section II or at least ten (10) calendar days before the Deadline for Applications (whichever occurs last).

**D. Incurred Costs**

The County is not obligated to pay any costs incurred by Proposer in the preparation of an Application in response to this RFA. Proposers agree that all costs incurred in developing an Application are the Proposer's responsibility.

**E. Amendments/Addendums to RFA**

The County reserves the right to issue amendments or addendums to this RFA if the County considers that changes are necessary or additional information is needed.

Changes to an Application or withdrawal of a Application will only be allowed if a request is received prior to the Deadline for Applications. No amendments or withdrawals will be accepted after the Deadline for Applications.

**F. Best Value Evaluation**

As established in this RFA, the County realizes that criteria other than price are important and will award contract(s) based on the Application that best meets the needs of the County. The County seeks the optimal combination of quality, price, and various qualitative elements of the required Services that will provide the County the greatest or best value for its money.

**G. Right of Rejection**

Offers must comply with all of the terms of the RFA, and all applicable local, state, and federal laws, codes, and regulations. The County may reject as non-responsive any Application that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFA. Further, the County may reject an application from any entity that is a parent, affiliate, or subsidiary, or that is under common ownership, control, or management with any other entity submitting an Application in response to this RFA.

A Proposer may not qualify the Application nor restrict the rights of the County. If Proposer does so, the Application may be determined to be a non-responsive counter-offer and the Application may be rejected.

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No Application shall be rejected, however, if it contains a minor irregularity, defect or variation. If the irregularity, defect or variation is considered by the County to be immaterial or inconsequential, the County may choose to accept the Application.

Minor irregularities may be waived by the Purchasing Agent when they are any of the following:

1. Do not affect responsiveness;
2. Are merely a matter of form or format;
3. Do not change the relative standing or otherwise prejudice other offers;
4. Do not change the meaning or scope of the RFA;
5. Are trivial, negligible, or immaterial in nature;
6. Do not reflect a material change in the work; or
7. Do not constitute a substantial reservation against a requirement or provision.

In such cases the Proposer will be notified of the deficiency in the Application and given an opportunity to correct the irregularity, defect or variation or the County may elect to waive the deficiency and accept the Application. The decision to provide a waiver shall in no way modify or compromise the overall purpose of the submittal, nor excuse the Proposer from compliance with all requirements if awarded a Contract.

This RFA does not commit the County to award a contract. The County reserves the right to reject any or all Applications if it is in the best interest of the County to do so. The County also reserves the right to terminate this RFA process at any time.

## **H. Reserved**

### **I. Clarification of Offers**

In order to determine if an Application is reasonably susceptible for award, communications by the Facilitator for the evaluation panel are permitted with a Proposer to clarify uncertainties or eliminate confusion concerning the contents of a Application. Clarifications may not result in a material or substantive change to the Application. The evaluation by the panel may be adjusted as a result of a clarification under this section.

### **J. Public Records Act**

All Applications and other material submitted become the property of the County and are subject to release according to the California Public Records Act (Government Code § 7920.000). All Application information, including cost information, will be held in confidence during the evaluation and negotiation process. Thereafter, Applications are subject to becoming a non-exempt public record.

If a Proposer believes that any portion of its Application is exempt from public disclosure, it must indicate the specific portions believed to be confidential and not subject to disclosure on Attachment I - Public Records Act Exemptions. The Proposer also must include a brief description that sets out the reasons for exemption from disclosure. Each stated exemption must include a citation to supporting legal authority, including statutory authority or case law, to support exemption from the Public Records Act. Requested exemptions that do not meet the requirements of this section will not be considered.

The County will use reasonable means to ensure that such information is safeguarded, but will not be held liable for inadvertent disclosure of the information. Applications marked "Confidential" in their entirety will not be honored, and the County might not deny public disclosure of any portion of Application so marked.

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By submitting an Application with portions identified in Attachment I as “Confidential,” Proposer represents that it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act. Proposer may be requested to obtain legal protection from disclosure should a Public Records Act request be received. In the event the County does not disclose the information marked “Confidential,” Proposer agrees to reimburse the County for, and to indemnify, defend (with counsel approved by County) and hold harmless the County, its officers, employees, agents, and volunteers from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs and expenses, including without limitation, attorneys’ fees, expenses and court costs of any nature arising from or relating to the County’s non-disclosure of any such designated portions of an Application.

**K. Employment of Former County Officials**

Information must be provided in Attachment G regarding former County Administrative Officials (as defined below) who are employed by or represent Proposer. The information provided must include a list of former County Administrative Officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of Proposer and should also include the employment and/or representative capacity and the dates these individuals began employment with or representation of Proposer. For purposes of this section, “County Administrative Official” is defined as a member of the Board of Supervisors or such member’s staff, Chief Executive Officer or member of such officer’s staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

Failure to provide this information may result in the Application being deemed non-responsive.

**L. Iran Contracting Act of 2010**

In accordance with Public Contract Code section 2204(a), the Proposer certifies upon submission that the Proposer signing the Application is not identified on a list created pursuant to subdivision (b) of Public Contract Code section 2203 (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-Ineligible-Businesses>) as a person (as defined in Public Contract Code section 2202(e)) engaging in investment activities in Iran described in subdivision (a) of Public Contract Code section 2202.5, or as a person described in subdivision (b) of Public Contract Code section 2202.5, as applicable.

Proposers are cautioned that making a false certification may subject the Proposer to civil penalties, termination of an existing contract, and ineligibility to bid on a contract for a period of three (3) years in accordance with Public Contract Code section 2205. Proposer agrees that signing the Application shall constitute signature of this Certification.

**M. Disclosure of Criminal and Civil Proceedings**

The County reserves the right to request the information described herein from the Proposer selected for Contract award. Failure to provide the information may result in a disqualification from the selection process and no award of Contract to the Proposer. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Proposer may also be asked to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of Contract.

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The selected Proposer may be asked whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Proposer will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Proposer may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Proposer will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

**N. Debarment and Suspension; California Secretary of State Business Entity Registration.**

Proposer certifies in Attachment D that neither it nor its principals or subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See Attachment D and the following United States General Services Administration's System for Award Management website <https://www.sam.gov>). Proposer also certifies in Attachment D that if it or any of the subcontractors listed in the Application are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

**O. Unsatisfactory Performance**

Proposer affirms that it has no record of unsatisfactory performance with the County in the twenty-four (24) month period immediately preceding the date of issuance of this RFA.

**P. Final Authority**

The final authority to award a contract(s) as a result of this RFA rests solely with the County Board of Supervisors, or as delegated by the Board of Supervisors.

**V. SCOPE OF WORK**

**A. BACKGROUND INFORMATION**

HHAP-5 is administered by the California Department of Housing and Community Development (HCD) and is intended to organize and deploy a full array of homelessness programs and resources, sustain long-term housing and supportive services, prioritize permanent housing outcomes, and strategically pair HHAP funds with other local, state, and federal resources. San Bernardino County OHS is issuing this solicitation to fund regionally coordinated projects that address unsheltered homelessness and support

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encampment-focused and Housing First–aligned strategies. See Attachment O for full background and program context.

## **B. PROJECT DESCRIPTION**

1. Applications should describe how the Proposer will implement one or more HHAP 5 eligible program types to reduce unsheltered homelessness and increase housing stability for people experiencing homelessness in the applicable service region(s). Applications must be data-informed, low-barrier, non-punitive, trauma-informed, and person-centered; align with Housing First practices; integrate with the local Coordinated Entry System (CES); and participate in HMIS as applicable. Proposers shall complete Attachment P – Project Description and use it to structure the Project Description narrative, measurable outcomes, and collaboration plan. See Attachment O for HHAP-5 program requirements, eligible uses, and recommended performance indicators.
2. Deliverables/Requirements:
  - a. Timeframe: Services and expenditures must align with HHAP-5 grant timelines and milestones (e.g., obligation and expenditure deadlines) as described in Attachment O. Proposed work plans should demonstrate readiness to implement promptly upon contract execution.
  - b. Eligibility/Exclusions: Only activities and costs eligible under HHAP-5 may be funded. Costs or activities that are not allowable under HHAP-5 or County contracting rules will not be reimbursed. See Attachment O, Section 5.
  - c. Proposer Qualifications: Proposers must demonstrate organizational capacity and relevant experience delivering homelessness housing and services, including coordination with the local homeless response system (e.g., Coordinated Entry and HMIS, as applicable), and the ability to implement Housing First, trauma-informed, and culturally responsive approaches. See Attachment O, Sections 4 and 6.
  - d. Deliverables: Deliverables will vary by program type and may include (as applicable) outreach engagements, housing navigation and placement, rental assistance or operating subsidies, service coordination, regional systems deliverables, and other outputs identified in the approved work plan. See Attachment O, Appendix B for recommended indicators by program type.
  - e. Performance Measures: Proposers must propose measurable outcomes and track performance indicators appropriate to the funded activity. At minimum, awarded contractors will be required to report on the recommended indicators in Attachment O, Appendix B, and any additional indicators negotiated during contracting.
3. Project Approach: Proposers must describe a coordinated, data-informed approach that advances safe, stable housing outcomes. Approaches should be low-barrier, non-punitive, and person-centered; incorporate harm reduction and trauma-informed practices; and align with Housing First. The contract will operate on a reimbursement basis, subject to County fiscal requirements and monitoring.

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**C. ADDITIONAL REQUIREMENTS**

Contractors must comply with all County contract terms and applicable HHAP-5 requirements, including support for required data collection and reporting. The County is responsible for submitting required HHAP reports to the State; funded providers must submit complete and timely performance and fiscal documentation to OHS and participate in HMIS where applicable. See Attachment O, Section 7.

**VI. APPLICATION SUBMISSION**

**A. General**

1. All interested and qualified Proposers are invited to submit an Application for consideration. Submission of an Application indicates that the Proposer has read and understands the entire RFA, including all appendixes, attachments, exhibits, schedules, and addenda (as applicable) and that all concerns regarding the RFA have been resolved.
2. Applications must be received by the designated date and time. **All Proposers must email their application, prior to the date and time to receive the application or they will be disqualified. Late or incomplete applications will not be accepted.** Applications must be submitted through the homeless RFA email at: [homelessRFP@hss.sbcounty.gov](mailto:homelessRFP@hss.sbcounty.gov).
3. The Proposer acknowledges that its electronic signature is legally binding. Submittals through the Homeless RFP email will be opened after the deadline and evaluated as stated in this RFA.
4. Applications must be submitted in the format described below. Applications are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFA.
5. Applications must be completed in all respects as required in this section. An Application may not be considered if it is conditional or incomplete.

**B. Application Format**

Responses to this RFA must be in the form of an Application package, which must be submitted in the following format:

**1. Presentation**

Format the Application to fit on an 8-1/2xv 11 sheet of paper with margins of at least 3/4 inches. Text should be single spaced and font size should be no smaller than 11 point. Each page, including attachments, must be clearly and consecutively numbered.

**2. Cover Page**

Use Attachment A as the cover page. This form must be fully completed and signed by an authorized officer of the Proposer.

**3. Table of Contents**

All pages of the Application, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

**4. Statement of Certification**

Include the following on Attachment B:

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- a. A statement that the offer made in the Application is firm and binding for nine (9) months from the Deadline for Applications.
  - b. A statement that all aspects of the Application, including cost, have been determined independently, without consultation with any other Proposer (competitor) for the purpose of restricting competition.
  - c. A statement that all declarations in the Application and attachments are true and that this shall constitute a warranty, the falsity of which will entitle the County to pursue any remedy by law.
  - d. A statement that the Proposer agrees that all aspects of the RFA and the Application submitted shall be binding if the Application is selected and a Contract awarded.
  - e. A statement that the Proposer agrees to provide the County with any other information the County determines is necessary for an accurate determination of the Proposer's ability to perform the Services as proposed.
  - f. A statement that the Proposer, if selected will comply with all applicable rules, laws and regulations.
  - g. A statement that the Proposer has reviewed the RFA and General Contract Terms in their entirety and have no exceptions to any requirements, terms or conditions, except as noted in Attachment H.

**5. Statement of Experience and Qualifications**

Include the following on Attachment C:

- a. Business name of the Proposer and type of legal entity such as corporation, partnership, etc. If Proposer is a business entity that must be registered with the California Secretary of State, Proposer shall provide the County the entity number assigned to it by the Secretary of State.
- b. Number of years the Proposer has been in business under the present business name, as well as related prior business names.
- c. Statement that the Proposer does not have any commitments or potential commitments that may impact the Proposer's ability to perform the Contract, if awarded.

**6. Licenses, Permits, and/or Certifications**

Provide copies of all licenses, permits and/or certifications in Attachment D as required under Section X. TERMS AND CONDITIONS Paragraph A, 22.

**7. Financials**

Provide Proposer's Annual Report for the previous two years. Proposer must also include independently audited financial statements for the most recent completed fiscal year. If audited financial statements are not available, please provide un-audited financial statements along with a certification from the Proposer's accountant that the information accurately reflects the Proposer's current financial status. If the Proposer is a sole proprietorship, please provide Schedule C of the Internal Revenue Service forms as well as a certification from the owner and the accountant that the information accurately reflects the Proposer's current financial status.

**8. Project Team Organization Chart**

Provide an organization chart on Attachment F, illustrating the project team, and clearly show the organization of the team and the hierarchy of the members. It must include:

- a. Organizational framework for the proposed project team.
- b. Company name and staff name for each role identified in the chart.
- c. Resumes of key personnel, including qualifications, education and project experience

**9. Project Description**

The Application should include the following on Attachment G:

- a. A brief synopsis of the Proposer's understanding of the County's needs and how the Proposer plans to meet them.
- b. A detailed statement of the proposed Services.
- c. An explanation of any assumptions or constraints.

**10. Work Plan and Schedule**

Include the following on Attachment H:

- a. Summary of management/work plan for this Project.
- b. Project schedule

**11. Certification Regarding Debarment or Suspension**

Complete Attachment E

**12. Cost**

Complete proposed pricing on Attachment I.

**13. References**

Provide three (3) references on Attachment J, from other entities, preferably public agencies, of same or similar size as the County, with whom you have established a contract on a project of this nature. Provide Contact Name, Address, Phone Number, email, and dates Services were provided on Attachment F.

**14. Former County Officials**

Complete Attachment K

**15. Exceptions to RFA**

Complete Attachment L.

**16. Public Records Act Exemptions**

Complete Attachment M – Public Records Act Exemptions if applicable.

**17. Indemnification and Insurance Requirements Affidavit**

Submit evidence of ability to insure as stated in Section X, Paragraph B – Indemnification and Insurance Requirements. Proposer must complete and submit Attachment N – Indemnification and Insurance Requirements Affidavit, and ensure the form is complete, including the signature from Proposer's insurance broker/agent.

**VII. EVALUATION**

Applications will be subject to an Initial Review to confirm responsiveness, by determining whether each Application includes the stipulated content, required certifications or licensing, etc., and is presented in the required format, in order for the Application to advance for evaluation. Any reasonable person reviewing for responsiveness must be able to ascertain that the Application meets these requirements.

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The evaluation process includes the following categories, and may include additional specific criteria. Likewise, the listed considerations are possible considerations, and may not be the only factors involved in the evaluation.

All RFA submissions will be evaluated using the categories below. **Please note that a minimum threshold of 70 points** is required for consideration. Applications scoring below this threshold will not be recommended for funding. Providers are encouraged to review the scoring criteria carefully to ensure alignment with HHAP priorities and maximize competitiveness.

**A. QUALIFICATIONS AND EXPERIENCE**

Weight: 25%

Considerations:

- Proposer background and reputation
- Qualifications of the project team
- Experience with local approval agencies
- Experience with publicly bid projects
- Experience with similar services and entities

**B. FINANCIAL REVIEW**

Weight: 20%

Considerations: Applies when financial stability and responsibility is deemed pertinent to the intended contract award, at the sole discretion of the County. Statements and/or tax information is evaluated by qualified individuals, most often at the Auditor-Controller's Office.

**C. TECHNICAL REVIEW**

Weight: 25%

Considerations:

- Statement of understanding of the County's needs
- Work plan
- Scheduling
- Technical specifications and functionality
- Quality control
- Training
- Adequacy of support staff and subcontractors
- Risk management
- Value-added aspects

**D. COST/REVENUE**

Weight: 25%

Considerations:

- Overall reasonableness of proposed pricing

**E. REFERENCES**

Weight: 5%

Considerations:

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- Satisfactory performance of similar work
  - Demonstrated knowledge and expertise
  - Work product
  - Quality of interactions
  - Capability of assigned team members
  - Likelihood of continued use

#### **F. RESERVED**

The County will establish an evaluation panel with responsibility for reviewing all Applications and conducting the evaluation. A Facilitator will manage the integrity of the evaluation process and will not be a voting member of the evaluation panel. An initial meeting will be scheduled and held with the evaluation panel members, wherein the Facilitator will distribute all relevant information to the evaluators including the RFA, evaluation criteria, and evaluation instructions.

After the initial meeting, evaluators will independently review and score the Application. The evaluation panel will then convene again to discuss the individual scores to resolve questions and to discuss the basis for individual scores, but not for the evaluators to agree upon scoring. At the end of this discussion, each evaluator will be given an option to revise his/her scores.

Evaluators will make independent determinations for scores, including review and understanding of any additional information obtained by the group discussion. In the event a score is revised, the evaluator will document the new score, and provide comments to support the revision.

If clarifying information is needed at any point, the Facilitator will contact Proposer(s) to obtain the necessary information. The Facilitator will then provide the information to the evaluation panel electronically or verbally, as appropriate.

Once all ratings are finalized and documented, the Facilitator will collect individual evaluation worksheets to create a final evaluation scoring worksheet to present the regional evaluation panel recommendations to the full Regional Steering Committee for review and adoption. The results of the evaluation process and the Regional Steering Committee recommendations will be presented to the CoC Board for review and approval.

#### **VIII. NEGOTIATIONS AND NOTICE OF INTENT TO AWARD**

The County may require the potential Proposer(s) selected to participate in negotiations. This may include cost, technical, or other clarifications needed to make a decision.

##### **A. Contract Negotiation**

After selection, negotiations may be conducted with the Proposer(s) of the highest-ranked Application(s). Negotiations, if held, shall be within the scope of work in the request for Application. If the contract negotiations take place in San Bernardino County, California, the Proposer will be responsible for its travel and per diem expenses of its personnel.

##### **B. Failure to Negotiate**

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If the selected Proposer:

1. Fails to provide the information required to begin negotiations in a timely manner; or
2. Fails to negotiate in good faith; or
3. Indicates it cannot perform the Contract within the budgeted funds available for the Services; or
4. If the Proposer and the County, after a good faith effort, simply cannot come to terms;

Then the County may terminate negotiations with the Proposer initially selected and commence negotiations with the next highest rated Proposer.

**C. Notice of Intent to Award (NOIA) – Proposer Notification of Selection**

After the completion of Contract negotiations a written or electronic Notice of Intent to Award (NOIA) and denial letters (or a copy of the NOIA) will be issued to all Proposers. The issuance date of the NOIA is the date the NOIA was delivered by email or into the care of the United States Postal Service for delivery to the Proposer.

**D. Review of Financial Performance**

As indicated in Section VII, Section B, financial information may be used to evaluate and select the Application(s) deemed to be in the County's best interest. Alternatively, at the County's sole discretion, the financial performance of the intended Contractor may be assessed prior to Contract award. Financial performance deemed unsatisfactory by the County may result in non-award or a recommendation for award to another Proposer(s).

**E. Award**

A Contract will be awarded based on a competitive selection of Applications received. The contents of the Application of the successful Proposer will become contractual obligations and failure to accept these obligations in a Contract may result in cancellation of the award.

**IX. APPEAL AND AWARD**

In the event a dispute arises concerning the Application process prior to the award of the Contract, the Proposer raising the dispute shall submit a request for resolution in writing to the Purchasing Agent. Proposer may appeal the recommended award or denial of award (Protest), provided the Protest:

1. Is submitted in writing.
2. Is submitted within ten (10) calendar days of the issuance date of the NOIA.

A Protest can only be brought on the following grounds:

1. Failure of the County to follow the selection procedures and adhere to requirements specified in the RFA or any addenda or amendments.
2. Violation of conflict of interest as provided by California Government Code Section 87100 et seq.
3. Violation of State or Federal law.

Protests will not be accepted for any other reasons than those stated above. All Protests must be sent to:

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Pete Mendoza, Director  
San Bernardino County  
Purchasing Department  
777 E. Rialto Avenue  
San Bernardino, CA 92415-0760

Upon receipt of the formal Protest, the Purchasing Agent, or his/her designee, will attempt to resolve the Protest. A Protest shall be disallowed when, in the judgment of the Purchasing Agent it has been submitted: (1) as a delay tactic; (2) for the purpose of posturing the Proposer advantageously for future procurement; (3) in a form that deviates from the one prescribed; (4) without adequate factual basis or merit; or (5) in an untimely manner.

The Purchasing Agent shall make a decision concerning the appeal, and notify the Proposer submitting the Protest, within a reasonable timeframe prior to the tentatively scheduled date for awarding the Contract. The decision of the Purchasing Agent shall be deemed final.

Alternatively, at the Purchasing Agent's discretion, an Appeal Panel consisting of five (5) members appointed by the Purchasing Agent shall hear the Protest. The Proposer will be provided reasonable notice of the time, date and location of the hearing. In the event that a protesting Proposer does not appear at the Protest hearing as scheduled, the Protest will be disallowed.

The hearing is informal, in that it is not subject to the strict rules of evidence or procedure, and live witnesses, if any, will not be sworn. All relevant evidence is admissible, including hearsay. It will be up to the Appeal Panel members to consider the credibility of the evidence and the weight to give it.

The Panel will determine by at least three (3) affirmative votes: 1) whether the Protest was submitted timely; 2) whether the Protest is based on at least one of the three designated grounds identified above; and 3) whether the grounds on which the Protest are based have been substantiated.

If any of the grounds are determined to be valid, the Panel will also decide if the valid portion of the Protest has so tainted the RFA process that it is unfair to the Proposer or whether the valid grounds for the Protest are in the nature of harmless error and that the RFA process was fair to the Proposer. The Panel will not re-evaluate the Applications.

The Purchasing Agent shall notify the Proposer making the Protest of the decision, within a reasonable timeframe prior to the tentatively scheduled date for awarding the Contract. The decision of the Appeal Panel shall be deemed final. If the Contract must be approved by the Board, after receiving a decision from the Purchasing Agent or Appeal Panel, the Proposer may then present its Protest to the Clerk of the Board of Supervisors for the Board's review and decision. The Proposer must file its written Protest with the Clerk of the Board or provide a verbal Protest (typically limited to three minutes) prior to the Board making a decision on the Contract. Any decision of the Board shall be deemed final.

A Proposer protesting the results of any of the processes described herein must follow the procedures set forth. By submitting a "Letter of Intent to Protest", the Proposer has agreed that the protest procedures herein shall precede any action in a judicial or quasi-judicial tribunal regarding this Application. Protests that do not follow these procedures shall not be considered. The protest procedures constitute the sole administrative

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remedy available to the Proposer under this RFA. Upon exhaustion of this remedy no additional recourse is available.

## **X. TERMS AND CONDITIONS**

The selected Proposer will be required to enter into a formal Contract with the County. This RFA sets forth some of the general provisions which will be included in the final Contract. In submitting a response to this RFA, Proposer will be deemed to have agreed to each clause unless the Application identifies an objection and County agrees to a change of language in writing. All objections to any Terms and Conditions must be listed on Attachment H – Exceptions to RFA, or any exception thereto shall be waived

### **A. General**

#### **1. Contract Amendments**

Contractor agrees any alterations, variations, modifications, or waivers of the provisions of the Contract, shall be valid only when reduced to writing, executed and attached to the original Contract and approved by the person(s) authorized to do so on behalf of Contractor and County.

#### **2. Contract Assignability**

Without the prior written consent of the County, the Contract is not assignable by Contractor either in whole or in part.

#### **3. Contract Exclusivity**

This is not an exclusive Contract. The County reserves the right to enter into a Contract with other Contractors for the same or similar Services. The County does not guarantee or represent that the Contractor will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis, under the terms of this Contract.

#### **4. Attorney Fees and Costs**

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under the Indemnification and Insurance Requirements.

#### **5. Background Checks for Contractor Personnel**

Contractor shall ensure that its personnel (a) are authorized to work in the jurisdiction in which they are assigned to perform Services; (b) do not use legal or illegal substances in any manner which will impact their ability to provide Services to the County; and (c) are not otherwise disqualified from performing the Services under applicable law. If requested by the County and not in violation of applicable law, Contractor shall conduct a background check, at Contractor's sole expense, on all its personnel providing. If requested by the County, Contractor shall provide the results of the background check of each individual to verify that the individual meets Contractor's standards for employment. Such background check shall be in the form generally used by Contractor in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process but must, at a minimum, have been performed within the preceding 12-month period. Contractor personnel who do not meet the County's hiring criteria, in County's sole discretion, shall not be assigned to work on County property or Services, and County shall have the right, at its sole option, to refuse access to any Contract personnel to any County facility.

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6. **Change of Address**

Contractor shall notify the County in writing of any change in mailing address within ten (10) business days of the change.

7. **Choice of Law**

This Contract shall be governed by and construed according to the laws of the State of California.

8. **Compliance with County Policy**

In performing the Services and while at any County facilities, Contractor personnel (including subcontractors) shall (a) conduct themselves in a businesslike manner; (b) comply with the policies, procedures, and rules of the County regarding health and safety, and personal, professional and ethical conduct; (c) comply with the finance, accounting, banking, Internet, security, and/or other applicable standards, policies, practices, processes, procedures, and controls of the County; and (d) abide by all laws applicable to the County facilities and the provision of the Services, and all additions and modifications to each of subsections (b), (c), and (d) (collectively, "County Policies"). County Policies, and additions or modifications thereto, may be communicated orally or in writing to Contractor or Contractor personnel or may be made available to Contractor or Contractor personnel by conspicuous posting at a County facility, electronic posting, or other means generally used by County to disseminate such information to its employees or contractors. Contractor shall be responsible for the promulgation and distribution of County Policies to Contractor personnel to the extent necessary and appropriate.

County shall have the right to require Contractor's employees, agents, representatives and subcontractors to exhibit identification credentials issued by County in order to exercise any right of access under this Contract.

9. **Confidentiality**

Contractor shall protect from unauthorized use or disclosure names and other identifying information concerning persons receiving Services pursuant to this Contract, except for statistical information not identifying any participant. Contractor shall not use or disclose any identifying information for any other purpose other than carrying out the Contractor's obligations under this Contract, except as may be otherwise required by law. This provision will remain in force even after the termination of the Contract.

10. **Primary Point of Contact**

The Contractor will designate an individual to serve as the primary point of contact for the Contract. Contractor or designee must respond to County inquiries within two (2) business days. Contractor shall not change the primary contact without written acknowledgement to the County. Contractor will also designate a back-up point of contact in the event the primary contact is not available.

11. **County Representative**

The Chief of Homeless Services or his/her designee shall represent the County in all matters pertaining to the Services to be rendered under this Contract, including termination and assignment of this Contract, and shall be the final authority in all matters pertaining to the Services/Scope of Work by Contractor. If this contract was initially approved by the San Bernardino County Board of Supervisors, then the Board of Supervisors must approve all amendments to this Contract.

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**12. Damage to County Property**

Contractor shall repair, or cause to be repaired, at its own cost, all damage to County vehicles, facilities, buildings or grounds caused by the willful or negligent acts of Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after Contractor becomes aware of such damage, but in no event later than thirty (30) days after the occurrence.

If the Contractor fails to make timely repairs, the County may make any necessary repairs. For such repairs, the Contractor, shall repay all costs incurred by the County, by cash payment upon demand or County may deduct such costs from any amounts due to the Contractor from the County, as determined at County's sole discretion

**13. Debarment and Suspension**

The Contractor certifies that neither it nor its principals or subcontracts is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. (See the following United States General Services Administration's System for Award Management website <https://www.sam.gov>). Contractor further certifies that if it or any of its subcontractors are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

**14. Drug and Alcohol-Free Workplace**

In recognition of individual rights to work in a safe, healthful and productive work place, as a material condition of this Contract, Contractor agrees that the Contractor and the Contractor's employees, while performing service for the County, on County property, or while using County equipment:

- a. Shall not be in any way impaired because of being under the influence of alcohol or an illegal or controlled substance.
- b. Shall not possess an open container of alcohol or consume alcohol or possess or be under the influence of an illegal or controlled substance.
- c. Shall not sell, offer, or provide alcohol or an illegal or controlled substance to another person, except where Contractor or Contractor's employee who, as part of the performance of normal job duties and responsibilities, prescribes or administers medically prescribed drugs.

Contractor shall inform all employees that are performing service for the County on County property, or using County equipment, of the County's objective of a safe, healthful and productive work place and the prohibition of drug or alcohol use or impairment from same while performing such service for the County.

The County may terminate for default or breach of this Contract and any other Contract the Contractor has with the County, if the Contractor or Contractor's employees are determined by the County not to be in compliance with above.

**15. Duration of Terms**

This Contract, and all of its terms and conditions, shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties, provided no such assignment is in violation of the provisions of this Contract.

**16. Employment Discrimination**

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During the term of the Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age, or military and veteran status. Contractor shall comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, 13672, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act and other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

**17. Environmental Requirements**

In accordance with County Policy 11-08, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Contractor to use recycled paper for any printed or photocopied material created as a result of this Contract. Contractor is also required to use both sides of paper sheets for reports submitted to the County whenever practicable.

To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB 939), Contractor must be able to annually report the County's environmentally preferable purchases. Contractors must also be able to report on environmentally preferable goods used in the provision of Services to the County, utilizing a County approved form.

**18. Improper Influence**

Contractor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of this contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of this Contract or shall have any relationship to the Contractor or officer or employee of the Contractor.

**19. Improper Consideration**

Contractor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Contract.

The County, by written notice, may immediately terminate any Contract if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the Application and award process. This prohibition shall apply to any amendment, extension or evaluation process once a Contract has been awarded.

Contractor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Contractor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

**20. Informal Dispute Resolution**

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In the event the County determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to this Contract or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

**21. Legality and Severability**

The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. The provisions of this Contract are specifically made severable. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

**22. Licenses, Permits, and/or Certifications**

Contractor shall ensure that it has all necessary licenses, permits and/or certifications required by Federal, State, County, and municipal laws, ordinances, rules and regulations. The Contractor shall maintain these licenses, permits, and/or certifications in effect for the duration of this Contract. Contractor will notify County immediately of loss or suspension of any such licenses, permits, and/or certifications. Failure to maintain required licenses, permits, and certifications may result in immediate termination of this Contract.

**23. Material Misstatement/Misrepresentation**

If during the course of the administration of this Contract, the County determines that Contractor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the County, this Contract may be immediately terminated. If this Contract is terminated according to this provision, the County is entitled to pursue any available legal remedies.

**24. Mutual Covenants**

The parties to this Contract mutually covenant to perform all of their obligations hereunder, to exercise all discretion and rights granted hereunder, and to give all consents in a reasonable manner consistent with the standards of "good faith" and "fair dealing".

**25. Nondisclosure**

Contractor shall hold as confidential and use reasonable care to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, confidential information that is either: (1) provided by the County to Contractor or an agent of Contractor or otherwise made available to Contractor or Contractor's agent in connection with this Contract; or, (2) acquired, obtained, or learned by Contractor or an agent of Contractor in the performance of this Contract. For purposes of this provision, confidential information means any data, files, software, information or materials in oral, electronic, tangible or intangible form and however stored, compiled or memorialize and includes, but is not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data.

**26. Notice of Delays**

Except as otherwise provided herein, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within twenty-four (24) hours, give notice thereof, including all relevant information with respect thereto, to the other party.

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**27. Ownership of Documents**

All documents, data, products, graphics, computer programs and reports prepared by Contractor pursuant to the Contract shall be considered property of the County upon payment for services (and product, if applicable). All such items shall be delivered to County at the completion of work under the Contract. Unless otherwise directed by County, Contractor may retain copies of such items.

**28. Reserved**

**29. Air, Water Pollution Control, Safety and Health**

Contractor shall comply with all air pollution control, water pollution, safety and health ordinances and statutes, which apply to the work performed pursuant to this Contract.

**30. Relationship of the Parties**

Nothing contained in this Contract shall be construed as creating a joint venture, partnership, or employment arrangement between the Parties hereto, nor shall either Party have the right, power or authority to create an obligation or duty, expressed or implied, on behalf of the other Party hereto.

**31. Release of Information**

No news releases, advertisements, public announcements or photographs arising out of this the Contract or Contractor's relationship with County may be made or used without prior written approval of the County.

**32. Representation of the County**

In the performance of the Contract, Contractor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County.

**33. Strict Performance**

Failure by a party to insist upon the strict performance of any of the provisions of this Contract by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Contract thereafter.

**34. Subcontracting**

Contractor agrees not to enter into any subcontracting Contracts for work contemplated under the Contract without first obtaining written approval from the County. Any subcontractor shall be subject to the same terms and conditions as Contractor. Contractor shall be fully responsible for the performance and payments of any subcontractor's contract.

Contractor shall obtain County's written consent, which County may withhold in its sole discretion, before entering into Contracts with or otherwise engaging any subcontractors who may supply any part of the Services to County. At County's request, Contractor shall provide information regarding the subcontractor's qualifications and a listing of a subcontractor's key personnel including, if requested by the County, resumes of proposed subcontractor personnel. Contractor shall remain directly responsible to County for its subcontractors and shall indemnify County for the actions or omissions of its subcontractors under the terms and conditions specified in Paragraph B of this Section X. All approved subcontractors shall be subject to the provision of this contract applicable to Contractor Personnel, including removal pursuant to subsection A.5 of this Section X.

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For any subcontractor, Contractor shall:

- 34.1** Be responsible for subcontractor compliance with the Contract and the subcontract terms and conditions; and
- 34.2** Ensure that the subcontractor follows County's reporting formats and procedures as specified by County.
- 34.3** Include in the subcontractor's subcontract substantially similar terms as are provided in Section V, Scope of Work.

Upon expiration or termination of this Contract for any reason, County will have the right to enter into direct Contracts with any of the Subcontractors. Contractor agrees that its arrangements with Subcontractors will not prohibit or restrict such Subcontractors from entering into direct Contracts with County.

**35. Subpoena**

In the event that a subpoena or other legal process commenced by a third party in any way concerning the Goods or Services provided under this Contract is served upon Contractor or County, such party agrees to notify the other party in the most expeditious fashion possible following receipt of such subpoena or other legal process. Contractor and County further agree to cooperate with the other party in any lawful effort by such other party to contest the legal validity of such subpoena or other legal process commenced by a third party as may be reasonably required and at the expense of the party to whom the legal process is directed, except as otherwise provided herein in connection with defense obligations by Contractor for County.

**36. Termination for Convenience**

The County reserves the right to terminate the Contract for its convenience, with or without cause, with a thirty (30) day written notice of termination. Such termination may include all or part of the services described herein. Upon such termination, payment will be made to the Contractor for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

**37. Time of the Essence**

Time is of the essence in performance of this Contract and of each of its provisions.

**38. Venue**

The parties acknowledge and agree that this Contract was entered into and intended to be performed in San Bernardino County, California. The parties agree that the venue of any action or claim brought by any party to this Contract will be the Superior Court of California, San Bernardino County, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third-party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County, San Bernardino District.

**39. Reserved**

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40. **Reserved**

41. **Fiscal Provisions**

- a. The maximum amount of reimbursement/payment under this Contract shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's Services and expenses incurred in the performance hereof, including travel and per diem.
- b. Contractor shall provide County itemized monthly invoices, in arrears, and in a format acceptable to the County for Services performed under this Contract within twenty (20) days of the end of the previous month. The County shall make payment to Contractor within sixty (60) working days after receipt of invoice or the resolution of any billing dispute.
- c. Contractor shall accept all payments from County via electronic fund transfer (EFT) directly deposited into the Contractor's designated checking or other bank account. Contractor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.
- d. County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Contractor or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the Services rendered or equipment and/or parts supplied to the County pursuant to the Contract.
- e. Costs for Services under the terms of this Contract shall be incurred during the Contract period except as approved by County. Contractor shall not use current year funds to pay prior or future year obligations.

42. **Reserved**

43. **Executive Order N-6-22 – Russia Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). By submitting a bid or application, Proposer represents that it is not a target of Economic Sanctions. Should it be determined Proposer is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Proposer's bid/application any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the County.

44. **California Consumer Privacy Act**

To the extent applicable, if Contractor is a business that collects the personal information of a consumer(s) in performing Services pursuant to this Contract, Contractor must comply with the provisions of the California Consumer Privacy Act (CCPA). (Cal. Civil Code §§1798.100, et seq.). For purposes of this provision, "business," "consumer," and "personal information" shall have the same meanings as set forth at Civil Code section 1798.140. Contractor must contact the County immediately upon receipt of any request by a consumer submitted pursuant to the CCPA that requires any action on the part of the County, including but not limited to, providing a list of disclosures or deleting personal information. Contractor must not sell, market or otherwise disclose personal

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information of a consumer provided by the County unless specifically authorized pursuant to terms of this Contract. Contractor must immediately provide to the County any notice provided by a consumer to Contractor pursuant to Civil Code section 1798.150(b) alleging a violation of the CCPA, that involves personal information received or maintained pursuant to this Contract. Contractor must immediately notify the County if it receives a notice of violation from the California Attorney General pursuant to Civil Code section 1798.155(b).

45. **Reserved**

46. **Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation (FAR 52.203-18).**

In compliance with Federal Acquisition Regulation 52.203-18, Contractor shall not require employees or subcontractors of Contractor seeking to report waste, fraud, or abuse, to sign internal confidentiality agreements or statement prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. To the extent Contractor has required employees or subcontractors to sign internal confidentiality agreements or statements in the past, Contractor shall notify current employees and subcontractors that those prohibitions and restrictions are no longer in effect. Contractor shall include this clause in all subcontracts.

47. **Use of Biobased Products (FAR 52.223-1)**

Contractor certifies that to the extent biobased products are purchased using Contract funds, Contractor shall comply with Federal Acquisition Regulation 52.223-1.

48. **Service Contract Labor Standards (FAR 52.222-52, 52.222-53, 22.1003-4)**

To the extent applicable, Contractor agrees to comply with and to provide any information necessary for the County to comply with Federal Acquisition Regulations 52.222-52, 52.222-53, and 22.1003-4.

**B. Indemnification and Insurance Requirements**

1. **Indemnification**

Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers (Indemnitees) from any and all claims, actions, losses, damages and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of Indemnitees. The Contractor indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

**Additional Insured**

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of

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Services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

**Waiver of Subrogation Rights**

The Contractor shall require the carriers of the required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, Contractors, and Subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

**Policies Primary and Non-Contributory**

All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

**Severability of Interests**

Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and County or between the County and any other insured or additional insured under the policy.

**Proof of Coverage**

Contractor shall furnish Certificates of Insurance to the County Department administering the Contract evidencing the insurance coverage at the time the Contract is executed, additional endorsements, as required shall be provided prior to the commencement of performance of Services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of Services hereunder until the completion of such Services. Within fifteen (15) days of the commencement of this Contract, Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

**Acceptability of Insurance Carrier**

Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum "Best" Insurance Guide rating of "A-VII".

**Deductibles and Self-Insured Retention**

Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

**Failure to Procure Coverage**

In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the Contract or obtain insurance if it deems necessary and any premiums

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paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor(s)/Applicant(s) will be reduced to pay for County purchased insurance.

**Insurance Review**

Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interest of the County. In addition, if Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change these insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

**2. Insurance Specifications**

Contractor agrees to provide insurance set forth in accordance with the requirements herein. If Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so.

Without in any way affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

**Workers' Compensation/Employers Liability**

A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with two hundred and fifty thousand dollar (\$250,000) limits, covering all persons, including volunteers, providing Services on behalf of the Contractor and all risks to such persons under this Contract.

If Contractor has no employees, it may certify or warrant to County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

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**Commercial/General Liability Insurance**

Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations)
- d. Explosion, collapse and underground hazards.
- e. Personal Injury
- f. Contractual liability
- g. \$2,000,000 general aggregate limit

**Automobile Liability Insurance**

Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If Contractor is transporting one or more non-employee passengers in performance of Services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

**Umbrella Liability Insurance**

An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a “dropdown” provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

**Professional Services Requirements**

**Professional Liability** – Professional Liability Insurance with limits of not less than one million (\$1,000,000) per claim or occurrence and two million (\$2,000,000) aggregate limits

or

**Errors and Omissions Liability Insurance** with limits of not less than one million (\$1,000,000) and two million (\$2,000,000) aggregate limits

or

**Directors and Officers Insurance** coverage with limits of not less than one million (\$1,000,000) shall be required for Contracts with charter labor committees or other not-for-profit organizations advising or acting on behalf of the County.

If insurance coverage is provided on a “claims made” policy, the “retroactive date” shall be shown and must be before the date of the start of the Contract work. The claims made insurance shall be maintained or “tail” coverage provided for a minimum of five (5) years after Contract completion.

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**Abuse/Molestation Insurance** – Contractor shall have abuse or molestation insurance providing coverage for all employees for the actual or threatened abuse or molestation by anyone of any person in the care, custody, or control of any insured, including negligent employment, investigation and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than one million dollars (\$1,000,000) with a two million dollars (\$2,000,000) aggregate limit.

**Cyber Liability Insurance** - Cyber Liability Insurance with limits of no less than \$1,000,000 for each occurrence or event with an annual aggregate of \$2,000,000 covering privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. The policy shall protect the involved County entities and cover breach response cost as well as regulatory fines and penalties.

**C. Right to Monitor and Audit**

**1. Right to Monitor**

The County, State and Federal governments shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have the absolute right to monitor the performance of Contractor in the delivery of Services provided under this Contract. Contractor shall give full cooperation, in any auditing or monitoring conducted. Contractor shall cooperate with the County in the implementation, monitoring and evaluation of this Contract and comply with any and all reporting requirements established by the County. Contractor shall repay to County within thirty (30) days of receipt of audit findings any reimbursements made by County to Contractor that are determined by subsequent audit to be unallowable pursuant to the terms of this Contract or by law.

**2. Records**

Contractor shall maintain all records and books pertaining to the delivery of Services under this Contract and demonstrate accountability for Contract performance. All records shall be complete and current and comply with all Contract requirements. Failure to maintain acceptable records shall be considered grounds for withholding of payments for invoices submitted and/or termination of Contract.

All records relating to the Contractor's personnel, Contractors, Subcontractors, Service/Scope of Work and expenses pertaining to this Contract shall be kept in generally acceptable accounting format. Records should include primary source documents. Fiscal records shall be kept in accordance with Generally Accepted Accounting Principles and must account for all funds, tangible assets, revenue and expenditures. Fiscal records must comply with the appropriate Office of Management and Budget (OMB) Circulars which state the administrative requirements, cost principles and other standards for accountancy.

All records pertaining to Services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under the Agreement or until all pending County, State and Federal audits are completed, whichever is later.

**D. Correction of Performance Deficiencies**

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1. In the event of a problem or potential problem that could impact the quality or quantity of work, Services, or the level of performance under this Contract, Contractor shall notify the County within one (1) working day, in writing and by telephone.
  2. Failure by Contractor to comply with any of the provisions, covenants, requirements or conditions of this Contract shall be a material breach of this Contract.
  3. Contractor's Primary Contact and County Representative shall attempt in good faith to promptly resolve any dispute, controversy or claim arising out of this Contract. If these representatives are unable to resolve a dispute, controversy or claim with ten (10) days after the initial request for a meeting, then the dispute shall be submitted to an executive-level performance review.

If the Primary Contact and County Representative are not successful in resolving the dispute, negotiations shall be conducted by the Chief Executive Officer, or designee and the highest level executive for Contractor. If these representatives are unable to resolve the dispute within ten (10) days after the representatives have commenced negotiations, or 20 days have passed since the initial request for negotiations at this level, the Parties may agree in writing to submit the dispute to mediation.

4. In the event of a non-cured breach, County may, at its sole discretion and in addition to any other remedies available at law, in equity, or otherwise specified in this Contract.
  - a. Afford Contractor thereafter a time period within which to cure the breach, which period shall be established at the sole discretion of County;
  - b. Withhold funds pending duration of the breach;
  - c. Discontinue reimbursement to Contractor for and during the period in which Contractor is in breach, which reimbursement shall not be entitled to later recovery;
  - d. Offset against any monies billed by Contractor but yet unpaid by the County;
  - e. Terminate this Contract immediately and be relieved of the payment of any consideration to Contractor. In the event of such termination, the County may proceed with the work in any manner deemed proper by the County. The cost to the County shall be deducted from any sum due to the Contractor under this Contract and the balance, if any, shall be paid by the Contractor upon demand.
5. Unless a remedy is specifically designated as exclusive, no remedy conferred by any of the specific provision of the Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies by either Party shall not constitute a waiver of the right to pursue other available remedies.

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**ATTACHMENT A – COVER PAGE**

**Use this checklist to ensure that all items requested have been included.**

Items Completed		Page (s)
1.	Attachment A – Cover Page	
2.	Attachment B – Statement of Certification	
3.	Attachment C – Statement of Experience and Qualifications	
4.	Attachment D – Licenses, Permits, and/or Certifications	
5.	Financials (Two Years)	
6.	Attachment E – Project Team Organization Chart	
7.	Attachment F – Project Description	
8.	Attachment G – Work Plan and Schedule	
9.	Attachment H – Certification Regarding Debarment or Suspension; California Secretary of State Business Entity Registration	
10.	Attachment I – Cost	
11.	Attachment J – References	
12.	Attachment K – Employment of Former County Officials	
13.	Attachment L – Exceptions to RFA	
14.	Attachment M – Public Records Act Exemptions	
15.	Attachment N – Indemnification and Insurance Requirements Affidavit	

Proposer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ FAX No.: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

RFA Contact: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

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**By signing below, the individual acknowledges that he/she has the authority to bind the Proposer to the terms of the Application. The individual further acknowledges that he/she has read and understands the RFA, the contents of the Application and the Attachments, and attests to the accuracy of the information submitted therein.**

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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**ATTACHMENT B  
STATEMENT OF CERTIFICATION**

The following statements are incorporated in our response to San Bernardino County.

	<b>Statement</b>	<b>Agree (initial)</b>	<b>Agree with qualification (initial and attach explanation)</b>
1.	The offer made in the Application is firm and binding for nine (9) months from the date the Application is opened.		
2.	All aspects of the Application, including cost, have been determined independently, without consultation with any other Proposer or competitor for the purpose of restricting competition.		
3.	All declarations in the Application and attachments are true and that this shall constitute a warranty, the falsity of which will entitle the County to pursue any remedy by law.		
4.	Proposer agrees that all aspects of the RFA and the Application submitted shall be binding if the Application is selected and a Contract awarded.		
5.	Proposer agrees to provide the County with any other information the County determines is necessary for an accurate determination of the Proposer's ability to perform the Services as proposed.		
6.	Proposer, if selected will comply with all applicable rules, laws and regulations.		
7.	The RFA has been reviewed in its entirety and Proposer has no exceptions to any requirements, terms, or conditions, except as noted in Attachment H.		

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**ATTACHMENT C  
STATEMENT OF EXPERIENCE AND QUALIFICATIONS**

1. Legal name of Business:
  
  
  
  
  
  
  
  
  
  
2. Type of legal entity (such as corporation, partnership, etc.):
  
  
  
  
  
  
  
  
  
  
3. Entity number (if Applicant is a business entity that must be registered with the California Secretary of State):
  
  
  
  
  
  
  
  
  
  
4. Number of years the Applicant has been in business under the present business name, as well as related prior business names.
  
  
  
  
  
  
  
  
  
  
5. Does the Applicant have any commitments or potential commitments that may impact the Applicant's ability to perform the Contract, if awarded.  
 Yes  
 No

If yes, please explain:

6. Applicant's statement of experience and qualifications as it relates to proposed project:



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**ATTACHMENT E  
PROJECT TEAM ORGANIZATION CHART**

Include an organization chart illustrating the project team, and clearly show the organization of the team and the hierarchy of the members. It must include:

1. Organizational framework for the proposed project team.
2. Position title and staff name for each role identified in the chart.
3. Resumes of key personnel, including qualifications, education, and project experience.

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**ATTACHMENT F  
PROJECT DESCRIPTION**

**Indicate the SBC CoC Region in which the proposed project service activities will be provided.**

West Valley    Central Valley    Mountains    High Desert    East Desert

**Youth Set-Aside**

Check the box below if the proposed project will serve homeless youth ages 12–24 and contribute to the HHAP-5 Youth Set-Aside requirement.

- Yes, this project will serve homeless youth ages 12–24.  
 Yes, this project will serve homeless youth ages 12–24 as part of a broader population.  
 No, this project does not serve homeless youth ages 12–24.

*(If “Yes” is selected, the Applicant must describe how proposed activities and costs will be tracked and reported as part of the Youth Set-Aside.)*

**Housing First**

HHAP-5 funded projects shall align and comply with the core components of Housing First as defined in Welfare and Institutions Code 8255(b). Check box to affirm the proposed project will conform with Housing First.

- Yes, this project will conform with Housing First.

**Coordinated Entry System (CES)**

HHAP-5 funded projects are to be integrated within the local CES. Check box to affirm the proposed project will be integrated within the local CES.

- Yes, this project will be integrated within the local CES.

**Homeless Management Information System (HMIS)**

HHAP-5 funded projects are to be tracked within the local HMIS. Check box to affirm the proposed project will participate in HMIS.

- Yes, this project will participate in the local HMIS.

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This section of the Application should address the following:

1. **Project Description:** A detailed description of the proposed project, its purpose, and its beneficiaries. Consider items addressed under Section V. Scope of Work in your project description. Include an explanation of any assumptions or constraints.
2. **Measurable Outcomes:** Include measurable outcomes and how these will be tracked. Outcomes should contribute to meeting the following performance measures:

*Applicants must identify which System Performance Measure(s) (SPM 1–6), as described in Attachment O, the proposed project is intended to support and describe how the project's activities and outcomes will contribute to progress toward those system-level goals.*

- Reducing the number of persons experiencing homelessness.
- Reducing the number of persons who become newly homeless each year.
- Increasing the number of people exiting homelessness into permanent housing.
- Reducing the length of time persons remain homeless.
- Reducing the number of persons who return to homelessness within two years after exiting homelessness to permanent housing.
- Increasing successful placements from street outreach.

(Please note that individual project applications are expected to *contribute to* impacting the performance measures and not achieving the identified measure through a single project.)

3. **Administrative Capacity:** Briefly describe your agency/organization's administrative capacity to effectively implement the proposed project and submit timely documentation and reports.
4. **Project Sustainability:** An explanation of how the project will be sustained after this one-time funding is exhausted. If project is not sustainable after these one-time funds are exhausted, explain how these one-time funds result in immediate homelessness resolution without the need for long-term funding.
5. **Long Term Results:** The project's long-term results and how they will be produced through implementation of the project.
6. **Collaboration:** The names of the service providers and/or municipalities with which there will be collaboration. Include details of the collaboration efforts such as what role(s) each partner has in implementing the proposed project.

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**ATTACHMENT G – WORK PLAN AND SCHEDULE**

Include the following:

1. Summary of management/work plan for this Project.
2. Project schedule

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**ATTACHMENT H**

**CERTIFICATION REGARDING DEBARMENT OR SUSPENSION; CALIFORNIA SECRETARY OF  
STATE BUSINESS ENTITY REGISTRATION**

In compliance with contracts and grants Contracts applicable under the U.S. Federal Awards Program, the following certification is required by all Proposers submitting a response to this RFA:

1. The Proposer certifies, to the best of its knowledge and belief, that neither the Proposer nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are individually or collectively listed as such in the United States General Services Administration's System for Award Management (SAM) website ([www.sam.gov](http://www.sam.gov)).
2. The Proposer certifies, to the best of its knowledge and belief, that neither any subcontractor listed in its Application, nor subcontractor's Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or nonprocurement programs, or are individually or collectively listed as such in the United States General Services Administration's System for Award Management (SAM) website ([www.sam.gov](http://www.sam.gov)).
3. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
4. The Proposer shall provide immediate written notice to the Purchasing Agent if, at any time prior to award, the Proposer learns that this certification was erroneous when submitted or has become erroneous by reason of changes in circumstances.
5. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Proposer rendered an erroneous certification, in addition to other remedies available to the San Bernardino County government, the County may terminate the Contract resulting from this RFA for default.
6. Proposer affirms that neither it, nor any subcontractor listed in the Application, has any recent unsatisfactory performance with the County during the past twenty-four (24) months at a minimum.
7. Proposer also certifies that if it or any of the subcontractors listed in the Application are business entities that must be registered with the California Secretary of State, they are registered and in good standing with the Secretary of State.

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**ATTACHMENT I – COST**

Eligible Use Category	Description of activities to be funded	Funding Amount	Number to be served
Rapid Rehousing			<input type="checkbox"/> individuals <input type="checkbox"/> households
Prevention and Shelter Diversion			<input type="checkbox"/> individuals <input type="checkbox"/> households
Delivery of permanent housing and innovative housing solutions*			<input type="checkbox"/> individuals <input type="checkbox"/> households
Operating Subsidies – Permanent Housing			<input type="checkbox"/> individuals <input type="checkbox"/> households
Street Outreach			<input type="checkbox"/> individuals <input type="checkbox"/> households
Services coordination			<input type="checkbox"/> individuals <input type="checkbox"/> households
YSA – Rapid Rehousing			<input type="checkbox"/> individuals <input type="checkbox"/> households

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YSA – Prevention and Shelter Diversion			<input type="checkbox"/> individuals <input type="checkbox"/> households
YSA – Services Coordination			<input type="checkbox"/> individuals <input type="checkbox"/> households

\*Land acquisition and construction/rehabilitation will generally require additional terms and conditions.

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**ATTACHMENT J - REFERENCES**

Name of Agency	Contact Name/Address	Phone Number/Email	Dates services provided (from/through*)

Provide a minimum of three (3) customer references Proposer has contracted with, providing the same service as requested in this RFA.

\*Enter **“Present”** if still providing the services (Example: 10/08/13 - present).



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**ATTACHMENT L – EXCEPTIONS TO RFA**

CONTRACTOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE# (    ) \_\_\_\_\_ FAX # (    ) \_\_\_\_\_

I have reviewed the RFA in its entirety and have the following exceptions: (Please identify and list your exceptions by indicating RFA, the Section or Paragraph number, and Page number, as applicable. Be specific about your objections to content, language, or omissions. Add as many pages as required.)

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**ATTACHMENT M – PUBLIC RECORDS ACT EXEMPTIONS**

PROPOSER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE# ( ) \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

Proposer requests that specific portions of the contents of this Application be held confidential and not subject to public disclosure pursuant to the Public Records Act. The specific portions are detailed below: (Please identify and list your exemptions by indicating the Section or Paragraph number, and Page number, of the Application where the content is contained.) **Each stated exemption must include a citation to supporting legal authority, including statutory authority or case law, to support exemption from the Public Records Act. Requested exemptions that does not meet the requirements of this section will not be considered.**

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**ATTACHMENT N - INDEMNIFICATION AND INSURANCE REQUIREMENTS AFFIDAVIT**

**THE PROPOSER’S INSURANCE COMPANY(S) OR INSURANCE AGENT MUST COMPLETE THIS FORM  
AND  
THE PROPOSER MUST SUBMIT THIS COMPLETED AFFIDAVIT WITH THE APPLICATION.**

I, the undersigned (Please check one box)  underwriter  agent/broker, certify that I and the Proposer listed below have jointly reviewed the “Insurance Requirements” in this Request for Application (RFA). If the San Bernardino County (“County”) awards the Proposer the Contract for this project, I will be able—within fourteen (14) calendar days after the Proposer is notified of the Contract’s award—to furnish the County with all the required, insurance certificate(s) and endorsement(s) as specified in Section X, Paragraph B. Indemnification and Insurance Requirements.

\_\_\_\_\_  
Insurance Broker / Agency Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Insurance Broker’s / Agent’s Name (Printed) \_\_\_\_\_  
Insurance Broker’s / Agent’s Name (signature)

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Telephone Number FAX Number Email Address

\_\_\_\_\_  
Proposer’s Name \_\_\_\_\_  
County RFA Name and Number

**Below State the Name of Insurance Company Providing Coverage:**  
DO NOT write “Will Provide,” “To Be Determined,” “When required,” or similar phrases.

\_\_\_\_\_  
Commercial General Liability \_\_\_\_\_  
Automobile Liability

\_\_\_\_\_  
Workers’ Compensation Liability \_\_\_\_\_  
Professional Liability

\_\_\_\_\_  
Pollution Liability \_\_\_\_\_ Cyber Liability

\_\_\_\_\_  
Sexual Abuse Liability

[NOTE TO PROPOSER: See Section X, Paragraph B. Indemnification and Insurance Requirements, for details on the basic requirements and types of insurance for this agreement.]

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**NOTE TO THE UNDERWRITER / AGENT-BROKER:** If the insurance forms that the Proposer submits to the County do not fully comply with the Insurance Requirements, and/or if the Proposer fails to submit the forms within the 14-day time limit, the County may: (1) declare the Proposer's Application non-responsive, and (2) award the Contract to the next highest ranked Proposer.

*If you have any questions about the Insurance Requirements, please contact San Bernardino County - Risk Management Department, via e-mail [Insurance.Questions@rm.sbcounty.gov](mailto:Insurance.Questions@rm.sbcounty.gov) (Please provide name of RFA with your email question(s)).*

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**ATTACHMENT O**

**HHAP-5 SCOPE OF WORK AND APPLICATION REQUIREMENTS**

**Homeless Housing, Assistance and Prevention (HHAP)  
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San Bernardino County – Office of Homeless Services  
Regional Funding Opportunity (West Valley, Central Valley, Mountains, High Desert, East Desert)

**Table of Contents**

1. Introduction
  2. HHAP-5 Overview and Strategic Priorities
  3. Available Funding and Regional Allocations
  4. Eligible Applicants
  5. Eligible Uses of Funds and Program Types
  6. Program Requirements
  7. Performance Measures, Data and Reporting
- Appendix A. Regional Funding Pools and Priorities  
Appendix B. Performance Metrics by Program Type

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## 1. Introduction

The San Bernardino County Office of Homeless Services (OHS) is issuing this Request for Application (RFA) to solicit applications for projects and services funded under the Homeless Housing, Assistance and Prevention Program – Round 5 (HHAP-5). Funding awarded through this RFA is intended to support actionable, person-centered, and regionally coordinated strategies that reduce unsheltered homelessness and increase permanent housing outcomes across San Bernardino County.

### 1.1 Purpose

OHS seeks applications that prioritize:

- Permanent housing solutions\* and interventions that rapidly connect people to safe, stable housing
- Prevention and diversion strategies that keep households from entering homelessness
- Street outreach and coordinated service delivery that connects people to housing and supportive services
- Systems support activities that strengthen the local homelessness response system

Projects must be Housing First and low-barrier, use data-informed approaches, and demonstrate clear pathways to permanent housing.

\*Land acquisition and construction/rehabilitation will generally require additional terms and conditions.

### 1.2 Service Regions

This RFA is organized around five geographic regions of San Bernardino County:

- West Valley Region
- Central Valley Region
- Mountain Region
- High Desert Region
- East Desert Region

Applicants must identify the region(s) their proposed project will serve.

## 2. HHAP-5 Overview and Strategic Priorities

HHAP is a California block grant program designed to support local strategies to prevent and end homelessness. HHAP-5 is used to fund projects that align with state and local priorities to:

- Organize and deploy the full array of homelessness programs and resources
- Sustain long-term housing and supportive services
- Prioritize permanent housing outcomes
- Pair HHAP funds with other local, state, and federal resources to expand durable impact at scale.

### 2.1 Housing First, Equity, and Lived Experience

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All funded projects must comply with Housing First requirements and be implemented in ways that advance racial equity and meaningful participation of people with lived experience. Applicants should describe how project design and operations will be culturally responsive, trauma-informed, and accessible to people experiencing homelessness with complex barriers.

### 3. Available Funding and Regional Allocations

The County’s CoC HHAP-5 award totals \$6,032,369.26. HHAP-5 funds will implement projects aligned with the County’s HHAP-5 application and approved expenditure plan. Funding awarded under this RFA is expected to be distributed through regionally scoped funding pools. Regional allocations may be updated via addenda as final amounts are confirmed.

#### 3.1 State Deadlines and Expenditure Milestones

HHAP-5 is subject to state obligation and expenditure deadlines. Funded providers must be prepared to implement and expend funds in alignment with these milestones:

- 100% expended by June 30, 2028

#### 3.2 Required Set-Asides

HHAP-5 includes statutory requirements on how funds may be allocated. The County will ensure compliance with these requirements across the full HHAP-5 allocation:

- At least **10% Youth Set-Aside**

Applicants should propose budgets consistent with these requirements and the specific funding pool(s) available through this RFA.

#### 3.3 Regional and Youth Set-Aside Funding Pools

Region	Allocation (estimate)	Notes / Priorities
<b>West Valley Region</b>	\$716,754.23	Appendix A.1 for West Valley Region category recommendations.
<b>Central Valley Region</b>	\$3,158,368.34	Appendix A.2 for Central Valley Region category recommendations.
<b>Mountain Region</b>	\$87,554	Appendix A.3 for Mountain Region category recommendations.
<b>High Desert Region</b>	\$866,634.51	Appendix A.4 for High Desert Region category recommendations.

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<b>East Desert Region</b>	\$117,233.09	Appendix A.5 for East Desert Region category recommendations.
<b>Youth Set-Aside – All Regions</b>	\$603,236.00	Appendix A.6 for Youth Set Aside category recommendations.

#### **4. Eligible Applicants**

Eligible Applicants may include, but are not limited to:

- Nonprofit organizations (including 501(c)(3) community-based and faith-based organizations)
- Local public agencies and joint powers authorities
- Tribal governments and tribal organizations
- For-profit entities with demonstrated relevant experience (subject to County contracting requirements)

Applicants must demonstrate capacity to deliver proposed services, manage reimbursement-based funding, comply with Housing First and low-barrier requirements, and meet reporting and data requirements (including HMIS where applicable).

#### **5. Eligible Uses of Funds and Program Types**

HHAP-5 eligible uses fall into three primary categories: (1) Permanent housing solutions, (2) Interim housing solutions, and (3) Service provisions and systems support. Applicants must identify the eligible use category (or categories) for each proposed activity and ensure costs are directly aligned to eligible activities.

##### **5.1 Permanent Housing Solutions**

Examples of eligible permanent housing solution activities include:

- Rapid Rehousing
- Prevention, diversion, and problem-solving supports
- Delivery of Permanent Housing and Innovative Solutions\*
- Operating subsidies for permanent supportive housing and other affordable housing serving people experiencing homelessness

\*Land acquisition and construction/rehabilitation will generally require additional terms and conditions.

##### **5.2 Service Provisions and Systems Support**

Examples of eligible service provisions and systems support activities include:

- Street outreach and engagement for people experiencing unsheltered homelessness
- Services coordination (including connections to benefits, workforce, education, health, and behavioral health services)
- Systems Support – Systems level coordination, data, performance management, and regional partnership

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activities

### 5.3 Program Type Mapping

Applicants may propose one or more of the program types below. OHS will classify proposed activities under the HHAP-5 eligible use categories shown.

<b>Program Type</b>	<b>HHAP-5 Eligible Use Category</b>
Rapid Rehousing	Permanent Housing Solutions
Prevention and Shelter Diversion	Permanent Housing Solutions
Delivery of Permanent Housing and Innovative Solutions	Permanent Housing Solutions
Operating Subsidies – Permanent Housing	Permanent Housing Solutions
Street Outreach	Service Provisions and Systems Support
Services Coordination	Service Provisions and Systems Support
Systems Support	Service Provisions and Systems Support

## 6. Program Requirements

All funded activities must meet the requirements below. If an Applicant proposes multiple activities, requirements apply to each activity.

### 6.1 Housing First and Low-Barrier Service Delivery

Funded projects must:

- Use Housing First practices (including low-barrier access and client choice)
- Avoid punitive approaches; prioritize engagement, voluntary participation, and harm reduction
- Provide services in a trauma-informed and culturally responsive manner
- Coordinate with the local Coordinated Entry System (CES) and related referral pathways, as applicable

### 6.2 Regional Coordination and Partnerships

Applicants must describe how they will coordinate with regional partners (e.g., cities, service providers, outreach teams, behavioral health, law enforcement where appropriate, and people with lived experience) to avoid duplication and maximize impact.

### 6.3 Fiscal and Documentation Requirements

Funded providers must:

- Maintain complete documentation for all costs (e.g., invoices, receipts, payroll, and service records)
- Track expenditures by approved budget line item and eligible use category
- Maintain audit readiness and comply with County monitoring
- Submit invoices and required supporting documentation according to the County's contract schedule

## 7. Performance Measures, Data and Reporting

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OHS will monitor project performance and fiscal compliance throughout the contract period. Funded providers must collect and report accurate performance data, including data entered into HMIS where applicable, to demonstrate progress toward HHAP-5 goals and support required reporting to the State.

### **7.1 Required State Reporting**

The County is required to submit HHAP reports to the State on a recurring basis (e.g., monthly and annual reporting, as required by the State). Funded providers must submit data and documentation to OHS on the schedule specified in the contract to support these reporting requirements. State reporting guidance is available at: <https://www.hcd.ca.gov/funding/hhap/reporting>

### **7.2 HMIS Participation and Data Quality**

Unless exempt under applicable HMIS policies, funded providers must participate in HMIS and comply with data quality requirements, including timely data entry, accuracy, and required data elements. Providers must be prepared to work with the HMIS Lead and OHS on data validation and reporting.

### **7.3 System Performance Measures Aligned to the HHAP-5 Application**

The County's HHAP-5 regional application includes system performance measures ("SPMs") and associated baselines and targets. Funded projects must identify which SPM(s) the proposed activities will support and describe how project implementation will contribute to progress toward these regional goals.

These SPMs are system-level measures; individual project applications are expected to contribute to improving system performance and are not expected to achieve an entire SPM target through a single project.

**SPM 1a** – People accessing services who are experiencing homelessness (Baseline: 10,351)

- Monitoring: Quarterly
- Regional Target: Quarterly reductions with an overall 10% reduction in the number of people accessing services.

**SPM 1b** – Unsheltered PIT Count (Baseline: 2,389)

- Monitoring: Annual Point-in-Time (PIT) Count
- Regional Target: Annual reduction in the number of people experiencing unsheltered homelessness by 5% per annum.

**SPM 2** – First-time homelessness (Baseline: 7,130)

- Monitoring: Annual monitoring, supported by outreach/intake/referral data and HMIS/CES analysis
- Regional Targets:
  - Outreach, intake, and referral data will show referral response time decreases by 10% from 2024 to 2027; and
  - Annual analysis/reporting will reflect a decrease in the proportion of first-time homelessness through targeted system response efforts.

**SPM 3** – Exits to permanent housing (Baseline: 3,285)

- Monitoring: Ongoing tracking of exits to permanent housing and housing inventory (e.g., HMIS/HIC)
- Regional Targets:
  - 20% increase in the number of housing units available to people experiencing homelessness between 2024 and 2027; and

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- 10% increase in the number of landlords accepting housing vouchers.

**SPM 4** – Length of time homeless while accessing services (Baseline: 119)

- Monitoring: Ongoing/annual HMIS, CES, and contracted provider data review
- Regional Targets:
  - 50% reduction in CES response time compared with the 2022 report;
  - 10% reduction in CES request calls abandoned by callers; and
  - Implementation of CES improvements (including multiple access points and system automation / CES module improvements).

**SPM 5** – Returns to homelessness within 6 months of exit to permanent housing (Baseline: 10.00%)

- Monitoring: HMIS and CES records; housing retention monitoring
- Regional Target: Reduce the percentage of returns to homelessness within 6 months from 10% to 8% over the grant period.

**SPM 6** – Successful placements from street outreach projects (Baseline: 297)

- Monitoring: Quarterly (e.g., HMIS/CES/outreach reporting updates)
- Regional Targets include:
  - 3% increase in housing placements from targeted areas;
  - 25% housing placement rate for those referred to housing; and
  - 20% decrease in the length of time from CES entry to appropriate service connections.

**7.4 Performance Metrics by Program Type (Minimum Requirements)**

Applicants must propose measurable outcomes appropriate to the activity. OHS may negotiate final performance measures and targets during contracting. At minimum, the County expects Applicants to track and report the indicators in Appendix B.

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**Appendix A. Regional Funding Pools and Priorities**

This appendix summarizes region-specific funding priorities and draft category allocations. OHS may update regional funding information via addendum.

**A.1 West Valley Region (Total Allocation: \$716,754.23)**

The West Valley Region category recommendation includes the following proposed investment areas:

Category / Program Type	Amount	Notes
Rapid Rehousing	Aggregate - \$716,754.23	Time-limited financial assistance, landlord engagement, and individualized case management to support long-term housing stability.
Prevention and Shelter Diversion	Aggregate - \$716,754.23	Homeless prevention and shelter diversion assistance and problem-solving supports.

**Note:** The total West Valley Region allocation of \$716,754.23 may be distributed across Rapid Rehousing and Prevention and Shelter Diversion activities based on demonstrated need, application quality, and final contract negotiations. The County does not commit a fixed dollar amount to each category under this RFA.

**A.2 Central Valley Region (Total Allocation: \$3,158,368.34)**

The Central Valley Region category recommendation includes the following proposed investment areas:

Category / Program Type	Amount	Notes
Rapid Rehousing	\$758,368.34	Time-limited financial assistance, landlord engagement, and individualized case management to support long-term housing stability.
Prevention and Shelter Diversion	\$600,000.00	Homeless prevention and shelter diversion assistance and problem-solving supports.
Delivery of Permanent Housing and Innovative Solutions	\$600,000.00	Housing delivery and innovative solutions, including conversion of underutilized buildings or existing interim or transitional housing into permanent housing.

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Street Outreach	\$600,000.00	Services for people experiencing unsheltered homelessness, including street outreach, including, but not limited to, persons experiencing homelessness from encampment sites and those transitioning out of encampment sites funded by the program known as the Encampment Resolution Funding Grant consistent with HSC Section 50251 to access permanent housing and services. This includes evidence based engagement services, intensive case management services, assertive community treatment, housing navigation, harm reduction services, coordination with street based health care services, and hygiene services for people living in encampments and unsheltered individuals.
Services Coordination	\$600,000.00	Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.

**A.3 Mountain Region (Total Allocation: \$87,554)**

The Mountain Region category recommendation includes the following proposed investment areas:

Category / Program Type	Amount	Notes
Rapid Rehousing ion	\$25,000	Time-limited financial assistance, landlord engagement, and individualized case management to support long-term housing stability.

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Prevention and Shelter Diversion	\$35,000	Homeless prevention and shelter diversion assistance and problem-solving supports.
Operating Subsidies – Permanent Housing	\$25,000	Operating subsidies in new and existing affordable or supportive housing units serving people experiencing homelessness, including programs such as Homekey, new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion Program. Operating subsidies may include operating reserves.
Street Outreach	\$2,554	Services for people experiencing unsheltered homelessness, including street outreach, including, but not limited to, persons experiencing homelessness from encampment sites and those transitioning out of encampment sites funded by the program known as the Encampment Resolution Funding Grant consistent with HSC Section 50251 to access permanent housing and services. This includes evidence based engagement services, intensive case management services, assertive community treatment, housing navigation, harm reduction services, coordination with street based health care services, and hygiene services for people living in encampments and unsheltered individuals.

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**A.4 High Desert Region (Total Allocation: \$866,634.51)**

The High Desert Region category recommendation includes the following proposed investment areas:

Category / Program Type	Amount	Notes
Rapid Rehousing	Aggregate - \$866,634.51	Time-limited financial assistance, landlord engagement, and individualized case management to support long-term housing stability.
Prevention and Shelter Diversion	Aggregate - \$866,634.51	Homeless prevention and shelter diversion assistance and problem-solving supports.
Delivery of Permanent Housing and Innovative Solutions	Aggregate - \$866,634.51	Housing delivery and innovative solutions, including conversion of underutilized buildings or existing interim or transitional housing into permanent housing.
Operating Subsidies – Permanent Housing	Aggregate - \$866,634.51	Operating subsidies in new and existing affordable or supportive housing units serving people experiencing homelessness, including programs such as Homekey, new or existing residential care facilities, funded by the Behavioral Health Continuum Infrastructure Program or the Community Care Expansion Program. Operating subsidies may include operating reserves.
Street Outreach	Aggregate - \$866,634.51	Services for people experiencing unsheltered homelessness, including street outreach, including, but not limited to, persons experiencing homelessness from encampment sites and those transitioning out of

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		encampment sites funded by the program known as the Encampment Resolution Funding Grant consistent with HSC Section 50251 to access permanent housing and services. This includes evidence based engagement services, intensive case management services, assertive community treatment, housing navigation, harm reduction services, coordination with street based health care services, and hygiene services for people living in encampments and unsheltered individuals.
Services Coordination	Aggregate - \$866,634.51	Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
Systems Support	Aggregate - \$866,634.51	Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.

**A.5 East Desert Region (Total Allocation: \$117,233.09)**

The East Desert Region category recommendation includes the following proposed investment areas:

Category / Program Type	Amount	Notes
Prevention and Shelter Diversion	\$87,924.82	Homeless prevention and shelter diversion assistance and problem-solving supports.

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Street Outreach	\$29,308.27	Services for people experiencing unsheltered homelessness, including street outreach, including, but not limited to, persons experiencing homelessness from encampment sites and those transitioning out of encampment sites funded by the program known as the Encampment Resolution Funding Grant consistent with HSC Section 50251 to access permanent housing and services. This includes evidence based engagement services, intensive case management services, assertive community treatment, housing navigation, harm reduction services, coordination with street based health care services, and hygiene services for people living in encampments and unsheltered individuals.
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**A.6 Youth Set-Aside (Allocation: \$603,236.93)**

The Youth Set-Aside category recommendation includes the following proposed investment areas:

Category / Program Type	Amount	Notes
Rapid Rehousing	\$459,321.00	Time-limited financial assistance, landlord engagement, and individualized case management to support long-term housing stability.
Prevention and Shelter Diversion	\$51,036.00	Homeless prevention and shelter diversion assistance and problem-solving supports.
Services Coordination	\$92,879.93	Services coordination, which may include access to

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		workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
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## **Appendix B. Performance Metrics by Program Type**

Applicants must propose performance targets appropriate to the scale of funding and project design. The indicators below are recommended minimum measures and may be refined during contracting.

### **B.1 Rapid Rehousing**

Recommended indicators:

- Households enrolled
- Households moved into permanent housing
- Average time from enrollment to housing placement
- Housing retention at 3, 6, and 12 months
- Income/benefits increases
- Returns to homelessness

### **B.2 Prevention and Shelter Diversion**

Recommended indicators:

- Households receiving prevention/diversion assistance
- Households successfully prevented from entering homelessness
- Households successfully diverted from shelter/unsheltered homelessness
- Housing stability at 90 and 180 days (follow-up, if feasible)
- Returns to homelessness

### **B.3 Delivery of Permanent Housing and Innovative Housing Solutions**

Recommended indicators:

- Number of permanent housing units created or converted
- Number of households placed into HHAP funded units
- Occupancy rate
- Average time from unit availability to lease up
- Housing retention at 6 and 12 months

Additional indicators may be required based on project scope, funding level, or state reporting requirements.

### **B.4 Operating Subsidies – Permanent Housing**

Recommended indicators:

- Units supported
- Occupancy rate
- Households served in supported units
- Length of stay / housing stability indicators
- Exits to other permanent housing (if applicable)
- Returns to homelessness

### **B.5 Street Outreach**

Recommended indicators:

- People engaged through outreach contacts
- People assessed and/or enrolled through CES (as applicable)

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- Referrals to interim housing, behavioral health, and other services
- Permanent housing placements attributable to outreach engagement
- Returns to unsheltered homelessness after placement (if trackable)

**B.6 Services Coordination**

Recommended indicators:

- People receiving case management/service coordination
- Connections to public benefits (e.g., Medi-Cal, CalFresh, SSI/SSDI)
- Connections to behavioral health and primary care
- Employment/education linkages (if applicable)
- Housing stability outcomes

**B.7 Systems Support**

Recommended indicators (deliverable-based):

- Convenings held and stakeholder participation
- Regional coordination deliverables (e.g., protocols, MOUs, workflows)
- Data/performance products produced (e.g., dashboards, reports)
- Training and technical assistance delivered
- Demonstrated system improvements (as applicable)