

## Homeless Housing, Assistance and Prevention (HHAP) Round 5 Submitted Questions and Answers

1.	Question	I want to understand what it means to be exempt from having to enter in HMIS?
	Answer	24 CFR 578.23 states that a victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system, provided that victim service providers in the area use a centralized or coordinated assessment system that meets HUD's minimum requirements and the victim service provider uses that system instead.
2.	Question	For this section (Attachment F) it can be quite long, can you provide some guidance on how long for this section?
	Answer	There is no page limit for Attachment F. Applicants should provide sufficient detail to fully address all required elements outlined in the RFA while keeping the narrative clear, focused, and aligned with HHAP-5 requirements.
3.	Question	If applying to multiple regions, do we submit separate applications for each region?
	Answer	Yes. Applicants seeking funding in more than one region must submit a separate, complete application for each region. Applicants must identify the region their proposed project will serve on Attachment F. Each application will be evaluated independently within the applicable regional funding pool. Submitting separate applications ensures that evaluators in each region can review and score proposals independently and in alignment with that region's priorities and allocations.
4.	Question	Would that also be for the youth set-aside?
	Answer	The same requirement applies to Youth Set-Aside funding—if applying for Youth Set-Aside funds in addition to a regional pool, a separate, complete application must be submitted for the Youth Set-Aside request.
5.	Question	I noticed the RFA didn't explicitly determine a standalone or joint venture application but the Central Valley RSC in October adopted two separate thresholds. Do we know if these thresholds will be implemented once applications go to RSC for review?
	Answer	The Central Valley RSC has not provided information on the thresholds to the Office of Homeless Services.
6.	Question	In regards to the references chart, do you want letters of just contact information?
	Answer	Letters of recommendation are not required. Submission of letters does not replace the requirement to provide complete reference contact information in Attachment J.
7.	Question	If contracting with OHS for the same services, can we include (OHS) as a reference?
	Answer	Yes. Applicants must still provide the required contact information in Attachment J. Please note that evaluators may contact listed references as part of the evaluation process, and references should be individuals familiar with your organization's performance under the referenced contract.

8.	Question	Will the financial review section be done by the RSC reviewers or the County fiscal staff?
	Answer	The Financial Review will be conducted by County fiscal staff as part of the initial review process to assess financial stability and capacity. Regional Steering Committee (RSC) evaluators will score proposals based on the evaluation criteria outlined in the RFA; however, the financial capacity screening will be completed by OHS prior to regional scoring.
9.	Question	Is the criteria for the financial review outlined in the RFA?
	Answer	Yes. The RFP RFA outlines the Financial Review category in Section VII – Evaluation, including the requirement to assess financial stability and responsibility. Applicants are required to submit two years of financial documentation as part of the application. OHS staff will review submitted financials to assess organizational fiscal capacity and risk in alignment with the evaluation criteria described in the RFA.
10.	Question	For the conversion of the motel units to PSH unit, is there a certain guidelines to follow for the conversions. For instance, AMI limits and so on.
	Answer	HHAP-5 permits the use of funds for the delivery of permanent housing and innovative housing solutions, including conversion of underutilized buildings, as outlined in Attachment O of the RFA. HHAP-5 itself does not establish separate AMI regulatory limits; however, projects must serve eligible homeless populations and comply with Housing First requirements. If additional funding sources are layered into the project (e.g., Homekey, tax credits, or other state/federal programs), those programs may impose AMI or other affordability restrictions that must be followed. Applicants are responsible for ensuring compliance with all applicable funding, building, zoning, and regulatory requirements.
11.	Question	On the point system, what is the detail or goal for cost? Or the focus quantity of quality?
	Answer	The Cost/Revenue score (25%) is based on overall reasonableness and alignment with a high-quality, effective service model—not simply on lowest price or quantity of services proposed.
12.	Question	Is there a total amount provided? Is there a cap on funding requests per region?
	Answer	Yes. The total HHAP-5 funding available under this RFA is \$6,032,369.26, with specific estimated allocations identified for each region in Attachment O. There is no separate per-application cap established in the RFA; however, awards are limited by the total funding available within each regional pool and are subject to evaluation, negotiation, and best value determination.
13.	Question	Can we change Mountain region to aggregate for all four areas?
	Answer	Yes. Since the Regional Steering Committee (RSC) Chair has formally submitted the request, the Mountain Region funding categories will be updated to reflect an aggregate allocation rather than fixed amounts by program type. This revision will be issued through a formal addendum to the RFA, and the addendum will supersede the prior regional allocation language.

14.	Question	The 10% Youth Set Aside comes from the total CoC allocation and that is not deducted from the original amounts, correct?
	Answer	The 10% Youth Set-Aside is calculated from the total HHAP-5 CoC allocation and is administered as a separate funding pool, not proportionally deducted from the individual regional allocations.
15.	Question	What is the process to change the categories and amounts for our region if the RSC decides to do so?
	Answer	If the RSC determines that regional funding categories or amounts should be revised prior to award, the request must be formally submitted to OHS and would be issued through a written addendum to the RFA.
16.	Question	What category does Transitional Housing fall under?
	Answer	Transitional housing is not a standalone eligible program type under this RFA. HHAP-5 prioritizes permanent housing solutions. Proposals centered on traditional transitional housing without a clear, Housing First–compliant pathway to permanent housing are unlikely to be considered competitive. Any proposed activities must align with an eligible HHAP-5 category and demonstrate measurable movement to permanent housing.
17.	Question	Wouldn't transitional housing fall under innovative housing solutions?
	Answer	Transitional Housing (TH) is not identified as a standalone-eligible program type under HHAP-5. TH models would not automatically qualify; however, projects that convert or reposition transitional units into permanent housing—or that clearly result in permanent housing outcomes—could be considered eligible if structured under an approved HHAP-5 category such as permanent housing solutions.
18.	Question	Is there a maximum amount that an agency can apply for?
	Answer	The RFA does not establish a maximum amount that a single agency may apply for. However, awards are limited by the total funding available within each regional pool, and multiple organizations may be competing for the same funds. Final award amounts will be determined through the evaluation process and best value determination.
19.	Question	Is it over a two-year period the funding or three-year period?
	Answer	The contract term under this RFA is for a maximum of two (2) years, beginning upon execution and ending no later than June 30, 2028.
20.	Question	In regards to service coordination and the defined activities is that really the salaries around service coordination?
	Answer	Service Coordination refers to the eligible activities described in the RFA, such as connecting clients to benefits, workforce, behavioral health, and other supportive services that promote housing stability. Salaries for staff performing these eligible coordination functions may be included; however, costs must directly align with HHAP-5 eligible activities and the approved scope of work.
21.	Question	And then what is the recommended percentage for salaries? And are salaries going to be embedded in your line item, for example, youre planning for prevention funding, lets use like \$100,000, and then is there a certain percentage for the staff dollars outside

		the service, do you understand? Yeah theres overhead, and then theres case management salaries ranking for the percentage.
	Answer	The RFA does not establish a required percentage allocation between financial assistance and staffing costs within an eligible category such as Prevention. Direct program staff salaries (e.g., case management, service coordination) may be included when they directly support eligible activities. However, budgets must demonstrate that the majority of funding supports direct client assistance and housing outcomes. Proposals where staffing costs outweigh or appear disproportionate to the level of direct services or financial assistance provided may be scored lower under the Cost/Revenue and Technical Review categories.
22.	Question	No match right, no match requirements?
	Answer	There is no match requirement under HHAP-5 for this RFA.
23.	Question	So do you not want us to provide a budget breakdown for funds?
	Answer	A detailed budget breakdown is required. Applicants must itemize funding by eligible use category in Attachment I and clearly align all costs with the proposed scope of work. Applicants may include additional pages as necessary to provide a complete line-item budget and budget narrative/justification; any supplemental pages must be clearly labeled (e.g., ‘Attachment I – Budget (Supplemental)’) and cross-referenced to the applicable eligible use category and line item. Budgets must be sufficiently detailed to support reimbursement and fiscal review; proposals without a clear and complete budget may be deemed non-responsive.
24.	Question	And the Youth set aside, can any organization apply for that money?
	Answer	Yes, any eligible organization may apply for Youth Set-Aside funding; however, the applicant must demonstrate experience and capacity to provide housing and services specifically to homeless youth ages 12–24, in alignment with HHAP-5 requirements.
25.	Question	Did the allocations for CES go through I don’t see the allocations on there, but I know the plan is 5% so wouldn’t those amounts change per region?
	Answer	The proposed 5% CES regional allocation adjustment has not yet been formally approved by the Regional Steering Committees and is not reflected in the current RFA allocations. Once formal approval is received, the revised regional amounts will be issued through a written addendum. Until that addendum is issued, the allocations published in the RFA remain in effect.
26.	Question	Is it ok to inbed motel vouchers as emergency shelter into a proposal? Is it ok to use motel vouchers interchangeably with emergency shelter?
	Answer	Motel vouchers are not an eligible activity under this HHAP-5 RFA and motel vouchers may not be proposed. Emergency shelter is not identified as a funded category in this round.
27.	Question	We understand that the initial bidders conference and the request for application period have passed. Unfortunately, we only became aware of this opportunity toay. We would like to inquire whether we are eligible to be considered at this stage.

	Answer	If you attended the mandatory Bidders Conference, you are eligible to submit an application, provided that all requirements outlined in the RFA are met and the application is submitted by the published deadline. All applications must comply with the RFA instructions and submission requirements.
28.	Question	I want to verify the deadline to apply in the beginning is says March 17 and, in another timeline, it says March 18.
	Answer	The application deadline is March 18, 2026 at 4:00 PM (Local Time).
29.	Question	Can we partner with an organization for some of our services and submit and independent application for another part of our services?
	Answer	Yes, an organization may partner with another agency for certain services and also submit a separate application for a different project. Each application will be evaluated independently. The County encourages thoughtful partnerships where they strengthen service delivery, regional coordination, and overall project effectiveness, as collaboration may enhance competitiveness under the evaluation criteria.
30.	Question	Is a list of cities or map available to distinguish service region boundaries?
	Answer	Yes. A list of cities and/or a map identifying the service region boundaries will be provided through a written addendum to the RFA. Applicants should rely on the addendum once issued for official regional boundary clarification.
31.	Question	About partnering up with another organization, so say we have two or three area that we want to apply for, one area with an apartment. Am I going to do one application or two?
	Answer	If you are applying for funding in more than one region (or for the Youth Set-Aside in addition to a region), you must submit a separate, complete application for each region.
32.	Question	For attachment D, what about the people that work for the organization for the purpose of doing, you know, whatever were going to be doing here, would we list their licenses as they apply to, you know, what we're applying for? If it applies to the worker?
	Answer	Yes. Attachment D should include any licenses, permits, or certifications required for your organization and for key staff performing services under the proposed project, if applicable to the scope of work. Only include licenses or certifications that are relevant and required for the services being proposed.
33.	Question	Regarding financials, on page 12 of the RFA it states, "Provide Proposer's Annual Report for the previous two years". Does the term Annual Report refer to audited financial statements?
	Answer	An Annual Report generally refers to an organization's yearly published report summarizing activities and financial information. It is separate from audited financial statements. As outlined in the RFA, applicants must provide their Annual Report for the previous two years, if available, and also submit financial documentation such as audited financial statements, CPA-reviewed statements, or internally prepared balance sheet and income statement, as applicable.

34.	Question	Regarding Cost "Attachment I" are we required to submit a program budget as I did not see any reference in the RFA. If we need to submit a program budget for the requested funds, how much detail are you looking for?
	Answer	Yes, applicants are required to complete Attachment I – Cost, which serves as the program budget for requested HHAP-5 funds. Although the RFA does not provide a separate line-item template beyond Attachment I, applicants must provide sufficient detail to clearly demonstrate how funds will be allocated and expended within the eligible use categories and activity descriptions. Applicants may include additional pages as needed. Any supplemental pages must be clearly labeled (e.g. 'Attachment I – Budget (Supplemental)'). Budgets that lack adequate detail to support fiscal review and alignment with the proposed scope of work may be deemed incomplete or may require clarification prior to award.
35.	Question	If we are requesting funding from more than one category in the same region, do we need to submit a program budget for each category or include the total amount requested in one budget?
	Answer	If applying for multiple categories within the same region, submit one application for that region and itemize the requested amounts by eligible use category in a single Attachment I. Separate budgets are only required for separate applications (e.g., different regions or Youth Set-Aside).
36.	Question	Are these funds for direct client support only, or can they also cover the cost of program staff who are providing the services such as case management to the clients?
	Answer	HHAP-5 funds are not limited to direct financial assistance to clients. Eligible funds may also cover program staff costs, such as case management and housing navigation, provided those staff are directly delivering eligible services outlined in the RFA and aligned with the approved scope of work. Budgets must clearly demonstrate that staffing costs directly support housing outcomes and client services.
37.	Question	Is there a percentage that can be requested for administrative costs? 5% or 10%?
	Answer	No. Administrative costs are not allowable under this RFA.
38.	Question	The RFA includes several attachment forms, which are not editable in their current format. Does the County intend to send out updated versions of these documents that we can fill in accordingly, should we print and fill in the forms by hand, or should we recreate the attachments utilizing what is provided in the RFA as templates?
	Answer	Separate fillable versions of the attachments will not be issued. Applicants may choose to print and complete the forms by hand or use the attachments provided in the RFA as templates, provided the format and required content remain consistent with the original RFA forms. All required information must be included as outlined in the RFA.