



**Contra Costa Health Services
Health, Housing, and Homeless Services**

**California Emergency Solutions and Housing (CESH)
Operating Support for Emergency Housing Interventions**

Request for Proposals (RFP) Questions & Answers Sheet

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This document contains answers to submitted questions regarding the CESH Request for Proposals.

- 1. On page 4, the RFP mentions a corporate profile should be submitted as an appendix. But on page 16, the RFP states, “If the responder agency utilizes a fiscal agent, please provide a corporate profile.” Since we do not use a fiscal agent, do we need to submit a corporate profile?**

Yes, all Responders must submit a corporate profile. If the provider utilizes a fiscal agent, then the corporate profile shall be of that entity.

- 2. On page 18, the RFP states that we should fill out our budget using the budget template provided in the RFP. I do not see a budget template in the RFP document. Can you point me to where I can get the template?**

The budget template is available for download on our website available [here](#).

- 3. Is there an initial understanding of how much Housing Security Fund is available for Rapid Resolution?**

Responders are encouraged to base their budget on the available CESH RFP award to provide services for their project. The budget and estimate will be evaluated based on the competitive ability of Responders to provide services using the CESH RFP award. To the extent that additional funds would be required, Responders shall outline the amount requested from the Housing Security Fund and base this budget on the estimated number of households to be served and their estimated needs in accordance with the eligible uses outlined in the [Housing Security Fund Policies and Procedures](#). Any estimates for additional amounts from the Housing Security Fund will be considered requests only and does not guarantee funding in the requested amount or any amount from the Housing Security Fund. Use of the Housing Security Fund is subject to available funding, community and consumer need, Housing Security Fund Policies and Procedures, and will be subject to additional negotiation with H3 based on project type, budget, and proposed uses.

- 4. Will Housing Security Funds come out of the total CESH funding amount or are they considered completely separate funds?**

For projects with access to the Housing Security Fund, those dollars are in addition to the amount available through this CESH RFP. Responders are encouraged to base their budget on the available

CESH RFP award to provide services for their project; however, Responders may include estimates of need for additional dollars from the Housing Security Fund in their budget worksheet and budget justification. Please also see question no. 3 for more information regarding the Housing Security Fund.

5. Will programs applying for prevention projects be able to access the Housing Security Fund?

Rapid Resolution programs are eligible for Housing Security Fund dollars; however, Prevention programs are not an eligible use of Housing Security Funds based on the Housing Security Funds Policies and Procedures.

6. How should applicants proposing prevention and diversion projects plan to use the RFP award (i.e., for staffing or operations and expect use of the Housing Security Fund for prevention and diversion services)?

Applicants should submit competitive applications and budgets. The intent of the RFP is not to provide merely funds for staffing or operations of prevention and diversion services. There should be a competitive budget that includes use of the project award for the prevention and diversion services proposed. Use of the Housing Security Fund is subject to available funding, community and consumer need, Housing Security Fund Policies and Procedures, and will be subject to additional negotiation with H3.

7. Can you give examples about different types of leverage that you are hoping to see?

Responders are encouraged to use a wide variety of local, state, federal, and philanthropic funds available as appropriate for their project and permissible under the requirements of such respective funding source(s).

8. What has the history been, of mobile hygiene services being available to the homeless in the County? What has gone well, and where are the greatest needs?

Responders are encouraged to review available [annual reports](#), [strategic plans](#), [system maps](#), and [Continuum of Care priorities](#) to familiarize themselves with past projects and community-identified needs. Responders may use other sources of information to justify potential gaps in services. In addition, Responders are encouraged to get involved with the Contra Costa homeless system of care and participate in community meetings to familiarize themselves of the services available within the system.

9. How well does providing mobile hygiene (mobile showers, laundry services, and case management to link the unhoused with key services like medical assistance, job info, or housing info) fit into priority #3, Expanding Outreach?

Effective outreach can take many forms, but Responders are encouraged to propose outreach programs that thoughtfully and respectfully engage unsheltered individuals and assess them via the Coordinated Entry System (CES), and connect clients with emergency shelter, housing, and other critical services. Please see page 7 of the RFP for further description of priority area.

- 10. Page 6, regarding "Expanding Rapid Resolution"--can information regarding current rapid resolution provider/s, number of people/households served during an average month/quarter/year (whatever period is easiest), to what extent this meets identified need in the County, and to what extent demand for service has increased recently?**

Contra Costa County currently has one Rapid Resolution provider with access to the Housing Security Fund to provide problem solving with resources. This year, the county has scaled Rapid Resolution by training all providers in problem solving conversations. The county is looking to provide additional Rapid Resolution options and is anticipating additional need in this service area due to the changing economy.

- 11. Page 7, regarding "Increasing Emergency Shelter Beds"--can you confirm that the cost of meals related to the shelter services are an allowable budget item?**

The cost of meals are an allowable operating cost budget item.

- 12. Also, "pets" are referenced in this section--is this term meant to include all animal companions which are not service animals under the ADA definition, or some other working definition of "pet?"**

"Pets" include any allowable companion under the ADA definition along with any other pets that are permissible under the provider program pet policy.

- 13. Page 10, regarding the 7 system performance measures, can H3 clarify which measures are considered relevant for each of the different eligible service types, or should respondents either determine relevant measures for their proposal type, or address each measure within the 4 page narrative for section C, even if it does not appear relevant? (For example, it seems unlikely that a Rapid Resolution program would have much effect on system-wide employment or income growth for homeless persons, but a respondent would not want to waste valuable page space just to say this.)**

Responders are encouraged to submit answers to any RFP prompts as they see fit to best explain their project, budget and otherwise provide a complete and competitive proposal.

- 14. Page 12, regarding the Mandatory Bidders' Teleconference--will additional questions be allowed as part of the teleconference?**

Additional questions were permitted at the Bidders' Teleconference. All questions and answers from the Teleconference are published within this document.

- 15. Page 15, regarding submission deadline--if a respondent submits a proposal before the deadline, and then finds they want to revise the proposal and submits the revised proposal before the**

deadline, how should they identify which proposal they wish to be reviewed? Or will H3 automatically review only the last submitted version?

Responders are expected to submit only the final version of their proposal. H3 will determine on a case-by-case basis whether to accept non-substantive edits to a submitted proposal if submitted before the deadline.

16. Page 16, Response Outline item c)1)--are parts a. and b. worth up to 5 points each, or is the combined answer for a. and b. worth up to 10 points?

The combined answer for 1a. and 1b. are worth up to 10 points.

17. Page 17, Under 1) "The proposed program type", this section states that "H3 reserves the right to adjust prioritization based on community need and Responder justification." Given the rapidly changing conditions due to COVID-19 and worsening economic conditions, if adjustments should be made, how will H3 go about this? Who will make such a decision? If made before the submission deadline, will there simply be a published RFP amendment (with or without a time extension)? If adjustment is needed after the submission deadline, how will the public and respondents know this, and would there be an opportunity to revise proposals in light of the priority adjustments? What will panel members know or be told about the conditions under which various sheltering options might or might not be allowable during the foreseeable future of COVID-19 pandemic?

H3 does not anticipate a change from the prioritization as the services identified in the RFP are still relevant to the community needs.

18. Page 18, regarding 2) Leverage--If leverage at 100% is recommended, but not required, and this section [Proposal Outline e) Budget and Justification, Item 2) Leverage] is not scored, how will the panel "evaluate" the proposal based on the relevance, timeliness, and level of leveraged funds committed to the project and how will this evaluation factor into the overall objective scoring rubric?

While leverage is not a scoring factor in and of itself, documentation of leverage may be a consideration as part of a program's competitive budget as described in 2(e)(1) on page 18 of the RFP.

19. Page 18, regarding Appendices--in addition to the items listed specifically here, can you confirm that appendices can also include documentation about leverage and documentation related to Housing First adherence?

Yes, documentation related to Housing First adherence and documentation of leverage may be submitted as part of the appendices.

20. Page 19, regarding Evaluation Criteria, e) the RFP requests references. How many would H3 like? Is it a safe assumption that no one at H3 and/or Heluna Health can be listed as a reference? What about someone who can speak to contract performance based on their previous employment with H3/Heluna Health but is no longer with H3/Heluna Health? Are there any other County agencies/funders who cannot be listed as references? What if a respondent has only done work with one of these funders? What if a respondent lists a reference but that person turns out to be part of the review panel?

Please do not include references in your initial proposal. Responders will be contacted for references as needed with additional clarification on any restrictions that may arise from the composition of the Review Panel.

21. What qualifies as homelessness prevention?

It is important to distinguish between homelessness prevention and eviction prevention. Prevention activities include those activities described in [24 CFR Part 576.103](#). Please also refer to priority description on page 7 of the RFP. Prevention projects will be evaluated based on suitability and relevance to the specific community needs within the Contra Costa County homeless system of care.

22. Can applicants apply for more than one use of the funding?

Yes, Responders may propose services in more than one service category; however, a full and complete separate proposal must be submitted for each service. Combined proposals will not be considered.

23. Can applicants apply for the entire pot of funding?

Yes

24. Day Shelter is mentioned in the Introduction section of the RFP but not in the priorities area. Under which priority will Day Shelter funding count?

Day Shelter most closely falls within the #1(tied) Increasing Emergency Shelter Beds service category. Responders are encouraged to clearly identify their program activities and compare those to the service category descriptions in the RFP.

25. Will the list of attendees/organizations at the CESH RFP Bidders' Conference be published along with the questions and answers?

No, a list of attendees and organizations will not be published.

26. Will this PPT presentation be made available?

Yes, it is available at the following link: <https://cchealth.org/h3/coc/partners.php#Funding>

- 27. Are we allowed to add supplemental services on top of one proposal? For example, if we have a homeless Prevention project but we also provide Rapid Resolution and we are providing both services in tandem. Instead of submitting two proposals can we provide one?**

Although some content may overlap, Responders must provide a full and complete proposal for each service. Combined proposals will not be considered. This requirement is to ensure H3 is able to meet reporting requirements and appropriately distinguish how funds are used for each service category.

- 28. Is it allowable in this RFP to enhance and develop a more robust HMIS system than we already have?**

No, this is not an allowable use under this RFP. However, we encourage you to look into the Contra Costa Regional Health Foundation. There are additional funding opportunities through that source to support you with improving your HMIS system. If providers have other questions related to other funding opportunities, they may email Erica McWhorter at Erica.McWhorter@cchealth.org.