



CONTRA COSTA COUNTY CONSOLIDATED HOUSING AND HOMELESSNESS FUNDING RFP FREQUENTLY ASKED QUESTIONS

Updated November 12, 2024 (v1)

This FAQ contains questions and answers submitted via email, through the Applicant Information session, and in Office Hours sessions.

APPLICANTS AND APPLICATION TYPES

1. Why is Capacity Building funding non-renewable?
 - a. This funding is largely intended for one-time funding for capacity-building that is not recurring and not for ongoing program operations. Homelessness Response Programming funding is more-so intended for programs that would have ongoing operations beyond the first year of funding.

2. Are faith-based organizations and churches eligible applicants?
 - a. Registered 501(c)3 non-profit organizations and public agencies are eligible to apply if they are directly operating the eligible program/service in which they are applying for. In general, services must conform to [Housing First](#), which does not mandate participation in services either before obtaining housing or in order to retain housing

3. What would be considered a small/emerging organization for the purposes of Capacity Building funding?
 - a. Small or emerging populations are defined as organizations that meet one or more of the following: have an annual budget of less than two million dollars, have few (generally less than 10) or no paid staff, or originate from and are led by members of historically marginalized populations and are specifically designed to serve that population. If you believe your organization would benefit from capacity building funding, the County encourages you to apply.

4. Does H3 intend to apply themselves?
 - a. No, H3 does not intend to apply.
5. If someone wishes to apply but is not a 501(c)3 or public agency, is there a path that they may take to apply for a project?
 - a. Yes, the individual or group that is interested in launching a program through this RFP process may partner with an eligible applicant, a 501(c)3 non-profit or public agency. Collaboration is encouraged for this RFP.
6. Will there be technical assistance available and who will be providing the technical assistance?
 - a. Yes. The County has offered optional virtual office hours for prospective applicants on October 21, 2024, and November 4, 2024. The County will make responses to questions available in updates to this FAQ document.
7. Is there an opportunity for people to collaborate on an application?
 - a. Yes, collaboration is encouraged with this RFP and the application process.
8. Is it possible for one applicant to apply for multiple programs, such as applying for a Capacity Building project to build a response team and Homelessness Response Programming for rental assistance/utility assistance?
 - a. Yes, the County encourages all eligible applicants to seek funding as it makes sense for the organization, capacity, and program concepts.
9. Can an applicant apply for a program that could be very specific and impactful, but not necessarily cost more than \$100,000?
 - a. No, an applicant cannot apply for Homelessness Response Programming funding for less than \$100,000.
10. If multiple organizations wish to collaborate on a project, how many applications should they submit?
 - a. Collaborative projects should only submit one application. The application should be submitted by a lead applicant, with other organizations listed as collaborative applicants. Collaborative applications should include Memoranda of Understanding (MOUs) or other documents demonstrating the collaborative agreement.

11. If applying collaboratively with another organization for a project, is there guidance on whether they should apply for Capacity Building or Homelessness Response Programming?

- a. Applicants should submit proposals under the Category that best reflects their proposed program eligibility. If a collaborative project will require funding over \$100,000 to be operationally viable, then this will necessitate a Homelessness Response Programming application. In the event that the project does not exceed \$100,000 and falls under the guidance of a Capacity Building application, then the eligible lead applicant should submit a Capacity Building application.

12. If an applicant wishes to apply for multiple projects and one project is a Capacity Building project and the other is a Homelessness Response Programming project, can they be submitted as one application?

- a. Yes, they can be submitted as one application. The applicant would need to complete all sections of the application and ensure that they fill out the sections appropriately for each of their project proposals.

13. If we have partners, but they don't receive funds in the proposed budget, is this considered a collaboration? And, if not, are we able to submit letters of support from these partners?

In the case of the Consolidated Housing and Homelessness RFP, a collaborative partner is a partner that has a particular role (meaning providing a service) in the program that is being proposed. A Memorandum of Understanding (MOU) or comparable document would be necessary between the lead agency and every collaborative partner where the MOU indicates the roles and responsibilities between the two parties to implement the program. The collaborative partner should be part of the program budget submitted even in the case where Consolidated funds will not support the collaborative partner (in these cases, the applicant should demonstrate what source(s) would cover the partners' service/role). Programs may also have supporting partnerships with organizations not directly involved in the implementation of program (e.g., an agency that may refer to the program seeking funding; or that provides complementary services and works with many of the same households). For these types of partnerships, applicants may

submit letters of support from those partners as additional documentation to their application. In this case, the letters of support would be optional.

14. On page 6, Section 3 it states that "if applying for multiple programs, the narrative must clearly speak to each proposed program." I assume you are referring to the program models on the top of page 34 of the RFP that include A. Permanent Supportive Housing, B. Rapid Rehousing, C. Rapid Exit, D. Emergency Shelter, E. CARE Centers, F. Outreach, G. Prevention/Diversion. Is that correct?
 - a. Yes, this can refer to the program models noted on page 10, but may also refer to projects proposing new models or programs eligible under the Measure X priority areas listed on pages 12 and 13 of the RFP.

15. In Section 3 and Section 4 that the written portion should not exceed 3 pages, does that page limit include the question prompts?
 - a. No, the 3-page limit does not include the question prompts.

16. For an agency in good standing, do we need to upload our 501c3, certificate and business license, and should we provide our most recent audit?
 - a. We encourage applicants to review the application template, the RFP and attachments to confirm submission requirements. Page 15 of the RFP contains audited financial statement requirements. Other business-related documents may be required if awarded and will be requested during contract negotiations.

17. Can we find out separately exactly which of our existing contracts are being renewed in this RFP?
 - a. If agencies are not sure if funding will be renewed through this RFP, or if it is through a different cycle, feel free to reach out to your contract manager to confirm.

FUNDING AMOUNTS, PROCESS, AND TYPES

1. Is there an opportunity for organizations who were not awarded Measure X Housing funds in Year 2 to compete for Year 3 funding? Is there funding available if all Year 3 organizations are renewed with Year 3 funds?
 - a. Organizations who were not awarded Measure X Housing funds in Year 2 may compete for Year 3 funding if eligible. The expected funding amounts is

included in the funding table on page 12 and 13 of the RFP. These totals may change depending on the number and types of applications received for this RFP.

2. Are Year 2 Measure X awardees being asked to expand services if we're seeking renewal?
 - a. No, eligible Year 2 Measure X funded projects are able to request a renewal of funding at the same level of outcomes awarded under Year 2. In addition, Year 2 projects are able to also request additional funding through an expansion proposal. For example, if Hypothetical Agency received \$100,000 in Year 2 Measure X funds to serve 10 households but would like to request an additional \$100,000 in Year 3 funding to serve 20 households, then they should submit an expansion proposal.
3. If Year 2 Measure X proposals were funded with a mix of Measure X funds and other sources, is this considered a renewal project? Should we apply as an expansion?
 - a. If the Year 2 project is not seeking to serve more people, then you can apply as a renewal project. Some funding sources may be one-time allocations to the County so the project may not be funded at the same level, or the County will utilize alternative funding sources to sustain the overall funding level.
4. Are Measure X renewal projects considered competitive? Is there funding set aside for expansions?
 - a. The County prioritizes sustaining funding to high performing, critical services and must follow the renewal cycle approved by the Board of Supervisors. There is a set-aside for new or expansion homelessness response programming projects. Available funds will increase if currently funded programs do not apply for renewal or do not meet renewal criteria. Available funding can be reviewed on pages 12 and 13 of the RFP.
5. If a project received non-Measure X funding last year, are they only allowed to apply for non-Measure X funding sources this year?
 - a. No. The County will fund projects by maximizing available funding sources and may blend Measure X funds with other available funding.

6. Are other funding sources a requirement of this RFP (I.e., Match funding)
 - a. It is not a requirement to have other funding sources to fund applications through this RFP. The additional funding sources can be taken into consideration when making the funding decisions.
7. How much funding is available?
 - a. There are multiple funding sources in addition to Measure X dollars. A full funding table is available on page 12 and 13 of the RFP.
8. Is partial funding available?
 - a. Yes. Applicants are encouraged to put forward proposals that encompass the full cost of the proposed programs. Applicants should note whether programs can be scaled up or down depending on funding received.
9. What is the maximum amount of funding to be applied for as a Category 2 applicant?
 - a. Maximum funding amounts are organized by program type in Exhibit E.
10. What will the renewal process look like for Homelessness Response Programming, renewable, grants?
 - a. The County largely uses a performance based contracting model and plans to implement the same with this funding. However, the County also has a goal of reducing the requirements around the renewal process to make the process easier to navigate.
11. How many organizations will be funded?
 - a. The County intends to make multiple Capacity Building and Homelessness Response Programming awards from H3 and DCD.
12. How will the applications be scored?
 - a. Applications will be reviewed and scored according to the scoring rubrics on pages 41 through 50 of the RFP by a panel selected by the County. Funding awards will be made at the discretion of the County.

13. What should be included in the budget?
 - a. The budget should include the full cost of the project for which the applicant is requesting funding. Applicants must submit a detailed project budget and a budget summary (see Exhibit B of the RFP).

14. Are the other funding streams from DCD or H3?
 - a. The other funding sources, outside of Measure X are listed on Exhibit E and includes the funding agency by project type.

15. Do any of the other funding sources require match funds?
 - a. Most of the sources do not require match funds. If the applicant is aware that a funding source requires match funds and they are interested in seeking that specific funding source, they are welcome to speak to that in their application. Details on any match requirements for specific funding sources will be communicated through the award and contracting process.

16. Can organizations put forth multiple applications to obtain funding for different types of projects?
 - a. Applicants may submit one application that encompasses multiple projects. It is recommended that organizations put forth applications for what they feel is important and can/should be operating in Contra Costa County. All applications will be reviewed based on the scoring criteria presented in the RFP.

17. In determining the budget for the program, is there any cap/limit or suggested percentage of personnel salaries?
 - a. There should be a 60/40 split between direct financial assistance and operating plus personnel salaries.

18. My Agency receives funding from a number of government and private sources, but we have to go through annual requests or competitions for those funds. We don't know that we'll have them. We can only make an educated guess that we will receive these funds. How should we handle that with respect to the budget in this application process?
 - a. We encourage you to review the funding terms that are available in the RFP Exhibits to put together your budget to the best of your ability. If your agency

is awarded and you find that there are impacts to the program or budget, contact the awarding agency to discuss how your scope of services will be moving forward for the fiscal year.

19. Two of the funding sources on Page 13 of the RFP, state "one time funding", but also say "renewable". Can you please clarify the expected grant terms for these funds?
 - a. Both funding sources are one-time funding. For example, our encampment resolution grant is one-time funding, but we expect the funds to last two to three years, depending on the program component that's being funded. We also state "renewable" because generally, we set contracts up for a one-year term. Sometimes it can be longer, and can be renewed up to the lifespan of the grant, assuming that performance measures are being met.

INTERVIEWS

1. Will all applicants be required to participate in an interview?
 - a. No, interviews are not required and declining an interview will not negatively impact an applicant's score. Interviews will be offered to all small/emerging organizations applying for capacity building funds. Organizations applying for capacity building funding may indicate in their applications that they decline the offer to interview.

2. What is the intention of the interview component?
 - a. The interview is intended to be an opportunity for applicants to provide more information if they are not experienced grant writers or feel they would better convey their ideas or nuances to their program application through the interview.

PROGRAMS AND OPERATIONS

1. Is it appropriate for an applicant to seek funding to serve a specific racial or other subpopulation of people experiencing homelessness?
 - a. It would largely depend on what you are proposing for the program you are seeking funding for, though it is important to note that equity is a top priority for the County. Therefore, applications for programs targeting a marginalized area or population in the County would be welcomed.

2. Can an applicant seek funding through this RFP for the operating assistance required for a proposed project, through Homelessness Response Programming funding, that requires a multiple-year commitment?
 - a. While Measure X is potentially renewable, it cannot be guaranteed at this time beyond the approved two-year renewal cycle. Most contracts awarded through this RFP will be for one-year increments and the funding is intended to go to projects that are currently serving people or for smaller capacity building contracts.

3. Can these funds be used for a new project to provide specific services such as leasing microhomes, providing supportive services in permanent supportive housing, or staffing and operating expenses?
 - a. Examples of eligible project activities are listed on pages 12 and 13 of the RFP. Staffing and operating expenses are eligible expenses for projects. Ineligible expenses are listed on page 14 and 15 of the RFP.

4. Can funding be used for projects under development?
 - a. Contracts awarded from this RFP should be ready to start operating on July 1, 2025, though one-time funding sources like AB109 and Encampment Resolution funding will likely have a sooner start date to deliver time-sensitive services. When applying for capacity building funds, the applicant should provide a timeline for how the funds will be spent in order to spend down the funds within the contract period.

5. For prevention/diversion, how will the County departments handle applicants that are looking to serve people that may be eligible by both County department's definitions and structures for prevention and diversion program types?
 - a. The departments have been and will continue to work together to make things work as smoothly as possible. The County encourages applicants to be clear in their applications so that the County can make informed funding decisions.

6. What definition of homelessness and at risk of homelessness determines eligibility for this people served in this RFP? Can programs funded through this RFP serve people at risk of homelessness due to Domestic Violence?
 - a. Generally, the Measure X funding, and some of the other funding streams included are flexible regarding the homeless definition to be used. The County

encourages applicants to clearly specify the population they intend to serve. The [HUD definition of homelessness](#), specifically category 1, is the most stringent definition for projects. Some funding requires serving people who meet this definition, while others can be more flexible. While HUD's definition includes a definition for at risk of homelessness, DCD is not beholden to this definition.

7. What type of technology upgrades and trainings would the County be open to funding?

a. Technology - The RFP outlines that funds should be used to support services and interventions for people experiencing and at risk of homelessness, including capacity building for the agencies providing those services. Awards made through this RFP cannot be used for capital investments (e.g., hardware or equipment upgrades across the organization).

Trainings - The County suggests reviewing the program models for what would be appropriate. The trainings should help better deliver services in accordance with the County's program models. The County is open to hearing about the training needs of organizations to build capacity and enhance service delivery. Trainings may be related to administrative functions or the provision of services.

8. What do applicants need to supply in response to the Section 4G question about centering Housing First principles and Racial Equity in the proposed project?

a. The applicant may submit organizational policies and procedures that would align with and support Housing First and Racial Equity in the operations of the program. Some examples might include, but are not limited to, strategic planning documents, job descriptions, program evaluation objectives and approaches, organizational handbook sections, staff training curriculum etc.

9. Capital improvements are not an allowable cost under this RFP, but is there guidance on how this category is defined? For example, is there a cost threshold for facility repairs or equipment after which they are defined as capital improvements?

a. The primary intent of this RFP is to fund housing services. Capital costs are generally fund acquisition, development, or rehabilitation of physical assets like buildings or vehicles. A Capital Outlay Item is a piece of equipment

including moveable personal property with a unit cost of \$5,000 or more, including sales tax, and delivery and installation charges. It also includes additions to capitalized equipment costing \$5,000 or more per item.

10. Would providing furniture and home goods for individuals who were formerly homeless qualify as Homelessness Response Programming?
 - a. Furniture and home goods may be eligible expenses under activities listed on page 13 through 15 of the RFP document. The County encourages applicants to review the evaluation criteria beginning on page 41 of the RFP to ensure the proposal addresses the priorities of the Consolidated Housing and Homelessness Funds.

11. Our organization provides services through referrals from social service agencies and does not currently participate in HMIS. Is participation in HMIS a requirement for Homelessness Response Programming applications?
 - a. In general, all Homelessness Response Programming applications will be required to participate in HMIS due to regulations of funding sources. HMIS participation by project type is included in Exhibit E. Some projects funded entirely through Measure X, such as capacity building projects, may not require HMIS participation.

12. Is it a requirement for a program to only accept direct referrals from the Continuum of Care/Coordinated Entry program in Contra Costa County? Or can referrals be made from other Community Based Organizations or existing divisions within an organization?
 - a. If you are applying for Category 2 funding, you must adhere to the CoC Program Models and participate in Coordinated Entry. You would only be able to accept referrals from the CE system. The CoC Program Models can be found at <https://www.cchealth.org/home/showpublisheddocument/6567/638258163191470000>.

13. On p. 13, under "Allowable Activities by Funding Type," category "New Rapid Exit, Rapid Rehousing, and Shallow Subsidy Funding targeting Encampment Resolution participants" is intended to "Reduce unsheltered homelessness and supports San Pablo encampment residents." Does this mean that the only beneficiaries ought to be encampment residents? Or can a percentage of participants be encampment

residents? Or could a bidder receive funding for a rapid rehousing project that serves unsheltered people other than residents of this encampment?

- a. Correct, this means the only participants that can be served with that funding are the encampment residents at a specific encampment in San Pablo.

14. On p. 14, under "Prioritized Activities," the RFP lists "programs serving transition aged youth." What would be the threshold for successful TAY targeting? If 10% of a program's beneficiaries were TAY, would that be sufficiently high to meet the definition of serving TAY?

- a. Programs targeting transition aged youth mean programs that are tailored to meet the needs of transition aged youth (18 - 24 years old) and not necessarily programs for any adults ages 18 and older.

20. What is the referral process going to be like for the encampment resolution funds program? How many people should be served through these funds?

- a. This workflow will be coordinated with our partners and will be finalized through contract negotiations. We estimate the grant will serve 35 households in Rapid Rehousing and 20 households in Shallow Subsidy.

21. How will AB109 individuals be referred? By the Office of Reentry and Justice (ORJ), Probation Department, or another County agency? Or is it up to the homeless response program to determine if the clients are AB109 eligible?

- a. The Probation Department or the Office of Reentry and Justice would be able to determine eligibility and make the appropriate referrals.

22. What is required to apply for the AB109 funding? Do participants need to come directly out of being incarcerated or can they verbally confirm they were justice involved?

- a. Housing resources should be accessed by probation and non-probation justice involved clients based on the AB109-tiered eligibility. The priority groups include: AB109 Sentence, Formal Felony Probation, Released from a Correctional Facility in the Past Three Years, Pretrial, Informal Felony Probation, Specialty Courts and Parole.

REPORTING REQUIREMENTS

1. What data reporting is required?
 - a. For capacity building projects, HMIS is not necessarily required. For Homelessness Response Programming projects, especially those awarded by H3, HMIS will be required. For those awarded by DCD, there will be quarterly reporting but not necessarily an HMIS requirement. Please refer to Exhibit E, "List of Funding Sources" to review HMIS requirements by project type.
2. What are the costs related to HMIS?
 - a. There is a one-time start-up cost of \$175 per organization. In addition, there are annual license fees of approximately \$270 per user. These amounts are subject to change based on pricing changes implemented by the County's HMIS software vendor.
3. Is HMIS required for all Homelessness Response Programming applicants?
 - a. No, HMIS is not required for all Homelessness Response Programming applicants. Only Homelessness Response Programming applications funded by H3 are required to use HMIS. Further details are included in Exhibit E of the RFP materials.
4. Regarding questions 4B and 4C in the application--our agency does not *currently* participate in HMIS or the Coordinated Entry System (CES), but understand that is required for the funding type we are applying for and intend to use it when the program is operational. What is the best way to answer these questions?
 - a. Applicants should indicate "No" to both 4B and 4C if they do not currently participate in HMIS or the Coordinated Entry System. It is recommended that in the 4B and 4C boxes, applicants indicate their intentions to use both HMIS and CES once their program is operating. Applicants may also utilize the narrative portion of the application to reference the anticipated use of HMIS and CES for the program they are proposing.
5. Are payments to contractors made monthly and how quickly are demands paid?
 - a. Payment terms are specified in the final negotiated contract and may include monthly reimbursement. Payment timelines depend on a variety of factors

including services provided, amount of demand, required supporting documentation, etc. H3 requests contractors submit for monthly reimbursement and provides training to contractors on County processes.