



Request for Application

for

Homeless Emergency Aid Program

RFA OHS 18-01

ADDENDUM No. 1

QUESTIONS AND ANSWERS

1.	Question:	Is Bridge Housing only for those clients that will obtain Permanent Supportive Housing or Permanent Housing?
	Answer:	As defined by the Request for Applications (RFA), bridge housing is temporary housing resources offered while working with clients, with Permanent Housing as the final goal.
2.	Question:	Are shelter case management and operation services a fundable category?
	Answer:	Yes, shelter case management and operation services are eligible for HEAP funding.
3.	Question:	Can case management include ending homelessness, and not be related to mental health or recovery needs?
	Answer:	Yes, case management can include ending homelessness and not be related to mental health or recovery needs.
4.	Question:	Which address is required on the application under Organization Address? Is it our Corporate address, or main address in San Bernardino County, or the address of each project?
	Answer:	Please use your corporate address on the application under Organization address.
5.	Question:	Can the application boxes be expanded or does our answer have to fit in the box? Is there a font requirement?
	Answer:	There is no font requirement. The boxes of the application expand allowing additional text. If additional space is still required, you can attach additional sheets.
6.	Question:	If you have multiple services in one program, are they considered different projects?
	Answer:	No, one project may contain multiple services.
7.	Question:	Does application must conform to 8 ½ x 11 format since the Excel spreadsheet is legal form?
	Answer:	Yes, 8 ½ x 11 format is required for the application. You may shrink to fit or page break to conform to correct size.
8.	Question:	Is mileage an allowable expense if we provide services in the unincorporated areas of the County?
	Answer:	Yes, mileage is an allowable expense.
9.	Question:	There is not a location to indicate that a project is scalable, where should we indicate on the application? For example, if we ask for \$500k to serve an X number of clients but the program could receive \$300k and serve fewer clients.
	Answer:	Applications recommended by the Continuum of Care (CoC) Grant Review Committee are subject to negotiation dependent upon available funding.

10.	Question:	Do we need a letter of support if a city has not declared a shelter crisis and we do not intend to offer place based services?
	Answer:	Yes, a letter of support will be required if a city has not declared a shelter crisis.
11.	Question:	If proposing to serve all County residents, how do we get letter of support from the County?
	Answer:	Applicants seeking to provide services in unincorporated areas of the County should contact the Community Development and Housing Agency (CDHA) at (909) 387-4355. Applicants should contact each city where services are proposed in incorporated areas.
12.	Question:	What cities have declared a shelter crisis?
	Answer:	At this time, the following cities have declared a shelter crisis: Barstow, Rialto, Upland and the County of San Bernardino.
13.	Question:	If serving the entire County, would I list San Bernardino County as service area?
	Answer:	Applicants proposing to serve all unincorporated areas will use the drop down box "San Bernardino County Unincorporated & Regional" and applicants proposing to serve more than 12 incorporated service areas should attach an additional sheet listing the other incorporated service areas.
14.	Question:	Is the original hard copy with original signature bound or unbound?
	Answer:	Hard copy submissions require one original with original signatures, which may be bound, and six (6) additional unbound copies, for a total of seven (7) copies.
15.	Question:	What defines a project?
	Answer:	A carefully planned service detail that seeks to provide immediate assistance to people experiencing homelessness or at imminent risk of homelessness.
16.	Question:	Does the budget need to include the leveraged funding source?
	Answer:	No, budget is not required to include leveraged funding source.
17.	Question:	Since 2021 is the deadline for expenditure of funds, should the amount requested be for more than one year?
	Answer:	Yes, funds requested should be for more than one year. Anticipated contract period is February 2019 through June 30, 2021.
18.	Question:	Will HEAP funding still cover clients coming in to the shelter who are not referred to us by CES or would we have to tell that client to go through CES before we can help them with an emergency shelter?
	Answer:	HEAP funding will cover clients coming in to the shelter; however, ideally, clients should be assessed using CES for other permanent housing options.
19.	Question:	If we are planning to do a project of homeless outreach, how would that work with the CES limitations?
	Answer:	Any type of outreach must be coordinated with CES.
20.	Question:	How can we get reverse referrals for emergency shelters, shelter outreach, and rapid rehousing from CES?
	Answer:	Agencies are encouraged to speak with United Way – 211 to discuss options of reverse referrals, if necessary.
21.	Question:	If we were to start an outreach program, is purchasing a vehicle an allowed expense?
	Answer:	Yes, purchasing a vehicle is an allowed expense for outreach.
22.	Question:	Can HEAP funds be used to purchase a transitional housing building to transition clients from an emergency shelter?
	Answer:	Yes, capital requests are allowable costs.

23.	Question:	What is the maximum we can request for a project?
	Answer:	There is no maximum noted; however only \$9,389,654 is available for SB CoC in this first round of funding.
24.	Question:	Is there training for HMIS? Where can we get training?
	Answer:	Yes, the Homeless Management Information System (HMIS) staff will provide monthly trainings.
25.	Question:	If you are working collaboratively with other organizations and each of the organizations is requesting funds, do we submit one application? Or individual applications?
	Answer:	One application should be submitted for all collaborative projects with the partnerships clearly identified.
26.	Question:	On the application cover sheet, do we select the activities that we are requesting funds for or do we select all services provided regardless of funding source?
	Answer:	Select only the proposed activities for which you are requesting funds.
27.	Question:	Will projects providing service within cities that have declared a shelter crisis receive an additional scoring preference during the evaluation scoring?
	Answer:	The scoring criteria will be determined by the Interagency Council on Homelessness (ICH) Grant Review Committee.
28.	Question:	Will projects that are leveraging funds receive an additional scoring preference during the scoring evaluation?
	Answer:	See Answer to Question #27.
29.	Question:	Will this program eliminate ability to target McKinney-Vento eligible families due to the CES requirement?
	Answer:	No, this program will not eliminate those eligible families with McKinney-Vento.
30.	Question:	Is Bridge Housing only for clients to move into Permanent Supportive Housing? Or is it also for Rapid Rehousing?
	Answer:	See Answer to Question #1. Permanent Housing as defined by HUD is community-based housing without a designated length of stay in which formerly homeless individuals and families live as independently as possible, which includes both Permanent Supportive Housing and Rapid Re-Housing.
31.	Question:	Does the emergency shelter have to be located in San Bernardino County? Can we serve San Bernardino County homeless families but have the facility located in Pomona. Can we apply for shelter funds to bridge families in the city of Pomona to families that live in San Bernardino County?
	Answer:	On page 2 of the RFA, Section I. "Introduction", Paragraph E. notes that location(s) where services are to be provided, completed, and managed is throughout the County of San Bernardino.
32.	Question:	Is the original hardy copy to be in a binder?
	Answer:	No, an actual binder is not required. Hard copy submissions require one original with original signatures, which may be bound, and six (6) additional unbound copies for a total of seven (7) copies.
33.	Question:	Can we apply for capital improvements to our emergency shelter facility, serving San Bernardino County residents, but located in Pomona?
	Answer:	Capital improvements is an allowable cost, however; on page 2 of the RFA, Section I. "Introduction", Paragraph E. notes that location(s) where services are to be provided, completed, and managed is throughout the County of San Bernardino.
34.	Question:	Are there any minimum requirements for leverage in terms of funds or percentage of funds? Are there any minimum requirements to the types of leverage?

	Answer:	No, there are no minimum requirements for leverage. No, there are no minimum requirements for types of leverage.
35.	Question:	Do programs need to use CES?
	Answer:	Clients should be assessed using CES for permanent housing options.
36.	Question:	Family Mediation has been identified as an eligible activity. In this case does “Family Mediation” refer to providing mediation services to Homeless Youth and their parents for the purpose of reunification or does it mean providing family mediation services to youth who are in imminent danger of becoming homeless? If not, can you please provide further explanation on what is meant by “family mediation?”
	Answer:	On page 8 of the RFA, Paragraph 2.a “Minimum Requirements” notes that Applicants must include in the application how the proposed homeless activity is directly related to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness. Therefore, family mediation must be directly related to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness.
37.	Question:	Is the activity “childcare support” for child care services at a licensed family and daycare center or can afterschool programs apply as well?
	Answer:	See Answer to Question #36. A childcare support activity must be directly related to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness.
38.	Question:	Does the County have a preference on how applications are submitted, i.e. from a City who would then sub-contract with multiple homeless service providers or by the homeless service providers directly?
	Answer:	The Administrative Entity, on behalf of the CoC, does not have a preference. The ICH does encourage multijurisdictional collaboration (to include bonus points in scoring mechanism for regions that collaborate).
39.	Question:	What are the advantages/disadvantages of a City applying on behalf of several homeless service providers?
	Answer:	See Answer to Question #38.
40.	Question:	If the City did apply directly as the “applicant” and then sub-awarded the funds to various homeless service providers, is there an administrative component to the award that the City would be entitled to or would only the sub-recipient be eligible for this?
	Answer:	No, on September 19, 2018, the ICH authorized the Office of Homeless Services (OHS) the Administrative Entity to retain the full amount of administrative funding (five percent) of the allocation to administer funding and ensure reporting requirements as set by the State of California Business, Consumer Services, and Housing Agency.
41.	Question:	If the City did apply directly as the “applicant” and then sub-awarded the funds to various homeless service providers, would each service providers “program” be considered a project that requires the priority ranking, or would it just be considered one project?
	Answer:	This is dependent upon how the City is proposing to administer the various services. More than one service category can be included in a project. The City can combine all service providers into one project and therefore only one application will be required or they may choose to separate the service providers into multiple projects then projects will need to be ranked and submitted on separate applications.

42.	Question:	After reviewing the request for application, we observed that the expected number of individuals to be served was not specified. Will the County provide this information, or is the applicant expected to propose the number of individuals to be served?
	Answer:	The applicant is expected to propose the number of individuals to be served.
43.	Question:	Is the applicant expected to include administrative and indirect costs in the proposed budget?
	Answer:	Administrative and indirect costs are not allowable costs. See Answer to Question #40.
44.	Question:	Is the applicant expected to include the HEAP SB CoC Project Application as an appendix attached to the master application document, or should the excel sheet be submitted separately?
	Answer:	The HEAP SB CoC Project Application (Excel document) should be attached to your Application Package.
45.	Question:	For any of the eligible services, will participants be required to meet a minimum vulnerability score prior to being referred to the funded agency through CES?
	Answer:	No, see Answer to Question #35.
46.	Question:	I was told by Dena Fuentes office that I would need to submit an 'application' to them. So my question is - When submitting to the COC to be included in their application, are we required to meet all the requirements of the application as if we were submitting directly? (all the copies) Or is that up to the COC to answer?
	Answer:	Applicants collaborating with CDHA should contact them directly at (909) 387-4355 for detailed application instructions.
47.	Question:	Is there a specific Budget Form that you want us to use?
	Answer:	No. There is no specific budget form.
48.	Question:	Is it possible to submit for assistance to purchase a piece of property? And if so, how far along in the purchase is it expected that you be in before you can be considered for such an award? What if the property has yet to be identified? If all of that is allowed, how do you submit for the budget if you have not yet identified the property?
	Answer:	On page 8 of the RFA, Paragraph 2. "Application Requirements" notes that applicants must indicate project readiness to immediately perform and administer homeless efforts.
49.	Question:	In the case where you are asking for 'services' and the funds will be used just for staffing, how much of a budget do you need to submit? Just for that portion of the staffing? Or for the provision of the services and all associated costs?
	Answer:	Submit for all costs associated with the project.
50.	Question:	We are a small nonprofit organization with an all-volunteer board. We have no employees. We are requesting funds to purchase homes for emergency sheltering for disabled and nondisabled homeless. We are working with our insurance agent to add the required policies. We are not sure if Professional Liability and/or Errors & Omission are necessary for our nonprofit. We need this clarified.
	Answer:	All contractors, whether they are a for-profit or non-profit entity, that provide work on developing outcomes and make recommendations for strategic planning specific to County, such as services typically provided by attorneys, medical professionals, hospital, clinics, consultants or engineers, are required to have professional liability E&O or directors and officers insurance.

51.	Question:	We have contacted the city of Twentynine Palms where we hope to purchase the homes, but we may purchase one or both in Joshua Tree which is in the county. Twentynine Palms will give us a Letter of Support but they are unsure about the Shelter Crisis Declaration. I checked with the County. They are working on the Declaration as well. I am requesting a Letter of Support from the county as well but do not know how to obtain it. When I complete the application, I will indicate that I do not know where the homes will be located as it will depend on availability.
	Answer:	See Answer to Question #11.
52.	Question:	I read the requirements and saw that our project must comply with California Home First Policy. Our project is about purchasing homes that will be used for emergency sheltering for the disabled and abled homeless. We are currently renting two homes that can't be modified. Our current homes use the model of a sober living home because we have a mix of guests many of which are in court programs and can't be around drugs or alcohol. Probation does check for compliance. We screen for drug use as needed. If marijuana is the problem we are more tolerant in testing as long as it is not on the premises. What is the best way to handle this requirement in our situation?
	Answer:	Projects must conform to California's Housing First policy.
53.	Question:	How do we obtain a Letter of Support from the County?
	Answer:	See Answer to Question #11.
54.	Question:	If the City of Barstow declares a shelter crisis, do we need a letter of support from the County of SB?
	Answer:	A letter of support from the County is encouraged if you are going to be providing services in unincorporated areas of the County.
55.	Question:	Can HEAP funds be used for paid positions from Operations budget?
	Answer:	Yes, funds may be used for paid positions.
56.	Question:	Can non-CoC housing projects in a non-profit's name receive rapid re-housing funding from HEAP?
	Answer:	Yes, that is an eligible program to receive HEAP funding.
57.	Question:	Can HEAP funds be used for a CoC funded project?
	Answer:	On page 9 of the RFA, Paragraph 2.c.3 notes that HEAP funds must supplement programs, not supplant programs.
58.	Question:	If a submitted application is incomplete will contact be made to request adjustments or will it just be rejected?
	Answer:	On page 3 of the RFA Section II. Application Timeline Subsection Application Submission Deadline Paragraph A., incomplete applications will not be accepted.
59.	Question:	Guidelines state that SB CoC requires seven (7) hard copies with original signatures. Do all copies need original signatures or just one of the seven?
	Answer:	Please provide one copy with original signatures. The other 6 copies do not need original signatures.
60.	Question:	Please confirm the deadline for the hard copies. Is Friday, October 26 by 4:00 pm a postmark deadline for hard copies?
	Answer:	All applications must be received by Friday, October 26, 2018 by no later than 4:00 pm Local time. Applications that are postmarked and not received within this deadline will not be accepted.