

**HOMELESSNESS PREVENTION AND
RAPID RE-HOUSING PROGRAM (HPRP)
BIDDER'S CONFERENCE
JULY 7, 2009 at 2:30pm**

OC Community Services, Multi-Purpose Room A
1770 North Broadway
Santa Ana, CA 92706

ADDENDUM #1

Questions received prior to Bidder's Conference

1. Q: When is the deadline (date/time) to submit this application?

A: The deadline to submit an application has been extended to July 14, no later than 12:00 pm

2. Q: It appears from the Scoring Evaluation Criteria and Break the Tie sections on page 11, that the highest score needs to be determined, therefore implying one award. Is it true the county is looking to fund the highest scoring project in each category (until the funds are allocated) as opposed to multiple projects? If so, will Financial Assistance be treated as one category regardless of which of the two programs an agency applies?

A: The County's intent is to contract with one service provider for Programs 2-5. For the General Financial Assistance Program, the County may fund more than one applicant; however, the County also reserves the right under all Program areas to fund more than one applicant to deliver the services. The category of Financial Assistance is considered one program with two activities, prevention and rapid re-housing. Applicants for the Financial Assistance program must apply equally for both activities (however, only one application is required).

3. Q: On page 57 of the application the Proposed staff budget shows HPRP/WIA. Are we to combine the salaries for both programs in the budget?

A: Yes, the HPRP/WIA Proposed Staff Budget (Agency Administration Personnel) is to include both WIA funding and HPRP funds in the first year budget in the "HPRP/WIA Funds Requested Column". WIA funds pertain to Program 5-Multi-service Center proposals only and are only budgeted in Year 1.

4. Q: Can you please let us know if there is anything we can do to find out more on how to write a winning proposal? Is there some way you can share with us what the priorities are, and other key information?

A: The best thing to do is read the HPRP regulations and the RFP to make sure you align your submission with what is being requested. You will note that the General Financial Assistance must be utilized in a general fashion-- agencies awarded the funds must serve

anyone who is eligible (restricting funds will not be allowed). All the key information and priorities are in the RFP.

- 5. Q: We would like to apply for General Financial Assistance for both Homelessness Prevention and Rapid Re-housing. Do we need to submit 2 (two) separate grants (one for HPRP or for RR) or do they both fit under one grant application "General Financial Assistance Programs"?**

A: You should submit one grant proposal under General Financial Assistance for both Homeless Prevention and Rapid Re-housing. Applicants applying for General Financial Assistance must apply for both Homeless Prevention and Rapid ReHousing Activities.

- 6. Q: We just filed for our 501 (C) (3) status in June. The fact that we probably won't get our letter until September means that we would not qualify for these funds - right?**

A: Agencies receiving HPRP funds must meet the following requirements: 1) agency must be a private, non-profit organization with an IRS 501(c)(3) designation or unit of local government; 2) agency must have an office located in the County of Orange; 3) agency must have been in operation for a minimum of two years providing same or similar services as described in the RFP; 4) agency must not have been debarred or suspended from working on federally assisted projects; 5) agency must be able to utilize the Homeless Management Information System (HMIS); and, 6) agency must submit a completed HPRP checklist and application.

Please note: Agencies who have been in operation for a minimum of two years and can demonstrate that they have been providing same or similar services for that period may receive funds through a fiscal agent that meets the private, non-profit 501 (c) (3) designation requirement.

Questions received at the Bidder's Conference

Program 1: General Financial Assistance Program

- 7. Q: Part A [Page 13]. Please clarify what specifically should be no more than 3 pages, the entire Section A or questions 7 (a-d) specifically.**

A: Question # 7 (a-d) should be no more than 3 pages total. The reference to "(No more than 3 pages)" in the first paragraph under Part A is a typo and should be deleted.

- 8. Q: Is it OK to do a 2 year proposal?**

A: Must submit a 3-year budget. Proposal should be based on a program starting 9/30/09 and ending 6/30/12.

- 9. Q: Can we apply as an agency that just serves South Orange County as there are currently no central organizations that serve that area?**

A: You may be located in South Orange County but you cannot limit service to only South County homeless/at-risk -you must be able to serve anyone who is referred or walks in who is eligible for HPRP funded services.

10. Q: Regarding provision of services county-wide – is it appropriate and/or allowable for a project to focus on a geographic area while remaining open to applicants from across the county?

A: You cannot limit service to one area and must be willing and able to serve anyone who is eligible under HPRP that is referred or walks in for services.

11. Q: We have applied for separate funding for a position that is integral to this project. Is it allowable to plan, as a contingency, to fund that position with these funds if the original funding is not secured?

A: Only positions directly related to the provision of HPRP services are eligible (i.e. case manager specifically and directly providing services to HPRP clients or staff directly involved in issuing financial assistance, conducting inspections, etc.)

Program 5: Multi-Service Center (MSC)

12. Q: [Page 5 – RFP] What are the eligible uses for WIA/ARRA funding?

*A: Basic Assistance (General Information): provide basic assistance with job search, unemployment insurance information, resume writing, interviewing skills, etc.
Individualized Assistance (Eligibility requirements): If participant needs more intensive case management and/or training – referral to One-Stop Center, vocational assessment.*

13. Q: [Page 53 – application] Please clarify bold language. Does it mean our budget should be for \$250,000? (\$200K HPRP + \$50 K WIA)?

A: The total funding for Program #5 to be budgeted is \$250,000 –\$50,000 in WIA funds are for Year 1 only and the \$200,000 in HPRP funding is over 3 years and should be budgeted in Years 1, 2, and 3.

14. Q: What is the covenant on the property (Resource Center if one is purchased)? How will future funding be provided in the future for this Center?

A: The redevelopment funds for Program #5-Multiservice Center is for the development of permanent supportive/service enriched housing piece specifically which would include a 55 year covenant. Final commitment of the redevelopment funding will be subject to the eligibility requirements for the use of these funds.

No additional funding for the Multi Service Center beyond 3 years of HPRP funds have been identified yet.

Other – General Questions

15. Q: When two entities collaborate should both rosters, audits, 990's, Budgets, etc. be included or just the lead agency?

A: Yes, when collaborating with other entities include both rosters, audits, 990's Budgets, etc.

16. Q: Is the current roster of the governing body referring to the Board of Directors?

A: Yes.

17. Q: Can copies of the proposal be in the same binder?

A: No.

18. Q: What is a reasonable financial request?

A: Financial request should be appropriate to the program you are running; however, keep in mind that County may reduce requests to maximize funding awards.

19. Q: Should answers under organization experience and capacity be answered on a separate page or under the numbers?

A: Each question should be answered in order by category and number.

20. Q: [Page 5 – application] Please clarify permitted 'binding' for proposals. Do we need to bind copies of attachment to all sets of documents?

A: Yes. You must submit a complete original and 5 copies each in a separate binder including attachments for each program applied for.

For example:

1 Program = 6 binders

2 Programs = 12 binders

3 Programs = 18 binders, etc

Proposals may be submitted in a 3 ring binder.

21. Q: [Page 13- application] Do we 'submit' board roster, organizational chart, and resumes as attachments?

A: Submit under section/number in order of questions.

22. Q: Please confirm page limits for the sections.

A: Page limits only apply where indicated in the application instructions.

23. Q: Do we need 100% or more in Leverage?

A: No, there are no minimum or maximums set for leveraging. Leveraging will have some weight in scoring but minimal. Some emphasis will be placed on committed leveraging for Year 1 (if you have commitments for Years 2 and 3 you may also include those commitments).

24. Q: What number of people served per program or cost per person is reasonable under programs?

A: Number of people served and/or cost per person would be estimated based on your agency's experience.

25. Q: Where is a description of permanent supportive/services enriched housing?

A: Program 5, pg. 44 refers to "Redevelopment Component/Redevelopment Set-Aside Funding" under "Description of Services"

"Permanent supportive housing" is defined by HUD as long-term, community based housing that has supportive services for homeless individuals with disabilities (in this case, homeless). This type of housing enables special needs populations to live independently in a permanent setting in affordable rental housing and have access to various voluntary support services.

The term **"Service-enriched housing"** is usually used to describe basic rental housing for the low-income population at-large, in which services coordination is available to residents of a rental property, most often provided directly through staff hired by the owner or management or through contract for services by a community-based agency.

26. Q: Is the amount listed per program \$116,701 for one year or divided over 3 years?

A: 3 years.

27. Q: How can I find information regarding other HPRP agencies so I can coordinate with them? Who and where are they?

A: The County does not have a list of HPRP agencies. When the County funding recommendations are announced, the agencies will be listed. The County funding recommendations/announcements will be distributed. You may also contact the other jurisdictions receiving HPRP funds to inquire about agencies they may have funded.

28. Q: Describe the 9 jurisdictions working with HPRP funds.

A: The 9 jurisdictions are the cities of: Anaheim, Costa Mesa, Fullerton, Garden Grove, Huntington Beach, Irvine, Orange, Santa Ana and Westminster.

29. Q: Exhibit #6: Who is certifying official?

A: Use Authorized Person shown on Page 3 of Exhibit 2, usually the Executive Director. It is acceptable to have the authorized person same as the contact person.

Additional Questions submitted to HPRP@hcs.ocgov.com after the Bidder's Conference. Deadline July 9, 2009 at 3:00pm

- 30. Q: Are all HPRP programs being funded by reimbursement only, or do any of them (such as Program 5, the MSC) provide a certain amount of money upfront?**

A: All HPRP and WIA funds are distributed on a reimbursement basis only. The redevelopment funds for Program 5, the MSC, will not be awarded through this RFP.

- 31. Q: If we already have a site available for a MSC, do we have to deploy a mobile unit? Is there a prescribed delay in availability of redevelopment funds to launch the site-based MSC?**

A: A mobile unit must be deployed immediately upon funding award with a long-range goal of a fixed, permanent location. The HPRP and WIA funds are to provide services to address an immediate need, however, in your application any information on the availability of a fixed site and how that may align with the MSC description outlined in the RFP. None of the funds, including the redevelopment funds, are eligible for the costs of operations of any program. The redevelopment funds cannot be used for the acquisition, construction, or rehabilitation of a fixed site and are specifically set-aside for the permanent supportive housing component only.

This RFP makes available redevelopment funding to awardees who meet the eligibility requirements for the use of these funds. These funds will be set-aside for 3 years while an eligible site for permanent supportive/service enriched housing is located by the successful applicant. The applicant will need to locate and provide leveraging for the housing. The final review of the site and underwriting of the project will be completed utilizing the underwriting guidelines and forms of the County's Affordable Rental Housing Notice of Funding Availability (NOFA).

- 32. Q: Are answers to be double spaced or single spaced?**

A: The instructions in Exhibit 7: Non-profit Standing specify that answers should be typewritten, double spaced, in Times New Roman or Arial size 11 or 12 font and should be submitted with those specifications. Guidelines for spacing in the application instructions were inadvertently left out so the applicant can make the determination of whether to use double or single spacing, however, double spacing is preferred for consistency and ease of reading.

- 33. Q: Do we need to include copies of Exhibit 1 - 7 in each application (1 original and 5 copies)? For example, should we include a copy of Form 990, which is part of Exhibit 7, in the original application as well as in all 5 copies?**

A: Yes, you must submit a complete original and 5 complete copies of your proposal.

34. Q: Are agencies expected to serve all incorporated AND unincorporated cities in Orange County?

A: Yes, as stated on Page 3 of the RFP. "The services in this RFP are to be provided countywide and assist all eligible individuals or families. 1. Preference for County HPRP funds should be given to individuals and/or families not residing in another jurisdiction which has HPRP funding in order to maximize funding countywide".

This includes incorporated and unincorporated areas.