

HHAP 5 BIDDERS CONFERENCE

March 5, 2025

THE COALITION
OF HOMELESS SERVICES PROVIDERS



AGENDA



Introductions
Sign-in Policy



About HHAP 5



Application Information



Project Review



Questions





INTRODUCTIONS

HELLO
MY NAME IS

Please state your **name** and
organization/agency or
affiliation in the chat.

IMPORTANT

SIGN-IN POLICY:

Microsoft Form:

- To ensure your attendance is recorded, click on the link to the Microsoft form in the chat, fill out the required information, and submit.

Please note: Only organizations with recorded attendance at the Bidders Conference will receive a link to the HHAP 5 Application



ABOUT HHAP 5

- General Program Overview
- Authority
- Funding Information
- Eligibility & Requirements
- Events Timeline



HHAP PROGRAM OVERVIEW & GOALS

Overview:

- **Purpose:** The HHAP Program is a critical funding initiative designed to support local efforts in preventing and reducing homelessness in California.
- **Administration:** Managed by the California Department of Housing and Community Development.
- **Target:** Provides block grants to 58 counties, 13 large cities, and 44 Continuums of Care (CoCs) across the state.
- **State Priorities**
 - Sustain existing federal, state and local investments
 - Prioritize permanent housing solutions

Goals:

- **Regional Coordination:** Promotes unified, community-driven responses tailored to local needs.
- **Braiding Funding:** Ensures long-term sustainability of housing and supportive services.
- **Permanent Housing Solutions:**
 - Demonstrate sufficient resources dedicated to long-term permanent housing solutions
 - Move individuals and families from homelessness into permanent housing.
 - Provide support for individuals/families to maintain permanent housing.
- **Inclusion of People with Lived Experience:** Ensure there are opportunities for PLE to inform and shape all levels of planning and implementation.
- **Housing First:** Fund projects that provide housing and services that are Housing First compliant at every level of the homelessness response system.
- **Address Racial Disparities:** Ensure equitable fund distribution, focusing on racial and ethnic disparities in homelessness.
- **Reduce Homelessness:** Provide funding for immediate and long-term solutions to reduce the number of individuals and families experiencing homelessness.

AUTHORITY



The Leadership Council has designated the Coalition of Homeless Services Providers (CHSP) to serve as an Administrative Entity for the CoC HHAP process.

As outlined by the HHAP mandate, the counties of Monterey and San Benito have their own allocations for which they serve as the AE. For more information on county RFP processes, please refer to county websites. State HHAP 5 allocations by jurisdiction can be found in [HHAP-5 Base Allocations](#)

AE ROLES & RESPONSIBILITIES

Administer HHAP Funds

Manage and distribute funds for homeless housing and services.

Contract with Providers

Work with local homeless housing and service providers to achieve HHAP objectives.

Compliance

Ensure all activities comply with California statute AB 140 and HUD guidelines.

Leadership Council Collaboration

Partner with the LMH Leadership Council for oversight and guidance.

AVAILABLE FUNDS

State Award to the CoC

CA-506 CoC received **\$3,180,834.51** in HHAP 5 funds.

Locally Awarded Funds Already Obligated by the LC

Administrative Entity Costs (CHSP): **\$222,658.41**
System Support (CHSP): **\$254,466.76**
King City Interim Shelter: **\$250,000**

**Total Already Obligated:
\$727,125.17**

**Remaining Funds
Available Through this RFP:
\$2,453,709.34**

Including **\$318,083.47**
for Youth Set Aside

County Allocations

Required Youth Set Aside: **\$318,083.47**

Approximate County Allocation (% based on PIT Count):

Monterey County 80%: **\$1,962,967.47**

San Benito County 20%: **\$490,741.87**

ELIGIBLE ACTIVITIES

**Rapid
Rehousing**

**Prevention
and Shelter
Diversion**

**Permanent
Supportive
Housing**

**Interim
Sheltering**
*Limited to existing
shelters

**Street
Outreach**

???

Unsure if a specific
purchase or activity is
considered eligible?
Refer to RFP

ALLOCATIONS BY ELIGIBLE ACTIVITY

\$477,125.18

Rental Assistance/Rapid Rehousing

\$477,125.18

Prevention and Shelter Diversion

\$954,250.35

Delivery of Permanent Housing and Innovative Housing Solutions

\$227,125.18

Interim Sheltering

\$318,083.45

Street Outreach

Total Funding Available

\$2,453,709.34

Eligible Activity	Total Requested	Total Available	Difference
RRH	\$ 2,247,698.00	\$ 477,125.18	\$ (1,770,572.82)
Prevention	\$ 1,040,000.00	\$ 477,125.18	\$ (562,874.82)
PSH	\$ 1,500,000.00	\$ 954,250.35	\$ (545,749.65)
Interim Shelter	\$ 1,074,063.00	\$ 227,125.18	\$ (846,937.82)
Street Outreach	\$ 1,312,167.00	\$ 318,083.45	\$ (994,083.55)
Total	\$ 7,173,928.00	\$ 2,453,709.34	\$ (4,720,218.66)
Youth Set-Aside	\$ 250,000.00	\$ 318,083.47	\$ 68,083.47

Outcome of the LOI's Received

EXPENDITURE AND MATCH REQUIREMENTS

50% of funds must be expended by
June 30, 2026

100% of funds must be expended by
June 30, 2028

One-time funds, not renewable

No Matching Requirement

Matching funds are NOT required for HHAP funding.
However, proposed projects should be prepared to
document additional funding sources secured or
proposed for the overall project.

Good news!

Applicants can retro bill to
original NOFA date of
September 29, 2023
*Contracts terms will begin
October 1, 2023

ELIGIBLE APPLICANTS

Eligibility Criteria

- Applicants must be:
 - A non-profit corporation in California with 501(c)(3) tax-exempt status.
 - A federally recognized Indian tribe in California.
 - A jurisdiction, public department, agency, corporation, commission, or legal entity.

Minimum Requirements

- Must meet all relevant licensing and taxing requirements.
- Must possess a Federal Tax ID number (EIN).
- Legal entity status must be in good standing, not revoked in the previous 3 calendar years.

ELIGIBLE POPULATIONS

HHAP funds are designed to serve homeless individuals and families as defined by HUD regulation, CFR24 578.3, also known as the CoC interim rule, see Appendix B in the RFP.

- (1) Literally homeless: staying in an emergency shelter or a place not meant for human habitation
- (2) at imminent risk: will lose night time residence within 14 days and has no resources or another residence
- (4) fleeing domestic violence or other unsafe living situations

Please note, HHAP 5 does not serve Category 3 homelessness as defined by HUD (which includes families and youth who are unstably housed and at risk of homelessness but not literally homeless).

Link to [HUD Definitions of Homelessness](#)

KEY PROGRAM REQUIREMENTS

Utilize Coordinated Assessment and Referral System
(CARS)

Participate in Homeless Management Information System
(HMIS)

Adhere to Housing First Principles

Contribute to CoC's System Performance through
Performance Measures and Milestones

Timely Expenditure and Drawdowns

Other Program Requirements: Reporting and grants
management, indirect costs, program participant rents,
community support and prevailing wage (for capital projects).

HHAP 5 TIMELINE

EVENT:	March	April	Times
Invitations to Apply	March 6, 2025		
Office Hours Session One	March 14, 2025		9:30-11:00am
Office Hours Session Two	March 21, 2025		1:00-2:30pm
Applications Due	March 26, 2025		*due by 5:00 p.m.
Review Panel Orientation	March 28, 2025		TBD
Review Period	March 27 - April 4, 2025		
Panel Meeting - Finalize Funding - Notify Applicants		April 7, 2025	
Appeals Due		April 11, 2025	*due by noon
Appeals Committee (If needed)		April 18, 2025	1:30-3:30pm
Appeals Committee Decision		April 21, 2025	
Leadership Council votes on funding recommendations		April 23, 2025	
Projects notified of awards		April 25, 2025	



APPLICATION

- Submission Method
- Project Application General Overview
- Technical Assistance



SUBMISSION METHOD

Submit a Letter of Intent
***LOI period closed on February 17, 2025**

1

Attend mandatory bidders conference
Recorded attendance is required for access to Submittable application

2

Submit a complete application through Submittable
DUE WEDNESDAY MARCH 26, 2025

3

Time stamp application submission by taking a screen shot once submitted

4

PROJECT APPLICATION

- The platform will open to eligible applicants on Thursday March 6, 2025, and will close on Wednesday, March 26, 2025.
- The application must be completed with all required attachments and uploaded by 5:00 p.m.

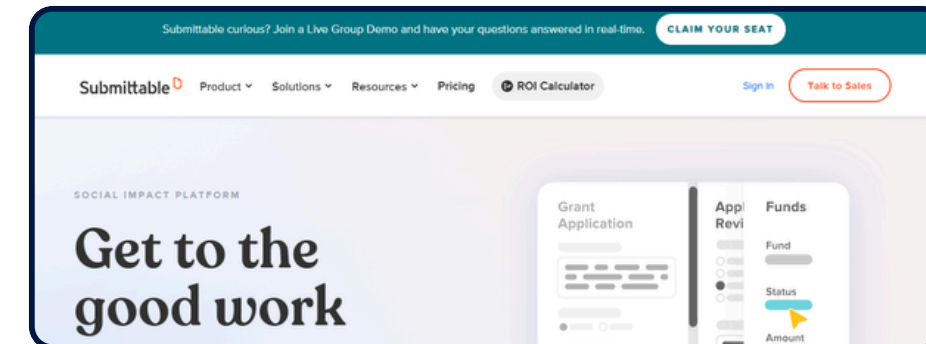
Late applications will not be considered.

Applications will be evaluated and scored by a non-conflicted review panel charged with recommending which projects to fund to the Leadership Council. The AE will recruit, train, and support the panel during the review of the process.

**Creating a
Submittable
Account**

1. Go to [Submittable.com](https://www.submittable.com) in your web browser

2. Click the “Sign In” link



3. Fill in the form fields,
then click “Sign Up”

A screenshot of the Submittable sign-up form. The form is titled 'Sign Up' and includes a 'Welcome!' message and the instruction 'Create your free Submittable account to get started.' The form fields include 'Email', 'Confirm email', 'Password', 'Confirm password', 'First name', and 'Last name'. A red 'Sign Up' button is located at the bottom of the form. Below the button, there is a small line of text: 'By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#)'.

APPLICATION COMPONENTS

A Completed Application Consists of:

- General applicant information
- Complete Project narrative
- Complete Project budget
- Complete Budget narrative
- Mandatory attachments

SECTION 1: GENERAL APPLICANT INFORMATION

HHAP 5 APPLICATION DUE MARCH 26, 2025 - BY 5:00 PM

Section 1: General Information (Not scored)

1. Date *(required)*

2. Applicant Agency *(required)*

3. Entity Executive *(required)*

4. Primary Contact for this RFP *(required)*

SECTION 2: PRESCORED OBJECTIVE DATA

Section 2: Performance and Data Quality - Pre-scored Items for Objective Scoring Criteria - 50 points max

CHSP has pre-scored items in the project applications where scoring criteria is objective.

New program applicants who cannot provide specific programmatic data will be granted an average score based on all applicant scores for that category.

Scores for this section of the application will be based on the following data evaluated by the AE and the criteria outlined in the [HHAP 5 Detailed Scoring Rubric](#).

1. Data Quality - 10 Points Max

- a. Agency meets CoC data quality for HMIS of 95% (85% for outreach) - 5 points
- b. Agency meets CoC data quality for CARS of 95% (85% for outreach) - 5 Points

2. Performance Targets - 10 Points Max

- a. Entries from literal homelessness (no less than 80%) - 5 Points
- b. Exit rate to PH destinations (no less than 80% for TH/RRH and 40% for ES/NC) - 5 Points

3. Performance and Data Quality on HHAP or Comparable Projects - 15 Points Max

- a. Do past program outcomes for this project or similar match proposed outcome benchmarks - 5 Points
- b. Expended past HHAP or CoC grants in a timely manner - 5 Points
- c. Grant reports for prior rounds complete and on time - 5 Points

4. Project Overview and Population - 15 Points Max

- a. Does the project serve a priority population - 5 Points
- b. Does the project reach a CoC service desert - 5 Points
- c. Project Type (PSH, RRH, Emergency Shelter) - 5 Points

Section 3: Subjective Scoring Criteria - 90 Points Max

1. Applicant Qualification - 20 Points Max

1a.i Administrative and Fiscal Controls - 6 Points (required)

- How does the Entity establish and maintain general accounting principles to ensure adequate administrative and accounting procedures and internal controls necessary to safeguard all funds that may be awarded under the terms of this RFP?
- Submit recent audit or financial statements for the fiscal year ending on 12/31/23 or later.
- Provide information on your Board of Directors and organizational chart.
- If applicable, include proof of your organization's 501(c)3 status.

1a.ii Does the Entity have any unpaid Federal and State tax liability that has been assessed, for which all judicial and administrative remedies have not been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement responsible for collecting the tax liability? (If yes please explain) (required)

- Yes
- No

SECTION 3: SCORED SUBJECTIVE NARRATIVES

ASSESSING HOUSING FIRST PRINCIPLES IN YOUR PROJECT

Quick Screen:

Does Your Project Use Housing First Principles?

- 1) Are applicants allowed to enter the program without income?
- 2) Are applicants allowed to enter the program even if they aren't "clean and sober" or "treatment compliant"?
- 3) Are applicants allowed to enter the program even if they have criminal justice system involvement?
- 4) Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

*Direct link to: [Housing First Checklist](#)

PROJECT BUDGET

Agencies must create a 3-year budget plan for allocated funds, showing 50% expenditure by June 30, 2026, and the remaining 50% by June 30, 2028.

3. Budget (20 points max) *Points will be awarded based on the attached project budget and the narrative

Reviewers will evaluate if the budget is:

- a. Adequate and reasonable for the project proposed - 5 points
- b. Budget requires more than 25% to staff capacity - 5 points
- c. If other sources are needed and secured - 5 points
- d. Quality of narrative and justifying costs - 5 points

Budget Narrative

- Provide a detailed breakdown of the budget; how is it cost effective and appropriate for the proposed project?
- How does your budget reflect the necessary funding for staffing, resources, and services required to successfully implement the project?
- Please outline any additional sources of funding secured for the project beyond HHAP funding.
- If additional funding sources are needed, what steps have been taken to secure them?
- Provide a narrative explaining and justifying the costs outlined in the project budget.
- How do the proposed costs align with the goals and objectives of the project?

Agencies receiving funds under the HHAP statute shall be required to craft a 3-year budget plan for the allocated funds. The budget plan must demonstrate the allocation of resources to spend 50 percent of the awarded funds by June 30, 2026, and the remaining 50 percent by June 30, 2028.

MANDATORY ATTACHMENTS

Mandatory Attachments

Include the following attachments with your application submission:

- Project Budget
- Board of Directors Roster with affiliations (waived for City/County Government applicants)
- Verification of legal entity status
- Statement of Financial Position & Statement of Activities for the most recently completed fiscal year. (Waived for City/County Government applicants)
- A copy of the agency's most recent independent audit report, including management letters. Waived for City/County Government applicants.
- Agency Organizational Chart. If the applicant is a City, Town, or County Department, please provide a Departmental or Program organizational structure
- Job Descriptions for any HHAP-funded positions
- Documentation of federally approved indirect percentage, if applicable
- Deed Restriction waiver documentation, if applicable
- Prevailing Wage waiver documentation, if applicable

For organizations not using HMIS or a comparable database, please provide a description of your current data collection methods, if any, and your plan for entering CA-506's HMIS and/or implementing a compliant data tracking system.

The Administrative Entity reserves the right to reduce, increase, or otherwise modify this attachment list as appropriate.

Project Budget *(required)*

Select up to 74 files to attach. No files have been attached yet. You may add 74 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

Board of Directors Roster with affiliations (waived for City/County Government applicants) *(required)*

TECHNICAL ASSISTANCE

Application Office Hours

Will be held via zoom on:

**March 14, 2025 from 9:30-11:00 AM
and March 21, 2025 from 1:00-2:30 PM**

- The RFP will be available for download on [CHSP website](#)
- Check CHSP website for:
 - Materials from bidder's conference
 - Responses to Frequently Asked Questions (FAQs)
 - Local competition details and events
- CHSP staff will respond to written inquiries at grants@chsp.org within 48 hours.
- No individual technical assistance beyond scheduled sessions until appeals process ends.
- FAQ responses posted weekly on website from March 6-March 26, 2025



PROJECT REVIEW

- Important Details
- Scoring Factors
- Review Panel
- Appeals



IMPORTANT DETAILS

Review Period March 27-April 4, 2025

**This RFP is Highly Competitive
27 Letters of Intent Submitted**

Scoring Factors to Consider:

- **Project applications scored out of 140 points maximum.**
- **Scores based on combination of pre-scored objective data and narrative responses.**
- **75% Scoring threshold (105 points):**
 - **The Leadership Council approved the addition of a scoring threshold for this round of HHAP funding.**
 - **Applications that do not meet the scoring threshold will be disqualified from further consideration and will not be brought to the Leadership Council for funding recommendations.**
 - **Applications that are disqualified due to scoring threshold are not eligible for appeal.**

Appeals due April 11, 2025

HHAP 5 Detailed Scoring Rubric	
Application Scoring Categories and Factors	Maximum Points 140 pts
Pre-Scored Items for Objective Scoring Criteria	
Data Quality <ul style="list-style-type: none"> a. Agency meets CoC data quality for HMIS of 95% (85% for outreach) b. Agency meets CoC data quality for CARS of 95% (85% for outreach) 	Up to 50 Up to 5 Up to 5
CoC Performance Targets <ul style="list-style-type: none"> a. Entries from literal homelessness (no less than 80%) b. Exit rate to PH destinations (no less than 80% for TH/RRH and 40% for ES/NC) 	Up to 5 Up to 5
Performance and Data Quality on HHAP or Comparable Projects <ul style="list-style-type: none"> a. Do past program outcomes for this project or similar match proposed outcome benchmarks b. Expended past HHAP or CoC grants in a timely manner c. Grant reports for prior rounds complete and on time 	Up to 5 Up to 5 Up to 5
Project Overview and Population <ul style="list-style-type: none"> a. Does the project serve a priority population b. Does the project reach a CoC service desert c. Project Type (PSH, RRH, Emergency Shelter) 	Up to 5 Up to 5 Up to 5

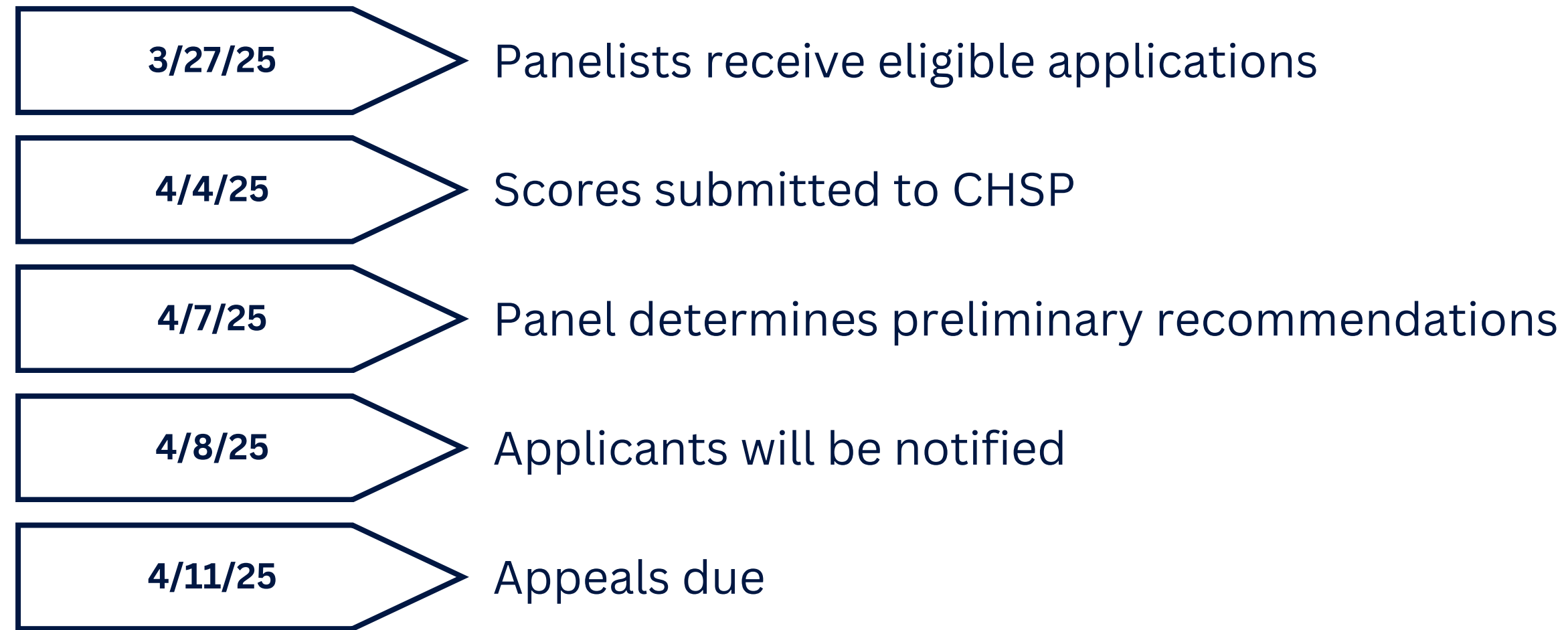
PRE-SCORED OBJECTIVE SCORING CRITERIA

Subjective Scoring Criteria	
<p>Applicant qualification</p> <ul style="list-style-type: none"> a. administrative and fiscal controls b. Experience delivering homeless services and housing c. demonstrated commitment to equity d. Incorporating expertise of people with lived experience 	<p>Up to 20</p> <ul style="list-style-type: none"> Up to 6 Up to 6 Up to 4 Up to 4
<p>Project Design/Description</p> <ul style="list-style-type: none"> a. How does/will implement Housing First b. How ensures exits to/maintenance of permanent housing c. How the project will deliver trauma-informed care d. Does the project have adequate and qualified staffing e. How realistic are project implementation milestones 	<p>Up to 30</p> <ul style="list-style-type: none"> Up to 8 Up to 8 Up to 4 Up to 4 Up to 6
<p>Budget</p> <ul style="list-style-type: none"> a. Is budget adequate and reasonable to deliver project b. Does the budget require more than 25% to staff capacity c. Are other sources needed and secured d. Quality of budget narrative in explaining/justifying costs 	<p>Up to 20</p> <ul style="list-style-type: none"> Up to 5 Up to 5 Up to 5 Up to 5
<p>Goals and Outcomes</p> <ul style="list-style-type: none"> a. How does the project support/improve system performance b. Are project goals and outcome benchmarks appropriate and consistent with standards in the field in accordance with the Lead Me Home Plan (i.e. rate of exits to PH) 	<p>Up to 20</p> <ul style="list-style-type: none"> Up to 10 Up to 10

SUBJECTIVE SCORING CRITERIA

REVIEW PANEL INFORMATION

Application Review Period
March 27, 2025 - April 4, 2025



For more information on how the Review Panel is selected and its responsibilities, refer to the RFP page 9-10

APPEALS

Submission Deadline: April 11, 2025 by 12:00 PM

APPEALS POLICY

Eligible Reasons to Appeal:

- Applicant believes project was not evaluated in accordance with the published RFP
- Significant reduction in awarded amount

Ineligible Reasons to Appeal:

- Incomplete or late submissions
- Failure to meet threshold requirements and/or 75% threshold score
- Non-participation in mandatory Bidders Conference

APPEALS PROCESS



For more information about submitting an appeal, refer to pages 12-13 of the RFP



NEXT STEPS

- Create a Submittable Account
- Review the HHAP 5 Application
- Attend Office Hours
- Submit application on time



QUESTIONS?

Please direct all questions to the grants team at grants@chsp.org
There will be an FAQ's section on the CHSP website updated weekly based on questions that come in.