

February 28th, 2025

PUBLIC NOTICE

Monterey/San Benito Counties (CA-506) Continuum of Care

REQUEST FOR LOCAL PROPOSALS (RFP)

**HOMELESS HOUSING ASSISTANCE AND PREVENTION
PROGRAM ROUND 5 FUNDS
(HHAP 5)**



Mandatory Bidders Conference: Wednesday, March 5, 2025, 1:00- 2:30 pm
[Register Here](#)

Full Application submission due date: Wednesday, March 26, 2025, 5:00 pm

Applications received after the deadline will not be considered.

RFP and additional information can be accessed at CHSP/continuum-of-care
[website](#)

Questions: Contact Grants at grants@chsp.org

I. HOMELESS HOUSING ASSISTANCE and PREVENTION (HHAP) PROGRAM DESCRIPTION

The Homeless Housing Assistance and Prevention (HHAP) Program is administered by the California Homeless Coordinating and Financing Council with the goal of successfully reducing and ending homelessness. In awarding block grants to all 58 counties, 13 large cities, and 44 Continuums of Care, the State requires that HHAP funds be used to build regional coordination and a unified regional response informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

A. AUTHORITY

The funds to be awarded through this RFP were block granted to the Salinas/Monterey, San Benito Counties Continuum of Care (CA-506), the duly recognized CoC identified by the United States Department of Housing and Urban Development (HUD). CA-506 is also known as the Lead Me Home CoC.

The Lead Me Home Leadership Council serves as the CA-506 Continuum of Care Board and is authorized by California statute AB 140 to designate an Administrative Entity (AE) to administer HHAP funds and contract with homeless housing and services providers in the counties of Monterey and San Benito to achieve HHAP program objectives. By statute, an AE must be a unit of general-purpose local government or a nonprofit organization that has previously administered Department of Housing and Urban Development (HUD) Continuum of Care funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations. CHSP currently serves as the collaborative applicant for Continuum of Care funds and as the Administrative Entity for prior rounds of HHAP Program awards to the CA-506 CoC. **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](#).

B. AVAILABLE FUNDS

The CA-506 CoC was allocated **\$3,180,834.51** in HHAP 5 funds for projects, services, or programs to address the community's immediate homeless challenges. The Lead Me

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Home Leadership Council has already obligated **\$727,125.17** of the HHAP 5 award to the following projects and purposes:

- **\$222,658.41** for Administrative Entity costs to administer the RFP and subsequent contracts
- **\$254,466.76** for management of System Support to include the Coordinated Assessment and Referral System (CARS) and HMIS
- **\$250,000.00** for Interim Sheltering to the City of King taken from the Monterey County allocation, as approved by the Leadership Council on 2/26/2025

The remaining funds available for this RFP are \$2,703,709.34, which includes a Youth Set Aside of \$318,083.47.

The state requires a minimum of **10%** of each HHAP award to be used to establish or expand services meeting the needs of unaccompanied homeless youth (12-24), including pregnant and parenting youth. CA-506 must dedicate **\$318,083.47** for this purpose.

In addition to the required youth set aside, the Leadership Council has directed the Administrative Entity to award local funds between the counties in alignment with each county's proportion of the most recent Point-In-Time Count. Monterey has 80% of the unhoused population and San Benito has 20%. Which roughly breaks out to the following allocations across counties.

Monterey County

\$1,912,967.47 funding is available for HHAP-related projects located in and designed to serve homeless individuals and families in Monterey County.

***Please note, this amount includes the reduction for King City**

San Benito County

\$540,741.87 funding is available for HHAP-related projects located and designed to serve homeless individuals and families in San Benito County.

C. ELIGIBLE ACTIVITIES TO BE FUNDED FOR HHAP 5

This RFP seeks to fund the following eligible activities:

- A total of up to **\$477,125.18** will be awarded for **Rapid Rehousing**, across both counties including rental subsidies and incentives to landlords, such as security deposits and holding fees
- A total of **\$477,125.18** will be awarded for **Prevention and Shelter Diversion** to

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support programs that prevent homelessness through diversion services and rental assistance (including rental arrears) for households at risk of eviction.

- Up to **\$954,250.35** is available to support the **Delivery of Permanent Housing** and innovative housing solutions around the CoC region, with an emphasis on service deserts
- Up to **\$227,125.18** for **Interim Sheltering**, limited to existing clinically enhanced congregate shelters, existing non-congregate shelters, and operations of existing navigation centers and shelters
- A total of **\$318,083.45** for **Street Outreach**, to provide solutions oriented mobile outreach to all geographic areas of the region, with particular focus on underserved areas

D. EXPENDITURE AND MATCH REQUIREMENTS

1. Expenditure Of HHAP Funds

The HHAP statute mandates that no less than 75 percent of the funds awarded shall be contractually obligated and 50 percent of the initial HHAP 5 base allocation must be expended by June 30, 2026. Additionally, 100 percent of the funds must be expended by June 30, 2028.

2. Renewal Funding

HHAP funds are considered a one-time-only opportunity. Applicants should take this into consideration when developing programs/projects.

3. Matching Requirements

Matching funds are not required for HHAP funding.

E. ELIGIBLE APPLICANTS

Applicants for this funding opportunity must be:

- Incorporated as a private non-profit corporation by the State of California and must have been granted a 501 (c) (3) tax-exempt status by the United States Internal Revenue Service, the applicant's tax-exempt status must be in good standing and must not have been revoked in the previous calendar year, OR;
- A federally recognized Indian tribe in the State of California;
- A jurisdiction, public department or agency or public corporation, commission, or other legal entity;

And meet the following minimum eligibility requirements:

- Meet all licensing and taxing requirements that apply to its type of entity;
- Must have a Federal Tax ID number/employer identification number (EIN);
- The applicant's status as a legal entity must be in good standing and must not have been

revoked in the previous 3 calendar years

F. ELIGIBLE POPULATIONS TO BE SERVED WITH HHAP FUNDS

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**.

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).

G. OTHER STATE and LOCAL PROGRAM REQUIREMENTS

1. **Coordinated Assessment and Referral System (CARS) or Coordinated Entry System (CES)**

The Coordinated Entry and Referral System (CARS) will be the only source of referrals for enrolling participants into HHAP-funded transitional, permanent, supportive, and rapid rehousing projects. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. HHAP-funded projects are responsible for ensuring appropriate staff attend CARS training and office hours.

The Coalition of Homeless Services Providers (CHSP) serves as the lead agency for the local Coordinated Entry program. Visit <https://chsp.org/coordinated-entry/> for more information.

2. **Housing First Requirement**

All projects approved for HHAP funding must adhere to Housing First principles, according to California State Senate Bill 1380. Housing First is an approach to quickly connect households experiencing homelessness to housing options and services without preconditions and barriers to entry. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to housing entry.

3. **Program Participant Rents**

HHAP-funded transitional, permanent supportive, and other permanent housing projects are required to have signed occupancy agreements or leases (or subleases) with residents. HHAP-funded projects are not required to charge program participants monthly rent as a condition of housing but may do so in accordance with CFR 578-77. If rent is charged, it must not exceed the greater of: 30% of the household's adjusted monthly income; 10% of the household's total monthly income; or, if the household receives welfare assistance with a portion designated

for housing costs, the amount charged under HHAP must not exceed that designated amount.

4. Indirect Costs

The project may include up to 10% of their budget for indirect costs. Applicants that have a federally negotiated indirect cost rate that they wish to use for this project must include a letter or other documentation from a federal agency showing the approved indirect rate.

5. Homeless Management Information Systems (HMIS) Participation

All HHAP-funded projects and programs are required to participate in the local HMIS program and comply with HMIS-related policies and procedures. HMIS is a technology system used to collect client-level data on the provision of housing and services to homeless individuals and families.

Domestic violence and other victim service providers (VSPs) are prohibited from maintaining participant data in the CoC's HMIS; instead, they are required to maintain the data in a comparable database. VSPs must take measures to ensure the confidentiality of survivors is protected. Status as a survivor and any information submitted in the request for emergency transfer must be kept confidential.

HHAP-funded projects are responsible for the costs incurred by HMIS participation. HMIS-related costs may only be applied to the indirect line item of proposed budgets.

The Coalition of Homeless Services Providers (CHSP) serves as the lead agency for the local HMIS program. Visit <https://chsp.org/hmis/> for more information.

6. Performance Measures and Milestones

Funded projects will be expected to demonstrate results that contribute to the CoC's system performance as defined and measured by the California Interagency Council on Homelessness (Cal ICH) and the Lead Me Home 5 Year Plan, subject to change based on community need. At a minimum, projects will work to ensure the following:

- The length of time program participants remain homeless is as brief as possible
- All project types increase number of participants accepted from unsheltered homelessness into interim or permanent housing
- Other projects will move participants from homelessness to permanent housing or ensure participants maintain permanent housing once housed
- Increase available units of permanent housing/permanent supportive housing in the region

7. Timely Expenditure and Draw Downs

Funded projects will also be expected to expend funds in a timely manner and reach implementation milestones identified in the funding contract. The CoC has the authority and responsibility to monitor the performance of funded projects and reallocate funds when projects are underperforming or underspending, yearly.

The CoC will provide the Rank and Review Panel with a report of organizations that do not meet these requirements during the RFP process.

8. Reporting & Grants Management

All HHAP-funded projects will be required to submit quarterly and annual reports to the Administrative Entity and will offer training to review the reporting and reimbursement process, as requested. Training will include requirements for quarterly and annual reports, revision of necessary forms, and instructions for drawing down funds.

9. Community Support

Applicants for capital funding must provide documentation of community support for those projects. Documentation may include letters of support, meeting or forum minutes, sign-in sheets, or related material.

10. Prevailing Wage

Prevailing wage requirements apply to capital projects funded by HHAP. Prevailing wage requirements will be waived only if the applicant can document a legal reason for waiver. It is recommended that the applicant consult with an attorney and/or the Department of Industrial Relations to make a final determination on paying state prevailing wages. If a waiver is requested, the project applicant is directed to include clear documentation that outlines the legal rationale for the waiver in the submitted project application.

11. Notice Regarding Potential Reallocation of Funds

The HHAP program allows CoCs to reallocate funds from non- and/or underperforming projects to higher-priority community needs that also align with local priorities and goals. The process of reallocation is led by the Leadership Council. In addition to poorer-performing projects, the Leadership Council will take into consideration the underspending of program funds when making reallocation decisions. Any program that has consistently underspent its grant may face reallocation for the portion of the grant it has not spent. This is to ensure that this funding is kept in the community and does not jeopardize the CoC's ability to access future rounds of state funding.

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The Administrative Entity will notify any program at risk of reallocation for under-spending in advance.

II. APPLICATION PROCESS

A. METHOD OF SUBMISSION

Interested applicants are required to attend a mandatory Bidder’s Conference, submit a Letter of Intent (LOI), and complete an application on the due dates listed below. **The application, and all required attachments will be submitted through CHSP’s Grants Management Platform, Submittable.** Attendance at the Bidders’ Conference is required to obtain access to the platform. Submission of the LOI is a required precursor to an invitation to attend the Bidder’s Conference. Once submitted, applicants should screenshot their submission which documents the date and time the application was sent.

B. SCHEDULE OF EVENTS

Applicant deadlines are highlighted in blue. Schedule updates, such as times for panel review session and appeals panel if needed will be posted [on the CHSP website.](#)

Request for Local Proposal (RFP) Released	Thursday, February 28, 2025
Mandatory Bidders Conference	Wednesday, March 5, 2025, 1:00-2:30 pm
Invitations to submit full application issued	Thursday, March 6, 2025
Application Office Hours Session One	Friday March 14, 2025, 9:30-11:00 a.m.
Application Office Hours Session Two	Friday, March 21, 2025, 1:00-2:30 p.m.
Applications Due	Wednesday, March 26, 2025
Review Panel Orientation	Monday, March 31, 2025, 12:00-2:00 p.m.
Review Period	March 27, 2025 - April 4, 2025
Panel Meets to finalize funding recommendation and notify applicants	Monday, April 7, 2025, 12:00-5:00 p.m.
Notification of Recommendations	Tuesday, April 8, 2025
Appeals Due	Friday, April 11, 2025, by 12:00 p.m.
Appeals Committee (if needed)	Friday, April 18, 2025, 1:30-3:30 p.m.
Appeals Committee Decision	Monday April 21, 2025
Leadership Council votes on funding recommendations	Wednesday, April 23, 2025
Projects Notified of awards	Thursday, April 24 and Friday, April 25, 2025

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C. MANDATORY BIDDERS' CONFERENCE

Potential applicants must attend the virtual bidders conference **from 1:00 to 2:30 p.m. on Wednesday March 5th, 2025**. Information about this funding opportunity will be provided along with an opportunity to ask questions. **Only those entities that attend will be given access to the Submittable application portal.** Applicants who do not attend will not be considered for funding. Register for the Bidder's Conference [here](#).

D. LETTER OF INTENT

The Letter of Intent (LOI) was **due by 11:59 p.m. on Monday, February 17, 2025**. It is the mechanism by which the Administrative Entity determines that the applicant, project, and activities are eligible to be considered for HHAP 5 funding. In addition to seeking information identifying the applicant entity and contact person, the LOI will request a brief description of the project, that includes activities to be funded, budget request, and population to be served. The applicant will be required to certify that they meet the requirements for eligibility described in this RFP under sections I.D-G above.

Administrative Entity staff will conduct the eligibility review and determine which projects will be invited to submit a full application. Incomplete LOIs or those that do not meet the minimum eligibility requirements will be eliminated from further consideration. The Administrative Entity reserves the right to seek clarification and accept or waive non-material errors in determining if an application is eligible.

E. PROJECT APPLICATION

The full application platform in Submittable will become available to applicants once they have attended the Bidder's Conference. The platform will open to eligible applicants on March 6, 2025, and close three weeks later. **The application must be completed with all attachments uploaded by 5:00 p.m. on Wednesday, March 26th, 2025.** 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, as designated by the CoC Governance Committee.

F. FAQs and TECHNICAL ASSISTANCE TO APPLICANTS

This RFP is available for download at <https://chsp.org/continuum-of-care/coc-funding/hhap5/> Applicants should check this page throughout the competition period for additional information, such as materials from the Bidder's Conference and

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responses to Frequently Asked Questions (FAQs). AE staff will respond to applicant questions submitted in writing to: grants@chsp.org or during the application office hours on March 14th and March 21st, 2025.

Due to the competitive nature of this RFP, beyond any scheduled information sessions offered by the Administrative Entity, no individual technical assistance will be provided until the appeals process has closed.

G. REVIEW PERIOD March 27 – April 4, 2025

Panelists will receive eligible applications to review and score on March 27, 2025, with scores due back to AE staff on April 4, 2025.

Eligible and complete applications will be rated based on the criteria detailed in Section IV below. The Administrative Entity reserves the right to contact the primary agency contact person to clarify application contents.

The panel will meet on April 7, 2025 to make their initial recommendations to the Leadership Council. The panel will evaluate individual projects and consider how all the funding requests fit into the various amounts per activity category and geographic region of the county. Projects can be recommended for funding at lower levels than requested.

Applicants will be notified on April 8, 2025 of the panel's preliminary awards recommendations.

H. APPEALS

Applicants who believe their application was wrongly rejected or reduced by the Review Panel to the point of non-viability have the right to appeal the decision per the appeals policy detailed in Section V below. **Appeals must be submitted in writing by 12:00 pm, Monday, April 11, 2025.** An appeals panel will meet on April 18th if needed to determine if an appeal will be granted and how that will change the recommendation to the Leadership Council.

Following the rating process, and the full appeals process, the Review Panel will forward its funding recommendations to the Leadership Council for the final decision regarding awards.

I. FUNDING AWARDS

The Leadership Council will consider the funding recommendations from the Review Panel at its regularly scheduled meeting on April 23, 2025, 3:30-5:00 pm.

The Leadership Council reserves the right to make an award(s) without further

discussion of the proposal submitted. The Leadership Council also reserves all rights not expressly stated in the RFP, including making no awards, awarding partial funding, or increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other terms of any contract resulting from this RFP.

Projects, scope of work, percentage allocation, and budgets are subject to modification and/or negotiation-based Leadership Council direction. The decisions of the Leadership Council are final.

The AE will notify each applicant agency directly of their award status following the Leadership Council decision. All awards will be posted on the HHAP page of the CHSP website.

Following award notification, the Administrative Entity will coordinate, and schedule activities related to contract negotiation and execution. Applicants must be prepared to implement the project described for the funding requested in the application as submitted. If the application is selected for funding, applicants should be prepared to accept the proposed terms for incorporation into a contract resulting from this RFP.

III. SEATING THE REVIEW PANEL

A. REVIEW PANEL MEMBERSHIP

The Administrative Entity will recruit 3-5 members who are:

- Knowledgeable about homelessness and housing in the community and who are broadly representative of the relevant sectors, subpopulations, and geographic areas;
- “Non-Conflicted,” meaning that they are not employees, staff or otherwise have a business or personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the local Continuum of Care;
- Willing to review projects with the best interest of homeless persons in mind

B. REVIEW PANEL RESPONSIBILITIES

To serve on the Review Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement;
- Be appointed and have their eligibility verified and approved by the Administrative Entity; and

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- Be able to dedicate time for application review and meetings as directed by the Administrative Entity

Prior to each application rank and review process, the Administrative Entity will provide training to Review Panel members. The training includes the following:

- Information regarding homeless activities, needs, services, definitions, and other issues that are pertinent to the CoC
- A background of the local process
- The role of the Rating Panel
- Review of the scoring tools, applications, and resources

IV. APPLICATION SCORING FACTORS and THRESHOLD

Project applications can earn a maximum score of 140 points broken down into the categories and point values in the chart below. The application scores will be based on a combination of subjective and objective data in addition to narrative responses.

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

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

A. APPLICATION SCORING THRESHOLD

The Leadership Council approved the addition of a scoring threshold for this round of HHAP funding.

The threshold is set at 75% of the maximum points allowed, or a total of 105 points. Any 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.

Application Scoring Categories and Factors	Maximum Points 140 pts
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Pre-Scored Items for Objective Scoring Criteria	
<p>Data Quality</p> <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) 	<p>Up to 10</p> <p style="margin-left: 40px;">Up to 5</p> <p style="margin-left: 40px;">Up to 5</p>
<p>CoC Performance Targets</p> <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) 	<p>Up to 10</p> <p style="margin-left: 40px;">Up to 5</p> <p style="margin-left: 40px;">Up to 5</p>
<p>Performance and Data Quality on HHAP or Comparable Projects</p> <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 	<p>Up to 15</p> <p style="margin-left: 40px;">Up to 5</p> <p style="margin-left: 40px;">Up to 5</p> <p style="margin-left: 40px;">Up to 5</p>
<p>Project Overview and Population</p> <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) 	<p>Up to 15</p> <p style="margin-left: 40px;">Up to 5</p> <p style="margin-left: 40px;">Up to 5</p> <p style="margin-left: 40px;">Up to 5</p>
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> <p style="margin-left: 40px;">Up to 6</p> <p style="margin-left: 40px;">Up to 6</p> <p style="margin-left: 40px;">Up to 4</p> <p style="margin-left: 40px;">Up to 4</p>

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<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

V. APPEAL POLICY AND PROCESS

A. APPEALS POLICY

A Project Applicant **may appeal** a rejected application, or one awarded at a reduced amount for the following reasons:

- If the application was not evaluated in accordance with the policies and procedures outlined in this Request for Local Applications
- If the application is awarded at a reduced amount, and that reduction is great enough to impact the viability of the project to be implemented as proposed

A project applicant **may not appeal** a decision declining to fund them if:

- The project application was incomplete or not received by the required due date and time

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- Project Applicants did not participate in the mandatory Bidders Conference
- Applications that are disqualified due to scoring threshold are not eligible for appeal.

Applicants wishing to appeal funding decisions must do so in writing within two (2) business days of notification of the award recommendation, on Friday, April 11, 2025 at 12:00 PM.

B. APPEALS COMMITTEE

The Appeals Committee will be comprised of two (2) members of the Leadership Council, including one (1) member who sat on the Review Panel.

No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for HHAP funding. All members of the Appeals Committee must sign conflict of interest and confidentiality statements.

The role of the Appeals Committee is to evaluate the merit of an applicant's appeal, not to reevaluate or rescore the original application submitted.

C. APPEALS PROCESS

All appeals must be received in writing by the appeal submission deadline of April 11th, 2025 at 12:00 p.m.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

All notices of appeal shall be submitted electronically to:

Coalition of Homeless Services Providers/HHAP Administrative Entity Email:

grants@chsp.org

The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsoring agency (i.e., Executive Director/Project Applicant). The notice of appeal is limited to one single-spaced page in 12-point font.

The appeal must include a copy of the application and all accompanying materials submitted to the Review Panel. No additional information can be submitted.

All valid appeals will be read, reviewed, and evaluated by the Appeals Committee. The Appeals Committee will meet to deliberate the appeal.

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- Appellant may make a 10-minute statement regarding the appeal
- The Appeals Committee decision will be informed by the one-page appeal, any statements made during the appeal process, the submitted project application, and the material used by the Review Panel. No additional information will be considered
- The decision of the Appeals Committee must be supported by a majority of the three members

The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.

Following the full appeals process, the Review Panel will forward its funding recommendations to the Leadership Council for the final decision regarding awards. **The decision of the Leadership Council will be final.**

VI. LETTER OF INTENT AND APPLICATION INSTRUCTIONS

A. PROCESS DESCRIPTION

Interested applicants are required to attend a mandatory bidder conference, submit a Letter of Intent (LOI), and a completed application on the due dates listed below. **The application and all required attachments will be submitted through CHSP's Grants Management Platform, Submittable.** Attendance at the bidders' conference is required to obtain access to the platform. Submission of the LOI is a required precursor to an invitation to submit a full application. Once submitted, applicants should take a screenshot to capture documentation of the date and time the application was sent.

Completed LOI is due via Microsoft Forms by 5:00 p.m. on Monday, February 17, 2025.

Completed applications are due in Submittable by 5:00 p.m. on Wednesday, March 26, 2025.

B. APPLICATION COMPONENTS AND INSTRUCTIONS

For those projects that pass threshold review, detailed instructions for completing the full application in Submittable will be provided during the Mandatory Bidder's Conference on March 5, 2025, from 1:00-2:30 p.m.

Completed application consists of the following:

- General application information
- Complete Project narrative for **each** proposed project

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- Complete Project budget for **each** proposed project
- Complete Budget narrative for **each** proposed project
- Supporting data outlining previous performance on program outcomes, grant administration and data quality will be pulled by the Coalition on March 7, 2025.

Attachments:

- Agency budget for 2024-2025. If the applicant is a City, Town, or County Department, please provide a Departmental or Program 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
- Most recent performance report or supporting annual performance report (APR)
 - Agency APR (For any selected HMIS project)
 - Data Completeness Report (for all HMIS projects)
 - Or comparable reports from the applicant's database
 - 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.

C. FORMATTING INSTRUCTIONS

1. Applicant agency will complete one Project Narrative *for each project requested for funding*. Each Project Narrative includes a set of application questions specific to the project and related budget forms.

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2. Applicants should enter responses directly into each application or form. There is no need to create additional documents unless they are requested attachments.
3. Applications will be rated only on the information requested and outlined in this RFP and the Application Instructions, including any clarifying information requested by the Administrative Entity. Do not include a cover letter, brochures, or letters of support unless specifically directed to do so. Applications that do not follow the required format may be deemed ineligible and may **not** be rated or considered for funding.
4. 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.

APPENDIX A: HOUSING FIRST LOW BARRIER

Appendix A. Housing First Low Barrier

All projects approved for HHAP funding must adhere to Housing First principles. Housing First is an approach to quickly connect households experiencing homelessness to housing options and services without preconditions and barriers to entry. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to housing entry.

Housing First projects strive to offer housing and service options that meet the unique needs of each household requesting services and that participants are offered the services that they identify as important to them. The core features of Housing First include:

- Few to no prerequisites to programs such as demonstration of sobriety, completion of treatment programs, or agreeing to comply with treatment
- Low barrier admission policies which are designed to “screen in” rather than screen out participants with the greatest barriers to housing such as having no or very low income, poor rental history, or criminal histories
- Supportive services are voluntary but can and should be used to persistently engage participants to ensure housing stability-services are proactively offered to help achieve and maintain housing stability but are not a condition of tenancy Harm reduction, trauma-informed, and motivational interviewing may be useful
- Practices and policies to prevent lease, eviction, or program exits; for example, alcohol or drug use are not considered program violations unless such use results in disturbances to neighbors or other participants or is associated with illegal activity

Applicants are encouraged to refer to the [Housing First Checklist](#) to assess their level of compliance with this requirement.

APPENDIX B: HUD HOMELESS DEFINITION 24CFR 578.3

Appendix B. HUD Homeless Definition 24CFR 578.3

HUD Homeless Definition 24CFR 578.3

- (1)** An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i)** An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii)** An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, [transitional housing](#), and hotels and motels paid for by charitable organizations or by federal, [State](#), or local government programs for low-income
 - (iii)** An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an [emergency shelter](#) or place not meant for human habitation immediately before entering that institution;
- (2)** An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i)** The primary nighttime residence will be lost within 14 days of the date of application for [homeless](#) assistance;
 - (ii)** No subsequent residence has been identified; and
 - (iii)** The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other [permanent housing](#)
- (4)** Any individual or family who:
 - (i)** Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including

a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;

- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other [permanent housing](#).