



## CONTRA COSTA COUNTY MEASURE X: HOUSING FUND RFP **FREQUENTLY ASKED QUESTIONS**

**Updated February 16, 2023 (v.3)**

This FAQ will be updated regularly throughout the time the RFP is open with questions and answers submitted via email, through the Applicant Information session, and in Office Hours sessions.

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### **APPLICANTS AND APPLICATION TYPES**

1. Why is category 1 funding non-renewable?
  - a. Funding for Category 1 is largely intended for one-time funding for capacity-building that is not recurring and not for ongoing program operations. Category 2 funding is more-so intended for programs that would have ongoing operations beyond the 1<sup>st</sup> year of funding.
2. What would be considered a small organization for the purposes of Category 1 funding?
  - a. Small is open for interpretation. If the organization has multiple sites, a large population being served, a large staff, the County is not likely to consider that a small organization. If you believe your organization would benefit from capacity building funding, the County encourages you to apply.
3. Does H3 intend to apply themselves?
  - a. No, H3 does not intend to apply.
4. If someone wishes to apply but is not a 501(c)3 or public agency, is there a path that they may take to apply for a project?
  - a. Yes, the individual or group that is interested in launching a program through this RFP process may partner with an eligible applicant, a 501(c)3 non-profit or public agency. Collaboration is encouraged for this RFP.

5. Is there an opportunity for people to collaborate on an application?
  - a. Yes, collaboration is encouraged with this RFP and the application process.
6. Is it possible for one applicant to apply for multiple programs, such as applying for a Category 1 project to build a response team and Category 2 for rental assistance/utility assistance?
  - a. Yes, the County encourages applicants to seek funding as it makes sense for the organization, capacity, and program concepts.
7. Can an applicant apply for a program that could be very specific and impactful, but not necessarily cost more than \$100,000?
  - a. If it is a pilot/new program then it could still be considered capacity building; if not, then it is encouraged to bundle it and submit it as a Category 2 application.
8. Considering the encouragement to collaborate on this RFP process, Contra Costa County was asked to share the attendee list so it is evident who may be interested in applying.
  - a. The attendee list is included at the end of this FAQ document as Appendix A.
9. If multiple organizations wish to collaborate on a project, how many applications should they submit?
  - a. Collaborative projects should only submit one application. The application should be submitted by a lead applicant, with other organizations listed as collaborative applicants. Collaborative applications should include MOUs or other documents demonstrating the collaborative agreement.
10. **NEW**- If applying collaboratively with another organization for a project, is there guidance on whether they should apply for Category 1 or 2?
  - a. Applicants should submit proposals under the Category that best reflects their proposed program. If a collaborative project will require funding over \$100,000 to be operationally viable, then this will necessitate a Category 2 application. In the event that the project does not exceed \$100,000, and falls under the guidance of a Category 1 application (e.g., innovation and capacity building), then the lead applicant should submit a Category 1 application.

11. **NEW**- If an applicant wishes to apply for multiple projects and one project is a Category 1 project and the other is a Category 2 project, can they be submitted as one application?
  - a. Yes, they can be submitted as one application. The applicant would need to complete all four sections of the application and ensure that they fill out the sections appropriately for each of their project proposals.
  
12. **NEW**- If we have partners, but they don't receive funds in the proposed budget, is this considered a collaboration? And, if not, are we able to submit letters of support from these partners?
  - a. In the case of the Measure X RFP, a collaborative partner is a partner that has a particular role (meaning providing a service) in the program that is being proposed. A Memorandum of Understanding (MOU) or comparable document would be necessary between the lead agency and every collaborative partner where the MOU indicates the roles and responsibilities between the two parties to implement the program. The collaborative partner should be part of the program budget submitted even in the case where Measure X funds will not support the collaborative partner (in these cases, the applicant should demonstrate what source(s) would cover the partners' service/role). Programs may also have supporting partnerships with organizations not directly involved in the implementation of program (e.g., an agency that may refer to the program seeking funding; or that provides complementary services and works with many of the same households). For these types of partnerships, applicants may submit letters of support from those partners as additional documentation to their application. In this case, the letters of support would be optional.

## **FUNDING AMOUNTS, PROCESS, AND TYPES**

1. Are other funding sources a requirement of this RFP (I.e., Match funding)
  - a. It is not a requirement to have other funding sources to fund applications through this RFP. The additional funding sources can be taken into consideration when making the funding decisions.
  
2. How much funding is available?

- a. There are multiple funding sources in addition to Measure X dollars. A full funding table is available on page 5 and 6 of the RFP and further details are included in Exhibit D of the RFP materials.
3. What is the maximum amount of funding to be applied for as a Category 2 applicant?
  - a. Maximum funding amounts are organized by program type in Exhibit A.
4. What will the renewal process look like for Category 2, renewable, grants?
  - a. The County largely uses a performance based contracting model and plans to implement the same with this funding. However, the County also has a goal of reducing the requirements around the renewal process to make the process easier to navigate.
5. How many organizations will be funded?
  - a. The County intends to make multiple Category 1 and 2 rewards from H3 and DCD.
6. How will the applications be scored?
  - a. Applications will be reviewed and scored according to the scoring rubric by third-party technical assistance provider Focus Strategies. Funding awards will be made at the discretion of the County.
7. What should be included in the budget?
  - a. The budget should include the full cost of the project for which the applicant is requesting funding. Applicants must submit a detailed project budget and a budget summary (see Exhibit C of the RFP).
8. **NEW**- Are the other funding streams listed in Exhibit D from DCD or H3?
  - a. The other funding sources, outside of Measure X, listed in Exhibit D are sources managed by H3.
  - 8b. **NEW**- Do any of the other funding sources require match funds?
    - a. Most of the sources do not require match funds. If the applicant is aware that a funding source requires match funds and they are interested in seeking that specific funding source, they are welcome to speak to that in their

application. Details on any match requirements for specific funding sources will be communicated through the award and contracting process.

9. **NEW**- Can organizations put forth multiple applications to obtain funding for different types of projects?
  - a. Applicants may submit one application that encompasses multiple projects (even if those projects fall in both Priority Area 1 and 2). It is recommended that organizations put forth applications for what they feel is important and can/should be operating in Contra Costa County. All applications will be reviewed based on the scoring criteria presented in the RFP.

## **INTERVIEWS**

1. Will all applicants be required to participate in an interview?
  - a. No, interviews will not be required of all applicants. Applicants may request an interview and the County may decide to conduct an interview upon review of an application to clarify application or program information to support the funding decision.
2. What is the intention of the interview component?
  - a. The interview option is intended to be an opportunity for applicants to provide more information if they are not experienced grant writers or feel they would better convey their ideas or nuances to their program application through the interview.

## **PROGRAMS AND OPERATIONS**

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

2. Can an applicant seek funding through this RFP for the operating assistance required for a proposed Homekey project, through Category 2 funding, that requires a multiple-year commitment?
  - a. While Measure X is potentially renewable, it cannot be guaranteed at this time. The contracts awarded through this RFP will be for one-year increments and the funding is intended to go to projects that are currently serving people or for small capacity building contracts to help a project launch.
  
3. Can funding be used for projects under development?
  - a. Contracts awarded from this RFP should be ready to start operating on July 1, 2023. When applying for capacity building funds, the applicant should provide a timeline for how the funds will be spent in order to spend down the funds within the contract period.
  
4. For prevention/diversion, how will the County departments handle applicants that are looking to serve people that may be eligible by both County department's definitions and structures for prevention and diversion program types?
  - a. The departments have been and will continue to work together to make things work as smoothly as possible. The County encourages applicants to be clear in their applications so that the County can make informed funding decisions.
  
5. What definition of homelessness and at risk of homelessness determines eligibility for this people served in this RFP? Can programs funded through this RFP serve people at risk of homelessness due to Domestic Violence?
  - a. Generally, the Measure X funding, and some of the other funding streams included are flexible regarding the homeless definition to be used. The County encourages applicants to clearly specify the population they intend to serve. The [HUD definition of homelessness](#), specifically category 1, is the most stringent definition for projects. Some funding requires serving people who meet this definition, while others can be more flexible. While HUD's definition includes a definition for at risk of homelessness, DCD is not beholden to this definition.
  
6. What type of technology upgrades and trainings would the County be open to funding?

- a. Technology - The RFP outlines that funds should be used to support services and interventions for people experiencing and at risk of homelessness, including capacity building for the agencies providing those services. Awards made through this RFP cannot be used for capital investments (e.g., hardware or equipment upgrades across the organization).
  - Trainings - The County suggests reviewing the program models for what would be appropriate. The trainings should help better deliver services in accordance with the County's program models. The County is open to hearing about the training needs of organizations to build capacity and enhance service deliver. Trainings may be related to administrative functions or the provision of services.
7. **NEW**- What do applicants need to supply in response to the Section 4G question about centering Housing First principles and Racial Equity in the proposed project?
- a. The applicant may submit organizational policies and procedures that would align with and support Housing First and Racial Equity in the operations of the program. Some examples might include, but are not limited to, strategic planning documents, job descriptions, program evaluation objectives and approaches, organizational handbook sections, staff training curriculum etc.

## REPORTING REQUIREMENTS

1. What data reporting is required?
  - a. For Category 1 capacity building projects, HMIS is not necessarily required. For Category 2 programs, especially those awarded by H3, HMIS will be required. For those awarded by DCD, there will be quarterly reporting but not necessarily HMIS requirement.
2. What are the costs related to HMIS?
  - a. There is a one-time start-up cost of \$175 per organization. In addition, there are annual license fees of approximately \$270 per user.
3. Is HMIS required for all Category 2 applicants?
  - a. No, HMIS is not required for all Category 2 applicants. Only Category 2 applications funded by H3 are required to use HMIS. Further details are included in Exhibit A of the RFP materials.

4. **NEW**- Regarding questions 4B and 4C in the application--our agency does not *currently* participate in HMIS or CES, but understand that is required for the funding type we are applying for and intend to use it when the program is operational. What is the best way to answer these questions?
  - a. Applicants should indicate "No" to both 4B and 4C if they do not currently participate in HMIS or the Coordinated Entry System. It is recommended that in the 4B and 4C boxes, applicants indicate their intentions to use both HMIS and CES once their program is operating. Applicants may also utilize the narrative portion of the application to reference the anticipated use of HMIS and CES for the program they are proposing.



## APPENDIX A

### APPLICANT INFORMATION SESSION ATTENDEE ORGANIZATIONS

Bay Area Community Services	Jeweld Legacy Group
Bay Area Legal Aid	Loaves and Fishes of Contra Costa
Bay Area Rescue Mission	Monument Impact
Caminar	Mosaic Urban Development
Catholic Charities of the East Bay	Operation ground 0
Centro Legal de la Raza	Organization
Collaborising	Rainbow Community Center
Community Villages Inc	RICHMOND COMMUNITY FOUNDATION CONNECTS
Contra Cost Behavioral Health Services - Office for Consumer Empowerment	Rubicon Programs
Contra Costa County -DCD	SHELTER, Inc.
Contra Costa County Public Health Clinic Services	St. Vincent de Paul of Contra Costa County
Contra Costa Health, Health Housing and Homeless Services	STAND! For Families Free of Violence
Contra Costa Senior Legal Services	Supervisor Ken Carlson
Delta Peers	Support4Recovery
East Bay Housing Organizations	TCON
Focus Strategies	The Congress of Neutrals
Greater Richmond Interfaith Program (GRIP)	Trinity Center Walnut Creek
Hume Center	White Pony Express Food Rescue
	Working East Bay