

**Community Investment Fund (CIF)
Homelessness Prevention Grant
Request for Proposals #2024-03
Proposer's Conference Questions & Answers
March 7, 2024**

Q1. Besides a Board of Supervisor member on the Evaluation Committee (EC), are the other reviewers Solano County staff or external reviewers? If the latter, how will external reviewers be selected?

A1. The other parties on the EC will be either Solano County Staff or external. Reviewers will be selected based on their relevant expertise or experience working with populations that may be supported by homelessness prevention funds. The reviewers will be selected by First 5 Solano leadership, as our agency is housed within the County Administrator's office and are coordinating this RFP on behalf of the Board of Supervisors.

Q2. What is the amount of dollars that need to be spent on Direct Services for Prevention and Diversion?

A2. Proposers should attempt to maximize direct financial assistance in the proposed budget, while also considering appropriate costs for Personnel, Operations, and Indirect/Admin needed to administer a successful program. Based upon All Home's pilot program in Napa County, the average funding amount for households in Solano is anticipated to be around \$4,000.

Q3. Is there a maximum funding amount that can be approved per family for assistance? If yes, should the needed funds exceed this amount, how would the Contractor proceed? Will there be a process to request approval of additional funds?

A4. There is not a maximum funding amount set in the RFP. It is at the Proposer's discretion to determine if a maximum amount should be set per household.

Q4. Is there a funding match requirement?

A4. There is no funding match requirement.

Q5. What is the preferred line spacing for narrative sections?

A5. There is no line spacing preference identified in the RFP.

Q6. How do households find out about the All Home online platform? Do we assume that all households that need to be served have already been identified through this system or should our Outreach and Referral efforts include identifying prospective families and directing them to the platform application?

A6. Proposers should not assume that households needing services will be directed to the platform. Proposals should include Outreach and Referral efforts.

Q7. Could you share questions from the assessment tool, as this will be helpful in preparing objectives for the Logic Model?

A7. The online application embeds an assessment tool which asks about risk factors for homelessness. Risk factors can be grouped into three categories:

- Household Composition: Risk factors in this category include the age of the head of household (whether they're under 25 or over 62); whether there's a pregnancy and/or minors in the household; and whether there's been a major change in household composition (e.g., a birth, death, or divorce), in the last 12 months.

- Housing/Income Status: Risk factors in this category include whether the applicant is at imminent risk of losing housing; living in a priority (high-risk) zip code); whether the applicant is living without a lease; and whether the applicant has had a previous experience of homelessness, and whether it occurred within the last two years.
- Other/Situational Risk Factors: Risk factors in this category include whether any adult in the household has been arrested or spent any time in jail or prison in the last two years; whether anyone in the household has a disabling condition; and whether any adult in the household has been discharged from a hospital, mental health facility, or substance use treatment facility in the last year.

Q8. How many families have applied to date using the All Home tool? How many meet the threshold of “highest risk of experiencing homelessness”?

A8. On average, about 50% of families who applied for assistance from programs hosted on All Home’s platform in San Francisco, Oakland, and Napa were prioritized for direct financial assistance and served. And on average, about 50% of households served across programs were families.

Q9. In addition to rent/utilities/food/application fees/credit check fees/security deposits, what other kinds of expenses may be covered? May direct financial assistance cover expenses for workforce development or childcare for example?

A9. Programs should first endeavor to process rental payments directly to landlords, and if that is not possible, to process rent payments to households. In some situations, it may be more appropriate to pay an expense that is directly related to the household’s ability to keep their housing. Proposals should propose which kinds of expenses may be covered in a flexible, individualized manner based on the household’s situation. In some situations, it may be necessary for the program to cover expenses for workforce development or childcare, so that the household can maintain the income to pay their rent. Programs should operate creatively and flexibly with the goal of preventing literal homelessness.

Q10. May we provide supplementary material to support our proposal, such as letters of support from other sources?

A10. No, only information required in the RFP will be considered.

Q11. Will the provider be receiving referrals from HMIS or just entering data in HMIS?

A11. Referrals should be received from multiple sources (ex: through HMIS, warm-hand offs from other community partners, outreach activities) as this promotes access and lowers barriers to receiving direct assistance.

Q12. If awarded, will the agency be responsible for entering data into the platform and HMIS? Or are applications entered into platform and project data entered into HMIS?

A12. The proposing agency or the client will be responsible for entering data into the platform. The proposing agency will be responsible for also entering data into HMIS.

Q13. Is there an estimate or expectation for the number of people served?

A13. Overall, a minimum of 228 households are expected to be served with the \$1.3 million annually from the Solano County Board of Supervisors and All Home Homelessness Prevention Program. The \$200,000 annually from CAP Solano JPA is expected to serve an additional 35 households.

Q14. Is the number of clients to be served a factor in the proposal evaluation?

A14. Yes

Q15. Is this RFP seeking only one successful applicant to run the Keep People Housed-Solano program?

A15. No, the County is amenable to having one or more providers to administer Keep People Housed – Solano.

Q16. Will this video be made available so I can review information?

A16. No, the video will not be available after the Proposer's Conference.

Q17. Can you speak more about the application/dataverse (is it an assessment tool like the VI-SPDAT)?

A17. The questions in the assessment tool were developed to prioritize and target resources to individuals/households that are at highest risk of experiencing homelessness or losing their housing. Questions are framed so that people can answer questions on their own or with the assistance of a service provider.

Q18. How is the assessment tool used in practice – if a provider is working with an individual to fill out the application, will a risk score be assigned immediately so that the applicant knows if they qualify or not?

A18. Yes, the platform assigns a score immediately, which is confidential to the provider only. The best practice is that the provider indicates to the client that they need approximately 1-2 days to develop a support plan, and to schedule an appointment a few days later for the provider to meet with the client.

Q19. Are these funds only for prevention of homelessness or to aid those already homeless?

A19. *Keep People Housed - Solano* will serve Solano County residents at high risk of experiencing homelessness if they do not receive assistance.

Q20. Is there any concern with undocumented individuals not wanting to provide their information in an electronic system?

A20. To alleviate concerns about providing undocumented status, a proxy question asking if an applicant or anyone in the household has or needs an Individual Taxpayer Identification Number (ITIN) is included in the system. This information allows for risk prioritization without an applicant having to disclose documentation status.

Q21. Is a birth certificate required for submission of application?

A21. A birth certificate is not required.