

COUNTY OF SAN LUIS OBISPO

August 2025 Request for Proposals

State Emergency Solutions Grant (State ESG), Permanent Local Housing Allocation – City of Pismo Beach (PLHA-PB), Homeless Housing, Assistance and Prevention Program Rounds 4 & 5 (HHAP-4 & HHAP-5), Supplemental County General Funds (GFS)



County of San Luis Obispo
Department of Social Services
Homeless Services Division
August 7, 2025

August 2025 Request for Proposals

The County of San Luis Obispo (County) is now accepting applications for the August 2025 Request for Proposals (RFP) until the **5:00 pm submission deadline on August 29, 2025.**

This RFP is posted on the County's Department of Social Services – Homeless Services Division website at slocounty.gov/HomelessServicesGrants.

Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the County. Any addenda will be posted on the website. Prospective applicants must check the website for addenda or other relevant new information during the response period. The County is not responsible for the failure of any prospective applicant to receive such addenda. All addenda so issued shall become a part of this RFP.

If your firm is interested and qualified, please complete the application for the appropriate program (State ESG, PLHA, HHAP, or Public Services for County General Funds) in the Neighborly software portal. The Neighborly software portal is located on the County's Department of Social Services – Homeless Services Division website at slocounty.gov/HomelessServicesGrants. Applications must be submitted no later than **5:00 pm on August 29, 2025.**

If you have any questions about the application process, please contact the Homeless Services Division directly.

Homeless Services Division

SS_homelessgrants@co.slo.ca.us



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I. SCHEDULE AND SUBMITTAL**A. RFP SCHEDULE**

The following represents the anticipated schedule for this RFP. Any change in the scheduled dates will be advertised in the form of an addendum to this RFP. The schedule for other milestones dates may be adjusted without notice.

Any updates to the schedule for this RFP will be made available on the Social Services – Homeless Services Division website, slocounty.gov/HomelessServicesGrants

Anticipated RFP Schedule	Date
RFP Issued	August 7, 2025
Grant Information Session (<i>information below</i>)	August 12, 2025, 10 am
Application Submission Deadline	August 29, 2025 – 5 pm
Evaluation of Applications	September 2025
Homeless Services Oversight Council (HSOC) Approval of Draft Recommendations	September 17, 2025
BOS Approval	October 2025

B. APPLICATION INFORMATION

Applications are accepted electronically via Neighborly Software only. *New users must first register their account before accessing the participant portal.* Applicants can access the application portal at <https://portal.neighborlysoftware.com/SANLUIISOBOCOUNTYCA/participant>.

After creating a username and password (one username and password per agency per application), applicants may begin work on their applications. The Neighborly system doesn't have automatic saving, so please make sure to save your work before logging off and applicants may log off and log on again at any time and from any computer to continue working on their applications. Applications will be locked for editing at 5:00 p.m. on the deadline listed in the RFP Schedule. Click "Submit" to submit applications.

Caution: Applicants will not be able to submit their application unless all required fields are completed prior to submission. The application will indicate which required questions are missing. Applicants may correct errors up until 5:00 p.m. on the application deadline listed in the RFP Schedule.

Applicants are strongly encouraged to submit applications in advance of the deadline to allow time to correct errors. (Note that Neighborly only checks for empty fields; acceptance of an application by Neighborly does not ensure that the application is complete.) In addition to checking that all responses are complete, please check that all required documents have been

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uploaded. The application in Neighborly including all required attachments must be submitted by **August 29, 2025, 5:00 p.m.**

If applicants have technical difficulties, they can email Neighborly Technical Support at support@neighborlysoftware.com.

C. GRANT INFORMATION SESSION

An applicant workshop for all prospective applicants will be held via Zoom on Tuesday, August 12th, from 10:00 am – 11:00 am. Attendance is optional. Attendee(s) will be informed of grant specific requirements and have an opportunity to ask questions.

To attend the workshop:

Zoom Meeting Link:

<https://us06web.zoom.us/j/89087132093?pwd=c8NJ5UM1ZTTga4iCqxHPoodLhEWs7z.1>

Meeting ID: 890 8713 2093

Passcode: EnSs6t

II. INTRODUCTION

The funding available through this Request for Proposals includes State Programs, including California Department of Housing and Community Development (HCD) Emergency Solutions Grants (ESG), Permanent Local Housing Allocation (PLHA), and Homeless Housing, Assistance and Prevention (HHAP) and Supplemental County General Funds. It is the intent to award these funds to projects that demonstrate a high impact to the collaborative effort to address homelessness. As noted, some of these funding sources may be awarded to projects over multiple fiscal years. Applicants are encouraged, but not required, to provide a description of how funds will be used to support the most critical portions of the continuum of care and describe any plans for longer terms sustainability of operations or planned reduction in services at the conclusion of the funding term.

Funding Available**HCD Emergency Solutions Grants Program (ESG) – 2024 Continuum of Care, Administrative Entity Allocation**

The California Department of Housing and Community Development (HCD) receives funding from the United States Department of Housing and Urban Development (HUD) for the ESG program and allocates funds to eligible Continuum of Care (CoC) service areas, of which the San Luis Obispo CoC is an eligible applicant

Table 1: 2024 HCD ESG Funding Availability

CoC #	CoC Name	FY24 CA CoC ESG Allocation	40% Minimum for Rapid Re-housing	Balance for other activities (Rapid Re-Housing Assistance, Emergency Shelter, Homeless Prevention Street Outreach, and HMIS)
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614	San Luis Obispo County CoC	\$205,297.00	\$82,118.00	\$123,179.00
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Grant agreement term: 7/1/2025-6/30/2026

PLHA - City of Pismo Beach Funding

Program Year 2024 serves as Year 5 in the PLHA 5-year plan.

Table 2: PLHA-PB Funding (Year 5)

Funding Source	Eligible Activity	Total Funds Available
PLHA-PB – Year 5	Assisting person(s) who are experiencing or at risk of homelessness	\$65,804.60

PLHA-PB – Year 5 funds must be fully expended by 4/30/2028.

HHAP

Homeless Housing, Assistance and Prevention (HHAP) Round 4 and 5 funding available. HHAP funding may be utilized on evidence-based solutions that prevent, reduce and end homelessness. Grantees may not use HHAP grant funding to supplant existing local funds for homeless housing, assistance, or prevention, and funds must be expended in compliance with Housing First requirements per Health and Safety Codes Section HSC 50220.5(g).

Table 3: HHAP-4 Funding

Total Remainder HHAP-4 Allocation	7% Reserved for CoC/County Admin*	10% Set Aside to Serve Homeless Youth**	Total Available for Application
\$1,865,341.41	\$130,573.90	\$186,534.10	\$1,734,767.51

HHAP-4 funds must be fully expended by 6/30/2027.

Table 4: HHAP-5 Funding

Total Initial HHAP-5 Allocation	7% Reserved for CoC/County Admin*	1% Reserved for HMIS***	10% Set Aside to Serve Homeless Youth**	Total Available for Application
\$2,158,292.77	\$151,080.49	\$21,582.93	\$215,829.27	\$1,985,629.35

HHAP-5 Awardees must expend 50% of the initial HHAP-5 allocation by 5/31/26.

HHAP-5 funds must be fully expended by 5/31/2028.

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**Administrative funds refer to the cost of the County to administer the CoC and County grants. This does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.*

***A minimum of 10% of total funding is reserved for activities assisting homeless and at-risk youth. Applicants may request more than the minimum amount to assist youth.*

**** A maximum of 1% of the total funding will be utilized by the County for the administration of the Homeless Management Information System (HMIS).*

Supplemental County General Funds

On June 17th, 2025, the County Board of Supervisors adopted the FY 25/26 budget, which included a recommendation to allocate \$2.5M to support one-time funding for homeless services, contingent on city participation, to be funded with Tax Reduction Reserve funds. On August 5th, 2025, the County Board of Supervisors approved guidelines for allocation of these funds.

Table #5: Supplemental County General Funds

Funding Source	Eligible Activities	Total Funds Available
Supplemental County General Funds	Prevention, Outreach, Rapid Re-Housing, Emergency Shelter Operations, Permanent Supportive Housing Operations, Supportive Services	Up to \$2,500,000

A. GENERAL REQUIREMENTS

(Not an explicit list of requirements. Applicant is responsible for researching program regulations.)

I. Environmental Review

24 CFR Part 58 prohibits the commitment or expenditure of HUD funds (State ESG) until the environmental review process has been completed.. Applicants/Subrecipients may not commit or spend either public or private project funds (HUD, other Federal, state, and private funds), or execute a legally binding agreement for any federally funded project until environmental clearance has been achieved. Applicants/Subrecipients must avoid all actions that would preclude the selection of alternative choices before a final decision is made – that decision being based upon an understanding of the environmental consequences and actions that can protect, restore, and enhance the human environment (i.e., the natural, physical, social, and economic environment). Activities that have physical impacts or which limit the choice of alternatives cannot be undertaken, even with the subrecipient's or other project participant's own funds, prior to obtaining environmental clearance.

Obligated and/or incurred project funds prior to the completion of all required local, state, and federal environmental laws will jeopardize the project's eligibility to receive federal funds. Under federal law, the County of San Luis Obispo is not responsible for the award of funds nor the reimbursement of any project funds to the applicant/subrecipient and the County will reallocate the funds to another eligible project and applicant.

II. Monitoring

The County will monitor the performance of the Subrecipient against the project/program's goals and performance standards. Substandard performance as determined by the County, the state Department of Housing and Community Development (HCD) or HUD, will constitute noncompliance

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against the project Agreement. If action to correct such substandard performance is not taken by the Subrecipient within the time prescribed by the County, or HCD, agreement suspension or termination procedures will be initiated.

On-site visits may be required to complete monitoring efforts. Typical monitoring reviews consist of the following:

- Desk top monitoring (Review of application for funding, written agreement, progress reports, draw-down requests, Homeless Management Information System (HMIS) reports, correspondence, previous monitoring reviews, and copies of audits.)
- On-site monitoring (Notice of visit will be issued; entrance conference will be held; documentation, data gathering, and analysis will occur; an exit conference will be held to present preliminary results of the monitoring.)
- Follow-up will occur by issuing a letter identifying the results of the visit and the subrecipient will have an opportunity to clarify any concerns or findings identified with satisfactory documentation of requirements being met. Corrective Action may be required.

III. Part 200 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Federal grant programs (State ESG) are administered in accordance with 2 CFR Part 200 requirements.

IV. Minority Business Enterprises/ Women Business Enterprises

Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) are owned by at least 51% of individuals who are in minority group(s) or are women. Subrecipients of federal funds utilizing agreements or sub-agreements are responsible for marketing the opportunity to MBE/WBEs. Projects subject to the MBE/WBE requirement will be required to submit an annual report to provide applicable contractors/subcontractors, demographic data, and contract amounts.

V. Prevailing Wages

Prevailing wage requirements apply to capital projects funded by HHAP and PLHA. It is recommended that the applicant consider the fiscal impacts of the applicable prevailing wages to the project budget and to maintain and document for reporting purposes.

B. HCD EMERGENCY SOLUTIONS GRANTS (HCD ESG) OVERVIEW

I. Program Description

Fiscal Year (FY) 24 HCD ESG funds are intended to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. Funds may be used to support eligible activities that benefit either people who are experiencing homelessness or those at-risk of homelessness. Regulatory citation: 2 CFR Part 576.

II. Award Information

- Awards are issued as grants.
- Applicant agency's Policies and Procedures are required to be submitted with the application for the HCD ESG activity they are applying for.

III. Eligible Applicants

Eligible applicants shall be defined as local governments or private non-profits that have a Unique Entity ID number, an active registration in SAM, and are able to comply with all ESG regulations.

IV. Eligible Activities

For the FY24 HCD ESG Program, all activities permitted under the federal ESG regulations shall be eligible except for renovation, conversion, or major rehabilitation activities under 24 CFR Part 576.102.

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Minor repairs to an ESG-funded Emergency Shelter that do not qualify as renovation, conversion, or major rehabilitation are an eligible use of state ESG funds. ESG funds may be used for five program components:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-Housing Assistance
5. Homeless Management Information System (HMIS)

The eligible activities that may be funded under each program component are set forth in 24 CFR Parts § 576.101 through § 576.107. HUD also provides an ESG Quick Reference guide.

Limitations

- **Homeless Management Information System (HMIS):** a maximum of 10 percent of ESG funds may be used for actual costs for HMIS activities (24 CFR 576.107; 25 CCR Section 8408).
- **Rapid Re-Housing:** As the Administrative Entity (AE), the County must award a minimum of 40 percent of their available ESG funds to Rapid Re-Housing (25 CCR Section 8403 (i)).
- **Rental Assistance:** Rental assistance payments provided as part of Rapid Re-Housing or Homelessness Prevention activities typically cannot exceed HUD's Fair Market Rent (FMR) and must comply with HUD's standard for rent reasonableness (24 CFR part 576.106; 24 CFR Part 888; 2 CFR Part 982.507).

Match Requirements

Funded applicants must meet the matching requirements of 24 C.F.R. § 576.201. HCD requires subrecipients to provide a 1:1 match for all ESG expenditures. The eligible forms of matching contributions are defined at 24 C.F.R. § 576.201(d). Program income may be used as matching contributions, subject to the requirements at 24 C.F.R. § 576.201. Amounts are required to be documented and provided to the County within this application, at agreement execution, and at each payment request reimbursement request.

V. Eligible Beneficiaries

Providers must only serve "homeless" or "at risk of homelessness" individuals and families as defined in 24 CFR 576.2.

VI. Reporting

Providers shall maintain a record of all persons receiving benefits from the program, collect data, and directly enter this data into the HMIS, or for Domestic Violence Providers, a comparable database. This data must include all required HMIS data elements per the most current HMIS Data Standards from the US Department of Housing and Urban Development. The Proposer shall also be in compliance with Exhibit B – San Luis Obispo County HMIS Policies & Procedures (attached separately). If the proposer has not previously entered information into HMIS, they are required to establish a separate Agency Agreement with the HMIS Lead Agency - DSS Homeless Services Division - as outlined in the HMIS Policies and Procedures Manual. New HMIS Agency Agreements should be in place no later than 90 days before activities begin. If any proposer will not be able to meet the above requirements, applicants shall detail an alternative action within their proposal.

Progress Reports are required to be submitted quarterly via Neighborly Software, identifying the demographics of beneficiaries served, milestones reached, any barriers encountered, and accomplishments achieved to ensure reimbursement of funds. A Final Report is also required to ensure reimbursement of funds. Reporting details vary depending on the activity funded.

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C. PERMANENT LOCAL HOUSING ALLOCATION (PLHA) PROGRAM OVERVIEW**I. Program Description**

Permanent Local Housing Allocation (PLHA) provides funding to local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. Eligible activities included in the County's 5-year plan are the funding priorities and are indicated below (Section IV). Per agreement between the County and the City of Pismo Beach, funding will be prioritized for South County projects.

II. Award Information

Awards are issued as grants.

III. Eligible Applicants

Open to all types of domestic applicants other than individuals.

IV. Approved Activities per County's 5-year PLHA Plan

- Assisting persons who are experiencing or at risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
 - This activity may include subawards to administrative entities as defined in HSC Section 50490(a)(1-3) that were awarded CESH program or HEAP funds for rental assistance to continue assistance to these households.
 - Applicants must provide rapid rehousing, rental assistance, navigation centers, emergency shelter, and transitional housing activities in a manner consistent with the Housing First practices described in 25 CCR, Section 8409, subdivision (b)(1)-(6) and in compliance with WIC Section 8225(b)(8). An applicant allocated funds for the new construction, rehabilitation, and preservation of permanent supportive housing shall incorporate the core components of Housing First, as provided in WIC Section 8255, subdivision (b).

V. Eligible Beneficiaries

- Households at or below 60-percent of AMI
- Persons experiencing or at risk of experiencing homelessness

VI. Reporting

Providers shall maintain a record of all persons receiving benefits from the program, collect data, and directly enter this data into the HMIS, or for Domestic Violence Providers, a comparable database. This data must include all required HMIS data elements per the most current HMIS Data Standards from the US Department of Housing and Urban Development. The Proposer shall also be in compliance with Exhibit B – San Luis Obispo County HMIS Policies & Procedures (attached separately). If the proposer has not previously entered information into HMIS, they are required to establish a separate Agency Agreement with the HMIS Lead Agency - DSS Homeless Services Division - as outlined in the HMIS Policies and Procedures Manual. New HMIS Agency Agreements should be in place no later than 90 days before activities begin. If any proposer will not be able to meet the above requirements, applicants shall detail an alternative action within their proposal.

Progress Reports are required to be submitted quarterly via Neighborly Software, identifying the demographics of beneficiaries served, milestones reached, any barriers encountered, and accomplishments achieved to ensure reimbursement of funds. A Final Report is also required to ensure reimbursement of funds. Reporting details vary depending on the activity funded.

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D. HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) PROGRAM OVERVIEW**I. Program Description**

- II. The HHAP Program is administered by the California Department of Housing and Community Development (HCD) in the Business, Consumer Services and Housing Agency (Agency). HHAP provides flexible block grant funds to Continuums of Care, large cities (population of 300,000+) and counties to build on the regional coordination created through previous HCD grant funding and support local jurisdictions in their unified regional responses to reduce and end homelessness.

III. Award Information

Awards are issued as grants or loans.

IV. Eligible Applicants

Open to all types of domestic applicants other than individuals. Applicants must agree to comply with Housing First and Low Barrier Requirements as defined in the California Welfare and Institutions Code section [8255\(b\)](#) and Ensure proposed project aligns with the Promising and Evidence Based Practices (https://www.bcsb.ca.gov/Cal_ICH/documents/hhap_promising_practices.pdf) or promising, evidence-informed, or evidence-based practices identified as such by the U.S. Interagency Council on Homelessness, the U.S. Department of Health and Human Services, or other federal agencies

V. Eligible Activities

HHAP funding may be utilized on evidence-based solutions that prevent, reduce and end homelessness. Grantees may not use HHAP grant funding to supplant existing local funds for homeless housing, assistance, or prevention, and funds must be expended in compliance with Housing First requirements per Health and Safety Codes Section HSC 50220.5(g).

As stated in Health and Safety Code Section 50220.2 (d), HHAP funds must be expended on one or more of the following eligible uses:

1. Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
2. Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, non-congregate shelters, interim or bridge housing, and navigation centers. Operating subsidies may include operating reserves.
3. Street outreach to assist persons experiencing homelessness to access permanent housing and services.
4. Services coordination (which may include access to workforce, education, and training programs) or other services needed to promote housing stability in supportive housing.
5. Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations including families and homeless youth.
6. Delivery of permanent housing and innovative housing solutions (such as hotel and motel conversions). Including:
 - a. Acquisition of land, building, etc.
 - b. Improvement or renovation of land or building being used as permanent housing.
 - c. Maintenance of land or building being used as permanent housing.
 - d. Services for people in permanent housing programs.
 - e. Acquisition of land, building, etc.
 - f. Improvement or renovation of land or building being used as permanent housing.
 - g. Maintenance of land or building being used as permanent housing.

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- h. Services for people in permanent housing programs.
7. Prevention and shelter diversion including crisis resolution, mediation, and conflict resolution, creative problem solving, connection to mainstream resources, and light-touch financial assistance directly resulting in housing solutions.
8. New navigation centers and emergency shelters, with clients obtaining housing as the primary goal, based on demonstrated need in consideration of the following:
 - a. The number of available shelter beds in the city, county, or region served by a continuum of care.
 - b. The number of people experiencing unsheltered homelessness in the homeless point-in-time-count.
 - c. Shelter vacancy rate in the summer and winter months.
 - d. Percentage of exits from emergency shelters to permanent housing solutions.
 - e. A plan to connect residents to permanent housing.

Additionally, HSC § 50218.5(f) requires that a program recipient use at least 10 percent of its allocation for services for homeless youth populations, which are defined as unaccompanied youth between 12 and 24 years old and experiencing homelessness. Funds spent under this provision must still comply with the eligible use requirements of Health and Safety Code Section 50220.5(d).

Health and Safety Code Section 50218.5(e-f) allows funds to be spent for the following:

- No more than 5 percent of an applicant's program allocation may be expended on a strategic homelessness plan (as defined in Section 578.7(c) of Title 24 of the CFR) and/or infrastructure development to support coordinated entry systems (CES) and Homeless Management Information Systems (HMIS).
- No more than 7 percent of program allocations may be used for a jurisdiction's administrative costs incurred by the city, county, or CoC to administer the program allocation. "Administrative Costs" does not include staff costs or other costs directly related to implementing or carrying out activities funded by the program allocation.

VI. Homeless Services Oversight Council (HSOC) Priorities

On July 16, 2025, the HSOC approved the prioritization of the following activities to align with the San Luis Obispo Countywide Plan to Address Homelessness.

HHAP-4 Funding Priorities

1. Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions
2. Prevention and Shelter Diversion
3. Interim Sheltering

HHAP-5 Funding Priorities

1. Delivery of permanent housing and innovative housing solutions
2. Operating costs/supportive services in existing interim shelters
3. Operating costs/supportive services in Permanent Supportive Housing units (PSH)
4. Rapid Rehousing/Rental Assistance

VII. Reporting

Providers shall maintain a record of all persons receiving benefits from the program, collect data, and directly enter this data into the HMIS, or for Domestic Violence Providers, a comparable database. This

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data must include all required HMIS data elements per the most current HMIS Data Standards from the US Department of Housing and Urban Development. The Proposer shall also be in compliance with Exhibit B – San Luis Obispo County HMIS Policies & Procedures (attached separately). If the proposer has not previously entered information into HMIS, they are required to establish a separate Agency Agreement with the HMIS Lead Agency - DSS Homeless Services Division - as outlined in the HMIS Policies and Procedures Manual. New HMIS Agency Agreements should be in place no later than 90 days before activities begin. If any proposer will not be able to meet the above requirements, applicants shall detail an alternative action within their proposal.

Progress Reports are required to be submitted quarterly via Neighborly Software, identifying the demographics of beneficiaries served, milestones reached, any barriers encountered, and accomplishments achieved to ensure reimbursement of funds. A Final Report is also required to ensure reimbursement of funds. Reporting details vary depending on the activity funded. 100 percent of HHAP-4 funds must be expended by May 31, 2027, and 100 percent of HHAP-5 funds must be expended by May 31, 2028.

E. SUPPLEMENTAL COUNTY GENERAL FUNDS**A. Program Description**

On June 17th, 2025, the County Board of Supervisors adopted the FY 25/26 budget, which included a recommendation to allocate \$2.5M to support one-time funding for homeless services, contingent on city participation, to be funded with Tax Reduction Reserve funds.

On August 6, 2025, the County Board of Supervisors approved the following criteria to award County General Funds for Homeless Services:

B. Award Information

Awards are issued as grants.

C. Eligible Applicants

Community Based Organizations must have been previously awarded funding by the County Board of Supervisors for the proposed project under one or more of the following funding types for FY 2024/25:

- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)
- Permanent Local Housing Allocation Program (PLHA)
- Homeless Housing Assistance and Prevention Program (HHAP)
- Housing and Urban Development Continuum of Care (HUD CoC)
- County General Funds (GFS)

D. Eligible Activities

Eligible project types include:

- Prevention
- Outreach
- Rapid Re-housing
- Emergency shelter operations/supportive services
- Permanent Supportive Housing Operations/supportive services

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Capital improvement projects are not eligible for this one-time funding.

E. Funding of Last Resort

These funds shall be used as the funding of last resort. Any unspent funds may be rolled over for up to one additional fiscal year upon approval.

F. City Participation

All requests for funds must be accompanied by a letter from city leadership outlining how city participates in funding or operational support of the proposed project which operates within their jurisdiction. For projects which may serve multiple areas of the county, applicants may provide a letter explaining what areas they propose to serve with a description of how those cities participate in the project.

G. Other Leveraged Sources

All requests for funds must be accompanied by information outlining other leveraged sources of funds and support that are used to operate the project being funded.

VIII. Reporting

Providers shall maintain a record of all persons receiving benefits from the program, collect data, and directly enter this data into the HMIS, or for Domestic Violence Providers, a comparable database. This data must include all required HMIS data elements per the most current HMIS Data Standards from the US Department of Housing and Urban Development. The Proposer shall also be in compliance with Exhibit B – San Luis Obispo County HMIS Policies & Procedures (attached separately). If the proposer has not previously entered information into HMIS, they are required to establish a separate Agency Agreement with the HMIS Lead Agency - DSS Homeless Services Division - as outlined in the HMIS Policies and Procedures Manual. New HMIS Agency Agreements should be in place no later than 90 days before activities begin. If any proposer will not be able to meet the above requirements, applicants shall detail an alternative action within their proposal.

Progress Reports are required to be submitted quarterly via Neighborly Software, identifying the demographics of beneficiaries served, milestones reached, any barriers encountered, and accomplishments achieved to ensure reimbursement of funds. A Final Report is also required to ensure reimbursement of funds. Reporting details vary depending on the activity funded.

III. GENERAL INSTRUCTIONS**A. COUNTY RIGHTS & OPTIONS**

1. All applications must be submitted to the County's Department Social Services – Homeless Services Division via the Neighborly software portal no later than **5:00 pm on August 29, 2025**. Late applications will not be considered.
2. The County reserves the right to request any missing information in an application submitted in response to this RFP. Applicant shall have 24 hours to provide the information to the requesting County staff.
3. All costs incurred in the preparation and submission of application and related documentation will be borne solely by the applicant.
4. This RFP does not constitute an offer of employment or to agreement for services.
5. The County may, in its sole and absolute discretion, accept or reject any and all applications, in

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whole or in part, with or without cause, in response to this RFP, and make more than one award, or no award, or postpone or cancel, at any time, during this RFP process, as which the County determines to be in its best interests.

6. The County reserves the right to remedy technical errors, modify the published scope of services, and approve or disapprove the use of all sub-consultants.
7. The issuance of this RFP does not constitute an agreement by the County that any subsequent selection process will occur, or that any agreement will be entered into by the County. Application and other materials will not be returned.
8. The County has the right to use any or all ideas or concepts presented in any application or interview without restriction, without conversation to all applicants.
9. All documents submitted to the County in response to this RFP will become the exclusive property of the County.
10. All applications shall remain firm for 180 days following closing date of receipt of application.
11. The County reserves the right to award the agreement to the firms who present the application which, in the judgment of the County, best accomplishes the desired results.
12. The term of the agreement will be dependent on the grant program. Award amount will remain unchanged throughout the term of agreement.
13. Any agreement awarded pursuant to this RFP will incorporate the requirements and specifications contained in this RFP. All information presented in an applicant's application will be considered binding upon selection of the successful applicant, unless otherwise modified and agreed to by the County during subsequent negotiations.
14. Under the provisions of the California Public Records Act (the "Act"), Government Code section 6252 et seq., the County may be obligated to provide a copy of any and all records that the applicant provides County relating to this RFP (hereafter "Records from Applicant"), including those records which the applicant believes constitute confidential information. If the County determines (in its sole discretion) that (i) a person/entity has requested a copy of records that would include Records from Applicant, and (ii) the County does not have sufficient direct, first-hand knowledge to independently conclude that such Records from Applicant are exempt from disclosure under the Act, and (iii) the requester is not willing to accept the applicant's claim that the Records from Applicant are exempt from disclosure under the Act, the County will provide the applicant written notice thereof (via mail and/or email). If the applicant does not, within seven court business days thereof, file the appropriate papers in San Luis Obispo County Superior Court ("Court") seeking a court order preventing the County from disclosing any such Records from Applicant to the requester, and have its request heard by the Court within 30 days thereof, the applicant shall be deemed to have waived any claim that the Records from Applicant are exempt under the Act. (The County reserves the right to issue a written extension of time if it determines (in its sole discretion) that one is appropriate.) Under no circumstances shall the applicant be entitled to recover from County any of its court costs, attorney's fees, or other litigation expenses that are related in any way to whether any Records from Applicant are exempt under the Act. If any applicant believes that information contained in its response to this RFP should be protected from disclosure, the applicant MUST specifically identify the pages of the response that contains the information by properly marking the applicable pages and inserting the following notice in front of its response:

NOTICE: The data on pages _ of this response identified by an asterisk (*) contain technical or financial information, which are trade secrets, or information for which disclosure would result in substantial injury to the applicant's competitive position. Applicant requests that such data be used only for the evaluation of the response but understands that the disclosure will be limited to the extent the County considers proper

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under the law. If an agreement is entered into with the applicant, the County shall have the right to use or disclose the data as provided in the agreement, unless otherwise obligated by law.

The County will not honor any attempt by applicant to designate its entire application as proprietary. If there is any dispute, lawsuit, claim, or demand as to whether information within the response to the RFP is protected from disclosure under the Act, applicant shall indemnify, defend, and hold harmless, the County arising out of such dispute, lawsuit, claim, or demand.

15. The applicant warrants that no official or employee of the County has an interest, has been employed or retained to solicit or aid in the procuring of any agreement resulting from this RFP, if any, and further warrants that such person will not be employed in the performance of the agreement without immediate written notice to the County.
16. Firms submitting application shall warrant that their offer is made without any previous understanding, agreement, or connection with any person, firm, or corporation submitting a separate application for the same project and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. This condition shall not apply to applications which are submitted by firms who have partnered with others to submit a cooperative application that clearly identifies a primary agreement and the associated sub-agreements.
17. Agreement shall comply with all laws and regulations governing nondiscrimination in employment, including the Americans with Disabilities Act of 1990, the Fair Employment and Housing Act (California Government Code §§ 12900, et seq.), and the applicable regulations promulgated thereunder (2 California Code of Regulations §§ 7285, et seq.).
 - 17.1. **Nondiscrimination:** The Agreement, with regard to the work performed by them during the Agreement, shall not discriminate on the grounds of race, color or national origin or other legally protected criteria in employment or the selection and retention of sub-agreements, including procurement of materials and leases of equipment. The Agreement shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the Agreement covers a program set forth in Appendix B of the Regulation.
 - 17.2. **Solicitation for Sub-agreements, Including Procurement of Materials and Equipment.** In all solicitation, either by competitive bidding or negotiation, made by the Agreement for work to be performed under a sub-agreement, including procurement of materials or leases of equipment, each potential sub-agreement or supplier shall be notified by the Agreement of the Agreement's obligations under this Agreement and the regulations.
18. Unforeseen additional items and/or services may be required. The County therefore reserves the right to negotiate with the successful applicant for additional items and/or services beyond what is included in the final agreement.

B. CHANGES TO THE RFP

This RFP is posted on the County's Social Services Department – Homeless Services Division website at slocounty.gov/HomelessServicesGrants. Any changes, additions, or deletions to this RFP will be in the form of written addenda issued by the County. Any addenda will be posted on the website. Prospective applicants must check the website for addenda or other relevant new information during the response period. The County is not responsible for the failure of any prospective applicant to receive such addenda. All addenda so issued shall become a part of this RFP.

C. COMMUNICATIONS

All communications concerning this RFP shall be directed to the Homeless Services Division SS_homelessgrants@co.slo.ca.us. All other communication is not binding and shall in no way modify

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the RFP or the obligations of the County.

The proceedings of the Grant Review Committee are confidential, and members of the Committee are not to be contacted by the applicants. Any questions and requests for information must be addressed to County staff.

D. INSURANCE

The selected applicant will be required to provide insurance coverage in the amount of Two Million Dollars (\$2,000,000) Commercial General Liability (CGL) Insurance and Two Million Dollars (\$2,000,000) Professional Liability Insurance per occurrence and Four Million Dollars (\$4,000,000) aggregate.

INSURANCE REQUIRED	AMOUNT
CGL & Property Damage	\$ 2.0 Million per occurrence
Professional Liability	\$ 2.0 Million per occurrence / \$ 4.0 Million aggregate
Auto Liability /Property Damage/Bodily Injury	\$ 1.0 Million per occurrence
Workers Compensation & Disability Benefits	\$ 1.0 Million per occurrence

The selected applicant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the agreement and must be in an amount and format satisfactory to the County. Other insurance policies may be required depending on the scope of the project.

E. EXCEPTIONS & DEVIATIONS

Any exceptions to or deviations from the requirements set forth in this RFP must be declared in the application submitted by the applicant. Such exceptions or deviations must be uploaded in the application as a supplemental document with the title "Exceptions and Deviations." The County may waive any immaterial deviation or defect in an application.

F. AWARDS

Draft recommendations will be announced in the Fall of 2025 but are subject to the approval of the Board of Supervisors.

IV. APPLICATION SELECTION & AGREEMENT AWARD**A. SELECTION PROCEDURES**

Non-conflicted grant review committees will be convened to review and score project applications. County staff will meet with applicants to ask for additional information as requested by the committees. Applicants will be informed of date/ time to be available for additional questions.

The grant review committees will consider the completeness of an application and how well the application meets the needs of the County for priorities stated prior. Evaluations will be based on criteria as outlined in **Section C (Selection Criteria)** below. All applications in response to this RFP will be evaluated using the same criteria.

The sole purpose of the selection procedure is to determine, from among the responses received, which one is the best qualified firm at compensation that the agency determines to be fair and reasonable. Any final analysis or weighted score does not imply that one applicant is superior to another, but simply that,

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in the grant review committee's judgment, the selected applicant appears to be best qualified for the County's current and anticipated needs.

PUBLIC SERVICE APPLICATIONS APPROVAL

The Homeless Services Oversight Council (HSOC) will convene on September 17, 2025, to review project applications recommended for funding by the grant review committee. The HSOC will vote to submit recommended projects for approval by the County Board of Supervisors in Fall 2025.

B. SELECTION CRITERIA

The County will evaluate the application based on, but not limited to, the following criteria:

Selection Criteria – RFP	Points Available
Performance Outcomes and Improved Capacity	25
Applicant's Demonstrated Expertise and Understanding	25
Understanding of scope of work	15
Cost Effectiveness	10
Project Feasibility	10
Financial Feasibility and Long-Term Sustainability	10
Alignment with the San Luis Obispo Countywide Plan to Address Homelessness	5
Total Points Available Per Application	100

C. PERFORMANCE METRICS BY PROGRAM TYPE

Grant application performance criteria was approved by the HSOC Executive Committee on February 19, 2025, and approved by the County of San Luis Obispo Board of Supervisors on April 8th, 2025.

The following performance criteria shall be requested from entities applying for funding through the HSOC grant application processes as a standard, when applying for one of the below types of homeless services. All data will be gathered from the County's Homeless Management Information System (HMIS) or an HMIS-compliant database, unless otherwise noted, and provided to the Grant Review Committee as part of the scoring process. The metrics will measure performance over the prior grant period. When needed to comply with grant requirements and direction from the funding agency or to ensure competitiveness for the grant, County staff may alter the criteria.

Metrics highlighted in **RED** will be used to evaluate cost effectiveness of each program. (See below for more explanation of cost-effectiveness metrics.)

Emergency Shelter (ES)

- Number of persons or households^a enrolled in project over the previous grant year
- Bed Utilization Rate (percentage of shelter beds filled)
- Number of persons or households experiencing chronic homelessness

^a As determined by grant funder requirement.

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- Number of successful exits of persons or households into housing and number of persons or households experiencing chronic homelessness placed
- Percentage of housed persons or households who returned to homelessness over the previous grant year

Street Outreach (SO) and Overnight Supportive Parking

- Number of persons or households enrolled in project over the previous grant year
- Number of successful exits of persons or households and number of persons or households experiencing chronic homelessness with successful exits

Supportive Services Only (SSO)

- Number of persons or households enrolled in project over the previous grant year

Permanent Supportive Housing (PSH)

- Number of persons or households placed into permanent supportive housing in the previous grant year
- Percentage of persons or households with total income increases from time of exit to either one year (for stayers) or at exit (for persons or households who have left in the previous grant year)
- Percentage of total persons or households who exited back to homelessness in the previous grant year (exits to homelessness divided by total participants housed in the program)
- Median number of years that persons or households were homeless prior to entering into housing
- Percentage of persons or households who entered with a score 11 or higher on the VISPDAT (organizations with 75% or higher will get the highest number of points; organizations with 40-70% would get the second highest score; 20-39% would get the third highest; organizations that serve 0-19% would get the lowest).
- Bed utilization rate (percentage of PSH beds being filled) **Transitional Housing (TH)**
- Number of persons or households served
- Percentage of persons or households exiting to permanent housing
- Bed utilization rate
- Number of persons or households within the previous grant year who exited to homelessness

Rapid Rehousing (RRH)

- Number of persons or households served, and percentage of households enrolled over the previous grant year who have a Housing Move In Date

Homelessness Prevention (HP)

- Number of persons or households enrolled in homelessness prevention the project within the previous grant year
- Percentage of persons or households who were exited from a homeless prevention program and subsequently became homeless within one year of exiting from the prevention program

Affordable Housing (all of these measures from sources other than HMIS)

- Number of units created in the last five years
- Populations served – more credit for units set aside for households experiencing homelessness and extremely low-income households according to RHNA (Regional Housing Needs Allocation) definitions. 2 points for each unit set aside for people experiencing homelessness and 1 point for each unit set aside for extremely low-income households
- Experience leveraging tax credits or similar financing

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- Experience providing services proposed
- **Number of units proposed to be built**

Cost Effectiveness

- Measure cost effectiveness based on the same measures used in performance metrics, e.g. for street outreach projects, calculate the average cost per placement into housing or other positive destinations and cost per number of persons or households experiencing chronic homelessness placed, using requested grant amount and proposed outcomes.

D. FINAL SELECTION

The grant review committees will formulate its recommendations for award of the Agreement and forward its selection for approval by the County Board of Supervisors in Fall 2025.

E. AGREEMENT AWARD AND EXECUTION

The County reserves the right to enter into an agreement without further discussion of the submitted application. Therefore, the application should be initially submitted on the most favorable terms the applicant can offer.

The County reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of an application confers no rights upon an applicant and does not obligate the County in any manner. The County reserves the right to award no agreement and to solicit additional offers at a later date.

Each applicant, by submitting an application, agrees that if the County accepts its application, such applicant will furnish all items and services upon the terms and conditions in this RFP and subsequent agreement. Applications that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. Applicants may be disqualified, and the application may be rejected by the County for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFP;
- Evidence of collusion among the applicants submitting the application;
- Failure to comply with the specification requirements of the RFP.

Terms, conditions, prices, methodology, or other features of the Agreement's application may be subject to negotiation and subsequent revision. As part of the negotiations, the Agreement may be required to submit additional financial information and other data to allow for a detailed evaluation of the feasibility, reasonableness, and acceptability of the application.

The RFP document and the successful applicant's application response, as amended by agreement between the County and the successful applicant, including e-mail or written correspondence relative to the RFP, may become part of the agreement documents. Additionally, the County may verify the successful applicant's representations that appear in the application. Failure of the successful applicant to perform as represented may result in elimination of the successful applicant from competition or in agreement cancellation or termination.

The requirements listed in this RFP are not negotiable and will remain unchanged unless the County determines that a change in such requirements is in the best interest of the County.

The County expressly reserves the right, in its sole judgment, to accept or reject any or all application, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the application which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation and taking into consideration other evaluation factors set forth in the RFP. The successful applicant will be

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expected to enter into an agreement with the County. If the successful applicant fails to sign an agreement within fifteen (15) business days following the delivery of the agreement documents, the County may elect to negotiate an agreement with the next-highest ranked applicant.

The County shall not be bound, or in any way obligated, until both parties have executed an agreement. The selected applicant may not incur any chargeable costs prior to final agreement execution. The foregoing should not be interpreted to prohibit either party from proposing additional agreement terms and conditions during the negotiation of the final Agreement.

The supplies and services are to be provided in compliance with all applicable state and federal standards, rules, and regulations. The County reserves the right to request additional written and/or oral information from applicants, at any time before any award, to obtain clarification of their responses.

F. PROTEST OF AWARD

Any objection to the County's final decision will be handled according to applicable state and local procurement laws.