



TEHAMA COUNTY
CONTINUUM of CARE

REQUEST FOR PROPOSALS
2024 TEHAMA EMERGENCY
SOLUTIONS AND HOUSING (TESH)
FUNDING OPPORTUNITY

Release Date:

Friday, January 5, 2024

Proposal Submission Deadline:

Tuesday, January 23, 2024 at 4:59 PM PST

Register for Email Updates:

Respondents are encouraged to register to receive email notifications if and when updates to this RFP or questions and answers regarding proposal submission are posted. To register for updates, visit <http://www.tehamacoc.org/tesh-rfp-email-updates>. *Registration is not required in order to submit a Proposal.*

RFP Inquires:

Respondents shall submit all questions concerning the scope of services, eligibility and/or programmatic requirements of 2024 Tehama Emergency Solutions and Housing (TESH) Funding in writing by email only and directed to: info@tehamacoc.org no later than 72 hours prior to the Submission Deadline. To ensure a fair and open process, all questions submitted will be posted without attribution to the party that has submitted the question, along with Tehama CoC's written response, at <http://www.tehamacoc.org/tesh-rfp-faq>.

Technical Questions:

Technical questions regarding the submission process may be submitted via the Request Technical Assistance form available at <http://www.tehamacoc.org/tesh-rfp-technical-questions>.

REQUEST FOR PROPOSALS

2024 TEHAMA EMERGENCY SOLUTIONS AND HOUSING (TESH) FUNDING OPPORTUNITY

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REQUEST FOR PROPOSALS

2024 TEHAMA EMERGENCY SOLUTIONS AND HOUSING (TESH) FUNDING OPPORTUNITY

A. Introduction

The Tehama County Continuum of Care (Tehama CoC) is seeking proposals from qualified agencies and organizations to provide services to individuals and families experiencing homelessness and at risk of homelessness in Tehama County.

B. Funding

1. Funding Availability and Sources

Approximately \$700,000 in reimbursable grant funds are available through this Request for Proposals (RFP).

2. Funding Sources

Awards made through this RFP will be made up of funds that originate with one or more of the following programs:

- a. The Homeless Housing Assistance and Prevention (HHAP) Program as administered by the California Interagency Council on Homelessness (Cal ICH) pursuant to California Health and Safety Code §50216 - §50223, as awarded to and/or administered locally by Tehama CoC.
- b. The California Emergency Solutions and Housing (CESH) Program, as administered by the State of California Housing and Community Development Department (HCD) as authorized by SB 850 (Chapter 48, Statutes of 2018), as awarded to and/or administered locally by Tehama CoC.
- c. The Housing and Homelessness Incentive program, as administered by the California Department of Health Care Services through Medi-Cal Managed Care Plans, as awarded to and/or administered locally by Tehama CoC.

Grantees will be responsible for complying with all state, federal and local laws, rules and regulations associated with the program from which funds originate, including, but not limited to, the statutes referenced above. Originating sources of funds will be detailed in standard agreements for awards. Originating sources subject to change at Tehama CoC's discretion and with notice in writing to grantees.

3. Administration

Funds will be administered on behalf of Tehama CoC by its designated Administrative Entity, The Vitality Project (TVP).

4. Expenditure Period(s)

Funds awarded through this RFP must be expended on costs incurred on eligible activities between January 1, 2024 and December 31, 2024, except where otherwise agreed upon prior to execution of a grant agreement. *Respondents may request exceptions through which expenditures incurred prior to January 1, 2024 may be eligible for reimbursement, where permitted by originating funding programs. Such exceptions will be considered on a case-by-case basis.*

5. Limitations

- a. It is the intent of Tehama CoC to award up to a combined total of \$185,000 to Rental Assistance projects through this RFP. *In such case as any funds set aside for award to Rental Assistance projects under this section remain unawarded through this RFP process, Tehama CoC reserves the right to offer all or some of the unawarded funds to respondents requesting smaller amounts for Rental Assistance through this RFP or to existing or previous grantees conducting similar activities or other activities, as permitted by originating funding programs.*
- b. No more than a combined total of \$515,000 available through this RFP will be awarded to Interim Sheltering and Street Outreach projects.
- c. Respondents may be asked to accept awards of amounts other than the amount they've requested through this RFP process to ensure equitable access to services to the target population and/or subpopulations.
- d. Acceptance of a proposal submission does not imply an obligation on the part of Tehama CoC to award funds to a respondent in any amount.
- e. Submission of a proposal does not imply an obligation on the part of a respondent to accept award of funds in any amount.

C. Eligibility

1. Eligible Respondents

Eligibility is limited to 501(c)(3) non-profit organizations or units of local government.

2. Minimum Qualifications

To be considered for selection, respondents must meet all of the following minimum qualifications:

- a. The proposal is complete and is received by the deadline.
- b. The respondent is an Eligible Respondent, as described in Section C.1 of this RFP.
- c. The proposal requests funds to support an Eligible Activity, as described in Section D of this RFP.
- d. 501(c)(3) non-profit organizations must have an **active registration with the System for Awards Management (SAM)** to receive funding through this RFP. This registration must be configured to be publicly searchable. Entities may obtain SAM registration by visiting www.sam.gov. Respondents who are unable to complete the SAM registration process prior to the RFP Submission Deadline must submit evidence that the process has been initiated by email to info@tehamacoc.org prior to the RFP Submission Deadline in order to be eligible for consideration for funding. If awarded, award will be contingent on successful completion of the SAM registration process.
- e. Respondents must demonstrate having the **fiscal capacity** to successfully and accurately manage multiple contracts, allocate funds and track expenses by fund.

D. Eligible Activities

Funds must be used to establish or expand services that meet the needs of individuals and families experiencing homelessness or at risk of homelessness as defined in Section E.

Eligible activities:

1. Rental Assistance

- a. Rental assistance, housing relocation, and stabilization services to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness.
- b. Rent payments shall not exceed two times the current HUD fair market rent for the local area, as determined pursuant to 24 CFR part 888.
- c. Projects shall prioritize assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness.

2. Interim Sheltering

Emergency shelters, including day shelters, that provide short-term places for individuals experiencing homelessness to stay temporarily, that meet basic needs such as food, safety and hygiene, and supported services designed to assist participants with obtaining permanent housing.

- a. Limited to:
 - i. Newly developed clinically enhanced congregate shelters,

- ii. New or existing non-congregate shelters
- iii. Operations of existing navigation centers and shelters based on demonstrated need. *Projects seeking to use funds to support existing navigation centers and/or existing shelters must demonstrate that the services proposed are not currently available to the population the respondent proposes to serve through existing services available in the community.*

3. Street Outreach

Street Outreach activities are designed to meet the immediate needs of people experiencing homelessness in unsheltered locations by connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation.

E. Target Population(s)

Activities funded under either eligible activity described in this RFP must serve individuals and families who are homeless or at risk of homelessness as defined below:

1. Homeless

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- a. 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;
- b. 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 individuals); or
- c. 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;
- d. 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;
- iii. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing; and
- iv. Lacks a fixed, regular, and adequate nighttime residence as described above in Section E.1.a-c.

2. At Risk of Homelessness

- a. An individual or family who:
 - i. Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - ii. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "Homeless" definition in this section; and
 - iii. Meets one or more of the following conditions:
 - a. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - b. Is living in the home of another because of economic hardship;
 - c. Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;
 - d. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - e. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - f. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution).

F. Housing First and Low Barrier Services

To be considered for funding, projects must commit to providing housing and services that are Housing First compliant, as provided in Welfare and Institutions

Code Section 8255, and delivered in a low barrier, trauma informed, and culturally responsive manner. Individuals and families assisted with these funds must not be required to receive treatment or perform any other prerequisite activities as a condition for receiving shelter, housing, or other services for which these funds are used.

1. Housing First

California Welfare and Institutions Code § 8255 defines "Housing First" as:

"...the evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Housing First providers offer services as needed and requested on a voluntary basis and that do not make housing contingent on participation in services."

According to the National Alliance to End Homelessness (NAEH),

"[Housing First] is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the understanding that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life."

This strategy prioritizes successfully connecting individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Participants in services at funded programs are to be moved into independent and permanent housing as quickly as is safe and appropriate, then offered additional supports and services designed to assist them retain permanent housing.

Additional details are available in Tehama CoC's [Housing First Policy](https://www.tehamacoc.org/providerresources), available at <https://www.tehamacoc.org/providerresources>.

2. Low Barrier Approach

Low barrier is an approach through which a minimal number of expectations are placed on persons who wish to participate in services. The aim of a low barrier approach, as it pertains to emergency shelter, supportive services, rental assistance or any other activity eligible under this RFP is to have as few barriers and rules as possible to allow as many individuals as possible to access services by meeting them "where they're at" rather than requiring that they meet eligibility milestones, such as abstaining from substance use for a specific length of time prior to being eligible to receive services. This often means that

people staying in low-barrier shelter or participating in other eligible services are not expected to abstain from using alcohol, forced to adhere to time limits, or other rules as a condition of continued participation. Low barrier service provision avoids screening people out of services, but rather uses assessment and case management to design personalized service plans for each participant, based on their unique needs and goals.

Dismissals (asking a client to leave or discontinuing their services) are to be a last resort only, and used only in cases in which a participant poses imminent danger to other participants or staff. In cases in which a dismissal is unavoidable, dismissals are not to be permanent, and every possible effort is to be made to assist the participant in identifying and accessing services that can meet their needs, including, but not limited to, providing, or coordinating transportation for the participant, if needed, to access such services.

G. Additional Requirements

1. Continuum of Care Participation

The Tehama County Continuum of Care is a collaborative of service providers and other stakeholders who are committed to preventing and ending homelessness in Tehama County. As a condition of award, grantees must commit to sending representation to the monthly Tehama CoC General Collaborative Committee meeting and to meetings of the Tehama County Housing and Homelessness Stakeholders' Collaborative (HHSC), which are currently held quarterly. Additionally, grantees will be expected to actively participate as a collaborative community partner in the local system for addressing homelessness, including participating in strategic planning activities and promoting activities relevant to carrying out the Tehama County 10-Year Plan to End Homelessness ("the plan") and subsequent updates made to the plan. Respondents are strongly encouraged to participate in other Tehama CoC activities as appropriate. Respondents can learn more about Tehama CoC at www.tehamacoc.org and review the plan at www.tehamacoc.org/plan.

2. Tehama Coordinated Entry (TCE) Participation

Tehama Coordinated Entry (TCE) is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs. The TCE process prioritizes assistance based upon vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Individuals and families in need of services enter a community-wide list of potential participants, called the Community Queue, through completing the Tehama Coordinated Entry Survey (TCES), a standardized assessment designed to identify service needs, measure levels of vulnerability and to

gather information for preliminarily determining eligibility for participation in one or more participating projects. Each TCE-participating project is assigned a Project Queue, which lists individuals and/or families included in the Community Queue who meet the project's basic eligibility criteria, prioritized in order of vulnerability, with the most vulnerable individuals and households listed first. Additional information including Tehama CoC's [Coordinated Entry Policies and Procedures](https://www.tehamacoc.org/providerresources), are available on Tehama CoC's website at <https://www.tehamacoc.org/providerresources>.

All activities eligible under this RFP require TCE participation:

- a. All Interim Sheltering projects (including Overnight and Day Shelter) and Street Outreach projects must offer access to TCE assessments to participants seeking assistance with permanent housing, either through direct entry of assessments into TCE or by facilitating participant connection to TCE assessments for through 2-1-1 Tehama.

Interim Sheltering and Street Outreach projects that exclusively serve survivors of domestic violence, sexual assault, and/or human trafficking who are experiencing homelessness due to victimization must offer access to TCE assessments to participants who wish to access permanent housing assistance offered through community partners unless to do so would compromise a survivor's safety. This requirement may be met through providing information on and, if needed, assisting participants in accessing, TCE assessments through 2-1-1 Tehama. Projects that serve survivors experiencing homelessness who wish to enter TCE assessments directly into TCE are encouraged to coordinate with Tehama CoC to develop procedures for entering survivors' assessments in such a way that survivors' identities are protected.

- b. Interim Sheltering projects providing overnight sheltering and Rental Assistance projects must utilize TCE to identify individuals and families for enrollment in services/shelter beds supported by funding available through this RFP.

Rental Assistance and Interim Sheltering projects providing overnight sheltering that exclusively serve survivors of domestic violence, sexual assault, and/or human trafficking who are experiencing homelessness due to victimization may utilize comparable or parallel systems for identifying individuals and families for enrollment in their projects, however, these systems must follow established, written prioritization policies and ensure fair and equitable access to services.

Grantees are required to ensure that TCE requirements are integrated into their intake and/or case management procedures and that appropriate project staff complete TCE training as provided by Tehama CoC.

3. Homeless Management Information System (HMIS)

The Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and other services to homeless individuals and families and persons at risk of homelessness on a community-wide basis. Except where prohibited by law, all clients, programs and services supported through TESH funding are to be tracked using this community-wide system. Grantees will be expected to budget at least \$1,200 per year for one HMIS license and to provide or plan to purchase computing equipment adequate for accessing and entering HMIS data. Under certain circumstances, and dependent on funding availability, Tehama CoC may be able to waive HMIS license fees for some or all grantees. In such cases, grantees will be notified by Tehama CoC and will be provided opportunities to adjust project budgets to re-allocate funds originally allocated to HMIS license fees.

All project staff accessing HMIS must successfully complete an annual 4-hour training coordinated by Tehama CoC.

Additional information about Tehama HMIS, including Tehama CoC's [HMIS Policies and Procedures](#) and standard forms, is available on Tehama CoC's website at <https://www.tehamacoc.org/providerresources>.

4. Reporting

Grantees will be responsible for ensuring that all HMIS data, as well as any data requested by all funders and governing agencies, is collected accurately by all staff and subcontractors, to the extent permitted by laws that govern each service type. Grantees will be expected to provide regular reports to governing agencies and others as directed by governing agencies.

5. Inspections and Monitoring

Tehama CoC, through its Administrative Entity, will conduct monitoring of all funded projects at least annually and may conduct periodic inspection of programmatic and/or fiscal project records. The purpose of Inspections and Monitoring are to ensure programmatic and fiscal compliance. Grantees will be given opportunities to correct deficiencies identified through Inspections and/or Monitoring. Failure to adequately cure deficiencies may result in temporary denial of reimbursement, repayment of previous reimbursements, or termination of an agreement. All programmatic and fiscal documentation pertaining to expenditure of grant funds must be retained by grantees for no less than seven (7) years from the end of a grant period and must be made available to Tehama CoC, its Administrative Entity, and/or originating funders upon request.

H. Proposal Submission

1. Required Forms

Proposals must be submitted using the required 2024 TESH Proposal Form and 2024 TESH Project Budget Form, available on Tehama CoC's website at <http://www.tehamacoc.org/tesh-submission>. After downloading and completing the required forms, respondents must return to the [2024 TESH Submission Page](#) and complete the web-based 2024 TESH Proposal Submission Form, including uploading all completed forms.

Proposals should be completed thoroughly and with the assumption that evaluators have no prior knowledge of the respondent or the proposed project, however, Tehama CoC reserves the right to request additional information from respondents, as requested by proposal evaluators, to confirm or verify Minimum Qualifications and/or obtain clarification necessary to proposal evaluation.

2. Proposal Submission by Eligible Activity

Respondents may request funding for only one Eligible Activity per proposal submitted, however, there is no limit to the number of proposals a respondent may submit.

Respondents wishing to request funds for multiple projects that fall under the same Eligible Activity may choose to combine those projects under a single proposal or submit a separate proposal for each project. Multiple projects of the same type (i.e., Rental Assistance, Interim Sheltering or Street Outreach) submitted under a single proposal will be evaluated as a single, multi-part project and if funded, will be funded under a single standard agreement. Tehama CoC strongly recommends that projects that fall under the same Eligible Activity but that are distinctive in the method of service provision and/or the population to be served be submitted under separate proposals to ensure that distinct activities can be evaluated appropriately and expenditures can be easily tracked.

3. Submission Dates and Times

Proposals must be submitted electronically via the web-based 2024 [TESH Submission Page](#) by **4:59 PM PST on Tuesday, January 23, 2024.**

4. Technical Considerations

- a. Proposal Forms must be completed using the most up-to-date version of Adobe Acrobat Reader, available for free download at <https://get.adobe.com/reader/>.
- b. Respondents with disabilities in need of reasonable accommodations in order to access, complete and/or submit the Proposal Form may send a Reasonable Accommodation Request to info@tehamacoc.org, by calling Tehama CoC's Administrative Entity, The Vitality Project at 530-567-4408 or by sending a request by U.S. Mail to The Vitality Project, P.O. Box 9189, Red

Bluff, CA 96080. It is recommended that Reasonable Accommodation Requests be submitted at least 14 days prior to the submission deadline.

- c. Deadline extensions may be granted to respondents who experience unforeseeable difficulties during the submission process, including those caused by severe weather conditions, natural disasters, or other acts of God. In the event of unforeseeable difficulties during the submission process, Respondents must notify Tehama CoC by email at info@tehamacoc.org within 12 hours of the resolution of the difficulty and be prepared to submit evidence of the occurrence and duration of the unforeseeable difficulty. Decisions regarding granting deadline extensions due to unforeseeable difficulties will be made by the Tehama CoC Executive Council and will be final.

I. Review and Selection Process

1. Evaluation

All proposals that are submitted by the deadline and that meet the Minimum Requirements described in Sections C.2 will be reviewed by the Tehama CoC Rating and Ranking Committee in accordance with the Evaluation Matrix in this section.

2. Notifications

Respondents will be notified regarding the results of Proposal evaluations on or before **Friday, February 7, 2024**.

3. Evaluation Matrix

All proposals that that meet the Minimum Qualifications described in Section C.2 will be rated based on the following criteria:

<u>Factor</u>	<u>Criteria</u>	<u>Maximum Points</u>
History and Experience	<ul style="list-style-type: none"> • Length and quality of experience serving the target population(s) the applicant proposes serving. • Length and quality of experience in implementing the same or similar activities as proposed. • History and experience building and maintaining relationships with community partners and participating in coordinated community response. 	15
Need for Project	<ul style="list-style-type: none"> • Demonstrated need for project within the local homeless response system. • Efforts to ensure that services to be provided do not duplicate services with existing projects. 	10

Project Design	<ul style="list-style-type: none"> • Project design is consistent with Eligible Activities described in Section D. • Project description is thorough and demonstrates a clear understanding of the proposed project and the capacity for delivering the proposed services 	15
Service Provision and Systems Compliance	<ul style="list-style-type: none"> • Understanding of and commitment to providing services in keeping with Housing First and Low Barrier approaches. • Cultural competency and strategies for ensuring that members of historically underserved or marginalized communities have equitable access to the services • Prioritization policies (Interim Shelter projects only) • History and/or commitment to Coordinated Entry and HMIS Participation. 	20
Financial Capabilities	Applicant demonstrates having the fiscal capacity to successfully and accurately manage a project of the size and complexity described in the proposal, including the ability to manage multiple contracts, allocate funds and track expenses by fund.	10
Budget	<ul style="list-style-type: none"> • Proposed budget adequately supports the activities and goals proposed by the applicant. • Budget and line items are reasonable and demonstrate an understanding of the eligible activities described in this RFP. 	10
Performance History	<p>Organizational history, as evaluated by Tehama CoC and its Administrative Entity, of successfully managing past funding awards, including:</p> <ul style="list-style-type: none"> • Timely submission of Requests for Funds • History of providing adequate and compliant documentation of expenditures • Timely and accurate entering of HMIS data and/or providing aggregate data upon request • Successful expenditure of funds within a grant period • Successfully complying with programmatic guidelines <p><i>NOTE: Respondents with no prior history receiving and managing funds administered by Tehama CoC will be asked, through follow-up contact, to provide references from current and/or previous funders, submit to an interview conducted by the Administrative Entity for Tehama CoC, or both, for the purposes of conducting this evaluation.</i></p>	20

TOTAL POSSIBLE POINTS:	100
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Proposals should be developed with the assumption that evaluators have no previous knowledge of a respondent's or project's past performance or experience, as proposals will be evaluated based exclusively on information provided in proposals submitted. Tehama CoC reserves the right to request additional information or clarification from respondents throughout the evaluation process, but respondents should not rely on the assumption that information not included in proposal submissions will be requested or otherwise known by evaluators.

J. Terms and Conditions

1. Errors and Omissions in Request for Proposals (RFP)

Respondents are responsible for reviewing all portions of this RFP. Respondents are to promptly notify Tehama CoC, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to Tehama CoC promptly after discovery, but in no event later than 72 hours prior to the Submission Deadline.

Failure by Tehama CoC to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse an Applicant from full compliance with the specifications of the RFP if awarded.

2. Inquiries Regarding RFP

Respondents shall submit all questions concerning the scope of services, eligibility and/or programmatic requirements of the 2024 Tehama Emergency Solutions and Housing (TESH) Funding in writing by email only and directed to: info@tehamacoc.org. Such questions concerning the RFP process shall be submitted no later than 72 hours prior to the Submission Deadline. Respondents who fail to do so will waive all further rights to protest, based on these specifications and conditions. To ensure a fair and open process, all questions submitted will be posted without attribution to the party that has submitted the question, along with Tehama CoC's written response, at <http://www.tehamacoc.org/tesh-faq>. Tehama CoC will make a good faith effort to redact any information contained in the question that could reasonably be expected to be used to identify the party that has submitted the question, provided the redaction is not material to communicating the meaning or scope of the question. Tehama CoC makes no guarantees that the party submitting the question will not or cannot be identified by another party.

3. Objections to RFP Terms

Should an Applicant object on any ground to any provision or legal requirement set forth in this RFP, the Applicant must, no less than 72 hours prior to the Submission Deadline, provide written notice to Tehama CoC setting forth with specificity the grounds for the objection. The failure of an Applicant to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

4. Change Notices

Tehama CoC may modify the RFP, prior to the Submission Deadline, by issuing Addenda to the RFP, which will be posted at <http://www.tehamacoc.org/tesh>. The Applicant shall be responsible for ensuring that its proposal reflects any and all Addenda issued by Tehama CoC prior to the Submission Deadline regardless of when the proposal is submitted. Therefore, Tehama CoC recommends that the Applicant consult the website frequently, including shortly before the Submission Deadline, to determine if the Applicant has downloaded all RFP Addenda. Registered Respondents will receive Email Updates when new information is posted. Respondents who opt not to register for Email Updates are encouraged to check this webpage regularly for new or updated information.

5. Revising a Proposal

An Applicant may revise a proposal on the Applicant's own initiative at any time before the Submission Deadline by submitting a complete updated proposal in the same manner in which the original proposal was submitted, including completion of the online form available at <http://www.tehamacoc.org/tesh-submission.html> and uploading of all documents requested in the online form. Revised proposals must be submitted by the Submission Deadline and must bear the same Applicant Name and Project Name as the originally submitted proposal. In cases in which more than one proposal is submitted bearing the same Applicant Name and Project Name, Tehama CoC will disregard all but the most recently submitted proposal.

Under no circumstances will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the Submission Deadline for any Applicant. At any time during the evaluation process, Tehama CoC may require an Applicant to provide oral or written clarification of its proposal, however, Tehama CoC reserves the right to move forward or to decline to move forward with an applicant without further clarifications of proposals received.

6. Financial Responsibility

Tehama CoC accepts no financial responsibility for any costs incurred by an entity in responding to this RFP. Submissions of the RFP will become the property

of Tehama CoC and its Administrative Entity, The Vitality Project (TVP), and may be used by the Tehama CoC and/or TVP in any way deemed appropriate.