



**Homeless Housing, Assistance and Prevention Program (HHAP)  
Round 4 –Permanent Housing**

**REQUEST FOR PROPOSALS  
#HHAP4-2024-01**

Application Timeline:	
Release of Request for Proposals:	2/14/2024
Deadline to Submit Questions Regarding this Request for Proposals to: Megan Richards, RFP Coordinator at <a href="mailto:admin@capsolanojpa.org">admin@capsolanojpa.org</a> Subject Line: Questions RFP #HHAP4-2024-01	2/26/2024 at 5 PM PST
Responses to Questions Submitted posted on JPA website	2/29/2024
Deadlines for Submission of Proposals to: Megan Richards, RFP Coordinator at <a href="mailto:admin@capsolanojpa.org">admin@capsolanojpa.org</a> Subject Line: Proposal RFP #HHAP4-2024-01	3/26/2024 at 5 PM PST
Announcement of Recommended Awards of Funding	4/22/2024
CAP Solano JPA Approval of Awards of Funding	4/25/24

Incomplete or late submissions will not be considered.

CAP Solano JPA reserves the right to modify the Application Timeline at its sole discretion. Modifications of the timeline will be posted as amendments to this RFP.

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## Section 1: Overview

### 1.1 Who is Issuing the Request for Proposals?

This Request for Proposals (RFP) is being issued by the Community Action Partnership, Solano Joint Powers Authority (“CAP Solano JPA” or “JPA”), a consortium of local governments that work together to provide homeless housing and services in Solano County, California.

### 1.2 What is the HHAP Program?

The Homeless Housing, Assistance and Prevention Program (HHAP) is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

This RFP incorporates funding from HHAP Round 4. HHAP funding is one-time in nature and not intended for ordinary ongoing expenses. For more information on the HHAP program, please see [https://bcsh.ca.gov/calich/hhap\\_program.html](https://bcsh.ca.gov/calich/hhap_program.html).

### 1.3 What is the Budget for the Work?

The California Interagency Council on Homelessness (Cal ICH) has awarded the Vallejo/Solano Continuum of Care a total of \$1,567,225 for HHAP Round 4. Of that total, up to a total of \$470,167.50 is available for Permanent Housing Solutions under this RFP. Agencies may apply for any amount up to the total available under this RFP.

### 1.4 What can the funding be used for?

This funding is intended to address the needs of transitioning homeless individuals and families into permanent housing while supporting the efforts of those individuals and families to maintain their permanent housing.

The funding available via this RFP is for Permanent Housing Solutions based on the criteria set forth by Cal ICH for use of HHAP funds and consistent with the Vallejo/Solano Continuum of Care (CoC) approved applications for those funds, as outlined below.

Cal ICH Eligible Uses:

- Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
- Shelter diversion to permanent housing, including rental subsidies.

Approved Uses from the Vallejo/Solano CoC HHAP4 Application:

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- Support for permanent housing start-up and/or infrastructure to support meeting all outcome goals, through supporting connecting persons experiencing homelessness with permanent housing and the maintenance of housing.
- The investment will also address the needs for permanent housing among seniors and support for ongoing housing stability, as well as the overall need for affordable housing for Solano County residents.

**1.5 What is the Timeframe for the Work?**

HHAP4 funds must be obligated by May 31, 2024 and completely spent by June 30, 2027.

As long as all funds are spent within this timetable, there is no restriction on the exact length of the grant. Proposers may propose to spend all funds within a few months period or may choose to spread out the funds over a longer timetable as long as the funding period is within the timeframe for the funding source.

**1.6 Who is Eligible to Propose?**

Non-profit and local government organizations are eligible to propose. Proposed projects must be within Solano County and make services available to any resident of Solano County regardless of the city of residence. Only one proposal per agency will be accepted.

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## Section 2: General Project Requirements

### 2.1 Project Dates

The maximum project period shall run from June 1, 2024 – June 30, 2027 for HHAP-4 funded projects, or for whatever subset of that time period the applicant needs to complete their project.

The project funding is **NOT** renewable.

### 2.2 Appropriate Use of Funds

As the HHAP funding is non-renewable, HHAP funding may not be used for ongoing operating expenses that cannot be covered once HHAP funds are expended. Examples of appropriate use of HHAP funds under this RFP include:

#### Capital Improvements

A capital improvement is an act of construction, repair, or acquisition that can be paid for once and that will continue to yield specific, tangible benefits for at least 10 years. This could include purchasing land, purchasing a building, repairing or rehabilitating part or all of a building, paying off a mortgage, buying furniture such as beds, couches, and desks, or buying other durable equipment such as vehicles, heaters, dishwashers, or laundry machines.

#### Pilot Programs

A pilot program is a novel, small-scale, and/or experimental program that is intended to test, demonstrate, or initiate a new program model in Solano County. To qualify as a pilot program, the proposed program must be different from existing programs in its category and must include a credible plan to analyze the results of the pilot program and issue a publicly available report with the lessons learned from the pilot.

#### Start-up Costs

A start-up cost is a one-time cost that is not expected to recur or repeat during the operation of a program. Start-up costs can include recruiting, hiring, training, setting up an office, a security deposit paid to secure an office space, or any other expenses needed to open or expand an Emergency Shelter or Navigation Center that does not require a renewable source of funding. Please note that an expense is not considered a start-up cost simply because it occurs during the first year of a project's operation.

#### Operational Costs and Essential Services

Operational costs and essential services are those necessary to provide safe and healthy residential services and to connect people experiencing homelessness to permanent housing, income, public benefits, health services, or other shelter. Operational costs and essential services may be covered by HHAP funding if they are time-limited and/or there is a plan for

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continued funding beyond the term of this funding, as described in the narrative.

In addition, California Health and Safety Code § 50218(a)(5) states that program recipients shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention. The intent of HHAP program funds is to expand or increase services and housing capacity. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time limited city and/or county tax or one-time block grant, such as Homeless Emergency Aid Program (HEAP).

### **2.3 Housing First**

All successful applicants must incorporate the core components of Housing First into the program(s) that are receiving HHAP funding, as provided in Section 8255(b) of the State of California Welfare and Institutions Code, available at [https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5.&article=](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5.&article=).

Housing First is an evidence-based model that uses housing as a tool, rather than a reward, and that centers on providing or connecting those experiencing homelessness to permanent housing as quickly as possible. Under the Housing First model, services offered are delivered in a low barrier, trauma informed, and culturally responsive manner and available on a voluntary basis, without preconditions that make housing contingent on participation in services. 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.

### **2.4 Coordinated Entry**

Successful applicants must utilize the Solano Continuum of Care's Coordinated Entry System (CES), also known as Resource Connect Solano, to receive and make referrals for housing and report openings utilizing the CES Vacancy Tracker, in accordance with the Housing First Solano Coordinated Entry System Policies and Procedures, Section III.C. – Emergency Services Access.

The Coordinated Entry System is a cooperative network of street outreach teams, access points, phone hotlines, and housing navigators who work with people who are experiencing homelessness or at risk of homelessness. These teams engage, assess, match, and refer clients for emergency shelter, emergency services, permanent housing and supportive services based on their vulnerability, length-of-time homeless, eligibility, and preferences. A key feature of the Coordinated Entry System is that all referrals are coordinated on a County-wide basis, so that all clients will have a fair and equal opportunity to secure housing regardless of where those clients initially enter the system

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of care.

## **2.5 Homeless Management Information System (HMIS)**

The Homeless Management Information System (HMIS) is an electronic database that tracks demographic information and performance outcomes at the client level, using standardized fields that allow for automatic system-wide reporting.

All participants in successfully funded HHAP project(s) must be entered in the Homeless Management Information System (HMIS) operated by the Continuum of Care in accordance with established policies and procedures. These procedures require providers to ask clients for signed consent to enter their information into the database and to conduct structured interviews at program entry, at program exit, and on the anniversary of each client's entry into the program (if any clients remain in the program for at least 12 months). Funded agencies must sign a HMIS agency participation agreement and at least one staff person at each successfully funded agency will need to complete a free HMIS user training in order to become certified in HMIS privacy and data security techniques, and will need to learn how to enter data correctly into the HMIS software.

Each user who enters data into HMIS will need to pay an annual license fee of approximately \$1,080 for new licenses. This is an eligible expense that may be included (if you wish) in the administrative portion of your HHAP budget.

Items that must be tracked in HMIS include:

- The number of homeless persons served
- The number of unsheltered homeless persons served
- The average length of time spent homeless before entry into the program or project
- The number of homeless persons exiting the program or project to permanent housing
- The number of persons that return to homelessness after exiting the program or project.

## **2.6 JPA Contracting**

The contracting process will follow selection of proposals. Funding recipients must certify their acceptance of standard CAP Solano JPA contract terms and conditions which can be found in Attachment A. This will include reporting, reimbursement, and monitoring requirements.

## **2.7 Limit on Administrative Costs**

No more than 10% of the money requested by an applicant from the HHAP program may be allocated to administrative costs such as management, insurance, office utilities, and

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accounting. If a project's administrative costs exceed 10% of the total budget, the excess administrative costs must be paid for by other sources.

"Indirect costs" are costs that cannot be allocated to a specific project (administrative or otherwise) because they are borne by the agency, e.g., the cost of employing an executive director. The maximum allowable indirect/administrative expense rate is 10% of direct costs. Evidence of a current federally approved indirect cost rate is required at time of proposal submission if more than 10% is budgeted.

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### Section 3: Description of Emergency Shelter/Navigation Center Scope of Work

#### 3.1 Description of Work

Through this RFP, CAP Solano JPA seeks to fund Permanent Housing Solutions with the primary goal of assisting people experiencing homelessness to obtain permanent housing.

Eligible Uses of the HHAP funds from based on guidance from Cal ICH include:

- Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
- Shelter diversion to permanent housing, including rental subsidies.

Approved Uses from the Vallejo/Solano CoC HHAP4 Application include:

- Support for permanent housing start-up and/or infrastructure to support meeting HHAP4 outcome goals, through connecting persons experiencing homelessness with permanent housing and the maintenance of housing.
- Address the needs for permanent housing among seniors and support for ongoing housing stability, as well as the overall need for affordable housing for Solano County residents.

#### 3.2 Scope of Services

Based on the Department of Housing and Urban Development Continuum of Care Program Interim Rule, Permanent Housing (PH) is a community-based housing model, the purpose of which is to provide housing without a designated length of stay. PH program participants must be the tenant on a lease (or sublease) which must:

1. Have an initial term of at least one year;
2. Be renewable for a minimum term of one month; and
3. Be terminable only for cause.

Under this RFP, Proposers must provide one or more of the following permanent housing solutions:

1. Affordable Housing (AH): Affordable housing focuses on providing affordable homes to people experiencing homelessness who do not need intensive services.
2. Permanent Supportive Housing (PSH): A program type providing indefinite leasing or rental assistance combined with supportive services for disabled persons experiencing homelessness so that they may live independently.
3. Rapid Re-Housing (RRH). A permanent housing solution emphasizing housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into housing.

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**3.3 Eligible Costs**

Dependent on the Permanent Housing Solution proposed, appropriate costs may include:

1. Acquisition: Acquisition cost of real property for the purpose of providing housing to individuals and households experiencing homelessness.
2. Renovation: Renovation cost of real property for the purpose of providing housing to individuals and households experiencing homelessness.
3. Operating Subsidies: Initial and/or monthly subsidies for new or existing affordable or supportive housing units
4. Rental Assistance: Provisions of rental assistance to provide permanent housing to eligible persons.
5. Supportive Services: Services provided to people accessing permanent housing to assist them in obtaining or maintaining permanent housing.

Note: Any capital improvements for proposed permanent housing project(s) must comply with the California Building Code and the Building Code of the jurisdiction in which the project will reside. The project must also meet the minimum habitability standards for permanent housing as described in 24 CFR §756.403 (c).

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## Section 4: Terms and Conditions

### 4.1 Amendments

CAP Solano JPA reserves the unilateral right to amend this RFP in writing at any time by both (1) posting the amendment on the CAP Solano JPA website and (2) sending e-mail notification to any applicants who have already submitted an application. Applicants are responsible for monitoring the website and/or their e-mail periodically in order to make themselves aware of any amendments.

### 4.2 Public Record

All applications, submissions, and accompanying materials may become part of a public record. Applicants should not submit any materials that they consider confidential without marking them as such so that they may be omitted from any public posting/record.

### 4.3 Reservation of Rights

The JPA reserves the right to waive any and all minor irregularities in any applications received. The JPA reserves the right to reject part or all of one or more Proposals based on failure to meet any requirements stated in this RFP. If the JPA does not receive an adequate quantity and/or quality of Proposals by the deadline, then the JPA, at its sole discretion, may choose to extend the deadline and/or make part or all of the funding available to applicants through a second round of requests for proposals.

The applications will be received by CAP Solano JPA staff and shared with an independent non-conflicted Review Panel of community partners. The Review Panel may recommend one or multiple Proposers for funding based on the Scoring Criteria. The Review Panel recommendation will be presented to the JPA for final approval of award of funding. The decision of the JPA will be final.

The announcement of this RFP should not be understood as a binding promise to award any or all funds to Proposers who did receive or who should have received the highest scores. The announcement of this RFP does not create any legal entitlement on the part of any Proposer to receive any funding.

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### Section 5: Proposal Components

#### 5.1 Proposal Exhibits

Proposers should prepare a series of exhibits as described below utilizing Attachments B and C. The exhibits will need to be incorporated into a single, all-inclusive PDF file that should be submitted as the complete application. Exhibits that cannot be included as part of the PDF will not be accepted.

##### Exhibit #1: Cover Sheet

- Fill out the enclosed cover sheet to indicate the name of the project, contact information for the people responsible for the application, and the amount of funding requested for this project.

##### Exhibit #2: Signature Page

- Include a signed and dated statement by the agency's Executive Director stating, "I have reviewed this application, and I hereby certify that the information contained herein is true, complete and accurate to the best of my knowledge." In addition, please indicate that you reviewed and accept the JPA standard contract without qualification or are requesting qualifications and indicate the requested qualifications.

##### Exhibit #3: Essay Responses

- Complete an essay response as outlined in 5.2 below. The essay response should be no more than 10 pages in length and address all essay topics described in 5.2 with each section labeled by heading (A-J).

##### Exhibit #4: Timeline

- Complete the enclosed timeline to show when you would spend the funds available under this contract and what milestones, if any, you expect to track.

##### Exhibit #5: Resumes/Job Descriptions

- Provide up to three resumes of key staff who will be responsible for project oversight and/or leadership. If you have not yet hired any other staff and you do not plan to re-assign existing staff, then you may submit job descriptions with the key qualifications and duties of the desired staff member. Resumes and job descriptions should be no more than 1 page in length. Note: *Do not include personal information in the resumes for staff that you do not want to be part of a public record.*

##### Exhibit #6: Budget

- Please fill out the enclosed budget to show how the funds available under this contract would be spent and what funds, if any, would be added by other funding sources.

##### Exhibit #7: Proof of Non-profit Status

- Please include a letter or document demonstrating that your agency is a non-profit organization or government agency. (E.g., a 501(c)3 letter.)

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Exhibit #8: Audit Reports

- Please provide all audit reports, clearance letters, financial statements, and monitoring reports for your agency or its programs that are dated on or after January 2021, regardless of who conducted the audit or monitoring visit.

**5.2 Essay Response**

Exhibit #3 Essay Responses should address all essay topics described below within no more than 10 pages total. Each section should be labeled by heading (A-J).

**A. Description of Project**

- Describe the proposed project, including where the project will be located, who the project is intended to serve, the activities that are being proposed, how the project will meet the scope of services described in this RFP, and how the project will be sustained beyond the funding provided by HHAP funding, if applicable.
- Describe how the project will increase capacity to Permanent Housing in Solano County. Provide specific numbers intended to be served and length they will be served.

**B. Low-barrier, Housing First policies and practices**

- Describe how the project will adopt a Housing First approach in accordance with Section 8255(b) of the State of California Welfare and Institutions Code, available at [https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5.&article=](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=8.&title=&part=&chapter=6.5.&article=)
- Describe your experience working with clients “where they are at,” including, cultural competency, diverse family units, mental health and substance use, religious beliefs, criminal histories, sexual orientation, and undocumented immigrants.
- Describe how you will implement low-barrier and trauma-informed care principles.

**C. Program outcomes**

- Provide a minimum of two measurable outcomes for the proposed project.

**D. Timeline Narrative**

- Briefly comment on your attached timeline (see Required Exhibits in Section 5.1). Describe any difficulties that you might encounter in implementing your proposed timeline and how you will avoid or overcome these difficulties.

**E. Proven experience and capacity**

- Describe your organization’s experience in reducing homelessness and connecting homeless individuals to housing.
- Describe your experience in operating and managing comparable permanent housing programs in California, including project name, dates/length of time in operation, location(s), capacity, services provided, annual operating budget with funding sources and specific programmatic.

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- Include in your description your organization's experience related to:
  - Policies and practices that address and assess racial and ethnic equity, including equal access and non-discrimination, collection of racial, ethnic and linguistic data, language interpretation, partnerships, training, etc.
  - Grievance and feedback policies.
  - Assessment of safety for people fleeing domestic violence.
  - Participation in community-based initiatives to reduce homelessness.
  - Working with HMIS and Coordinated Entry systems.

F. Demonstrated experience with diverse populations

- Describe your organization's experience in providing services to diverse populations, including individuals and families experiencing chronic homelessness, mental health complications, substance use, religious beliefs, criminal histories, sexual orientation, diverse family units, unaccompanied youth, transitional age youth, youth exiting the foster care system, seniors, and undocumented immigrants.

G. Fiscal management with diverse funding sources

- Describe your organization's experience successfully administering a complex budget and utilizing diverse private, local, state, and/or federal funding streams for residential operations and services.
- Identify if any organization that is party to this application received any problematic audit or monitoring findings or concerns within the past 4 years. If so, please describe the findings/concerns and what has been done to address them.
- Please explain your organization's financial management policies and procedures and how they are demonstrative of sound financial management practices, including management of program budgets and ability to provide timely financial reports and corresponding program on a regular basis.
- Provide the following for your organization:
  - Dates and circumstances related to any involuntary reallocation of project funding
  - Dates and circumstances related to any open litigation and/or disputes that could result in a financial settlement
  - Dates and circumstances related to any bankruptcy filing.

H. Partnerships with community stakeholders

- Describe your familiarity with Solano County, the Housing First Solano Continuum of Care and Coordinated Entry System, and other providers and resources within the County.
- Describe your strategy for engaging participants countywide and partnering across jurisdictions/regionally.
- Identify any additional or unique resources, capabilities, or services which your

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organization would bring to this project.

I. Qualifications of Key Staff

- Describe the role of top leadership in your organization, Executive Board, Board of Directors, and/or trustees and how they contribute to a sustainable and growing organizational environment.
- Describe the relevant residential, case management, and/or clinical experience for each staff member/position and their experience with emergency housing services and trauma-informed care, as well as any lived experience of homelessness. If you have not yet hired any staff and/or you do not plan to re-assign existing staff, then provide the job descriptions for those positions within Exhibit #2: Resumes and Job Descriptions.
- Describe the qualifications/experience of the staff members(s) responsible for financial report preparation, management, and submittal.

J. Budget and Budget Narrative

- Provide a budget narrative explaining the costs outlined in your budget and how the expenses requested are connected to your project.
- Provide the proposed cost per client.
- Describe other funding sources that will be used to support the project.
- Describe how your proposed project is an appropriate use of HHAP's one-time funding and how you will sustain your project after the end of the funding term if applicable.

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Section 6: Proposal Scoring

**6.1 Scoring Rubric**

Applicants will be scored based on proposal content according to the Scoring Rubric below:

<b>SCORING RUBRIC</b>		
<b>Item</b>	<b>Criteria</b>	<b>Maximum Score</b>
<b>Project Description</b>		
Description of Project	Proposer provides a clear description of the project, how the project meets the scope of the RFP and how the project will increase capacity in Solano County.	15
Low-barrier Housing Practices	Proposer provides a clear understanding of and experience with low-barrier approaches including Housing First, meeting clients “where they are at” and trauma informed approaches.	10
Project Outcomes	Proposer has experience reducing homelessness and connecting homeless individuals to housing and has provided reasonable outcome goals.	10
Timeline and Timelines Narrative	The timeline successfully identifies and describes the significant phases and activities of the project and is reasonable to achieve project deliverables.	5
<b>Qualifications and Experience</b>		
Proven Experience and Capacity	Proposer demonstrates experience successfully implementing permanent housing solutions as outlined in this RFP.	10
Experience with Diverse Populations	Proposer has extensive experience providing services to diverse populations, including individuals and families experiencing chronic homelessness, behavioral health concerns, varying religious beliefs, criminal histories, sexual orientation, diverse family units, unaccompanied youth, transitional age youth, youth exiting the foster care system, seniors, and undocumented immigrants.	5
Fiscal Management	Proposer demonstrates experience successfully administering a complex budget utilizing diverse private, local, state, and/or federal funding streams without difficulty or problematic audit or monitoring findings or concerns	10
Partnerships	The applicant demonstrates a high level of familiarity with Solano County, the Housing First Solano Continuum of Care and Coordinated Entry System, and other providers and resources within the County. There is a clear strategy for engaging partners countywide.	5

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Qualifications of Key Staff	Key personnel on the project have the qualifications and experience to carry out the activities.	10
<b>Budget and Budget Narrative</b>		
Budget/Budget Narrative	The budget and budget narrative clearly describe a cost-effective, efficient, and appropriate use of funds. Items listed in the budget are eligible expenses and all expenses described in the Proposal are properly listed and described in the budget.	20
<b>TOTAL</b>		100



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Section 7: Submitting your Application

**Format:** Please send one e-mail per Proposal to Megan Richards at [admin@capsolanojpa.org](mailto:admin@capsolanojpa.org) with the subject line: Proposal RFP #HHAP4-2024-01.

All Proposal documents, including your essays and all of your exhibits, should be combined into a single PDF file, which should be attached to your e-mail as a single attachment. The body of your e-mail should include only the contact information of the person at your agency who is responsible for the application, and a simple greeting. Proposals submitted by mail, fax, or hand-delivery will not be accepted.

**Deadline:** The application must be received by March 26, 2024 at 5 PM PST. Applications received after the deadline will not be considered. The JPA is not responsible for delays caused by email transmission and virus scanning, so please allow adequate time for your proposal to be received by 5pm. You will receive a confirmation that your application has been received. If you do not receive a confirmation, please e-mail [admin@capsolanojpa.org](mailto:admin@capsolanojpa.org).

End of Request for Proposals