

LAKE COUNTY REQUEST FOR PROPOSALS

July 29, 2026

ANNOUNCEMENT:

The Lake County Continuum of Care (LCCoC) is pleased to announce the availability of up to \$200,000.00 through the Encampment Resolution Funding Round 4 ([ERF4](#)) grant program through the State of California to provide a warming shelter with the Dignity Bus Program.

The application deadline is **August 26, 2026**
. BY 5:00 PM

- **\$200,000 Dignity Bus Warming Shelter**

Non-discrimination Statement:

The sponsor will not deny the benefits of this grant from or discriminate against any person based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The sponsor shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. The sponsor will comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Sponsor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case, less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Sponsor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Local Scoring Rubric Criteria can be found on the Lake County Continuum of Care website: [Scoring Rubric | Lccoc \(lakecoc.org\)](https://lakecoc.org/scoring-rubric)

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Lake County Continuum of Care Engagement Statement

Our mission is to align programs and resources to facilitate solutions to end being unhoused in our community. Through cross-sectional partnerships and shared resources, our team of dedicated organizations and individuals have a bold goal—to end homelessness in Lake County

1. Project Overview

REQUEST FOR PROPOSALS

Current Need: Encampments for unhoused households in communities are a visible consequence of insufficient affordable housing, inadequate shelter capacity, and the criminalization of being unhoused. These encampments often form when individuals lack access to safe, stable housing and viable alternatives, leading them to congregate in public spaces. However, though well-intentioned, encampments can pose risks to both the residents and the surrounding community due to unsanitary conditions, the spread of disease, and potential for violence. Encampments also tax community public safety resources; law enforcement sweeps can be costly and ineffective in the long run, while failing to address the underlying causes of becoming unhoused. These sweeps can be traumatizing and disruptive, further undermining individuals' well-being and their ability to secure housing.

It has been recognized that warming shelter programs offer a designated, supervised area where unhoused individuals can sleep overnight, providing a sense of safety and access to essential services. The LCCoC, including those with lived experience, has determined that a sleeper bus warming shelter program addresses households who are unhoused by offering a transitional space and connecting individuals with resources to help them move into more stable housing while mitigating encampments around Lake County through this alternative.

Funding: [The Encampment Resolution Funding \(ERF\)](#), as part of the State of California's homelessness initiatives provided through the Department of Housing and Community Development (HCD), allocate funding to the California Counties and Continuums of Care for addressing homelessness to provide targeted resources to help people move from encampments into safe and stable housing. This funding supports local communities in developing and implementing projects that address the immediate needs of individuals living in encampments while also working towards long-term solutions like permanent housing.

The Lake County Continuum of Care has determined a sizeable portion of our allocation will be utilized to create the Dignity Bus program in partnership with the community. The purpose of this Request for **Proposals is to secure a provider/partner in the administration of up to 20-bed Dignity Bus Warming Shelter Program.** Lake County Behavioral Health Services (LCBHS), as the Administrative Entity (AE) for the LCCoC, will receive applications, administer the awards, and be responsible for state reporting.

Coordinated Entry System: The purpose of CES is to ensure that all individuals experiencing a housing crisis have fair and equitable access to housing resources and services. Through standardized tools and practices, CES identifies, assesses, and connects participants to appropriate housing interventions based on their strengths and needs. Operating under a system-wide Housing First approach with no barriers to entry, CES prioritizes individuals and families with the most severe service needs and coordinates limited housing resources to maximize impact.

Local applicants must submit their proposals to LCCoC Microsoft Forms Application no later than 5:00 pm on August 26, 2026. Applications meeting the minimum qualifications will be asked to attend an interview on August 31, 2026, and to answer clarifying questions from the Grant Selection Committee, comprised of general members of the LCCoC. Funding recommendations will be developed by the Grant Selection Committee and submitted to the LCCoC Executive Board for review and approval. Any funds that are not requested will be reallocated through the LCCoC to ensure that

Lake County's full allocation is maximized.

The contract term will be through June 30, 2027, and is dependent upon state grant funding at this time.

- All proposals will be reviewed for compliance with the terms of this RFP and the parameters of [ERF](#) grant funding. Potential applicants are invited to attend a Question-and-Answer session on **August 11, 2026, at 2 pm**. Please seek technical assistance for potential proposals at the Q&A session.
- The applicant's proposal and interview are scored separately, but they make up the final score together. Both the Proposal and Interview require a score of 75% to be eligible for recommendation to the Executive Board.

2. Eligible Subrecipients

[ERF](#) funds are distributed locally through the Lake County Continuum of Care (LCCoC), respectively, to subrecipients. **The LCCoC strongly encourages first-time applicants, agencies serving underserved populations, and agencies serving special needs populations to apply for CoC funding.** Scoring support documents are available on the LCCoC website: lakecoc.org

A subrecipient can include:

- a unit of local government including housing authority,
- a registered 501(c)(3) non-profit organization,
- or a state or federally recognized tribal entity.

3. Eligible Activities Details

The EFR funding is to be used for Dignity Bus operation expenses. Funding will be used for reasonable costs, including components intended to provide immediate and temporary housing opportunities, as well as to support the transition of unhoused individuals to shelter and permanent, stable housing. Other costs associated with ongoing subsidies for the Dignity Bus, as described in the budget narrative, will also be covered. All applicants are expected to provide information on braided funding to run the program.

Program Purpose and Structure:

- a.) To provide an accessible and safe place for the Dignity Bus.
- b.) Local requirements to ensure land use is permitted, which may include addressing environmental concerns.
- c.) Collaborate with LCCoC on Bus purchase and amenities for bus.
- d.) Hire adequate staff to meet all requirements

Essential Services and Amenities

- a.) Restroom and washing facilities- located in the bus.
- b.) Locate black and gray water dump site hook-up.

- c.) Utilities – electric hook-up preferred.
- d.) Laundry facilities for daily cleaning of bed linens.
- e.) Safe space for pets.
- f.) Food resources.
- g.) Trash collection and daily sanitation discharge for septic tank waste if sanitation location is inaccessible.

Community Services Connections

The Bus Project provider shall offer community supports directly or through collaboration with a provider agency. Service supports will include:

- a.) Enhanced Case Management (ECM) client services
- b.) Healthcare
- c.) Housing navigation
- d.) Housing referrals to appropriate programs
- e.) Financial improvement services

Program Management

- a.) Safe location (fenced area preferred).
- b.) Safety and security staff and monitoring.
- c.) Provide clear rules and regulations for nightly guests.
- d.) Acquire proper insurance for sleeping bus.
- e.) Manage hygiene, garbage disposal and water contracts
- f.) HMIS data entry
- g.) CES/HUB Collaboration
- h.) County use permits

See budget table and narrative for more details.

Applicants will describe a plan of how proposed activities/services will promote advancing residents from encampments to a more permanent housing situation.

All applications must describe how the activities outlined are aligned with Housing First by reviewing the project using the Housing First Assessment Tool.

All activities must be conducted within the relevant LCCoC geographic area of Lake County.

4. Requirements

The applicant will be responsible for obtaining proper insurance, fire, and city inspections (if applicable), and whatever other requirements for a particular placement is located.

Subrecipients **MUST** actively participate in the local Coordinated Entry System (CES) and Homeless Management Information System (HMIS).

CES is an important process through which people experiencing or at risk of becoming unhoused can access the crisis response system in a streamlined way, have their strengths and

needs quickly assessed, and rapidly connect to appropriate, tailored housing and mainstream services within the community or designated region.

HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to unhoused individuals and families and persons at risk of becoming unhoused. Such software applications record and store client-level information on the characteristics and service needs of people who are experiencing an unhoused situation. Each subrecipient **MUST** enter client data into HMIS.

Such data should include:

- a) The number of people served.
- b) The number of unsheltered people served.
- c) The number of shelter beds.
- d) The average length of time spent being unhoused before entry into the program or project.
- e) The percentage of unhoused people exiting the program or project to permanent housing.
- f) The percentage of people that return to being unhoused after exiting the program or project.
- g) The percentage of households expected to increase monthly income.
- h) The percentage of people receiving services during the annual Housing Inventory Count (HIC).
- i) The percentage of destination error rate in HMIS.
- j) The percentage of unduplicated persons in HMIS.

Technical assistance and software licensing will be offered through the LCCoC.

Quarterly Reports:

Subrecipients will be required to submit quarterly reports to the LCCoC AE, including:

- Expenditures made within the quarter.
- Activities within the quarter.
- HMIS Client Data input within the quarter

LCCoC and County may request additional information, as needed, to meet other applicable reporting or audits.

LCCoC and County will monitor the expenditures and activities of Subrecipients, as LCCoC and County deem necessary, including performing a review prior to the obligation of funds to ensure compliance with program requirements. As a result, LCCoC and County may stop payment or request the repayment of funds from a Subrecipient or pursue any other remedies available to it by law for failure to comply with program requirements. After a contract has expired, any funds

not expended for eligible activities shall revert and must be remitted back to LCCoC and County.

Additional requirements:

Develop partnerships with other community organizations and healthcare providers to implement a whole systems care approach for residents, utilizing the Lake County Community HUB.

Ensure that the expenditure of funds is consistent with the requirements of the [ERF](#) grants.

Minimum standards for emergency shelters at [24 CFR 576.403\(b\)](#); Shelter and housing standards

at [24 CFR 576.500\(j\)](#).

Additionally, the standards of the following must be met: Recordkeeping and reporting requirements at [24 CFR 576.500\(a\)](#); Affirmative Outreach at [24 CFR 576.407\(b\)](#); Communications at [24 CFR 8.6](#); Duplication of Benefits at [Section III.F.10 of Notice CPD-21-08](#), [24 CFR 576.500\(a\)](#), and [2 CFR 200.403](#); Confidentiality at [24 CFR 576.500\(x\)](#); Equal Access at [24 CFR part 5, Subpart A](#); Prohibition against involuntary family separation [24 CFR 576.102\(b\)](#), protections described in the Violence Against Women Act (WAWA) under [24 CFR Section 5, subpart L](#).

LCCoC and County to monitor the expenditures and activities of Subrecipients; therefore, subrecipients will make records available as well as allow for site inspections to ensure standards as outlined in [24 CFR 576.403\(b\)](#) are being followed.

Applicant has a current Security and Privacy Policy and a Code of Conduct that has been made available to all staff. Applicant has a current Privacy Policy and Grievance Policy that has been made available to program participants and applicable staff.

Applicant has developed a housing assessment and housing stability plan for participants.

Become a [member of the Lake County Continuum of Care](#).

Subrecipients must provide eligible activities in a manner consistent with the Housing First practices. Subrecipients allocated funds for eligible activities that provide permanent housing shall incorporate the core components of Housing First, as provided in [Section 8255, subdivision \(b\) of the Welfare and Institutions Code](#). Under the Housing First model, services offered are as needed and requested voluntarily, and that does not make housing contingent on participation in services.

In many communities, households who are unhoused experience disproportionate impacts by race and other protected classes, including disability status. Additionally, the Centers for Disease Control and Prevention is also reporting disproportionate impacts by race and ethnicity for COVID-19 hospitalization and death, specifically Black, Indigenous, and Hispanic/Latinx persons. Therefore, it is important to incorporate equity and accessibility considerations into the proposed projects to address racial and systemic inequities and equitably distribute resources within the target population.

5. Conflict of Interest

The Applicant must disclose, as part of the proposal, any possible conflicts of interest that may result from the award of the contract or the services provided under the Contract. The LCCoC Conflict of Interest policy can be found on the CoC website [HERE](#).

Except as otherwise disclosed in the proposal, the Applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the Applicant, the Applicant's project manager(s), or its family's business or financial interests ("Interests") and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the Applicant will inform LCCoC and County

regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to the LCCoC and County's satisfaction or the Applicant may be disqualified from consideration under this RFP. **As used in this Section, "conflict of interest" shall include, but not be limited to, the following:**

- Giving or offering a gratuity, kickback, money, gift, or anything of value to an LCCoC or County official, officer, or employee with the intent of receiving a contract from LCCoC or County favorable treatment under a contract.
- Having or acquiring at any point during the RFP process or the term of the Contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with Applicant's performance of its duties and responsibilities to LCCoC and County under the Contract or otherwise create the appearance of impropriety concerning the award or performance of the Contract; or, Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the Applicant or its affiliates or Interests on behalf of LCCoC and County will be influenced.

6. Application Proposal

The proposal must be submitted to the [LCCoC Microsoft Forms Application](#) platform. This application will open on August 26, 2026 at 5:00 am.

The application will consist of the following sections, with specific discussion prompts with a character cap on each discussion point:

- Project Information
 - Executive Summary
 - Project Need
- Project Action Plan
- Key Activities
- Equity
 - Data-Informed, Equitable Performance
- Staffing/Procedure
 - Evidence-Based Practices
 - Experience
 - Staffing
- Budget/Costs
 - Budget Narrative
 - Indirect Costs
 - Administrative Costs
- Appendix
 - Letter of Intent from the applicant governing/advisory board **(Required)**
 - Documentation of verifiable 501 ©3 nonprofit organization status, a local government, including a housing authority, or a state or federally recognized tribal entity. **(Required)**

- Disclosure of all litigation and/or criminal investigation or proceedings involving the Applicant and any claim or allegations of fraud or breach of contract against Applicant by a governmental or public entity arising out of their business dealings with governmental or public entities. **(Required)**
- Signed LCCoC Conflict of Interest Policy. **(Required)**
- Financial statement of income, expenses, balance sheet, and cash flow. **(Required)**
- Organizational chart and resume. **(Required)**
- Policy and Procedures related to Congregate Shelter, including Safety Protocols. **(Required)**
- Budget Table. **(Required)**
- Housing First Assessment Tool. **(Required)**
- ESG Emergency Shelter Checklist. **(Required)**
- Past Performance report, summary, or measure.

The proposal shall include the **following as a minimum**:

1. **Executive Summary**: Provide an overview of the entire project design and scope of services, highlighting its key elements and essential project requirements. Include information on the population, barriers, and severity of need for the project. Include data elements of past or current performance, permanent housing exits to permanent housing, income, percentages on unduplicated persons served, duplication of benefits, and potential data errors. The summary should present the Service Provider's basic scope of services, objectives, and intended project outcomes through quantifiable goals. It should summarize how the proposal meets the RFP requirements, why the Service Provider is best qualified to perform the required work, and how the project will address the severity of needs and vulnerabilities experienced by the intended population.

Any first-time applicants will need to provide detailed planning on how they expect to meet project requirements and performance measures. Examples include, but are not limited to, documents with action plans, milestones, and the team members who will assist in successful execution.

Guidance for a detailed forecasted Action Plan for the new project can be found on the LCCoC website [Grant Selection Working Group | Lccoc \(lakecoc.org\)](https://lakecoc.org/grant-selection-working-group), under the "Grant Selection Documents"

Executive Summary MUST describe how the activities outlined in the proposal provide immediate emergency assistance to people experiencing being unhoused or at imminent risk of becoming unhoused, and that those uses are aligned with California's Housing First policy.

2. **Project Action Plan**: A detailed description of the project showing which evidence-

based action plan for the services, how the plan will be based upon, and the Service Provider's understanding of the project requirements and challenges. Give an overview of how the project will meet the expectations of Housing First requirements, and collaborate with the Lake County Community HUB and Lake County Continuum of Care Coordinated Entry programs. Fill out the minimum core elements section of the Housing First. Applicant has developed writing policies and procedures for programs offered to persons experiencing or at risk of becoming unhoused, which include client eligibility criteria and strategies to measure the project's successes objectively.

3. **Key activities:** Please describe key activities and how they align with Housing First and the project's expectations of meeting the requirements of Housing First. Include how services will assist persons experiencing becoming unhoused or at imminent risk of becoming unhoused, and that those uses are aligned with Housing First and will reduce the number of times those experiencing becoming unhoused return to becoming unhoused, and the average length of time in being unhoused. Describe your intake process, how you will report on performance measures, and the process for using HMIS and CES. Include information on how your agency expects to use the Coordinated Entry System for Housing Problem Solving, referrals, and client case conferencing. Describe the process of providing services that lead to permanent housing.
4. **Equity:** Describe how the project's efforts will address inequities and promote culturally inclusive services, outreach action plan, accessibility, and anticipated barriers for the target population. Include any disproportionate local impacts of being unhoused on underserved communities and how the project will provide culturally sensitive services, supporting evidence of the strategies' effectiveness, including data trends, policies, training, community engagement, and collaborative efforts with providers and community partners. Describe your organization's strategies to address inequities and processes to overcome barriers for the underserved populations to meet equitable outcomes, and your anticipated percentages for numbers served, including underrepresented populations.
5. **Performance Measures:** Describe in detail the performance measures targets. Give a numerical value to each performance measure. Additional performance measures may be added, but at a minimum, the following performance measures must be included:
 - a) Total number served and plan for meeting the total number served.
 - b) Total number of entries into the project through Street Outreach efforts (i.e., being an Access Point, participating in the PIT Count, transportation).
 - c) Total Households exit into permanent housing.
 - d) Total number of shelter beds.
 - e) Total length of time in the project before entry into a permanent housing program or project.
 - f) Total anticipated percentage of persons returning to being unhoused.
 - g) Total anticipated percentage of households expected to increase their monthly income.

- h) Total anticipated percentage of the number of people participating in the annual Housing Inventory Count
- i) The anticipated percentage of unduplicated persons in HMIS.
- j) Total anticipated percentage of errors in HMIS and CES.

6. Evidence-Based Practices: Describe what evidence-based practices the project will use, why they've been chosen for this project, and how their approach will meet the needs of the project. Include how the practices will be objectively measured to meet the benchmarks and goals of the project and how they align with the expectations of the project on addressing equity, Housing First requirements, and the project action plan for addressing homelessness.

7. Experience: Include all relevant experience your agency has with the proposed project. Include all relevant experience from the staff. If your organization is new, describe all key personnel and relevant experience.

8. Staffing: Include a list of personnel who will be directly assigned and a description of their duties for this project. Please describe the required staff training and how it will address the needs of the intended population, including those who are underserved.

9. Budget & Budget Narrative: The LCCoC asks applicants for a budget table with a narrative. The budget table displays the total costs for each budget category. The Grant Selection Scoring Group will accept a variety of budget formats. Scoring will be based on content. Financial summary disclosure of all funding sources related to this project is required.

The Budget Table: Lay out the expenses/capital over the period of the grant. **The key categories include personnel, fringe benefits, travel, equipment, materials and supplies, contracts, construction, professional development, indirect costs, direct service costs, administrative costs, program purpose and structure costs, essential activities and services costs, service supports costs, program management costs, and all braided funding.**

The Budget Narrative: This can be included in the budget table or as a supplemental document. The general requirements for the narrative are:

- The budget narrative must align with the grant specifications and legislation identified in the grant.
- The budget narrative should break down costs by each major category.
- Describe each line item in the budget table and show the calculations to derive the costs. The Current Unit cost or forecasted cost should be included.
- Expenses should be justified in the context of the proposal.
- Justify the use of consultants and subcontractors with milestone dates and deliverables as funds are spent.
- Explain how indirect costs were calculated.
- Each item must correlate to specific activities described in the body of the project.
- Provide budget drawdown plans, utilization rate, and matching funds, by category breakdown.
- Detail the various types of available housing together with anticipated spending changes.

Indirect Costs: are the costs necessary for the general operation of an organization to deliver its services or conduct its business. Indirect costs include rent, utilities, and overhead expenses. Other funding sources should also be identified, including volunteer hours or in-kind donations.

Administrative Costs: are those that support the entire organization and are often limited by statute. Examples of administrative costs include fiscal operations, executive salaries, and legal counsel.

Eligible applicants may submit more than one program/project for consideration. However, each program/project must be submitted with its proposal.

7. Q and A session

Technical Assistance and questions regarding the grant and the application process will be addressed in a virtual Q & A Session on **August 11, 2026, at 2:00 P.M.** via Zoom:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/298567124752768?p=qi0QTt3Q0KDY6hmxCS>

Meeting ID: 298 567 124 752 768

Passcode: WB6Kn2Fa

8. Application Deadline

Microsoft Forms application through the Dignity Bus application link and appendices' due to melissa.kopf@lakecountyca.gov no later than August 26, 2026, 5:00 p.m. Local applicants MUST submit proposals to the LCCoC AE and **NOT** directly to HCD. Proposals submitted to HCD or not completed by the deadline shall be disregarded.

9. Grant Applicant Interview

Grant applicants will be scheduled to make a brief interview via Teams to answer clarifying questions for their proposals by members of the Grant Selection Scoring Group, according to the Timeline of Activities in Section 9. The 30–45 minute interview process is part of the total score for the applicant. Each applicant is allowed several staff to be present. This will take place after the initial review of the proposals to make sure they are in compliance with the RFP terms. Applicants will be contacted to schedule the time.

10. Project Selection Process

Selection of Proposals for Awards

The project selection process shall avoid conflicts of interest in project selection and shall be easily accessible to the public – all documents, including this one and the application pertaining to this funding opportunity, are located at www.lakecoc.org. Following the Grant Application Interview, the Grant Selection Working Group will review all eligible applications and interviews. Scores will be added with a top score of up to 150 points. The subrecipient with the highest score or greatest need with an eligible score will be recommended to the LCCoC Executive Committee. The subrecipient must receive a minimum score of 75% to be eligible for recommendation to the LCCoC Executive Committee. Following a vote, the LCCoC Executive Committee will then authorize a letter of intent for funding the operations of the ongoing Dignity Bus Warming Shelter.

Application Notification

Applicants shall be notified of the LCCoC Executive Committee decisions via email within 48 hours after it has been presented to the Executive Committee, no later than **September 3, 2026**. Applicants who were not selected shall also be notified via email. The representative listed as the main grant contact in the application shall be the person contacted.

Appeals Process

To appeal, an applicant must submit to LCCoC, a written appeal, which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be accepted if this information would result in an advantage to an applicant. Once the written appeal is submitted to LCCoC, no further information or materials will be accepted or considered thereafter.

Appeals may be submitted by email to melissa.kopf@lakecountyca.gov. Emails to the email address listed above will be accepted if the email time stamp is before the appeal deadline. The Appeal Deadline is **September 14, 2026, at 5:00 p.m.** Pacific Standard Time.

Contracting Process

Following the Letter of Intent, a contract will be developed by Lake County Behavioral Health Services on behalf of the County and the Lake County Continuum of Care and reviewed by County Counsel. See examples of past contracts here: [CoC Contracts | Lccoc \(lakecoc.org\)](#)

Once the contractor has signed the contract, the contract will be scheduled for the Lake County Board of Supervisors for final execution, anticipated to be on **September 22, 2026**

11. Timeline

Activity	Date & Time
Local NOFA Released	July 24, 2026
Q and A Zoom Meeting	August 11, 2026, 2:00 PM
Submission Deadline	August 26, 2026, by 5:00 PM
Initial Review for Compliance	August 27, 2026
Applicant Interviews	August 31, 2026
Letter of Intent	September 4, 2026

Appeals Due	September 14, 2026, by 5:00 p.m.
Board of Supervisors Contract Approval	September 22, 2026
Deadline for funds to be expended	June 30, 2027

12. Terms and Conditions

By your submission of a proposal, you agree to be bound by the requirements of this proposal and the following conditions:

12.1 To the best of Applicant's knowledge and belief, all information provided in the grant application is true and correct and all estimates are reasonable.

12.2 To the fullest extent allowed by law, RFPs will not be public record until discussion and negotiations with Respondent have been completed, as such premature disclosure would jeopardize the County's and the Respondent's negotiating interests. If any proposal contains trade secrets or other information that is confidential or proprietary by law, Respondent shall label all such pages with a stamped annotation such as: "**CONFIDENTIAL-PROPRIETARY TRADE SECRETS, DO NOT DISCLOSE**", and further, provide written notification to the County of its request to keep said information confidential. A Respondent's request for confidentiality must be made in writing and enclosed in the envelope containing the proposal. The proprietary or confidential data must be readily separable from the proposal to facilitate eventual public inspection of the non-confidential portion of the proposal.

12.3 The County reserves the right to cancel this RFP at any time, even after the opening of proposals.

12.4 County is not liable for any costs incurred by Proposer in the preparation, presentation or in any other aspect of the Proposal.

12.5 Disposition of Proposal(s) and Contract Award:

- A. All proposals shall become the property of LCBHS.
- B. Failure to furnish all information requested in this RFP or to follow the proposal format may disqualify a proposal.
- C. County reserves the right to accept or reject all or any part of any proposal, waive immaterial defects, informalities, or irregularities, negotiate with all qualified Respondents, and award the contract to the firm or individuals, who, in the sole judgment of the County, best serves the interests of the County. The County may terminate negotiations if, in its opinion, they are unsuccessful and begin negotiations with other respondents.
- D. A response to this RFP is an offer to contract with the County based upon the terms, conditions, scope of work, and/or specifications contained herein. The county shall have no contractual or other obligation to a Respondent under any successfully negotiated contract until the contract has been approved and signed by both parties. The contents of the proposal submitted by the successful Respondent and this RFP will become part of any contract awarded.
- E. Issuance of this RFP in no way constitutes a commitment by the County to procure or contract for the articles of goods or services solicited.
- F. Proposers may be required before the award of any contract to show, to the complete satisfaction of the County, the necessary facilities, ability, obtaining the proper insurance, fire and city inspections (if applicable), and whatever other requirements for a particular

placement is located, and financial resources to provide the services specified in a satisfactory manner.

12.6 Respondent shall indemnify and defend County and its officers, employees, and agents against and hold them harmless from any and all claims, losses, damages, and liability for

damages, including attorney's fees and other costs of defense incurred by County, whether for damage to or loss of property, or injury to or death of the person, including properties of County and injury to or death of County officials, employees or agents, arising out of, or connected with the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this Request and any subsequent Contract, unless such damages, loss, injury or death is caused solely by the negligence of County.

12.7 Default by Respondent: In case of default by the successful Respondent, LCBHS may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the Respondent, the difference between the price named in the Purchase Order, Contract, or Agreement with said Respondent and the County's subsequent cost to obtains substitute articles or services. Prices paid by the County must be considered the prevailing market price at the time of such purchase.

12.8 LCBHS reserves the right to amend, alter, or change the rules and conditions contained in this RFP prior to the deadline for submission and to request additional data after the deadline. If it becomes necessary to do so, addenda or supplements to the RFP will be issued and shall become a part of the RFP. The County is not responsible for any other explanation or interpretation. It is the responsibility of the Respondent to ensure that he/she has received all addendums and/or supplements prior to submitting a proposal.

12.9 It is the County's intent that this Request for Proposal (RFP) permits competition. It shall be the Respondent's responsibility to advise the County in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be received by the County not later than ten (10) days prior to the date set for acceptance of proposals.

12.10 Errors and Omissions: If prior to the date fixed for submission of proposals, a respondent discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP or any of its exhibits, it shall immediately notify the designated County contact of such error in writing and request modification or clarification. Modifications and clarifications will be made by written addenda and distributed to all parties who have been furnished or who have requested the RFP.

12.11 Security and Confidentiality: To preserve the integrity of the security and confidentiality measures integrated into County operations, any Respondent required to meet confidential County information in order to respond to this RFP and/or to perform the services solicited, may be required to sign, and submit a Confidentiality Statement. Successful Respondent's personnel and/or subcontractors, who may require periodic access to secured areas within the County, may be required to wear security identification badges. Badges will be issued to individuals only after the satisfactory completion of a background check. Any such confidentiality and/or security measures will be part of the contract.

12.12 Insurance: Successful Respondent agrees to comply with the County's standard insurance provisions.

12.13 Governing Laws: The laws of the State of California will govern any purchase order entered between the County and the selected Respondent.

12.14 Each Respondent shall inform self of, and the successful Respondent awarded a contract shall comply with, State and local laws, statutes, regulations, ordinances, and generally accepted industry standards relative to the execution of the material supplied or work performed. This

requirement includes, but is not limited to, applicable regulations concerning employment of labor, protection of public and employee safety and health, environmental protection, the protection of natural resources, fire protection, burning and non-burning requirements, permits, fees, and similar subjects.

12.15 This RFP supersedes all proposals, oral and written, and all negotiations, conversations, or discussions heretofore and between the parties related to the subject matter.

12.16 Services are to be provided only to eligible Lake County residents at no cost during the grant period.