



Notice of Funding Availability for Homeless Prevention and Rapid Rehousing Services for Rocklin Residents

Proposals Due October 3, 2025

In response to preventing and addressing homelessness in Rocklin, the City of Rocklin Office of the City Manager is seeking applications/proposals from qualified firms to provide homeless prevention and rapid rehousing (HPRR) services to Rocklin residents. Qualified firms are those that provide rental/utility assistance, homeless prevention, counseling, and rehousing services to Rocklin residents who are at risk of becoming homeless or who are seeking to exit homelessness.

The total funding allocated for this program is \$40,000. Firms interested in receiving funds must submit a proposal that provides details about the proposed programs for Rocklin residents. Proposed programs must offer services to Rocklin residents. Additional proposal requirements can be found below in the Proposal Requirements section. Funds will be provided through a contract with the City and a direct grant to the firm after the contract is executed.

Interested firms must provide services as defined by California Health and Safety Code 34176.1 (a)(2)(A) as provided in addendum A. Grantees will be expected to provide quarterly reporting to the City the form attached as Addendum B.

The City reserves the right to select one firm, multiple firms, or no firms to receive funding. The City may also release a second Notice of Funding Availability if a firm is not selected or funds are not fully expended. All proposals must contain the information referenced in the Proposal Requirements section below. All questions must be submitted in writing to housing@rocklin.ca.us by September 22, 2025 at 4:00 p.m.

Proposals are due October 3, 2025 by 4:00 p.m. Proposals will only be accepted in electronic format at the email address below:

housing@rocklin.ca.us

Proposal Requirements

1. Describe your organization (how long it has been in existence, the types of services you provide, location, is it a 501c3 or other type, etc.).
2. Describe the program you would be providing with Rocklin HP RR funds. Please specify if this is a program that you have conducted previously (if so when, where, for how long and with what sources of funding) or whether it is a new program. Proposals must include the information below:
 - Detailed description of the program objectives and services. Include a timeline of service delivery and program completion date. Include if the firm has plans to continue services after one-time funding has been expended.
 - Description of the targeted populations, if any (youth, seniors, currently homeless, specific income levels, etc.).
 - Description of the desired outcomes of the program, including any metrics used to track success.
3. Describe your experience administering programs similar to your proposal.
4. How many Rocklin residents do you serve annually? How many are you expecting to serve with this program and how will you verify their residency?
5. Identify the amount of your funding request. Describe specifically how you would spend the funds and who (by titles or description) would be conducting the activities if funding would be used for staff costs. Provide a detail description of all expenditures related to this program.
6. List who in your organization would be the primary contact for the grant including their full contact information (i.e., phone, email, etc.).
7. Review Addendum A, B, and C and provide a letter confirming you can meet the requirements in each Addendum. Identify who in your organization appears on the Secretary of State Business Search Forms and has the authority to sign contracts and provide the full names of those parties (preferably 2 individuals with signing authority).

Addendum A: Health and Safety Code Section 34176.1 (a)(2)(A)

(2) (A) Notwithstanding Section 33334.2, if the housing successor has fulfilled all obligations pursuant to Sections 33413 and 33418, the housing successor may expend up to five hundred thousand dollars (\$500,000), plus any percentage change in the cost of living, per fiscal year for homeless prevention and rapid rehousing services for individuals and families who are homeless or would be homeless but for this assistance, including the provision of short-term or medium-term rental assistance, contributions toward the construction of local or regional homeless shelters, housing relocation and stabilization services including housing search, mediation, or outreach to property owners, credit repair, security or utility deposits, utility payments, rental assistance for a final month at a location, moving cost assistance, and case management, or other appropriate activities for homelessness prevention and rapid rehousing of persons who have become homeless.

Addendum B: Sample Reporting Requirements

City of Rocklin Statistics		
Demographic Data	Number Served	
Total Households Assisted OR Total Number of Persons Assisted		
Total 30% Income Families		
Total 50% Income Families		
Total 80% Income Families		
Total Number Female Heads of Household		
Total Disabled		
Total Mental Health Conditions (self-reported)		
Total Bednights		
Total Veterans		
Total Individuals Who Secured Permanent Housing		
Total Individuals Who Secured Employment		
Total Female		
Total Male		
Breakdown by Age		
<18		
19-25		
26-35		
36-45		
46-55		
56-65		
66+		
Total		
Breakdown by Ethnicity		Hispanic/Latino
Total White		
Total African American		
Total Asian		
Total American Indian or Alaskan Native		
Total Native Hawaiian or Other Pacific Islander		
Total American Indian/Alaskan Native and White		
Total Asian and White		
Total African American and White		
Total American Indian/Alaskan Native and African American		
Other Multiracial		
Total		

Addendum C: City of Rocklin Contract Requirements

The City requires the standard insurance coverages noted below and will require evidence of insurance, full endorsements, and the City named or endorsed as additionally insured if your entity is selected for funding. If your entity cannot meet these requirements, please provide information regarding the level of coverage that can be provided and written justification for any reduced amounts of coverage.

A. Minimum Scope and Limit of Insurance

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, covering hired (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers’ Compensation** as required by the State of California, with Statutory Limits and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. If Consultant has no employees, Consultant must notify City if an employee is hired, verify proof of coverage for any subcontractors, and agrees to hold City harmless and defend City from claims arising from failure to provide workers’ compensation benefits. Consultant is aware of the provisions of the Labor Code, including section 3700, which require every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Consultant shall comply with such provisions before commencing the performance of the work or the provision of services pursuant to this agreement.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate and applicable to the Consultant’s profession and the services and work being performed, with limits of not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Professional liability coverage shall extend for at least five years after completion of the Consultant’s services under this Agreement.
5. Consultant shall require its subcontractors, if any, to carry and maintain insurance coverage and evidence that equals or exceeds the coverage requirements imposed upon Consultant by this agreement.

6. If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status.** The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

2. **Primary Coverage.** For any claims related to this Contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3. **Umbrella or Excess Policy.** The Consultant may use Umbrella or Excess Policies to provide the liability limits as required in this Agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess Policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Consultant's primary and excess liability policies are exhausted.

4. **Notice of Cancellation.** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to the City, with ten-days for notice of cancellation due to non-payment. Further, in the event coverage is reduced or canceled, or otherwise materially changed, a notice of said reduction or cancellation or change shall be provided to City within 24 hours.

5. **Waiver of Subrogation.** Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

6. **Self-Insured Retentions.** Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

7. **Acceptability of Insurers.** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

8. **Claims Made Policies.** If any of the required policies for professional liability insurance provide claims-made coverage:

- a. The Retroactive Date must be shown and must be before the date of the Contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
- c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

9. **Verification of Coverage.** Consultant shall furnish the City with original Certificate of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Further, any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Rocklin, its elected officials, officers, employees, agents, or volunteers.

10. **Subcontractors.** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein,

and Consultant shall ensure that City is an additional insured on insurance required from subcontractors.

11. **Special Risks or Circumstances.** City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.