



IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL



REQUEST FOR PROPOSALS RFP 0006-25

2024 EMERGENCY SOLUTIONS GRANTS PROGRAM

Issued February 12, 2025

DUE DATE AND SUBMISSION REQUIREMENTS:

All required documents and bids are to be submitted via the
County of Imperial PlanetBids Vendor Portal:

<https://vendors.planetbids.com/portal/64020/portal-home>

no later than 4:00PM on February 21, 2025.

Point of Contact:

Rhoda Hoffman,
County of Imperial
Purchasing Department
852 Broadway Street
El Centro, CA 92243
(442) 265-1866

RhodaHoffman@co.imperial.ca.us

**PROPOSALS MUST BE SUBMITTED BY THE SPECIFIED DATE AND TIME.
APPLICATIONS WILL NOT BE CONSIDERED IF RECEIVED AFTER THE DUE DATE AND
TIME. AN AMENDMENT IS CONSIDERED A NEW PROPOSAL AND WILL NOT BE
ACCEPTED AFTER THE SPECIFIED DATE AND TIME.**

Section 1: Invitation for Proposals

The California Department of Housing and Community Development (HCD) is pleased to announce the availability of new federal funds for the 2024 Emergency Solutions Grants (ESG) Program through a Notice of Funding Availability (NOFA). The 2024 estimated allocation set aside for Imperial County is **\$393,294**.

The Imperial County Continuum of Care (CoC) would like to invite qualified applicants to apply for funds to address the needs of homeless individuals and individuals at imminent risk of homelessness in Imperial County. Proposals should be Housing First focused, ensuring that individuals experiencing homelessness or at risk of homelessness can access services that promote rapid and sustained housing stability.

The CoC, in collaboration with the Department of Social Services as the Administrative Entity (AE) would like to invite qualified applicants to apply for allocated funds via this Request for Proposal (RFP). CoCs are responsible for recommending applicants to HCD for funds available under their NOFA. Therefore, qualified applicants interested in applying must submit their 2024 ESG application for review to the CoC no later than:

February 21, 2025, at 4:00 PM

Any revisions to this RFP will result in the IVCCC issuing an appropriate addendum. Once issued, all terms and conditions that are not specifically modified in the addendum shall remain unchanged. Revisions to this RFP will be posted on the following websites:

- County of Imperial Purchasing website: [PlanetBids](#)
- Imperial Valley Continuum of Care Council: [IVCCC](#)

Section 2: Timeline

December 31, 2024	2024 ESG NOFA released by HCD.
February 12, 2025	RFP released on IVCCC's website (IVCCC) and County of Imperial Purchasing Department's vendor portal (PlanetBids).
February 18, 2025	Technical Assistance Workshop will be held via Zoom at 10:00 AM (not mandatory but recommended). Interested participants must log in via the link: [Technical Assistance Workshop].
February 18, 2025	Deadline for submission of applicant(s) questions to be entered on Imperial County Purchasing PlanetBids vendor portal by 10:00 AM.
February 19, 2025	Applicant(s) question and answers posted to the IVCCC and Imperial County Purchasing PlanetBids vendor portal by 5:00 PM.
February 21, 2025	Deadline for proposal submission by 4:00 PM on Imperial County Purchasing PlanetBids vendor portal.
February 25, 2025	Scoring and Ranking Committee reviews and ranks projects.
March 5, 2025	IVCCC Executive Board takes action on recommendations.
March 7, 2027	Notification and forms submitted to recommended agencies.
March 28, 2025	Deadline to submit Application to HCD

This Timeline, along with other dates provided in this RFP, are subject to change.

Section 3: Background

HCD receives funding from the United States Department of Housing and Urban Development (HUD) to administer the Emergency Solutions Grants (ESG) program. The 2024 ESG NOFA outlines application requirements and timelines for recommended applicants. Funding in the allocation is made available based on recommendations from the CoC.

Those recommended by the CoC via this RFP are eligible to apply and must access applications through the [eCivis portal - Programs Available for Solicitation page](#). **HCD will no longer accept paper binder applications.**

The ESG program provides funding for the following objectives:

- Engaging individuals and families experiencing homelessness through outreach services.
- Improving the number and quality of Emergency Shelters for individuals and families experiencing homelessness by helping to operate these shelters and by providing essential services to shelter residents.
- Rapidly re-housing individuals and families experiencing homelessness.
- Preventing individuals and families at risk of homelessness from losing their housing.

These activities align with federal regulations under 24 CFR § 576.101 through 576.107, ensuring compliance with HUD's requirements for homelessness assistance programs.

Section 4: General Requirements

1. Three-Year Funding and Multi-Year Contracts

The State anticipates that HUD will continue to allocate ESG funding to HCD on an annual basis. Moving forward, HCD now plans on issuing one ESG NOFA every three years, capturing all three years of estimated HUD funding in one application and Standard Agreement.

2. Amendments for Subsequent Annual Funding Cycles

Funding for each subsequent Annual Funding Cycle under the Standard Agreement will be completed through a contract amendment process. Subrecipients with active contracts under this NOFA will be notified by the Department of the updated allocations for the Annual Funding Cycles 2025 – 2027 and 2026 – 2028, once HUD has signed the grant agreement with the Department. Section 300 of the ESG Program Final Guidelines provides further details on the requirements for Standard Agreements and subsequent amendments. Pursuant to Section 306 of the ESG Program Final Guidelines, contractors may request to change the selected Service Provider and/or line-item changes (up to 25 percent of the awarded budget), which will be captured through a contract amendment process.

3. Method of Distribution

Prior to the publication of the ESG Program Final Guidelines, the Department issued two annual NOFAs separated into three types of funding: Continuum of Care allocation, Balance of State (BoS) allocation and Balance of State competitive allocations. The 2024 ESG NOFA will reflect the following changes in the method of distribution:

- Elimination of the BoS and CoC allocations;
- Removal of BoS competitive and non-competitive funding pools; and
- Removal of the three Geographic Regions (Bay Area, Central and Southern/Imperial)

Instead, a single allocation will be used to determine the estimated funding for each of the 40 eligible Continuums of Care (CoCs).

4. Emergency Shelter Requirements (ES)

Effective with the 2024 ESG NOFA, the Department will no longer fund Night-By-Night (NBN) Emergency Shelter (ES) projects that have minimum or maximum lengths of stay. NBN shelters typically serve a high volume of clients, many of whom stay for only one night on an irregular or as-needed basis. The ESG Program will continue to fund ES projects that require or strongly encourage a continuous stay while clients work to resolve their homelessness.

Please refer to the [Emergency Shelter Manual](#) for guidance on operating ES programs.

5. Environmental Review

a. Local Government

According to the requirements in the HUD Grant Agreement, Applicants for assistance that are units of general local government must agree to assume responsibility for environmental review, decision-making, and action under 24 CFR Part 58, “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities” and shall comply with the environmental requirements of 24 CFR Part 58 including § 58.4 “Assumption Authority.” If awarded funding, the obligation of funds and incurring of costs will be conditioned upon Applicants’ compliance with 24 CFR Part 58, and completion by HCD of all applicable review and approval requirements as specified in 24 CFR § 58.18.

b. Non-Profits

Applicants that are non-profit organizations must comply with the environmental requirements of 24 CFR Part 58. The obligation of funds and incurring of costs is hereby conditioned upon compliance with 24 CFR Part 58 and completion by HCD and HUD of all applicable review and approval requirements.

Please see Section D of the 2024 ESG NOFA for further information.

6. Match Policy

HCD requires each ESG Subrecipient to provide match equal to 100 percent of the ESG funds that HCD awards. The only exception is outlined in Section III.C.2 of the HCD ESG Match Policy. Applicants interested in applying for the match exemption must submit the request and required documentation at the time of their application via eCivis.

7. Match Exemption Score

Under each fiscal year's (FY) annual ESG allocation, HCD is not required to match the first \$100,000 allocated. HCD is required to pass this benefit to the Subrecipient or Subrecipients who are least able to provide match.

Please see Section D of the 2024 ESG NOFA for further information.

8. Approved Policies and Procedures (P&Ps)

All Subrecipients are required to develop, implement, and submit written P&Ps at the time of application. These P&Ps must fully detail how the program will be administered. All P&Ps will be reviewed and approved by the Department prior to submission of the first Request for Funds for reimbursement. At minimum, P&Ps must include the following content pieces:

- Participant Triage
- Written Standards;
- Coverage Area;
- Coordinated Entry Integration;
- Participant Eligibility;
- Suite of Services;
- Staffing Patterns;
- Housing Problem-Solving;
- Diversion (Street Outreach and Emergency Shelter);
- Rapid Exit (Street Outreach and Emergency Shelter);
- Other Requirements;
- Termination and Appeals;
- General Operations

a. [Street Outreach Manual](#)

b. [Emergency Shelter Manual](#)

c. [Rapid Rehousing Manual](#)

d. [Homelessness Prevention Manual](#)

Applicants that are awarded funding under this NOFA will be required to meet expenditure milestones found in the 2024 ESG NOFA.

9. Advancing Racial Equity

Pursuant to direction from HUD, as provided at the links below, Applicants should prioritize the advancement of racial equity at all levels of the homeless response system. The Department urges Contractors to be leaders in their homeless response systems, fostering partnerships among service organizations and promoting racial equity practices. Contractors must respond to disproportionality in access to services, service provision and outcomes. Contractors cannot simply rely on delivering a standardization of services to address equity. Contractors have the responsibility to examine their data to ensure all eligible individuals

receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity.

Applicants should refer to the 2024 ESG NOFA for further guidance on how to incorporate Racial Equity priorities in their applications.

Please see Section D of the 2024 ESG NOFA for further information.

10. Grant Management System [Reminder]

The implementation of the new eCivis Grants Management System (GMS) is called “Grants Network”. Grants Network will allow Applicants to apply for ESG funding online and will track the status of their application once submitted. This new system is easier to navigate and does not require Applicants to submit hard copies of the application to HCD. Grants Network will support programs and projects from application through to implementation and closeout and will connect with other digital accounting and reporting systems used by both the Department and HUD. HCD will only be accepting the 2024 ESG applications and all supporting documentation through the GMS. 2024 ESG Applications must be accessed through the [eCivis portal - Programs Available for Solicitation](#) page. Paper binder applications will no longer be required or accepted.

Section 5: Eligible Uses

Each CoC may recommend up to two (2) eligible Applicants to apply for each NOFA.

ESG funds may be used for five program components: Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Rehousing, and Homeless Management Information System (HMIS), in addition to Administrative Activities. Eligible Activities that may be funded under each component are set forth in 24 CFR § 576.101 through 24 CFR § 576.107.

A minimum of 40 percent of all Contractor’s awarded contract/budget must include the Rapid Rehousing component.

Homelessness Prevention will be limited to no more than 10 percent of any awarded contract/budget and will not be awarded as a standalone activity.

Note: Applicants are urged to consult the relevant state and federal regulations for full requirements associated with each activity.

Please see Section II.B of the 2024 ESG NOFA for further information.

Note: Applicant’s budgets must identify a ‘primary’ activity.

Section 6: Eligible Costs/Populations/Applicants

Section 6(a): Eligible Costs

Grantee and their recommended subgrantees must follow all the Office of Management and Budget (OMB) Cost Principles and Generally Accepted Accounting Principles (GAAP). The OMB requirements are listed in 2 CFR Part 200. Shifting costs between awards to overcome funding deficiencies is not allowed. Costs charged to the ESG program must be *allowable*, *allocable*, and *reasonable*.

- Allowable costs must conform to any limitations or exclusions set forth in the federal cost principles. Additionally, the ESG NOFA allowable costs must comply with the policies and procedures afforded all activities within the Contractor or Service Provider's organization and be treated consistently (whether as a direct or indirect cost). Finally, allowable costs must comply with the GAAP and the costs must be adequately documented.
- Allocable costs are those treated consistently with other costs incurred for the same purpose in like circumstances. These costs must meet the requirements listed in 2 CFR § 200.405.
- Reasonable costs do not exceed, in nature or amount, costs that would be incurred by a prudent person under the same or similar circumstances prevailing at the time a decision was made to incur the cost.
- Eligible costs may be direct or indirect. They must be incurred for the same purpose in similar circumstances and must be treated consistently as either direct or indirect costs.
 - Direct costs are those costs that can be identified specifically with a particular final cost objective (such as the ESG award) and can be directly assigned to an Activity relatively easily with a high degree of accuracy.
 - Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective or Activity. Contractors that allow Service Providers to seek reimbursement for indirect costs must comply with all OMB requirements, including 2 CFR § 200.403 and Part 200 Appendix 4. Contractor records must include evidence of the modified total direct cost calculations, indirect cost limits, and supporting documentation for actual direct cost billing.

All eligible costs incurred after the date of the ESG award letter issued by HCD are reimbursable after the full execution of the State Standard Agreement. Contractors shall not plan to expend any state ESG funds requiring reimbursement prior to the award letter. Furthermore, no funds shall be expended until any required environmental review process has been completed, if required under 24 CFR Part 58.

Section 6(b): Eligible Applicants

An Eligible Applicant/organization means a Private Nonprofit Organization or a Unit of General-Purpose Local Government that provides our contracts with Private Nonprofit Organizations to provide Eligible Activities, as defined in 24 CFR § 576.2. Eligible Applicants must meet all requirements as outlined in the ESG Program Final Guidelines.

Continuum of Care Applicant Selection Process:

Each CoC may recommend up to two (2) eligible Applicants to apply for each NOFA. CoCs must submit the HCD Recommendation Form, located within a complete application that identifies the CoCs recommended Applicants, requested activities and amount of funding.

Pursuant to the ESG Program Final Guidelines, Section 202(b), Continuums of Care shall select up to two Eligible Applicants through a process that is consistent with the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the applicable procurement requirements of 2 CFR Part 200;
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility pursuant to Section 202(b) of the ESG Program Final Guidelines;
- Evaluates adherence to Housing First practices pursuant to Section 317 of the ESG Program Final Guidelines;
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and system wide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

Section 7: Financial and Performance Reporting Requirements

- a) Contractors must follow the recordkeeping and reporting requirements specified in 24 CFR § 576.500. The Contractor must have policies and procedures and a financial management system that complies with the requirements of this part, including those required by 2 CFR Part 200.
- b) Private Nonprofit Organizations must submit audits to the Department for review and approval. These audits must comply with all applicable federal laws, including 24 CFR § 576.500 and 2 CFR § 200.501. and 2 CFR Part 200.
- c) Units of General Purpose Local Government must submit audits to the Department for review and approval. These audits must comply with all applicable federal and other laws.
- d) The Department may also periodically request that a Contractor or its Service Provider be audited at the expense of the Contractor. Failure to provide the audit within 90 days of the request may result in ineligibility for future funding.
- e) The Department will require evidence that a Single Audit has been performed for all Applicants applying for ESG funds, if applicable, pursuant to 2 CFR § 200.501 and that there are no unresolved findings contained therein.
- f) Contractors that do not submit their Annual Performance Reports (APRs) by the due date will not receive funding for the next two Annual Funding Cycles.

Section 8: Evaluation and Selection Process

A non-conflicted Scoring and Ranking Committee appointed by the IVCCC Executive Board will review, score and rank each proposal that has met the minimum threshold criteria. It is the intent to select proposals that are in accordance with the evaluation criteria set forth. The highest possible score is 90 points.

The Scoring and Ranking Committee's recommendation will be forwarded to the IVCCC Executive Board for final approval of selected recommended proposals. The 2024 ESG Allocation Project Ranking will be posted on the IVCCC website by March 5, 2025: [IVCCC](#).

The Scoring and Ranking Committee's recommendation will be forwarded to the IVCCC Executive Board for final determination of awards. Standard agreements between the County of Imperial and the awarded applicant will be reviewed and approved by the Imperial County Board of Supervisors. The County, in collaboration with the IVCCC Executive Board and the Scoring and Ranking Committee, reserves the right to reject any or all proposals or to waive any discrepancy or technicality and make the award(s) in any manner determined by the County IVCCC Executive Board, and Scoring and Ranking Committee.

HCD BALANCE OF STATE ALLOCATION APPLICATION SCORING TOOL		
Factor	Criteria	Max Points
Applicant Experience	Length of experience implementing the proposed eligible Activity or Activity similar to the proposed eligible Activity.	20
	For Applicants who have received ESG funding in at least one of the past three years (e.g. 2019, 2020, or 2021), a maximum of 20 points will be deducted for the following: <ul style="list-style-type: none"> • HCD has terminated or disencumbered ESG grant funding; • The Applicant has unresolved monitoring findings in ESG that pose a substantial risk to HCD; or • The Applicant has not submitted annual reports in a timely manner for ESG grants. 	-20
Program Design	<p>Quality of the proposed program in delivering eligible Activities to participants consistent with the CoC's written standards and state ESG Regulation section 8409 Core Practices. The CoC representative must self-certify that the Core Practice Table in the application is true and correct.</p> <p>In making determinations under this rating factor, HCD may examine such things as CoC written standards for the proposed Activity, provider guidelines governing Activity operations, program rules for clients, the reasonableness of program staffing patterns, and the Activity budget relative to program design, target population, and local conditions.</p>	20
Need for Funds	<p>The Need for Funds is based on whether the application Activity and subpopulation targeting, if any, meets a high need for the community as identified by the CoC in a manner that is consistent with the State's Core Practices.</p> <p>Need is supported by data and analysis provided by the CoC, including, but not limited to, HMIS data and data from the most recent Point-in-Time Count of homeless persons published by HUD.</p>	10
Impact and Effectiveness	<p>Scoring for the performance outcomes in the impact and effectiveness-rating factor will be evaluated using data from HMIS for the federal fiscal years October 1, 2020 – September 30, 2021, and October 1, 2021 – September 30, 2022, or for those projects not in operation during this entire time, the most recent 12-month period. For data coming from Victim Service Providers, data from a HUD-compliant comparable database may be used.</p> <p><u>Project-level performance data – up to 24 points</u> The project level measures are as follows:</p> <ol style="list-style-type: none"> 1) Average length of project participation for individual leavers CoC Program HMIS Manual. 2) Leavers exiting to permanent housing. Scores assigned will be based on the relative success rate. For project-level performance metrics, programs of the same Activity type (i.e., SO, ES, RRH) will only be compared against programs of that same Activity type. <p><u>System-Level Performance Data - System-Level Performance Data – up to 6 points</u> Reports submitted by the CoC must be consistent with HUD's February 2019 System</p>	30

	Performance Measures (or more recent). Scoring will be based on the CoC Service Area 's shown improvement in either of the following two measures over the federal fiscal years October 1, 2020 – September 30, 2021, and October 1, 2021 – September 30, 2022: 1) The Change in Exits to Permanent Housing, (Measure 7b1, or as may be renumbered by HUD); or 2) Increases in the number of Chronically Homeless served, as measured under Metric 3.917, or as may be renumbered by HUD.	
Cost Efficiency	Using HMIS and expenditure data for federal fiscal year October 1, 2021 – September 30, 2022, or, for those programs not in operation during this entire time, Applications will be evaluated based on the average cost per exit to permanent housing based on the total program expenditures for the proposed Activity and the number of exits to permanent housing CoC Program HMIS Manual . For data coming from victim Service Providers, data from a HUD compliant comparable database may be used. HCD may require additional documentation to verify the accuracy of the information provided. If this occurs, the Applicant shall promptly provide such documentation.	10
Total		90

Section 9: Method of Award

The IVCCC Executive Board will be responsible for recommending applicants to HCD based on identified criteria established in the NOFA and through this RFP process. The IVCCC Executive Board reserves the right to reject any or all proposals, waive any discrepancy or technicality and split or make the award in any manner determined by the County and IVCCC Executive Board.

RFP submission in response to the solicitation process becomes the exclusive property of the County. Upon submission of an applicant's proposal, the submission and any pertaining documents are subject to the State of California Public Records Act. Exceptions will apply to those elements identified in the California Government Code section 6250 et. seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not be liable or responsible for the disclosure of any such records, including, without limitation, those so marked as such, if the disclosure is required by law or by an order issued by a court of competent jurisdiction. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a qualification marked "trade secret", "confidential", or "proprietary" the Vendor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in an action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language.

Section 10: RFP Application Instructions

Applicant Conference & Technical Assistance Workshop

Date: February 18, 2025

Time: 10:00 AM

Location: Zoom [[Link](#)]

The NOFA outlines application requirements and timelines for recommended applicants of this allocation. The ESG application form along with federal and state regulations are posted on the HCD website: [HCD – 2024 ESG NOFA](#).

You can also find the link at the IVCCC website: [IVCCC](#).

Bid Protest Procedures – Applicant can contact the County of Imperial Purchasing Department at 442-265-1866 to request a copy of the Services Purchasing Manual for Bid Protest Procedures.