



IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL

REQUEST FOR PROPOSALS

EMERGENCY SOLUTIONS CORONAVIRUS ROUND 2 (ESG-CV R2)

Issued Thursday, May 13, 2021

DEADLINE FOR SUBMISSIONS:

Thursday, June 3, 2021 at 4:00 PM

Deliver to the Office of Purchasing

1125 W. Main Street

El Centro, CA 92243

Point of Contact:

Debbie Wray

County of Imperial

Purchasing

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El Centro, CA 92243

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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.

**IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL
EMERGENCY SOLUTIONS GRANTS PROGRAM – CORONAVIRUS ROUND 2
(ESG-CV R2)
REQUEST FOR PROPOSAL**

PART I - OVERVIEW

A. INVITATION FOR PROPOSALS

The Imperial County Continuum of Care in collaboration with the Department of Social Services, as the administrative entity (AE) has been allocated **\$2,000,000** of ESG-CV Round 2 (ESG-CV R2) funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). This funding is to prevent, prepare for, and respond to Coronavirus among individuals and families who are experiencing homelessness or receiving homeless assistance in a coordinated response that considers all available funding streams, housing resources, staffing resources and other community assets that can be marshalled.

*Please note: the ESG-CV funds can be used to reimburse homelessness service providers for eligible coronavirus-related incurred before the enactment of the CARES Act. IVCCC will use June 1, 2020, as the initial coronavirus impact date. ESG-CV funding may be used to cover or reimburse allowable costs to prevent, prepare for and respond to coronavirus as of the impact date. It is strongly recommended that applicants expend the ESG-CV funds within one year of receipt.

Qualified applicants interested in applying must submit their ESG-CV R2 proposals in accordance with this RFP no later than:

Thursday, June 3, 2021 at 4:00 PM

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

Addenda to this Request for Proposals (RFP)

Revisions to this RFP or the timeline will be posted on the following websites:

- **County of Imperial Purchasing website:**
<https://purchasing.imperialcounty.org/rfqs-rfps/>
- **IVCCC website:**
<https://www.imperialvalleycontinuumofcare.org>

B. BACKGROUND

On March 27, 2020, Congress passed the Coronavirus Aid, Relief and Economic Security Act (CARES Act). Under this act, additional funding was allocated for the ESG program to be utilized to prevent, prepare for, and respond to coronavirus among individuals and families who are experiencing homelessness or receiving homeless assistance and to support additional homeless assistance and homeless prevention activities to mitigate the impacts created by coronavirus.

HCD receives funding from the United States Department of Housing and Urban Development (HUD) for the ESG-CV program. The ESG-CV Round 2 NOFA outlines application requirements and eligibility requirements.

The ESG-CV program provides funding for the following objectives:

- Prevent, prepare for, and respond to Coronavirus among individuals and families who are experiencing homelessness or receiving homeless assistance in a coordinated response that considers all available funding streams, housing resources, staffing resources and other community assets that can be marshalled.
- Prioritize the use of ESG-CV (Round 2) funds for Rapid Rehousing to assist households experiencing literal homelessness move to the safest location possible—housing.
- Prioritize the use of ESG-CV (Round 2) Rapid Rehousing funds to assist households staying in non-congregate shelter move to housing. Prioritize the use of ESG-CV (Round 2) funds for Emergency Shelter as needed while providing pathways to housing from emergency shelter.
- Address racial disproportionality in homeless populations and achieve equitable provision of services for Black, Native and Indigenous, Latinx, Asian, Pacific Islanders and other people of color who are disproportionately impacted by homelessness and COVID-19.
- Provide housing and services that are low barrier, trauma informed, culturally responsive and housing first oriented. Per HUD guidance, individuals and families assisted with these ESG-CV 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.

C. Funded Activities/Amount

Proposals submitted must be directly related to providing homeless assistance to prevent, prepare and respond to coronavirus and mitigate the impacts created by coronavirus. Eligible activities related to this funding are listed in this section under eligible activities of this RFP.

Funds are a Single, Direct Allocation Method:

- Imperial County's estimated allocation is \$2,000,000 of which \$1,548,400 will be available for funding.
- Eligible activities include Emergency Shelter, Street Outreach, Rapid Rehousing, Homeless Management Information Systems (HMIS).
- For ESG-CV (Round 2), grantees must prioritize funding Rapid Rehousing and Emergency Shelter activities over Homelessness Prevention in order to meet the immediate needs of literally homeless individuals. Homeless Prevention may be allowed only if the applicant can demonstrate that all homeless individuals (sheltered and unsheltered) within their COC Service Area per the most recent point-in-time (PIT) count are already housed or will be housed with current ESGCV or other sources of funding. With that said, Imperial County will not be prioritizing funds to be used for Homelessness Prevention activities. **As such, IVCCC will not be funding Homelessness Prevention activities.**
- Within the eligible activities of Emergency Shelter and Street Outreach, eligible costs may include expanded staffing to support infectious disease preparedness.
- Per HUD CPD 20-08, the limitations on eligible activities under section 415(a) of the McKinney-Vento Act and 24 CFR 576.105 are waived and alternative requirements are established to the extent necessary to authorize ESG-CV funds to be used under 24 CFR 576.105 to add the eligible cost of paying for landlord incentives as reasonable and necessary to obtain housing for individuals and families experiencing homelessness and at risk of homelessness. However, a recipient may not use ESG-CV funds to pay the landlord incentives set forth below in an amount that exceeds three times the rent charged for the unit. Waiving the limitation on eligible costs under housing relocation and stabilization services to pay for the costs of landlord incentives will increase the number of housing units available to people experiencing homelessness or at risk of homelessness, especially in tight rental markets and obtaining and maintaining housing is critical to preventing the spread of coronavirus and helping mitigate the economic impact of the crisis. The limitation to three times the rent charged for each unit ensures enough ESG-CV funds remain available to provide other eligible activities necessary to prevent the spread of coronavirus. Eligible landlord incentive costs include:
 - i. Signing bonuses equal to up to 2 months of rent;
 - ii. Security deposits equal to up to 3 months of rent;

- iii. Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and,
- iv. Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.

The landlord incentive can be any combination of the of the above examples but cannot exceed three times the rental amount of the unit.

California law has limitations to the amount of security deposit that can be provided to the landlord as:

- ✓ If the security deposit is for a residential property without furniture, the security deposit may equal 2 times the rent.
- ✓ If the residence is furnished, the landlord may charge up to 3 times the rent.

That said, if the rental unit is unfurnished the security deposit can be equal up to 2 months of the rent amount, and another landlord incentive option could be applied for up to 1 month of the rental amount.

D. Eligible Activities/Special Features

As the ESG-CV funds are used to prevent, prepare for and respond to coronavirus (COVID-19) among individuals and families who are experiencing homelessness or receiving homeless assistance and to support additional homeless assistance and homeless prevention activities, the funds will be earmarked for the following eligible activities: Emergency Shelter, Street Outreach, Rapid Rehousing, and Homeless Management Information System (HMIS).

Examples of coronavirus preparation or response expenses may include:

Eligible Activities/Project Types
<p>1. <u>Emergency Shelter (ES):</u> <i>Supplies</i> - Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops; Protective equipment such as masks, disposable gloves; program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets, food, medicine, etc. <i>Furnishings</i> - Cots, room dividers. <i>Equipment</i> - Washers, dryers, portable handwashing stations <i>Transportation</i> – Necessary for program participant travel to and from medical care, service providers, etc.</p>

Vaccine Distribution – Renting Spaces for vaccine events, hiring vaccine ambassadors to engage/ educate peers about the vaccine, transporting people to/from vaccine events, staff training on vaccine and rollout strategies, PPE and supplies at vaccine events

2. Street Outreach (SO)

Engagement (Urgent Physical Needs) - Hand sanitizer, soap, tissue packets, masks

Engagement (Equipping Staff) - Masks, disposable gloves, hand sanitizer, other personal protective equipment

Case Management (Referrals) - Coordinating medical care and other support services

Transportation: Necessary for program participant travel to and from medical care, service providers, etc.

Vaccine Distribution - Renting Spaces for vaccine events, hiring vaccine ambassadors to engage/ educate peers about the vaccine, transporting people to/from vaccine events, staff training on vaccine and rollout strategies, PPE and supplies at vaccine events, mobile outreach vans and staff to support vaccine distribution

3. Rapid Rehousing (RRH):

Housing Relocation and Stabilization Services

Short- and Medium-Term Rental Assistance

Fees-Application Fees, Security Deposit

Housing Stability- Case Management

4. Homeless Management Information System (HMIS)

HMIS reporting, Hardware Equipment, Software Cost, Training

Overhead costs directly related to carrying out SO and ES are eligible costs of those program components.

For example:

- Case management (ES or SO components): Tablets, phones, hot spots, Wi-Fi boosters to use in:
- Coordinating services for program participants.
- Collecting vaccine-related data in Homeless Management Information System (HMIS) to assist program participants with following up on the second dose of the COVID-19 vaccination.
- Outpatient health services (ES component): Tablets, hotspots to assist program participants with public health online registration for the COVID-19 vaccination.
- Emergency health services (SO component): Renting spaces for vaccine events, mobile outreach vans and staff to support vaccine distribution, PPE and supplies at vaccine events.

Expanding staffing to support infectious disease preparedness, may be an eligible cost for activities.

These type of services may include:

- Training staff on COVID-19 vaccine planning and distribution strategies.
- Hiring additional staff to support ESG-funded projects' infectious disease preparedness.
- Providing incentives to volunteers who have been and are currently helping to provide necessary SO, ES, and essential services during the coronavirus outbreak.
- Providing training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among ES participants and individuals experiencing unsheltered homelessness.
- Providing hazard pay for recipient and subrecipient staff working directly to prevent, prepare for, and respond to coronavirus among ES participants and individuals experiencing unsheltered homelessness. This includes hazard pay for vaccine ambassadors.
- Paying subject matter experts such as race equity partners to design an engagement strategy for Black, Indigenous, and people of color to increase vaccine confidence for people in shelters or unsheltered populations.
- Purchasing hotel rooms for staff or program participants who may be experiencing side effects from first or second doses.

Special Features of the ESG-CV funding include the following:

- Rapid Rehousing is a first priority investment as it has the greatest capacity of all of the ESG-CV activities to end homelessness.
- Emergency Shelter funds may be used only for the costs of providing emergency shelter during the period beginning on the date the grantee began preventing, preparing for, and responding to coronavirus and ending on January 31, 2022 per the HUD CPD Notice 20-08.
- Despite this federal allowance, the Department encourages local communities to use the bulk of funds for Rapid Rehousing to assist households to move as quickly as possible to housing during the pandemic.
- ESG-CV (Round 2) funding amounts provided under the CARES Act may be used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for and respond to coronavirus, and that such temporary emergency shelters shall not be subject to the minimum periods of use as required by section 416(c)(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11357(c)(1)). Federal habitability and environmental review standards and requirements shall not apply to the use of such ESG-CV (Round 2) funding amounts for those temporary emergency shelters that have been determined necessary to prevent, prepare for, and respond to coronavirus.
- There is no matching funds requirement.
- ESG-CV funding amounts can be used to provide temporary emergency shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for and respond to coronavirus, and that such

temporary emergency shelters shall not be subject to the minimum periods of use. However, Real Property Acquisition of an emergency shelter or drop-in center is not eligible under ESG-CV.

- Per the HUD CPD Notice 20-08, under Additional Eligible Activities for Temporary Emergency Shelters, acquisition of real property (e.g. hotels, ancillary structures, parking lots) are eligible. The total amount of ESG-CV (Round 2) funds used for acquisition must not exceed \$2.5 million per real property. The Department strongly encourages grantees to use the bulk of their ESG-CV (Round 2) funds for Rapid Rehousing so that households can move to housing and to use ESG-CV (Round 2) for temporary shelter when necessary to address emergency health and safety needs in partnership with local public health.
- Per the HUD CPD Notice 20-08 5b(ii) regarding Short-Term and Medium-Term Rental Assistance, “The requirement at 24 CFR 576.106(d) that prohibits rental assistance where the rent for the unit exceeds the Fair Market Rent established by HUD, as provided under 24 CFR Part 888, is waived so long as the rent complies with HUD’s standards of rent reasonableness, as established under 24 CFR 982.507.”
- Per the HUD CPD Notice 20-08 5b (i), (i) 24 CFR 576.106(a)(2) where medium-rent is defined as “for more than 3 months but not more than 24 months of rent” is waived and an alternative requirement is established where medium-term is established as for more than 3 months but not more than 12 months. While Rapid Rehousing in ESG-CV Round 1 had a cap of 24 months for rental assistance, ESG-CV Round 2 has a cap of 12 months for rental assistance.
- ESG-CV funding amounts may be used for training on infectious disease prevention and mitigation and to provide hazard pay (including for time worked prior to the date of enactment of the CARES Act) for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness, and that such activities shall not be considered administrative costs.
- No ESG-CV funds may not be used to require persons experiencing homelessness to receive treatment or perform other prerequisite activities as a condition for receiving shelter. (Agencies applying for this funding are required to use a Housing First approach).
- Individuals that apply for this grant must agree to adhere to reporting standards, secure a license and enter data into HMIS.

E. Eligible Costs

Grantees and their recommended sub-grantees must follow all OMB Cost Principles and Generally Accepted Accounting Principles (GAAP). Costs charged to ESG-CV must be allowable, allocable and reasonable. Shifting costs between awards to overcome funding deficiencies is **not** allowed.

- *Allowable costs* must conform to any limitations or exclusions set forth in the federal cost principles. Additionally, the ESG-CV allowable costs must comply with the policies and procedures afforded all activities within the grantee or subgrantee organization and be treated consistently (whether as a direct or indirect cost).
- *Allocable costs* are those treated consistently with other costs incurred for the same purpose in like circumstances
- *Reasonable costs* do not exceed in nature or amount of costs that would be incurred by a prudent person under the 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 like 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-CV 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.

All eligible costs incurred after the date of the ESG-CV (Round 2) award letter issued by the Department are reimbursable after full execution of the state Standard Agreement. Per the CARES Act, contractors may request reimbursement for allowable costs incurred to prevent, prepare for, and respond to coronavirus including costs that are incurred, including costs incurred prior to the award letter and prior to the date of the enactment of the CARES Act. However, each recipient must maintain adequate documentation to assure these waivers and alternative requirements are used only with respect to ESG-CV eligible activities implemented to prevent, prepare for, and respond to Coronavirus.

F. Expenditure Milestones Expectations

In line with HUD's expenditure deadlines included in the CPD-20-08 ESG-CV Notice, the Administrative Entity (AE) requires grantees to meet the following expenditure deadlines for ESG-CV (Round 2) funding. Should the grantee not meet the following expenditure expectations, the AE in its sole discretion reserves the right to recapture the difference in funds between the actual expenditure amount at the expenditure deadline and expected expenditure. The AE also reserves the right in its sole discretion to mandate a corrective action or remediation plan to ensure future timely expenditure of ESG-CV Round 2 funds.

Funds need to be fully expended by July 30, 2022, however it is expected that these funds will be spent before that date as the coronavirus pandemic is a quickly evolving situation and assistance needs to be dispersed as quickly as possible to help the affected population.

Emergency Shelter funds may be used only for the costs of providing emergency shelter during the period beginning on the date the grantee began preventing, preparing for, and responding to coronavirus and ending on January 31, 2022 per the HUD CPD Notice 20-08. **Emergency Shelter funds must be fully expended by January 31, 2022.**

It is required that funding will be expended as follows:

Percentage of ESG-CV (Round 2) Award Required to be expended	Expenditure Deadline
25%	September 30, 2021
50%	November 30, 2021
75% of RRH, SO, HMIS or 100% of ES	January 31, 2022
Final Expenditure Deadline	July 30, 2022

G. Provider Selection Process

Grantees are responsible for awarding ESG-CV funds to eligible activities in their approved COC Services Area(s).

Grantees shall select qualified service providers through a process that is consistent with the following requirements:

- Is a fair and open process that avoids conflicts of interest.
- Follows the procurement requirements of 2 CFR 200, 24 CFR Part 8
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas.
- Evaluates eligibility and quality of services, including adherence to Core Practices pursuant to the Standard Agreement.
- Utilizes data and considers community input to identify unmet needs.
- Prioritizes providing services in a racially equitable manner
- Prioritizes Emergency Shelter and Rapid Rehousing activities
- Considers project-level performance measures when evaluating proposals.
- Collaborates with the local CoC.

H. Duplication of Benefits

Duplication of Benefits (DOB) is not allowed. The DOB occurs when a program beneficiary receives assistance from multiple funding sources totaling an amount that exceeds the need for a particular funding need. The duplication is the amount of assistance provided in excess of the need. It is the Awardee's responsibility to ensure that each ESG-CV (Round 2) activity provides assistance only to the extent that the recipient's project's funding need(s) has not been met by another funding source.

I. Performance Period/Timeline/Important Dates

The anticipated release date for this RFP will begin on May 13, 2021. All ESG-CV funds must be expended by July 30, 2022; however, it is strongly encouraged that awardees expend the funding within one year of receipt. Moreover, it is the awardees responsibility to ensure that they are meeting the HCD expenditure milestone guidelines.

The County may adjust the grant timeline (below) and expenditure deadlines (page 9) based on the County's needs, as well as new funding requirements.

Request for Proposal Timeline	
October 2, 2020	ESG- CV NOFA released by HCD.
October 28, 2020	Application for ESG-CV Round 2 submitted
February 19, 2021	ESG-CV Round 2 funding approved
May 13, 2021	Post ESG-CV Request for Proposal (RFP) on IVCCC website: https://www.imperialvalleycontinuumofcare.org and Imperial County Purchasing Department website https://purchasing.imperialcounty.org/rfqs-rfps/ .
May 20, 2021	ESG-CV Application Workshop is mandatory for anyone with intent to apply for funding. The Workshop will be held via Zoom at 10:00 a.m. Interested applicants must register via the Zoom registration link.
May 24, 2021	Technical Assistance questions from applicants due to Imperial County Purchasing Department via email to Debbie Wray (debbiewray@co.imperial.ca.us) by 5:00 p.m. on May 24, 2021.
May 31, 2021	Agency interest form due to Imperial County Purchasing Department via email to debbiewray@co.imperial.ca.us by 5:00PM.
June 1, 2021	Technical Assistance answers will be posted at the IVCCC website https://www.imperialvalleycontinuumofcare.org and Imperial County Purchasing Department website https://purchasing.imperialcounty.org/rfqs-rfps/ .
June 3, 2021	Submit 3 hard copies (1 original and 2 copies) and 1 USB copy of the ESG-CV application to: IVCCC administrative entity, at Imperial County Office of Purchasing, 1125 W. Main Street, El Centro, Ca 92243 by June 3, 2021 at 4:00 p.m.
June 7-10, 2021	Scoring and Ranking Committee reviews and ranks projects.
June 14, 2021	Discussion with IVCCC regarding recommendations.
June 16, 2021	IVCCC Executive Board posts ranking on https://www.imperialvalleycontinuumofcare.org website.

PART II MINIMUM REQUIREMENTS

A. Applicant Eligibility Requirements

To be eligible for funding, an applicant shall submit a proposal that clearly describes how the proposed project meets all of the minimum requirements outlined below:

1. **Service Delivery Conditions / Implementation Requirements**
 - a) Projects must implement *California's Housing First policy* in all aspects of program design and operation.
 - b) Projects must participate and submit client data through the Homeless Management Information System (HMIS).
 - c) All proposals must demonstrate that the applicant has the willingness and ability to comply with all requirements, including but not limited to the terms.

2. **Applicant Eligibility Requirements**
 - a) Successful applicants must agree to comply with all the conditions of the Standard Agreement between the County of Imperial and the State of California Agreement.
 - b) Each successful applicant must be able and willing to enter into an agreement with the County.
 - c) Attendance to Emergency Solutions Grant-CV Conference Workshop is a **mandatory requirement** for those interested in submitting a proposal. The workshop will be held on May 20, 2021 at 10:00 AM via Zoom. Applicants are required to register in advance at: <https://us02web.zoom.us/meeting/register/tZlud-mprTIsHNN6fvK99ezZ-FyJTKPCUKVC> .
 - d) The County invites proposals from local 501(c)(3) nonprofit organizations, units of local government and tribal governments.
 - e) Applicants must have at least 12 months of prior operational experience from the release date of this RFP.
 - f) Proven administrative and financial capacity to administer the program within **30** days of the local award and on a reimbursement basis.
 - g) Applicants must be eligible to receive federal funds and not be on the Federal Exclusion list. Applicants must be in good standing and may be a public agency or non-profit organization, or a combination of such agencies.
 - h) Applicant shall be a member of the Imperial Valley Continuum of Care Council (IVCCC).
 - i) All bidders shall submit evidence of all required insurance.
 - j) Provide a copy of current business license or other applicable licenses.
 - k) Additional information may be requested from successful applicants such as proof of liability insurance, worker's compensation insurance,

501(c)(3) status and a current board roster that includes names, addresses and telephone numbers of board members.

I) This Request for Proposal is funded by federal and/or state grants. Applicants shall go to the Federal Exclusion List – System for Award Management (SAM) website and submit with their proposals verification that their organizations are not listed as being debarred from the following registries: <https://www.sam.gov>

- Central Contractor Registry (CCR)
- Federal Agency Registration (FedReg)
- Online Representations and Certification Applications (ORCA)
- Excluded Parties List System (EPLS)

The System for Award Management (SAM) is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA and EPLS. If awarded a contract, awarded vendor must notify the County immediately if debarred at any time during the contract period.

Applicant Conference & Technical Assistance Workshop

Date: May 20, 2021

Time: 10:00 AM

Location: Zoom conference

Registration for the Zoom conference shall be completed at the following link:

<https://us02web.zoom.us/meeting/register/tZlud-mprTIsHNN6fvK99ezZ-FyJTKPCUKVC>

The ESG-CV NOFA is posted on the HCD ESG website at:

<https://www.hcd.ca.gov/grants-funding/active-funding/esg/docs/2-esg-coronavirus-nofa-round-2-final.pdf>

You can also find the link at the IVCCC website:

<https://www.imperialvalleycontinuumofcare.org>

3. 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 have met the minimum threshold criteria. It is the intent to select proposals that are in accordance with the evaluation criteria set forth in Part III. The highest possible score is 100 points.

The scoring and ranking committee's recommendation will be forwarded to the IVCCC Executive Board for final approval of selected recommended proposals. The ESG-CV Round 2 Allocation Project Ranking will be posted on the IVCCC website: <https://www.imperialvalleycontinuumofcare.org> by June 16, 2021.

4. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

All proposals must be submitted as follows:

- **One (1) original with required signatures, with two (2) copies of the original and 1 USB copy** of the proposal.
- All proposals must be delivered to **Imperial County Purchasing** no later than 4:00pm (PST) on Friday, June 3, 2021, at the following address:

Imperial County Purchasing
2021 ESG-CV Round 2 Application
Attention: Debbie Wray
1125 Main Street
El Centro, Ca 92243

A late proposal will be deemed ineligible for review. No faxed proposals will be accepted.

Submission instructions:

Proposals sent by regular, overnight mail, or hand delivered must be received by 4:00 pm Pacific Standard Time (PST) on **Thursday, June 3, 2021**, to the address above. (Section 4. Proposal Due Date and Submission Options)

5. Questions and Technical Assistance

For additional questions, you can contact Debbie Wray, Imperial County Purchasing Department at debbiewray@co.imperial.ca.us. Requests for reasonable accommodations may be made by contacting Debbie Wray in advance.

B. METHOD OF AWARD

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 successful applicant will be reviewed and approved by the Imperial County Board of Supervisors.

The County in collaboration with the IVCCC Executive Board reserves the right to reject any or all proposals, or to waive any discrepancy or technicality and to split

or make the award in any manner determined by the County and IVCCC Executive Board. The County and IVCCC Executive Board recognizes that prices are only one of several criteria to be used in judging an offer and are not legally bound to accept the lowest offer.

RFP submission in response to the solicitation process, become the exclusive property of the County. Upon submission of an applicant's proposal, the submission and any pertaining documents is subject to the State of California Public Records Act. Exceptions will be those elements 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, if 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 action or liability arising under the Public Records Act. Where applicable, Federal regulations may take precedence over this language.

PART III SCORING AND RANKING

California ESG-CV Application Scoring Tool			
Factor	Criteria	Max Points	Score
Program Design	<p>Quality of the proposed program in delivering eligible activities to participants. Are the proposed uses of the ESG-CV funds related to COVID-19?</p> <p>Applicant must describe the impact of the coronavirus pandemic upon the applicant and the response to the critical needs of the community by providing services to prevent, prepare for, and respond to increased demand for services.</p> <p>Applicant must describe the impact of the coronavirus pandemic upon the applicant's initial operating budget and subsequent adjustments.</p> <p>Years of experience assisting the community and qualifications of staff that will be assisting.</p> <p>The number of persons served, and the level of service provided, since the June 1, 2020, known as COVID19 "impact date."</p> <p>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	
Applicant Experience	<p>Length of experience implementing the proposed eligible activity or activity similar to the proposed activity and how the experience will allow the agency will transition to provide those services with the additional factor of the coronavirus pandemic. Scoring will also be based on agency program processing and successful exits.</p> <p>For applicants who have received ESG funding in at least one of the past three years (e.g. 2016, 2017, or 2018), you must address compliance with the following in your application:</p> <ul style="list-style-type: none"> • HCD has not terminated ESG grant funding; • There has not been any unresolved monitoring findings in ESG that pose a substantial risk to HCD; or 	20	

	<ul style="list-style-type: none"> Annual reports have been submitted in a timely manner for ESG grants. 		
Impact, Ability and Effectiveness	Scoring for the performance is based on the capacity to assist the homeless population, agency financial capacity, impact on the community (i.e. staffing, outreach to offer services, and number of people served within the community) effectiveness of case management, percentages of clients who successfully exited the program and the steps taken to reduce future return to homelessness. Additionally, scoring takes into account the requirements that are placed on the applicant. Recordkeeping is supported by how the agency monitors the client from entry to exit of the program.	35	
Utilization. Expenditure and Reporting of ESG-CV funds	<p>Scoring will be based on:</p> <p>Explanation of agency's ability to properly utilize and expend ESG-CV funds.</p> <p>Explanation of the accounting procedures that agency uses to make sure that funds are properly used/ expended and verified. Anticipated performance measures related to reporting requirements, proposed quality control and documentation procedures will need to be discussed.</p>	20	
HMIS	<p>Utilization of HMIS or comparable system. If HMIS is not used, explanation of submittal of data to ensure accurate transference of information when input into HMIS. Scoring is weighted based on the use of HMIS or plan to obtain HMIS.</p> <p>HCD may require additional documentation to verify the accuracy of the information provided. If this occurs, the applicant will be required to promptly provide such documentation.</p>	5	
TOTAL ESG-CV SCORE		100	0
OVERALL APPLICATION SCORE			0