



**IMPERIAL VALLEY
CONTINUUM OF CARE COUNCIL (IVCCC)**

REQUEST FOR PROPOSALS

EMERGENCY SOLUTIONS PROGRAM

**2019 CALIFORNIA EMERGENCY SOLUTIONS AND
HOUSING (2019 CESH) PROGRAM**

Issued Friday, May 14, 2021

DEADLINE FOR SUBMISSIONS:

Thursday June 10, 2021 at 4:00 p.m.

County of Imperial Procurement

1125 W. Main Street, El Centro, CA 92243

Point of Contact:

Debbie Wray

County of Imperial
Procurement

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El Centro, CA 92243
442-265-1869

debbiewray@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.

**IMPERIAL VALLEY CONTINUUM OF CARE COUNCIL
2019 CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING
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 \$627,542 of which \$521,322 is available for subrecipients. The 2019 California Emergency Solutions Housing (CESH) Program funds for this program are to assist persons experiencing or at risk of homelessness.

Qualified applicants interested in applying must submit their 2019 CESH proposals in accordance with this Request for Proposal (RFP) no later than:

Thursday, June 10, 2021 at 4:00 p.m.

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.

Request for Proposals (RFP)

This RFP and the timeline will be posted on the following websites:

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

B. BACKGROUND

On March 19, 2019, the California Department of Housing and Community Development (HCD) announced the availability of funds to counties through the CESH Program.

See NOFA at: <https://www.hcd.ca.gov/grants-funding/active-funding/cesh/docs/2018-&-2019-cesh-nofas-amended.pdf>

See county allocation of funds on page 12 of the Amended 2019 CESH NOFA.

Imperial County's CESH formula allocation is \$627,542 of which \$521,322 is available for subrecipients.

State regulation governing the CESH Program require that each county's application be submitted by a designated Applicant Entity (AE) and that CESH grants be administered by the AE, which must be:

- 1) A unit of general-purpose local government.
- 2) A non-profit organization that has previously administered U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds as a collaborative application per 24 Code of Federal Regulations (CFR) part 578.3, or
- 3) A unified funding agency as defined in 24 CFR part 578.3 (§50490, subdivision (a)(1)-(3)).

Furthermore, AE are required to provide documentation in their CESH applications that they are designated by their region's CoC to administer CESH Program funds.

The Imperial County Department of Social Services is designated CoC lead agency and collaborative applicant for state and federal funding on behalf of the Imperial Valley Continuum of Care Council (IVCCC) and consequently will be the AE for the 2019 CESH application. The purpose of the document is to present the CESH funding opportunity to all interested stakeholders in Imperial County and to solicit proposals from all prospective providers offering housing, services, and other benefits to the Imperial Valley CoC.

The following sections include a brief description of the purpose of CESH funds, which can also be found in the NOFA linked above, along with a listing of local project eligibility, priority and funding thresholds established by the CoC Executive Board, a process timeline, a project application, and the scoring criteria for proposed projects.

C. FUNDED ACTIVITIES/AMOUNT

The CESH Program provides funds for a variety of activities to assist persons experiencing or at risk of homelessness.

CESH funds may be used for the following primary activities:

- Rental Assistance, Housing Relocation and Stabilization Services,
- Operating Support for Emergency Housing Interventions, and
- Systems Support

However, notwithstanding the relative flexibility of CESH funding, CESH-funded programs are required to be integrated with a fully functional CoC and to advance the elements of Housing First and other strategies emphasized by state and federal policy and funding guidelines. To ensure compliance with those policies and

guidelines, the Imperial Valley CoC Executive Board has established the project eligibility and funding thresholds included in the following section in order to strengthen and expand the CoC’s infrastructure, program components and coordinated response to homelessness county-wide.

Imperial County’s allocation is \$627,542 of which \$521,322 will be available for funding.

D. LOCAL ELIGIBILITY AND FUNDING THRESHOLDS

The Department of Social Services invites proposals from local nonprofit organizations, units of local government, education and training providers and other eligible program operators. Proposed projects must address one or more of the CESH-eligible activities: Rental Assistance, Housing Relocation and Stabilization Services, Operating Support for Emergency Housing Interventions, or Systems support.

Exception:

Rental arrearages will be disallowed under eligible activities to prevent duplication of benefits with existing available programs. Exceptions can be made under special circumstances, which must be pre-approved by CoC prior to issuing assistance.

Those activities and the funds available for each activity type are described below:

Eligible Activities/Project Types
<p><u>1. Rental Assistance, Housing Relocation and Stabilization Services:</u></p> <p>This activity is to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness in all areas of Imperial County. Rental assistance provided shall not exceed 48 months for each assisted household and rent payments shall not exceed two times the current HUD fair market rent for the local area, as determined pursuant to 24 CFR part 888. <i>See exception above under D. Local Eligibility and Funding Thresholds</i></p> <p>Share of funds: up to \$156,322</p>
<p><u>2. Operating Support for Emergency Housing Interventions</u></p> <p>This activity includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> a) Navigation centers that provide temporary room and board and case managers who work to connect homeless individuals and families to income, public benefits, health services, permanent housing, or other shelter. b) Street outreach services to connect unsheltered homeless individuals and families to temporary or permanent housing.

c) Shelter diversion, including but not limited to, homelessness prevention activities such as those described in [24 CFR Part 576.103](#), and other necessary service integration activities such as those to connect individuals and families to alternate housing arrangements, services, and financial assistance. **See exception above under D. Local Eligibility and Funding Thresholds**

Share of funds: up to \$251,000

3. Systems Support

This activity is necessary to maintain a comprehensive homeless services and housing delivery system, including Coordinated Entry System (CES) data, Homeless Management Information System (HMIS) reporting, and homelessness planning activities. **Share of funds: System Support \$114,000**

E. PROVIDER SELECTION PROCESS

Applications submitted by the deadline, **4:00 p.m. Pacific Standard Time, June 10, 2021**, will be reviewed and scored by the IVCCC's Scoring and Ranking Committee using the scoring criteria included on the final two pages of this document. Projects will be ranked according to activity type and objective scores. The IVCCC Executive Board and the Department of Social Services may choose to work with applicants to revise or adjust either their proposed budgets or their project's scope of work.

Following scoring and ranking, the full list of recommended projects will be forwarded by the Scoring and Ranking Committee to the Executive Board and the County Executive Officer for joint approval.

Service providers will be selected through a process that is consistent with the following requirements:

- 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 activities that address the highest unmet need, considering other available funding and system-wide performance measures. Considers project-level performance measures when evaluating proposals.
- Collaborates with the local CoC.

F. PERFORMANCE PERIOD/TIMELINE/IMPORTANT DATES

The anticipated project period for this RFP will begin on May 14, 2021. All CESH funds must be expended by December 31, 2024.

2019-CESH Request for Proposal Timeline	
May 14, 2021	RFP - will be posted on the IVCCC and County of Imperial Procurement Department websites: https://www.imperialvalleycontinuumofcare.org and https://purchasing.imperialcounty.org/rfqs-rfps/
May 19, 2021	2019 CESH Application Workshop – attendance is mandatory for anyone with intent to apply for funding. The Workshop will be held via Zoom at 1:30 p.m. Pre-registration for interested applicants required at: https://us02web.zoom.us/j/87884423966?pwd=YW16SUVWR2lrdTV1WUs2UzVFYjBRdz09
May 24, 2021	Intent to Apply – interested agencies shall submit form to Imperial County Procurement Department via email to debbiewray@co.imperial.ca.us by 5:00 p.m.
May 27, 2021	Technical Assistance Inquiries - questions from applicants due by 5:00 p.m. to Imperial County Procurement via email to debbiewray@co.imperial.ca.us
June 3, 2021	Technical Assistance Responses - will be posted on the IVCCC and County of Imperial Procurement websites: https://www.imperialvalleycontinuumofcare.org https://purchasing.imperialcounty.org/rfqs-rfps/
June 10, 2021	Submission – applicant shall submit 3 hard-copies (1 original with required signatures and 2 copies) of the 2019 CESH application as well as 1 USB containing a digital copy by 4:00 p.m. Package shall be delivered to: County of Imperial Procurement C/O: IVCCC Administrative Entity ATT: Debbie Wray 1125 W. Main Street El Centro, Ca 92243 A late proposal will be deemed ineligible for review. No faxed proposals will be accepted.
June 16-17, 2021	Scoring and Ranking - committee reviews and ranks projects.
June 23, 2021	Recommendation - IVCCC reviews and discusses projects' ranking. Final recommendation determined.
June 30, 2021	Notification - IVCCC Executive Board posts ranking on IVCCC website: https://www.imperialvalleycontinuumofcare.org

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 2019 CESH Workshop is a **mandatory requirement** for those interested in submitting a proposal. The workshop will be held on May 19, 2021 at 1:30 pm via Zoom. Applicants are required to register in advance at:
<https://us02web.zoom.us/j/87884423966?pwd=YW16SUVWR2IrdTV1WUs2UzVfYjBRdz09>
- 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 60 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) Bidders shall submit evidence of all required insurance.

- j) Bidders shall 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.
- l) This RFP 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)

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 19, 2021

Time: 1:30 p.m.

Location: Zoom conference

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

<https://us02web.zoom.us/j/87884423966?pwd=YW16SUVWR2lrdTV1WUs2UzVFYjBRdz09>

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 – Scoring and Ranking, 2019 CESH Application Scoring Tool. 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 2019 CESH ranking will be posted on the IVCCC website: <https://www.imperialvalleycontinuumofcare.org> by June 30, 2021.

4. Proposal Due Date and Submission Options

All proposals must be submitted as follows:

Applicant shall submit 3 hard- copies (1 original with required signatures and 2 copies) of the 2019 CESH application as well as 1 USB containing a digital copy by 4:00 p.m. on Thursday, June 10, 2021. Package shall be delivered to:

County of Imperial Procurement
C/O: IVCCC Administrative Entity
ATT: Debbie Wray
1125 W. 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 postmarked by 4:00 p.m. Pacific Standard Time (PST) on Thursday, June 10, 2021, to the address above. (Section 4. Proposal Due Date and Submission Options)

5. Questions and Technical Assistance

For additional questions or to request reasonable accommodations in advance, you can contact Debbie Wray at debbiewray@co.imperial.ca.us.

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

2019 CESH 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 2019 CESH funds related to eligible activities?</p> <p>Years of experience assisting the community and qualifications of staff that will be assisting.</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 and how the experience will allow the agency to provide services. Scoring will also be based on agency program processing and successful exits.</p>	20	
Impact, Ability, and Effectiveness	<p>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.</p>	35	
Utilization, Expenditure, Reporting	<p>Scoring will be based on:</p> <p>Explanation of agency's ability to properly utilize and expend 2019 CESH funds.</p> <p>Explanation of the accounting procedures that the 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.</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 2019 CESH SCORE		100	0
OVERALL APPLICATION SCORE			0