



**IMPERIAL VALLEY
CONTINUUM OF CARE COUNCIL (IVCCC)
2020 EMERGENCY SOLUTIONS**

**NOTICE OF FUNDING AVAILABILITY
CARES ACT – EMERGENCY SOLUTIONS GRANT-
CORONAVIRUS (ESG-CV)
REQUEST FOR PROPOSAL**

Issued Friday, July 10, 2020

DEADLINE FOR SUBMISSIONS:

Thursday July 30, 2020 at 4:00 PM

Deliver to the Office of Procurement

1125 W. Main Street

El Centro, CA 92243

Point of Contact:

Debbie Wray

County of Imperial

Procurement

1125 W. Main Street

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
2020 EMERGENCY SOLUTIONS GRANTS PROGRAM - CORONAVIRUS (ESG-CV)
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 **\$1,028,100** of ESG-CV funds under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). These special ESG-CV funds are to be used to prevent, prepare for and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

*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 proposals in accordance with this RFP no later than:

Thursday, July 30, 2020 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:**
<http://www.cociv.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 2020 ESG-CV 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 and/or receiving homeless assistance
- Support additional homeless assistance and homeless prevention activities to mitigate the impacts created by coronavirus

C. Funded Activities/Amount

Proposals submitted must be directly related to providing homeless assistance and homeless prevention assistance and should 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 \$1,028,100 of which \$974,000 will be available for funding.
- Eligible activities include Emergency Shelter, Street Outreach, Homelessness Prevention, Rapid Rehousing, Homeless Management Information Systems (HMIS).
- Within the eligible activities of Emergency Shelter and Street Outreach, eligible costs may include expanded staffing to support infectious disease preparedness.
- There is no minimum or maximum amount required for each application submitted.

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, Homeless Prevention, Street Outreach, Rapid Rehousing, Homeless Management Information System (HMIS).

Examples of coronavirus preparation or response expenses may include:

Eligible Activities/Project Types
<p>1. <u>Emergency Shelter:</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>
<p>2. <u>Street Outreach (SO)</u> <i>Engagement (Urgent Physical Needs):</i> Hand sanitizer, soap, tissue packets, masks <i>Engagement (Equipping Staff):</i> Masks, disposable gloves, hand sanitizer, other personal protective equipment <i>Case Management (Referrals):</i> Coordinating medical care and other support services <i>Transportation:</i> Necessary for program participant travel to and from medical care, service providers, etc.</p>
<p>3. <u>Homeless Prevention (HP)</u> <i>Housing Relocation and Stabilization Services</i> <i>Short- and Medium-Term Rental Assistance</i></p>
<p>4. <u>Rapid Rehousing</u> <i>Housing Relocation and Stabilization Services</i> <i>Short- and Medium-Term Rental Assistance</i> <i>Fees-Application Fees, Security Deposit</i> <i>Housing Stability- Case Management</i></p>
<p>5. <u>Homeless Management Information System</u> <i>HMIS reporting, Hardware Equipment, Software Cost, Training</i></p>

Expanding staffing to support infectious disease preparedness, may be an eligible cost for activities numbered (1-4) above.

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.
- There is no spending cap on Emergency Shelter, Homeless Prevention, Rapid Rehousing and Street Outreach activities.
- 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.
- With reference to Emergency Shelter, an immediate priority is non-congregate shelter.
- 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 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 the ESG-CV 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-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.

F. 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 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.

G. 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.

H. Performance Period/Timeline/Important Dates

The anticipated project period for this RFP will begin on July 10, 2020. All ESG-CV funds must be expended by August 31, 2022, however it is strongly encouraged that subgrantees expend the funding within one year of receipt. The County may adjust the grant timeline (listed on page 6) based on the County's needs, as well as new funding requirements.

Request for Proposal Timeline	
June 1, 2020	ESG- CV NOFA released by HCD.
July 10, 2020	Post ESG-CV Request for Proposal (RFP) on IVCCC website: http://www.cociv.org .
July 17, 2020	ESG-CV Application Workshop is mandatory for anyone with intent to apply for funding. The Workshop will be held via Zoom. Interested applicants must register via the Zoom registration link.
July 20, 2020	Technical Assistance questions from applicant due to Administrative Entity by 5:00 p.m. on July 20, 2020.
July 20, 2020	Application from Administrative Entity DUE to State HCD by 5:00 PM on July 20, 2020.
July 21, 2020	Agency intent to apply form due to Imperial County Department of Social Services via email to eleanttalpey@co.imperial.ca.us by 5:00PM.
July 27, 2020	Technical Assistance answers will be posted at the IVCCC http://www.cociv.org/ and Imperial County Purchasing Department website https://purchasing.imperialcounty.org/rfqs-rfps/ .
July 30, 2020	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 Procurement, 1125 W. Main Street, El Centro, Ca 92243 by July 30, 2020.
Aug 3- 6, 2020	Scoring and Ranking Committee reviews and ranks projects.
Aug 7, 2020	Discussion with IVCCC regarding recommendations.
Aug 11, 2020	Board of Supervisors approves IVCCC recommendations.
Aug 12, 2020	IVCCC Executive Board posts ranking on COCIV.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 July 17, 2020 at 10:00 AM via Zoom. Applicants are required to register in advance at: <https://us02web.zoom.us/meeting/register/tZlkcOyorDoiEtGcBciENTDzLU9SFEwNh9jq>
 - 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) 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: July 17, 2020

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/tZlkOyorDoiEtGcBciENTDzLU9SFEwNh9jq>

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

https://hcd.ca.gov/grants-funding/active-funding/esg/docs/2_ESG-CV_NOFA_Signed.pdf

You can also find the link at the IVCCC website: <http://www.cociv.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 2020 ESG-CV Allocation Project Ranking will be posted on the IVCCC website: <http://www.cociv.org> by August 11, 2020.

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 Procurement** at: no later than 4:00pm (PST) on Thursday, July 30, 2020, at the following address:

Imperial County Procurement
2020 ESG-CV 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 postmarked by 4:00 pm Pacific Standard Time (PST) on **Thursday, July 30, 2020**, to the address above. (Section 4. Proposal Due Date and Submission Options)

5. Questions and Technical Assistance

For additional questions, you can contact Eleanor Vega, Staff Services Analyst II at (760) 337-7416 or eleantorlpey@co.imperial.ca.us. Requests for reasonable accommodations may be made by contacting Eleanor Vega 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