



**IMPERIAL VALLEY  
CONTINUUM OF CARE COUNCIL  
REQUEST FOR PROPOSALS  
2021 EMERGENCY SOLUTIONS  
GRANTS PROGRAM - BALANCE  
OF STATE ALLOCATION**

**Issued September 16, 2021**

**DEADLINE FOR SUBMISSIONS:**

**September 27, 2021 at 4:00 PM**

**Deliver to the Office of County of**

**Imperial Purchasing**

**1125 W. Main Street**

**El Centro, CA 92243**

**Point of Contact:**

Debbie Wray

County of Imperial Purchasing

1125 W. Main Street El Centro, CA 92243

442-265-1869

[debbiewray@co.imperial.ca.us](mailto: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  
2021 EMERGENCY SOLUTIONS GRANTS PROGRAM - BALANCE OF  
STATE  
REQUEST FOR PROPOSAL**

**PART I - OVERVIEW**

**A. INVITATION FOR PROPOSALS**

The Imperial Valley 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.

The California Department of Housing and Community Development (HCD) is pleased to announce the availability of new federal funds for the 2021 Emergency Solutions Grants Program Balance of State (2021 ESG-BoS) through a Notice of Funding Availability (NOFA). The 2021 estimated Balance of State allocation set aside for Imperial County is \$367,182.

The Imperial Valley 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 2021 ESG-BoS application for review to the Imperial Valley Continuum of Care Council (IVCCC) no later than:

**September 27, 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.

Pertinent forms and information related to this RFP will be posted on the following websites:

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

**B. BACKGROUND**

HCD receives funding from the United States Department of Housing and Urban Development (HUD) for the Emergency Solutions Grants (ESG) program. The 2021 ESG-BoS NOFA outlines application requirements and timelines for recommended applicants. Funding in the allocation is made available based on recommendations from a CoC in two ways:

- 1. Regional Competition Funds:** through regional competitions within three geographic regions (Norther Region, Bay Area Region and Central & Imperial Valley Region) pursuant to the California Code of Regulations (CCR), Title 25 CCR 8404 (a) (3). Applications for each geographic area must be received by the Department in order for scores to be determined. Therefore, rolling awards may not be possible.
- 2. Noncompetitive Funds:** for rapid rehousing (RR) activities. Applications will be reviewed and awarded on a 'rolling' basis. Applications that are submitted prior to the October 19, 2021 application due date will be reviewed immediately and if approved, awarded.

Those recommended by the CoC via this RFP must access applications through the [eCivis portal - Programs Available for Solicitation page](#). **Paperbinder applications will no longer be required or accepted.**

CoC-recommended applicants are eligible to apply for both the competitive and noncompetitive Rapid Rehousing funds. The ESG program provides funding for the following objectives:

- Engaging individuals and families experiencing homelessness;
- Improving the 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; and
- Preventing families/individuals from becoming homeless.

### **C. ADVANCING RACIAL EQUITY**

Grantees should prioritize the advancement of racial equity at all levels of the homeless response system. The Department asks grantees to be leaders in their homeless response systems, facilitating partnerships among service organizations and promoting racial equity practices. Grantees must respond to disproportionality in access to services, service provision and outcomes.

Grantees cannot simply rely on delivering a standardization of services to address equity. Grantees have the responsibility to examine their data to ensure all eligible persons receive equitable services, support, and are served with dignity, respect, and compassion regardless of circumstances, ability, or identity. Additional detail provided in the NOFA.

### **D. ELIGIBLE ACTIVITIES/AMOUNTS**

CoCs are responsible for recommending applicants to HCD for funds available under the NOFA. CoC-recommended applicants could apply for both the non- competitive RR funds and the regional competition funds.

- 1. 2021 ESG-BoS Noncompetitive Funds** - total allocation is \$183,591. No more than two (2) applications will be recommended by the IVCCC to be submitted to HCD. There

is no minimum or maximum amount required for each application submitted. Eligible activities are as follows:

<b>Eligible Activities - Noncompetitive</b>	
<b>1. <u>Rapid Re-Housing</u></b>	May be requested as a stand-alone Activity.
<b>2. <u>Street Outreach</u></b>	Up to a maximum of 10 percent of total application request when requested in combination with Rapid Re-Housing. The Street Outreach Activity may be subcontracted to another eligible provider or may be provided directly by the Applicant.
<b>3. <u>Homeless Prevention</u></b>	Up to a maximum of 10 percent of total application request when requested in combination with Rapid Re-Housing. The Homeless Prevention Activity may be subcontracted to another eligible provider or may be provided directly by the Applicant.
<b>4. <u>Homeless Management Information System</u></b>	Up to a maximum of 10 percent per application. The Homeless Management Information System Activity may be provided directly by the Applicant or may be subcontracted to another eligible provider.
<b>5. <u>Grant Administration</u></b>	Local government service providers may request up to \$200 per application for Grant Administration.

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

**2. 2021 ESG-BoS Regional Competition Funds** - total allocation is \$183,591. No more than two (2) applications will be recommended by the IVCCC to be submitted to HCD. The competition is between Imperial County and seven (7) other central California CoCs. Each application submitted must be for a minimum of \$75,000. Eligible activities are as follows:

<b>Eligible Activities - Regional Competition</b>	
<b>1. <u>Rapid Re-Housing</u></b>	\$75,000 minimum per application.
<b>2. <u>Emergency Shelter</u></b>	\$75,000 minimum per application.
<b>3. <u>Street Outreach</u></b>	\$75,000 minimum per application as a stand-alone Activity, or up to a maximum of 10 percent of a total application (not to exceed \$20,000) when requested in addition to Rapid Re-Housing or Emergency Shelter. The Street Outreach Activity may be subcontracted to another eligible provider or may be provided directly by the Applicant.
<b>4. <u>Homeless Prevention</u></b>	Up to a maximum of 10 percent per application (not to exceed \$20,000) when requested in combination with Rapid Re-Housing or Emergency Shelter. The Homeless Prevention Activity may be subcontracted to another eligible provider or may be provided directly by the Applicant. <b>No stand-alone Homeless Prevention applications are permitted.</b>
<b>5. <u>Homeless Management Information System</u></b>	Up to a maximum of 10 percent per application (not to exceed \$20,000). The Homeless Management Information System Activity may be provided directly by the Applicant or may be subcontracted to another eligible provider.
<b>6. <u>Grant Administration</u></b>	Local government service providers may request up to \$200 per application for Grant Administration.

**Note:** Pursuant to state ESG Regulation 25 CCR 8408, all Activities permitted under the federal ESG regulations shall be eligible **except for renovation, conversion, or major rehabilitation Activities under 24 CFR Part 576.102**. Minor repairs to an ESG-funded ES that do not qualify as renovation, conversion, or major rehabilitation are an eligible use of state ESG funds.

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

#### **E. ELIGIBLE COSTS**

Grantees and their recommended subgrantees must follow all the 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 exclusion set forth in the federal cost principles and the ESG NOFA. In addition, allowable costs must comply with the policies and

procedures afforded all Activities within the grantee or subgrantee organization, and must be treated consistently, whether as an indirect or direct 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, and these costs must meet the requirements listed in 2 CFR Part 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 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 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.

HCD will reimburse grantees for indirect costs at a “de minimus rate” based on the Modified Total Direct Cost (MTDC) unless the grantee has a federally authorized indirect cost rate agreement. If the grantee has a federally authorized indirect cost rate agreement, HCD will reimburse grantees for indirect costs at the authorized rate. If an Applicant is requesting an indirect cost rate higher than 10 percent, based on a federally authorized indirect cost rate agreement, that agreement must be submitted with their application. Grantees that will seek reimbursement for any indirect costs must comply with all OMB requirements including 2 CFR Part 200.403 and 2 CFR Part 200 Appendix 4. Grantee records must include evidence of the MTDC 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 full execution of the state Standard Agreement. Contractors shall not plan to expend any state ESG funds requiring reimbursement prior to the award letter. In addition, no funds shall be expended until any required environmental review process has been completed, if required under 24 CFR Part 50.

#### **F. CONTRACT EXPENDITURE, MATCHING FUNDS AND OBLIGATION REQUIREMENTS**

All of the grantee’s ESG funds must be expended for eligible Activity costs within 24 months after the date HUD signs the grant agreement with HCD.

After the Standard Agreement with HCD is fully executed, grantees may request an advance of 30 days working capital or \$5,000, whichever is greater. Otherwise, all funding requests are on a reimbursement-only basis.

All eligible costs incurred after the date of the award letter issued to the grantee by HCD are reimbursable. Grantees shall not expend any funds requiring reimbursement prior to the date of the award letter. However, no funds shall be expended until any required environmental review process has been completed, if required under 24 CFR Part 50.

Requests for disbursement must be made at least quarterly. HCD may establish minimum reimbursement amounts, or other related procedures necessary for the efficient administration of the ESG program.

Grantees must make matching contributions in an amount that equals the amount of federal ESG funds awarded. HCD may request documentation as part of program monitoring to determine the sources and amounts used to meet the federal ESG matching requirement.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- Laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match ESG funds.
- Per 24 CFR Part 576.201, if ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements.

**G. PERFORMANCE PERIOD/TIMELINE/IMPORTANT DATES**

<b>Request for Proposal Timeline</b>	
<b>August 17, 2021</b>	2021 ESG-BoS NOFA released by HCD.
<b>September 16, 2021</b>	Post 2021 ESG-BoS RFP on IVCCC website: <a href="#">IVCCC</a> and Imperial County Purchasing Department website: <a href="#">County of Imperial Purchasing</a>
<b>September 20, 2021</b>	2021 ESG-BoS application workshop will be held via Zoom at 2:00 p.m. (workshop not mandatory but recommended). Interested participants must register via the following link: <a href="#">Technical Workshop Registration</a>
<b>September 21, 2021</b>	Technical Assistance questions from applicants due to Imperial County Purchasing Department by 5:00 p.m. via email to DebbieWray ( <a href="mailto:debbiewray@co.imperial.ca.us">debbiewray@co.imperial.ca.us</a> )
<b>September 23, 2021</b>	Technical Assistance questions from applicants posted by 5:00 p.m. on the IVCCC website: <a href="#">IVCCC</a> and Imperial County Purchase Department website: <a href="#">County of Imperial Purchasing</a>
<b>September 27, 2021</b>	Submit 3 hardcopies (1 original and 2 copies) and 1 USB copy of the application by 4:00 p.m.to: IVCCC Administrative Entity, at Imperial County Office of Purchasing, 1125 W. Main Street, El Centro, Ca 92243
<b>September 28, 2021</b>	Scoring and Ranking Committee reviews and ranks projects.
<b>October 6, 2021</b>	IVCCC Executive Board approves CoC recommendations
<b>October 7, 2021</b>	Notification and forms submitted to recommended agencies
<b>October 19, 2021</b>	Recommended applicant deadline to submit application to HCD by 5:00 p.m.

**H. APPLICANT SUBMITTAL REQUIREMENTS**



## **Applicant Conference & Technical Assistance Workshop**

Date: September 20, 2021

Time: 2:00 p.m.

Location: Zoom

Registration for the Zoom conference shall be completed at the following link: [Technical Workshop Registration](#)

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

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

### **1. 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. 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 2021 ESG-BoS Allocation Project Ranking will be posted on the IVCCC website by October 7, 2021: [IVCCC](#)

### **2. 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 September 27, 2021, at the following address:

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

***A late proposal will be deemed ineligible for review.*** It is the sole responsibility of respondent to ensure that the proposals are received by the County of Imperial in the proper time. Any proposals received after the scheduled closing time will be deemed ineligible for review. Proposals **may not** be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. **No faxed proposals will be accepted.**

### **3. Questions and Technical Assistance**

For additional questions, you can contact Debbie Wray, Imperial County Purchasing Department at [debbiewray@co.imperial.ca.us](mailto:debbiewray@co.imperial.ca.us).

Requests for reasonable accommodations may be made by contacting Debbie Wray in advance.

### **4. 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, 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.

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.

<b>HCD BALANCE OF STATE ALLOCATION APPLICATION SCORING TOOL</b>		
<b>Factor</b>	<b>Criteria</b>	<b>Max Points</b>
<b>Applicant Experience</b>	Length of experience implementing the proposed eligible Activity or Activity similar to the proposed eligible Activity.	20
	<p>For Applicants who have received ESG funding in at least one of the past three years (e.g. 2017, 2018, or 2019), a maximum of 20 points will be deducted for the following:</p> <ul style="list-style-type: none"> <li>• HCD has terminated or disencumbered ESG grant funding;</li> <li>• The Applicant has unresolved monitoring findings in ESG that pose a substantial risk to HCD; or</li> <li>• The Applicant has not submitted annual reports in a timely manner for ESG grants.</li> </ul>	-20
<b>Program Design</b>	<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 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
<b>Need for Funds</b>	<p>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

Factor	Criteria	Max Points
Impact and Effectiveness	<p>Scoring for the performance outcomes in the impact and effectiveness-rating factor will be evaluated using data from HMIS for federal fiscal year October 1, 2019 – September 30, 2020, 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>Project-level performance data – up to 24 points The project level measures are as follows:</p> <p>1) Average length of project participation for individual leavers CoC Program HMIS Manual</p> <p>2) Leavers exiting to permanent housing. Scores assigned will be based on relative success rate. For project-level performance metrics, programs of the same Activity type (i.e. SO, ES, RR) will only be compared against programs of that same Activity type.</p> <p>System-Level Performance Data – up to 6 points Reports submitted by the CoC must be consistent with HUD’s May 2015 System Performance Measures. Scoring will be based on the CoC Service Area’s shown improvement in either of the following two measures over the 12-month period ending September 30, 2020: 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.</p>	30
Cost Efficiency	<p>Using HMIS and expenditure data for federal fiscal year October 1, 2019 – September 30, 2020, 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.</p> <p>For data coming from victim service providers, data from a HUD-compliant comparable database may be used.</p> <p>HCD may require additional documentation to verify the accuracy of the information provided. If this occurs, the Applicant shall promptly provide such documentation.</p>	10
<b>TOTAL</b>		<b>90</b>