



**HWS** HOUSING AND  
WORKFORCE  
SOLUTIONS  
ENGAGE. ENCOURAGE. EQUIP.

# County of Riverside Department of Housing and Workforce Solutions - Continuum of Care (HWS - CoC)

Pre-Bid Meeting

Wednesday, February 21, 2024

9:00 AM - 11:00 AM PST

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# Notice

- ▶ The following presentation will be recorded for reference and uploaded to our CoC website.
- ▶ Unless you are speaking, it is being requested that all attendees please mute your microphones during the meeting so that everyone can hear the meeting effectively.

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# WELCOME & INTRODUCTIONS

MIRELLA OROZCO  
Program Specialist

Department of Housing and Workforce Solutions  
Continuum of Care (HWS - CoC)

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# AGENDA

- ▶ Welcome and Introductions
- ▶ CoC Board of Governance Funding Principles
- ▶ ITB Program Funding Sources
  - ▶ ESG
  - ▶ HHAP
- ▶ ITB Objectives
- ▶ Available Funding
- ▶ Eligible Activities
- ▶ Program Evaluation
- ▶ Timeline and Important Dates
- ▶ Evaluation Process
- ▶ ITB's Submission Checklist
- ▶ Cost Proposal and Budget Narrative
- ▶ State of California Funding Process
- ▶ Questions

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# NON-MANDATORY PRE-BID CONFERENCE

MIRELLA OROZCO, PROGRAM SPECIALIST

- ▶ This Pre-Bid Conference is not mandatory for agencies to submit proposals for the ESG and HHAP funding.
- ▶ Make sure a representative from your agency signs-in, even if your agency hasn't decided about submitting a proposal just yet.
- ▶ Invitation to BID (ITB) COARC-0020 Rapid Rehousing:
  - ▶ ITB COARC - 0020 Terms and Conditions
- ▶ You may obtain a copy of this ITB by visiting: <https://rivcohhpws.org/coc-division-and-funded-programs> or
- ▶ [Public Purchasing website](#), or by submitting an email request to [morozco@rivco.org](mailto:morozco@rivco.org) or [CoC@rivco.org](mailto:CoC@rivco.org).

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# CoC BOARD OF GOVERNANCE: FUNDING PRINCIPLES

MIRELLA OROZCO  
Program Specialist  
Department of Housing and Workforce  
Solutions Continuum of Care (HWS - CoC)

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# CoC Board of Governance's Funding Principles

- ▶ Riverside County's Continuum of Care Board of Governance established funding principles that will guide and prioritize grant allocation for homeless programs
  - ▶ Invest in programs that will **immediately impact** reduction of homeless youth, individuals and families, or prevent them from becoming homeless
  - ▶ Invest in programs that **demonstrate ongoing, long-term, or sustainable results**
  - ▶ Invest in programs **addressing significant service gaps** by targeting high-need communities, under-served or hard-to-serve geographic special subpopulations

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# CoC Board of Governance's Funding Principles

- ▶ Invest in programs that emphasize a **comprehensive service delivery approach or wraparound services** to ensure successful housing and self-sufficiency outcomes
- ▶ Invest in solutions to address the **unique needs of homeless individuals living in encampments**
- ▶ Invest in programs that support [Riverside County's Action Plan](#), emphasizing the **expansion of:**
  - ▶ System Coordination
  - ▶ Housing Resources
  - ▶ Outreach, Navigation, and Supportive Services

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# OVERVIEW OF ESG AND HHAP FUNDING AVAILABLE THROUGH HWS

Mirella Orozco  
Program Specialist  
Department of Housing and Workforce  
Solutions Continuum of Care (HWS - CoC)

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# ESG Program

- ▶ The California Department of Housing and Community Development (HCD) implemented Emergency Solutions Grant (ESG) to address the homelessness crisis throughout California
- ▶ The ESG Program provides funds for Rental Assistance and Rapid Re-Housing (RHH) services to support individuals or families who are homeless move into permanent housing and achieve stability
  - ▶ Housing identification, rental assistance, supportive services

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# HHAP Program

- ▶ The Homeless Housing, Assistance and Prevention (HHAP) is a grant that provides support to local jurisdictions to continue to build on regional collaboration developed through previous rounds of Cal ICH funding and to provide flexible funding to continue efforts to end and prevent homelessness
- ▶ HHAP is authorized by Assembly Bill (AB) 101 (Committee on Budget, Chapter 159, Statutes of 2019), which was signed into law by Governor Newsom on July 31, 2019

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# Funding Objectives

- ▶ Partner with Riverside County CoC to identify existing, qualified organizations that can provide Rapid Rehousing services and activities
- ▶ Recipients would be non-profit or governmental agencies that have the administrative and financial capacity to provide homeless services
- ▶ Must demonstrate both a need for the project and having an immediate impact in addressing and supporting persons experiencing homelessness by the end of the period of performance

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# Available Funding

Activity	Amount	Funding Source
RRH/Rental Assistance	\$299,499	ESG
RRH/Rental Assistance	\$237,712.30	HHAP-3
<b>Total</b>	<b>\$537,211.30</b>	<b>ESG and HHAP-3</b>

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# Available Funding

- ▶ Funding requires expending funds on evidence-based solutions that prevent, reduce, and end homelessness
- ▶ Recipients shall not use this program funding to supplant existing local funds. For homeless housing, assistance, or prevention and funds must be expended in compliance with Housing First requirements per Health and Safety Code Section 50220.5(g)
- ▶ Programs must provide housing first services that are low barrier, trauma informed, culturally responsive and Housing First oriented

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# Available Funding

- ▶ However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost because of these funds ending,
- ▶ HHAP program funds may be used to maintain the service or program and are not considered supplanting

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# Eligible Program Components

- ▶ Rapid Rehousing / Rental Assistance

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# Program Evaluation

- ▶ HWS CoC will provide ongoing program monitoring and technical assistance to ensure program milestones are met
- ▶ Program measures:
  1. Number of unsheltered homeless persons served
  2. Number of program participants with an increase in total income from all sources at program exit
  3. Number of program participants with an increase in employment income at program exit
  4. Number of program participants that achieve housing stability at program exit

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# Period of Performance

- ▶ To align State and Federal spending requirements the period of performance for this ITB is 12 months

# OVERVIEW OF THE FOLLOWING:

TIMELINE AND IMPORTANT DATES

ITB EVALUATION PROCESS (APPENDIX A)

Mirella Orozco

Program Specialist

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# ESG & HHAP IMPORTANT DATES/TIMES

TIMELINE	DATES
1.1 <b>RELEASE OF INVITATION TO BID</b>	February 9, 2024
1.2 <b>NON MANDATORY PRE BID MEETING:</b>  <p style="text-align: center;"> <b>Microsoft Teams meeting</b>              Join on your computer, mobile app or room device  <a href="#">Click here to join the meeting</a>              Meeting ID: 285 075 015 415              Passcode: scFXNp  <a href="#">Download Teams</a>   <a href="#">Join on the web</a>  <b>Or call in (audio only)</b>  <a href="tel:+1951465839078632939#">+1 951-465-8390..78632939#</a> United States, Riverside              Phone Conference ID: 786 329 39#  <a href="#">Find a local number</a>   <a href="#">Reset PIN</a>  <a href="#">Learn More</a>   <a href="#">Meeting options</a> </p>	<p style="text-align: center;">             February 21, 2024               9:00 a.m.-11:00 a.m. PST           </p>
1.3 <b>DEADLINE FOR SUBMISSION OF QUESTIONS</b> Bidders must submit their questions to <a href="mailto:CoC@rivco.org">CoC@rivco.org</a>  All questions submitted are located within the ITB are located on <a href="https://rivcohhpws.org/continuum-care-division">https://rivcohhpws.org/continuum-care-division</a>	<p style="text-align: center;">             Must be received in writing by:  <b>02/13/2024 by 5:00 pm PST</b>              Responses to questions              will be posted no later than  <b>02/15/2024 at</b>  <a href="https://rivcohhpws.org/continuum-care-division">https://rivcohhpws.org/continuum-care-division</a> </p>
1.4 <b>DEADLINE FOR BIDS</b> ALL BIDS MUST BE EMAILED TO <a href="mailto:CoC@rivco.org">CoC@rivco.org</a> ITB # COARC-0020	<p style="text-align: center;">             On or before              02/28/2024               Time: <u>5:00 pm PST</u> </p>
<p style="text-align: center;"><b>TENTATIVE DATE FOR AWARDING ITB</b></p> <p style="text-align: center;">Approximately 60 to 120 days after the ITB closes. The County of Riverside expects to have a Contractor(s) in place.</p>	

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# EVALUATION PROCESS

- ▶ Bid proposals will be evaluated based on criteria determined to be appropriate by the County, which may include, but not necessarily limited to the following:
  - ▶ a) Responses to Attachment “A” COARC-0020 Bidder Proposal Response
  - ▶ b) Bidder’s experience and ability
  - ▶ c) Technical capability and project methodology

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# EVALUATION PROCESS

- ▶ d) Cost effectiveness
- ▶ e) The Continuum of Care will review and rank applications locally. Any member of the CoC who is making an application or is affiliated with an organization that is making an application will not participate in the ranking process or otherwise influence those that are ranking the applications. Applications will be reviewed in the following areas:
  - ▶ i. Eligibility of proposed activity
  - ▶ ii. Applicant eligibility

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# EVALUATION PROCESS

- ▶ **iii.** Applicant spending history on current homeless assistance grants, if applicable
- ▶ **iv.** Eligibility of population to be served
- ▶ **v.** Capacity of the project sponsor to perform as proposed, including progress data related to any current or prior CoC project
- ▶ **vi.** Leveraging of other resources
- ▶ **vii.** Participation within the Continuum of Care

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# EVALUATION PROCESS

- ▶ **viii.** The project must fill an identified gap/priority in the Continuum of Care system and be consistent with the goals and objectives of the system
- ▶ **ix.** Utilization and with other community agencies for provision of services
- ▶ **x.** Agreement to participate in the local HMIS

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# EVALUATION PROCESS

- ▶ Applicants will be notified of the CoC review results via email upon approval of the CoC Board of Governance 30 days from the review date.
- ▶ All bids will be given thorough review. All contacts during the bidding process and review selection phase must contact the Housing and Workforce Solutions. Attempts by the Contractor to contact any other County representative may result in disqualification of the Contractor.
- ▶ All evaluation material will be considered confidential and not released by the County. The County reserves the right to split or make the award that is most advantageous to the County.
- ▶ Late bids will not be accepted.
- ▶ Faxed bids will not be accepted.

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# EVALUATION PROCESS

- ▶ Project Type: Submit one complete project proposal consistent with the eligible activities.
- ▶ Bidders shall address all sections listed in the Scope of Services, providing a complete and concise response.

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# BID SUBMISSION CHECKLIST

## SCOPE OF SERVICES

- ▶ Tab A - Bid Checklist
- ▶ Tab B - Bid Cover Page
- ▶ Tab C - Company Profile / Experience
- ▶ Tab D - Acknowledgements
- ▶ Tab E - Scope of Services
- ▶ Tab F - References
- ▶ Tab G - Credentials / Resumes / Certifications / Licenses
- ▶ Tab H - Bidder Attachments

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# Cost Proposal and Budget Narrative

**Mirella Orozco**

**Program Specialist**

**Department of Housing and Workforce Solutions  
Continuum of Care (HWS - CoC)**

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# COST PROPOSAL

- ▶ Eligible budget uses are listed on Tab I - Cost Proposal & Budget Narrative
- ▶ Complete the table in Tab I for each type of cost that you are requesting
- ▶ Line-Item Budgets must be all-inclusive (administration, travel, training, and operating costs)
- ▶ Costs should reflect expenditures for the full term of the contract

ITEM	PROGRAM/ OPERATIONAL COSTS Item Descriptions	Budget Narrative/Cost Justification (include formulas and a clear description of each item)	
		Expand the number of cells and/or the amount of information in each cell, as needed.	Total
PROGRAM/ OPERATIONAL COSTS		Provide details of each Program / Operational item. Include per person, per mile, per class, etc... costs as needed in your justification. Provide the formula to support your proposed annual cost. Program Operational costs are costs dedicated 100% to this particular service. If this is a shared cost, then list dedicated costs here with the percentage and the balance under Administrative / Overhead costs with the percentage. (Example, 80% of office space is used for this service. So, only 80% of the total rent is listed here.)	
<b>B. Program Expenses</b>			
C1	Engagement Supplies (clothes, snacks, blankets, portable showers, etc.)		\$
C2	Emergency Health Services (PPE, medication, First Aid Supplies, etc.)		\$
C3	Other: specify one item per line		
	1.		\$
	2.		\$
	3.		\$

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# BUDGET NARRATIVE

- ▶ Provide the annual per person/household costs and provide or attach any additional budget narrative.
- ▶ Please provide sufficient detail to show that all costs are reasonable and necessary for the program.

## For cost analysis:

- What is your annual per person costs for those served through this proposal? \_\_\_\_\_
- What is annual per household costs for those served through this proposal? \_\_\_\_\_

*Please Note: For programs serving only single individuals, these to numbers will be the same.*

This space is provided to bidder for any budget narrative:

***BIDDER'S RESPONSE:*** \_\_\_\_\_

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# PROJECT MATCH & FUNDING ADVANCEMENTS

- ▶ No match is required for HHAP funding
- ▶ The subrecipient must match all (100%) ESG funding on a dollar-for-dollar basis (this can be found in 24 CFR Part 578.73)

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# STATE OF CALIFORNIA FUNDING PROCESS

- ▶ Administrative Entity (HWS) applies for funding on behalf of the Riverside County CoC
- ▶ State issues Standard Agreement to HWS
- ▶ Funds are disbursed directly to HWS
- ▶ HWS contracts with subrecipients
- ▶ Expenditure Deadline varies by program

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# PRE-BID BIDDER'S CONFERENCE

## INFORMATION & QUESTIONS

Mirella Orozco

Program Specialist

Department of Housing and Workforce Solutions Continuum of  
Care (HWS - CoC)

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## **CERTIFICATION OF RECEIPT OF ADDENDUM**

I certify that I have received this addendum on behalf of the company listed below.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name and title: \_\_\_\_\_

Company: \_\_\_\_\_

### **ADDENDUM NO. 1** **TO ITB #COARC-0020**

**1.0** This addendum is considered to be part of the Invitation to Bid (ITB). All other terms of the ITB remain unchanged and in effect. This addendum is intended to provide additional information and/or to change requirements in the above referenced ITB. Any information contained herein will be considered part of the ITB and as such will be used in the evaluation of the bid responses. Attention all potential bidders, if you have already submitted your proposal prior to the bid closing date, please review this addendum and re-submit your bid response, should this addendum modify your initial bid response.

**2.0** Q&A for ITB

**3.0** ITB Specifications on page 13: Void all street outreach language and replace with Rapid Rehousing language. **Activities listed under this ITB have been modified and now only include Rapid Rehousing activities.**

**4.0** ITB Terms and Conditions correction: all bid proposals shall be submitted to [coc@rivco.org](mailto:coc@rivco.org) and [aprimrose@rivco.org](mailto:aprimrose@rivco.org) by 5:00pm PST

**5.0** To verify that all Vendors have received a copy of this addendum, please sign the cover page of this addendum and return it with your proposal to:

County of Riverside  
HWS- CoC Division  
Attn: Amy Primrose-Puente  
ITB# COARC-0020  
Email: [aprimrose@rivco.org](mailto:aprimrose@rivco.org)  
Phone: 951-675-3612

# PRE-BID BIDDER'S CONFERENCE

- ▶ ITB COARC-0020 is in two parts:
  - ▶ ITB COARC-0020 Terms and Conditions
  - ▶ ITB COARC-0020 Invitation to Bid (ITB)
- ▶ This Invitation to Bid (ITB) and any ensuing Addendums are available at the following links:
  - ▶ Public Purchasing website at <http://www.publicpurchase.com/>
  - ▶ Continuum of Care website at <https://rivcohhpws.org/continuum-care-division>

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# Common FAQs

- ▶ **Is match required for this ITB?**
  - ▶ ESG requires a 100% match, HHAP does not.
- ▶ **Who can apply?**
  - ▶ Non-profits and government agencies can apply. The objective is to partner with the Riverside County CoC to identify existing, qualified organizations that are available to provide RRH services and activities.
- ▶ **How do we apply?**
  - ▶ All completed proposals can be submitted to [CoC@rivco.org](mailto:CoC@rivco.org)

# Common FAQs

- ▶ **Can proposal for a specific population be submitted?**
  - ▶ Yes, RRH proposals for specific populations will be considered. The most competitive proposals must demonstrate both a need for the project with data supported by the 2022 Riverside County Point-in-Time Count and demonstrate that the project will have an immediate impact in addressing homelessness in Riverside County by the end of period performance.
- ▶ **Could you please confirm if it is expected that the contracting entity will service all Riverside County or would proposals serving pockets of the County be considered?**
  - ▶ Proposals for all geographic regions of Riverside County will be considered, but full county coverage is the goal. More than one provider may need to be awarded to accomplish that.
- ▶ **My organization currently receives funding through an HWS CoC DV RRH program, would we still be able to bid to provide more general rapid rehousing services to members of our community?**
  - ▶ Yes.
- ▶ **Could our street outreach contractor be our subrecipient like other grants?**
  - ▶ Yes, the objective is to partner with the Riverside County CoC to identify existing, qualified organizations that are available to provide RRH and activities.

# QUESTIONS



Type any questions in to the chat box

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# Resources / Contacts

## Program Specialist

Mirella Orozco, Program Specialist

Jamie Goodner, Senior Program Specialist

[Morozco@rivco.org](mailto:Morozco@rivco.org)

[Jgoodner@rivco.org](mailto:Jgoodner@rivco.org)

## Riverside County Action Plan

[https://rivcohhpws.org/sites/g/files/alnop131/files/cocdocumnets/County%20of%20Riverside%20Homeless%20Action%20Plan\\_1.pdf](https://rivcohhpws.org/sites/g/files/alnop131/files/cocdocumnets/County%20of%20Riverside%20Homeless%20Action%20Plan_1.pdf)

## Bid Information

<https://rivcohhpws.org/coc-division-and-funded-programs>

**THANK YOU FOR  
ATTENDING!**