

**Appendix A
BIDDER PROPOSAL RESPONSE**

REQUEST FOR PROPOSAL # COARC-0023

**YOUTH HOMELESSNESS DEMONSTRATION PROGRAM SERVICES:
PERMANENT SUPPORTIVE HOUSING**



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.

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This RFP and any ensuing Addendums are available at the following links:

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

**NOTE: BIDDERS ARE RESPONSIBLE TO READ ALL INFORMATION THAT IS STATED IN THIS
REQUEST FOR PROPOSAL AND PROVIDE A RESPONSE AS REQUIRED**

Appendix A

PURPOSE/BACKGROUND

The County of Riverside Purchasing Department on behalf of Housing and Workforce Solutions is seeking proposals from qualified parties qualified in Permanent Supportive Housing (long term assistance), for the County of Riverside's Department of Housing and Workforce Solutions.

In September 2023, the Department of Housing and Workforce Solutions (HWS) was selected as one of 16 communities to participate in Round 7 of the U.S. Department of Housing and Urban Development's (HUD) Youth Homelessness Demonstration Project (YHDP). HWS will receive a total of \$7,487,462 over two years through the YHDP initiative which includes \$748,746 in planning funds and \$6,738,716 in project funds to be used to provide housing and services for youth experiencing homelessness.

HWS on behalf of the Riverside County Continuum of Care is seeking proposals from qualified applicants for the HUD YHDP. Prospective applicants should read through all sections carefully to avoid submitting an incomplete or ineligible application. Failure to respond accurately to any submission requirement could result in an incomplete or noncompetitive proposal.

The Continuum of Care (CoC) Program (24 CFR Part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, Indian Tribes, tribally designated housing entities (as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (24 U.S.C. 4103) (TDHEs)), and local governments to quickly rehouse homeless individuals, families, persons fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness.

HWS serves as the CoC Lead Agency and Collaborative Applicant for the Riverside County CoC and works alongside the CoC to oversee the community's plan to organize and deliver supportive services, including housing options, which meet the specific needs of homeless individuals and families. The County of Riverside Department of Housing and Workforce Solutions and Continuum of Care Homeless Action Plan can be accessed here: [County of Riverside Homeless Action Plan 2022-2027](#)

Key Principles and Program Objectives

The Youth Homelessness Demonstration Program (YHDP) is an initiative designed to reduce the number of youth experiencing homelessness. The goal of the YHDP is to support the development and implementation of a coordinated community approach to preventing and ending youth homelessness.

The 2022-2023 data reveals a pressing need for targeted interventions to address the unique challenges faced by unsheltered, unaccompanied youth in our community. The disproportionate

representation of specific demographics, coupled with high rates of first-time homelessness and chronic homelessness, underscores the urgency of implementing effective programs.

Addressing the needs for housing among homeless youth requires the development of sustainable housing programs, the provision of dedicated support services, and a focus on enhancing the availability of flexible and affordable housing options through strategic partnerships and evidence-based interventions; we believe our proposed programs will not only address the immediate needs but also contribute to the long-term well-being and stability of unsheltered, unaccompanied youth in our community. The establishment of a well-coordinated youth system of care is imperative.

Principle	Goal
Holistic Solutions	We strive to provide effective and lasting solutions, moving beyond immediate homelessness to address the root causes and prevent homelessness among at-risk youth.
Comprehensive Services	Through linkages and wrap-around services, we ensure that basic needs are met and facilitate access to education, housing, workforce, and mental health services.
Low Barriers	Our services must be designed with minimal barriers, making it easy for youth to access the support they need, regardless of their circumstances.
Geographic Equity	Recognizing the vast and diverse natural and cultural landscapes of Riverside County, we are committed to making our services accessible to all, with a particular focus on equitable access for subpopulations, including those in rural areas where resources may be limited.
Safe Haven	We aspire to provide a safe and stable place that youth can call home, fostering a sense of security and belonging.
Transitional Housing Solutions	Acknowledging the urgency of immediate housing needs, we actively seek and incorporate transitional housing options for youth in crisis.
Youth Empowerment	We value and actively incorporate the expertise and leadership of youth through our Youth Action Board (YAB), ensuring that youth voices with lived experience guide and shape our efforts to bring about meaningful change in the landscape of youth homelessness.

Target Population

Youth 24 years of age and under. youth who meet Categories 1 from the [HUD definition of Homelessness](#) and have a documented disability (by a licensed physician) are eligible for permanent supportive housing (PSH), Please see guidance here: [HUD Definition](#).

The population of focus will be pregnant and parenting youth, LGBTQ+ youth, youth with disabilities and mental health struggles, survivors of sexual trafficking and exploitation, youth with histories of justice system involvement, and/or neurodivergent youth.

For YHDP projects, eligibility of a program participant is determined at project entry. Therefore, if a young person was entered into the project prior to their 25th birthday, they could continue to be served for the duration of the project. The project would not be required to exit them on their 25th birthday.

Funding for Services

The maximum funding amount for this RFP is \$900, 214 through September 30, 2026.

Project Type	YHDP Available Amount
Permanent Supportive Housing	\$900, 214
Total Project	\$900, 214

A successful application should include the following:

1. Actively incorporate youth voice
2. Further the goals and objectives of the Coordinated Community Plan
3. Incorporate innovative and creative models and strategies.
4. Contain strategies for measuring effectiveness.
5. Are responsive to wider community priorities for integrated care
6. Project demonstrates a system approach to youth homelessness
7. Project utilizes a low-barrier approach

Tab A Proposal Checklist

Instructions:

- This section must be filled in and each item checked off to ensure all items requested by the County in this RFP have been submitted.
- Follow the instructions in each section of this RFP.
- Present all requested items in the index tabs ordered A through R as shown
- Label each item presented and include additional items on your Table of Contents
- All proposals must include a detailed description of each proposed service to be provided
- Bidders that do not follow the bid instructions found in the Youth Homelessness Demonstration Program document “Request for Proposals” may be found to be “non-responsive” and disqualified from the bid process

Name of Company: _____

Service to provide: _____

Proposal Submission Checklist

General Bidder Information

Please provide one copy of the following items in your proposal. Indicate the page number where the item is located.

Page Number

- Tab A – Proposal Checklist (*this page*) _____
- Tab B – Proposal Cover Page (*signed by Authorized Signatory*) _____
- Tab C – Company Profile/ Experience _____
- Tab D – Acknowledgements..... _____
- Tab E – Scope of Services _____
- Tab F – References _____
- Tab G – Bidder Attachment..... _____
- Tab H – Cost Proposal _____
- Tab I – Financial Statement _____
- Tab J – Bidder Attachment _____

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab J. When pasting attachments to Tab J, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding Attachment Number into the Bidder’s Response box with the words “See Tab J.” List all attachments with an index tab.

List all attachments included in this Section. Please use additional pages to list attachments if necessary.

Attachment Number	Document Title	Page Number
Attachment 1	_____	_____
Attachment 2	_____	_____
Attachment 3	_____	_____
Attachment 4	_____	_____
Attachment 5	_____	_____
Attachment 6	_____	_____
Attachment 7	_____	_____
Attachment 8	_____	_____
Attachment 9	_____	_____
Attachment 10	_____	_____
Attachment 11	_____	_____
Attachment 12	_____	_____
Attachment 13	_____	_____
Attachment 14	_____	_____
Attachment 15	_____	_____
Attachment 16	_____	_____

Attachment 17	_____	_____
Attachment 18	_____	_____
Attachment 19	_____	_____
Attachment 20	_____	_____

Cost and Financials

These items should only be included in the Original Proposal.

- Tab H – Cost/Budget Narrative
- Tab I – Financial Statement

Tab B Proposal Cover Page

This Proposal Cover Page must be signed by an authorized representative. Signature by an authorized representative of the company on the proposal cover page shall constitute a warranty, the falsity of which shall entitle the County of Riverside to pursue any remedy authorized by law, which shall include the right, at the option of the County of Riverside, of declaring any contract made as a result thereof, to be void.

BIDDER TO COMPLETE ALL APPLICABLE AREAS

The County of Riverside Purchasing Department on behalf of Housing and Workforce Solutions is soliciting proposals from qualified agencies to provide:

Permanent Supportive Housing (PSH) Long Term Assistance

PROPOSALS MUST BE SUBMITTED TO: COC@RIVCO.ORG

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name:

Mailing Address:

City: State: Zip:

Remit to Address:

City: State: Zip:

Phone # () FAX # ()

Contractor Website:

Name: Title:

Signature: Date:

Email:

Please Check Veteran Local Preference Small Business

Tab C Company Profile/ Experience

This section of the proposal is designed to establish the bidder as an entity with the ability and experience to operate the program as specified in the RFP. The Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

- 1. Business name and legal business status (i.e. partnership, corporation, etc.)

BIDDER'S RESPONSE:

- 2. Proof of non-profit status, if applicable

BIDDER'S RESPONSE:

- 3. Company overview of services or activities performed, including:
 - a. Company hierarchy (President, Vice President, Company Officers, etc.) and an organizational chart. The organizational chart shall clearly identify all staff members that will provide services under this contract.
 - b. The number of years in business under the present business name, as well as prior business names, and the number of years of experience providing the proposed, equivalent or related services
 - c. Company size - number of staff
 - d. Location of the office from which the work under this contract will be provided and the staff allocation at that office

BIDDER'S RESPONSE:

- a)
- b)
- c)
- d)

- 4. Provide your company's mission statement.

BIDDER'S RESPONSE:

- 5. Please indicate whether the bidder holds controlling or interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

- 6. Financial interests in any other business. Individuals who are personally performing the contracted services and governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

- 7. Names of persons with whom the Bidder has been associated in business as partners or business associates in the last five years. Governmental agencies are exempt from this requirement.

BIDDER'S RESPONSE:

- 8. An explanation of any litigation involving the Bidder or any principal officers thereof in connection with any contract.

BIDDER'S RESPONSE:

- 9. Include the policy and procedures for the bidder's company background checking procedures and company utilized. Bidders must conduct, at a minimum, a Department of Justice (DOJ) criminal background record check on all employees, subcontractors and volunteers.

BIDDER'S RESPONSE:

10. Credentials/Resumes/Certifications/Licenses

This section shall state all employees/subcontractors responsible for administering or providing services. Bidder shall specifically provide the following information on all employees to be providing services related to this RFP:

- a. Position Title

- b. Responsibilities
- c. Qualifications/Experiences
- d. Homelessness Experience/Lived Experience
- e. Certifications/licenses, if applicable
- f. Any other information, which will assist in evaluating qualifications.

BIDDER'S RESPONSE:

- a.
- b.
- c.
- d.
- e.

Bidder can add as many sections to this bid response box as they need to state all employees providing services.

11. System for Award Management (SAM) - If this Request for Proposal is Federally or State funded, bidder's must go to the following website and submit with their proposal that the contractor is not listed on the System for Award Management (SAM) at <https://www.sam.gov> for:

- ✓ Central Contractor Registry (CCR)
- ✓ Federal Agency Registration (Fedreg)
- ✓ Online Representations and Certifications Application
- ✓ Excluded Parties List System (EPLS)

Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). 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.

BIDDER'S RESPONSE:

- a.

Tab D Acknowledgements

1. Clarifications, Exceptions, or Deviations

All bidder(s) shall describe any exception or deviation from the requirements of the RFP. Each clarification, exceptions, or deviation must be clearly identified. If your agency has no clarification, exceptions, or deviation, a statement to that effect shall be included in this section. The sample service agreement is located in the Request for Proposals Document and incorporated herein by this reference.

The following contractual terms are **non-negotiable**.

- Indemnification
- All insurance terms prior to the start of the agreement
- Termination
- Ownership/Use of Contract Materials and Products
- Disputes
- Governing Law
- Confidentiality
- Subcontractors

• Reporting Requirements

Do you have any other exceptions/deviations? If so, please provide an explanation:
BIDDER'S RESPONSE:

2. Evidence of Insurability/Business Licenses

All bidder(s) shall submit evidence of all required insurance. An Accord cover page will suffice and if awarded the contract the Bidder has ten (10) calendar days to produce the required insurances including a certified endorsement naming the County as additionally insured. The bidder shall certify to the possession of any and all current required licenses or certifications. Do not purchase additional insurance until this bid has been awarded. Provide a copy of current business license or other applicable licenses.

3 Transition

Upon expiration or termination of this Agreement for any reason, during the transition close-out period the Contractor agrees to:

- 1) Continue delivering services in all geographic areas currently served in Riverside County until notified otherwise; and
- 2) Assist Housing and Workforce Solutions in the orderly transition and transfer of all collaborations and committees to Housing and Workforce Solutions and the subsequent Contractor(s); and
- 3) Provide, in a timely manner, all file and information deemed necessary by Housing and Workforce Solutions for use in subsequent contracting activities without additional cost to Housing and Workforce Solutions or the new Contractor(s), upon termination or expiration of this Agreement for any reason; and
- 4) Cooperate with Housing and Workforce Solutions during a transition close-out period to ensure orderly and seamless delivery of services to residents of Riverside County.

CERTIFICATIONS

I, _____, a duly authorized agent of _____

Printed Name of Agent/Officer

Name of Organization

hereby certify that _____ by submission of this proposal in response to the
Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Tab E Scope of Services

Permanent Supportive Housing

Project Type

Permanent Supportive Housing (PSH) Long Term Assistance

Permanent Supportive Housing offers non-time limited housing & support for youth/young adults with a disability.

PSH is targeted for the most vulnerable youth/young adults in need of long-term, supportive housing. PSH can be site-based or scattered-site. PSH uses a Housing First approach with voluntary comprehensive support, and services are tailored to the individualized needs of youth.

PSH must be located in accessible spaces that are close to transportation, neighborhood resources (grocery stores, green spaces, community spaces), and designed by and for people with disabilities. Supportive services should include mental health services, benefits counseling, assistive technology, and other supportive services identified by youth/young adults.

Youth with Documented Disability who meet Categories 1,3, and 4 from the HUD definition of homelessness.

Summary of Project and Supportive Services Description

Supportive services offered shall include:

- Housing-focused case management
- Housing and system navigation
- Referrals to supportive services
- Family mediation, reunification and family finding (including identifying and connecting with family of choice)
- ID and documentation support
- Basic needs provision
- Transportation
- Peer supports

Connections and referrals to community networks and partners

- Mainstream benefits and Medicaid/healthcare enrollment
- Employment assistance and job training programs
- Medical, mental, and behavioral health services
- Education support, including reconnection / reintegration into school and college prep
- Legal services
- Pregnancy and parenting supports
- Childcare/early childhood education access
- Life skills training

Special YHDP Activities	Not Applicable Youth and young adults 24 and under. Projected to serve approximately (9) youth per grant period.
Target population and number served:	Populations of focus: <ul style="list-style-type: none">• Youth with documented disability• Youth with histories of justice system involvement• Youth who are Black, Indigenous, and People of Color (BIPOC)• Pregnant and parenting youth LGBTQ+ youth• Survivors of sexual trafficking and exploitation• Youth with histories of justice system involvement• Neurodivergent youth
Target number of housing units	Approximately 13-15 (1–2-bedroom units) per grant period.
Staffing	Staff to client ratio should be a minimum of 1:15.
Projected Cost	Projected cost for housing: \$675,160 Projected cost for staffing: \$225,054 Total Allocation: \$900,214

This RFP has a space provided under each question the County has of the Bidder. This RFP is available for electronic download at [Public Purchase](#) or [Continuum of Care](#) website.

BIDDER’S INSTRUCTIONS: Bidders must address all points in this section. Bidders must make all responses in the Bidder’s Response Box at the end of each point. All questions/points to be addressed are made in italicized font in the Bidder’s Response Box.

The County of Riverside on behalf of the Department of Housing and Workforce Solutions seeks proposals for the following eligible Youth Homelessness Demonstration Program activity:

1. Permanent Supportive Housing

I. PROJECT TYPE

Please indicate the project type you are submitting in this proposal.

- Permanent Supportive Housing**

II. PROGRAM DESIGN AND DESCRIPTION (50 pts total – 10 pts possible for each question)

<p>1) <i>Bidders must provide a clear and concise yet detailed description of the proposed project. Include how the applicant will incorporate youth voice, positive youth development, youth-centered case management, and trauma informed care into the project.</i></p>
--

- a. *Bidder shall provide the total number of eligible clients proposed to be served per year.*
- b. *Bidders shall describe in detail the type of facility, shall provide total number of beds at maximum capacity, and shall provide the number of beds to be created in addition to current maximum capacity.*

BIDDER’S RESPONSE:

<p>2) <i>Bidders shall disclose their proposed project screening and assessment requirements for entry, including eligibility criteria, prioritization, and any program limitations.</i></p>
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BIDDER’S RESPONSE:

<p>3) <i>Bidders shall describe their plans to deliver supportive services, including housing and system navigation, referrals to education and employment services, and connections to other programs such as, Medi-Cal, CalWORKs, CalFresh, behavioral health, child welfare. Bidders should also identify the specific supportive services they will offer and how the project will help young adults access and apply for services.</i></p>

BIDDER'S RESPONSE:

4) *Bidders Outline the process for delivering personalized support to homeless young adults, including housing assessments, service coordination, housing stability plans, and family engagement strategies.*

- a. *Describe how your project aligns with the [USICH Framework to End Youth Homelessness](#), focusing on the core outcomes of stable housing, permanent connections, education/employment, and social-emotional well-being.*
- b. *Explain how your agency will cater to the needs of special populations among homeless young adults, addressing unique challenges and providing tailored support.*

BIDDER'S RESPONSE:

5) *Bidder shall list the mainstream resources the proposed project will utilize to connect youth/young adults who are system impacted or system involved for record expungement, legal support and services, housing supports, and education.*

BIDDER'S RESPONSE:

III. Experience & Capacity (50 pts total – 10 pts possible for each question)

1) *Describe the agencies past performance in providing housing, supportive services, and/or referral services, especially to youth/young adults experiencing homelessness. Or describe the agency's plan for providing housing and/or supportive services for youth experiencing homelessness.*

BIDDER'S RESPONSE:

2) *Bidder must outline how participant outcomes will be measured, and describe the process for program exits, including proposed projects termination policy. Also ensuring individuals are not excluded based on factors like income, substance use, criminal record, sexual orientation, or victimization.*

BIDDER'S RESPONSE:

3) *Bidders should outline the program's client intake and participation selection/assessment process, including accommodations for evenings and weekends (e.g., 24-hour intake, phone support, monitoring, referrals, etc.).*

a. Provide details on staff turnover rates (*Beginning + ending number of employees / 2 x 100*) and describe the current staff experience in essential functions such as shelter diversion, outreach/engagement, intake, housing location and navigation, case management, crisis intervention, life skills, safety/security.

BIDDER'S RESPONSE:

4) Bidders shall describe the staffing plan for the proposed project, including the caseworker or counselor to client ratio. Applicants are encouraged to discuss the involvement of staff in providing services at the facility (e.g., maintenance, outreach, program operation).

- a. Describe the activities/training conducted or planned as part of this project to ensure staff readiness to meet the needs of unaccompanied youth/young adults experiencing homelessness.
- b. Explain the agency's plan to ensure continuity of support to program clients in the event of gaps in staffing.

BIDDER'S RESPONSE:

5) Bidders should outline the post-program case management model, including strategies for integrating youth voice and hiring program alumni. Additionally, they should detail how employee lived experience will inform continuous program quality improvement.

BIDDER'S RESPONSE:

IV. IMPACT AND EFFECTIVENESS (5 pts total)

1) Describe your plan for measuring the performance of your project, including data collection, analysis and quality improvement. At a minimum, describe your anticipated performance in the measures listed below. You may also include additional performance measures as appropriate.

Anticipated Performance Measures

- Number of eligible persons served
- Number of eligible persons served, and the average length of time spent as homeless before entry into the project
- Number of eligible persons exiting the project to permanent housing
- Number of persons served that return to homelessness after exiting the project

BIDDER'S RESPONSE:

V. IMPLEMENTATION TIMELINES (5 pts total)

- 1) *Submit a Project Timeline (with key activities, benchmarks, and target dates) to demonstrate applicant’s ability to initiate services and/or activities within 60 days of contract award.*

BIDDER’S RESPONSE:

VI. Bonus Points (10 pts)

1) *Why is the agency interested in working with youth experiencing homelessness? As part of operating an YHDP project, agencies should be willing to learn, listen, and foster a culture of change for the sake of improvement. Describe an experience the agency had that demonstrates honoring the value of embracing respect and change.*

BIDDER’S RESPONSE:

2) *Please refer to the [Coordinated Community Plan](#) and describe how your proposed project will meet the needs of the targeted community. Projects will need to provide a detailed explanation on the need to target subpopulations such as, Tribal affiliated or Indigenous youth, BIPOC, pregnant and parenting youth, LGBTQ+, system impacted youth, survivors of sexual trafficking, and neurodivergent youth. The need should be supported with data and analysis*

BIDDER’S RESPONSE:

SERVICE AREA

Indicate the service area for your project. Projects will be awarded based on the regions they serve: Western (Districts 1 and 2), Mid County (Districts 3 and 5), and Desert (District 4).

**Mid-county providers will be awarded 5 Bonus points*

BIDDER’S RESPONSE: *Select all that apply.*

Please list the County of Riverside Region to be served (Western, Mid- County, Desert):

Western Region Mid-County Desert

Tab F References

References

All bidder(s) must include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials, Department Directors, or Housing and Workforce Solutions staff as a reference. However, references can include other county agencies that are not partaking in this RFP. Please verify that all reference information is correct.

Reference 1	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 2	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	
Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

Reference 3	
Company name:	
Address:	
Contact person:	
Email address:	
Telephone address:	

Project name:	
Dates worked performed:	
Summary of scope of services:	
Project cost:	

1. *Provide a list detailing contracts that your company has been awarded during the last five years, showing year, type of services, dollar amounts of services provided, location, contracting company, contact name, and phone number.*

BIDDER'S RESPONSE:

2. *Provide details of any failure or refusal to complete a contract. If none, that must be stated.*

BIDDER'S RESPONSE:

Tab J Bidder Attachment

Any response that Bidders are finding difficulty pasting into the “Bidders Response” boxes in any section of the RFP, bidders shall paste in Tab J. When pasting attachments to Tab J, label the attachments “Attachment 1”, Attachment 2” and so forth. Enter the corresponding “Attachment Number” into the Bidder’s Response box as the example shows below:

Tab H Cost Proposal

In this section, please complete and include the Cost Proposal Sheet and Budget Narrative. The County reserves the right to negotiate final fees with the selected Contractor(s). Proposals must fully describe all costs to charges to County as part of this service/project. As stated in the Cost Proposal, bidders must provide fully inclusive blended rates, which are inclusive all of the bidder’s project-related or supported expenses, including travel expenses. Expenses not included in the Line Item Budget will not be reimbursed. Bidders may also include any other documents as information to further explain the proposed costs.

Subrecipient must match all grant funds, except for leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources as referenced in 24 CFR 578.73.

Line-Item Budgets must be all-inclusive and include, but not be limited to, the following administration, travel, training, and operating costs. **Cost should reflect expenditures for a full 24-month period.** Bidder must include a **budget narrative** see H-3 that describes each line item.

H-1- Cost proposal-Line item services table (EXAMPLE)

Sponsor :			
Grant :			
ID the Project Type:			
	Budget Amount	Match Amount	TOTAL
Acquisition			
Rehabilitation			
New Construction			
Total Acquisition/Re-Hab/New Costruction:	\$0.00	\$0.00	\$0.00
Leasing (Lease is between Landlord & Sponsor)		N/A	
Rental Assistance (Lease is between Landlord & Client)			
Total Leasing/Rental Assistance:	\$0.00	\$0.00	\$0.00
Supportive Services (**May not exceed 20% of the total budget)			
Case Management (Staff and Services)			
Total Supportive Services:	\$0.00	\$0.00	\$0.00
Operations			
Maintenance/Repair			
Property Taxes and Insurance			
Reserve for replacement of major systems*			
Building Security**			
Electricity, Gas, and Water			
Furniture			
Equipment			
Operations Staff (Staffing costs directly related to carrying out any			

of the 7 eligible costs listed above)	Total Operations:	\$0.00	\$0.00	\$0.00
Admin (5%) Admin is capped at 5%. 10% is the maximum and is shared by the grantee (RivCo) and the subrecipient agency.				
General Management, Oversight, & Coordination				
Salaries				
Travel costs (for monitoring subrecipients)				
Admin Svcs (performed under third-party contracts)				
Goods/Svcs (required for administration of the program)				
Training on CoC Requirements				
Enviromental Review				
Total Admin:		\$0.00	\$0.00	\$0.00
Total Grant:		\$0.00	\$0.00	\$0.00

\$0.00

Please Indicate the Total Match Amount:	
Please Indicate if the Match is Cash or In- Kind:	

- *Scheduled payments to a reserve for replacement of major systems of the housing.
- **Building security for a structure where more than 50% of the units or area is paid for with grant funds.
- *** Does not include Acquisition/Re-Hab/New Construction funds.

H-3 Budget Narrative (EXAMPLE)

In the space below please detail the budget narrative:

BIDDER'S RESPONSE:

CERTIFICATIONS

I, _____, a duly authorized agent of _____

Printed Name of Agent/Officer

Name of Organization

hereby certify that _____ by submission of this proposal in response to the
Name of Organization

Professional Services RFP, agree upon contract award to carry out the requirements specified and obligations set forth therein.

Signature _____ Date _____

Title of Agent/Officer _____

Tab I Financial Statement

Financial statements should only be included in the binder marked “Original” (Financial statements will be removed and submitted to the Accounting Office for review, then placed in a sealed envelope and marked “Confidential.”)

The bidder must submit financial statements (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year. These statements should clearly identify the financial status and condition of the bidder's entire business entity.

Financials should provide sufficient detail to assure the County of Riverside that bidder can support services being offered and as a Contractor the firm will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail through the County Auditor/Controller’s Office.