



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.

Riverside County Department of Housing and Workforce Solutions - Continuum of Care Non-Mandatory Pre-Bid Conference Thursday, September 19, 2024 2:00 PM - 3:30 PM PST

To sign in, please enter your full name, position, organization and email address in the chat box of this webinar. Alternatively, you may also email the same information to CoC@rivco.org , especially if you call in by phone. Thank you.

Notice

- ▶ The following presentation will be recorded for reference and uploaded to our CoC website.
- ▶ Unless you are speaking, it is requested that all attendees please mute your microphones during the meeting so that everyone can hear the presenters.
- ▶ Please type all questions in the chat box. We will answer as many as possible during our meeting and the answers will be posted to our website.

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WELCOME & INTRODUCTIONS

HWS - CONTINUUM OF CARE STAFF

MIRELLA OROZCO, PROGRAM SPECIALIST

AMY PRIMROSE-PUENTE, SENIOR PROGRAM SPECIALIST

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AGENDA

- ▶ Welcome and Introductions
- ▶ CoC Board of Governance Funding Principles
- ▶ RFP Program Funding Source - HHAP
- ▶ RFP Objectives
- ▶ Available Funding
- ▶ Eligible Activities
- ▶ Program Evaluation
- ▶ Timeline and Important Dates
- ▶ Evaluation Process
- ▶ RFP'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 HHAP funding.
- ▶ Make sure a representative from your agency signs-in, even if your agency hasn't decided about submitting a proposal just yet.
- ▶ Request for Proposal (RFP) COARC-0026 Homeless Housing, Assistance and Prevention (HHAP):
 - ▶ RFP COARC - 0026 Terms and Conditions
- ▶ You may obtain a copy of this RFP by visiting: <https://rivcohhpws.org/coc-division-and-funded-programs> or by submitting an email request to morozco@rivco.org or 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

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

OVERVIEW OF HHAP FUNDING AVAILABLE THROUGH HWS-CoC

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

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Homeless Housing, Assistance & Prevention (HHAP) Grant

- ▶ The Homeless Housing, Assistance and Prevention (HHAP) grant provides support to local jurisdictions to continue to build on regional collaboration developed through previous rounds of funding 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
- ▶ The HHAP program is administered by the California Department of Housing and Community Development (HCD)

Funding Objectives

- ▶ The Riverside County CoC elected to use HHAP funding to strengthen its system of services, which meet the specific needs of homeless individuals and families.
- ▶ “Riverside County CoC’s Pathway to Home” Project
 - ▶ Street Outreach, Emergency Shelter, Rental Assistance & Rapid Rehousing, Diversion Services, and Service Coordination
 - ▶ Serve 100 of unsheltered individuals from street into emergency shelter, and ultimately into permanent housing.
- ▶ This model supports the CoC’s plan to build and strengthen its existing homeless response system through coordinated efforts with multiple systems and sectors,
 - ▶ Under the County of Riverside Homeless Action Plan 2022-2027

HHAP Available Funding

Project Type	HHAP Available (General Population)	HHAP Available (Youth Population)
Street Outreach	\$748,995.66	
Emergency Shelter	\$1,499,350.17	\$300,000
Rental Assistance & RRH	\$1,800,000	
Service Coordination	\$79,513.76	
Diversion Services		\$140,760.34
Total	\$4,127,829.59	\$440,760.34

Organization Eligibility

- ▶ Eligible recipients can be non-profit, for-profit, and 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 homeless by the end of the period of performance

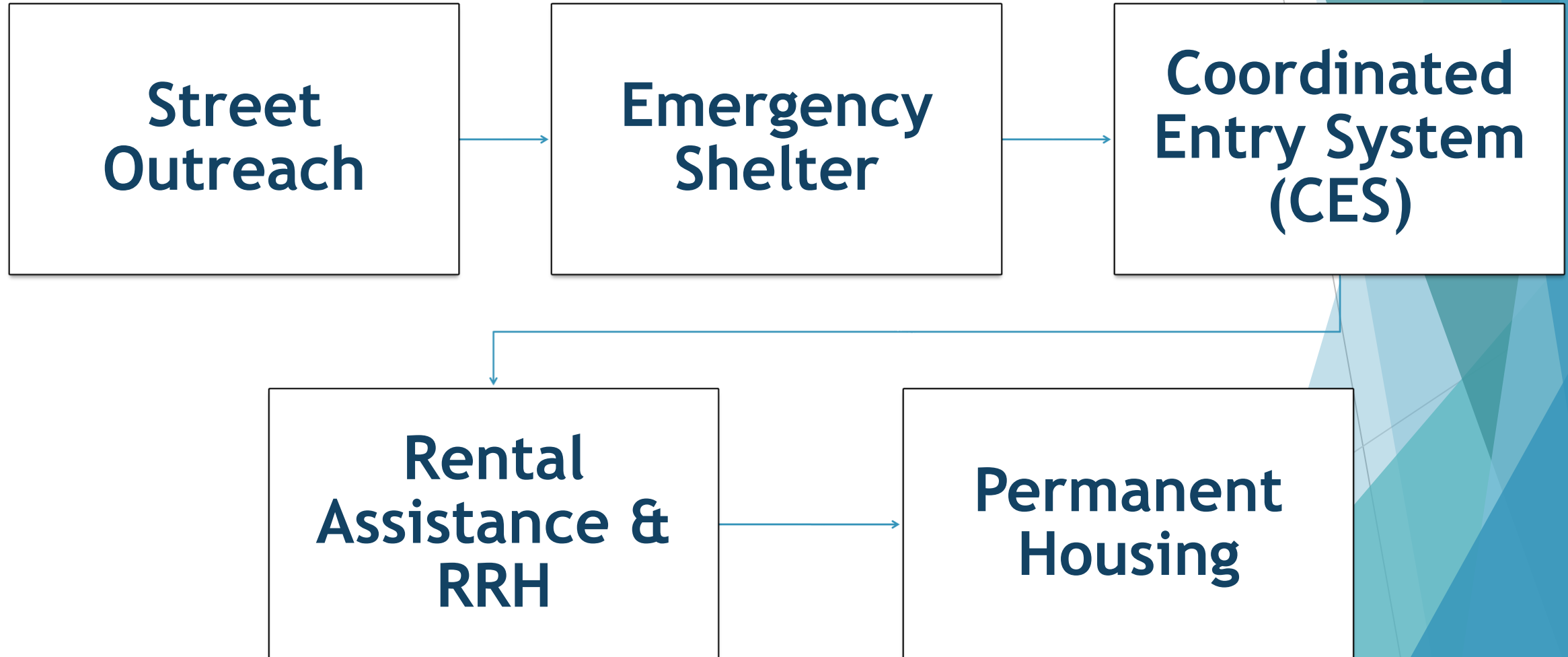
Eligible Activities

- ▶ **Street Outreach:** Team effort with the shelters to engage directly with people who are literally homeless, referring them to emergency shelters, assisting with documentation, and housing navigation needed to connect them to permanent housing solutions.
- ▶ **Operating Subsidies (Emergency Shelter):** Emergency shelters will set aside beds for clients referred by the street outreach teams. Case managers will offer supportive services and connect them to the Rental Assistance and RRH program.

Eligible Activities

- ▶ **Rental Assistance & Rapid Rehousing:** Provide rental subsidies and incentives to landlords. The rental assistance and RRH teams will receive referrals from the Coordinated Entry System (CES) that originate from the Pathway to Home Project.
- ▶ **Service Coordination:** Support the Pathway to Home project by providing coordination services to promote housing stability in supportive housing.

Riverside County CoC's Pathway to Home Project - General Population



Riverside County CoC's Pathway to Home Project - Youth Population

- ▶ The following activities is to support services to supplement youth activities not covered under grants tailored towards youth.
 - ▶ Emergency Shelter
 - ▶ Provide temporary living spaces for youth without stable housing, offering basic needs and social services
 - ▶ Diversion Services
 - ▶ Provide case management services, limited rental and utility arrear payments, moving costs, security deposit, housing search and assistance, documentation fees, work expenses, travel expenses for appointments, contingencies, and emergency food assistance

Target Population

▶ General Population

- ▶ Literally homeless individuals as defined in 24 CFR 578.3 throughout Riverside County.

▶ Youth Population

- ▶ Unaccompanied youth between 18 and 24 years of age, inclusive, who is experiencing homelessness, as defined in subsection (2) of Section 725 of the federal McKinney-Vento Homeless Assistance Act (41 U.S.C. Sec. 11434a(2)). “Homeless youth” includes unaccompanied youth who are pregnant or parenting.

Funding Distribution

- ▶ Funding will be distributed equitably as identified during the 2023 Homeless Point-in-Time Count

Homeless Population Distribution Per District

District 1	District 2	District 3	District 4	District 5
32%	10%	8%	31%	19%

Funding Requirements

- ▶ 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
- ▶ 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

Program Monitoring

- ▶ 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

Period of Performance

- ▶ To align State spending requirements the period of performance for this RFP is 16 months:

January 1, 2025 - June 30, 2026*

***Spending Milestone: 25% expenditure deadline by April 31, 2025**

OVERVIEW OF THE FOLLOWING:

TIMELINE AND IMPORTANT DATES RFP EVALUATION PROCESS (APPENDIX A)

Amy Primrose-Puente
Senior Program Specialist

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IMPORTANT DATES/TIMES



Solicitation Event	Deadlines	Submission Information
Release of RFP	Monday, September 9, 2024	
Primary Contact	N/A	<p>Mirella Orozco (951) 836-3897 MOrozco@rivco.org</p> <p>Amy Primrose-Puente (951) 675-3612 APrimrose@rivco.org</p>
Non- Mandatory Bidder's Workshop	Thursday, September 19, 2024 2:00pm – 3:30pm	<p>Microsoft Teams <u>Need help?</u> <u>Join the meeting now</u> Meeting ID: 265 083 468 779 Passcode: Ntjxaa</p>
Last day to Submit Written Questions and Requests for Interpretations	Monday, September 23, 2024 By 5:00 p.m.	Bidders must submit questions to coc@rivco.org
FAQs Posted	Thursday, September 26, 2024 By 5:00 p.m.	All answered questions can be found at: https://rivcohhpws.org/continuum-care-division
Proposal Submission Due Date and Time	Wednesday, October 9, 2024 By 1:30 p.m.	Emailed to coc@rivco.org
TENTATIVE DATE FOR AWARDDING RFP	Approximately 15 to 60 days after the RFP closes.	Awarded Bidders will be notified by email and awardees will be posted to https://rivcohhpws.org/continuum-care-division

EVALUATION PROCESS

- ▶ 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-0026 Bidder Proposal Response
 - ▶ b) Bidder’s experience and ability
 - ▶ c) Technical capability and project methodology
 - ▶ d) Cost effectiveness

EVALUATION PROCESS

- ▶ e) The CoC 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:
 - ▶ Eligibility of proposed activity
 - ▶ Applicant eligibility
 - ▶ Applicant spending history on current homeless assistance grants (if applicable)
 - ▶ Eligibility of population to be served
 - ▶ Capacity of the project sponsor to perform as proposed, including progress data related to any current or prior CoC project
 - ▶ Leveraging of other resources
 - ▶ Participation within the CoC
 - ▶ Project must fill an identified gap/priority in the CoC system and be consistent with the goals and objectives of the system
 - ▶ Utilization and with other community agencies for provision of services
 - ▶ Agreement to participate in the local HMIS

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.

EVALUATION PROCESS

- ▶ Late bids will not be accepted.
- ▶ Faxed bids will not be accepted.
- ▶ Email bids to CoC@rivco.org
- ▶ **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.

BID SUBMISSION CHECKLIST - SCOPE OF SERVICES

- ▶ Tab A - Proposal Checklist
- ▶ 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 - Credentials / Resumes / Certifications / Licenses
- ▶ Tab H - Bidder Attachments

Cost Proposal and Budget Narrative

Amy Primrose-Puente
Senior 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. Program Expenses			
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.		\$

COST ANALYSIS

- ▶ 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: _____

PROJECT MATCH

- ▶ No match is required for HHAP funding.

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

PRE-BID BIDDER'S CONFERENCE INFORMATION & QUESTIONS

Amy Primrose-Puente
Senior Program Specialist
Department of Housing and Workforce Solutions Continuum of
Care (HWS - CoC)

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PRE-BID BIDDER'S CONFERENCE

- ▶ RFP COARC-0026 is in two parts:
 - ▶ RFP COARC-0026: Request for Proposal (Bidder Proposal Response)
 - ▶ RFP COARC-0026: Terms and Conditions
- ▶ This Request for Proposal (RFP) and any ensuing Addendums are available at the following links:
 - ▶ Continuum of Care website at <https://rivcohhpws.org/continuum-care-division>

Common FAQs

▶ Who can apply?

- ▶ Non-profit, for-profit, and government agencies willing to participate in the Pathway to Home Project can apply. The objective is to collaborate with partnering agencies and the CoC.

▶ Can proposal for a specific population be submitted?

- ▶ Yes, proposals for specific populations will be considered. The proposals must demonstrate both a need for the project with data supported by the 2023 Riverside County Point-in-Time Count.

Common FAQs

- ▶ **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.

QUESTIONS?

Type any questions in to the chat box

Resources / Contacts

Program Specialist

Mirella Orozco, Program Specialist

Amy Primrose-Puente, Senior Program Specialist

MOrozco@rivco.org

APrimrose@rivco.org

CoC@rivco.org

Riverside County Action Plan

https://rivcohhpws.org/sites/g/files/aldnop131/files/cocdocumnets/County%20of%20Riverside%20Homeless%20Action%20Plan_1.pdf

Bid Information

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

**THANK YOU FOR
ATTENDING!**