



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

# COUNTY OF RIVERSIDE HOUSING AND WORKFORCE SOLUTIONS (HWS)

## 2021 ESG RFP PRE-BID CONFERENCE & TECHNICAL ASSISTANCE WORKSHOP

**WEDNESDAY, APRIL 27, 2022**

**9:00 – 10:00 AM**

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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.



# WELCOME & INTRODUCTIONS

MARTHA SAMANIEGO  
Program Specialist  
Housing and Workforce Solutions

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# AGENDA

MARTHA SAMANIEGO, PROGRAM SPECIALIST

- ▶ About the RFP
- ▶ Board of Governance Funding Principles
- ▶ Available Funding
- ▶ Eligible Activities
- ▶ Program Funding Sources
  - ▶ 2021 ESG
- ▶ Timeline and Important Dates
- ▶ Local Evaluation Process
- ▶ Exhibit A of the RFP
- ▶ State of California Funding Process
- ▶ Budget
- ▶ Questions

# NON-MANDATORY PRE-BID CONFERENCE

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- ▶ This Pre-Bid Conference is not mandatory for agencies to submit proposals for the ESG funding.
- ▶ Make sure a representative from your agency signs-in, even if your agency hasn't decided about submitting a proposal just yet.
- ▶ RFP COARC-006 Street Outreach and RFP COARC-007 RRH:
  - ▶ RFP COARC -006 Terms and Conditions\*
  - ▶ RFP COARC -006 Attachment IV (Time & Activity Report)
  - AND
  - ▶ RFP COARC -007 Terms and Conditions\*
  - ▶ RFP COARC -007 Attachment IV (Time & Activity Report)
- ▶ You may obtain a copy of the RFP by visiting HWS's Homeless Programs website, or by submitting an email request to [msamanie@rivco.org](mailto:msamanie@rivco.org) or [CoC@rivco.org](mailto:CoC@rivco.org).

# CoC Board of Governance Funding Principles

**RAUSHANAH WALKER**  
SR. PROGRAM SPECIALIST  
HOUSING AND WORKFORCE SOLUTIONS

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## 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 strategies and programs that support the Homeless Strategic Action Plan, **emphasizing the expansion** of system coordination, housing resources, outreach, navigation, and supportive services and provider, city, regional government, and system capacity.
- ▶ Invest in programs that **demonstrate ongoing, long-term, or sustainable results.**
- ▶ Invest in multi-agency, multi-jurisdictional solutions to address **health, safety, and housing needs.**

## Board of Governance's Funding Principles

- ▶ Invest in **innovative approaches** to expand the supply of safe, humane, housing-placement focused shelter and interim housing models.
- ▶ Invest in the creation of an **expanded supply of** affordable and supportive housing opportunities.
- ▶ Invest in programs that support County of Riverside Department of Housing and Workforce Solutions and Continuum of Care Homelessness Action Plan [https://www.harivco.org/Portals/0/County%20of%20Riverside%20Homeless%20Action%20Plan\\_1.pdf](https://www.harivco.org/Portals/0/County%20of%20Riverside%20Homeless%20Action%20Plan_1.pdf) emphasizing the **expansion** of:
  - ▶ System coordination
  - ▶ Outreach, navigation, and supportive services
  - ▶ Housing resource



# OVERVIEW OF 2021 ESG FUNDING AVAILABLE THROUGH HWS

MARTHA SAMANIEGO  
Program Specialist

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## What is the Emergency Solutions Grants (ESG) Program?

ESG provides shelter and services to help persons experiencing homelessness or persons at-risk of homelessness regain housing stability.



# Funding Availability

- ▶ 2021 ESG Annual Allocation:
  - ▶ The California Department of Housing and Community Development (HCD) received approximately \$6 million in federal funds
  - ▶ \$330,638 is available for agencies to apply for through this RFP
    - ▶ \$170,638 allocated to RRH
    - ▶ \$160,000 allocated to Street Outreach

# Project Types

MARTHA SAMANIEGO, PROGRAM SPECIALIST

1. 2021 ESG Rapid Rehousing
2. 2021 ESG Street Outreach

# Eligible Activities for ESG: Street Outreach & Rapid Rehousing

MARTHA SAMANIEGO, PROGRAM SPECIALIST

Eligible activities for 2021 ESG

Examples of Eligible Activities:

- ▶ Rental Assistance and Rental Arrears:
  - ▶ Short-term rental assistance: Up to 3 months
  - ▶ Medium-term rental assistance: More than 3 months but not more than 24 months
  - ▶ Rental Arrears: One-time payment up to 6 months (counts towards total amount of rental assistance available)
- ▶ Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- ▶ Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

# ESG Annual Allocation Funds

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## 2021 ESG

- ▶ Income limit of 30% Area Median Income to receive or continue to receive homelessness prevention, or to continue receiving rapid re-housing assistance.\*\*\*
- ▶ Cap of 60% for emergency shelter and street outreach with ESG funding.
- ▶ 100% match requirement.

\*\*\*Link to HUD Income Limits

[https://www.huduser.gov/portal/datasets/il.html#2020?WT.mc\\_id=April142020&WT.tsrc=Email](https://www.huduser.gov/portal/datasets/il.html#2020?WT.mc_id=April142020&WT.tsrc=Email)

# ESG Annual Allocation Funds



## 2021 ESG

- ▶ Pre-contracting costs are only allowed to the date for which HCD signed the ESG grant agreement with the Department.
- ▶ Environmental clearance and habitability reviews need to be conducted before any funds are expended on temporary shelters.

# Ineligible Expenses

- ▶ Acquisition of real property
- ▶ New construction
- ▶ Rehabilitation of structures to the extent that those structures are used for inherently religious activities
- ▶ Mortgage payments
- ▶ Inpatient detoxification and other inpatient drug or alcohol treatment
- ▶ Legal services for immigration and citizenship matters, and issues relating to mortgages





OVERVIEW OF THE FOLLOWING:

TIMELINE AND IMPORTANT DATES  
RFP EVALUATION PROCESS  
SCOPE OF WORK (EXHIBIT A)

Martha Samaniego  
Program Specialist  
County of Riverside Housing and Workforce Solutions  
Continuum of Care

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# 2021 ESG NOFA TIMELINE 2021

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DATE	ACTIVITY
04/18/2022	LOCAL COMPETITION: RFP RELEASE HOUSING AND WORKFORCE SOLUTIONS
04/27/2022 From 9am to 10am	Pre-Bid Conference 2021 ESG Technical Assistance Workshop through Microsoft TEAMS
04/29/2022 by 1:30pm	Bidder's Question and Answer (Q & A) Deadline
05/03/2022	Bidder's Q & A posted to the CoC & Public Purchasing website
05/09/2022 by 1:30pm	LOCAL COMPETITION: RFP Bidder's Submittal Closing Date
05/11/2022	Prepare 2021 ESG summary of proposals received
May 11, 2022 – May 31, 2022	Proposal threshold review, evaluation and scoring
June 1, 2022	Clarification & Final Offers
June 16, 2022	Award recommendation & approval in BOG Meeting
June 2022 (tentative)	Expected receipt of Standard Agreement
July 2022 (tentative)	Subrecipient agreement execution with VENDORS
May 31, 2023	100% of 2021 ESG funds must be expended

# THRESHOLD REVIEW

MARTHA SAMANIEGO, PROGRAM SPECIALIST

- ▶ Proposals submitted by the Bidder's closing deadline will receive a threshold review (**Pass or Fail**) to ensure that the application is complete and complies with the grant's minimum criteria.
- ▶ Requirements: Completion of Exhibit A – G in RFP.

# THRESHOLD REVIEW

MARTHA SAMANIEGO, PROGRAM SPECIALIST

- **Organizational Eligibility Requirements**
  - ▶ Agency Type
  - ▶ Experience
  - ▶ Organizational Capacity
  - ▶ Other requirements
    - ▶ Current or planned CoC membership
    - ▶ Must be eligible to receive federal funds and not be on the Federal Exclusions List.

# EVALUATION AND SCORING PROCESS

MARTHA SAMANIEGO, PROGRAM SPECIALIST

- ▶ A non-conflicted Review Panel will be convened to review proposals that have met the minimum threshold criteria.
- ▶ The Review Panel will score and rank each application using the scoring criteria.
- ▶ Highest possible score is 100 points.
- ▶ Successful applications will demonstrate the most alignment with the CoC Board of Governance Funding Principles.
- ▶ Funding recommendations will be presented to the BOG.

# EVALUATION PROCESS

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## ➤ Evaluation Process

- Applicant's experience and ability.
- Technical capability and project methodology.
- Overall best value to the County.
- References with demonstrated success with similar work to the Scope of Service. (Pass/Fail)

# SCORING SUMMARY

MARTHA SAMANIEGO, PROGRAM SPECIALIST

CATEGORY	CRITERIA	SCORE
<b>PROGRAM DESIGN</b>	Project has high potential to immediately impact a reduction in homelessness and it advances the long-term goal of housing permanency.	<b>25 POINTS</b>
<b>NEED FOR FUNDS &amp; COST EFFECTIVENESS</b>	Project proposes low cost for housing units or service provision. It includes plans for leveraging additional funds for the project that will ensure ongoing implementation. The Bidder provides convincing data and supporting documentation that the proposed target areas and subpopulations have been underserved. The Bidder has demonstrated that funds for the proposed services are difficult to obtain from other sources.	<b>35 POINTS</b>

# SCORING SUMMARY

MARTHA SAMANIEGO, PROGRAM SPECIALIST

CATEGORY	CRITERIA	SCORE
<b>IMPACT &amp; EFFECTIVENESS</b>	The project proposes achievable outcomes to immediately reduce or prevent homelessness. The proposal includes a sound data collection, analysis and quality improvement plan, targeting a comprehensive list of performance measures.	<b>20 POINTS</b>
<b>CONTINUUM OF CARE (CoC) REQUIREMENT</b>	The project complies, participate and implement the Board of Governance's funding principles, local/regional homeless collaborative and/or the Riverside County Homelessness Action Plan, California's Housing First Policy, CoC's Coordinated Entry System (CES) and Homeless Management Information System (HMIS).	<b>10 POINTS</b>
<b>IMPLEMENTATION TIMELINESS</b>	Project timeline demonstrates Bidder's ability to deliver services or start capital improvement activities within 60 days of contract award.	<b>10 POINTS</b>



# RFP'S EXHIBIT A

MARTHA SAMANIEGO, PROGRAM SPECIALIST

Project Type: Submit one (1) complete and separate Scope of Services for each proposed project consistent with the eligible activities.

Bidders shall address all criteria questions listed in the Scope of Services, providing a complete and concise responses.

# RFP'S EXHIBIT A

MARTHA SAMANIEGO, PROGRAM SPECIALIST

## Scope of Services

- I. Project Type
- II. Program Design (25 points)
- III. Need for Funds / Cost Effectiveness (35 points)
- IV. Impact and Effectiveness (20 points)
- V. Continuum of Care (CoC) Requirements (10 points)
- VI. Implementation Timeliness (10 points)
- VII. Service Area



# Cost Proposal and Budget Narrative

BRANDON TRAHAN, CGFM

PRINCIPAL ACCOUNTANT

HOUSING AND WORKFORCE SOLUTIONS

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# COST PROPOSAL

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ Provide the proposed budget, match contributions, and source of match for ESG activities you are applying for.
- ▶ For ESG, the minimum grant amount is \$75,000 and the maximum grant amount is \$200,000.

ESG Budget & Match Funds			
ESG Funding Activities	ESG Request	Match Contributions	Source of Match Funds
<b>Emergency Shelter</b>			
<b>Staff Costs</b>			
Essential Services			
Shelter Operations			
<b>Non-Staff Costs</b>			
Essential Services			
Shelter Operations			
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	

# COST PROPOSAL (CONTINUED)

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ List all position titles with a brief job description for each staff person to be paid with ESG funds.
- ▶ Attach duty statements for all position titles. The position title must match the duty statement.

Summary of Staff to be Paid with ESG Funds	
Proposed Activity	Title and a Brief Job Description
Homelessness Prevention	
Homelessness Prevention	
Rapid Re-Housing	
Rapid Re-Housing	

# COST PROPOSAL (CONTINUED)

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ For each ESG activity, provide the total budget information for the program, including the ESG grant you are applying for.

Revenue Sources		Major ESG Budget Activities					
A	B	C	D	E	F	G	H
Revenue	Total Revenue	Emergency Shelter	Street Outreach	Homelessness Prevention	Rapid Re-Housing	HMIS	Admin
1. ESG	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2. CalWorks	\$0						
3. CoC	\$0						
4. Other Federal Gov.	\$0						
5. Other State Gov.	\$0						
6. Local Gov.	\$0						
7. Private	\$0						
8. EHAP - Operations	\$0						
9.	\$0						
10.	\$0						
11. TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

# BUDGET NARRATIVE

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ H-2 Budget Narrative: Detail of each line item listed on your budget, including a calculation for the amount requested.
- ▶ H-3 Financial Accounting System: Provide evidence of internal and external coordination and an adequate financial accounting system.

# FINANCIAL STATEMENTS

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ Balance sheet and income statement from within the past 12 months are required.
- ▶ Statement of cash flows is optional but encouraged.
- ▶ Bidders must have the financial stability to support services being offered.
- ▶ Bidders agree not to seek early or expedited payments for services delivered.



# PROJECT MATCH REQUIREMENTS

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ ESG grants require the subrecipient to match 100% of the grant amount.
- ▶ ESG matching funds must be used for eligible activities.
- ▶ ESG matching funds may come from the subrecipient, the federal government, state/local governments, and/or private resources.



# CALIFORNIA'S 2021 ESG FUNDING PROCESS

BRANDON TRAHAN, CGFM, PRINCIPAL ACCOUNTANT

- ▶ State NOFA (Notice of Funding Availability)
  - 2021 ESG – Issued August 17, 2021
- ▶ Administrative Entity (HWS) applies for funding on behalf of the Riverside County CoC
- ▶ State issues Standard Agreement to HWS
- ▶ HWS contracts with vendors
- ▶ Funding must be expended by the deadline
  - Deadlines to be announced by the State

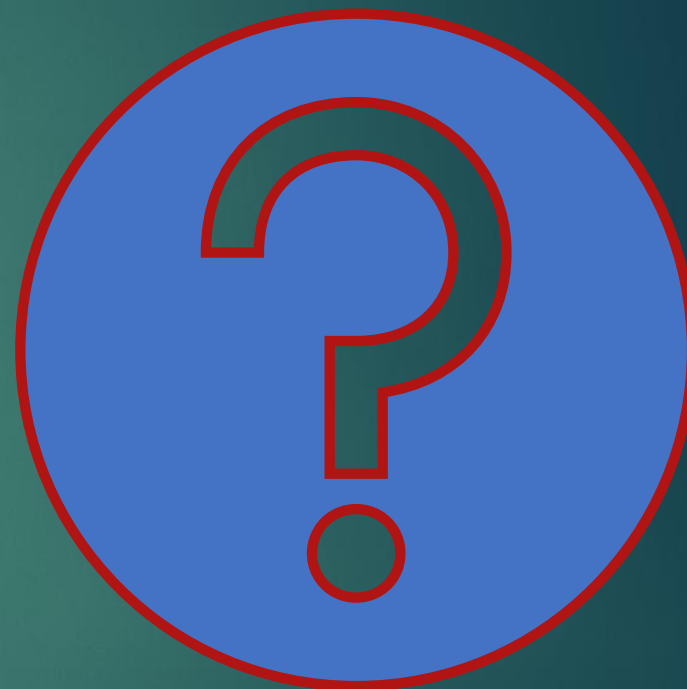
## PRE-BID BIDDER'S CONFERENCE INFORMATION & QUESTIONS

MARTHA SAMANIEGO  
PROGRAM SPECIALIST  
Housing and Workforce Solutions

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# Questions

Type any questions in to  
the chat box



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# Common FAQs

- ▶ Is food an eligible expense?
  - ▶ *Eligible under emergency shelter and street outreach*
  - ▶ *If providing food to persons in hotel/motel under emergency shelter, the food must be comparable to what is received in a shelter*
  - ▶ *Not eligible under rapid re-housing or homelessness prevention*

# Common FAQs

- ▶ Are behavioral health services an eligible expense?
  - ▶ *ESG funds can be used for emergency health services and emergency mental health services under the Street Outreach and Emergency Shelter Components.*
  - ▶ *Only available to the extent that other appropriate health services are inaccessible or unavailable within the community.*

# Resources / Contacts

## **Program Manager**

Martha Samaniego, Program Specialist [msamanie@rivco.org](mailto:msamanie@rivco.org)

## **Cost Proposal & Budget information**

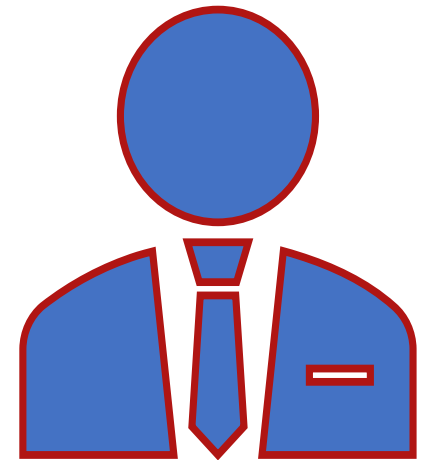
Brandon Trahan, CGFM, Principal Accountant [Btrahan@rivco.org](mailto:Btrahan@rivco.org)

## **Action Plan to End Homelessness in Riverside County**

[https://www.harivco.org/Portals/0/County%20of%20Riverside%20Homeless%20Action%20Plan\\_1.pdf](https://www.harivco.org/Portals/0/County%20of%20Riverside%20Homeless%20Action%20Plan_1.pdf)

## **RFP & Bid information**

<https://www.harivco.org/ContinuumofCareDivision/ContinuumofCareDivisionandFundedPrograms/tabid/238/Default.aspx>





Thank You!