

# **LAKE COUNTY REQUEST FOR PROPOSALS**

## **Emergency Solutions Grant Program Coronavirus Allocation (ESG-CV)**

February 1, 2021

### **ANNOUNCEMENT**

The Lake County Continuum of Care (LCCoC) is pleased to announce the availability of \$630,000 through the Emergency Solutions Grant Program, Coronavirus Allocation. Funds are targeted to prevent, prepare for and respond to individuals and families who are experiencing homelessness or receiving homeless assistance, in Lake County, due to the COVID-19 Pandemic. The parameters of the program are intentionally broad in the request for proposals (RFP) and are not exhaustive.

**NOTE: Because of the State's upcoming launch of State Emergency Rental Assistance Program, the ESG program is disallowing future use of ESG funds for Homelessness Prevention for Rental Assistance to ensure that Duplication of Benefits is not triggered.**

A total of **\$630,000** will be allocated for various activities as follows:

- \$300,000 for Emergency Shelter
- \$30,000 for Homelessness Prevention
- \$300,000 for Rapid Rehousing

Deadline for applications is **March 2, 2021 BY 11:59 P.M.**

#### **Non-discrimination statement:**

Sponsor will not deny the benefits of the **ESG-CV Grant** program from or discriminate against any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Sponsor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Sponsor will comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Sponsor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Sponsor shall give written notice of their obligations under this clause to labor

organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

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## REQUEST FOR PROPOSALS

### 1. Project Overview

The California Emergency Solutions Grant Coronavirus (ESG-CV) program and authorized the California Department of Housing and Community Development (HCD) to allocate funding to the California Continuum of Care “to assist persons experiencing or at risk of homelessness” in local communities due to the COVID-19 Pandemic. The Lake County Continuum of Care (LCCoC) shall administer the allocation of funds of Lake County. LCCoC’s Administrative Entity (AE), Lake County Behavioral Health Services, will receive applications, administer the awards, and be responsible for state reporting

The LCCoC has determined that \$300,000 for will be allocated for Emergency Shelter, \$30,000 for Homelessness Prevention, and \$300,000 for Rapid Rehousing.

Local applicants must submit their proposals to the Lake County Continuum of Care Administrative Entity (LCCoC AE) no later than **March 2, 2021 at 11:59 p.m.** Applicants will be asked to attend an interview meeting, to provide a short presentation and answer interview questions from the Grant Selection Working Group. Funding recommendations shall be made by the Grant Selection Working Group comprised of general members of the LCCoC. Any remaining funds not requested shall be redistributed to the LCCoC, to maximize Lake County’s allocation.

The contracting process, leading to fund disbursement, will begin immediately after the award letters are sent out.

By regulation of this particular grant, **the funding must be expended by August 31, 2022.**

All proposals will be reviewed for compliance with the NOFA and eligible applicants will be asked to attend a Question and Answer session. Please seek technical assistance for proposals at the Q and A session that will be held during the Application timeframe.

### 2. Eligible Subrecipients

ESG-CV funds are distributed locally through the Lake County Continuum of Care (LCCoC) to subrecipients. A subrecipient can include:

- a unit of local government including housing authority,
- a registered 501(c)3 non-profit organization,
- or, a state or federally recognized tribal entity.

### 3. Eligible Activities Details

The parameters for these ESG-CV funds are for Direct Services to prevent, prepare for and respond to coronavirus among individuals and families who are experiencing homelessness or receiving homeless assistance be expended in Lake County for a broad variety of activities to assist persons experiencing homelessness or are at risk of homelessness due to the COVID-19 Pandemic.

All applications must describe how the activities outlined in the proposal will “provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California’s Housing First policy.”

Sample Eligible uses include, but are not limited to:

- **Prevention:** Street outreach, prevention services, and emergency shelter for prevention, preparation and response to Coronavirus.
- ~~**Rental assistance or subsidies:** Housing vouchers, rapid re-housing programs, eviction prevention, and housing relocation.~~
- **Respond to people who are experiencing homelessness: housing vouchers, rapid re-housing programs, increasing and improving upon essential shelter services (not including new facility purchase, construction, or expansion).**
- **Training:** Training on infectious disease prevention and mitigation and to provide hazard pay (including for time worked prior to the date of enactment of the (CARES Act) for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness, and that such activities shall not be considered administrative costs for purposes of the administrative cap.

All activities must be carried out within the relevant CoC geographic area of Lake County.

## 4. Requirements

### **Coordinated Entry System and Homeless Management Information System**

Subrecipients MUST actively participate in the local Coordinated Entry System (CES) and Homeless Management Information System (HMIS).

CES is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

HMIS is a class of database applications (computer software) used to confidentially aggregate data on homeless populations served. Such software applications record and store client-level information on the characteristics and service needs of homeless persons. Each subrecipient MUST enter client data into HMIS. Such data should include:

- The number of homeless persons served
- The number of unsheltered homeless persons served
- The average length of time spent as homeless before entry into the program or project
- The number of homeless persons exiting the program or project to permanent housing
- The number of persons that return to homelessness after exiting the program or project

### **Quarterly Reports**

Subrecipients will be required to submit quarterly reports to the LCCoC AE, including:

- Expenditures made within the quarter
- Activities made within the quarter
- HMIS Client Data input within the quarter

LCCoC may request additional information, as needed, to meet other applicable reporting or audits.

#### **Additional requirements**

Subrecipients must provide eligible activities in a manner consistent with the Housing First practices described in [California Code of Regulations, title 25, section 8409, subdivision \(b\)\(1\)-\(6\)](#). Subrecipients allocated funds for eligible activities that provide permanent housing shall incorporate the core components of Housing First, as provided in [Section 8255, subdivision \(b\) of the Welfare and Institutions Code](#). Housing First is an evidence-based model that uses housing as a tool, rather than a reward, for recovery and that centers on providing or connecting homeless people to permanent housing as quickly as possible. Under the Housing First model, services offered are as needed and requested on a voluntary basis and that do not make housing contingent on participation in services.

In many communities, homelessness is experienced disproportionately by race and other protected classes, including disability status. Additionally, the Centers for Disease Control and Prevention is also reporting disproportionate impacts by race and ethnicity for COVID-19 hospitalization and death, specifically Black, Indigenous, and Hispanic/Latinx persons. Therefore, it is important to incorporate equity and accessibility considerations into the proposed projects to address racial and systemic inequities, and equitably distribute resources within the target population.

Subrecipients that receive funds under the Program are responsible for ensuring that the expenditure of those funds is consistent with the requirements of the [ESG-CV Grant](#).

LCCoC may monitor the expenditures and activities of Subrecipients, as LCCoC deems necessary, to ensure compliance with program requirements and request the repayment of funds from a Subrecipient or pursue any other remedies available to it by law for failure to comply with program requirements. After a contract has expired, any funds not expended for eligible activities shall revert and must be remitted to LCCoC.

## **5. Application Proposal**

The proposal must be submitted in the following format including, **PDF with no more than 10 pages (including any supplemental materials), minimum of 11 font and each page shall be numbered.**

The proposal shall include the **following as a minimum:**

1. **Transmittal Letter:** The letter shall provide an introduction of the Service Provider, state the location where the work is to be performed, and be signed by a principal of the firm (CEO/Board Chair/Executive Director). Please also include the amount of funds you will be applying for

A. The letter must also state:

“**[Name of Organization]** agrees to all terms outlined in the Lake County Continuum of Care Request for Proposals, including, but not limited to participating in the Coordinated Entry and HMIS programs, adopting/implementing Housing First practices, prioritizing assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness, and ensuring that expenditures of grant funds is consistent with the requirements of the Program.”

2. **Cover Page**: Firm name, contact information, title of proposal, and date of proposal.
3. **Identity of Service Provider**: Legal name and business address of the agency or organization making the proposal, and name, title, address, telephone number and email address of contact person. This person may also be contacted to make the presentation before the Grant Selection Working Group. Applicant is a registered 501(c)3 nonprofit organization, a local government including housing authority, or a state or federally recognized tribal entity.
4. **Executive Summary**: An overview of the entire proposal describing its most important elements. The summary should present the Service Provider’s basic scope of services, objectives and intended results of the project. It should summarize how the proposal meets the RFP requirements and why the Service Provider is best qualified to perform the required work.  
  
**Executive Summary MUST describe how the activities outlined in the proposal provide immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California’s Housing First policy.**
5. **Key activities**: Please list key activities, as they align with providing immediate emergency assistance in accordance to one or more activities of this grant, to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California’s Housing First policy.
6. **Evidence Based Practice**: A detailed description of the project showing which evidence-based model the services will be based upon, and the Service Provider’s understanding of the project requirements and challenges.
7. **Equity**: Describe how the Project will address racial equity and inequities for the target population, including any local disproportionate impact of COVID-19 and homelessness by race and other protected classes. Provide supporting evidence of the strategies’ effectiveness if available. This could include data trends, policies, local actions, collaborative efforts with partners.

Describe your organization’s strategies to address equity issues such as cultural awareness trainings, hiring practices, and inclusive public engagement that ensures impacted communities of color are part of the decision-making

8. **Performance Measures:** Describe performance measures. You may add your own performance measures, but please include the following predictions:
  - a) The number of persons served
  - b) The number of unsheltered/homeless persons served
  - c) The average length of time spent as homeless before entry into the program or project
  - d) The number of homeless persons exiting the program or project to permanent housing
  - e) The number of persons that return to homelessness after exiting the program or project
  - f) The added performance measures specific for the State NOFA.
9. **Staffing:** List of personnel who will be directly assigned to the project (if available), together with a description of roles and responsibilities for this project.
10. **Statement of Experience and Qualifications:** Description of the nature of the Service Provider's present work, including a comprehensive list of current and past work on similar projects. If new, please provide how this project is innovative and how the evidence-based processes to take place will ensure the project's success. List of any past, current or scheduled trainings for staff that are pertinent to this project.
11. **Budget & Budget Narrative:** Please provide the full project budget, including a clear break out of grant funds. The budget does NOT have a match requirement. It is acceptable to have the program funded 100% through this grant. **Applicants MUST provide a budget narrative with the proposal budget.** Proposals submitted without a budget narrative shall NOT be considered for funding. Please provide an explanation for each line item on your project budget.

Eligible applicants may submit more than one program/project for consideration. However, each program/project must be submitted with its own proposal.

## 6. Q and A session

Technical Assistance and questions regarding the grant and the application process will be addressed in a virtual Q and A Session on **February 11, 2021 at 3:00 P.M.**

**Join Zoom Meeting** <https://zoom.us/j/2814902260>  
Meeting ID: 281 490 2260

+16699006833,,2814902260# US (San Jose)

## 7. Application Deadline

**Applications are due by email to [scott.abbott@lakecountycalifornia.gov](mailto:scott.abbott@lakecountycalifornia.gov) no later than March 2, 2021 at 11:59 p.m.** Proposals must be in PDF format and may not exceed 10 pages. Local applicants **MUST** submit proposals to the LCCoC AE and NOT directly to HCD. Proposals submitted to HCD or not completed by the deadline shall be disregarded.

## 8. Grant Applicant Interview



Grant applicants will be scheduled to make a brief presentation and answer interview questions for their proposals within a week of the application deadline. The interview process is part of the total score for the applicant. Each applicant is allowed several staff to be present. This will take place after the initial review of the proposals to make sure they are in compliance with the NOFA; applicants will be contacted to schedule the date and time; the length of the process (30-45 minutes); that it will be virtually, who it will be with (the Grant Selection Working Group); and questions will be about clarifications of their proposal and presentation.

## 9. Project Selection Process

### Selection of Proposals for Awards

The project selection process shall avoid conflicts of interest in project selection and shall be easily accessible to the public – all documents, including this one and the application pertaining to this funding opportunity are located at [www.lakecoc.org](http://www.lakecoc.org).

Following the Grant Application Interview, the Grant Selection Working Group will review all eligible applications and interview all applicants. Scores will be added with a top score of 170 points. The two subrecipients with the highest scores will be recommended to the Executive Committee. The Executive Committee will then announce the grantees, which will receive the awarded CESH Grant. **See Scoring Criteria.**

### Application Notification

Applicants shall be notified of the Grant Selection Working Group decisions via phone message and email within 48 hours after it has been presented to the executive committee. The representative listed as the main grant contact in the application shall be the person contacted.

### Appeals Process

In order to lodge an appeal, an applicant must submit to LCCoC, a written appeal, which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be accepted if this information would result in an advantage to an applicant. Once the written appeal is submitted to LCCoC, no further information or materials will be accepted or considered thereafter.

Appeals may be submitted by email to [scott.abbott@lakecountyca.gov](mailto:scott.abbott@lakecountyca.gov)

Emails to the email address listed above will be accepted as long as the email time stamp is prior to the appeal deadline. The Appeal Deadline is **March 31**, at 11:59 p.m. Pacific Standard Time.

### Final Award Notification

Final Award letters will go out in March 2021



## 10. Timeline

Activity	Date & Time
Local NOFA Released	<b>February 1, 2021</b>
Q and A	<b>February 11, 2021 at 3:00 p.m.</b>
Submission Deadline	<b>March 2, 2021 by 11:59 p.m.</b>
Initial Review for Compliance	<b>March 10, 2021</b>
Grantee Presentation and Interviews	<b>March 10, 2021 at 9:00 a.m.</b>
Grant Working Group Scores Applications	<b>March 10, 2021</b>
Recommendation to Executive Board	<b>March 18, 2021</b>
Award Announcements	<b>March 19, 2021</b>
Appeals Due	<b>March 31, 2021 by 12:00 p.m.</b>
Program Contracts and Disbursements Processes Begin	<b>April 1, 2021</b>
Deadline for funds to be expended	<b>August 31, 2022</b>

## 11. LCCoC Scoring Criteria



### Lake County Continuum of Care

Grant Name: \_\_\_\_\_

All projects will be scored by the Scoring Criteria.  
The highest scoring projects will be recommended for funding.

#### SCORING CRITERIA

Application Scoring Template	Point Range
<b>1. Transmittal Letter</b>	<b>1 to 6</b>
<b>2. Cover Page</b>	<b>1 to 4</b>
<b>3. Identity of Service Provider</b>	<b>1 to 5</b>
<b>4. Executive Summary</b>	<b>1 to 15</b>
<b>5. Demonstration of Evidence Based Practice</b>	<b>1 to 15</b>
<b>6. Key Activities</b>	<b>1 to 15</b>
<b>7. Equity</b>	<b>1 to 15</b>
<b>8. Performance Measures</b>	<b>1 to 15</b>
<b>9. Staffing</b>	<b>1 to 10</b>
<b>10. Statement of Experience and Qualifications</b>	<b>1 to 20</b>
<b>11. Budget and Budget Narrative</b>	<b>1 to 20</b>
<b>12. Presentation and Interview</b>	<b>1 to 30</b>

<b>Total Points Available</b>	<b>170</b>
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