

APPLICATION DESCRIPTION

REQUEST FOR PROPOSAL # DPARC-564A

HOUSING ASSISTANCE AND SUPPORT PROGRAM – 2018 COMPETITION



By:

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NIGP Code(s): 95237, 95249, 95255, and 95278

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

<http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>

and

www.publicpurchase.com

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

**RIVERSIDE COUNTY
HOUSING ASSISTANCE and SUPPORT PROGRAM - 2018 COMPETITION
REQUEST FOR PROPOSAL # DPARC-564A**

The County of Riverside Department of Public Social Services is soliciting proposals from qualified public or private/not-for-profit organizations to provide housing assistance and homeless services. Grant awards for this RFP are funded by various county, state and/or federal funding sources, including but not limited to the California Emergency Solutions to Housing (CESH), Homeless Emergency and Aid Program (HEAP), Emergency Solutions Grant (ESG), and others.

There will be a **Mandatory Bidder's Conference & Technical Assistance Workshop:**

Date: Tuesday, December 4, 2018
Time: 9:00 a.m. to 12:00 p.m.
Location: **US Veterans Initiative**
15305 6th Street
Moreno Valley, CA 92518

Bidders are required to register (If not already registered) on the County of Riverside Purchasing website: WWW.PURCHASING.CO.RIVERSIDE.CA.US

Please submit your questions to elizaher@rivco.org no later than 12/7/2018 by 1:30 p.m.
Responses to questions will be posted no later 12/12/2018 at:

<http://dpss.co.riverside.ca.us/homeless-programs/housing-and-urban-development>

PROPOSALS MUST BE RECEIVED BY:

DECEMBER 21, 2018 (FRIDAY)
BY 1:30 P.M.

*****Proposals received after 1:30 P.M. on 12/21/18 will not be accepted*****

ALL APPLICATIONS SHALL BE DELIVERED OR MAILED TO:

County of Riverside – Department of Public Social Services
Adult Services Division – Homeless Programs Unit
1111 Spruce Street, Riverside, CA 92507
Attention: Bidder Proposal # DPARC-564A

NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED

SECTION I: PURPOSE & BACKGROUND

A. Overview

The County of Riverside Department of Public Social Services (DPSS) is seeking proposals from public (government) or private/not-for-profit organizations who are qualified in providing immediate emergency assistance, temporary and permanent housing, and supportive services to people experiencing homelessness or at imminent risk of homelessness.

Riverside County DPSS is responsible for administering approximately \$11 million homeless program grants and intends to use this RFP application and selection process to identify vendors for current and any additional future funding availability. Grants under this RFP will fund organizations who are currently or plan to become members of the County of Riverside Continuum of Care (CoC).

B. Funding Principles

This RFP adopts the Riverside County's Continuum of Care Board of Governance's established funding principles to 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 or special subpopulations,
- 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 <http://dpss.co.riverside.ca.us/files/pdf/homeless/hl-county-plan-v8-recommendations-011618.pdf>, emphasizing the *expansion* of:
 - system coordination
 - housing resources
 - outreach, navigation, and supportive services

C. Project Period

The anticipated project period for this RFP will begin in March, 2019, with grants to be fully expended by June 30, 2021. DPSS may adjust the start and end time of the grants based on county needs as well as state and federal funding requirements.

D. Project Evaluation

A non-conflicted Review Panel will be convened to review proposals that have met the minimum threshold criteria (refer to Section II for Minimum Requirements). The Review Panel will score, rank and recommend funding for each application using the criteria below. Highest possible score is 100 points. Successful applications will demonstrate the most alignment with the CoC Board of Governance Funding Principles (listed above):

1. Program Design (25 points): Project has high potential to immediately impact a reduction in homelessness and it advances the long-term goal of housing permanency. The project meets the following:
 - Project proposes evidence-informed program intervention.
 - Project targets a high needs/under-served client subpopulation and/or geographic area.
 - Project utilizes a low-barrier approach and a universal design to remove barriers to service participation or housing entry.
 - Project promotes cross jurisdictional or regional collaboration and cross-sector partnership.
 - Project demonstrates a holistic approach to homelessness.
2. Need for Funds & Cost Effectiveness (25 points): The 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 applicant provides convincing data and supporting documentation that the proposed target areas and subpopulations have been underserved. The applicant has demonstrated that funds for the proposed services are difficult to obtain from other sources.
3. Impact and Effectiveness (20 points): 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.
4. Continuum of Care (CoC) Requirements (20 points): 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).
5. Implementation Timeliness (10 points): Project timeline demonstrates applicant's ability to deliver services or start capital improvement activities within 60 days of contract award.

E. Flexible Use of Funds

The parameters of the grant are intentionally broad to encourage innovative programs that strongly demonstrate the ability to immediately assist homeless individuals and meet the specific needs of Riverside County’s diverse communities. Eligible activities include the following:

Activities	Description & Examples
<i>Homeless Prevention and Diversion Services</i>	Street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, comprehensive wrap around services, and operating support for short-term or comprehensive homeless services
<i>Flexible Housing Subsidies</i>	Housing vouchers, rapid re-housing programs, bridge subsidies to property owners waiting for approval from another permanent housing subsidy source, vacancy payments, project-based rent, and eviction prevention strategies to ensure housing affordability to individuals and families who are homeless or at risk of homelessness.
<i>Capital Improvements</i>	<p>Includes new construction or rehabilitation of emergency shelter, transitional housing, drop-in centers, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families. This may include solutions to address homelessness and the public health crisis such as for hand-washing stations, public toilet, shower facilities, or others. Capital improvements may also be available to facilitate low-barrier facilities (e.g., construction of kennels, storage facilities, etc.) or enhance universal access.</p> <p>All capital improvement projects will be funded by the HEAP funds and must be expended by June 30, 2021. Any long-term projects that require payment after that date are not an appropriate use of funds available in this RFP.</p>
<i>Homeless/ At-risk Youth Services</i>	New or expanded services to meet the needs of homeless youth or youth at risk of homelessness including homelessness prevention and intervention services, education surrounding tenant-landlord laws/independent living skills, criminal justice diversion services, etc.
<i>Homeless Prevention for Victims of Elder/Dependent Abuse or Neglect</i>	New or expanded services to meet the needs of elder/dependent adults that are experiencing homelessness or at risk of homelessness due to elder or dependent adult abuse, neglect or financial exploitation.

SECTION II: MINIMUM REQUIREMENTS:

To qualify for funding, an applicant shall submit a proposal that clearly describes how the proposed project meets all the minimum requirements outlined below.

A. Service Delivery Conditions / Implementation Requirements:

1. Projects must implement *California's Housing First policy* in all aspects of program design and operation.
2. Projects must participate in the *Riverside County Coordinated Entry System (CES)*.
3. Projects must participate and contribute client-level data to the *Homeless Management Information System (HMIS)*.
4. Projects must use grant funding from this RFP to *supplement*, not supplant, funding for existing programs. Currently funded projects under another federal, state or county general funds will be low priority for funding under this RFP.

B. Organizational Eligibility Requirements:

1. *Agency Type:* Applicant must be a 501(c)(3) nonprofit organization or a governmental agency.
2. *Experience:* Applicant must have at least 12 months of prior operational experience from the release of this RFP.
3. *Organizational Capacity:* Proven administrative and financial capacity to administer the program within 60 days of the local award and on a reimbursement basis.
4. *Other Requirements:* Applicant must be eligible to receive federal funds and not be on the Federal Exclusion list.

C. Shelter Crisis Declaration for Capital Improvement Projects

Capital improvement projects will be funded through the Homeless Emergency Aid Program (HEAP). A Shelter Crisis Declaration resolution is required for all cities and counties that wish to be a direct recipient of HEAP grant. The resolution must be submitted to DPSS no later than December 15, 2018.

Applicants seeking grants to support master leasing, capital projects, shelter services physically located within jurisdictional boundaries, must submit a letter of support from the municipality (the shelter crisis city, or the county for unincorporated areas) that declared the shelter crisis.

HEAP funds cannot be used for rental assistance, rental subsidies or capital projects in jurisdictions that have not declared a shelter crisis.

Specific shelter crisis requirements can be found in Chapter 7.8 (commencing with Section 8698) of Division 1 and Title 2 of the Government Code. HEAP funds can be used to provide services across jurisdictional lines that have not declared a shelter crisis.

SECTION III: PROPOSAL INSTRUCTIONS

Applicants shall follow the instructions in each section of this RFP, including the following requirements:

- Present all requested items in the index tabs, ordered A through I as shown.
- Label each item presented and include additional items on your Table of Contents.
- Provide clear and detailed description of each proposed service to be provided, at minimum, addressing specific components for all the sections in the RFP application.

Applicants that do not follow the bid instructions found in the Terms and Conditions document “Section 6.0 General Proposal Submittal” may be found to be “non-responsive” and disqualified from the bid process

To be considered for the RFP, submitted applications must include all the following sections, from Tab A through Tab I.

Tab A: Proposal Submission Checklist

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.

Tab B: Proposal Cover Page

This section must be signed by an authorized representative. Signature by an authorized representative of the Organization 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.

Tab C: Organization Profile & Experience

In this section, applicant shall provide information to establish its organization’s ability and experience to operate the program as specified in the RFP. The Organization Profile must include descriptive information demonstrating the organization’s ability to successfully deliver the proposed project within the timeline required.

Tab D: Acknowledgements of Clarifications, Exceptions, or Deviations

In this section, applicants shall specify any clarification, exception or deviation from the requirements of the RFP. If the applicant has no clarification, exceptions, or deviation, a statement to that effect shall also be included in this section. The sample service agreement is attached as Exhibit A (which is located in the Terms and Conditions 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

Tab E: Scope of Services

In this section, applicants shall describe the organization's proposed project(s), consistent with the eligible activities listed on page 3. Within a single application, applicants may submit multiple projects by completing a separate Scope of Services for each proposed project. Each project Scope of Services must be completed within a maximum of 10 pages of narrative. If submitting more than one Scope of Services, Label as Scope of Services 1, Scope of Services 2, and so forth.

Tab F: References

In this section, applicants shall include present and past performance information with a minimum of three (3) references of recent similar projects. References cannot include Riverside County Elected Officials or their staff, or any DPSS employee. However, references can include other county agencies that are not partaking in this RFP. The applicant shall verify that all reference information is correct.

Tab G: Bidder Attachment

In this section, bidders (also referred to as applicants herein) shall include any responses that cannot be pasted into the "Bidders Response" boxes in any section of the RFP, shall paste be pasted in Tab G. When pasting attachments to Tab G, label the attachments "Attachment 1", Attachment 2" and so forth; then enter the corresponding "Attachment Number" into the Bidder's Response box (see example on Attachment A page 14).

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 for the entire term of the service/project. 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. Submit a different budget and narrative for each different Scope of Service/ Project. Applicants shall include a **budget narrative** (Attachment A- H-2 Budget Narrative on page 15 that describes each line item).

Tab I: Financial Statement

In this section, all applicants shall place financials in a separate envelope and mark "Financial Statement - Confidential" if the applicant's Organization requires this to be kept confidential. The financial documents must be in the original binder only and not in the proposal copies. The County cannot guarantee that the financials submitted will be kept confidential.

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.”)

Applicants shall 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 shall clearly identify the financial status and condition of the applicant's entire business entity.

Financials must provide sufficient detail to assure the County of Riverside that the applicant 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.