



REQUEST FOR PROPOSALS (RFP)

RFP No. HSD-2020-001

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
2020 FEDERAL EMERGENCY SOLUTIONS GRANT PROGRAM
FUNDED BY THE CARES ACT (ESG-CV)**

January 1, 2021 – August 31, 2022

Release Date:	November 5, 2020, 10:00 AM
RFP Questions End:	November 17, 2020, 4:00 PM
Posting of All Q & A:	November 18, 2020, 4:00 PM
Due Date:	November 19, 2020, 4:00 PM

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
LONG BEACH, CALIFORNIA 90815**

No late, incomplete, faxed, or hand delivered applications will be accepted.

All questions must be submitted in writing via email to

HomelessServices@longbeach.gov.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Department of Health and Human Services at (562) 570-3304 or (562) 570-4041 (TDD). This information is available in alternate format at the above listed telephone numbers.

TABLE OF CONTENTS

General Information		PAGE #
I.	EMERGENCY SOLUTIONS GRANT PROGRAM FUNDED BY THE CARES ACT (ESG-CV) BACKGROUND	3
II.	PROGRAM GUIDELINES	4
III.	PROGRAM REQUIREMENTS	9
IV.	PROGRAM MONITORING	13
V.	CRITERIA FOR EVALUATION AND SELECTION OF PROPOSALS	13
VI.	PROPOSAL SUBMISSION AND FORMATTING	15
VII.	SELECTION AND APPEALS PROCESS	17
VIII.	GENERAL REQUIREMENTS	17
IX.	CONDITIONS AND RESERVATIONS	19
X.	CONTRACT CONDITIONS	20

I. EMERGENCY SOLUTIONS GRANT PROGRAM FUNDED BY THE CARES ACT (ESG-CV) BACKGROUND

The City of Long Beach (City) is issuing a Request for Proposals (RFP) for funding consideration under the Federal Emergency Solutions Grant program funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act (ESG-CV) for January 1, 2021 through August 31, 2022, which is an addition to the current Federal ESG program. This RFP summarizes the requirements for the ESG-CV grant. Potential applicants should consider their capacity and project concept in relation to all of the requirements. It is an applicant's responsibility to thoroughly review this RFP as well as all regulations, including the Code of Federal Regulations Title 24 Part 576 (24 CFR 576), and guidance before preparing a proposal for funding to ensure that they have the ability to comply with the RFP and the program requirements. NOTE: ESG-CV resources are available online at

https://www.hud.gov/program_offices/comm_planning/homeless_esg_covid-19.

The purpose of the ESG-CV is to provide funding to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus. The funding provides for emergency shelter, outreach services, rapid re-housing, and homelessness prevention projects that work in collaboration with the broader Continuum of Care (CoC) system in Long Beach. This program is designed to identify sheltered and unsheltered persons experiencing homelessness, as well as those at risk of homelessness, and provide services necessary to help those persons to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. Through the ESG-CV program, project applicants must work with the Long Beach Coordinated Entry System (CES), to assess the participants' housing barriers and then link participants with the program and supportive services appropriate to the specific household situation.

Eligibility Requirements

To be eligible, applicants must meet the following conditions:

- a. Applicant must be a private non-profit organization;
- b. Applicant must have at least two years of experience providing homeless services or limit to the same or similar services for the last 24 months;
- c. Applicant must have a Dun and Bradstreet Universal Numbering System (DUNS) number;
- d. Applicant, its officers, and employees are not currently debarred or suspended from doing business with the Federal Government, State of California, or a local government; and

- e. Applicant does not have unresolved current or past contract non-compliance, non-performance, suspension, termination, or other adverse audit finding with one or more funders in the past five (5) years.

Funding Amounts

The total amount of funding estimated to be available for the Federal ESG-CV program will be split between two rounds of allocations. The first round of ESG-CV funding will provide a maximum of \$322,179 for Homelessness Prevention. The second round of ESG-CV funding will provide a maximum of approximately \$1,375,000 for Homelessness Prevention and approximately \$1,375,000 for Rapid Re-Housing. The availability of funding by components are as follows:

Round 1 ESG-CV Funding Amount

\$322,179 Maximum Amount for Homelessness Prevention (Only 1 Project)

Round 2 ESG-CV Funding Amount

\$1,375,000 Maximum Amount for Homelessness Prevention (1 or More Projects)

\$1,375,000 Maximum Amount for Rapid Rehousing (1 or More Projects)

\$3,072,179 Total amount estimated to be available under this RFP

The contract term is for 20-months, January 1, 2021 or upon contract execution to August 31, 2022. The City reserves the option to amend subcontracts awarded through this RFP at an equal, lesser, or greater amount contingent upon satisfactory performance, availability of funds, demonstrated need, and project outcomes.

Agencies applying for more than one project (i.e., two different component type projects or from different rounds) must submit separate applications for each project proposed. In the event that the Long Beach City Council or the Federal government fails to appropriate the necessary funds for any fiscal year, the projects conditionally awarded for that period will either not be funded or funded at a reduced award level.

II. PROGRAM GUIDELINES

Guidelines under the ESG-CV program are consistent with the same provisions and stipulations as the existing Federal ESG program with the exception of annual income limit, allowing for up to 50 percent of median family income for the area. The following sections restate the federal guidance.

Definitions and Acronyms

At risk of homelessness: (Source: 24 CFR 576.2)

- (1) An individual or family who:
 - (i) Has an annual income at or below 50 percent of median family income for the area, as determined by CARES Act;
 - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place

described in paragraph (1) of the “homeless” definition in this section;
and

(iii) Meets one of the following conditions:

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution);
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Homeless: (Source: 24 CFR 576.2)

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing; or
- (4) Any individual or family who:
 - (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Chronically homeless: (Source: 24 CFR 578.3)

- (1) A "homeless individual with a disability" as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(0)), who:
 - (i) Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year (12 months) or on at least four separate occasions in the last 3 years, where the cumulative total of the four occasions is at least one year (12 months) and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in (1)(i). Stays in institutional care facilities of 90 days or less will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living as described in (1)(i) before entering the institutional care facility; and
- (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or
- (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Eligible Components and Activities Under this RFP

A. Homelessness Prevention (24 CFR 576.103)

Housing Relocation and Stabilization Services

1. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR § 576.2; this assistance is referred to as homelessness prevention. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant’s current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR § 576.105, the short-term and medium-term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400. Outpatient health services, legal services, mental health services, and substance abuse treatment services are not eligible services under this funding opportunity.
2. Eligible Program Participants - Homelessness prevention may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraphs (2) or (4) of the “homeless” definition in 24 CFR § 576.2, have an annual income at or below 50 percent of median family income for the area, as determined by CARES Act, have not identified any subsequent housing options, and lack the financial resources and support networks necessary to retain immediate housing or remain in their existing housing without ESG assistance. Please visit <http://www.huduser.org/portal/datasets/il.html> for more information on area median income.
3. Additional Targeting Requirements pursuant to Section 3 of the Long Beach Continuum of Care Written Standards–In addition to the requirements above, individuals and families must meet at least one criteria in each of the following categories:
 - Prevention targets:
 - Severe housing cost burden (55% to 75% rent to gross monthly income ratio)
 - Fixed income is TANF, Pension, SSI, VA benefits;
 - Sudden and significant loss of source of income; or
 - Had a one-time financial incident and a one-time gap payment will end the housing crisis.
 - Risk factors:
 - Household unit left primary residence in Long Beach within past 3 months and is currently staying with family/friends;

- Household is living in a motel, using own resources; and cannot sustain long term;
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation;
- Eviction within 2 weeks from a private dwelling;
- Imminent foreclosure of rental housing can be confirmed;
- Discharge within 2 weeks from an institution in which person has been a resident for more than 180 days;
- Credit problems or history of eviction that preclude obtaining of housing;
- Physical disabilities and other chronic health issues which are barriers to employment;
- Recent traumatic life event that has prevented the household from meeting its financial responsibilities;
- Homeless in last 12 months;
- Incidence of domestic violence;
- Program participant has exhausted all other sources of public benefits.

B. Rapid Re-Housing (24 CFR 576.104)

1. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing; this assistance is referred to as rapid re-housing assistance. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in Title 24 of the Code of Federal Regulations (CFR), Part 576, Section 106 (24 CFR § 576.105), the short- and medium-term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400.
2. Eligible Program Participants - Rapid re-housing assistance may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR § 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. Additionally, the household must not have identified appropriate subsequent housing options and must lack the financial resources and support networks needed to obtain immediate housing.

Priority for rapid re-housing assistance must be given to families and individuals with lower barriers to housing and less service needs who are expected to stabilize in permanent housing with no additional assistance.

III. PROGRAM REQUIREMENTS

Requirements under the ESG-CV program are consistent with the same provisions and stipulations as the existing Federal ESG program. The following sections restate the federal requirements.

Budget Requirements: Applicants are required to submit a competitive 20-month budget as part of the application submission. If the applicant has federally recognized indirect cost rate negotiated between the applicant and the Federal government, it must include documentation of certification of this negotiated rate, if applicant elects to include indirect costs in its budget. If no such rate exists, the applicant may use a *de minimis* indirect cost rate as defined in 2 CFR 200.414 in its budget if it elects to.

Homelessness Prevention project budgets. Eighty percent (80%) of the proposed budget amount must be used directly for temporary financial assistance.

Matching Requirements: ESG-CV grant does not require dollar for dollar match.

Certification of Homelessness or At-Risk of Homelessness: The Long Beach CoC has standardized certification documents to meet HUD recordkeeping requirements for 3rd Party Verification, self-certification, and due diligence efforts of providers to obtain necessary back up documentation of eligibility.

Program Participant Eligibility: ESG Funds must be used for the sole benefit of homeless persons or persons at-risk for homelessness in Long Beach. Agencies awarded ESG funds are required to ensure that all program participants meet the applicable eligibility requirements for the project. At a minimum, this requires an initial evaluation – conducted in accordance with the coordinated assessment, and ESG written standards – to determine 1) eligibility of each individual or family for ESG assistance and 2) the amount and types of assistance needed to (re)gain stability in permanent housing.

All program participants must meet the specific criteria for each component type identified in Section II of this RFP, entitled “Program Guidelines”, above as well as the requirements set forth in the Long Beach CoC Written Standards. Applicants approved for ESG funding must be able to document that the persons served are “homeless” (for Emergency Shelter projects) and “at-risk of homelessness” (for Homelessness Prevention projects) as defined in 24 CFR § 576.2, using Long Beach CoC standardized forms.

For homelessness prevention projects, program participants must be re-evaluated for continued eligibility every three months.

Prohibition Against Involuntary Family Separation: If applicant is proposing an emergency shelter that serves families with children under age 18, the shelter must not deny admission to any family based on the age of any child under age 18;

Homeless Participation: ESG regulations require that agencies involve, to the maximum extent practicable, individuals and families who are homeless “in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG.”

Applicant's organization or government entity must include at least one (1) individual who is or was homeless or at risk of homelessness in a policy-making position;

Confidentiality: Under requirements of the ESG regulations at 24 CFR § 576.500, any agency receiving ESG funds must develop and implement procedures to ensure the following: 1) All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential; 2) The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and; 3) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or subrecipient and consistent with state and local laws regarding privacy and obligations of confidentiality.

Housing First: The agency shall adhere to Housing First principles. Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a Housing First approach often offer supportive services to maximize housing stability and prevent returns to homelessness; however, participation in these services is based on the needs and desires of program participants.

Universal Assessment: The agency shall utilize the universal assessment tool adopted by the Long Beach CoC to assess program participants' housing and service needs.

Coordinated Entry System: The agency shall work in collaboration with the broader Continuum of Care (CoC) system in Long Beach, including participating in the Long Beach Coordinated Entry System (CES) to ensure that persons experiencing homelessness will have access to the same resources, referrals, and assessment and prioritization process. The agency will participate in the CoC's CES intake process, which includes direct service for and referrals to appropriate homeless programs, prevention and diversion, mainstream resources and housing. The agency will participate in CoC meetings, any relevant subcommittees, training opportunities, and technical assistance that support quality service delivery within the system of care.

Coordination with other resources: ESG subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to people experiencing homelessness in Long Beach: mainstream benefits, housing, health, social services, employment, education, and youth programs for which individuals and families experiencing or at-risk of homelessness may be eligible. The ESG subrecipients must also assist each program participant, as needed, to obtain: (1) Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, linkage to mainstream benefits and other services essential for achieving independent living; and (2) Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability.

Homeless Management Information System (HMIS) Participation: All ESG funded projects are required to participate in the Long Beach HMIS, with program participant data entry required daily for service coordination purposes. However, legal services providers electing to use a comparable system or victim service providers who's primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking are prohibited from entering personally identifying information into HMIS, therefore must utilize a comparable database. The comparable database must ultimately meet the requirements set forth by HUD in 24 CFR part 580. A review of the comparable system will be conducted for any awarded agencies that are victim service providers or legal services providers.

Reporting: The agency will be required to submit quarterly performance reports and additional reports as needed upon request, on outputs and outcomes, including information on the number and demographics of participants served to date and/or reports required by HUD. Quarterly reports are due within 10 days of the end of each quarter for the period of program operation. Additional submissions as needed until the grant is closed out.

ESG-CV Report Schedules	Due Dates
Q1 – Not Applicable	Not Applicable
Q2 – January 1, 2021 to March 31, 2021	April 10, 2021
Q3 – April 1, 2021 to June 30, 2021	July 10, 2021
Q4 – July 1, 2021 to September 30, 2021	October 10, 2021
Q5 – October 1, 2021 to December 31, 2021	January 10, 2022
Q6 – January 1, 2022 to March 31, 2022	April 10, 2022
Q7 – April 1, 2022 to June 30, 2022	July 10, 2022
Q8 – July 1, 2022 to August 31, 2022	September 10, 2022

Project Performance: Every five years, the City of Long Beach prepares a Consolidated Plan as a requirement to receive federal Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and Home Investment Partnership Act (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The current Consolidated Plan covers the period of October 1, 2017 to September 30, 2022 (described in fiscal years as FY18 - FY22). It describes the City's plan to create a viable urban community which offers decent affordable housing, a suitable living environment and expanding economic opportunities, especially for low and moderate income persons. The activities the City will undertake to achieve its stated objectives are described in this document, which was approved by the Long Beach City Council and HUD in 2017. The current Consolidated Plan can be found at: <http://www.lbds.info/civica/filebank/blobload.asp?BlobID=6993>.

Long Beach Continuum of Care Performance Measures

The performance measures are designed to measure the Long Beach CoC performance as a coordinated system as opposed to homeless programs operating independently in the CoC. The measures are inter-related and help to provide a holistic view of system performance for the CoC. To facilitate this perspective, the CoC are measuring the performance as a coordinated system, in addition to analyzing performance by specific program and project.

Program Components: Homelessness Prevention (HP), Street Outreach (SO), Supportive Services Only (SSO), Emergency Shelter (ES), Transitional Housing (TH) and Permanent Housing – Permanent Supportive Housing (PH- PSH), and Permanent Housing – Rapid Re-housing (PH-RRH)

PERFORMANCE MEASURES	OBJECTIVE	PROGRAM COMPONENTS						
		HP	SO	SSO	ES	TH	PH-PSH	PH-RRH
Reduce the length of time persons remain homeless ➤ Reduce length of time persons remain homeless ➤ Reduce length of time between Client's Project Start Date and Move-In Date	120 days or Less				X			
	9 months or Less					X		
	6 months or Less						X	X
Meet the number of persons to be served annually ➤ Program components met the number of persons to be served stated in the project application, SSO: Met the LBCoC number of persons to be served (Accessed CE)	90%	X	X	X	X	X	X	X
Increase the number of persons to be screened or assessed annually ➤ Persons served are screened or assessed	80%			X				
Increase the number of persons who were referred to one or more referrals annually ➤ Persons served were referred to one or more referrals	80%			X				
Increase the number of successful referral (client accepted) for persons served annually ➤ Persons referred to shelter or housing projects, subsequent follow up with the client or provider indicates the client was accepted into the project opening	70%			X				
Reduce the number of persons exiting back to homelessness ➤ Reduction of persons who exits from permanent housing back to homelessness (Exiting to Temporary Destinations)	Less than 5%						X	X
Increase residential project occupancy ➤ Increase daily utilization of beds	90%				X	X	X	X
Persons age 18 or older increase earned income during operating year	%				5%	16%	15%	20%

➤ <i>Adults increased earned income during project operational year and exit</i>								
Persons age 18 or older increase non-employment cash income during operating year ➤ <i>Adults increased non-employment cash income (i.e. GR, SSI, TANF, VA, SSDI Benefits, or retirement income) during project operational year and exit</i>	%			4%	8%	31%	50%	14%
Increase the number of persons retaining permanent housing ➤ <i>Persons served retained housing or exited to permanent housing</i>	95%	X						
Increase the number of persons exiting to permanent housing ➤ <i>Persons exiting: Increase the number of persons exiting to permanent housing destinations</i>	80%				X	X	X	X
Increase the number of persons remaining in permanent housing ➤ <i>Persons served retained permanent housing at 6 months</i>	90%						X	
Reduce the number of persons exiting with Unknown Destination ➤ <i>Reduction of persons who exits with "Client doesn't Know/Client Refused" or "Data Not Collected no exit interview completed)"</i>	Less than 5%	X		X	X	X	X	X
Reduce the number of persons exiting with No Financial Resources ➤ <i>Reduction of persons who exits with no earned income or non-employment cash income.</i>	Less than 5%	X		X	X	X	X	X
Cost Effectiveness ➤ <i>Total project budget including match/# of permanent housing placements</i>	Less than \$5,000	X			X	X	X	X

Revision 09/13/2019 Version 4

IV. PROGRAM MONITORING

Applicants approved for funding will be required to maintain and submit to the City of Long Beach Department of Health and Human Services adequate information necessary to monitor program accountability and progress in accordance with ESG Program and City of Long Beach requirements. These conditions include programmatic reports, invoices with supporting documentation of eligible expenditures and insurance/contract requirements as stated within the RFP.

V. CRITERIA FOR EVALUATION AND SELECTION OF PROPOSALS

A. Application Threshold Requirements

An application must meet threshold requirements as described below to be eligible for rating and ranking:

1. The application is received by the published RFP deadline.
2. The applicant is an eligible applicant as described in Section I.
3. The applicant must be able to provide a copy of their Articles of Incorporation and By-Laws

An application may be deemed ineligible if the application does not meet threshold requirements or if the application is incomplete and the Department cannot determine compliance with threshold requirements. The Department may also request clarification of unclear or ambiguous statements made in the application and other supporting documents when doing so will not impact the competitive scoring of the application.

B. Evaluation Criteria

All applications that meet threshold requirements will be rated based on the following criteria:

- Organizational capacity and experience;
- Project description and design;
- Past Performance;
- Program Readiness
- Coordination and Collaboration; and
- Budget/Cost efficiency

Each criterion will be rated separately. A composite score will be computed for each proposal based on a weighted sum of the individual ratings.

<u>SCORING CATEGORY</u>	MAXIMUM POINTS
Table of Contents	N/A
Section 1. Application Cover Sheet	N/A
Section 2. Agency Information	<u>CLB Staff Review</u>
Section 3. Organizational Capacity	17
Section 4. Project Description	30
Section 5. Coordination and Collaboration	9
Section 6. Performance	11
Section 7. Budget/Cost Effectiveness	3
TOTAL BASE SCORE	70
Bonus Points (No Subpopulation Targeting)	5

TOTAL SCORE WITH BONUS POINTS	75
--------------------------------------	-----------

VI. PROPOSAL SUBMISSION AND FORMATTING

For funding consideration, all projects must meet the general ESG-CV and City of Long Beach project eligibility requirements defined in this Request for Proposals (RFP). Agencies responding to this RFP must complete the attached funding application. Agencies applying for more than one project must submit separate applications for each project proposed.

APPLICATION SECTIONS

Section 1.	Application Cover Sheet
Section 2.	Agency Information
Section 3A.	Organizational Capacity and Experience - Narrative
Section 3B.	Organizational Capacity and Experience Supplemental Questions
Section 4A.	Project Description and Design - Narrative
Section 4B.	Project Description and Design - Supplemental Questions
Section 5.	Coordination and Collaboration
Section 6.	Performance Narrative
Table 6.	Past Performance
Section 7.	Budget and Financial Stability
Section 8.	Attachments

FORMATTING

The following formatting components are required. The application must be single-spaced, 12-point font, Arial, justified, with 1" x 1" x 1" x 1" margins. The format should follow the outline and be easy to read with clearly distinguishable paragraphs. Do not utilize **any additional CAPITALIZATION, bolding, italicizing, highlighting or underlining** in the narrative text. All attachments must be clearly labeled. Include the agency name, project name, and the page number in the footer at the bottom right hand corner of each page. The format should follow the RFP outline and be packaged in the order of the checklist sheet; all attachments must be clearly labeled.

Narratives that past the stated page limit for each section will not be read. Requested attachments and budget sheets are not included in the page limit.

Submission of an application shall constitute acknowledgment and acceptance of all terms and conditions contained herein. The application must be submitted in the legal name of the applicant organization. Applications must be signed by an authorized representative of the organization that has legal authority to enter into a contract with the City of Long Beach. The City will not accept joint applications.

**APPLICATION SUBMISSION DEADLINE:
Thursday, November 19, 2020, by 4:00 PM**

EMAIL SUBMITTAL IS REQUIRED; NO FAXED, MAILED, OR HAND DELIVERED COPIES WILL BE ACCEPTED.

Submit application and all supplemental documents as stated in this RFP:

Email: HomelessServices@longbeach.gov

Attention: Homeless Services Administrative Coordinator
City of Long Beach Department of Health and Human Services

Please use the same naming convention in the subject line of the email. If applying for more than one project type, submit a separate email for each application proposal for consideration. Do not combine multiple projects in one email. Application and accompanying attachments shall be saved in individual sections and submitted in a **zip file format** with the following title naming convention:

ESG-CV_RFP-HSD-2020-001_ [Abbreviated Agency Name]_[Project Type]_Sect.[Section Number]

Example: ESG-CV_RFP-HSD-2020-001_ HSD_RRH_Sect.1

A. REQUIRED ATTACHMENTS

The application must be submitted with all attachments as requested. Application and narrative questions must be submitted in Microsoft Word and PDF format. The budget form must be submitted in Microsoft Excel and PDF format. All other attachments shall be in PDF format. Failure to submit any of these documents in the application may result in ineligibility of the application. Do not include any other attachments, brochures or information not requested in this application.

B. TECHNICAL ASSISTANCE

The City of Long Beach Department of Health and Human Services will provide general technical assistance between the release date of this RFP through 4:00 PM on November 17, 2020. All technical inquiries must be submitted in writing via email to HomelessServices@longbeach.gov; phone calls pertaining to RFP questions will not be returned.

Questions and Answers will be posted periodically on the website and all answers to questions received during the question period will be posted no later than November 18, 2020 at 4:00 p.m. on the City's Department of Health and Human Services, Homeless Services page located at: <http://www.longbeach.gov/health/services/directory/homeless-services/rfp-esg-cv/>. Questions received after the allotted period will not be answered.

Applicants should check the City webpage for additional notifications and addendums to the RFP through the RFP process. Applicants that have technical problems with the RFP

may contact the Homeless Services Division at HomelessServices@longbeach.gov; all responses will be sent via email.

VII. PROPOSAL SELECTION AND APPEALS PROCESS

- A. Selection – Upon receipt, applications will be reviewed by Department staff in accordance with the threshold requirements. Only applications that meet the threshold requirements will be reviewed, rated and ranked by the Ad-Hoc Review Committee, comprised of Homeless Services Advisory Committee members (HSAC). Rating, ranking and selection will be based on the evaluation criteria described in this RFP.
- B. Appeals – Agencies that do not meet the threshold requirements or who are not recommended for funding may appeal and address the members of the HSAC based only on the following guidelines (agencies recommended for only partial funding are not eligible to request an appeal):
 - 1. If the project does not meet the threshold requirements or is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon Ad Hoc Review Committee violations of program regulations or errors on the part of the Ad Hoc Review Committee or staff. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal.
 - 2. No appeals will be heard on the basis of funding level or ranking level.
 - 3. Agency’s written appeal must be submitted within the timeline indicated in the notification letter. Each agency will have the opportunity to present the appeal to the HSAC. Each agency will receive a written notification on the outcome of the appeal.

VIII. GENERAL REQUIREMENTS

- A. Funds from this grant program may not replace funds from other sources.
- B. Agencies contracting with the City will be subject to fiscal review prior to finalization of award. During such review, the agency must demonstrate appropriate administrative and financial controls as approved by City staff.
- C. Projects supported by the City of Long Beach funds must be of primary benefit to homeless persons or who are experiencing at-risk of homelessness and who are living in the City of Long Beach and should be focused on providing direct services to program participants. Services under these subcontracts must be delivered within the city limits of Long Beach.
- D. Projects approved for funding must consider how it functions in the broader CoC system to deliver results related to:
 - a. Street Outreach to populations in need and community education efforts

- b. Active participation with the Coordinated Entry System for entry into Long Beach CoC
 - c. Real time HMIS usage, data quality and performance with HUD/local goals
 - d. Increasing participants' household income and enrollment in mainstream benefits
 - e. Educational Assurances (linkages) for all children in families
 - f. Sustaining consistently high program occupancy and utilization rates
 - g. Expedited permanent housing placements for all project types
 - h. Greater fiscal/programmatic capacity to meet and exceed stated scope of work, staffing levels and performance objectives within contract parameters
 - i. Implementation of strategies consistent with Opening Doors: Federal Strategic Plan to Prevent and End Homelessness
- E. Operating Agreement: Applicants approved for funding will be required to sign a subcontract with the City to ensure compliance with Emergency Solutions Grant (ESG), Federal Executive Orders and HUD regulations. ESG funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement and environmental review.
- F. OMB Administrative Requirements and Cost Principles. Unless accepted under 24 CFR chapters I through IX, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, shall apply to Federal Awards made by the Department of Housing and Urban Development to non-Federal entities.
- G. Non-discrimination in Services and Employment: Applicants approved for funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR § 570.602. In addition, Sub-recipient shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.
- H. Applicants approved for funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.
- I. ESG funds may be awarded to faith or religious-based organizations performing public social service activities, provided certain contractual provisions are included

in ESG Operating Agreements between the City and the entity. The grant agreement must include contract conditions stating that the social services provided are exclusively non-religious in nature and scope, there are no religious services, proselytizing, instruction, or any other religious influences in connection with the public services and there is no religious discrimination in terms of employment or benefits under the social service project.

- J. Dun and Bradstreet Data Universal Numbering System (DUNS) Requirement – Any applicant seeking funding directly or indirectly from HUD or other federal agencies must obtain a DUNS number and include the number in its Application for Federal Assistance submission (68 FR 38402). Failure to provide a DUNS number will prevent you from obtaining an award. The number can be registered or verified by calling 866-705-5711. For additional information, please visit <http://fedgov.dnb.com/webform>.

Applicants are reminded that when registering with D&B, please be sure to use the organization's legal name that is used when filing a return with or making payments to the Internal Revenue Service. Organizations should also provide the Zip Code, using the Zip Code plus the four additional digits. The DUNS number used in the application must be for the applicant organization.

Active Registration in the System for Award Management (SAM) – All applicant organizations must have an active registration in the SAM. To register, please visit <https://www.sam.gov/portal/public/SAM/>; you will need your DUNS number. The SAM is an ongoing project to integrate nine government wide acquisition and award support systems into one system. Currently, the SAM consolidates information from four systems: the Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).

- J. Safeguarding Resident/Participant Files. In maintaining resident and participant records, HUD funding recipients shall observe federal, state, and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are required to adopt and take reasonable measures to ensure that resident and participant records are safeguarded. This includes when reviewing, printing, or copying participant records.

IX. CONDITIONS AND RESERVATIONS

- A. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a subcontract pursuant hereto, if it is in the best interest of the City to do so.
- B. All costs of proposal preparation shall be borne by the applicant organization. The City of Long Beach shall not, in any event, be liable for any pre-contractual expenses incurred by the bidder in the preparation and/or submission of the proposal. The applicant shall not include any such expenses as part of the budget in the proposal.
- C. The proposal must set forth full, accurate, and complete information as required

by this RFP. The applicant may not initiate any changes or additions after the proposal deadline.

- D. The City of Long Beach reserves the right to retain all submitted proposals and the proposals shall become the property of the City of Long Beach. Proposals may be required to be disclosed under the Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in proposals submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- E. The City of Long Beach reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process.
- F. City of Long Beach reserves the right to conduct scheduled and unscheduled site visits of agency applicants by the City, applicable County, State and Federal entities, and their respective representatives.
- G. The City reserves the right to waive informalities and minor irregularities in proposals received.
- H. The City of Long Beach reserves the right to reject any or all proposals received in answer to this RFP if deemed incomplete or not appropriate.
- I. The City of Long Beach makes no representation that any subcontract will be awarded to any applicant responding to this RFP.
- J. The City of Long Beach reserves the right to change application components and/or subrecipient agency submitted as it sees fit to better meet funder/local requirements.
- K. Agencies must agree to sign the Health Information In Compliance With the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HI TECH Act) Business Associate Agreement.

X. CONTRACT CONDITIONS

- A. Contractors will be required to comply with conditions set forth by the City of Long Beach, the U.S. Department of Housing and Urban Development (HUD), and in this RFP.
- B. The City sub-grantee contract will begin on the date specified in the contract term. Agencies may NOT incur program costs prior to the contract start date. The City will not reimburse agency for any incurred project costs beyond the contract period detailed in an executed City contract.
- C. Applicants approved for funding will be required to maintain and submit to the City of Long Beach, Department of Health and Human Services adequate information necessary to monitor program accountability and progress in accordance with Federal Regulations under HUD for Emergency Solutions Grant Program and City

of Long Beach requirements. These conditions include but are not limited to: Annual Performance Reports, Source documentation for invoices, quarterly reports and insurance/contract requirements as specified in the contract.

D. Insurance Requirements: As a condition precedent to the effectiveness of a contract with the City, Organization shall procure and maintain at Organization's sole expense for the duration of this contract and any extensions thereof from an insurance company that is admitted to write insurance in the State of California or that has a rating of or equivalent to an A:VIII by A.M. Best and Company the following insurance:

- a. PROFESSIONAL LIABILITY INSURANCE covering the profession or professions provided by the Subcontract in an amount of not less than one million dollars (\$1,000,000) per claim. If a "claims-made" policy, it must provide for an extended reporting period of not less than three (3) years. Professional liability must be deleted from the additional insured endorsement whenever your agency has a combined general-professional liability policy.
- b. WORKERS COMPENSATION as required by the Labor Code of the State of California and employer's liability insurance in an amount not less than One Million Dollars (\$1,000,000) per accident or occupational illness. The policy shall be endorsed with a waiver of the insurer's right of subrogation against the City of Long Beach, its Boards, and their officials, employees, and agents.
- c. BLANKET HONESTY BOND or CRIME INSURANCE in an amount of at least fifty percent of the amount of this Subcontract or twenty-five thousand dollars (\$25,000), whichever is greater, and that names the City of Long Beach loss payee as its interests may appear. Requirement may be waived if the Subcontract is awarded on a reimbursement-only, drawn-down basis.
- d. COMMERCIAL GENERAL LIABILITY INSURANCE equivalent in coverage scope to ISO form CG 00 01 11 85 or 10 93 in an amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in aggregate. Such insurance shall not exclude or limit coverage for broad form contractual liability, cross liability protection, independent contractors' liability, or products and completed operations liability, and, if minors or other vulnerable parties (e.g., disabled persons or seniors) are served as part of the scope, shall not exclude coverage for abuse and molestation. The City of Long Beach, and its Boards, commissions, officials, agents, and employees shall be added as additional insureds by an endorsement equivalent in coverage scope to an ISO CG 20 26 11 85. This additional insured coverage shall contain no limitations on the scope of protection afforded to the City, its Boards, commissions, officials, employees, and agents. Professional liability must be deleted from the additional insured endorsement whenever the Organization has a combined general-professional liability policy.

- e. COMMERCIAL AUTOMOBILE LIABILITY INSURANCE equivalent in coverage scope to ISO form CA 00 01 06 92 in an amount not less than One Million Dollars (US \$1,000,000) combined single limit (CSL) covering, as applicable, Symbol 1 (“Any Auto”) for any vehicle with 7 passengers or fewer, in an amount not less than Five Million Dollars (US \$5,000,000) combined single limit (CSL) covering Symbol 1 (“Any Auto”) for any vehicle with 8 through 15 passengers, and in an amount not less than Ten Million Dollars (US \$10,000,000) combined single limit (CSL) covering Symbol 1 (“Any Auto”) for any vehicle with 16 passengers or more. If Organization owns no autos, Organization may provide evidence of non-owned and fired auto insurance. This may be provided as an addition to the General Liability policy.
- f. ELECTRONIC DATA PROCESSING LIABILITY AND CYBERSPACE/ONLINE LIABILITY INSURANCE in an amount not less than One Million Dollars (\$1,000,000) per claim covering the services provided pursuant to this Subcontract, if online services apply.
- g. NOTICE OF CANCELLATION - Each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, changed or terminated except after twenty (20) days prior written notice has been given to the City. This must be unqualified and may not include the usual qualifying language (“Endeavor to” and “but failure to...representatives.”).
- h. DEDUCTIBLES AND SELF-INSURED RETENTIONS - All deductibles above \$1000 or self-insured retentions shall be reported to and approved by the City’s Risk Manager or designee. Any self-insurance program or self-insurance retention must be approved separately in writing by City and shall protect the City of Long Beach and its officials, employees, and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained retention provisions and shall be primary and not contributing to any other insurance or self-insurance maintained by City.
- i. NO LIMITATIONS ON LIABILITY - City makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover contractor’s liability or obligations under the grant. Any modification or waiver of the insurance requirements herein shall be made only with the written approval of the City’s Risk Manager or designee.
- j. SUBCONTRACTORS TO SUBCONTRACTOR. Any subcontractors which Organization may use in the performance of this Subcontract shall be required to indemnify the City to the same extent as the Contractor and to maintain insurance in compliance with the provisions of this section.
- k. OTHER. Organization shall deliver to City certificates of insurance and original endorsements for approval as to sufficiency and form

prior to the start of performance hereunder. The certificates and endorsements for each insurance policy shall contain the original signature of a person authorized by that insurer to bind coverage on its behalf. "Claims-made" policies are not acceptable unless City Risk Manager determines that "Occurrence" policies are not available in the market for the risk being insured. In a "Claims-made" policy is accepted, it must provide for an extended reporting period of not less than three years. Such insurance as required herein shall not be deemed to limit Organization's liability relating to performance under this Subcontract. City reserves the right to require complete certified copies of all said policies at any time. Any modification or waiver of the insurance requirements herein shall be made only with the approval of City Risk Manager. The procuring of insurance shall not be construed as a limitation on liability or as full performance of the indemnification provisions of the contract.

E. Financial Requirements

New Agencies contracting with the City will be subject to fiscal review prior to finalization of award. The focus of the review is to verify that the financial system is adequate. If awarded a grant, the contractor shall establish a tracking system that will clearly and distinctly identify units of services and/or direct costs applicable to the services to be rendered under this contract. The contractor shall be required to submit invoices for the funds in a format to be established by the City.

The City's obligation to pay any sum for any fiscal year shall be contingent upon receipt of federal funds and upon appropriation by the City Council of the necessary funds for such payment by the City in each fiscal year during the term of contracts awarded. **In the event that the Long Beach City Council or the Federal government fails to appropriate the necessary funds for any fiscal year, the projects conditionally awarded for that period will either not be funded or funded at a reduced award level.**

Funding will be disbursed on a cost-reimbursement basis.

The following fiscal and accounting procedures shall be required:

1. Maintain a bank account and perform monthly bank reconciliation.
2. Designate specific employees to perform each of the following functions:
 - a. Receipt for goods and services provided to Contractor.
 - b. Approve the purchase of goods and services for Contractor.
 - c. Approve employee time worked.
3. Deposit all receipts in the bank account promptly and intact. (Do not pay any expense directly out of cash receipts.)
4. Maintain bank-validated copies for every deposit slip in chronological order. Each deposit slip should include sufficient detail to explain the source of the funds being deposited. (This may be done by recording the details on the

- deposit slip or by attaching supporting documentation, which may have been received with the receipts.)
5. Disburse all funds by check, other than petty cash, preferably signed by two officers of the contractor, neither of who is the bookkeeper or the accounting clerk.
 6. Maintain documented support for every check written, which should include:
 - Original invoice from vendor.
 - Indication by signature and date of an authorized employee that the goods or services were received by the contractor. (This may be done on a separate receiving report, a copy of the packing slip or on the invoice itself).
 - Indication that the goods or services were approved for purchase by an authorized individual (This should be by signature and date and should appear on the invoice or on the purchase requisition, if the contractor uses such).
 7. Maintain and file all required tax and payroll reports with appropriate Federal and State agencies.
 8. Maintain the following records in an orderly fashion by contractor's fiscal year until audited by the City:
 - Bank Statements and Bank Reconciliation
 - Deposit slips and supports
 - Checks and supports
 - Payroll records
 - Cash receipts and disbursements journals
 - Monthly financial statements
 - Requests for reimbursements from the City and appropriate supporting documents
 9. Maintain individual participant files in accordance with all applicable HUD regulations and the City of Long Beach Case Management Standards of Care Document to include, but not limited to, proof of homelessness, proof of Long Beach residency, income status, intake forms, and documentation of services.
 10. Audit by the Long Beach City Auditor or designee, as requested.
- F. Contractor shall allow representatives of the City of Long Beach or HUD to inspect facilities, which are used in conjunction with the contracts that implement programs funded under this proposal.
- G. Each contractor must comply fully with all of the requirements specified in this RFP. The responsibility for accuracy rests entirely with the applicant.
- H. Contractors shall make available to representatives of the City of Long Beach or HUD, upon reasonable notice, all documentation related to the program funded by this contract (i.e., case files, program files, policies and procedures). Demographic information about program participants will be regularly transmitted to the City of Long Beach Department of Health and Human Services in a manner consistent

with agreements protecting program participants and/or agency confidentiality rights.

- I. Contractors acknowledge that, as recipients of Federal funds, they will be required to comply with Federal regulations pertaining to the use of such funds. All regulations will be enumerated in the contract and will be incorporated by reference. It will be the contractor's responsibility to ensure compliance with applicable regulations. To the extent feasible, the City of Long Beach will provide the successful bidders with the applicable Federal regulations.
- J. Contractors will ensure an annual financial audit is performed in compliance with the Federal Single Audit Act and will submit a copy of the audit report to the City of Long Beach Department of Health and Human Services within nine months after the end of the contractor's fiscal year.
- K. Contractors acknowledge that funds are NOT meant to replace or supplant other sources of funding and contractors will ensure that funds awarded are not used to replace or supplant other funds.
- L. Contractors should be aware that, in the event the measurable goals/objectives fall below City of Long Beach and HUD standards of successful performance measurements, the City may reduce or eliminate any future renewal or new funding of projects. Specific benchmarks of accomplishment will be established by contract using Scope of Work/Standardized Goals for all Long Beach funded projects.
- M. Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the program(s) funded under this contract.
- N. Contractors shall participate in local planning (homeless related programs only), networking, training, capacity building, advisory boards and coordination meetings as appropriate.
- O. Contractors shall cooperate with related research and evaluation activities.
- P. Contractors will be required to sign certification regarding lobbying and debarment.