



**2020 CORONAVIRUS, AID, RELIEF AND ECONOMIC SECURITY ACT  
(CARES)**

**EMERGENCY SOLUTIONS GRANT (ESG)**

**HOMELESS SERVICES REQUEST FOR PROPOSALS (RFP)**

**Table of Contents**

I. Introduction .....	2
II. ESG Overview and Requirements.....	2
III. Application .....	3
IV. Selection Criteria .....	3
V. Timeline.....	4
VI. Application Instructions.....	5

## I. Introduction

The City of Anaheim Community and Economic Development Department (City) is pleased to announce the availability of approximately \$1,300,000 of additional Emergency Solutions Grant (ESG) program funding. The funds for this RFP is made available pursuant to the Coronavirus AID, Relief, and Economic Security (CARES) Act, signed into law on March 27, 2020.

The ESG program is designed to prevent individuals from becoming homeless and helping those experiencing homelessness move toward safe and stable housing as soon as possible.

The intent of the RFP is to identify and award service providers that can rapidly expand or create new programs that mitigate the spread of COVID-19 among homeless individuals, support individuals from becoming homeless due to COVID-19 or other urgent homeless service needs.

## II. ESG Overview and Requirements

Below is an overview of the ESG program and specific contracting requirements associated with this RFP.

### **1. Amounts available for administrative activities**

Of the allocation made to each agency, approximately 7.5 percent of the award amount may be used to pay for direct administrative costs.

### **2. Eligible Activities**

For this RFP, all activities permitted under the federal ESG regulations shall be eligible expect for the renovation, conversion, or major or minor rehabilitation of shelters, under 24 CFR Part 576.102

The ESG program provides funding for the following objectives:

- Engaging individuals and families experiencing homelessness
- Improving the quality of Emergency Shelters for individuals and families experiencing homelessness by helping to operate these shelters and by providing essential services
- Rapidly re-housing individuals and families experiencing homelessness
- Preventing families/individuals from becoming homeless

The City is prioritizing applications that fill continuum needs, focused on rapidly expanding or creating new programs that mitigate the spread of COVID-19 among

homeless individuals, support individuals from becoming homeless due to COVID-19 or provide some other urgent homeless service need.

**3. Eligible Costs**

Grantees and their must follow all Office of Management and Budget (OMB) Cost Principles and Generally Accepted Accounting Principles (GAAP). OMB and budget requirements are listed in 2 CFR Part 200. Costs charged to the ESG award must be allowable, allocable and reasonable.

**4. Minimum and Maximum Grant Limits**

Under this RFP, the maximum ESG award amount per agency is \$50,000 and minimum is \$20,000. Agencies can request funding for multiple activities, as long as the total budget request does not exceed \$50,000.

**5. Additional City COVID-19 Response Funding**

In an effort to maximize efforts and avoid duplication, agencies must identify if they've received or plan to receive other non-ESG COVID-19 response funding from the City.

**6. Match Requirements**

As part of the CARES Act, HUD has granted a waiver to the ESG match requirements.

### III. Application

Through this Request for Proposals (RFP) process, the City will select agencies to expand or implement new programs under a 12 month agreement, which may be renewable, depending on service needs and availability of funds.

The City will evaluate all proposals based on the applicant's qualifications, program design and budget, proposed outcomes and ability to implement services quickly. See the "Selection Criteria" section below.

Applicants must submit proposals using the attached application (Attachment A).

### IV. Selection Criteria

The City will evaluate each proposal based on the demonstrated capacity and experience of the applicant as shown in the information provided in the attached application. Below are the selection criteria:

**1. Experience**

Applicant must demonstrate the programmatic, administrative, and financial and management expertise to administer homeless programs, manage and monitor

case management services aimed at housing stabilization. The City will prioritize applications from agencies that have experience implementing ESG funded programs and services. This includes key staff's previous experience in successfully operating similar programs.

## 2. **Program Design, Implementation and Outcomes**

The applicant must describe an organized proposal to provide homeless services directly to program participants. The applicant shall describe how their program will serve homeless individuals, determine client eligibility, staff the program, approach to obtaining long term client housing, and proposed number of individuals to be served.

## 3. **Program Budget**

Must outline a reasonable budget that identifies the type and amount of all costs to support the proposed program, including:

- Itemized program operating budget.
- Availability and/or potential leveraging of additional funds to support program objectives, including identification of funding sources and status of funding commitment.
- Description of financial capacity and experience in grant management and compliance.

## **V. Timeline**

The following outlines the timeline for the RFP process. At the City's discretion, the City will use a selection panel to evaluate the submittals. The selection panel may contact references, investigate previous projects, interview some or all of the project team members, and consider any other information in their evaluation of the project proposals. The City reserves the right to request clarification or additional information from applicants.

- April 8, 2020 – April 15, 2020, RFP available
- April 15, 2020 at 5:00 p.m., Proposal Submission Deadline
- April 16, 2020 – April 21, 2020 : Proposal Review Period
- April 22, 2020: Anaheim Housing and Community Development Commission receives staff's budget proposal.

## VI. Application Instructions

Eligible Applicants: This RFP is open to all organizations that provide any type of direct assistance to the homeless population. Applicants must follow the steps below to submit an application (see Attachment A). Facsimile or electronic transmissions will not be accepted.

1. Register on Planetbid.  
(<https://www.planetbids.com/portal/portal.cfm?CompanyID=14424>)
2. Submit by Planetbid. Must comply with submission electronic through Planetbid and meet deadline to deliver hardcopies.
3. Deliver three bounded hard copies of the application to the City by April 15, 2020.
4. Application questions and answers will be addressed via Planetbid.

Submittal due date is **April 15, 2020**. The City reserves the right to close the RFP submittal process at any time. Please provide hard copies addressed to **Albert Ramirez, Project Manager, Community and Economic Development, 201 S. Anaheim Boulevard, 10<sup>th</sup> Floor, Anaheim, CA 92805**. Please note, **City buildings are closed to the public however, bound hard copies may be dropped off with Security staff at the entrance of the Anaheim West Tower (201 S. Anaheim Blvd. Anaheim, CA 92805) any time before 5:00pm on April 15, 2020.**

**ATTACHMENT A**

**CITY OF ANAHEIM**

**CARES ACT - ESG HOMELESS SERVICES APPLICATION**

Name of Organization	
Tax ID Number	
DUNS Number	
Organization Contact Name and Title	
Mailing Address	
Telephone	
Email Address	
Fax	

*The undersigned certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is a request and there is no guarantee, expressed or implied, that funds will be provided to applicant. All organizations awarded federal funds will be subject to federal, state and local regulatory compliance.*

\_\_\_\_\_  
Name and Title of Authorized Person

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

## **Section 1. Experience**

- A. Describe the homeless population your agency serves and the specific types of services provided. How long has your agency been providing homeless services?
- B. Describe your agency's knowledge, understanding and experience administering ESG funded homeless services?
- C. Describe your experience in assisting homeless individuals' secure emergency shelter, utilize motel vouchers, accessing housing and providing case management.
- D. Identify agency personnel who will be directly involved in implementing the City program; describe all relevant experience of each individual.
- E. Does your agency currently utilize HMIS? Identify trained and authorized personnel that will be utilized for this application?
- F. Has your agency received or plan to receive other non-ESG COVID-19 response funding from the City? If yes, please explain in detail, how much funding you've received or plan to receive and how the funds will be used.

## **Section 2. Program Design, Implementation and Outcomes**

- A. Describe the proposed project/program (work to be performed or services to be provided) and also describe specifically, how the requested ESG funds will be used. Describe how this project will rapidly mitigate the spread of COVID-19 among homeless individuals, support individuals from becoming homeless due to COVID-19 or other provide some other urgent homeless service need. Describe the problem(s) or need(s) that the proposed project is intended to address.
- B. Include an organizational chart/staffing chart that describes the overall organization and illustrates the relationship of the proposed program with other organizational divisions, programs and sections. Indicate the lines of the organizational management, authority and responsibility. The staffing chart identifies program staff positions (by name and title, if known) and reporting responsibilities.
- C. Provide evidence of demonstrated success in providing case management services that include coordinating and securing resources (including those targeted to credit repair) and developing individualized housing service plans. Include a discussion of successful outcomes achieved by clients (such as housing stability, drug treatment and health care services, etc.)

D. Describe the networks and/or collaborative efforts your agency currently participates in, the types of assistance available through those networks, and how those resources are used in your program. Include information on how your agency proposes to leverage outside resources for the benefit of program participants.

E. Describe your agency’s proposed program outcomes. Specifically, provide the proposed number of individuals and households to be served and long term program outcomes, such as linkage to permanent housing and increased household income.

**Section 3. Program Budget/Financial Management**

A. Provide an itemized operating budget of the proposed program for a one year period, based on the amount of ESG funding being requested.

<b>Category</b>	<b>ESG Funds</b>	<b>Other Funds</b>	<b>Total</b>
<b>Personnel Services</b>			
Salaries	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Operating Costs</b>			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>Other Costs</b>			
	\$	\$	\$
	\$	\$	\$
<b>Totals:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

- B. If applicable, explain the funding source and status of any funds listed as 'Other Funds' above. Be specific.
- C. If applicable, describe the types of in-kind services to be dedicated to the City program and the approximate value of such services.
- D. Describe your agency's experience in managing grant funds and grant-funded programs, including policies, procedures, and internal reviews for compliance with federal, state and local regulations and requirements.