

Alameda County Housing and Community Development Department

Request for Proposals
Emergency Solutions Grant Program Funds
Fiscal Year 2016

Emergency Shelter Activities

Alameda County is conducting a Request for Proposals (RFP) process for Street Outreach/Emergency Shelter activities under the Fiscal Year 2016 Emergency Solutions Grant (ESG) award to the Alameda County Urban County. The Urban County consists of the Cities of Albany, Emeryville, Piedmont, Newark, Dublin and the Unincorporated County. Available funding for Emergency Shelter is approximately **\$80,000** and will be available to fund awarded proposals over a twelve month contract period beginning approximately July 1, 2016 and ending June 30, 2017.

Pursuant to ESG regulations, the funds must be matched with local funds. Funded agencies will need to provide a dollar for dollar match from agency resources. Therefore, if an agency is requesting \$10,000 of the ESG funds available, it will need to provide \$10,000 in matching funds. A description of expenses and budget information should reflect the total dollar figure (ESG amount requested plus matching funds) being applied to ESG eligible expenses for the program year.

If selected, contractors must also participate in the Homeless Management Information System (HMIS).

Please provide one original and one copy of your proposal, including Attachments A-D. **Proposals must be received at HCD, 224 W. Winton Avenue, Room 108, Hayward, CA 94544, no later than 4:00 p.m. on April 4, 2016. Postmarks are not acceptable. Faxes or emails will not be accepted.**

Proposal Evaluation Process

HCD staff will review proposals based on the ranking criteria described below and make a recommendation for funding to Alameda County Housing and Community Development Advisory Committee (HCDAC) and the Urban County Technical Advisory Committee (TAC) for final recommendation to the Alameda County Board of Supervisors. Contracts for funding will begin July 1, 2016. No expenses incurred prior to the contract start date will be eligible for reimbursement.

If you have any questions regarding the requests for proposal, please contact Jennifer Pearce at (510) 670-6474 or jennifer.pearce@acgov.org.

ESG Eligible Activities

Emergency Shelter includes Essential Services (including case management, child care, education services employment assistance, health and mental health services, substance abuse treatment and transportation). Renovation and shelter operations are also eligible activities.

Note: Recipients cannot use ESG funds to replace funds that local government provided for these activities in the previous 12 months.

Specified Ineligible Uses

1. Acquisition or construction of an emergency shelter for the homeless.
2. Rehabilitation services performed by the staff of a grantee or recipient, such as preparation of work specifications, loan processing, or inspections.
3. Renovation, rehabilitation, or conversion of buildings owned by religious organizations unless specified conditions are met.
4. Costs directly related to administering the grant.
5. Indirect expenses related to provision of eligible emergency shelter services.

Content of Proposal—Emergency Shelter Activities

Attached is a proposal checklist, proposal submittal form and a ranking criteria breakdown. The request for ESG funds should include a detailed description of how the organization would utilize ESG funds. The response should also include all of the information about the organization requested on the checklist on the cover page of the proposal. The following items must be included in the response:

1. The amount of ESG funds being requested in the proposal.
2. The proposed population(s) to receive ESG eligible activities (e.g. families, single men, single women, number of chronically homeless). Also describe how populations from Urban County jurisdictions will be served. The capacity of the shelter on a nightly basis, and the number of shelter-nights served during the latest program year, including a breakdown of where in the County clients identified as their place of residence. In particular, please provide the following information: a) what percentage of residents were from the Urban County last year; b) the number of Urban County residents served last

year; c) the number of bednights provided to Urban County residents last year; and d) the average length of stay for all residents in the shelter last year. The Urban County includes the cities of Albany, Dublin, Emeryville, Newark, Piedmont and the Unincorporated County. Also document how many chronically homeless were served in the shelter in the last year

3. Describe the need to serve the population proposed to be served and the target population's needs. Describe the type of services provided to participants of the program (e.g. counseling, employment services, housing placement) and how services provided relate to the target population's ability to obtain and/or retain permanent housing. Describe how the funding will be used in both the activity being requested and in the overall agency budget. Agencies must also address how the requested funding will impact the ability to provide and maintain existing safety net services.
4. A description of program staffing, including number, staff positions, duties and experience as they relate to this proposal.
5. Provide brief history of the organization, including the philosophy and goals of the organization as they pertain to providing eligible ESG activities to the homeless. Please be sure to highlight services provided to Urban County residents. Describe any past experience of proposed activities and how these previous program performed in relation to the outcomes established by the EveryOne Home Outcomes Initiative.
6. A copy of the latest year-end program report providing program statistics on shelter residents.
7. A budget detailing how requested ESG and matching funds would be spent, indicating amounts requested for eligible activities by line item. Please provide this budget for the program year. (A sample budget form is attached as part of the proposal.). The Grant Year is July 1, 2016 through June 30, 2017. Also include a narrative describing how the requested funding will impact the ability to provide and maintain existing safety net services.
8. A copy of the current organizational budget and two years of year-end audits or financial statements for the two most recent years available.
9. A matching funds certification, signed by the President of the Board of Directors, that the organization will provide matching funds equal to the ESG grant amount from sources other than ESG funds which are not already allocated and which will not be used as a match for other grants (sample form attached). Also state what is the planned source of match.
10. Describe the agency's utilization of the Homeless Management Information System (HMIS). Include the HMIS report card for the agency for calendar year 2015.

Matching Funds Requirement

Recipients of ESG funding must provide funds equal to the amount of ESG funds being requested. Funds must either be raised specifically for the purposes of providing the match or must be committed from the previously unallocated funds. Funds must be either cash or the value of donated materials/labor. If you plan to use the value of donated materials or labor as your match, you must include calculations and documentation substantiating the value of the match.

Agencies may use the following sources as matching funds: 1) the value of the donated materials or buildings the agency does not pay to use or occupy; 2) the value of a below market rate leased building, where the match value is the difference between market rate (substantiated) and the actual payment for the use; 3) any salary paid to staff of the organization in carrying out the proposed program; and 4) the time and services contributed by volunteers to carry out the proposed program at \$5.00/hour. If you have any questions about how to value donated materials, or regarding the eligibility of proposed matching fund sources, contact Jennifer Pearce at jennifer.pearce@acgov.org or (510) 670-6474.

If the agency is awarded ESG funds, all invoices submitted for payment shall require proof of matching funds on an invoice-by-invoice basis.

ESG Ranking Criteria for Emergency Shelter Activities

The following criteria will be used to rank proposals and make recommendations for funding:

1. Benefit to Chronically Homeless: Maximum of 10 Points

Ten points will be given to activities for which 20% or more of the proposed benefit is to HUD-defined chronically homeless individuals or families. Zero points will be given if no chronically homeless people are served.

2. Benefit to Urban County Areas: Maximum of 10 Points

Activities located within an Urban County jurisdiction will receive the maximum of 10 points. These activities would be defined as the point of service. Activities that can document at least 30% of participants being from an Urban County point of origin will receive 8 points. Activities that can document some participants (but less than 30%) being from an Urban County point of origin will receive 3 points.

3. Need for Program and Funding: Maximum of 20 Points

a. Program Need: Maximum of 10 Points

Activities that provide excellent documentation and justification of the target population, target population's needs and how the services provided relate to the target population's ability to obtain and/or retain permanent housing will be awarded the maximum of 10 points.

b. Funding Need: Maximum of 10 Points

Agencies must address how the funding will be used in both the activity being requested and in the

overall agency budget. Agencies must also address how the requested funding will impact the ability to provide and maintain existing safety net services.

4. Program Design: Maximum of 5 Points

The program will be evaluated in terms of: 1) its impact on the identified need and meeting proposal goals; and 2) its outreach, engagement and staffing plans.

5. Experience: Maximum of 15 Points

The experience of the applicant, including the length of time in business and successful experience in providing the service/program for which funds are being requested will be evaluated.

6. Performance: Maximum of 25 Points

The applicant will be evaluated in terms of its past performance in relation to any local, state or federal funding program, including performance in meeting the goals and benchmarks established by EveryOne Home's Outcomes Initiative. For Emergency Shelter activities, primary performance measure will be the % of exits from shelter to permanent housing.

7. Leveraging: (Matching contributions must be eligible.) Maximum of 10 Points

a. Efforts to Secure Other Funding/Services: Maximum of 5 Points

Points will be awarded based on the applicant's efforts to secure other funding and services for the activity in addition to the ESG funds and the matching funds.

b. Matching: Maximum of 5 Points

Projects requesting funds must meet the HUD required match of 100% to be eligible for funding. Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of ESG funds requested:

2:1 or more	5 points
More than 1:1	2.5 points

8. HMIS: Maximum of 5 Points

Points will be awarded based on current program participation in HMIS and the HMIS report card.

ATTACHMENT A

EMERGENCY SOLUTIONS GRANT PROGRAM
Request for Proposal Checklist

- ____1) Amount of Funds Requested
- ____2) Description of Population Served
- ____3) Description of Program Need and Services Provided
- ____4) Description of Program Staff
- ____5) History of Organization
- ____6) Most Recent Annual Program Report
- ____7) Budget, including ESG and Matching Funds, by Each Activity, for Program Year
- ____8) Current Organization Budget and Two Most Recent Annual Audited Financial Statements
- ____9) Matching Funds Certification
- ____10) HMIS Agency Report Card

ATTACHMENT B
EMERGENCY SOLUTIONS GRANT PROGRAM
PROJECT PROPOSAL SUBMITTAL FORM

Alameda County
Housing and Community Development Department
224 W. Winton Avenue, Room 108
Hayward, California 94544

Please answer each question as completely as possible, document all data sources and use additional pages to answer questions as needed.

Applicant Name:

Mailing Address:

City/Zip Code:

Primary Contact Name:

Contact's Telephone:

Contact's Email Address:

Agency Director:

Signature:

Board President:

Signature:

ATTACHMENT C
EMERGENCY SOLUTIONS GRANT
PROPOSED BUDGET

SEE ATTACHED SAMPLE BUDGET FORMAT

ATTACHMENT D

GRANTEE

EMERGENCY SOLUTIONS GRANTS PROGRAM

CERTIFICATION OF MATCHING FUNDS

I, President of the Board of Directors of _____, certify that the matching supplemental funds required by the Emergency Solutions Grant regulations will be provided. Attached to this certification is a description of the sources and amounts of such supplemental funds.

Name and Title

Signature

Date