

EXHIBIT B – RFI SUBMITTAL FORM

The Alameda County ERAP Outreach Ambassadors Program and ERAP Application Coordinators Program

RFI SUBMITTAL FORM

RFI Submittal Documents: Please check boxes to ensure all required documents are included. Space has been provided for additional optional materials.

- Completed and signed RFI Submittal Form
- Completed and signed W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Specific to ERAP Outreach Ambassadors Program: Organizations applying for Large Stipend Level (\$5,000) under the ERAP Outreach Ambassadors Program must provide additional Organizational Background Materials to demonstrate past experience providing outreach to constituents (e.g., document with links to website and social media platforms, copies of flyers or other materials the organization has used on other outreach campaigns, etc.)
- Specific to ERAP Application Coordinators Program: Organizations must submit an Hourly Billing Rate Sheet listing all staff members and positions proposed to implement the program.
- Specific to ERAP Application Coordinators Program: Organizations must submit a separate one-page Personnel Plan including the proposed number of staff and FTEs to serve as Application Coordinators, staff list and relevant experience.
- Other Optional Submittal (describe below and attach to Submittal):

RFI Submittal Due Date: Monday, March 29, 2021 by 5pm

Submittals in response to this RFI are due no later than 5 pm on Monday, March 29, 2021. Late submittals will not be accepted. Hard copies will not be accepted.

RFI Submittal Email:

The completed submittal and all required additional materials must be submitted electronically as PDF documents and emailed to Casey Farmer, Director of Outreach at casey.farmer@acgov.org. See RFI for other submittal instructions and detail.

OUR ORGANIZATION IS SUBMITTING FOR: (may check one or both boxes)

- ERAP Outreach Ambassadors Program
- ERAP Application Coordinators Program

GENERAL ORGANIZATION INFORMATION

Name of Organization/Agency:

Address of Organization/Agency (Street Address, City, Zip):

Federal Tax Identification Number

Organization Website (if applicable)

Name and Title of Staff Member(s) who will be leading the ERAP Outreach Ambassador Project on behalf of Organization:

Name

Title

Phone Number

Email Address

Name

Title

Phone Number

Email Address

Type of Organization:

- Faith-Based Organization (FBO)
- Community-Based Organization (CBO)
- Governmental Body (government agency, school district, etc.)

Primary Languages Spoken by Organization’s Constituency (please list below):

Does your organization have internal capacity to provide interpretation into languages other than English?

- Yes Which languages? _____
- No

STIPEND AMOUNT REQUEST – only for ERAP Outreach Ambassadors Submittal

Please select amount of Stipend requested, based on Organization’s self-assessment of its capacity to complete the scope of services outlined in **Exhibit A to this RFI (Stipend Levels table)**. HCD reserves the right to select the amount of stipend to recommend for award to the organization based on its review of the organization’s response to the RFI. The County shall issue the stipend payment at the conclusion of all outreach activities by the ERAP Ambassador organization, commensurate with the level of outreach services that the organization demonstrates were completed during the agreement term. In addition, if organization is able to provide language interpretation services and wishes to be considered for additional lump sum payment, please select the box below.

- \$2,000 (Small Stipend Level)
- \$3,500 (Medium Stipend Level)
- \$5,000 (Large Stipend Level)
- Up to \$1,000 for interpretation

Specify Languages:

ORGANIZATION QUESTIONS INSTRUCTIONS

All organizations, whether applying for the ERAP Outreach Ambassadors Program or the ERAP Application Coordinators Program, should complete responses to Questions #1 through #6. In addition, organizations submitting for ERAP Outreach Ambassadors should complete response to Question #7. Organizations submitting for ERAP Application Coordinators should complete response to Question #8. All responses are to be completed in narrative format or checking responses as applicable.

1) Provide a brief summary of your organization or agency's history, mission, and services.
(Two paragraphs maximum).

2) List your organization’s clientele and target populations. Provide demographics on the populations served by the organization if known: (One page maximum, please use bullet points)

How many clients do you serve? Explain:	
• <u>Race/ethnicity:</u>	▪
• <u>Primary languages spoken:</u>	▪
• <u>Income levels (e.g., very low income, low income):</u>	▪
• <u>Proportion of clientele who are renters:</u>	▪
• <u>Cities/neighborhoods where the organization’s clientele live:</u>	▪

3) Describe how your organization’s clientele and target populations have been economically impacted by COVID-19. Describe whether your organization’s constituents have experienced housing instability during this time, and whether your organization’s renter populations have experienced inability to pay rent during this time. (One paragraph maximum)

4) Describe your organization’s previous and/or current work providing outreach to the population targeted for emergency rental assistance through the Alameda County ERAP, including how many people your organization was able to reach through these efforts and outcomes. (Two paragraphs maximum)

5) How have your programs changed due to COVID-19? How have you been successful in activating your clients or members to participate in programming during this pandemic?
(One paragraph maximum)

6) Select from the list below the methods and platforms that your organization uses to communicate with your clientele, members, and target populations. You may add other methods used to this list.

- Email Blasts
- Regular mail communications
- Phone Calls
- Social Media Platforms
 - FaceBook
 - Twitter
 - Instagram
- Text Messages
- Organization Website
- Local Newspaper Name: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

7) Outline your plan to undertake ERAP Outreach Ambassadors Scope of Services (provided in this RFI) including recruitment methods and platforms your organization would use to provide general outreach about the ERAP, and to recruit your organization’s constituents to participate in the ERAP Application Information Sessions. (One page maximum, please use bullet points)

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8) ONLY IF APPLYING FOR THE APPLICATION COORDINATOR RFI

Describe your organization’s proposed plan to undertake the ERAP Application Coordinators Scope of Services outlined in this RFI. Describe your organization’s past experience and track record providing technical assistance for lower income populations and capacity to engage with the populations during the COVID-19 pandemic (e.g., technology use, other communication methods, etc.). Describe your organization’s capacity to provide necessary staffing to provide application one-on-one technical assistance to tenants from May through November 2021 for the ERAP. (One page maximum)

ORGANIZATION SIGNATURE

RFI Submittal Form must be signed and dated by representative of organization who is authorized to submit on behalf of the organization.

SIGNATURE: _____

Name

Title

Date: _____