



Emergency Solutions Grant (ESG)

2018-20 Request for Proposals (RFP) Instructions

City of Pasadena Housing & Career Services Department
649 N Fair Oaks Avenue • Suite 202 • Pasadena, CA • 91103

Table of Contents

Introduction.....	2
Emergency Solutions Grants (ESG) Program	2
Request for Proposals.....	2
Funding Available.....	2
Eligible Applicants.....	2
Match Requirements.....	2
Eligible ESG Costs and Activities	3
1.Homelessness Prevention.....	3
2.Rapid Re-housing	3
3.Street Outreach.....	3
4.Emergency Shelter.....	3
Ineligible Costs and Activities	3
Threshold Requirements.....	4
Application Instructions.....	5
Timeline	5
Mandatory Workshop	5
Questions / Technical Assistance.....	5
Selection Process	5
Evaluation Criteria	5
Contract Terms and Requirements.....	6
General Provisions and Conditions.....	6

City of Pasadena ESG Application Instructions

2018-2020

Introduction

This Request for Proposal (RFP) announces the availability of funding for the Program Year (PY) July 1, 2018- June 30, 2020 for the Emergency Solutions Grant Program (ESG). The ESG Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Pasadena, under the Housing & Career Services Department.

Emergency Solutions Grants (ESG) Program

The regulations implementing the ESG Program are located in Subtitle B of the Stewart B. McKinney Homeless Assistance Act as amended by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act changes the name of the Emergency Shelter Grant to the Emergency Solutions Grant, focuses the funding on initiatives that assist to prevent and end homelessness, and increases funding allocated to entitlement jurisdictions.

Request for Proposals

The City of Pasadena invites proposals from qualified entities to apply for funding under this RFP. The primary objective of this RFP is to fund programs to prevent and end homelessness for individuals and families in the City of Pasadena.

Funding Available

The City of Pasadena is an ESG "Entitlement" Program city (i.e., for cities with populations over 50,000 that receive more than \$1 million in Community Development Block Grant funds). As an ESG Entitlement city, the City of Pasadena receives an annual allocation of ESG funds. The grant amount is determined by the higher of two (2) formulas:

- Data based on overcrowded housing, population and poverty, or
- Data based on age of housing, population growth lag and poverty

Because the data used to calculate either formula varies from year to year, the funding amount is not predetermined. Based on preliminary determinations released by HUD, the City expects to receive ESG funding in the amount of \$161,517. Additional unspent funds from prior year's ESG allocations may also be made available through this RFP. This RFP is for a two (2) year funding request for programs for households at-risk to homelessness or homeless individuals and families that are designed to prevent or end homelessness.

Eligible Applicants

Applicants may be non-profit agencies that provide direct services to homeless persons or persons at-risk of becoming homeless. In addition, to be eligible to receive federal funds, applicants must be registered under the System of Awards (SAM). Visit www.sam.gov for more information. Proof of registration must be included with the application.

Match Requirements

Non-profit agencies must match ESG funds a minimum of 100% from non-ESG sources. Please note that funds used to match a previous ESG activity may not be used to match a subsequent grant award. Your agency or organization is required to indicate funds to be used as match in its application. Applicants may use any of the following as sources of match: cash match, value of fair rental value of any donated material or building, value of any lease on a building, salaries paid to staff to carry out the project.¹

¹ HUDHRE Website, ESG Desk Guide, Section 2: Allocation of Funding
City of Pasadena, 2018-20 ESG Application Instructions

Eligible ESG Costs and Activities

The following are eligible activities under ESG that can be funded through this RFP:

1. Homelessness Prevention

Funds can be used to prevent an individual or family from becoming homeless or to help an individual or family regain stability in current housing or other permanent housing. Eligible activities include:

- **Provision of rental assistance** to provide short-term or medium-term housing to families or individuals who are at risk of becoming homeless (maximum of 24 months in a 3-year period).
- **Housing relocation or stabilization services** for individuals or families at risk of homelessness, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at stabilizing individuals and families in their current housing or quickly moving such individuals and families to other permanent housing

2. Rapid Re-housing

Funds can be used for individuals or families defined as homeless. Eligible activities include:

- **Provision of rental assistance** to provide short-term or medium-term housing to families or individuals who are homeless (maximum of 24 months in a 3-year period).
- **Housing relocation or stabilization services** for homeless individuals or families, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at stabilizing individuals and families in their current housing or quickly moving such individuals and families to other permanent housing

3. Street Outreach

Street outreach involves reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible street outreach costs include costs related to essential services for unsheltered persons, including engagement, emergency health and mental health services, case management, transportation, assessment of clients and referrals to other homeless agencies, hotel/motel emergency stays, and services for special populations.

4. Emergency Shelter

Emergency Shelter activities include:

- **Major Rehabilitation, Conversion, or Renovation** of a building to serve as a homeless shelter. Site must serve homeless persons for at least 3 or 10 years, depending on the cost. Note: Property acquisition and new construction are ineligible ESG activities.
- **Essential Services** such as case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
- **Shelter Operations**, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, relocation, and furnishings.

Ineligible Costs and Activities

The general rule is that any cost or activity that is not authorized under the federal ESG regulations is ineligible to be assisted with ESG funds. In accordance with the U. S. Department of HUD Rule on Faith-Based Organizations (Faith-Based Initiative), September 30, 2003 (24 CFR Part 92 et al):

Faith-Based organizations are able to compete for federal grants for social service programs without having to completely separate their religious tone and mission from the services that they provide. A social service program includes services that:

1. *Reduce poverty*
2. *Improve opportunities for low-income children/youth/families*
3. *Revitalize low-income communities*

4. Empower low-income families and individuals to become self-sufficient
5. Help people who are in need.

Faith-based organizations are eligible to receive HUD funding on an equal footing with any other organization. Federal funds are not to be used to support inherently religious activities such as worship, religious instruction, or proselytization. Faith-based organizations are no longer required to form a separate, secular organization (501 (c) (3) to receive funds as was previously required.

Threshold Requirements

All proposers must meet the local and HUD defined threshold requirements as detailed in Proposer's Eligibility below. If a proposal does not demonstrate that the proposed project meets these threshold requirements, the proposer will be advised that its proposal will not be considered for funding.

1. The proposer must be a public or private nonprofit agency, authority or organization, requesting ESG funds to undertake homeless prevention and/or rapid re-housing activities for assistance of homeless persons as defined in Section 103 (a) of the McKinney-Vento Act as amended by HEARTH; or persons at risk of homelessness as defined in Section 401 (1) of the same Act and having income at or below 30% of Area Median Income.
2. The costs and activities for which funding is being requested must be eligible under one of the specific component types: Rapid Re-housing; Street Outreach; Emergency Shelter; or Prevention.
3. All proposed projects are required to demonstrate evidence of direct collaboration with other agencies. These linkages must be demonstrated through a Memorandum of Understanding (MOU). Please refer to Appendix I for a sample MOU.
4. In accordance with the HEARTH Act, agencies receiving ESG funds must agree to enter client-level data into the Los Angeles/Orange County Collaborative HMIS.
5. ESG funds require a 100% match in cash or in-kind services. The proposer must demonstrate the ability to match funds awarded under this RFP with an equal amount of other funds. In calculating the amount of supplemental funds provided, a proposer may include the value of any donated material or building, the value of any lease on a building, any salary paid to staff to carry out the program, and the value of the time and services contributed by volunteers to carry out the program of the recipient at a rate determined by HUD.

Application Instructions

All applicants must submit one (1) unbound original, three (3) paper copies (bound) and one (1) electronic copy on a USB flash drive with completed RFP and exhibits by **5:00 P.M. on Thursday, March 29, 2018 to:**

City of Pasadena Housing & Career Services Department
649 N Fair Oaks Avenue • Suite 202 • Pasadena, CA • 91103
Attention: William K. Huang, Housing & Career Services Director

Applications must be hand delivered. No postmarks or facsimiles will be accepted. All supporting documents must be included in the submissions. Incomplete proposals will not be considered for funding. This proposal can also be downloaded at <https://pasadenapartnership.org/2018-esg-rfp/>

Timeline

RFP Released	Mandatory Workshops	Last Day for Questions	Proposal Deadline	Preliminary Awards	Final Approval
March 1 st	March 15 at 10am	March 22	March 29 at 5pm	April 2018	May 2018

Mandatory Workshop

There will be an RFP workshop on Thursday, March 15 at 10am held at the Heritage Square Community Room #2 (762 N Fair Oaks Ave, Pasadena). Attendance at the workshop is mandatory in order to submit a proposal for ESG funding.

Questions / Technical Assistance

City staff is available to answer any questions and provide technical assistance to any organization wishing to submit a proposal but must be requested before March 22, 2018. Questions regarding this Request for Proposals should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFP.

Anne Lansing, Housing Assistance Officer, Housing & Career Services Department
T (626) 744-6701 • **E** alansing@cityofpasadena.net

Selection Process

An evaluation panel comprised of no more than three (3) qualified individuals, including Continuum of Care Board Members; City staff members, representing such departments as Housing & Career Services and Human Services & Recreation; and representatives from other ESG entitlement jurisdictions, will review and evaluate each proposal that is deemed eligible and complete. Each proposal will be evaluated on its own merits. Ineligible and incomplete proposals will not be considered. Funding recommendations will be submitted to the Pasadena City Council for review and final action at its public hearing on the Annual Action Plan to be held in early May 2018.

Evaluation Criteria

The City will score applications based on a weighted scale of 100 points and the following criteria:

Evaluation Criteria	Available Points
Threshold requirements	Pass / fail
Organizational capacity	15 pts
Target Population	10 pts
Program Design / Timeline (Attachment A)	25 pts
Outcome Measures	20 pts
AHAR/APR/HMIS Data Quality	10 pts
Program Budget / Staff Salary Worksheet (Attachment B)	20 pts
Maximum Points Available	100 pts

Contract Terms and Requirements

- A. **Sub-Recipient Agreement.** If your proposal is selected and awarded funding, your organization will be required to enter into a Sub-Recipient agreement with the City of Pasadena outlining the City's and your organization's terms and conditions of the funding. The Sub-Recipient agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.
- B. **Required Documentation.** If your proposal is selected and awarded funding, the following documentation will also be required prior to the execution of your Sub-Recipient agreement.
1. **Cost Allocation Plan:** A document identifying how your agency is accumulating and distributing allowable direct and/or indirect costs, and the allocation method used.
 2. **Scope of Service:** This item provides an overview of the proposed program services as described in the proposal, goals and objectives, and specific services (i.e., working hours, location of services, numbers to be served).
 3. **Project Budget and Budget Narrative:** The proposed project budget lists the total funds requested in the proposal. The Budget Narrative describes in detail what the funds will be used to support during the duration of the program.
 4. **Performance and Activity Schedule:** The projected time per quarter for performance of major activities by expected goals.
 5. **Performance Assessment:** The following items will be utilized to assess project performance, and evaluate the outcomes/impacts of ESG funded activities: project description, expected outcomes, CDBG/ESG/HSEF Award

General Provisions and Conditions

A. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the proposer(s) in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the City; (3) negotiating with the City any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the proposer(s), and proposer(s) shall not include any such expenses as part of their proposals.

B. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer concurrently, or to cancel all or any part of this RFP.

C. Equal Opportunity Contracting Policy

Policy: The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit bids or proposals. Proposers expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment, as well as regulations that may be mandated by the source of the funds supporting this contract.

Compliance: To the extent permitted by law, Proposer expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful proposer may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Pasadena's Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing & Payables Division (626) 744-6755.

Required Forms: Each proposer must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless proposer has an approved form on file with the City. Form AA-2 is required to be submitted for projects involving labor or services in excess of \$25,000. Form AA-3 is Optional.

Completeness is mandatory. Without fully completed and properly signed forms, the proposals may be deemed non-responsive, at the sole discretion of the City. However, failure to submit the completed EEO and Non-Segregation Affidavit with proposal will result in automatic disqualification of the proposal with no exceptions unless proposer has an approved Affidavit on file with the City.

Questions regarding the City of Pasadena's Equal Opportunity Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing and Payables Division at (626) 744-6755.

D. Joint Offers

Where two (2) or more proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The City intends to contract with a single organization and not with multiple organizations doing business as a joint venture.

E. Certificate of Insurance

Proof of insurance, including waiver of subrogation is required to be submitted with your proposal.

F. Standard Terms and Conditions

Prior to the award of any work hereunder, City and Proposer shall enter into a written Sub-Recipient Agreement.

G. Instructions and Questions

Questions regarding this Request for Proposals should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFP.

Anne Lansing, Housing Assistance Officer, Housing & Career Services Department

T (626) 744-6701

E alansing@cityofpasadena.net

H. Proof of Authority

If the proposer is a non-profit organization or a corporation, formal proof of the authority of the officer signing the proposal to bind the corporation must be submitted with said proposal (Appendix C)

I. Withdrawal of Proposal

Any proposer may withdraw its proposal by written request at any time following the submission deadline.

J. Firm Commitment of Availability of Service

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal.

K. Reservations

The City reserves the right to reject any or all proposers and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

L. Documents to be Construed Together

The RFP, the proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Proposer and the City, and all modifications of said documents, shall be construed together as one document.

M. Errors and Omissions

Proposer shall not be allowed to take advantage of any errors in or omissions in the Request for Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

N. Request for Proposal (RFP) not Contractual

Nothing contained in this Request for Proposal shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this RFP.