



## ESG-CV

### Request for Proposals (RFP)

The Sonoma County Community Development Commission (SCCDC) is pleased to invite you to respond to a Request for Proposals (RFP) for applicants interested in receiving additional Emergency Solutions Grants-Coronavirus (ESG-CV) funds for Rapid Re-Housing (RRH) and Emergency Shelter (ES) projects in Sonoma County. As you are aware, ESG-CV funds can only be used “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 under the Emergency Solutions Grants program (42 U.S.C. 11371).” [More information about the ESG-CV program is here.](#)

**Responses must be received no later than 5:00 pm. on September 1, 2021. Late responses will not be considered.**

#### **A. Introduction:**

The SCCDC is seeking interested, qualified non-profit organizations with potential unreimbursed past or foreseeable COVID-related Emergency Shelter and Rapid Rehousing costs to apply for remaining ESG-CV funds that must be spent by September 30, 2022. Due to the short time frame for use of these funds and the complicated nature of ESG program rules and regulations, SCCDC is seeking only those non-profit providers who have experience with operating successful ESG-funded programs in the past or providers who can partner with an agency that has ESG experience.

The SCCDC invites you to respond to this RFP to apply for the remaining ESG-CV funds. This RFP does not commit the SCCDC to contract for any supply or service. The decision to award funds to a respondent to this RFP will be made by the Continuum of Care Board based on the information received through this RFP, as well as CDC staff's and the CoC Board's knowledge and understanding about the capabilities of qualified respondents.

Respondents are advised that the SCCDC will not pay for any information or administrative costs incurred in response to the RFP; all costs associated with responding to this RFP will be solely at the interested party's expense. Based on the information provided by the respondents to this RFP, a determination will be made regarding any actual contracting through a procurement process which, at the County's option, could include but not be limited to: a formal solicitation process, using an existing County contract, procurement via cooperative purchasing agreements, or piggyback of a contract established as a result of a public solicitation of another public agency. All submissions in response to this RFP become County property and will not be returned.

The Continuum of Care Board and CDC staff are responsible for working with fund recipients to ensure that at least eighty percent (80%) of the total ESG-CV funds are spent by March 31,



2022. In Table 1 below, we show the schedule and amount of funds (by category – ES and RRH) that must be spent.

Table 1

Overview of Available Funds *	Must be spent by March 31, 2022	Can be spent after April 1, 2022 but must be spent before September 30, 2022	Total to be spent
Emergency Shelter (ES)	\$398,571	\$299,514	\$698,085
Rapid Rehousing (RRH)	\$1,598,194	\$199,676	\$1,797,871
Totals:	\$1,996,765	\$499,191	\$2,495,956
Percent of Total to be Spent	80%	20%	100%

*\*Amounts reflect rounding*

**B. Background information:**

ESG-CV funds **must** be used to prevent, prepare for and respond to the COVID-19 pandemic, 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 the pandemic. Administrative costs and indirect costs are *not* eligible expenses. Recipients of funds may decide to subcontract work, but this need not be identified in the information provided as a response to this RFP. More information and a complete list of eligible activities for the ESG-CV funds can be found at: <https://www.hud.gov/sites/dfiles/OCHCO/documents/20-08cpdn.pdf>

**C. This Request for Proposal:**

Responders may submit information general in nature showing the respondent’s capabilities, past experiences providing ES and RRH services, and an indication as to how they would approach providing the services in the best interest of the SCCDC to achieve this RFP’s outlined objectives. All subcontractors must follow Exhibit F in the funding agreements.

Applications must also include the attached budget form.

**D. Objectives: Use of the ESG-CV funds**

The SCCDC is seeking non-profit agencies with ESG experience with programs that can:

- a. Use the unspent ESG-CV funds to complement the Emergency Housing Vouchers (EHV) that have been awarded the City and County Housing Authorities. *Uses for the*



*EHV program include: Landlord incentives, deposit assistance for those in the EHV program, provide on-going case management for individuals housed in the EHV program.*

- b. Use the funds in a geographically equitable fashion.
- c. Expand capacity for County-wide housing location services which may be centralized with one provider.
- d. Expand capacity for County-wide case conferencing services which also may be centralized with one partner.
- e. Expand housing navigation, case management, landlord incentives and housing stabilization services.
- f. Expend the funds to provide continued shelter operations during the COVID-19 pandemic.
- g. Expend the funds for past shelter operation costs that resulted from the COVID-19 pandemic.

**E. Reporting Requirements:**

Responders must be able to demonstrate knowledge of Homeless Management Information System (HMIS) reporting system and an ability to comply with all reporting requirements which include:

- HUD entry and exit assessments
- Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT) Assessments
- Case notes
- Annual Performance Reports
- Data Quality reports

**F. Resulting Contract:**

There is no guarantee that Sonoma County officials will utilize the services of any firm or individual responding to this Request for Proposals.

**G. Schedule:**

Date	Event
August 11, 2021	RFP advertised and posted
September 1, 2021	Responses to RFP due
September 2-9, 2021 (estimated)	Staff review of responses, including development of a list of recommended recipients and funding amounts
September 16, 2021 (estimated)	Meeting of the CoC board to award funds



**H. Responses:**

Respondents will be required to submit their responses via email on or before 5:00pm on September 1, 2021. Please use a PDF document submitted as an attachment to your email. You must include a signature of an officer or responsible party from the organization in your response. Responses should be sent directly to Madison Murray at [Madison.Murray@sonoma-county.org](mailto:Madison.Murray@sonoma-county.org)