

IMPERIAL COUNTY DEPARTMENT OF SOCIAL SERVICES

HOMELESS EMERGENCY AID PROGRAM (HEAP) RFP #19-0003

AMENDMENT #2

APRIL 26, 2019

This Amendment #2 consists of written QUESTIONS AND ANSWERS submitted for the HEAP RFP:

Please be advised that the HEAP RFP deadline to submit has been extended until Thursday, May 15, 2019 at 2:00 PM.

Q1: If applicant does NOT have access to HMIS, how would the data get into the system? Is the County willing to input the data if applicant provides the information to the County Social Services (during outreach efforts) on a regular basis? If not, how would an applicant comply with this HEAP requirement?

A1: Project requirement is that client data be entered into the Homeless Management Information System (HMIS). The County cannot conduct the data entry on behalf of HEAP fund recipients. The Imperial County is currently transitioning into a new HMIS system called Clarity. Training and User access will be made available through an agreement with the Imperial Valley Continuum of Care and Imperial County Department of Social Services. If HEAP funding is awarded to contractors that are not currently using HMIS, the contractors will need to set up their access to the local HMIS Data entry system within 45 days of project finalized contract. This includes agreements, training and access.

HMIS Clarity System License fees:

One-time User License Configuration & Set-up fee:

\$175.00 per enterprise & \$250.00 per manager.

Enterprise User License per user (for data entry):

\$25 monthly/ \$300 per year

Manager User License fee per user (to run HUD reports):

\$55 monthly/ \$660 per year

Q2: Does the IVCCC use the attached documents as the Imperial County Coordinated Entry System (CES) and IVCCC Coordinated Assessment Tool? If not, where can I locate the IVCCC CES and CES Assessment Tool document?

- Coordinated-Entry-Policy-Brief.pdf
- Outline-for-a-Continuum-of-Cares-Coordinated-Entry-Policies-and-Procedures-Document.pdf

A2: Yes, we follow these guidelines. Please see the IVCCC website: <http://www.cociv.org> for updated information on Coordinated Entry information and tools. The IVCCC is currently working on updating their Coordinated Entry System Policies and Procedures as well as the Assessment tool. As a contractor, you would be requested to comply with any updates that to the IVCCC Coordinated Entry System approved and implemented.

Q3: The RFP #19-0003 Part II A. Minimum Requirements states clients must submit data through the current HMIS system. Currently, no training is available from the IVCCC for HMIS access. What is the timeline to have the HMIS access before or after the selection/awards of the RFP/HEAP? I was informed the HMIS software has a small fee and a new software vendor is being reviewed by the IVCCC.

A3: Project requirement is that client data be entered into the Homeless Management Project requirement is that client data be entered into the Homeless Management Information System (HMIS). The County cannot conduct the data entry on behalf of HEAP fund recipients. The Imperial County is currently transitioning into a new HMIS system called Clarity. Training and User access will be made available through an agreement with the Imperial Valley Continuum of Care and Imperial County Department of Social Services. If HEAP funding is awarded to contractors that are not currently using HMIS, the contractors will need to set up their access to the local HMIS Data entry system within 45 days of project finalized contract. This includes agreements, training and access.

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Q4: I visited the IVCCC site www.cociv.org and did not locate the IVCCC written standards as mentioned in Attachment B Sample Agreement. Where is this information located as directed in the website?

A4: Please visit <http://www.cociv.org> for access to the IVCCC written standards. Please note that the IVCCC written standards are currently going through review for updates.

Q5: Where is the location of the IVCCC's Coordinated Entry System documents to include requirements for assessment, prioritization, and referrals to

housing? This information is not located on the IVCCC website. Please advise

A5: Please see the IVCCC website: <http://www.cociv.org> for updated information on Coordinated Entry information and tools. The IVCCC is currently working on updating their Coordinated Entry System Policies and Procedures as well as the Assessment tool. As a contractor, you would be requested to comply with any updates that to the IVCCC Coordinated Entry System approved and implemented.

Q6: Can a capital improvement project be submitted along with a project based rental voucher program? This will allow the project to hold housing units for HEAP clients and to ensure sustainability until June 30, 2021.

Example:

A 50 unit apartment complex is completed by May 2020, 10 of these units are to be allocated for HEAP program clients. While a non-profit organization or public agency identifies a HEAP eligible individual or family, the sustainability of the HEAP units must ensure through a project rental voucher.

A6: Yes, however, applicants requesting funding for different project type components are required to submit a separate scope of service and budget for each project type. Therefore there is a need to present a Scope of Work/Budget for each of the project types identified in the example:

- Capital Improvement Project
- Project Rental Voucher Program

Q7: A. MINIMUM REQUIREMENTS

1. Service Delivery Conditions/Implementation Requirements

b) Projects must participate and submit client data through the Homeless Management Information System (HMIS.)

If multiple agencies/organizations are collaborating as a single applicant, do all parties have to participate in the HMIS for all the funded activities?

A7: HMIS is a service delivery condition/implementation requirement for those approved to receive HEAP funds. All projects must participate and submit client data through the HMIS system. Reporting into the HMIS system can be done by the lead collaborating entity as long as the clients and direct delivery of services are being entered into the system.

Q8: Applicant Eligibility Requirements

“c) Attendance at an Applicant Conference & Technical Assistance Workshop is mandatory requirement for those interested in submitting a proposal. Applicants are required to register by email at:

debbiegarcia@co.imperial.ca.us.”

Are/Were Sub-recipients required to attend?

A8: The lead applicant must have attended one of the workshop sessions and ensure that sub recipients are in compliance with all HEAP application requirements.

Q9: “d) The County Invites proposals from local 501(c)(3) nonprofit organizations, units of local government, education and training providers, schools and school districts, tribal governments and other eligible program operators. Applicants will be able to include sub-recipients in a collaborative application in order to maximize effectiveness in addressing homeless challenges. Sub-recipients must meet the same requirements as applicants.” Can the ‘education and training providers’ be a for-profit entity? Also, what type (subject matters) of education and training, and for whom? For instance, is the education and training for the awardees of the RFP and/or for the population to be served?

A9: The invitation was for agencies to apply for HEAP funding to include education and training providers. HEAP funds are not available for education and training for providers. Proposals submitted should be directly related to providing immediate emergency assistance through the eligible activities to individuals experiencing homelessness or who are at imminent risk of homelessness.

Q10: Since “Applicants will be able to include sub-recipients in a collaborative application in order to maximize effectiveness in addressing homeless challenges and Sub-recipients must meet the same requirements as applicants,” therefore, does this mean that for the RFP’s response that all Sub-recipients are to supply the same documents as the primary applicant? For example, do all Sub-recipients have to submit these documents below as well?

•Sub-recipients shall also provide a signed ‘Certification’ (Proposal Template - Section B)

•Sub-recipients shall also provide Organization Profile and Experience (Proposal Template - Section C)

•g) Sub-recipients shall also provide proof that they are not on the ‘Federal Exclusionary’ list

•h) Sub-recipients shall also be a member of the IVCCC

•i) Sub-recipients shall also submit all required insurance per the HEAP Grant Sample Agreement (Attachment B), such as auto, GL, Workmen’s

Comp, and Wrongful Act insurances. Also, will D&O (Directors and Officers Insurance qualify as 'Wrongful Act' Insurance?)

•j) Sub-recipients shall also submit all business license or other applicable licenses

•Sub-recipients shall also Financial Statements: balance sheet and income statement (Proposal Template - Section I

A10: Collaborative applicants must meet the same requirements as lead applicant.

1. Sub-recipients shall also provide a signed 'Certification' (Proposal Temple - Section B) - **NO**

2. Sub-recipients shall also provide Organization Profile and Experience (Proposal Template - Section C) - **YES,**
however, experience may be met through one of the agencies.

3. Sub-recipients shall also provide proof that they are not on the 'Federal Exclusionary' list) - **YES**

4. Sub-recipients shall also be a member of the IVCCC - **YES**

5. Sub-recipients shall also submit all required insurance per the HEAP Grant Sample Agreement (Attachment B), such as auto, GL, Workmen's Comp, and Wrongful Act insurances. Also, will D&O (Directors and Officers Insurance qualify as 'Wrongful Act' Insurance?) - **YES**

6. Sub-recipients shall also submit all business license or other applicable licenses - **YES**

7. Sub-recipients shall also Financial Statements: balance sheet and income statement (Proposal Template - Section I) - **YES**

Q11: For Capital projects, what are the terms of the loan or grant to the applicant?

A11: Response to be provided by April 30th. Currently pending further response from legal counsel.

Q12: Will there be a recorded deed of trust or affordability covenant?

A12: Response to be provided by April 30th. Currently pending further response from legal counsel.

Q13: If applying for Rental Assistance and a Capital Project, what happens if you only receive one of the funding sources requested? This affects the cash flow and projections for the entire development.

A13: Projects approved or funded are not contingent upon another. The County in collaboration with the IVCCC Executive Board reserves the right to reject any or all PROPOSALS, or to waive any discrepancy or technicality and to split or make the award in any manner determined by the County

and IVCCC Executive Board. (See Pg. 10, HEAP RFP Instructions). Since HEAP funds are limited, selected applications may not receive full awards and are requested to answer if they would still be able to complete project on pg. 15 of the HEAP RFP Template. We cannot guarantee that all proposed projects will be awarded as presented. Projects will need to consider if you were not to receive all funds requested, would you still be able to implement the program or project proposed as presented. Applicants are encouraged to describe any exception or deviation from the requirements of the RFP that could affect terms and conditions of an agreement in Section D. Acknowledgements; 1. Clarification, Exceptions, or Deviations to be considered in the Proposal Template.

Q14: Is the next Meeting on MAY 1 2019 from 1pm to 3pm is that Meeting for me to go to? And am I registered all ready to go?

A14: The IVCCC full membership meetings take place the 2nd Thursday of each month at 8:30 a.m. at the Cal-WORKS Building located at 2895 S. 4th St., El Centro, CA 92243. The IVCCC Executive Board meetings takes place on the 1st Wednesday of each month at 1:00 p.m. located at 2995 S. 4th St., El Centro, CA 92243. Agendas of meetings are posted on the IVCCC website: <http://www.cociv.org>. The IVCCC Executive Board Meetings are open to the public, but not required to attend by IVCCC members. In order to verify membership on file, you may contact mickeycastrodss@gmail.com.

Q15: The due date should be extended to May 8th or 9th due to the County's website and emails being down for the past week or two. Also, the Q&A will not be posted until less then a week before the due date, depending on answers it can be too late to change the applications.

A15: The HEAP RFP deadline has been extended until Thursday, May 15, 2019.

Q16: Are applicants required to provide with the HEAP application executed MOUs and/or agreements with subcontractors?

A16: No; however, successful applicants will be required to provide executed MOUs and/or agreements before executing contracts with the County.

Q17: For possible sub-contracting with a community agency, execution of contracts can take up to months for BOS approval. Is it possible to do any of the following:

- * **Write a Business Agreement**
- * **Memorandum of Understanding between Entities**
- * **Send draft of contract to provide evidence that it is in process**

A18: Yes, however, successful applicants will be required to provide executed MOUs and/or agreements before executing contracts with the County of Imperial.

Q19: Will RFP deadline submission be extended due to computer systems down affected by Imperial County virus.

A19: The HEAP RFP deadline has been extended until Thursday, May 15, 2019.

Q20: Section C

a) Roster of Board of Directors, including officers requesting to confirm if this means, "Board of Supervisors" list for Imperial County, or if this is requesting for a list of Deputy Directors for ICBHS?

A20: The Board of Directors is identified as the governing board that approves contracts and accepts funding for your agency or organization.

Q21: ...We are doing our best to put together the capital improvement application on short notice and might be able to hit the scheduled deadline. However, capital improvement applications are much more extensive than a services application and require negotiated option agreements with parties outside of our entity and extensive cash flow analytics... We are hereby requesting the deadline for Capital Improvement projects be extended for a period of two weeks. If the application deadline for "Capital Improvements" was extended two weeks, it would not affect our ability to meet other deadlines moving forward, such as spending the money by the correct time-frames...

A21: The HEAP RFP deadline has been extended until Thursday, May 15, 2019.

Q22: Can the project budget be more than 12 months; can the budget be up to 6/30/2021?

A22: The budget submitted with the RFP should include expenses up to June 30, 2021.

Q23: Can attachments be in excel, PDF or Word format?

A23: At this time the email requirement of the RFP has been removed. For proposals to be considered one (1) original with required signatures along with five (5) hard copies are to be delivered to County of Imperial Purchasing Department be mailed, postmarked Or hand delivered by 2:00 p.m. on May 15, 2019. The HEAP RFP deadline has been extended until Thursday, May 15, 2019.

Q24: On page 4. Of the “Proposal Response Template,” #4. “Grant & Contract Award History for all Applications” asks for a list of all grants/contracts from the last three years. In answer to grant applications such as these, we commonly provide a list of our top 10 donors. We have thousands of grants/foundations during that time (especially with the recent wildfires/hurricanes.) Does a list of 10 suffice? Or do you have a recommended number?

A24: Donor information is not required. The request to list grants and/or contract awarded to the applicant is to evaluate the history/experience of working with grants and contracts.

Q25: I am unclear which project type our request would fall under – either “Services” or “Rental Assistance or subsidies.” We provide emergency shelters to anyone and everyone during disasters. We house people as long as they are needed which is depending on the severity of the disaster and the unique situation of each individual in need of assistance. On an even more consistent basis, we provide financial assistance to families/individuals who are facing emergencies such as home fires, home flooding etc. We arrive on scene to give them money for housing, food, clothing and other unique urgent needs. Additionally, we open cases for each individual who receives services, whether at an individual home fire or inside a large shelter. We also focus a lot of time and energy on disaster prevention to keep people from being homeless by installing free smoke alarms in homes and educating the community of home fire safety. That being said – would it be fair to apply for the financial assistance giving to people impacted by disasters as well as sheltering support under “rental assistance or subsidies?” Then applying for financial support of our free smoke alarm installation and fire prevention education under “services?”

A25: The funding available must be directly related to providing immediate emergency assistance for individual’s currently experiencing homelessness or who are currently at risk of becoming homeless and the use must align with California’s Housing First policy. Applicants should also reference Funding Principals noted on pg. 3 of the RFP Instructions as these will guide and prioritize grant allocations. “Rental Assistance” refers to provision of rental assistance to provide homeless prevention, transitional or permanent housing to eligible persons.

Q26: We partner with dozens of organizations to ensure we are meeting the dire needs of our community in times of disaster by sharing various data systems. Although our systems may not line up specifically with HMIS or CES requirements, I would love the opportunity to share in depth the layers

of data used by the American Red Cross to ensure efficient and affective service delivery. To be clear, will that information fulfill the requirements of Page 10 section V. of the Proposal Response Template?

A26: Applicants are required to comply with HMIS and CES requirements implemented through the IVCCC. A Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. Specifically, an HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs. Data on homeless persons is collected and maintained at the local level.

The HEARTH Act, enacted into law on May 20, 2009, requires that all communities have an HMIS with the capacity to collect unduplicated counts of individuals and families experiencing homelessness. Through their HMIS, a community should be able to collect information from projects serving homeless families and individuals to use as part of their needs analyses and to establish funding priorities.

Q27: I am not sure if you are aware, but the link is bad on page 6 of the RFP for the “County of Imperial Purchasing Website.”

A27: Unfortunately, as of April 13, 2019, some of the county sites have been inaccessible. Please refer to the IVCCC website <http://www.cociv.org> to access all information related to HEAP RFP updates and other resources.

**Q28: Section C: Organizational Profile/Experience
“d. Organization size - number of staff” Do we have to attach resumes of the staff or is a summary of their qualification sufficient?**

A28: The requirement under item d. is to identify the number of all staff of your organization. The Organizational Chart under item b. requests to identify all staff members and their positions that will provide services under this contract. A job description may be attached. Resumes of staff are not necessary.

Q29: How do we list any new (hire) staff we plan to hire to deliver the services based on the grant’s award?

A29: The positions funded with HEAP funds should be identified in Section H of your Cost Proposal as well as in section H-2 of your Budget Narrative.