Alameda County Housing and Community Development Department

NOTICE OF EMERGENCY SHELTER GRANT FUNDS AVAILABLE FOR
HOMELESS SHELTER/TRANSITIONAL HOUSING
SHELTER OPERATION AND MAINTENANCE EXPENSES
March 28, 2011

Alameda County Housing and Community Development Department (HCD), announces the expected availability of funding under the federal Emergency Shelter Grant (ESG) Program for organizations serving the Urban County (the cities of Albany, Dublin, Emeryville, Newark, Piedmont and the Unincorporated County). HCD has reserved approximately $82,000 in ESG funds for essential services and/or operation and maintenance expenses for homeless shelters or transitional housing programs for Fiscal Year 11/12. Final dollar amounts have not yet been released by HUD. An additional year of program funding may be available, depending upon satisfactory performance and funding availability for FY12 (July 1, 2012 through June 30, 2013). The categories being funded are Essential Services and (Shelter) Operation and Maintenance Expenses.

The funds will be available through a Request for Proposal (RFP) process. The RFP will be formally issued March 28, 2011, with a due date for applications on April 25, 2011. Funding will be available July 1, 2011.

Operation and Maintenance includes payment of expenses related to maintenance, operation (excluding staff costs, rent, repair, security, fuels and equipment), insurance, utilities, and furnishings of emergency shelters and transitional housing for the homeless. There is a 10% limit on funding for operations staff salaries ($8,200) excluding maintenance and security staff.

Essential services include services concerned with employment, health, drug abuse and education and may include (but are not limited to): assistance in obtaining permanent housing; medical and psychological counseling and supervision; employment counseling; nutritional counseling; substance abuse treatment and counseling; assistance in obtaining Federal, State and local benefits; other services such as childcare transportation, job placement and job training and staff salaries necessary to provide the above services. Note: it must be a new service, not previously provided by the agency. Essential services funding is capped at 30% of the ESG funds total ($24,600).

Selection criteria will include the number and percentage of Urban County bednights and homeless clients served in the past year. The "Urban County" includes the cities of Albany, Dublin, Emeryville, Newark, Piedmont, and the Unincorporated area of Alameda County. Funding under the Emergency Shelter Grant program requires dollar-for-dollar matching funds, which the selected agency(ies) will be expected to provide. Agencies must also be participating in the Homeless Management Information System (HMIS).

For more information or a copy of the RFP, contact Michelle Starratt, Assistant Housing Director at (510) 670-5207 or michelle.starratt@acgov.org.
Alameda County
Housing and Community Development Department

Request for Proposals
Emergency Shelter Grant Program Funds
Fiscal Year 2011 (July 1, 2011 through June 30, 2012)

Alameda County is conducting a Request for Proposals (RFP) process for eligible Essential Services and/or Operation and Maintenance Expenses under an Emergency Shelter Grant (ESG) award to the Alameda County Urban County. It is expected that approximately $82,000 in ESG funds will be available to fund awarded proposals over a twelve month contract period beginning July 1, 2011 and ending June 30, 2012. Based on satisfactory performance and dependent upon Alameda County receiving ESG funding for the 2012/2013 program year, the contract may be extended for an additional year upon recommendation of staff, the Urban County Technical Advisory Committee, and the Housing and Community Development Advisory Committee.

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 each program year. Agencies must also be participating in the Homeless Management Information System (HMIS).

Homeless shelter providers may request all or part of the available funds.

Please provide one original and one copy of your proposal. Attached is a proposal checklist, proposal submittal form and a ranking criteria breakdown. Proposals must be received at HCD, 224 W. Winton Avenue, Room 108, Hayward, CA 94544, no later than 5:00 p.m. on April 25, 2011. Postmarks are not acceptable. Faxes or emails will not be accepted.

Contact Michelle Starratt, Assistant Housing Director at (510) 670-5207 or michelle.starratt@acgov.org for additional information or technical assistance.

Eligible Uses of ESG Funds

The ESG funds allocated to this RFP may be used for the following activities relating to emergency shelters for the homeless. Emergency shelters are defined as "any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless."

Payment of expenses related to maintenance, operation (excluding rent, repair, security, fuels and equipment), insurance, utilities, and furnishings of emergency shelters and transitional housing for the homeless. There is a 10% limit on operations staff salaries ($8,200) excluding maintenance and security staff.
Essential services include services concerned with employment, health, drug abuse and education and may include (but are not limited to): assistance in obtaining permanent housing; medical and psychological counseling and supervision; employment counseling; nutritional counseling; substance abuse treatment and counseling; assistance in obtaining Federal, State and local benefits; other services such as childcare transportation, job placement and job training and staff salaries necessary to provide the above services. **Note: it must be a new service, not previously provided by the agency, so that the funding is not supplanting other funds.** Essential services are capped at 30% of the ESG funds total ($24,600).

**Specified Ineligible Uses**

1. Acquisition or construction of an emergency shelter for the homeless.

2. The costs of staff involved in the operation of the shelter in excess of 10% cap and excluding maintenance and security.

3. Rehabilitation services performed by the staff of a grantee or recipient, such as preparation of work specification, loan processing, or inspection.

4. Renovation, rehabilitation, or conversion of buildings owned by religious organizations unless specified conditions are met.

5. Costs directly related to administering the grant.

**Content of Proposal**

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. A brief history of the organization, including the philosophy and goals of the organization as they pertain to providing emergency shelter to the homeless. Please be sure to highlight services provided to Urban County residents.

2. The population(s) that receives emergency shelter at the facility (e.g. families, single men, single women, number of chronically homeless).

3. The capacity of the shelter or transitional housing 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.

4. The type of services provided to residents of the shelter (e.g. counseling, employment services, housing placement).

5. The process and procedure used by the organization to ensure confidentiality of victims of domestic violence.

6. A description of shelter staffing, including number, staff positions, duties and experience as they relate to this grant.

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 Fiscal Year is July 1, 2011 through June 30, 2012.

8. A copy of the current organizational budget and a year-end audit or financial statement for the ending within the past 12 months.

9. A copy of the latest year-end program report providing program statistics.

10. Matching funds certification.

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 emergency shelter program; and 4) the time and services contributed by volunteers to carry out the proposed emergency shelter 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 Kelly Thiemann at (510) 670-5280.

The proposal must include a certification, signed by the President of the Board of Directors that the organization will provide the required match for ESG funds. This certification must include the source of matching funds and a statement that these funds were raised specifically for proposed ESG activities or committed from unallocated funds. If the agency is awarded ESG funds, all invoices submitted for payment shall require proof of matching funds on an invoice by invoice basis.
Proposal Review Criteria
The following criteria will be used to rank proposals and make recommendations for funding:

1. **Benefit to Chronically Homeless: 5 Points**
   Five points will be given to activities that benefit 5 or more 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 30% of participants being from an Urban County point of origin will receive 8 points. Activities that can document some participants being from an Urban County point of origin will receive 3 points.

3. **Activity Need and Justification: Maximum of 20 Points**
   a. **Need: Maximum of 15 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 needs will be awarded the maximum of 15 points; medium need and good documentation – 10 points; medium need and average documentation – 5 points; and low need and poor documentation - 0 points.
   b. **Everyone Home Plan Priority: Maximum of 5 Additional Points**
      Activities addressing high priorities, as identified in the Everyone Home Plan will be awarded 5 points.

4. **Cost Reasonableness and Effectiveness: Maximum of 10 Points**
   The activity will be evaluated in terms of: 1) its impact on the identified need; and 2) its implementation costs and funding requests relative to its financial and human resources. Evaluation will include the cost incurred per person per service unit and the justification for a particular level of funding.

5. **Activity Management and Implementation: Maximum of 25 Points**
   a. **Management: Maximum of 15 Points**
      Points will be awarded to applicants based on documentation and information provided, showing that the resources needed to manage the proposed activity are available and ready, and that the commitment for operation and maintenance (where applicable) is available.
   b. **Implementation: Maximum of 10 Points**
      Points will be awarded to applicants based on documentation and information provided, showing that the resources, such as funding, needed to implement the proposed activities are available and ready. Maximum points will be given to activities that are ready to move forward quickly. The criteria take into consideration factors that may accelerate or slow down the ability to implement
the activity in a timely manner.

6. **Experience and Past Performance**: Maximum of 10 Points
   The experience of the applicant, including the length of time in business and successful experience in undertaking projects of similar complexity as the one for which funds are being requested will be evaluated.

   In addition, the applicant will be evaluated in terms of its past performance in relation to any local, state or federal funding program. The past performance will refer to attainment of objectives in a timely manner and expenditure of funds at a reasonable rate in compliance with the contract. Compliance with the contract will include but not be limited to submission of reports and adherence to the scope of services.

7. **Leveraging**: (Matching contributions must be eligible.) Maximum of 20 Points
   a. **Efforts to Secure Other Funding**: Maximum of 5 Points
      Points will be awarded based on the applicant’s efforts to secure other funding for the activity in addition to the ESG funds and the matching funds.

   b. **Matching**: Maximum of 10 Points
      Points will be awarded based on the ratio of the amount of eligible matching funds to the amount of ESG funds requested:
      - 1:1 or more: 10 points
      - Less than 1: 0 points

   c. **HMIS**: Maximum of 5 Points
      Points will be awarded based on the number of staff certified and level of certification in addition to the number of client records input.

8. **Application Completeness**: Maximum of 5 Points
   Applicants will receive up to 5 bonus points, based on completeness. Applications that have not been signed will not be considered complete.

**Proposal Evaluation Process**
Staff will review proposals based on the ranking criteria described in the attachment 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, 2011. No expenses incurred prior to the contract start date will be eligible for reimbursement.

**Proposals for the Emergency Shelter Grant funding must be received by 5:00 p.m. on April 25, 2011 at the HCD office located at 224 W. Winton Avenue Room 108, Hayward, CA 94544. Postmarks, Faxes and Email submissions are not acceptable.**

If you have any questions regarding the requests for proposal, please contact Kelly Thiemann at (510) 670-5280.
EMERGENCY SHELTER GRANT PROGRAM
Request for Proposal Checklist

1) Amount of Funds Requested
2) History of Organization
3) Description of Population Served
4) Shelter Capacity and Clients Served & Urban County Benefit
5) Description of HMIS Certification
6) Description of Services Provided
7) Insurance of Confidentiality
8) Description of Staff
9) Budget, including ESG and Matching Funds, by Each Activity, for Program Year
10) Current Organization Budget and Most Recent Annual Financial Statement
11) Most Recent Annual Program Report
12) Matching Funds Certification
EMERGENCY SHELTER GRANT PROGRAM

PROJECT PROPOSAL SUBMITTAL FORM

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

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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:
1. **Amount of Funds Requested**

   List the amount of ESG funds being requested in the proposal.

2. **History of Organization:**

   Briefly describe the organization's philosophy and goals regarding the provision of services to homeless people. Please note how long the organization has been in operation.

3. **Description of Population Served:**

   List the annual number and percentage of families, single men, single women, and children served last year and of those how many were chronically homeless. Also provide approximate annual numbers and percentages of races and ethnicities served last year.

4. **Shelter Capacity and Clients** served per night, number of shelter-nights and number of individuals served during last program year:

   Last Program Year:

<table>
<thead>
<tr>
<th>Residents Served</th>
<th># of Bednights</th>
<th>Total Individuals Served</th>
<th>% Individuals Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dublin</td>
<td></td>
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<td>Emeryville</td>
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<td>Newark</td>
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<td>Piedmont</td>
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<td>Unincorporated County</td>
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<tr>
<td>Other</td>
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<td><strong>Total</strong></td>
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</tbody>
</table>

   Include a narrative description of how your organization serves the Urban County (e.g. the shelter is located in one of the Urban County Jurisdictions, or the shelter is located near one of the Urban County Jurisdictions, and can demonstrate that in the last fiscal year, residents of Urban County Jurisdictions benefited from the shelter and its services).

5. **HMIS Level**

   Describe the agency’s utilization of the Homeless Management Information System (HMIS). Include the number of staff certified for use and the level of certification and the number of client records input.

6. **Description of Services** provided to residents with particular focus on how these services impacted the homeless clients. Also indicate the maximum length of stay, if any.
7. **Insurance of Confidentiality**

   Detail the process and procedures used or to be used by the organization to ensure confidentiality of victims of domestic violence.

8. **Description of Staff**

   List each staff position in the organization that is relevant to the funding under this grant. Include the duties required by the position and the related experience of the person now holding the position.

**Submit copies of:**


10. Current total organization budget and year-end audit or financial statement for year ending within the past 12 months.

11. Copy of latest year-end program report providing program statistics.

12. 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.
EMERGENCY SHELTER GRANT  
PROPOSED BUDGET  

FISCAL YEAR 2009  
JULY 1, 2011 THROUGH JUNE 30, 2012

Name of Contractor:

<table>
<thead>
<tr>
<th>Line Item</th>
<th>County ESG</th>
<th>Match</th>
<th>Total</th>
</tr>
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(Itemize)

Subtotal

Total
GRANTEE

EMERGENCY SHELTER GRANTS PROGRAM

CERTIFICATION OF MATCHING FUNDS

I, President of the Board of Directors of ________________________, certify that the matching supplemental funds required by the Emergency Shelter 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