COUNTY OF ALAMEDA
COMMUNITY DEVELOPMENT AGENCY
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

Notice of Funding Availability and Request for Proposals (RFP)

Alameda County Unincorporated Areas
Community Services Contracts

and

Capacity-Building Grants for Base-Building Organizations, Community-Based Organizations, and Faith-Based Organizations
located in the Unincorporated Areas and Countywide

RELEASE DATE:
Monday, March 14, 2022

This is an Electronic Submission

APPLICATIONS DUE:
Monday, April 11, 2022 by 5:00 pm

Contact for Questions:
HCDRFP@acgov.org
# TABLE OF CONTENTS

Section 1 - Introductory Information
   A. Notice of Funding Availability and Intent of Request for Proposals 4
   B. Term of Engagement 5
   C. Application Due Date (Electronic Submittals Only) 5

Section 2 – Program Background
   A. Community Engagement Process 6
   B. Programs Supported by this RFP 7
   C. SLFRF Requirements 8
   D. Equity Considerations 10

Section 3 - Scope of Services
   A. Community Services Contracts - $3.1 Million Available - Eligible Uses 10
   B. Capacity-Building Grants - $900,000 Available - Eligible Uses and Considerations 11

Section 4 – Eligibility Requirements, Minimum Threshold Qualifications, and Evaluation Criteria
   A. General Information 13
   B. Unincorporated County Community Services Minimum Thresholds 13
   C. Capacity-Building Grants Minimum Thresholds 14

Section 5 – RFP, Application Submission, and Other Procedures
   A. Mandatory Virtual Bidders’ Conference 15
   B. How to Apply (Electronic Submittals Only) 15
   C. Applicant Submittal Requirements 16
   D. How to Submit Questions 16
   E. Revisions to RFP 16
   F. Modifications to Submittals 16
   G. Expense of Preparation 17
   H. Right to Waive Irregularities 17
   I. Submittal Addendum and Certifications 17
   J. Reservation of Rights 17
   K. Interviews 17
   L. Estimated RFP Timeline 17

Section 6 – Review and Funding Process
   A. Initial Review Process 19
   B. Evaluation Process 19
C. Evaluation Criteria 20
D. Funding Award Staff Recommendations 20
E. Contract Preparation and Staff Recommendation to Board of Supervisors 21
F. Awarding a Contract 21
G. Invoicing 23
Section 7 – List of Appendices 23

APPENDICES

Appendix A - Alameda County Income Limits

Appendix B - Map of Qualifying Census Tracts in Alameda County Unincorporated County

Appendix C - Online Application Instructions and form of the Submittal Addendum and Certifications

Appendix D – Evaluation Criteria by Program Area

Appendix E – List of Acronyms used in this RFP
Section 1 - Introductory Information

A. Notice of Funding Availability and Intent of Request for Proposals

In March 2021, the American Rescue Plan Act of 2021 (ARPA) was authorized by President Biden and included funding to cities, counties and states for COVID-19 pandemic relief and recovery through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program. Alameda County received an allocation of $324 million through SLFRF, of which half was released in May 2021, and the second half will be released in May 2022. On September 28, 2021, the Alameda County Board of Supervisors authorized up to $14 million to fund programs and services in the Unincorporated Areas of Alameda County out of the first tranche of the program funding released in spring 2021. The Board articulated that the main goals of utilization of these funds were to assist those communities hardest hit by the pandemic, increase access to services supporting basic needs in the Unincorporated County, increase equitable outcomes for people of color and extremely low-income people, improve support systems for residents of the Unincorporated County, and provide economic relief to businesses impacted by the pandemic.

The Board of Supervisors delegated the responsibility for issuing the $14 million in SLFRF funding to the Community Development Agency (CDA) and departments within CDA. The proposed expenditure plan for the Unincorporated County allocation includes these programs:

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>$3,500,000</td>
</tr>
<tr>
<td>Affordable Housing and Child Care Development</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>Small Business Grants, Facade Improvement, Business Assistance</td>
<td>$2,150,000</td>
</tr>
<tr>
<td>Home Repair Program for Rental Units</td>
<td>$2,575,000</td>
</tr>
<tr>
<td>Proactive Rental Inspection and Registry Program</td>
<td>$1,140,000</td>
</tr>
<tr>
<td>Workforce/Job Training Program</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Low-cost Financial Services - Community Bank Establishment</td>
<td>$535,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$14,000,000</strong></td>
</tr>
</tbody>
</table>

Through this Request for Proposals (RFP), the Alameda County Community Development Agency’s (CDA) Housing and Community Development Department (HCD), announces the availability of up to $3,500,000 from the federal SLFRF funding allocation for the Unincorporated areas of Alameda County (including Ashland, Cherryland, Hayward Acres, Fairview, Hillcrest Knolls, San Lorenzo, Castro Valley and other unincorporated areas of Alameda County) and $500,000 of local County funding for county-wide affordable housing capacity building:

- **$400,000** to provide capacity-building grants to base-building organizations (BBOs), community-based organizations (CBOs), and faith-based organizations (FBOs) to increase organizational capacity to support and provide needed community services to the community
- **$500,000** in funding from the Alameda County “Boomerang” program to support capacity-building grants for community- and faith-based organizations operating in other areas of Alameda County who are interested in expanding their capacity to develop affordable housing opportunities in their communities
• **$3,100,000** to provide additional community services to assuage historically impacted communities and reduce pre-existing disparities in the Unincorporated County, for a total of $3.5 million in SLFRF funding.

### Funding Set-Asides

Funding released through this RFP shall be made available for the following specific purposes. These are further described in the next section of this RFP.

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing and Legal Services Assistance</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Public Benefits Navigation Assistance</td>
<td>$600,000</td>
</tr>
<tr>
<td>Other Community Services</td>
<td>$1,500,000</td>
</tr>
<tr>
<td><strong>Subtotal federal SLFRF/ARPA Funding for Community Services Contracts</strong></td>
<td><strong>$3,100,000</strong></td>
</tr>
<tr>
<td>Capacity-Building Grants (Unincorporated Areas)</td>
<td>$400,000</td>
</tr>
<tr>
<td><strong>Total Federal SLFRF/ARPA Funding</strong></td>
<td><strong>$3,500,000</strong></td>
</tr>
<tr>
<td>Capacity-Building Grants (Boomerang Funds) (Countywide availability)</td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>TOTAL FUNDING RELEASED THROUGH RFP</strong></td>
<td><strong>$4,000,000</strong></td>
</tr>
</tbody>
</table>

### B. Term of Engagement

Successful applicants must be willing and able to meet Alameda County’s contracting requirements as set forth in this RFP. The federal SLFRF funding must be spent by December 2024. As such, contracts funded through this RFP will have up to 30-month terms through December 31, 2024. The County reserves the right to determine the contract length for the selected organization depending on the program services planned and program area need.

HCD will serve as the main point of contact for organizations selected for funding through this RFP process. HCD will prepare the contracts for approval by the Alameda County Board of Supervisors, oversee selected organizations’ contract implementation, and ensure contract outcomes are met.

### C. Application Due Date (Electronic Submittals Only)

Applications are due by 5 pm on Monday, April 11, 2022, and must be submitted electronically to HCD. Applications for the Community Services and Capacity Building programs will all be submitted through Alameda County’s online application portal at City Data Services (CDS).

Applicants are required to attend a mandatory virtual bidders’ conference in order to submit an application through this RFP. Application instructions and other procedures are described in Section 5 of this RFP.

*Applications constitute public records. Applicants should understand that, under the California Public Records Act, all documents that are submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the Application Due Date.*
The County reserves the right to suspend, amend, or modify the provisions of this RFP, to reject proposals, to negotiate modifications of proposals, or to award less than the full amount of funding available.

Alameda County is an Equal Housing Opportunity and Accessible Housing Provider.

Section 2 – Program Background

A. Community Engagement Process

The development of the CDA strategy was guided by engagement with community groups and other public-serving agencies, including members of My Eden Voice (MEV), Castro Valley/Eden Area Chamber of Commerce, the Ashland/Cherryland Basic Needs Committee, First Five of Alameda County and staff from various agencies and board offices, to ensure that the ARPA funding was serving the community in an equitable manner. CDA convened four meetings with MEV in November and December 2021. Additional partnership discussions were held during this time with East Bay EDA, Workforce Development Board staff, and the Social Services Agency to help formulate an achievable proposal from CDA.

Key themes heard at the outreach meetings included:

- Ensuring that CBOs funded with this allocation serve and focus on the urban Unincorporated communities
- Ensuring that funded projects and programs have a true long-term impact, are innovative, equitable and serve those most impacted by COVID-19
- Fiscal sponsors are needed for small organizations who need capacity building and technical assistance to help them become mainstream service organizations dedicated to the Unincorporated County
- Community members need mainstream benefit navigation, and this should be co-located with other services that are regularly accessed (e.g., a health care clinic)
- Food access and security remains a significant need for low-income families
- Childcare resources – training, low costs slots in centers, and small business loans and technical assistance to become in-home childcare providers.
- Mental health services
- Housing: needed services include homeless prevention, assistance with landlord discussions/mediation, proactive rental inspection and funding to help pay for repairs, and increasing capacity for housing programs that don’t currently exist
- Tenant protections
- Legal aid
- Access to low-cost financial services
- Job training
- Small business assistance and entrepreneurship
- Parks and open space
B. Programs Supported by this RFP

CDA’s proposed implementation plan was guided by several important factors: projects and programs need to be consistent with the Treasury Department ARPA guidelines, and policy direction provided by the Board of Supervisors; need to reflect input from local partners, including projects and programs that will have the greatest impact on the community, will be equitable, and will have a sustained impact; and CDA’s ability to deliver desired results in the most effective and expeditious manner.

Through the release of the federal SLFRF funding through this RFP, the County aims to enhance and increase community services provision in the Unincorporated County and provide capacity-building for community- and faith-based organizations operating in the Unincorporated County. The additional County Boomerang funds released through this RFP will help support capacity building for community-based and faith-based organizations Countywide who are working to develop affordable housing opportunities in their communities.

Organizations may apply for funding to provide services in one or more of the service areas described below, as well as for capacity-building grants if desired. Organizations applying to provide services shall utilize the standard application format described in Section 5 of this RFP. Organizations applying for capacity-building grants will utilize the “Letter of Intent” process described in Section 5 of this RFP. A brief description of the following program areas is provided below. Section 3 includes the scope of services for each of these program areas.

- Housing and Legal Services Assistance
- Public Benefits Navigation Assistance
- Other Community Services
- Capacity-Building Grants for Community- and Faith-Based Organizations

**Housing and Legal Services Assistance:** Up to $1,000,000 will be set aside to provide services for tenants and landlords, legal aid, financial services, homebuyer counseling and foreclosure prevention services for residents in the Unincorporated areas of the County. Many of these services are not available locally to the Unincorporated areas of the County, and residents have to travel to Berkeley and Oakland to receive assistance. These funds are expected to fund one or two contracts.

**Public Benefits Navigation:** Up to $600,000 will be set aside to fund an organization that can co-locate public benefit navigators in the Unincorporated County with other aligned services that they are already providing in the Unincorporated County. These funds are expected to fund one contract.

**Other Community Services:** Up to $1,500,000 will be set aside to provide support services such as food security and food access programs, after school and children activities services, and co-location or creation of multi-service centers. These funds are expected to fund two to four contracts.
Capacity-Building Grants for Community- and Faith-Based Organizations:

- Unincorporated Areas: Up to $400,000 will be set aside to provide grants to develop capacity in community- and faith-based organizations operating in the Unincorporated Areas of the County that would like to develop further to provide community-based services. This funding may require fiscal sponsorship and is expected to serve four to ten organizations. **Grants of between $15,000 and $100,000 will be awarded, based on community need and proposed uses of funds.**

- Countywide: Up to $500,000 in additional funding from the County’s Boomerang funds will be set aside to provide grants to develop capacity of community- and faith-based organizations County-wide who are working towards affordable housing development opportunities. **These funds are expected to fund four to six organizations. Grants of between $50,000 and $100,000 will be awarded, based on community need and proposed uses of funds.**

C. SLFRF Requirements

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program is delivering $350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. Organizations that are awarded contracts by the County to provide and/or expand community services provision in the Unincorporated County will be required to follow the federal SLFRF eligibility and program requirements as articulated in the **Final Rule** released by the United States Department of Treasury (“Treasury”) on January 6, 2022; the Final Rule takes effect on April 1, 2022. Treasury released an **Overview of the Final Rule**, which provides a summary of major rule provisions to assist recipients and stakeholders. General information about the SLFRF including may be found at Treasury’s website at Coronavirus State and Local Fiscal Recovery Funds | US Department of the Treasury. Applicants are strongly encouraged to be familiar with the SLFRF program requirements.

The SLFRF funding has specific requirements regarding eligible uses and beneficiaries of the services provided. The pandemic caused severe economic damage and much work remains to continue building a robust, resilient, and equitable economy in the wake of the crisis and to ensure that the benefits of this recovery reach those most in need. Some of the pandemic’s most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery. The pandemic caused disproportionate impacts, or more severe impacts, in certain communities. For example, low-income and underserved communities have faced more severe health and economic outcomes like higher rates of COVID-19 mortality and unemployment, often because pre-existing disparities exacerbated the impact of the pandemic. The Final Rule describes these as “disproportionately impacted” households, communities, small businesses, and nonprofits.
Disproportionately Impacted Households and Communities - Households and Community Types Presumed Eligible for Assistance under SLFRF Program

Treasury presumes the following households and communities have been disproportionately impacted by the pandemic and are presumed to be eligible for services that respond to the impact they experienced:

✓ Low- or-moderate income households or communities as defined under the SLFRF income thresholds shown in Appendix A to this RFP
✓ Households residing in Qualified Census Tracts
✓ Households that experienced unemployment
✓ Households that experienced increased food or housing insecurity
✓ Households that qualify for certain federal benefits such as Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced Price Lunch (NSLP) and/or School Breakfast Programs, Medicare Part D, Supplemental Security Income (SSI), Head Start of Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), Pell Grants, the Children’s Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid.
✓ When providing affordable housing programs: households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
✓ When providing services to address lost instructional time in K-12 schools: any student that lost access to in-person instruction for a significant period of time

Definition of Low - or Moderate-Income

The Final Rule defines a household as **Low Income** if it has (i) income at or below 185 percent of the Federal Poverty Guidelines (FPG) for the size of its household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or (ii) income at or below 40 percent of the Area Median Income (AMI) for its county and size of household based on the most recently published data by the Department of Housing and Urban Development (HUD).

The Final Rule defines a household as **Moderate Income** if it has (i) income at or below 300 percent of the FPG for the size of its household based on the most recently published poverty guidelines by HHS or (ii) income at or below 65 percent of the AMI for its county and size of household based on the most recently published data by HUD.

When applying these thresholds, recipients should generally use the income threshold for the size of the household to be served; however, recipients may use the income threshold for a default size of three if providing services that reach a general geographic area or if doing so would simplify administration of the program to be provided.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is $65,880 per year. **In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the**
pandemic and eligible for services to respond. Appendix A to this RFP includes the Low and Moderate Income thresholds for Alameda County under the SLFRF Program by household size.

The County wishes to target and prioritize assistance for extremely low-income and very low-income households living in the Unincorporated County. Appendix A to this RFP also shows the Alameda County AMI income limits including the limits for extremely low- and very low-income households by income size. Extremely low-income households are those with incomes at or less than 30 percent of the AMI, while very low-income households are those with incomes at or less than 50 percent of the AMI.

Qualifying Census Tracts (QCTs) in the Unincorporated County
A Qualifying Census Tract (QCT) is defined by HUD as a census tract in which 50 percent or more of the households have an income which is less than 60 percent of the Area Median Income (AMI) or which has a poverty rate of at least 25 percent. Appendix B to this RFP contains a map showing the locations of the QCTs in the Unincorporated Areas of the County.

Qualification of Households receiving Community Services in the Unincorporated County
Regardless of a household’s residency in a QCT, to qualify for community services funded through the contracts contemplated in this RFP, each household must demonstrate their income and program eligibility, and organizations funded contracts by the County will be required to collect income and program eligibility from those households. Households must reside in an unincorporated area within the County to receive assistance.

D. Equity Considerations
The community services contracts to be funded through the SLFRF funding are specifically aimed at establishing new or expanded services for Unincorporated Area residents, addressing pre-existing disparities in service provision by promoting new services and physical locations particularly in the unincorporated areas of Ashland and Cherryland, and focusing on co-location or multi-service center concepts. Within the County’s purview, priorities for these funds are explicitly aimed at addressing equity within hard-hit communities impacted by the COVID-19 pandemic. An equitable community is where all residents have equal or equivalent access to goods, services, status, rights, power, and amenities. In evaluating applications submitted through this RFP, the County is looking to fund organizations that are addressing these goals in their organizational work:

- Explicitly naming and promoting racial equity as a goal;
- Prioritizing deep, cross-sector high impact investments to create long term change;
- Engaging historically underserved communities in prioritizing investments; and
- Preventing further displacement of low-income families.

Section 3 - Scope of Services

A. Community Services Contracts - $3.1 Million Available - Eligible Uses
Under the Final Rule, Treasury expanded the types of projects that are eligible uses of the SLFRF funding to respond to impacts of the pandemic on households and communities. Examples of the types of assistance that can be provided under the set-aside community service
areas of this RFP are shown below. Other types of services might also be eligible but must crosswalk back to COVID-19 Impact and demonstrate how the service is actually related to the pandemic and the disproportionate impact of the disadvantaged community.

**Housing and Legal Assistance – $1,000,000 will be set-aside through this RFP**

- Housing counseling and legal aid to prevent eviction and homelessness
- Emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, and assistance paying delinquent property taxes
- Or other related service that can demonstrate a COVID-19 Impact and benefit to the disadvantaged community

**Public Benefits Navigation Assistance – $600,000 will be set-aside through this RFP**

- Assistance in accessing and applying for public benefits or services
- Assistance in accessing benefits for surviving family members of individuals who have died from COVID-19
- Health insurance coverage expansion
- Or other related service that can demonstrate a COVID-19 Impact and benefit to the disadvantaged community

**Other Community Services – $1,500,000 will be set-aside through this RFP**

- Food assistance & food banks support
- Cash assistance programs
- Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- Childcare and early learning services, home visiting programs, services for child welfare involved families and foster youth & childcare facilities
- Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- Or other community service that can demonstrate a COVID-19 Impact and benefit to the disadvantaged community

**B. Capacity-Building Grants - $900,000 Available - Eligible Uses and Considerations**

**Unincorporated Areas Set Aside: $400,000, SLFRF Funds**

The goal of the Capacity-Building Grants program in the Unincorporated Areas is to strengthen both grassroots base-building organizations as well as locally serving community-based and faith-based organizations to advocate for and/or deliver services to the Unincorporated areas they represent or serve. These grants will result in more stable organizations with developed and trained leaders and staff and improved systems that can produce positive outcomes for these communities.

HCD will set aside $400,000 in this RFP from the federal SLFRF funds to provide organizational capacity-building grants for grassroots base-building organizations (BBOs) and locally-serving community-based organizations (CBOs) and faith-based organizations (FBOs) operating in the Unincorporated Areas of Alameda County that advocate for and/or deliver community services.
to the populations that have been negatively and disproportionately impacted by the COVID-19 pandemic and which are working to address gaps in existing community services provision in these areas.

- This funding may require fiscal sponsorship and is expected to serve four to ten organizations. **Grants of between $15,000 and $100,000 will be awarded, based on community need and proposed uses of funds.**

**Countywide Set Aside: $500,000, Boomerang Funds**
HCD will set aside $500,000 in this RFP from County Boomerang funds to provide organizational capacity-building grants for community-based and faith-based organizations located in Alameda County who are working within their organizations to expand their capacities to develop affordable housing.

- These funds are expected to fund four to six organizations. **Grants of between $50,000 and $100,000 will be awarded, based on community need and proposed uses of funds.**

**Organization Eligibility for Capacity-Building Grants**
1. BBOs who do not have nonprofit status but do have a CBO as a non-profit fiscal agent
2. CBO/FBOs working in the Alameda County Unincorporated County
3. CBO/FBOs working County-wide on affordable housing development as a new effort of their organization

**Eligible Activities**
Funds can be utilized for the following types of capacity-building activities:
1. Strategic Planning
2. Organizational Development
   a. Bylaws development
   b. Drafting and filing of Articles of Incorporation and other organizational documents
   c. Board of Directors Development & Training
3. Financial, organizational, or programmatic systems development
4. Capacity-building training for leaders and staff
5. Implementation of a founding convention or other community convening
6. Scaling up of organization’s activities, programs, or services to serve a wider area
7. Staffing or Consultant contracts for Technical Assistance
8. Community outreach and organizing

**Note on Fiscal Agents**
For grassroots base-building originations without nonprofit status, a fiscal agent will be required to be in place for that organization to apply for funds. Fiscal agency must be in place prior to requesting funds.

Existing locally-serving CBOs may apply for funds independently, or act as a fiscal agent for BBOs without nonprofit status. Existing CBO/FBOs can act as the fiscal agent for multiple BBOs without nonprofit status, as well as apply for funds on their own. BBOs will apply
directly, and if awarded funds, moved under an umbrella award to the fiscal agent. Fiscal Agents should not apply on behalf of a BBO, but rather provide a letter indicating that they are willing to play the Fiscal Agent role.

**Application Format**
Organizations applying through the Community Services Contracts portion of this RFP are required to complete the application and submit documentation on the County’s online application portal. See further information in Section 5 of this RFP and in Appendix C to this RFP (Online Application Instructions and form of Submittal Addendum and Certifications).

Organizations applying through the Capacity-Building Grants portion of this RFP will have fewer submittal requirements in general than the Community Services Contract types of applications. See further information in Section 5 of this RFP and in Appendix C to this RFP (Online Application Instructions and form of Submittal Addendum and Certifications).

**Section 4 – Eligibility Requirements, Minimum Threshold Qualifications, and Evaluation Criteria**

**A. General Information**
Organizations may apply for either or both of the RFP funding areas (community services contracts, or capacity-building grants). Note that different applications will be used for these two funding areas - see Section 5 for more information. The applications will be reviewed, rated, and ranked in accordance with the Evaluation Criteria for the funding area in which the application was submitted. Please note that the County will only fund an organization in one funding area (i.e., an organization will not be able to be awarded a community services contract as well as a capacity-building grant).

Applicants must meet the minimum threshold qualifications associated with the contracting areas (Unincorporated County Community Services, or Capacity-Building Grants) to be eligible for funding consideration.

**All Project Applications in either category (Community Services or Capacity-Building Grants) must meet these minimum thresholds:**

1) The Application must be complete.
2) The Application must be submitted by the RFP deadline.
3) The Funding Request must be within the amount made available for that program funding area.
4) The Application proposal must meet the RFP requirements, including geographic requirements for the funding source.

**B. Unincorporated County Community Services Minimum Thresholds**
The Applicant must meet the following minimum thresholds to be considered for any of the community services contracting program areas:
1) Be a nonprofit organization (or fiscally sponsored by a nonprofit organization) regularly and continuously engaged in the business of providing community services similar to those identified in the eligible uses defined in Section 3 (Scope of Services) in Alameda County with a proven track record.

2) Have demonstrated that 100% of the beneficiaries proposed to be assisted through this funding reside in the Unincorporated Areas of the County.

3) Have a demonstrated track record working successfully with lower income households and a familiarity with issues facing disproportionately impacted residents of the Unincorporated Areas of Alameda County.

4) Have demonstrated personnel capacity and/or a plan to hire experienced personnel to administer the community services contract in accordance with the scope of services and other County requirements.

5) Have demonstrated that they will adhere to the requirements of the federal American Rescue Plan Act of 2021 (ARPA) and the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program requirements, including tracking demographic data per household served and reporting quarterly.

6) Have capacity and willingness to begin providing new or increased community services to Unincorporated Area residents starting in Summer 2022.

7) Have signed forms in the Submittal Addendum found in the CDS Application Form (as shown in Appendix C) acknowledging and agreeing to all County terms, conditions, certifications and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors as outlined in Exhibit B to the Submittal Addendum.

C. Capacity-Building Grants Minimum Thresholds

Unincorporated Area - Community Services Capacity Building Grant Thresholds

The Applicant must meet the following minimum thresholds to be considered for a capacity-building grant through the SLFRF Set-Aside:

1) Organization must be either a Base-Building grassroots organization (BBO), Community-Based Organizations (CBO), or Faith-Based Organization, working in the Alameda County Unincorporated County.

2) Organization must be a 501(c)(3) or have a fiscal agent. BBOs who do not have nonprofit status must have a CBO as a fiscal agent that is in place at the time of application.

3) Existing locally-serving CBOs may apply for funds independently, or act as a fiscal agent for BBOs without nonprofit status. Existing CBO/FBOs can act as the fiscal agent for multiple BBOs without nonprofit status, as well as apply for funds on their own. BBOs will apply directly, and if awarded funds, moved under an umbrella award to the fiscal agent. Fiscal Agents should not apply on behalf of a BBO, but rather provide a letter indicating that they are willing to play the Fiscal Agent role.

4) Have signed forms in the Submittal Addendum found in the CDS Application Form (as shown in Appendix C) acknowledging and agreeing to all County terms, conditions, certifications and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors as outlined in Exhibit B to the Submittal Addendum.
Countywide - Affordable Housing Capacity Development Capacity Building Grant

Thresholds

The Applicant must meet the following minimum qualifications to be considered for a Countywide capacity-building grant to develop capacity for affordable housing development:

1) Organization must be a Community-Based Organization (CBO) or Faith-Based Organization, working in Alameda County.
2) Organization must be a 501(c)(3) or have a fiscal agent.
3) Organizations must have a plan in place to provide housing, and be ready to begin working towards a housing plan
4) Have signed forms in the Submittal Addendum found in the CDS Application Form (as shown in Appendix C) acknowledging and agreeing to all County terms, conditions, certifications, and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors as outlined in Exhibit B to the Submittal Addendum.

Section 5 – RFP, Application Submission, and Other Procedures

A. Mandatory Virtual Bidders’ Conference

Those interested in submitting an application in response to this RFP are required to attend a Virtual Bidders’ Conference, where HCD will present the RFP content, the application formats, and instructions for use of the City Data Services online application portal, on Monday, March 14, 2022, from 2 pm to 4 pm.

A second bidders’ conference will be held on March 28, 2022, from 2-3:30 to answer questions on the RFP. HCD will send out a link to this follow up bidders’ conference to attendees of the March 14th meeting.

The announcement of the Virtual Bidders’ Information Session and planned release of the Community Services RFP was emailed in advance of the RFP release to organizations and individuals that signed up for announcements through HCD’s “e-Subscriptions” listserv for Funding Opportunities, Capacity Building, Affordable Housing Developers and Owners, Homeless and Special Needs Housing, and other organizations identified by HCD that provide community services in the Unincorporated. Over 3,500 individuals received this announcement. The RFP was posted in the “What’s New” section of HCD’s website page.

B. How to Apply (Electronic Submittals Only)

Application Due Date

Applications are due by 5 pm on Monday, April 11, 2022. Late applications will not be accepted. Hard copies will not be accepted. The application will be submitted entirely through HCD’s online application portal at City Data Services (CDS) at www.citydataservices.net. Applicants are strongly encouraged to submit applications in advance of the deadline to avoid technical issues. Appendix C to this RFP contains the Online Application Instructions and form.
of the Submittal Addendum and Certifications. The County will provide verifications of submissions electronically to applicants within 72 hours of receipt.

Application Organization
A complete application packet consists of Parts A through D of the Submittal Addendum and Certifications, plus all additional required submittal documentation described in Part D of the Submittal Addendum. See Appendix C to this RFP.

C. Applicant Submittal Requirements
Applications are to be straightforward, clear, concise and specific to the information requested. In order for applications to be considered complete, the applicant must provide responses to all information requested. Submission to this RFP is at the applicant’s expense and no part of the costs of preparation shall be reimbursed by the County.

Applications in whole or in part, are NOT to be marked confidential or proprietary. County may refuse to consider any application or part thereof so marked. Applications submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County’s website at: https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/ for more information regarding Proprietary and Confidential information policies. Under California Public Records Act, all documents submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the application deadline.

D. How to Submit Questions
Any written questions should be emailed to HCDRFP@acgov.org by no later than 5 pm on Monday, March 28, 2022. HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be sent on Monday, April 4, 2022 only to those organizations that participated in the Virtual Bidders’ Conferences.

All contact during the RFP process and evaluation phase shall only be through the designated email for the RFP at HCDRFP@acgov.org. Applicants shall neither contact nor lobby County staff or evaluators during the evaluation process. Attempts by the applicant to contact and/or influence application evaluators may result in disqualification of the applicant.

E. Revisions to RFP
If it becomes necessary to modify any aspect of this RFP, HCD will prepare an addendum and email it to each organization that registered for the Bidders Conference and use this list for original distribution of this RFP. The addendum will also be sent to those entities that participated in one of the Virtual Bidders’ Conferences, and posted to HCD’s website at https://www.acgov.org/cda/hcd/.

F. Modifications to Submittals
Applicants may not modify their submittal at any time after the due date, except in direct response to a request from HCD for clarification. Any submittal and proposed information items must be valid for at least 180 days after submission.
G. Expense of Preparation
HCD is not responsible for any expense incurred in preparation of submittals or taking any action in connection with the process, or for the costs of any services performed in connection with submittal, interviews, or approval process.

H. Right to Waive Irregularities
HCD reserves the right to conduct any investigation of the qualifications of any Bidder that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any Bidder, extend the deadline, reject any or all submittals, and waive any irregularities. HCD retains the right to negotiate the terms and services in any submittal. HCD retains the right to cancel this process, extend the deadline, re-start the process or not select any submittal. Selection or rejection of an application does not affect these rights.

I. Submittal Addendum and Certifications
All applicants for funding through this RFP are required to review, sign and submit the Submittal Addendum and Certifications found in the online application. The form of the Submittal Addendum and Certifications may be found as Appendix C to this RFP. The Submittal Addendum contains specific instructions with regard to the submittal and website links to the County’s contracting and employment requirements.

J. Reservation of Rights
HCD reserves the right to conduct any investigation of the qualifications of any applicant that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any applicant, extend the deadline, reject any or all submittals, and waive any irregularities. HCD retains the right to negotiate the terms and services in any submittal. HCD retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

K. Interviews
HCD reserves the right to conduct interviews in connection with responses submitted in response to this RFP. As such, all entities responding to this RFP should be prepared to participate in a video phone call (Microsoft Teams, Zoom or similar format) upon request by HCD.

L. Estimated RFP Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, 3/14/22</td>
<td>Release of RFP and Virtual Bidders’ Conference from 2 pm to 3:30 pm</td>
</tr>
<tr>
<td>Monday, 3/28/22</td>
<td>• Virtual Bidders’ Conference #2 – Opportunity for Q&amp;A; 2:00 – 3:30 pm</td>
</tr>
<tr>
<td></td>
<td>• Deadline to submit written questions to HCD, by 5 pm on 3/28/22 to <a href="mailto:HCDRFP@acgov.org">HCDRFP@acgov.org</a></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Monday, 4/4/22</td>
<td>HCD issues FAQ Document</td>
</tr>
<tr>
<td>Monday, 4/11/22 by 5 pm</td>
<td>RFP Submission Deadline through City Data Services (CDS) Application Portal</td>
</tr>
</tbody>
</table>

### Unincorporated Community Services Contracts Review Process

<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April – June 2022</td>
<td>Proposal Review and Scoring by County Selection Committees (CSCs) for the different set-aside community services funding areas</td>
</tr>
<tr>
<td>Tuesday, 6/28/22</td>
<td>Applicants will be emailed staff report containing recommendations of contract awards for Community Services contracts</td>
</tr>
<tr>
<td>Monday, 7/11/22</td>
<td>Appeals are due no later than noon to the HCD Director</td>
</tr>
<tr>
<td>Tuesday, 7/12/22</td>
<td><strong>Housing and Community Development Advisory Committee (HCDAC) to consider funding recommendations by CSC</strong></td>
</tr>
<tr>
<td>July</td>
<td>Contract Preparation and Execution by Contractors</td>
</tr>
<tr>
<td>Late July 2022</td>
<td>Recommendation to Board of Supervisor for contract approvals; please note that these dates are tentative and may be changed due to the Board’s meeting schedule</td>
</tr>
<tr>
<td>8/1/22 – 12/31/24</td>
<td><strong>Community Services Contract Terms</strong></td>
</tr>
</tbody>
</table>

### Capacity-Building Contracts Review Process

<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May – August 2022</td>
<td>Proposal Review and Scoring by County Selection Committees (CSCs) for the different set-aside community services funding areas</td>
</tr>
<tr>
<td>Tuesday, 8/30/22</td>
<td>Applicants will be emailed staff report containing recommendation of contract awards for Community Services contracts</td>
</tr>
<tr>
<td>Monday, 9/12/22</td>
<td>Appeals are due no later than noon to the HCD Director</td>
</tr>
<tr>
<td>Tuesday, 9/13/22</td>
<td><strong>Housing and Community Development Advisory Committee (HCDAC) to consider funding recommendations by Community Review Panel</strong></td>
</tr>
<tr>
<td>August/September</td>
<td>Contract Preparation and Execution by Contractors</td>
</tr>
</tbody>
</table>
Section 6 – Review and Funding Process

D. Initial Review Process

Applications will be reviewed by County staff and/or consultants for completeness, meeting minimum eligibility threshold requirements in the RFP program area for which the applicant is applying, as described in Section 4 of this RFP (e.g., Unincorporated Area Community Services, or Capacity-Building Grants), and competitiveness. Incomplete applications may not be accepted. Staff may ask clarifying questions of applicants and include this information in the review process. Applications that do meet the minimum eligibility requirements may be rejected, may not be rated, and may not be considered for selection.

E. Evaluation Process

Each complete application that has met the minimum eligibility threshold requirements will be rated and ranked based on the criteria contained in the Evaluation Criteria (ranking criteria) for the RFP funding area (Unincorporated Area Community Services, or Capacity-Building Grants). Note that there are separate Evaluation Criteria for each type of funding area. Once rated, applications will be ranked in order of highest point value within their respective RFP funding area. The applicants whose experience best meets the needs of the County will be recommended to the Board of Supervisors for contracts issued pursuant to this RFP.

Qualification and review of applications for the SLFRF funding for the Unincorporated Areas will be performed by County Selection Committees (CSCs) comprised of community members. Separate CSCs will be formed for each of the SLFRF set-aside areas (four CDSs - Housing and Legal Services; Public Benefits Navigation; Other Community Services; and Capacity-Building Grants for BBOs, CBOs, and FBOs in the Unincorporated Areas.

In addition, a County Selection Committee will be formed for the countywide Capacity-Building Grant program funded with Boomerang funds. This CSC will be comprised of County staff and/or others who have expertise or experience in affordable housing development, housing program design and policy, and capacity-building and technical assistance programs geared towards housing and community development.

Following the completion of the application review process, HCD staff will prepare a staff report presenting the Community Review Panel’s evaluation of the project applications and additional application analysis to the Housing and Community Development Advisory Committee (HCDAC) with recommendations for funding approval. The HCDAC will forward its recommendations on approval of contracts to the Alameda County Board of Supervisors. HCD
staff shall notify applicants of the funding award recommendations through issuance of the staff report to the HCDAC. See the estimated RFP timeline in Section 5.K. for schedule details.

Points will be awarded on a sliding scale. The County reserves the right to assign points in a range between the numerical points shown in this table.

**F. Evaluation Criteria**

Applications will be evaluated on the basis of the evaluation criteria specific to the program area for which the applicant is applying. Evaluation Criteria are established for these areas:

- Unincorporated County Community Services Contracts
- Unincorporated County Capacity-Building Grants
- Countywide Capacity-Building Grants for Affordable Housing Capacity Development

The Evaluation Criteria are found in Appendix D to this RFP.

**G. Funding Award Staff Recommendations**

At the conclusion of the RFP response evaluation process, all applicants will be notified by email of the contract award recommendation(s), if any, by HCD. All applicants will be sent the staff report prepared for the HCDAC meeting at which the contract recommendations are being made, two weeks prior to the meeting at which the recommendation is being considered. The document providing this notification is called the Funding Award Staff Recommendations. The Funding Award Staff Recommendations will provide the name of the applicant being recommended for contract award, if any, and the names of all other parties that submitted applications.

At the conclusion of the RFP response evaluation process, debriefings for unsuccessful applicants will be scheduled and provided upon written request and will be restricted to discussion of only that application. Under no circumstances will any discussion be conducted with regard to any other applications. Submitted applications shall be made available upon written request no later than 5 business days after the staff report containing the funding recommendation is issued. Protest/Appeals Process

The following is provided in the event that applicants wish to protest the application process or appeal the recommendation to award a contract once the Notice of Recommendation to Award/Non-Award has been issued. Protests submitted prior to issuance of the Notice of Recommendation to Award/Non-Award will not be accepted by the County. This appeals process is based on the adopted Citizen Participation Plan for the County as required for its federal funding sources, including these CDBG-CV funds.

**RFP Funding Appeals Process**

The process for submitting an appeal under a competitive funding process for any of HCD’s federal funding sources, including HOME, CDBG or ESG funding, is as follows:

1) Results of a competitive RFP process will be announced no less than two weeks (10 business days) prior to the first scheduled committee meeting at which a committee will take action on the staff funding recommendation.
2) Applicants that wish to appeal points awarded on their proposal may do so by submitting an appeal in writing to the HCD Director no later than noon the day before the first scheduled committee meeting at which the results of the RFP process will be considered. For example, if the first committee that will take action on a recommendation is the HOME Technical Advisory Committee, then appeals are due no later than noon the day before that meeting. No appeals may be submitted after that date, even if the item is later considered by another committee or returns to a second meeting of the first committee for which it was an agendized item.

3) Basis of Appeals:
   a. An appeal must be based on the contents of an applicant’s original submission.
   b. An appeal must be based on the points awarded under the rating criteria in the Request for Proposals. Appeals may request reevaluation of points awarded under the RFP rating criteria, based on clarification of information provided in the original submission.
   c. Applicants may not submit new information to be considered in award of points under the RFP criteria as part of the appeals process.
   d. Applicants may not appeal points awarded to or ranking of another applicant’s submission.

4) If an appeal is received by the deadline, the item will be removed from the agenda for the scheduled committee meeting and rescheduled for the next scheduled meeting of that committee.

5) The HCD Director will have 20 working days after receipt of the written appeal to investigate and respond to the applicant with a decision. The Housing Director may request additional information from the agency making the appeal or other applicants.

6) If the applicant making the appeal is not satisfied with the HCD Director’s response, they may submit a written request for review/appeal to the Community Development Agency Director, with a copy to the HCD Director. The CDA Director will have 30 working days to respond. The decision of the CDA Director is final.

H. Contract Preparation and Staff Recommendation to Board of Supervisors
At the conclusion of the RFP response evaluation process, HCD staff will work with the recommended contractor to finalize the terms and conditions of the contract between the contractor and the County. Staff may revise or amend the proposal in this process and reserves the right to return to the selected contractor for revisions to budgets and scopes of work as needed to accommodate the program. Staff will prepare the contract and a letter to the Alameda County Board of Supervisors containing the recommendation for the contract award.

I. Awarding a Contract
1) During the initial period of any contract which may be awarded to Contractor, the County may review the application, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems. Thereafter, the County
will monitor services on an on-going basis with periodic on-site or remote file review at the discretion of the County.

2) The County reserves the right to determine, at its sole discretion, whether:
   a. Contractor has complied with all terms of this RFP; and
   b. Any problems or potential problems with the proposed goods and services were evidenced which make it unlikely (even with possible modifications) that such goods and services have met or will meet the County requirements.

3) If, as a result of such determination, the County concludes that it is not satisfied with Contractor, Contractor’s performance under any awarded contract and/or Contractor’s goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The County will have the right to invite the next highest ranked Applicant for the scope of work to enter into a contract.

4) Applications will be evaluated by a committee and will be ranked in accordance with the RFP. Award may not necessarily be made to the Applicant with the lowest costs.

5) The County reserves the right to reject any or all responses that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Applicants to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.

6) The County reserves the right to award to a single or multiple Contractors.

7) The County has the right to decline to award this contract or any part thereof for any reason.

8) Board approval to award a contract is required.

9) Any application/submittals that contain false or misleading information may be disqualified by the County.

10) A contract must be negotiated, finalized, and signed by the recommended awardee prior to Board approval.

11) Specific contract terms and conditions will be negotiated with each selected applicant. By submitting an application, applicant agrees to the boilerplate language of the Final Standard Agreement. Applicant may access a copy of the County’s Standard Services Agreement template online at the link below. The template contains minimal Agreement boilerplate language only.
    https://acgovt.sharepoint.com/:w:s/GSADigitalLibrary/EeGBnUyJSMFBoXqtvb7ly0BqycT5J83NKy1V19tLO6-yA?rttime=zD2I4c2C2Ug
J. Invoicing

1) A signed, current IRS W-9 form is required to be provided before any invoices will be processed.

2) Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.

3) County will use best efforts to make payment within thirty (30) days following receipt, review and approval of invoice(s) and only upon complete satisfactory performance of services. Please note that the initial payment under the contract may take up to forty-five (45) days.

4) County shall notify Contractor of any adjustments required to invoice.

5) Invoices shall contain County purchase order number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.

6) Contractor shall utilize standardized invoice upon request.

7) Invoices shall only be issued by the Contractor who is awarded a contract.

8) Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the purchase order.

9) The County will pay Contractor monthly or as agreed upon, not to exceed the total quoted.

Section 7 – List of Appendices

Appendix A - Alameda County Income Limits

Appendix B - Map of Qualifying Census Tracts in Alameda County Unincorporated County

Appendix C - Online Application Instructions and form of the Submittal Addendum and Certifications

Appendix D – Evaluation Criteria by Program Area

Appendix E – List of Acronyms used in this RFP
Appendix A - Alameda County Income Limits

**General Notes:** The federal Coronavirus State & Local Fiscal Recovery Funds (SLFRF) Program uses “Low- and Moderate-Income” thresholds as defined in the Final Rule of the SLFRF Program. These terms are defined in Section 2.C of this RFP.

The County wishes to target and prioritize assistance released in this RFP to “Extremely Low-Income” and “Very Low-Income” households living in the Unincorporated County. Extremely low-income (“ELI”) households are defined as those households with incomes at or less than 30 percent of the Alameda County Area Median Income (“AMI”), while very low-income (“VLI”) households are defined as those with incomes at or less than 50 percent of the Alameda County AMI. Note that the Low Income Threshold in the SLFRF Program, at 40% AMI, is under the VLI (50% AMI) limit but above the ELI (30% AMI) limit. The Moderate Income Threshold in the SLFRF Program, at 65% AMI, is above the County’s targeting preference for ELI and VLI households.

Please consult the two income charts below for eligibility guidance -- the Alameda County SLFRF Low- and Moderate-Income thresholds, and the Alameda County Income Limits chart that includes income limits for ELI (30%) and VLI (50%) households.

**ALAMEDA COUNTY LOW- AND MODERATE-INCOME THRESHOLDS PER THE SLFRF PROGRAM**

<table>
<thead>
<tr>
<th>State (select):</th>
<th>CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locality (select):</td>
<td>Alameda County</td>
</tr>
<tr>
<td>State:</td>
<td>CA</td>
</tr>
<tr>
<td>Locality:</td>
<td>Alameda County</td>
</tr>
<tr>
<td>2010 FIPS:</td>
<td>0600199999</td>
</tr>
<tr>
<td>HUD area:</td>
<td>Oakland-Fremont, CA HUD Metro FMR Area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Size of household</th>
<th>Low Income</th>
<th>Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>38,360</td>
<td>23,828</td>
</tr>
<tr>
<td>2</td>
<td>41,940</td>
<td>32,227</td>
</tr>
<tr>
<td>3</td>
<td>49,330</td>
<td>40,626</td>
</tr>
<tr>
<td>4</td>
<td>54,800</td>
<td>49,025</td>
</tr>
<tr>
<td>5</td>
<td>59,200</td>
<td>57,424</td>
</tr>
<tr>
<td>6</td>
<td>65,600</td>
<td>65,823</td>
</tr>
<tr>
<td>7</td>
<td>74,222</td>
<td>74,222</td>
</tr>
<tr>
<td>8</td>
<td>82,621</td>
<td>82,621</td>
</tr>
</tbody>
</table>

Note: When applying these thresholds, recipients should generally use the income threshold for the size of the household to be served; however, recipients may use the income threshold for a default size of three if providing services that reach a general geographic area or if doing so would simplify administration of the program to be provided. The thresholds for a three-person household are marked with boxes and can be found in cells G7 and H7.
ALAMEDA COUNTY INCOME LIMITS CHART, 2021

Alameda County Housing & Community Development
Income Limits
(TCAC as of 4/1/2021, HUD as of 4/1/2021, State HCD as of 4/26/2021)

<table>
<thead>
<tr>
<th>Source</th>
<th>Income Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCAC</td>
<td>20%</td>
<td>$19,180</td>
<td>$21,920</td>
<td>$24,660</td>
<td>$27,400</td>
<td>$29,600</td>
<td>$31,800</td>
<td>$33,980</td>
<td>$36,180</td>
</tr>
<tr>
<td>TCAC</td>
<td>30%</td>
<td>$28,770</td>
<td>$32,480</td>
<td>$36,990</td>
<td>$41,100</td>
<td>$44,400</td>
<td>$47,700</td>
<td>$51,000</td>
<td>$54,300</td>
</tr>
<tr>
<td>HUD¹</td>
<td>30%</td>
<td>$28,800</td>
<td>$32,900</td>
<td>$37,000</td>
<td>$41,100</td>
<td>$44,400</td>
<td>$47,700</td>
<td>$51,000</td>
<td>$54,300</td>
</tr>
<tr>
<td>TCAC</td>
<td>35%</td>
<td>$33,565</td>
<td>$38,360</td>
<td>$43,155</td>
<td>$47,950</td>
<td>$51,800</td>
<td>$55,650</td>
<td>$59,465</td>
<td>$63,315</td>
</tr>
<tr>
<td>TCAC</td>
<td>40%</td>
<td>$38,360</td>
<td>$43,840</td>
<td>$49,320</td>
<td>$54,800</td>
<td>$59,200</td>
<td>$63,600</td>
<td>$67,950</td>
<td>$72,360</td>
</tr>
<tr>
<td>TCAC</td>
<td>45%</td>
<td>$43,155</td>
<td>$49,320</td>
<td>$55,485</td>
<td>$61,650</td>
<td>$66,600</td>
<td>$71,550</td>
<td>$76,455</td>
<td>$81,405</td>
</tr>
<tr>
<td>TCAC</td>
<td>50%</td>
<td>$47,950</td>
<td>$54,800</td>
<td>$61,650</td>
<td>$68,500</td>
<td>$74,000</td>
<td>$79,950</td>
<td>$84,950</td>
<td>$90,450</td>
</tr>
<tr>
<td>HUD¹</td>
<td>50%</td>
<td>$47,950</td>
<td>$54,800</td>
<td>$61,650</td>
<td>$68,500</td>
<td>$74,000</td>
<td>$79,950</td>
<td>$84,950</td>
<td>$90,450</td>
</tr>
<tr>
<td>TCAC</td>
<td>55%</td>
<td>$52,745</td>
<td>$60,280</td>
<td>$67,815</td>
<td>$75,350</td>
<td>$81,400</td>
<td>$87,450</td>
<td>$93,445</td>
<td>$99,495</td>
</tr>
<tr>
<td>TCAC</td>
<td>60%</td>
<td>$57,540</td>
<td>$65,760</td>
<td>$73,980</td>
<td>$82,200</td>
<td>$88,800</td>
<td>$95,400</td>
<td>$101,940</td>
<td>$108,540</td>
</tr>
<tr>
<td>State HCD</td>
<td>60%</td>
<td>$57,540</td>
<td>$65,760</td>
<td>$73,980</td>
<td>$82,200</td>
<td>$88,800</td>
<td>$95,400</td>
<td>$101,940</td>
<td>$108,540</td>
</tr>
<tr>
<td>TCAC</td>
<td>70%</td>
<td>$67,130</td>
<td>$76,720</td>
<td>$86,310</td>
<td>$96,900</td>
<td>$106,600</td>
<td>$111,300</td>
<td>$118,930</td>
<td>$126,630</td>
</tr>
<tr>
<td>TCAC</td>
<td>80%</td>
<td>$76,720</td>
<td>$87,680</td>
<td>$98,640</td>
<td>$109,600</td>
<td>$118,400</td>
<td>$127,200</td>
<td>$135,920</td>
<td>$144,720</td>
</tr>
<tr>
<td>HUD¹</td>
<td>80%</td>
<td>$76,750</td>
<td>$87,700</td>
<td>$98,650</td>
<td>$109,600</td>
<td>$118,400</td>
<td>$127,150</td>
<td>$135,950</td>
<td>$144,700</td>
</tr>
<tr>
<td>TCAC</td>
<td>100%</td>
<td>$95,900</td>
<td>$109,600</td>
<td>$123,300</td>
<td>$137,000</td>
<td>$148,000</td>
<td>$159,000</td>
<td>$169,900</td>
<td>$180,900</td>
</tr>
<tr>
<td>State HCD</td>
<td>100%</td>
<td>$87,900</td>
<td>$100,050</td>
<td>$113,050</td>
<td>$125,600</td>
<td>$135,650</td>
<td>$145,700</td>
<td>$155,750</td>
<td>$165,800</td>
</tr>
<tr>
<td>State HCD</td>
<td>120%</td>
<td>$105,500</td>
<td>$120,550</td>
<td>$135,660</td>
<td>$150,700</td>
<td>$162,750</td>
<td>$174,800</td>
<td>$186,850</td>
<td>$198,900</td>
</tr>
</tbody>
</table>

Notes:
1. State HCD’s 30%, 50%, and 80% income levels match HUD’s published 30%, 50%, and 80% income levels.

Additional information on SLFRF program regulations:

Final Rule:

Final Rule Overview:
Appendix B - Map of Qualifying Census Tracts in Alameda County Unincorporated County

(ii) Qualified census tract

In general

The term “qualified census tract” means any census tract which is designated by the Secretary of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent. If the Secretary of Housing and Urban Development determines that sufficient data for any period are not available to apply this clause on the basis of census tracts, such Secretary shall apply this clause for such period on the basis of enumeration districts.
Appendix C - Online Application Instructions and form of the Submittal Addendum and Certifications

Application Due Date
Applications are due by **5 pm on Monday, April 11, 2022.** Late applications will not be accepted. Hard copies will not be accepted. The application must be submitted through the County’s online application portal at City Data Services (CDS) ([www.citydataservices.net](http://www.citydataservices.net)). Applicants are strongly encouraged to submit applications in advance of the deadline to avoid technical issues.

Application Organization
A complete application consists of Parts A through D of the Submittal Addendum and Certifications found in Exhibit A to this appendix, **plus all additional required submittal documentation described in Part D of Exhibit A (Required Documentation and Submittals).** The County will provide verifications of submissions electronically to applicants within 72 hours of application receipt. All materials contained in this Appendix C will be found on the CDS online application portal.

**NOTE:** Organizations will submit materials under Part D depending on the application area for which they are submitting an application (i.e., Community Services contracts in the Unincorporated Area, or Capacity-Building Grants for BBOs/CBOs/FBOs). Please pay close attention to the submittal requirements for the funding area in which your organization is applying.

Instructions for Accessing the CDS Online Application Portal

Written instructions on accessing the CDS Application portal may be found as Exhibit D to this Appendix.
EXHIBIT A: FORM OF SUBMITTAL ADDENDUM AND CERTIFICATIONS

Alameda County Unincorporated County Community Services and Capacity-Building Grants
Request for Proposals (RFP) – March 2022

INSTRUCTIONS: All applicants (for Unincorporated County Community Services contracts, and for Capacity-Building Grants), must complete and submit all pages of this Submittal Addendum and Certifications electronically through the County’s online application portal at City Data Services (www.citydataservices.net), including Part A (Organization Information), Part B (Applicant Information and Acceptance), and Part C (Exceptions, Clarifications, Amendments). Sign and date this Submittal Addendum and Certifications at the conclusion of Parts A and B. Submit all additional required documentation described at Part D (Required Documentation and Submittals Checklist).

• AS DESCRIBED IN THIS SECTION, APPLICANTS ARE TO SUBMIT ONE (1) ELECTRONIC COPY OF THE SUBMITTAL THROUGH ALAMEDA COUNTY HCD’S CITY DATA SERVICES (CDS) ONLINE APPLICATION PORTAL. NO PHYSICAL APPLICATION MATERIALS WILL BE ACCEPTED.

• THE REQUIRED DOCUMENTATION AND SUBMITTALS (PART D) DIFFER FOR APPLICATIONS FOR FUNDING FOR UNINCORPORATED COUNTY COMMUNITY SERVICE CONTRACTS AND FOR CAPACITY-BUILDING GRANTS. PLEASE NOTE THAT THERE ARE TWO SEPARATE CHECKLISTS IN PART D, DEPENDING ON THE APPLICATION SUBMITTAL TYPE.

• ALL PAGES OF THIS SUBMITTAL ADDENDUM MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS AS PDF UPLOADS TO THE CDS ONLINE APPLICATION PORTAL (NOTE THAT THE BUDGET WILL BE REQUIRED TO BE SUBMITTED AS AN EXCEL-FORMATTED FILE); ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES (OR ITEMS THEREIN) NOT APPLICABLE TO THE APPLICANT MUST STILL BE SUBMITTED AS PART OF A COMPLETE APPLICATION RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY ANNOTATED “N/A”.

• APPLICANTS MUST QUOTE PRICE(S) AS SPECIFIED IN THE RFP, INCLUDING ANY ADDENDUMS. ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING SUBMITTAL. THESE DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY ONLY.

• APPLICANTS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE SUBMITTAL PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR SUBMITTALS REJECTED IN TOTAL.

• IF APPLICANTS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS SUBMITTAL ADDENDUM (PART C) IN ORDER FOR THE SUBMITTAL RESPONSE TO BE CONSIDERED COMPLETE.

• FOR ALL DOCUMENTS PREPARED AND SUBMITTED BY THE APPLICANT, THE COUNTY SUGGESTS USING 12-pt CALIBRI, ARIAL, OR TIMES NEW ROMAN FONT, WITH PAGE MARGINS OF AT LEAST ONE INCH.
PART A: ORGANIZATION INFORMATION

Official Name of Applicant: ______________________

Street Address Line 1: ______________________

Street Address Line 2: ______________________

City: ______________________ State: _______ Zip Code: _______

Webpage: ____________________________________________

Check if your organization is a BBO, CBO, or FBO:
☐ Base Building Organization (BBO)
☐ Community-Based Organization (CBO)
☐ Faith-Based Organization

Type of Entity / Organizational Structure (check one):
☐ Corporation ☐ Joint Venture
☐ Limited Liability Partnership ☐ Unincorporated Association
☐ Limited Liability Corporation ☐ Other: ______________________

Jurisdiction of Organization Structure: __________

Date Organization was formed: __________

Federal Tax Identification Number:

DUNS Number:

System for Award Management (SAM) number:

Primary Contact Information:

Name / Title: ____________________________________________

Telephone Number: ______________ Fax Number: ______________

E-mail Address: __________________________________________

SIGNATURE: ____________________________________________

Name and Title of Authorized Signer: ____________________________________________

Dated this ______________ day of ___________________________ 20__
PART B: APPLICANT INFORMATION AND ACCEPTANCE

To: The County of Alameda

From: ____________________________
(Official Name of Applicant)

1. The undersigned declares that the Application Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.

2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Application Documents of this RFP.

3. The undersigned has reviewed the Application Documents and fully understands the requirements in this Application process including, but not limited to, the requirements under the County Provisions, and that each Applicant who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Submittal, if accepted by County, will be the basis for the Applicant to begin forming a contract with County in accordance with the intent of the Application Documents.

4. The undersigned acknowledges receipt and acceptance of all addenda.

5. The undersigned acknowledges that they will adhere to the requirements of the federal American Rescue Plan Act of 2021 (ARPA) and the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program requirements, including tracking demographic data per household served and reporting quarterly.

6. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County’s website or as noted below:

   ▪ Debarment / Suspension Policy
     [http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm]

   ▪ Iran Contracting Act (ICA) of 2010
     [http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm]

   ▪ NEPA Requirements
     https://www.hudexchange.info/programs/environmental-review/hud-environmental-regulations/#hud-environmental-regulations

   ▪ General Requirements
     [http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm]
7. The undersigned acknowledges that Applicant will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Application Documents.

8. It is the responsibility of each Applicant to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Submittal, the Applicant certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

9. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

10. Insurance certificates are not required at the time of submission. However, by signing this Addendum and Certification, the Contractor agrees to meet the minimum insurance requirements stated in the RFP or make clear in Part C what exceptions they will be seeking.

11. The undersigned acknowledges ONE of the following (please check only one box):

- Bidder is not local to Alameda County and is ineligible for any Bid preference; OR

- Bidder is a certified Small Local and Emerging Business (SLEB) under the Alameda County SLEB Program and is requesting a 10% Bid preference; (Bidder must complete the SLEB PARTNERING INFORMATION SHEET found as Exhibit C to this Appendix C, check the first box, and provide your SLEB Certification Number and expiration date; OR

- Bidder is one of the following types of entities in Alameda County and is exempt from the SLEB requirements and is not required to subcontract with a SLEB (please check type of entity) below. Non-profit organizations must submit proof of their tax-exempt status with their application. These are organizations as defined by the U.S. Internal Revenue Service as 501(c)(3). Exempt entities that are certified SLEBS are eligible for a 5% SLEB bid preference on procurements over $25,000 plus a 5% local bid preference on sealed bids (for a total of 10%) except when prohibited by law. Bidder must complete the SLEB PARTNERING INFORMATION SHEET found as Exhibit C to this Appendix C, and check the second box; OR
□ non-profit community based organizations (CBO) that are providing services on behalf of Alameda County directly to Alameda County clients/residents;
□ non-profit churches or non-profit religious organizations (NPO);
□ public schools; and universities; and
□ government agencies.

□ Bidder is LOCAL to Alameda County and is requesting a 5% Bid preference, and has attached the following documentation to this Submittal Addendum and Certifications:

▪ Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and

▪ Proof of six (6) months business residency, identifying the name of the Bidder and the local address. Utility bills, deed of trusts or lease agreements etc., are acceptable verification documents to prove business residency.

Definitions:

Local business
A business having a fixed office with street address in Alameda County and having a valid business license issued by the County or a City within Alameda County for at least six months. Local businesses are eligible to receive a 5% sealed bid evaluation preference.

Small business
A business which meets the U.S. Federal Small Business Administration (SBA) size standards for its classification. Certified small businesses are eligible to receive a 5% bid evaluation preference.

Emerging business
A business which meets one half the U.S. Federal Small Business Administration (SBA) size standards for its classification. Certified emerging businesses are eligible to receive a 5% bid evaluation preference. A certified emerging business may qualify as an emerging business for a maximum of 5 years.
12. The undersigned hereby certifies the following statements:

1. That no elected or appointed official or employee of the County is financially interested, directly or indirectly, in the performance of the services specified in the RFP;

2. That the information included in the Submittal is true and correct to the best of its knowledge; and

3. That the person signing the RFP cover letter/transmittal letter is authorized to submit this application on behalf of the Applicant.

SIGNATURE: ________________________________________________

Name and Title of Authorized Signer: ____________________________________________

Dated this __________ day of ________________________, 2022
PART C: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

Applicant Name: ________________________________

Instructions:  List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Application Documents, including insurance requirements and submit with your Application. The County is under no obligation to accept any exceptions and such exceptions may be a basis for application disqualification.

<table>
<thead>
<tr>
<th>Reference to:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page No.</td>
<td>Section</td>
</tr>
<tr>
<td>Example: p. 23</td>
<td>D</td>
</tr>
</tbody>
</table>

*Vendor takes exception to...

*Print additional pages as necessary
PART D - REQUIRED DOCUMENTATION AND SUBMITTALS CHECKLIST

UNINCORPORATED AREAS COMMUNITY SERVICES APPLICATION

For an application to the Community Services Portion of this RFP to be deemed complete, all of the specific documentation listed in this Part D is required to be submitted along with the completed Parts A through C of the Submittal Addendum and Certification in City Data Services. Applicants shall submit all documentation noted in Part D.

☐ 1. Part D Required Documentation and Submittals Checklist: Applicant should complete this checklist (please check submitted items) and upload all documents in the online City Data Services application.

☐ 2. Letter of Transmittal: Provide a narrative letter (2 pages maximum) of the applicant’s relevant experience and qualifications, approach in providing its services to the County, summary proposed staffing/personnel plan, brief description of the program plan and response to the Scope of Services, and summary of proposed budget. The Letter of Transmittal should also indicate the applicant’s capacity and willingness to begin work under the contract in July 2022 and carry out implementation of the program through December 2024. The letter of transmittal must be signed by the Principal, Executive Director or Chief Executive Officer of the submitting applicant entity. *Electronic signatures are acceptable.* This document will also be uploaded through the City Data Services application.

☐ 3. Organizational Background, Experience and Capacity, and Personnel Plan: Applicant should provide documentation to demonstrate relevant experience and capacity to implement the community services provision in the Unincorporated County, including the following items:

a) Organization Overview Narrative: Provide a narrative overview (2 pages maximum) of the applicant organization. Include the full legal name and a summary of the structure and management of the organization. Describe any significant organizational changes that have occurred during the past two years, and whether the Applicant foresees or anticipates any organizational changes in the next 24 months, and if so, what is anticipated. List the location of your organization’s main office and the locations of any office(s) within Alameda County. Submit evidence of location of organization in Alameda County (as applicable, and pursuant to required documentation submittals listed at Part B, Question #10). Describe how your organization is addressing its commitment to furthering racial equity in Alameda County such as through board development, staff development, and organizational strategic planning work. Provide a brief description to demonstrate your organization’s satisfaction of the minimum...
qualification requirements outlined in Section 4 of this RFP. (Any exceptions to these requirements shall be noted in the Submittal Addendum at Part C.)

b) List of Board Members, Executive Director, and Leadership Staff. For each, include demographic information, any recognized or potential conflicts of interest, and affiliations (required for nonprofits and corporations)

c) Organizational Chart

d) Personnel Plan Narrative – Provide a narrative *(2 pages maximum)* that describes the proposed personnel plan for community services contract implementation. Describe the key personnel anticipated to be assigned to the program, their expected FTE (full time equivalent) percentage, their current job title, their years of related experience, their education and any relevant certifications, and a description of their proposed function in this program. If your organization anticipates hiring personnel for any aspects of the program implementation, please describe the general qualifications being sought and anticipated timeline for completing the hirings.

e) Key Personnel Resumes - Include resumes or CVs for the key personnel associated with program implementation. Please remove any personal information, for instance home address or phone numbers, as these become subject to public records request acts.

f) Legal, Regulatory and Ethics Actions. Provide a summary of any litigation, arbitration and regulatory proceedings, pending, adjudicated or settled that your organization has been subject to within the last three years.

g) Financial Position. Provide the most recent two years audited financial statements of the organization and unaudited financial statements for each quarter since the close of the fiscal year represented by the audited financial statement.

h) 501(c)(3) letter and State tax identification number letter of fiscal agent’s information if the organization is not a nonprofit.

i) Form W-9

j) Organization’s System for Award Management (SAM) Number. If the organization does not have a number, you can apply at *www.sam.gov*.

k) Organization’s Dun and Bradstreet (DUNS) Number. If the organization does not have a number, you can apply at *http://fedgov.dnb.com/webform*.

l) Articles of Incorporated/Bylaws

m) Conflict of Interest Statement (If not included in bylaws)
Optional: Proof of insurance matching the requirements specified in the insurance section below. If the organization does not currently possess this insurance, proof of insurance will need to be shown if an award is offered.

☐ 4. **Program Plan Narrative Statement**: The Applicant’s proposed Program Plan narrative is a significant component of the Application and carries significant weight in the County’s evaluation of proposals. Provide a comprehensive and detailed narrative description (*not to exceed 5 pages*) of how your organization proposes to implement the Scope of Services anticipated by this RFP. Program Plan Narrative should respond to the prompts below, at a minimum:

- Describe your organization’s proposed Program Plan to fulfill the items specified in the Scope of Services by phase (Development Phase and Implementation Phase). Include a description of how your program will address a need created by the COVID-19 Pandemic. Describe the need in detail and how your program specifically addresses that need. Identify at least three of the types of households and communities presumed impacted by the COVID-19 Pandemic (See Section 2 of the RFP for definition).
- Describe how the Program Plan anticipates centering racial equity in the planned scope of services to be provided. How do your proposed strategies address the specificities and nuances of the challenges faced by Black, Indigenous, Asian, Latinx, and Arab/Middle Eastern households that are recovering from the COVID-19 pandemic? How are you measuring success and impact?
- Describe your organization’s relevant experience in developing and carrying out projects and programs on behalf of public agencies. For each public agency for which you have provided such service, include the name of the agency, the scope of the contract, the number of transactions completed, and the annual dollar amount of the contract.
- Describe your organization’s familiarity working with federal funding programs, including specific experience (if applicable) working or reporting on the CDBG, CDBG-CV, ESG, and/or ESG-CV programs. Describe your organization’s experience working directly with people with low incomes to provide various types of assistance (legal, technical, housing counseling, etc.)
- Describe your organization’s ability to provide outreach and engagement with the intended clientele for this RFP -- lower income residents living in the Unincorporated County who have been financially impacted through the pandemic; describe your organization’s partnerships and/or connections with other organizations in the Unincorporated County to help reach the intended target population for this program.
- Describe your organization’s partnerships and/or connections with other stakeholders in Alameda County who will be instrumental to the successful implementation of the program.
 Describe any best practices or innovative approaches that your organization would employ in the implementation of the project.

 Include any other information that your organization may find relevant to the County’s review of your submittal.

☐ 5. Schedule: Provide a detailed schedule to accompany the proposed Program Plan that separates out milestones and tasks by contract phase (development phase and implementation phase), through the proposed contract term. Include a short narrative statement to discuss any issues or difficulties with meeting the timeline proposed in the RFP.

☐ 6. Program Budget and Budget Narrative. Submit a detailed budget. The budget should include the following:

➢ All program costs anticipated in the Scope of Services (refer to Scope of Services) and any other costs that Bidder believes necessary for successful program implementation, including, but not necessarily limited to:
  o Direct Staffing Costs – listing each staff position and number of FTE
  o Indirect Staffing Costs – list those staff that are included in your organizations indirect cost allocation plan and demonstrate the amounts expected from this source for coverage.
  o Benefit Costs for personnel costs including fringe benefits levels (percentages);
  o Direct Costs - Program delivery costs, marketing and outreach costs, development of program documents, guidelines and materials,
  o Indirect Costs
➢ Estimated costs for any subcontracted services and percentage of these services to the overall proposed budget amount.
➢ Hourly rate sheet for all identified personnel.
➢ Budget narrative description to accompany the submitted Program Budget (1-page maximum).
➢ Provide budget in both Excel and PDF formats.
**Part D - REQUIRED DOCUMENTATION AND SUBMITTALS CHECKLIST**

**CAPACITY-BUILDING GRANTS APPLICATION**

For an application to be deemed complete, all of the specific documentation listed in this Part D is required to be submitted along with the completed Parts A through C of the Submittal Addendum and Certification in City Data Services. Applicants shall submit all documentation noted in Part D.

- **1.** Part D Required Documentation and Submittals Checklist: Applicant should complete this checklist (please check submitted items) and upload all documents in the online City Data Services application.

- **2.** Letter of Intent – See required information below. The Letter of Intent must be signed by the Principal, Executive Director or Chief Executive Officer of the submitting applicant entity. Electronic signatures are acceptable.

- **3.** List of Board Members and affiliations (required for nonprofits and corporations)

- **4.** Organizational Chart

- **5.** Key Personnel Resumes - Include resumes or CVs for the key personnel associated with program implementation. Remember to remove any personal information (like home phone numbers and addresses) since these are subject to public record request act.

- **6.** Proposed Budget

Submit a detailed budget. The budget should include the following:

- All program costs anticipated in the Scope of Services (refer to Scope of Services) and any other costs that Bidder believes necessary for successful program implementation, including, but not necessarily limited to:
  - Direct Staffing Costs – listing each staff position and number of FTE
  - Indirect Staffing Costs – list those staff that are included in your organizations indirect cost allocation plan and demonstrate the amounts expected from this source for coverage.
  - Benefit Costs for personnel costs including fringe benefits levels (percentages);
  - Direct Costs - Program delivery costs, marketing and outreach costs, development of program documents, guidelines and materials,
  - Indirect Costs
- Estimated costs for any subcontracted services and percentage of these services to the overall proposed budget amount.
- Hourly rate sheet for all identified personnel.
➢ Budget narrative description to accompany the submitted Program Budget (1-page maximum).
➢ Provide budget in both Excel and PDF formats.

☐ 7. Legal, Regulatory and Ethics Actions. Provide a summary of any litigation, arbitration and regulatory proceedings, pending, adjudicated or settled that your organization has been subject to within the last three years.

☐ 8. Financial Position. Provide the two most recent unaudited financial statements for your organization.

☐ 9. Affordable Housing Development, Statement of Development Goals (Only for organizations applying for Affordable Housing Capacity Building Grant). What opportunities would you like to pursue to build affordable housing. Where will you focus your organization’s work? In what way will capacity-building assistance further your work?

Letter of Intent Required Information:

- Letter should not exceed 5 pages in length.
- Name of Organization.
- Amount of Funding Request and Desired Term of Contract.
- Community Served.
- Statement of Organizational Need for Capacity-Building: Describe your organization’s primary capacity-development needs.
- How will your organization use these funds to improve Black, Indigenous or Persons of Color communities?
- What are your organization’s racial equity goals?
- Describe the objectives and goals for the use of the County’s capacity building funds.
- Describe methods and strategies that your organization will use to develop your organization with these funds.
- Describe your plan for evaluating the success of the use of these funds.
EXHIBIT B: INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing the Submittal Addendum and Certifications, the Applicant agrees to meet the minimum insurance requirements stated in the RFP, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit B – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFP. Professional Liability insurance may also be required of specific professional services rendered under contract.

*** SEE NEXT PAGE FOR COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS ***
COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements:

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE COVERAGE</th>
<th>MINIMUM LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Commercial General Liability</td>
<td>$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage</td>
</tr>
<tr>
<td>B  Commercial or Business Automobile Liability</td>
<td>$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage</td>
</tr>
<tr>
<td>C  Workers’ Compensation (WC) and Employers Liability (EL)</td>
<td>WC: Statutory Limits EL: $1,000,000 per accident for bodily injury or disease</td>
</tr>
<tr>
<td>D  Professional Liability/Errors and Omissions</td>
<td>$1,000,000 per occurrence $2,000,000 aggregate</td>
</tr>
<tr>
<td>E  Directors and Officers Liability</td>
<td>$1,000,000 per occurrence</td>
</tr>
</tbody>
</table>

Endorsements and Conditions:

1. ADDITIONAL INSURED: All insurance required above with the exception of Commercial or Business Automobile Liability, Workers’ Compensation and Employers Liability, Professional Liability and Directors and Officers Liability shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives. The Additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.

2. DURATION OF COVERAGE: All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.

3. REDUCTION OR LIMIT OF OBLIGATION: All insurance policies, including excess and umbrella insurance policies, shall include an endorsement and be primary and non-contributory and will not seek contribution from any other insurance (or self-insurance) available to the County. The primary and non-contributory endorsement shall be at least as broad as ISO Form 20 01 04 13. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor’s contractual obligation to indemnify and defend the Indemnified Parties.

4. INSURER FINANCIAL RATING: Insurance shall be maintained through an insurer with a A.M. Best Rating of no less than A:VII or equivalent, shall be admitted to the State of California unless otherwise waived by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor’s insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.

5. SUBCONTRACTORS: Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional Insured endorsement shall be at least as broad as ISO Form Number CG 20 38 04 13.

6. JOINT VENTURES: If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods:
   - Separate insurance policies issued for each individual entity, with each entity included as a “Named Insured” (covered party), or at minimum named as an “Additional Insured” on the other’s policies. Coverage shall be at least as broad as in the ISO Forms named above.
   - Joint insurance program with the association, partnership or other joint business venture included as a “Named Insured”.

7. CANCELLATION OF INSURANCE: All insurance shall be required to provide thirty (30) days advance written notice to the County of cancellation.

8. CERTIFICATE OF INSURANCE: Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The required certificate(s) and endorsements must be sent as set forth in the Notices provision.
EXHIBIT C: SLEB INFORMATION AND SLEB PARTNERING INFORMATION SHEET

The 3 step certification process may take up to 45 business days from receipt of Application.

**SLEB Program Definitions:**

- **Local Business**: A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County.

- **Small Business**: A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification as available online at [http://www.navic.com/search.html](http://www.navic.com/search.html).

- **Emerging Business**: A Local Business which is less than one half of the SBA size standards for its classification and has been in business less than 3 years.

1. Complete the Common Application, Sections 1 through 7.

   - A. Business entities applying for certification must be in good standing and in compliance with all governing laws, codes and regulations, including Section 66 (Conflict of Interest) of the Alameda County Charter.
   - B. The certification process requires a business site visit for all new and renewal certifications. Applicants will be contacted within 5 business days of receipt of accepted Applications by the SLEB Certification Unit for scheduling.
   - C. Check the appropriate box(es) at the top of the Application.
   - D. If you have not been in business for a complete tax year, state actual gross receipts to date in Section 2 of the Application form.
   - E. If you have been in business for less than three years, state actual gross receipts received for the period that you have been in business in Section 2 of the Application form.
   - F. List all current business and professional licenses in Section 4 of the Application.
   - G. Applications must be signed by the owner, principal partner or authorized officer of the corporation. In Section 7 of the Application form, Electronic and scanned signatures are acceptable.
   - H. By signing the Application form, applicants are certifying that the information provided is true and correct. Applications are signed under penalty of perjury.
   - I. Contact information provided on the Application form and Certification Information will be posted on County’s SLEB internet database websites.
   - J. If any item on the Application is not applicable, please put “N/A” in the designated area.
   - K. If additional space is needed, please attach additional sheet(s).

2. Submit completed and signed application via email to: ACSLEBCertification@aec.gov
   
   Or mail to: Alameda County Auditor-County Controller Agency
   
   SLEB Certification Unit
   
   1221 Oak Street, Room 249
   
   Oakland, CA 94612

3. Site Visit and Documents Review

   Site visits include but are not limited to the review of documents listed below:

   - Signed Federal Tax Returns showing Gross Business Revenues for the last 3 years
   - Business Licenses
   - Current Identification (i.e. Driver’s License, Identification Card)
   - Deed, Rental or Lease Agreement showing Business Address

   All documents must be available at the scheduled site visit and additional documents may be requested. Additional documents may also be required to be provided during the certification process.

   If you have questions please email the SLEB Certification Unit at ACSLEBCertification@aec.gov or call (510) 891-5500.

   Thank you for your interest in doing business with Alameda County

SLEB Certifications 03/24/11

Exhibit C-1
SMALL LOCAL EMERGING BUSINESS (SLEB)
PARTNERING INFORMATION SHEET

Alameda County Unincorporated County Community Services and Capacity-Building Grants
Request for Proposals (RFP) – March 2022

In order to meet the Small Local Emerging Business (SLEB) requirements of this RFP, all bidders must complete this form as required below.

Bidders not meeting the definition of a SLEB (http://acgov.org/auditor/sleb/overview.htm) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered for contract award, or bidder must be an exempt entity as defined below. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: http://www.elationsys.com/elationsys/).

☐ BIDDER IS A CERTIFIED SLEB (sign at bottom of page)

SLEB BIDDER Business Name: ___________
SLEB Certification #: ___________
SLEB Certification Expiration Date: ___________
NAICS Codes Included in Certification: _______

☐ BIDDER IS NOT A CERTIFIED SLEB BUT IS ONE OF THE FOLLOWING TYPES OF ENTITIES THAT ARE EXEMPT FROM THE SLEB REQUIREMENTS AND NOT REQUIRED TO SUBCONTRACT WITH A SLEB:

☐ non-profit community based organizations (CBO) that are providing services on behalf of Alameda County directly to Alameda County clients/residents;
☐ non-profit churches or non-profit religious organizations (NPO);
☐ public schools; and universities; and
goVERNMENT AGENCIES.

☐ BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT ____% WITH THE SLEB NAMED BELOW FOR THE FOLLOWING GOODS/SERVICES: _______

SLEB Subcontractor Business Name: _______
SLEB Certification #: ___________
SLEB Certification Expiration Date: ___________
SLEB Certification Status: ☐ Small / ☐ Emerging
NAICS Codes Included in Certification: _______

SLEB Subcontractor Principal Name: _______

SLEB Subcontractor Principal Signature: _______  Date: _______

**Upon award, prime Contractor and all SLEB subcontractors** that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Printed
Name/Title:__________________________________________________________

Street Address: _________________________________________City__________State_____ Zip Code_____

Bidder Signature: ___  Date: _____

Exhibit C-3
EXHIBIT D: CDS INSTRUCTIONS

Instructions for establishing a new user account in the City Data Services (CDS) Online Application Portal

Alameda County Unincorporated County Community Services and Capacity-Building Grants Request for Proposals (RFP) – March 2022

The following instructions are provided to organizations planning to submit an application through the Alameda County Unincorporated County Community Services and Capacity-Building Grants Request for Proposals (RFP) released in March 2022.

Applications submitted through this RFP must be submitted through Alameda County’s City Data Services (CDS) application portal.

Applications must be submitted due by 5 pm on Monday, April 11, 2022.

GENERAL INFORMATION AND TECHNICAL SUPPORT

To access the Application for this RFP, as well as other related documents, you will first need to create a new user account in City Data Services. For technical support questions on the CDS interface, please contact City Data Services staff directly at citydataservices@yahoo.com.

INSTRUCTIONS FOR ORGANIZATIONS WITH EXISTING CDS LOGIN

If your organization already has a login to CDS, use existing User ID and Password. When you log in, you will see a large button in the upper right side of the screen to apply for this funding round.
INSTRUCTIONS FOR NEW USERS OF CDS

Step 1) Obtain Log-In and set up account at CDS at www.citydataservices.net

Log into City Data Services at www.citydataservices.net. Enter the generic User ID and Password (“PWD”) provided below in the upper right corner to log in for the first time. (View 1)

Generic User ID: ALCO2022
Generic Password: ALCO2022

After entering the User ID/password, a screen similar to the one shown below will appear:

Enter information into all fields. All fields need to be entered to request an account. Use the guide below for the data entry. After entering information, click “Request an Account.” (View 2)
A screen will appear that provides a unique new User ID and Password (View 3). You will also receive a confirmation email with your new User ID and Password. Please note that only one User ID is required for each organization/agency. Please share this information with any other needed users in your agency. Click on “Click here” which returns you to the main log-in screen for CDS. Enter your new User ID and Password.

View 3

Step 2) Access Application

At the main log-in screen, enter your User ID and Password which will bring you to a screen similar to that below (View 4). Go to the application called “American Rescue Plan Act 2022” and hit “Click to Apply.” NOTE: View 4 is an example and not a view of the actual ARPA Application.

View 4

Step 3) Complete Application

An application will appear, including links to RFP material. Select the funding category for which you are applying and fill out the application completely.

Step 4) Log out of CDS System
To log out of CDS, simply close the browser page, or click the “Return to Main Page” in upper right corner (see View 5) which will bring you back to the Application Tab page. Click “log out” to exit system.
### Community Services Contracts Evaluation Criteria
#### ALAMEDA COUNTY UNINCORPORATED AREA

<table>
<thead>
<tr>
<th>Evaluation Criterion</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Activity Need and Justification:</strong></td>
<td>15 points</td>
</tr>
<tr>
<td>10-15 points if the Program Plan clearly describes how the service will meet an existing need caused by COVID-19 and that the proposed community services address pre-existing disparities; the community services proposed are eligible uses under the federal SLFRF Program regulations; and statistical or anecdotal evidence of need is supported by credible reference or citation; Need, if unmet, contributes to disparities in the community.</td>
<td></td>
</tr>
<tr>
<td>5-9 points – Need is described but the evidence offered for the need is incomplete or not specific to the community where the program is located.</td>
<td></td>
</tr>
<tr>
<td>0-4 points – Program Plan fails to demonstrate understanding of community needs.</td>
<td></td>
</tr>
<tr>
<td>0 Points - proposed scope of services is not explicitly linked to a defined need.</td>
<td></td>
</tr>
<tr>
<td><strong>2 Vision 2026 - 10X Goal:</strong></td>
<td>10 points</td>
</tr>
<tr>
<td>10 points for activities that address a Vision 2026 10X goal and address how the service proposed meets Vision 2026 10x goals.</td>
<td></td>
</tr>
<tr>
<td><strong>Benefit to Unincorporated County Areas:</strong></td>
<td>15 points</td>
</tr>
<tr>
<td>5 to 15 points if the proposed Community Services is located within the Unincorporated County jurisdiction (at point of service) or will be located in the Unincorporated County and demonstrates how that information will be collected and reported on.</td>
<td></td>
</tr>
<tr>
<td>Up to 5 points if the service will not be delivered in the UC, but there is an outreach and engagement plan in place to ensure UC residents receive the services and the program will be able to document reporting requirements.</td>
<td></td>
</tr>
<tr>
<td>0 Points if the program plan does not describe how the Unincorporated County residents will benefit and how residency status will be tracked and documented.</td>
<td></td>
</tr>
</tbody>
</table>
3 **Income Targeting:**

8-10 points for activities where all people served are extremely low income people/households (100% of services go to Households at 50% or below AMI or unsheltered people).

5-7 points for activities where half of all people served are extremely low income people/households (50% of services go to household incomes at or below 30% of AMI) people.

2-4 points for activities serving 100% very-low income people/households (household incomes at or between 31-50% of AMI).

1 point for activities serving only low-income people/households (household incomes at or below 51-80% of AMI). The number of County residents at priority income levels to be served and types of services provided will also be evaluated and may impact points totals awarded.

4 **Impacted Households and Communities Targeting:**

5 points – The Program Plan identities that Community Services will be provided to at least three (3) of the types of households and communities presumed impacted by the COVID-19 pandemic (see Section 2 of RFP for definition).

3 points – The Program Plan identities that Community Services will be provided to at least two (2) of the types of households and communities presumed impacted by the COVID-19 pandemic (see Section 2 of RFP for definition).

5 **Organizational Capacity:**

7-10 Points – The organization’s mission is strongly aligned to the services proposed; demonstrated experience and qualifications of the organization to carry out the proposed services plan; the assigned personnel to administer the community services contract have demonstrated experience and qualifications; significant experience and expertise in carrying out similar community service activities benefitting target population(s); experience working with federal emergency assistance programs, such as CDBG, ESG, or funding from SLFRF or the CARES Act, or other federal programs.

4-6 points – Some demonstrated experience and expertise in carrying out similar community service activities benefitting target populations; mission, programs, and services are consistent with program goals.

0-3 points – The organization does not meet the required experience and/or expertise with community service provision for the target populations; weak alignment with the goals, guiding principles and mission of the SLFRF Program.
### 6 Management and Staffing:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10 points</td>
<td>The Personnel Plan and related documentation (e.g., resumes, statement of qualifications) include clear role descriptions for all staff positions and staff have already been retained and are highly qualified to undertake the contract implementation, with demonstrated prior experience in undertaking community service contracts.</td>
</tr>
<tr>
<td>4-6 points</td>
<td>The Personnel Plan and related documentation include clear role descriptions and a plan for recruiting and hiring staff to assume the contract implementation; however, those persons are not yet hired.</td>
</tr>
<tr>
<td>0-3 points</td>
<td>The Personnel Plan includes staff with minimal experience and/or qualifications to carry out the proposed activities, and/or there is not a plan in place to recruit and hire qualified staff to undertake the contracting responsibilities; and/or the staffing plan does not appear adequate to achieve performance targets.</td>
</tr>
</tbody>
</table>

### 7 Cost Reasonableness and Effectiveness:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-10 points</td>
<td>The Program Budget is detailed and realistic with sound use of funds; funding request seems reasonable given the number of clients and scope of work proposed; each line item is justified.</td>
</tr>
<tr>
<td>4-6 points</td>
<td>The Program Budget complies with application guidelines; budget is accurate but not sufficiently detailed; costs are not completely justified; budget appears to support the project and staffing as described.</td>
</tr>
<tr>
<td>0-3 points</td>
<td>The Program Budget does not comply with the application guidelines; budget and justification do not provide sufficient detail about how funds will be used; described project and staff are not supported by the budget; budget is not accurate.</td>
</tr>
</tbody>
</table>

### 8 Demonstration of Equity-Centered Practices: 15 points

- Organization’s application demonstrates organizational commitment to advancing racial equity-centered practices (e.g., through board development, staffing, organizational strategic planning work, program areas and services undertaken by organization); organization is led by historically underrepresented or poorly served communities, and the organization has demonstrated experience serving and improving outcomes for historically underrepresented or poorly served communities.

- 7 points - The Capacity-Building Grant application responses do not fully address or demonstrate equity-centered practices, but the organization is led by historically underrepresented or poorly served communities OR the organization has demonstrated experience serving and improving outcomes for historically underrepresented or poorly served communities.

- 0 points if the Capacity-Building Grant application and responses to application questions do not address or demonstrate equity-centered practices.

### *TOTAL POINTS AVAILABLE* 100 Points

*Preference Points - If Applicant is located in Alameda County and provides documentation as required in Submittal Addendum (Exhibit A, Part B, Question #10), 10% preference points will be added to the total points received (i.e., 10% * the total points received)*
Capacity-Building Grants Evaluation Criteria
ALAMEDA COUNTY UNINCORPORATED AREA

<table>
<thead>
<tr>
<th>EVALUATION CRITERION</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Demonstration of Need and Measurable Outcomes: Organization’s Capacity-Building Grant Letter of Intent well-defines and articulates the critical need for capacity building assistance to promote improvement in organizational effectiveness. Up to 10 points - The letter will outline the need for governance development, strategic planning, and communication, fiscal management and systems improvements; the letter of intent articulates how the capacity-building grant will improve organizational development, effectiveness, and sustainability of the organization (up to 10 points, sliding scale); Up to 10 points - Organization has articulated the goals and specific actions the organization will take with the grant funding and has defined measurable outcomes that will be used to determine if goals have been met (SMART goals – Specific, Measurable, Achievable, Relevant, and Time-Bound) (up to 10 points, sliding scale).</td>
<td>20 points</td>
</tr>
<tr>
<td><strong>2</strong> Organizational Mission Alignment: Organization’s mission aligns with the RFP goal of adding/expanding access to community services for disproportionately impacted households and communities (up to 5 points); organization’s clientele represents disproportionately impacted households and communities (up to 5 points); and organizational is a base-building grassroots organization (BBO), community-based organization (CBO), or faith-based organization (FBO) located in the Unincorporated Areas of the County (up to 5 points).</td>
<td>15 points</td>
</tr>
<tr>
<td><strong>3</strong> Organization’s Capacity to accomplish the work: Organization has demonstrated capacity to undertake the Capacity-Building Program, including staff or volunteers that will ensure that the work moves forward, to ensure that the proposed capacity-building assistance program for its staff and Board of Directors (if applicable) is implemented during the contract term, and to track and report on measurable outcomes to the County (up to 10 points).</td>
<td>10 points</td>
</tr>
<tr>
<td><strong>4</strong> Budget Proposal: Organization’s Budget Proposal is realistic and feasible given the proposed uses of the grant funding request; the budget is sufficiently detailed and reasonable given the capacity-building activities proposed (up to 15 points).</td>
<td>15 points</td>
</tr>
<tr>
<td><strong>5</strong> Achievable Timeline: Organization has provided a realistic and feasible schedule and will be able to enter a contract with the County and begin capacity-building activities in July 2022 (up to 5 points).</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td><strong>Demonstration of Equity-Centered Practices:</strong> 25 points</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>6</td>
<td>Organization’s Capacity-Building Grant application demonstrates organizational commitment to advancing racial equity-centered practices (e.g., through board development, staffing, organizational strategic planning work, program areas and services undertaken by organization); organization is led by historically underrepresented or poorly served communities, and the organization has demonstrated experience serving and improving outcomes for historically underrepresented or poorly served communities. 15 points - The Capacity-Building Grant application responses do not fully address or demonstrate equity-centered practices, but the organization is led by historically underrepresented or poorly served communities OR the organization has demonstrated experience serving and improving outcomes for historically underrepresented or poorly served communities. 0 points if the Capacity-Building Grant application and responses to application questions do not address or demonstrate equity-centered practices.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th><strong>Contract Readiness:</strong> 10 Points</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Applicant has provided documents with application to enable contract preparation to proceed more expediently, including provision of insurance certificates with application; W-9 form; completion of vendor ID form; SLEB Certification form.</td>
<td>10 points</td>
</tr>
</tbody>
</table>

**TOTAL POINTS AVAILABLE**

*Preference Points - If Applicant is located in Alameda County and provides documentation as required in Submittal Addendum (Exhibit A, Part B, Question #10), 10% preference points will be added to the total points received (i.e., 10% * the total points received)
<table>
<thead>
<tr>
<th>EVALUATION CRITERION</th>
<th>Maximum Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Demonstration of Need and Measurable Outcomes:</strong> Organization’s Capacity-Building Grant Letter of Intent well defines and articulates the critical need for capacity building assistance to promote improvement in organizational effectiveness such as need for governance development, strategic planning, and communication, fiscal management and systems improvements; the letter of intent articulates how the capacity-building grant will improve organizational development, effectiveness, and sustainability of the organization (up to 10 points, sliding scale); Organization has articulated the goals and specific actions the organization will take with the grant funding and has defined measurable outcomes that will be used to determine if goals have been met (SMART goals – Specific, Measurable, Achievable, Relevant, and Time-Bound) (up to 10 points, sliding scale).</td>
<td>20 points</td>
</tr>
<tr>
<td><strong>Organizational Mission Alignment:</strong> Organization’s mission aligns with RFP goal of expanding affordable housing development capacity in CBOs and FBOs (up to 8 points) and/or Letter of Intent clearly articulates organization’s intention to expand its mission to this area; organizational is a community-based organization (CBO) or faith-based organization (FBO) located in Alameda County (up to 7 points).</td>
<td>15 points</td>
</tr>
<tr>
<td><strong>Organization’s Staffing Capacity:</strong> Organization has demonstrated capacity and experienced staffing to undertake the Capacity-Building Program, to ensure that the proposed capacity-building assistance program for its staff and Board of Directors (if applicable) is implemented during the contract term, and to track and report on measurable outcomes to the County (up to 10 points).</td>
<td>10 points</td>
</tr>
<tr>
<td><strong>Budget Proposal:</strong> Organization’s Budget Proposal is realistic and feasible given the proposed uses of the grant funding request; the budget is sufficiently detailed and reasonable given the capacity-building activities proposed (up to 15 points).</td>
<td>15 points</td>
</tr>
<tr>
<td><strong>Achievable Timeline:</strong> Organization has provided a realistic and feasible schedule and will be able to enter a contract with the County and begin capacity-building activities in July 2022 (up to 5 points).</td>
<td>5 points</td>
</tr>
<tr>
<td></td>
<td><strong>Demonstration of Equity-Centered Practices:</strong> 25 points - Organization’s Capacity-Building Grant application demonstrates organizational commitment to advancing racial equity-centered practices (e.g., through board development, staffing, organizational strategic planning work, program areas and services undertaken by organization); organization is led by historically underrepresented or poorly served communities, and the organization has demonstrated experience serving and improving outcomes for historically underrepresented or poorly served communities. 15 points - The Capacity-Building Grant application responses do not fully address or demonstrate equity-centered practices, but the organization is led by historically underrepresented or poorly served communities OR the organization has demonstrated experience serving and improving outcomes for historically underrepresented or poorly served communities. 0 points if the Capacity-Building Grant application and responses to application questions do not address or demonstrate equity-centered practices.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>7</td>
<td><strong>Contract Readiness:</strong> 10 Points – Applicant has provided documents with application to enable contract preparation to proceed more expediently, including provision of insurance certificates with application; W-9 form; completion of vendor ID form; SLEB Certification form.</td>
</tr>
</tbody>
</table>

---

*Preference Points - If Applicant is located in Alameda County and provides documentation as required in Submittal Addendum (Exhibit A, Part B, Question #10), 10% preference points will be added to the total points received (i.e., 10% * the total points received)*

---

**TOTAL POINTS AVAILABLE**

|   | 100 points |
### Appendix E – List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMI</td>
<td>Area Median Income</td>
</tr>
<tr>
<td>ARPA</td>
<td>American Rescue Plan Act of 2021</td>
</tr>
<tr>
<td>BBO</td>
<td>Base Building Organization</td>
</tr>
<tr>
<td>CBO</td>
<td>Community-Based Organization</td>
</tr>
<tr>
<td>CDA</td>
<td>Alameda County Community Development Agency</td>
</tr>
<tr>
<td>CDBG-CV</td>
<td>Community Development Block Grant CARES Act (a HUD Program)</td>
</tr>
<tr>
<td>CDS</td>
<td>City Data Services</td>
</tr>
<tr>
<td>CSC</td>
<td>County Selection Committee</td>
</tr>
<tr>
<td>EDA</td>
<td>Alameda County Employment Development Agency</td>
</tr>
<tr>
<td>ELI</td>
<td>Extremely low-income</td>
</tr>
<tr>
<td>ESG</td>
<td>Emergency Solutions Grant Program (a HUD Program)</td>
</tr>
<tr>
<td>FAQ</td>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>FBO</td>
<td>Faith-Based Organization</td>
</tr>
<tr>
<td>HCD</td>
<td>Alameda County Housing and Community Development Department</td>
</tr>
<tr>
<td>HCDAC</td>
<td>Alameda County Housing and Community Development Advisory Committee</td>
</tr>
<tr>
<td>HOME</td>
<td>HOME Investment Partnerships Program (a HUD Program)</td>
</tr>
<tr>
<td>HUD</td>
<td>United States Department of Housing and Urban Development</td>
</tr>
<tr>
<td>MEV</td>
<td>My Eden Voice</td>
</tr>
<tr>
<td>QCT</td>
<td>Qualified Census Tract</td>
</tr>
<tr>
<td>RFP</td>
<td>Request for Proposals</td>
</tr>
<tr>
<td>SLEB</td>
<td>Alameda County Small, Local and Emerging Business Program</td>
</tr>
<tr>
<td>SLFRF</td>
<td>Coronavirus State and Local Fiscal Recovery Funds Program</td>
</tr>
<tr>
<td>SMART</td>
<td>Specific, Measurable, Achievable, Relevant, and Time-Bound</td>
</tr>
<tr>
<td>TANF</td>
<td>Temporary Assistance for Needy Families Program</td>
</tr>
<tr>
<td>VLI</td>
<td>Very low income</td>
</tr>
</tbody>
</table>