



**CITY OF GLENDALE  
COMMUNITY SERVICES & PARKS DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)**

**CALIFORNIA EMERGENCY SOLUTIONS AND  
HOUSING (CESH) PROGRAM**

**Released: March 27, 2020  
Proposals Due: April 27, 2020**

**Submit all application materials to:**

Community Services & Parks Department  
613 E. Broadway Room 120  
Glendale, CA 91206  
**Attention:** Cynthia Foster, Homeless Programs  
Coordinator

**Submit:** One (1) application with original signatures (clearly marked  
"original") and two (2) copies  
& (1) USB Flash Drive

**NO LATE, FAXED, OR EMAILED APPLICATIONS WILL BE ACCEPTED**

The City of Glendale intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Community Services & Parks Department at (818) 548-2000.

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## **I. Introduction**

### **California Emergency Solutions and Housing (CESH) Program**

The California Department of Housing and Community Development, through the California Emergency Solutions and Housing Program (CESH), has made funding available to provide grants to administrative entities to assist persons who are currently experiencing homelessness or are at risk of homelessness as authorized by authorizing legislation SB 850 (Chapter 48, Section 4, Statutes of 2018). The program operates under the requirement of HSC, Part 2 of Division 31 Chapter 2.8, commencing with Section 50490 and including Sections 50490.1, 50490.2, 50490.3, 50490.4 and 50490.5. . The City of Glendale (City) is the local administrative entity for CESH.

More information on the CESH Programs can be found at the following links:

[CA Emergency Solutions and Housing Program Webpage](#)

This RFP solicits proposals for the programs listed above. This RFP is available to all eligible applicants seeking to operate within Glendale's CoC jurisdiction. Projects funded under this RFP are required to participate in the Glendale Continuum of Care (CoC) Coordinated Entry System, Street Outreach efforts, and in the Glendale CoC Homeless Management Information System (HMIS) or an approved comparable database (applies to domestic violence programs only). The CESH program funds shall prioritize assistance to homeless individuals and families over assistance to individuals and families at risk of homelessness. The CESH program has no matching contribution requirements for activities funded with CESH program funds. However, CESH program funds may be used for the one-to-one match for federal ESG funds as long as they are for the same approved activity. CESH funding can serve households currently experiencing homelessness or at imminent risk of homelessness and who fall within the 40-50% very low income threshold.

### ***Eligible Applicants***

To be eligible, applicants must meet the following conditions:

- a. Applicant must be a private non-profit organization; a for profit organization or unit of local government
- b. Applicant must have provided same or similar services for at least the last 24 months;
- c. Applicant must have a Dun and Bradstreet Universal Numbering System (DUNS) number;
- d. Applicant, its officers, and employees are not currently debarred or suspended from doing business with the Federal Government, State of California, or a local government; and
- e. Applicant does not have unresolved current or past contract non-compliance, non-performance, suspension, termination, or other adverse audit finding with one or more funders in the past five (5) years.

## ***Funding Available***

CESH funding in the amount of **\$332,440** is being allocated for:

1. Rental Assistance, prevention, housing relocation and stabilizations services to ensure housing affordability to individuals experiencing homelessness or who are at risk of homelessness. Rental assistance provided pursuant to this paragraph shall not exceed 48 months for each assisted household, and rent payments shall not exceed two times the current HUD fair market rent for the local area, as determined pursuant to 24 CFR part 888.
2. Operating Subsidies in the form of 15-year capitalized operating reserves for new and existing affordable permanent housing units;
3. Flexible housing subsidy funds for local programs that establish or support the provision of rental subsidies in permanent housing to assist homeless individuals and families. Funds used for purpose of this paragraph may support rental assistance, bridge subsidies to property owners waiting for approval from another permanent rental subsidy source, vacancy payments, or project-based rent or operating reserves. Flexible subsidy program will serve all CoC referrals through CES systems.
4. Operating support for emergency housing interventions, including, but not limited to, the following:
  - a. Navigation Centers that provide temporary room and board, and case managers who work to connect homeless individuals and families to income, public benefits, health services, permanent housing, or other shelter.
  - b. Street Outreach services to connect unsheltered homeless individuals and families to temporary or permanent housing.
  - c. Shelter Diversion, including, but not limited to, homelessness prevention activities such as those described in 24 CFR Part 576.103, and other necessary service integration activities such as those described in 24 CFR Part 576.105, to connect individuals and families to alternate housing arrangements, services, and financial assistance.
  - d. Motel Voucher programs up to \$25,000 funding availability
5. Systems Support for activities necessary to maintain a comprehensive homeless services and housing delivery system, including CES Coordinated Entry System data and Homeless Management Information Systems (HMIS) reporting, and homelessness planning activities. This activity could include training and data collection activities, as well as activities to expand CES access to populations with special needs, such as homeless youth, provide that such activities are necessary to maintain a comprehensive homelessness services and housing delivery system.
6. Development or Updating of CES, if the CoC does not have a system in place.
7. Development of Homeless Plan addressing actions to be taken within the CoC service area if no such plan exists.

**Grant Term**

The initial suggested grant term is 5 years with an anticipated start date of July 1, 2020. Budgets may reflect one to five year grant period. Please include in your RFP the term (1 year, etc.) of funding you are requesting. Eligible costs will be invoiced to the City of Glendale on a reimbursable basis monthly. No matching funds are required.

The total amount of funding estimated to be available for this RFP is **\$332,440** Proposals for each program request for funding shall not exceed the amounts listed below. Agencies may submit an application for one or more eligible component types.

<b>Component Type</b>	<b>CESH Program Maximum Amount</b>
Operating Support for Emergency Housing Intervention	\$177,301
Rental Assistance, Housing Relocation, and Stabilization	\$155,139
<b>Total CESH 2019 Funding Available</b>	<b>\$332,440</b>

Funding for the project(s) is based upon award of CESH Program funds to the City by the State of California Homeless Coordinating and Financing Council in conjunction with the Business, Consumer Services and Housing Agency (BCSH) and the California Department of Housing and Community Development (HCD). In the event that the Glendale City Council, (BCSH) or (HCD) fail to appropriate the necessary funds for any fiscal year, the projects conditionally awarded for that period will either not be funded or funded at a reduced award level.

**Proposer’s Indemnification of the City**

At its expense, Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any and all liability, suits, actions, proceedings, judgments, claims, demands, liens, losses, damages, costs, and expenses (including attorneys’ fees, litigation, arbitration, mediation, appeal expenses) if a dispute, lawsuit, or other proceeding arises out of any one or more of the following:

- Proposer’s submitting the Proposal;
- The City’s accepting Proposer’s Proposal; or
- The City’s awarding a Contract to Proposer in compliance with this RFP, or state, federal, or local laws.

**City’s Project Representatives**

The City Project Manager in charge of this Project is:

City of Glendale  
Community Services and Parks Department  
613 E. Broadway, Room 120  
Glendale, CA 91206  
Telephone: (818) 550-4490  
Cynthia Foster, Homeless Programs Coordinator  
Email: CFoster@glendaleca.gov

**Schedule of Events**

The following events will take place in this Project (See further explanations, below):

EVENT	RESPONSIBILITY	DATE
RFP Distribution	City	3/27/2020
Last Day to Submit Interim Questions	Proposer	4/02/2020
RFP Proposals Due by 3:00 p.m.	Proposer	4/27/2020
Panel Review Proposal/Candidate Interview	City	5/29/2020
Contract Award (City Council approval)	City	6/16/2020 tentative

**Last Day to Submit Interim Questions**

Questions will be accepted via email though April 2, 2020 at 5:00 pm. The purpose is to ensure that Proposers have adequate information to respond fully and comprehensively to the City’s requirements. During this time City staff will discuss with prospective Proposers the Services to be performed and answer questions arising from Proposers’ initial review of this RFP. Before contacting the City, Proposers should review the RFP thoroughly and should be familiar with its content, as well as the City’s functional and technical requirements.

**Addenda**

The City will issue Addenda in writing only. The City will make reasonable efforts to deliver Addenda to all Proposers whom the City knows have received the RFP and have provided a street address for receipt of Addenda. The City cannot guarantee that all Proposers will receive all Addenda.

Proposers may also inspect the Addenda at the Community Services and Parks Department, 613 E. Broadway Room 120, Glendale, California 91206, during its business hours, Monday - Friday 7:30a.m. – 1:30 p.m. This RFP is also on file there.

At any time before the “Proposal Deadline”, the City may issue Addenda withdrawing the RFP or postponing the Proposal Deadline. However, if any Addenda results in a material change to this RFP, or the proposed Contract, or both, the City will extend the Proposal Deadline by not less than seventy-two (72) hours.

The City will treat transmittal of Addenda to potential Sub-Recipients *by U.S. mail, fax, or e-mail* as sufficient notice of the changes made by the City.

***Withdrawal or Cancellation of a Proposal***

**Before** the Proposal Deadline:

A Proposer may withdraw a Proposal, by giving written notice, signed by the Proposer. A withdrawal request must be addressed as follows and delivered to:

City of Glendale  
Community Services and Parks Department  
Attention: Cynthia Foster, Homeless Program Coordinator  
613 E. Broadway, Room 120  
Glendale, CA 91206

For a withdrawal to become effective, the City must receive the Proposer's written request for withdrawal before the Proposal Deadline. The City will not accept or consider a Proposer's verbal, telephonic, facsimile, or email request for modification or withdrawal of a Proposal.

If a Proposer withdraws its Proposal, the withdrawal will not prejudice the Proposer's right to submit a new Proposal, if the new Proposal is submitted: (a) in accordance with the RFP's requirements, and (b) before the Proposal Deadline.

**After** the Proposal Deadline:

A Proposer must not withdraw, cancel, or modify its Proposal for a period of at least ninety (90) calendar days following the Proposals' opening on 03/27/2020 subject to the exception described in the next paragraph below. The City may extend the 90-day period upon the City's written request and upon the affected Proposers' written approval.

***The City may allow a Proposer to withdraw or cancel a Proposal after the opening of the Proposals, if the Proposer establishes, to the City's satisfaction, that all of the following circumstances exist:***

1. The Proposer made a mistake in its Proposal;
2. Within five (5) days after the Proposal's opening, the City receives from the Proposer written notice of the mistake and the notice specifies in detail how the mistake occurred;
3. The mistake made the Proposal materially different from what the Proposer had intended it to be; and
4. The mistake was made in filling out the Proposal and was not due to error in judgment, or carelessness in reading the RFP or the proposed Contract.

**Proposal Preparation Expenses**

Expenses for developing the RFP response are entirely the responsibility of the Proposer and are not chargeable to the City in any manner. The City is not liable for any pre-contractual expenses, which are defined as expenses incurred by Proposer in:

- Preparing its Proposal in response to this RFP.
- Negotiating with the City any matter related to the Proposal.
- Any other expense incurred by Proposer prior to the date of award of the Contract for this RFP.

**II. CESH Program Guidelines**

CESH funding is working in partnership with the Homeless Emergency Aid Program to address homelessness through new state funding resources. For the purposes of CESH, the State has included homelessness prevention (HP) as part of operating support for emergency housing interventions and described HP activities in compliance with 24 CFR 576.103, 24 CFR 576.106, and other necessary service integration activities such as those described in 24 CFR 576.105, to connect individuals and families to alternate housing arrangements, services, and financial assistance as necessary to preserve housing.

HP will provide assistance to individuals and families at risk of homelessness aligned with California’s Housing First policy (CCR Title 25, 8409(b), WIC Div. 8 Ch. 6.5 Sec. 8255(b)). Administrative costs are not an eligible activity for applicants. The use of CESH funds is governed by policies set by the State of California Housing and Community Development Dept. To learn more about SB 2 the Building and Jobs Act and the CESH program access [CA Emergency Solutions and Housing Program Webpage](#).

**Eligible Costs and Services**

The County HCD is using the federal regulations below to provide applicants with guidelines for eligible costs. Eligible costs are described by component type and may also be impacted by local CoC Written Standards. If an activity is not described as an eligible expense, but addresses an immediate homeless challenge and California’s Housing First Policy, applicants must obtain express written consent from County HCD prior to use of program funds.

<b>Component Type</b>	<b>Regulation</b>
Emergency Shelter/Navigation Centers	<a href="#">24 CFR 576.102</a>
Street Outreach	<a href="#">24 CFR 576.101</a>
Housing Relocation/Stabilization Services	<a href="#">24 CFR 576.105</a>
Homeless Prevention	<a href="#">24 CFR 576.103</a> <a href="#">24 CFR 578.53</a>
Rapid Re-housing	<a href="#">24 CFR 578.37,51,53</a>
Rental Assistance	<a href="#">24 CFR 576.106</a>
Housing Search & Placement	<a href="#">24 CFR 576.105 (1)</a>

1. Rental Assistance, Housing Relocation, and Stabilization Services

- Short term rental assistance (up to 3 months) or medium- long term (up to 48 months) for individuals and families experiencing or at risk of homelessness.

2. Operating Support for Emergency Housing Intervention

- Housing navigation/placement, intensive case management, employment training, link to public benefits and intensive street outreach services, shall be provided to connect unsheltered homeless individuals and families to temporary or permanent housing. Funds shall also be used for diversion/prevention activities to place homeless persons in housing as quickly as possible.

The RRH assistance must be provided in accordance with the HUD requirements specified at 24 CFR 578.37, the short-term and medium-term rental assistance requirements in 24 CFR 578.51, eligible costs requirements in 24 CFR 578.53, the Glendale Continuum of Care (CoC) written standards, and the Program Requirements outlined in 24 CFR 578 Subpart F.

Use with Other Subsidies. Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), during the period of time covered by the URA payments.

Rent Restrictions. Rental assistance cannot be provided unless the rent does not exceed two times the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR § 982.507. For purposes of calculating rent under this section, the rent shall equal the sum of the total monthly rent for the unit, any fees required for occupancy under the lease (other than late fees and pet fees) and, if the tenant pays separately for utilities, the monthly allowance for utilities (excluding telephone) established by the public housing authority for the area in which the housing is located. <https://www.huduser.gov/portal/datasets/fmr.html>

2. Eligible Program Participants

Homelessness Prevention may be provided to program participants who:

- a. Meet the following criteria of the "at risk of homelessness" definition for the Glendale CESH Homelessness Prevention Program,

(1) An individual or family who:

- i. Has an annual income between 40-50 percent of median family income for the area, as determined by HUD;
- ii. Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in the above section; and

iii. Meets one of the following conditions:

- A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- B) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
- C) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low- income individuals;
- D) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
- E) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution);
- F) An individual or family who meets criteria in paragraphs (2) and (4) of the “homeless” definition in 24 CFR 578.3.

Rapid re-housing assistance may be provided to program participants who:

- a. Meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR § 578.3,
  - (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
    - i. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
    - ii. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
    - iii. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- b. An individual or family who will imminently lose their primary nighttime residence, provided:
  - i. The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - ii. No subsequent residence has been identified;
  - and
  - iii. The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(c.) Any individual or family who:

- i. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
  - ii. Has no other residence;
- and
- iii. Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

For more information regarding HUD's income limits please click on the following link below

[HUD Income Limits](#)

### **III. Program Requirements**

- The program will be operated in accordance with the Glendale CoC Written Standards.
- Documentation of client eligibility must be kept in the file and meet the requirements specified in the Glendale Continuum of Care Written Standards.
- Providers must adhere to the eligible costs requirements in 24 CFR 578.53, the Glendale Continuum of Care (CoC) written standards.
- Client-level data will be entered into HMIS.
- Providers are expected to provide these services for any person being encountered, including families. All homeless persons must be connected to the Glendale CoC Coordinated Entry system unless the project is a victim services agency.

### **III. Program Participant Requirements**

- A. Program Participant Eligibility:** Projects supported by the CESH Program funds are required to ensure all program participants meet the eligibility requirements for each project. At minimum, this requires an initial evaluation conducted in accordance with the coordinated entry system assessment to determine:
  - 1) Eligibility of each individual or family for assistance, and
  - 2) The amount and types of assistance needed to achieve or regain stability in permanent housing.
- B. Budget, Match, and Leverage Requirements:** Applicants are required to submit a competitive 12-month budget as part of the application submission. The City does not require match to be provided by the applicants to match the funds provided by the City through this RFP. Program budget must be used directly for costs associated with temporary financial assistance.
- C. Reporting:** The agency will be required to submit monthly, quarterly and annual performance reports on outputs and outcomes, including information on the number and demographics of participants served to date. Monthly reports are due by the 5<sup>th</sup> of each month. Quarterly reports are due within 15 days of the end of each quarter for the period of program operation, and shall include current quarter and cumulative data. An annual performance report (will also be required within 30 days of the end of each fiscal year.

- D. **Coordinating with other resources:** Projects supported by the CESH Program funds must coordinate and integrate, to the maximum extent practicable, CESH Program-funded activities with other programs targeted to people experiencing homelessness in Glendale, mainstream benefits, housing, health, social services, employment, education, and other programs for which individuals and families experiencing homelessness may be eligible. Specifically, recipients must work in coordination with and prioritize referrals through the Glendale CES.
- E. **Homeless Management Information System (HMIS) Participation:** All CESH Program funded projects are required to participate in the Glendale HMIS, or comparable database for domestic violence providers. Program participant data entry is required daily for service coordination purposes.
- F. **Certification of Homelessness or at Risk of Homelessness:** The Glendale CoC has standardized certification documents to obtain necessary documentation of program participant eligibility. Funded projects are required to complete these documents as proof of program participant eligibility.
- G. **Confidentiality:** Funded projects are required to develop and implement written policies and procedures to ensure the security and confidentiality of program participants and their protected identifying information. This includes program participant records, releases of information, and the address or location of any housing of a program participant.

#### ***Identifying Proprietary Information; Public Records Act***

A Proposer must identify and list all copyrighted material, trade secrets, or other proprietary information (“protectable documents”) that the Proposer included in its Proposal which Proposer believes should be exempt from disclosure under California’s Public Records Act, Government Code Section 6250, et seq. (See: PF:33).

By listing the documents, the Proposer agrees to indemnify, defend, and hold harmless the City and its officers, agents, employees, and representatives from and against any action, claim, lawsuit, or proceeding, including costs and expenses, arising out of or connected with the City’s refusal to disclose the protectable documents to any party making a request for those items.

***The City will treat any Proposer, who fails to identify documents that the Proposer believes should be exempt from disclosure, as having waived its right to an exemption from disclosure, as the Public Records Act provides.***

All Proposals and other material submitted become the property of the City and may be returned only at the City’s option. The City reserves the right to use any ideas presented in any response to the RFP. Selection or rejection of the Proposal does not affect this right.

- H. **Housing First:** Funded projects shall adhere to Housing First principles. Housing First is a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions, such as sobriety or a minimum income threshold. Projects using a Housing First approach offer supportive services to maximize housing stability and prevent returns to homelessness; however, participation in these services is based on the needs and desires of program participants.

- I. **Universal Assessment:** The agency shall utilize the universal assessment tool adopted by the Glendale CoC to assess program participants' housing and service needs. Currently, the Glendale CoC is utilizing the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT).
- J. **Coordinated Entry System:** The agency shall work in collaboration with the broader Continuum of Care (CoC) system in Glendale, including participating in the Glendale Coordinated Entry System (CES). The agency must coordinate with the local CES to ensure that any point of entry in the CoC provides participants access to housing. The agency will participate in the Glendale CES's intake process, which includes direct service for and referrals to appropriate homeless programs, mainstream resources, and housing. The agency will participate in CoC meetings, any relevant subcommittees, training opportunities, and technical assistance that support quality service delivery within the system of care.

### **3. Performance Goals**

All proposals should address the alignment of proposed programs with at least two of the following system performance goals:

- Reduce the number of persons who become homeless
- Reduce the length of time persons remain homeless
- Increase successful placement in permanent housing
- Reduce recurrence to homelessness after placement in permanent housing
- Increase employment access to increase and improve income by 20%

**Refer to Exhibit 1 for performance goals required under the CESH Program.**

### **IV. Program Monitoring**

Funded agencies will be required to maintain and submit to the City of Glendale Community Services & Parks Department adequate information necessary to monitor program accountability and progress in accordance with City of Glendale requirements. These conditions include programmatic reports, invoices with supporting documentation of eligible expenditures and insurance/contract requirements as stated within the RFP.

### **V. Proposal Selection and Appeals Process**

#### **A. Application Threshold Requirements**

An Application must meet threshold requirements as described below to be eligible for rating and ranking:

1. The application is received by the published RFP deadline
2. The applicant is an eligible applicant as described in Section I.

An application may be deemed ineligible if the application does not meet threshold requirements or if the application is incomplete and the Department cannot determine compliance with threshold requirements. The Department may also request clarification of unclear or ambiguous statements made in

the application and other supporting documents when doing so will not impact the competitive scoring of the application.

Once all applications are received, proposals will be analyzed by City staff as to completeness in addressing questions in the Funding Application, or other funding requirements. Staff will be making funding recommendations to CoC Board. CoC Board will approve final recommendations for sub-recipients.

All applications that meet threshold requirements will be rated based on the following criteria:

- Organizational capacity and experience;
- Project description and design;
- Past Performance;
- Program Readiness
- CES Alignment; and
- Budget/Cost efficiency

Each criterion will be rated separately. A composite score will be computed for each proposal based on a weighted sum of the individual ratings.

The original proposal, the staff analysis, and the response to the staff analysis will be reviewed and evaluated by the Glendale CoC Board. In addition, representatives from proposing organizations will be required to meet with and interviewed by the Glendale CoC Board to discuss their proposals.

Appeals – Agencies that do not meet the threshold score or who are not recommended for funding may appeal and address the members of the Glendale CoC Board Appeal Panel based only on the following guidelines (agencies recommended or only partial funding are not eligible to request an appeal):

- a) If the project is not selected for funding, the agency has the right to appeal, provided that the appeal is based upon Glendale CoC Board violations of program regulations or errors on the part of the Board or staff. For example, reviewing members did not consistently follow the scoring criteria and process, as detailed above or there was a conflict of interest that prevented a fair review of the proposal.
- b) No appeals will be heard on the basis of funding level.
- c) Agency's written appeal must be submitted within the timeline indicated in the notification letter. Each agency will have the opportunity to present the appeal to the Glendale CoC Board. Each agency will receive a written notification on the outcome of the appeal.

## **VI. Proposal Submission**

For funding consideration, all projects must meet the City of Glendale's project eligibility requirements as defined in this RFP. Agencies and/or organizations responding to this RFP must complete the attached funding application.

The following proposal formatting components are required. The proposal must be double-spaced using 11- point font Arial, have 1" x 1" x 1" x 1" margins, with the question clearly written prior to each response. No use of CAPITALIZATION, **bolding**, **highlighting**, or underlining permitted. The format should follow the RFP outline and be packaged in the order of the checklist sheet; all attachments must be clearly labeled. One (1) hardcopy application with wet, original signatures must be submitted along with four (5) copies of the complete application.

All applications must be submitted in the legal name of the organization. Applications must be signed by an authorized representative of the organization who has the legal authority to enter into an agreement with the City of Glendale.

**Project Applications Submission Deadline: April 27, 2020 at 3:00pm**

HAND DELIVERY IS REQUIRED; NO FAXED OR EMAILED COPIES WILL BE ACCEPTED.

Submit: one (1) application with original signatures (clearly marked "original") and  
(2) Copies of the application, (1) Copy on  
USB Flash Drive to:

City of Glendale Community Services & Parks Department  
Homeless Services Section  
613 E. Broadway Room 120,  
Glendale CA 91206  
Attention: Cynthia Foster, Homeless Programs Coordinator

**A. Required Attachments**

The application must be submitted with all attachments as requested. Failure to submit any of these documents in the application may result in ineligibility of the application. Do not include any other attachments, brochures or information not requested in this application.

**B. Technical Assistance**

The City of Glendale Community Services & Parks Department will provide general technical assistance via email. All technical inquiries must be submitted via email [CFoster@glendaleca.gov](mailto:CFoster@glendaleca.gov) . All responses will be via email.

**VII. GENERAL REQUIREMENTS**

- A.** Funds from this grant program may not replace funds from other sources.
- B.** Agencies contracting with the City may be subject to fiscal review prior to finalization of award. During such review, the agency must demonstrate appropriate administrative and financial controls as approved by City staff.
- C.** Projects supported by the City of Glendale funds must be of primary benefit to homeless persons or who are experiencing at-risk of homelessness and who are living in the City of Glendale and should be focused on providing direct services to program participants. Services under these contracts must be delivered within the city limits of Glendale.

- D.** Operating Agreement: Applicants approved for funding will be required to sign a Contract with the City to ensure compliance with civil rights laws, and Federal Executive Orders. Funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, audits, procurement and environmental review. RFP and the proposal evaluation process do not constitute an agreement by the City that it will actually enter into any contract with any Proposer.
- The City reserves the right to negotiate further the terms and conditions of the Contract. The Proposer whom the City Council selects must cooperate with the City in good faith to negotiate, sign, and deliver the final Contract. The City will draft the Contract and may require the selected Proposer to attend one or more Contract negotiation conferences to discuss possible:
  - Revisions to the Contract's service-related terms, conditions, requirements, specifications, or minimum performance standards, other than the insurance and the indemnity provisions; and
  - Additions to the Contract, by the parties' mutual agreement, or as a City Ordinance or Resolution, the City's Charter or Municipal Code, or any other law may require.
- E.** OMB Administrative Requirements and Cost Principles. Contractors will ensure that an annual financial audit is performed in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200.
- F.** Non-discrimination in Services and Employment: Applicants approved for funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR § 570.602. In addition, contractor shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.
- G.** Applicants approved for funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.
- H.** Funds may be awarded to faith or religious-based organizations performing public social service activities, provided certain contractual provisions are included in agreements between the City and the entity. The grant agreement must include contract conditions stating that the social services provided are exclusively non-religious in nature and scope, there are no religious services, proselytizing, instruction, or any other religious influences in connection with the public services and there is no religious discrimination in terms of employment or benefits under the social service project.
- I.** Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) Requirement – Any applicant seeking funding directly or indirectly from federal agencies must obtain a DUNS number. Failure to provide a DUNS number will prevent you from obtaining an award. The number can be registered or verified by calling 866-705-571. For additional information, please visit <http://fedgov.dnb.com/webform>.

Applicants are reminded that when registering with D&B, to be sure to use the organization's legal name that is used when filing a return with or making payments to the Internal Revenue Service. Organizations should also provide the Zip Code, using the Zip Code plus the four additional digits. The DUNS number used in the application must be for the applicant organization.

- J. Active Registration in the System for Award Management (SAM) – All applicant organizations must have an active registration in the SAM. To register, please visit <https://www.sam.gov/portal/public/SAM/>; you will need your DUNS number. The SAM is an ongoing project to integrate nine government wide acquisition and award support systems into one system. Currently, the SAM consolidates information from four systems: the Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).
- K. Safeguarding Resident/Participant Files. In maintaining resident and participant records, recipients shall observe federal, state, and local laws concerning the disclosure of records that pertain to individuals. Further, recipients are required to adopt and take reasonable measures to ensure that resident and participant records are safeguarded. This includes when reviewing, printing, or copying participant records.

### **VIII. CONDITIONS AND RESERVATIONS**

- A. The City of Glendale shall not, in any event, be liable for any costs incurred by applicants prior to entering into a formal contract. The costs of developing the proposals or any other such expenses incurred by the applicant in responding to the RFP, are entirely the responsibility of the applicant, and shall not be reimbursed in any matter by the City.
- B. The proposal must set forth full, accurate, and complete information as required by this application. The City may accept amendments to Proposals after the Proposal Deadline if it best serves the City's interests.
- C. The City of Glendale reserves the right to retain all submitted applications and the applications shall become the property of the City of Glendale. Applications may be disclosed under the California Public Records Act at a later date. Any department or agency of the City shall have the right to use any or all ideas presented in applications submitted in response to this RFP without any change or limitation. Selection or rejection of a proposal does not affect these rights.
- D. The City of Glendale reserves the right to communicate with funders or providers associated with the applicant to obtain additional clarification of design, program or agency fiscal and programmatic capacities and to utilize this information in the evaluation process. This includes verification of sources of match and leverage as stated within the application submission.
- E. The City of Glendale reserves the right to conduct scheduled and unscheduled site visits of agency applicants by City staff, County, State and Federal funding entities.
- F. The City of Glendale reserves the right to reject any or all applications received in answer to this RFP if deemed incomplete or inappropriate.
- G. The City of Glendale makes no representation that any contract will be awarded to any applicant responding to this RFP.
- H. The City of Glendale reserves the right to change application components, including services, costs, and program design, as it sees fit to better meet the City, Los Angeles County, and/or local requirements.

## **IX. CONTRACT CONDITIONS**

- A.** Contractors will be required to comply with conditions set forth by the City of Glendale in this RFP.
- B.** The City's policy is that the Contract be accepted as is. Contractors will be required to comply with conditions set forth by the City of Glendale in its executed contract with contractor and any conditions and requirements for subcontractors set forth by Los Angeles County Chief Executive Office in its executed contract with the City.
- C.** The City reserves the right to negotiate further the terms and conditions of the Contract. The Proposer whom the city council selects must cooperate with the City in good faith to negotiate, sign and deliver the final Contract. The City will draft the contract and may require the selected Proposer to attend one or more contract negotiation conferences to discuss possible:
- Revisions to the contract's service-related terms, conditions, requirements, specifications, or minimum performance standards, other than the insurance and the indemnity provisions; and
  - Additions to the contract, by the parties' mutual agreement, or as a city ordinance or resolution, the city's charter or municipal code, or any other law may require.

### **D. City's Reservation of Rights**

This RFP and the proposal evaluation process do not:

- Obligate the City to accept or select any Proposal;
- Constitute an agreement by the City that it will actually enter into any contract with any Proposer.

When it best serves the City's interests, the City may do any one or more of the following:

- Reject any Proposal or all Proposals at its sole discretion.
- Extend the deadline for accepting Proposals.
- Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- Waive any or all information, defects, irregularities, or informalities in a Proposal.
- Accept amendments to Proposals after the Proposal Deadline.
- Amend, revise, or change the RFP's evaluation or selection criteria.
- Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- Reissue a Request for Proposals.
- Conduct one or more oral interviews.
- Visit a Proposer's facilities or business.
- Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- Make a partial award.

- Negotiate with one or more Proposers.
  - Award contracts to one or more Proposers.
  - Require a best and final offer from one or more Proposers.
- Provide or perform the Services using a City officer or employee, or contract directly— without an RFP or bids— for the Services.
- E.** The City must have an executed contract with the funding entity and an executed contract with each subcontractor prior to reimbursement of funded activities under this RFP. Agencies will NOT be reimbursed for eligible costs incurred prior to the operational period. The City will not reimburse any agency for incurred project costs beyond the contract operational period as detailed in an executed City contract.
- F.** Insurance Requirements: Public and community non-profit agencies approved for CESH Program funding will be required to obtain insurance, evidenced by an original certificate of insurance and endorsement.

The required insurance is as follows:

a. Comprehensive General Liability: The insurance must be written for the limits of liability specified below

(1) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for bodily injury (including accidental death) to any one person;

(2) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for personal and advertising injury to any one person;

(3) ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy— whichever limit is greater— for property damage; and

(4) TWO MILLION DOLLARS (\$2,000,000) general aggregate limit, or the full aggregate limits of the policy— whichever limit is greater.

b. Automobile Liability: Insurance coverage shall include automobile coverage for projects involving the use of automobiles. The insurance must not be written for less than the limits of liability specified below or required by law, whichever coverage amount is greater:

(1) ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury (including accidental death) to any one person; and (2) ONE MILLION DOLLARS (\$1,000,000) per occurrence for property damage; or (3) TWO MILLION DOLLARS (\$2,000,000) combined single limit (“CSL”).

c. Workers’ Compensation: Insurance coverage for Workers’ Compensation shall be obtained and maintained through the duration of the project.

(1) Complete Workers’ Compensation insurance, meeting or exceeding the coverages and amounts that California law requires; and

(2) Employer’s Liability insurance in an amount not less than: (i) ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury or disease; (ii) ONE MILLION DOLLARS (\$1,000,000) per employee for bodily injury or disease; and (iii) ONE MILLION DOLLARS (\$1,000,000) policy limit.

d. Certificate and Endorsement: Awarding applicants shall provide City with a “certificate of insurance,” an “additional insured endorsement,” and a subrogation endorsement, “Waiver of Transfer to Rights of Recovery Against Others” — on forms satisfactory to the City Attorney or City’s Risk Manager, and signed by the insurance carrier or its authorized representative— which fully meet the requirements of, and contain provisions entirely consistent with, all of the Insurance Requirements.

e. Rating of Insurance Company: At all times, the insurance company issuing said policy shall be an “admitted” insurer in the State of California; shall be domiciled within, and organized under the laws of, a state of the United States; and shall carry an A.M. Best & Company minimum rating of “A:VII.”

Organization shall within thirty (30) days prior to expiration of this insurance, furnish to the City certificates of insurance and endorsements evidencing renewal of the insurance. The City reserves the right to require complete certified copies of all policies of Organization and Organization’s contractors and subcontractors, at any time.

**G.** Financial Requirements: Agencies contracting with the City may be subject to fiscal review prior to finalization of award. The focus of the review is to verify that the accounting system is adequate. If awarded a grant, the contractor shall establish a tracking system that will clearly and distinctly identify units of services and/or direct costs applicable to the services to be rendered under this contract. The contractor shall be required to submit invoices for the funds in a format to be established by the City.

The City’s obligation to pay any sum for any fiscal year shall be contingent upon receipt of funds and upon appropriation by the City Council of the necessary funds for such payment by the City in each fiscal year during the term of contracts awarded. In the event that the City Council of the City of Glendale fails to appropriate the necessary funds for any fiscal year, the contracts awarded for that period will not be funded and/or renewed.

The following fiscal and accounting procedures shall be required:

- Maintain a bank account and perform monthly bank reconciliation.
- Designate specific employees to perform each of the following functions:
  - Receipt for goods and services provided to Contractor.
  - Approve the purchase of goods and services for Contractor.
  - Approve employee time worked.
- Deposit all receipts in the bank account promptly and intact. (Do not pay any expense directly out of cash receipts.)
- Maintain bank-validated copies for every deposit slip in chronological order. Each deposit slip should include sufficient detail to explain the source of the funds being deposited. (This may be done by recording the details on the deposit slip or by attaching supporting

documentation, which may have been received with the receipts.)

- Disburse all funds by check, preferably signed by two officers of the contractor, neither of who is the bookkeeper or the accounting clerk.
- Maintain documented support for every check written, which should include:
  - Original invoice from vendor.
  - Indication by signature and date of an authorized employee that the goods or services were received by the contractor. (This may be done on a separate receiving report, a copy of the packing slip or on the invoice itself).
  - Indication that the goods or services were approved for purchase by an authorized individual (This should be by signature and date and should appear on the invoice or on the purchase requisition, if the contractor uses such).
- Maintain and file all required tax and payroll reports with appropriate Federal and State agencies.
- Maintain the following records in an orderly fashion by contractor's fiscal year until audited by the City:
  - Bank Statements and Bank Reconciliation
  - Deposit slips and supports
  - Checks and supports Payroll records
  - Cash receipts and disbursements journals
  - Monthly financial statements
  - Requests for reimbursements from the City and appropriate supporting documents
- Maintain individual participant files in accordance with the Glendale CoC written standards to include, but not limited to, proof of homelessness, proof of disability, as applicable, income status, proof of resident rent calculations, program fees collected and/or savings programs, intake forms, assessments and documentation of services.
- Maintain proper tracking, documentation, management and uses for program fees, client savings programs and resident rent calculations.
- Full Cooperation for an Audit by the City Auditor, as deemed necessary.

- H.** Contractor shall allow representatives of the City of Glendale to inspect facilities, which are used in conjunction with the contracts made to implement programs funded under this proposal.
- I.** Each contractor must comply fully with all the requirements specified in this RFP. The responsibility for accuracy rests entirely with the applicant.
- J.** Contractors shall make available to representatives of the City of Glendale upon reasonable notice, all documentation related to the program funded by this contract (i.e., case files, program files, policies and procedures). Demographic information about clients will be regularly transmitted to the City of Glendale Community Services & Parks Department in a manner consistent with agreements protecting client and/or agency confidentiality rights.
- K.** On the City's application form, Contractor must disclose any prior or ongoing contract failures, and any civil or criminal litigation or investigation involving the Contractor. Failure to disclose the required information may disqualify a proposal. The City reserves the right to reject a proposal based upon the Contractor's prior history with the City or with any other party, which documents, without limitation, unsatisfactory performance adversarial or contentious demeanor, significant failure(s) to meet contract

milestones or other contractual failures.

- L.** Contractors acknowledge that, as recipients of Los Angeles County funds, they will be required to comply with regulations pertaining to the use of such funds. All regulations will be enumerated in the contract and will be incorporated by reference. It will be the contractor's responsibility to assure compliance with applicable regulations. To the extent feasible, the City of Glendale will provide the successful bidders with the applicable regulations.
- M.** Contractors will ensure an annual financial audit is performed in compliance with the Federal Single Audit Act and will submit a copy of the audit report to the City of Glendale Community Services & Parks Department, with funding application and six months after the end of the contractor's fiscal year.
- N.** Contractors acknowledge that funds are NOT meant to replace or supplant other sources of funding and contractor will assure funds awarded are not used to replace or supplant other funds.
- O.** Contractors shall maintain any applicable licenses or permits, and meet any facilities code regulations required for the program(s) funded under this contract at the contractor's expense.
- P.** Contractors shall participate in local CoC planning, networking, training, capacity building, advisory boards and coordination meetings as appropriate.
- Q.** Contractors shall cooperate with related research and evaluation activities.
- R.** Contractors will be required to sign certification on lobbying and debarment.