



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

**FY 2025-2027 EMERGENCY SOLUTIONS  
GRANT (ESG)**

**Released: November 18, 2024  
Proposals Due: January 10, 2025**

**Submit all application materials via [ZoomGrants](#)**

**NO LATE 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**

### **EMERGENCY SOLUTIONS GRANT PROGRAM (ESG)**

The United States Department of Housing and Urban Development ( HUD) administers the Emergency Solutions Grant (ESG) Program. The City of Glendale (City) Community Services and Parks Department (CSP) anticipates receiving approximately \$160,000 in ESG funding from HUD for **FY 2025-2027 for use beginning July 1, 2025**. All applicants and proposed activities must meet HUD ESG eligibility guidelines to be considered for funding.

This program was previously known as the Emergency Shelter Grants Program, but its scope, eligible activities, and requirements changed significantly under the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009, whose regulations were released for effect in early 2012.

Final allocation of ESG funds is contingent upon the final funding award from HUD, the Glendale Continuum of Care (CoC) Board recommendations, Glendale Housing Authority and City Council approval, submittal of all required insurance documentation, and full execution of the grantee written agreement. Completion and submission of this application does not obligate the City to allocate ESG funds to prospective applicants.

ESG-funded projects must comply with strict eligibility criteria. Prior to submission, please carefully review this information package to determine if your request for funds will qualify under the ESG regulations. While CSP is available to provide technical assistance, it is the responsibility of the applicant to become educated on the federal regulations that govern the ESG Program. For more detailed information on HUD guidelines, please visit <https://www.hudexchange.info/programs/esg/>.

### ***Grant Term***

The initial suggested grant term is one (1) year with an anticipated start date of July 1, 2025. Budgets should reflect one year grant period. The ESG funding plan developed is a two-year plan. ESG programs that request continued funding for the subsequent year and meet their program outcomes and performance goals are allowed to be renewed for funding subject to review and approval by the CoC Board.

The total amount of funding estimated to be available for this RFP is \$155,123. 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>ESG Program Maximum Amount</b>
Outreach and/or Shelter Operations/Essential Services	\$58,500
Homelessness Prevention and/or Rapid Rehousing	\$86,898
Administrative Costs	\$ 9,725
<b>Total FY23 ESG Funding Available</b>	<b>\$155,123</b>

### ***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 & Parks Department  
613 E. Broadway, Room 120  
Glendale, CA 91206  
Telephone: (818) 550-4474  
Arsine Isayan Email: [arisayan@glendaleca.gov](mailto:arisayan@glendaleca.gov)

### ***Schedule of Events***

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

<b>EVENT</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
<b>RFP Distribution</b>	City	11/18/2024
<b>Last Day to Submit Interim Questions</b>	Proposer	12/19/2024
<b>Mandatory Technical Assistance Workshop</b>	City	12/2/2024
<b>RFP Proposals Due by midnight</b>	Proposer	1/10/2025
<b>Staff Review/Analysis</b>	City	1/31/2025
<b>Response to Staff Analysis (if applicable)</b>	Proposer	2/7/2025
<b>Panel Review Proposal/Candidate Interview</b>	City	3/10/2025
<b>Public Hearing/Housing Authority &amp; City Council Vote on ESG Recommendations</b>	City	4/15/2025 (tentative)

### ***Last Day to Submit Interim Questions***

Questions will be accepted via email through **December 19, 2024 by 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. – 5:00 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 & Parks Department  
Attention: Arsine Isayan, Homeless Programs Manager  
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.

**Withdrawal or Cancellation of a Proposal 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 11/18/2024 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.

***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 and 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.

## **II. ESG PROGRAM GUIDELINES**

The ESG program provides funding to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families
3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and
6. Prevent families and individuals from becoming homeless.

ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities (up to 7.5% of a recipient's allocation can be used for administrative activities).

### **Eligibility as a Sub-recipient**

#### **A. Nonprofit Status**

Applicants for ESG funds must meet the definition of Sub-recipient: a public or private nonprofit agency, authority or organization. Private non-profit applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.

Note: City of Glendale departments qualify as direct grantees and are eligible to apply and receive ESG Public Social Service funding.

#### **B. Financial Statement**

Non-profit applicants for ESG funds must submit an annual financial statement or audit for the past two years along with their funding application. The financial statement or audit shall consist of either: 1) an unaudited financial statement compilation, 2) an annual independent

financial audit in accordance with generally accepted auditing standards and General Auditing Standards, issued by the Comptroller General of the United States, or 3) a Single Audit under OMB Circular A-133 or Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F-Audit Requirements §200.501 and §200.514. Applicants without two years of financial statement compilations or independent financial audits shall not be eligible to submit a funding application.

Applicants for ESG funds must submit copies of official Board meetings that include documentation of submission, review and approval of year-end financial statement reports by the Board.

Applicants for ESG funds shall be responsible for maintaining documentation on the finance director's job description and/or resumes of the Chief Financial Officer of the organization and/or Board Treasurer, and identify certified public accountant (firm) responsible for preparing financial statement compilations or financial audits.

C. Quarterly Payroll Taxes

Applicants must submit a copy of receipt of payment of most recent Federal and State quarterly payroll taxes. Applicants approved for ESG funding shall provide on a quarterly basis verification of quarterly state and federal payroll tax payments including supporting source documentation for each employee covered by the ESG grant.

**Beneficiary Eligibility**

The minimum eligibility criteria for ESG beneficiaries are as follows:

- For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2.
- For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2.
- For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter).
- For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103par.
- For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104.
- Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

## **Eligible Program Components**

<https://www.hudexchange.info/programs/esg/esg-requirements/>

ESG Funds may be used for any of the following component types:

1. Street Outreach
2. Emergency Shelter
3. Homelessness Prevention
4. Rapid Re-Housing
5. Data Collection (HMIS)
6. Administration

### **1. Street Outreach**

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

Eligible Street Outreach costs include:

- Engagement;
- Case management;
- Emergency health and mental health services;
- Transportation; and/or
- Services for special populations.

For more details, see [24 CFR 576.101](#).

### **2. Emergency Shelter**

According to 24 CFR Part 91.5 and 576.2, an emergency shelter is defined as any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements. ESG funds may be used for emergency shelters only.

A transitional facility will only be eligible to receive ESG funds if EITHER:

1. It meets BOTH of the following criteria under the new emergency shelter definition:
  - (a) its primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless; and
  - (b) it does not require occupants to sign leases or occupancy agreements; **OR**
2. It received funds under a FY 2010 ESG grant and met the criteria under the former

emergency shelter definition (“any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless”). This is yet to be determined by HUD for City of Glendale.

Emergency Shelter costs may include one or both of the following:

1. *Essential Services*, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.
2. *Shelter Operations*, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

For more details, see [24 CFR 576.102](#).

### **3. Homelessness Prevention**

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in [paragraph \(1\)](#) of the homeless definition.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligible Homelessness Prevention costs include:

- Rental Assistance: short-term rental assistance and one-time payment for up to 6 months of rental arrears, including applicable late fees.
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs.
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

For more details, see [24 CFR 576.103](#).

### **4. Rapid Re-Housing**

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible Rapid Re-Housing costs include:

- Rental Assistance: short term rental assistance and one-time payment for up to 6 months of rental arrears, including applicable late fees.
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair.

For more details, see [24 CFR 576.104](#).

**5. Data Collection (HMIS)**

ESG funds may be used to pay for the costs of participating in and contributing to the Homeless Management Information System (HMIS) or comparable database (for Victim Service Providers) designated by the Continuum of Care for the area.

For more details, see [24 CFR 576.107](#).

**6. Administration**

Administrative allocation can be used for general management, oversight, coordination, and reporting on the program. This includes allocation for consolidated plan, environmental review and training on ESG requirements, reporting requirements for IDIS, and program draw down and general oversight and coordination of monitoring. Administrative costs will be shared with City and Agency. Maximum of 4% may be requested for administration, which is a formula of total requested from all eligible categories.

**Evaluation of program participant eligibility and needs: [24 CFR 576.401](#)**

**1. Evaluations.**

The recipient or its sub recipient must conduct an initial evaluation to determine the eligibility of each individual or family's eligibility for ESG assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing. These evaluations must be conducted in accordance with the centralized or coordinated assessment requirements set forth under 24CFR576.400(d) and the written standards established under 24 CFR 576.400(e).

**2. Re-evaluations for homelessness prevention.**

- a. The recipient or sub recipient must re-evaluate the program participant's eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid re-housing assistance. At a minimum, each re-evaluation of eligibility must establish that:

- i. The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and
  - ii. The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance.
- b. The recipient or sub-recipient may require each program participant receiving homelessness prevention or rapid re-housing assistance to notify the recipient or sub-recipient regarding changes in the program participant's income or other circumstances (e.g., changes in household composition) that affect the program participant's need for assistance under ESG. When notified of a relevant change, the recipient or sub recipient must re-evaluate the program participant's eligibility and the amount and types of assistance the program participant needs.

### **3. Annual income.**

When determining the annual income of an individual or family, the recipient or sub recipient must use the standard for calculating annual income under 24 CFR 5.609.

### **4. Connecting program participants to mainstream and other resources.**

The recipient and its sub recipients must assist each program participant, as needed, to obtain:

- a. Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and
- b. Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:
  - Medicaid;
  - Supplemental Nutrition Assistance Program;
  - Women, Infants and Children (WIC);
  - Federal-State Unemployment Insurance Program;
  - Social Security Disability Insurance (SSDI);
  - Supplemental Security Income (SSI);
  - Child and Adult Care Food Program;
  - Other assistance available under the programs listed in § 576.400(c).

### **5. Housing stability case management.**

- a. While providing homelessness prevention a program participant, the recipient or sub recipient must:
  - i. Require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability; and
  - ii. Develop a plan to assist the program participant to retain permanent housing after the ESG assistance ends, taking into account all relevant considerations, such as the program participant's current or expected income and expenses; other public or private assistance for which the program participant will be eligible and likely to receive; and the relative affordability of available housing in the area.

- b. The recipient or sub recipient is exempt from the requirement under paragraph (e)(1)(i) of this section if the Violence Against Women Act of 1994 (42 U.S.C. 13701 et seq.) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 et seq.) prohibits that recipient or sub recipient from making its shelter or housing conditional on the participant's acceptance of services.

**Standards for Housing (Prevention): [24 CFR 576.403](#) (a and c)**

**1. Lead-based paint remediation and disclosure.**

The Lead-Based Paint Poisoning Prevention Act (42U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851– 4856), and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M, and R apply to all shelters assisted under ESG program and all housing occupied by program participants.

**2. Minimum habitability standards for permanent housing.**

The recipient or sub recipient cannot use ESG funds to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph. The recipient may also establish standards that exceed or add to these minimum standards.

**Documentation of Homelessness: [24 CFR Part 576.500](#) (for Outreach, Shelter, and Rapid Re-Housing)**

**Homeless status.**

The recipient must maintain and follow written intake procedures to ensure compliance with the homeless definition in § 576.2. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. However, lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates on which entries are made.

## **Evaluation of Program Participant Eligibility and Needs**

### **Eligible Participants: [24 CFR 576.2](#)**

In order for individuals and families to be eligible to receive ESG assistance, they must first meet the definition of Homelessness as defined by HUD at 24 CFR §91, 582, and 583. In addition, to be eligible to receive ESG Homelessness Prevention assistance, the At Risk of Homelessness definition at 24 CFR Part §576.2 may apply.

**Subrecipients must utilize funds for individuals or families who fall into one of the following categories.**

**Category 1:** Literally Homeless: 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.

**Category 2:** Imminent Risk of Homelessness: Individual or family who will imminently lose their primary nighttime residence, provided that:

- (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.

**Note:** Do not confuse the ***Imminent Risk of Homelessness*** definition with the ***At-Risk of Homelessness definition***. While both are very similar, there are distinct variations. See below for the At Risk of Homelessness definition.

**Category 3:** Homeless under other Federal Statutes: Unaccompanied youth under 25 years of age, or families with children and youth who do not otherwise qualify as homeless under this definition, but who;

- (i) are defined as homeless under section 387 of the Runaway and Homeless Youth

Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2013), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);

- (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) (can be expected to continue in such status for an extended period of time because of chronic disabilities chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

**Category 4:** Fleeing/Attempting to Flee DV: 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 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.

**Note:** Only subrecipients providing Homelessness Prevention assistance may elect to use the At Risk of Homelessness definition.

*At Risk of Homelessness* means an individual or family who:

- (i) has an annual income below 30 percent of median family income for the area, as defined 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 this 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) Is living in the home of another because of economic hardship.
- (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of application for assistance.
- (D) 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.
- (E) Lives in a single-room occupancy or efficiency apartment unit in which resides more than two persons or lives in a larger housing unit in which resides more than 1.5 persons per room, as defined by the U.S. Census Bureau.
- (F) Is exiting a publicly funded institution or system of care (such as a health-care facility, a mental health facility, foster care of other youth facility, or correction program or institution).
- (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the sub-recipient's approved consolidated plan.

### **III. PROGRAM REQUIREMENTS**

1. The program will be operated in accordance with the Glendale CoC and ESG Written Standards.
2. Documentation of client eligibility must be kept in the file and meet the requirements specified in the Glendale Continuum of Care and ESG Written Standards.
3. Providers must adhere to the eligible cost requirements in 24 CFR Part 576.102;.103.105 and 106
4. Homeless Management Information System (HMIS) Participation: All ESG 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.
5. Projects supported by the ESG Program funds must coordinate and integrate, to the maximum extent practicable, ESG 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 unless the project is a victim service agency.
6. 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.
7. 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.

## **BUDGET, MATCH AND LEVERAGE REQUIREMENTS**

Applicants are required to submit a competitive **12- month budget** as part of the application submission. Applicants for ESG funds **must match 100 percent of the amount requested** with an equal amount of funds from sources other than ESG program or McKinney funding amended by HEARTH ACT. Funds used to match a previous ESG grant may not be used to match a subsequent grant. Documentation of available matching funds must be submitted with the Funding Application and on the program budget.

## **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.

## **OTHER PROGRAM REQUIREMENTS**

ESG amendments require that agencies “involve, to the maximum extent practicable, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities.” Homeless programs that are funded under ESG must be consistent with the City of Glendale’s Five-Year Consolidated Plan.

Under requirements of the National Affordable Housing Act any agency receiving ESG funds must certify that it will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG Program, and that the address or location of any family violence shelter project assisted under the ESG Program will, except with written authorization of the persons or persons responsible for the operation of such shelter, not be made public.

## **PARTICIPATION OF HOMELESS PERSONS IN POLICY-MAKING AND OPERATIONS**

Each sub-recipient must involve, to the maximum extent possible, homeless individuals and families in program policy and procedure making decisions, in the maintenance and operation of facilities and in the provision of services to residents of these facilities. This might include, for example, involvement of a formerly homeless person on the Board of Directors, Advisory Council or similar entity that considers and sets program policy or makes decisions for the grantee. This involvement may also be in the form of client employment or volunteering in agency activities such as minor construction, renovation, maintenance, general operation of facilities, or provision of services. Other methods of achieving client involvement may include having a suggestion box, using chore lists and exit interviews, conducting regularly scheduled house meetings, encouraging clients to assist with children's programs, parenting classes or vocational training programming. Sub-recipients may request a waiver from this requirement when the grantee is unable to meet this requirement, and the sub-recipient agrees to consult with homeless or formerly homeless persons in making program policy or decisions.

## **REALLOCATION OF FUNDS**

The City continually monitors the use of all grant funds. The City reserves the right to reduce the grant award and reallocate funds to another agency. Prior to any action being taken, the sub grantee will be contacted by the assigned Program Administrator and/or Program Manager to discuss funding concerns or issues. Grant budget amendments will be used for any changes in the grant funding allocation.

**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.

**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).

**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.

## **IV. PROGRAM MONITORING**

Applicants approved for ESG funding will be required to maintain and submit to the Community Services & Parks Department adequate information necessary to monitor program accountability and progress in accordance with City of Glendale, Emergency Solutions Grant Program and HUD regulations.

### **Political Activities**

Applicants approved for ESG funding shall understand that ESG funds shall not be used to finance the use of facilities or equipment for political purposes or programs that involve the engagement of political activities, such as partisan political activities, such as candidate forums, voter transportation, or voter registration.

### **Financial Control Systems and Audits-Non-Profit Organizations**

Applicants approved for ESG Public Social Services funding (Agency) shall comply with 2 CFR 200 Subpart D-Post Federal Award Requirements, §200.300- 200.345 which include maintaining accounting principles and procedures required therein, utilizing adequate internal and budget controls, and maintaining necessary source documentation and accounting records that sufficiently

identify the source and application of ESG funds. HUD standards for accounting records, per §200.302 shall require that agencies have in place an accounting system that at the minimum has the following elements: chart of accounts, cash receipts journal, cash disbursements journal, payroll journal, general journal and general ledger.

Internal Controls shall refer to a combination of policies, procedures, defined job responsibilities, personnel, and records that allow the Agency to maintain adequate oversight and control of its cash, property, and other assets charged to ESG funded programs. Upon receiving funding, the Agency shall maintain written policies and procedures regarding approval authority for financial transactions, accounting manuals, chart of accounts, adequate separation of duties, hiring policies and access to accounting records as specified under 2 CFR §200.303.

Budget Controls shall refer to policies and procedures that the Agency must have in place to compare and control ESG expenditures against the approved, appropriated ESG budget. The Agency shall have procedures to compare actual expenditures with budgeted amounts for each ESG grant as specified under 2 CFR §200.308-200.309.

Agencies receiving ESG funds shall comply with current City and federal procurement standards under 2 CFR §200.317-200.326 concerning the procurement and purchase of equipment, supplies, and services using CDBG funds to ensure that they are obtained as economically as possible through an open and competitive process.

Agencies shall maintain written standards of conduct covering conflicts of interest and governing the performance of employees, officers, and agents of the agency engaged in the selection of, award, or administration of a contract supported by ESG funds under 2 CFR §200.318(c)(1).

Agencies receiving less than \$25,000 in ESG funds per year shall be required to submit unaudited annual financial statements compilation for years where grant funds are received. The unaudited financial statements provided shall include an itemization of the receipt and use of the City ESG funds. An attestation statement shall be provided by the Chief Executive Officer that the financial statements being submitted are true, correct, and free of any material misstatement and that funds were spent following the grant requirements.

Agencies receiving \$25,000 or more in ESG funds per year shall be required to obtain an annual independent financial audit in accordance with generally accepted auditing standards and General Auditing Standards, issued by the Comptroller General of the United States for each grant year they receive ESG funds.

In addition to a financial audit, Agencies receiving over \$750,000 in total federal grant funds in a year are required to conduct and file a Single Audit in accordance with financial audit requirements under Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F-Audit Requirements §200.501 and §200.514. The Agency shall be required to complete the Single Audit within 270 days after the ending date of the Agency's fiscal year.

All agencies shall be required to shall provide evidence on a quarterly basis verification of quarterly state and federal payroll tax payments including supporting source documentation for each employee covered by the ESG grant.

**HEARTH Focus on Outcomes and ESG performance on the following measures will impact CoC performance:**

- Reduction of Length of time stays at Emergency Shelter to 45 days
- Recidivism (subsequent return to homelessness)
- Access/coverage (thoroughness in reaching persons who are homeless)
- Overall reduction in number of persons who experience homelessness
- Job and income growth for persons who are homeless
- Reduction in first time homeless

**PROGRAM PRIORITIES**

ESG Program Priorities have been developed based upon the City's identified housing and homeless needs and are consistent with a "continuum of care" approach to homeless services. The City's identifies homeless needs, and an explanation of Glendale's continuum of care, are outlined in the City of Glendale Five-Year Consolidated Plan. For more information on Glendale's Continuum of Care, contact Arsine Isayan, Homeless Programs Manager at (818) 550-4474.

**Components of the continuum of care that have been identified as funding priorities are:**

- Rapid Re- Housing Program
- Housing Relocation and Stabilization Services Case management
- HMIS
- Emergency Shelters
- Homeless Prevention
- Street outreach
- Support services, including mental health and substance abuse
- Domestic violence programs/ shelter programming

**Although all proposals will be given consideration, existing programs consistent with the continuum of care approach, or new programs which fill a gap in Glendale's continuum of care, will be given priority.**

**V. PROPOSAL SELECTION AND APPEALS PROCESS**

**1. Application Threshold Requirements**

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

- A. The application is received by the published RFP deadline.
- B. The applicant is an eligible applicant as described under Sub-Recipient Eligibility on page 7.

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.

## **2. 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.

- D. Each agency will have the opportunity to present the appeal to the Glendale CoC Board.
- E. Each agency will receive a written notification on the outcome of the appeal.

## **VI. PROPOSAL SUBMISSION**

For funding consideration, all projects must meet the General Requirements and ESG Program Guidelines defined in the RFP. Agencies and/or organizations responding to this RFP must complete the attached funding application. A separate application must be submitted for each proposed project.

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.

**The FY 2025-2027 proposals must be completed online and submitted via [ZoomGrants](#).**

**Request for Proposal available on CSP's Website:**

<https://www.glendaleca.gov/government/departments/community-services-parks/human-services/homeless-services>

**Project Application Submission Deadline:** January 10, 2025 by midnight via ZoomGrants.

### **1. 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.

### **2. Technical Assistance**

The City of Glendale Community Services & Parks Department will provide a **mandatory** technical assistance training via Microsoft teams on December 2<sup>nd</sup>, 2024. The meeting link will be posted in ZoomGrants. Community agencies and City departments **MUST** attend the Technical Assistance training in order to submit a grant application for FY 2025-2026.

Additional technical assistance for completing Homeless Program Funding Applications may be obtained by calling Arsine Isayan, Homeless Programs Manager, at (818) 550-4474

## **VII. GENERAL REQUIREMENTS**

1. Funds from this grant program may not replace funds from other sources.
2. Agencies contracting with the City will 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.
3. 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.
4. 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.
5. 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:
  - A. Revisions to the Contract's service-related terms, conditions, requirements, specifications, or minimum performance standards, other than the insurance and the indemnity provisions; and
  - B. 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.
6. 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.
7. 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.

8. 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.
9. 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.
10. 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>.
11. 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.
12. 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).
13. 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**

1. 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.

2. 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.
3. 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.
4. 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.
5. 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.
6. The City of Glendale reserves the right to reject any or all applications received in answer to this RFP if deemed incomplete or inappropriate.
7. The City of Glendale makes no representation that any contract will be awarded to any applicant responding to this RFP.
8. 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**

1. Contractors will be required to comply with conditions set forth by the City of Glendale in this RFP.
2. 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 City of Glendale, Emergency Solutions Grant, Federal Executive Orders and HUD regulations in its executed contract with the City.
3. 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:
  - A. Revisions to the contract's service-related terms, conditions, requirements, specifications, or minimum performance standards, other than the insurance and the indemnity provisions; and

- B. 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.

#### 4. City's Reservation of Rights

This RFP and the proposal evaluation process do not:

- A. Obligate the City to accept or select any Proposal;
- B. 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:

- A. Reject any Proposal or all Proposals at its sole discretion.
- B. Extend the deadline for accepting Proposals.
- C. Accelerate the pace of the RFP process if only one or a handful of Proposals is received.
- D. Waive any or all information, defects, irregularities, or informalities in a Proposal.
- E. Accept amendments to Proposals after the Proposal Deadline.
- F. Amend, revise, or change the RFP's evaluation or selection criteria.
- G. Cancel, withdraw, amend, revise, change, or negotiate the terms of this RFP, the proposed Contract, or both.
- H. Reissue a Request for Proposals.
- I. Conduct one or more oral interviews.
- J. Visit a Proposer's facilities or business.
- K. Examine financial records of a Proposer to the extent necessary to ensure financial stability.
- L. Make a partial award.
- M. Negotiate with one or more Proposers.
- N. Award contracts to one or more Proposers.
- O. Require a best and final offer from one or more Proposers.
- P. Provide or perform the Services using a City officer or employee, or contract directly—without an RFP or bids— for the Services.

- 5. 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.
- 6. Insurance Requirements: Public and community non-profit agencies approved for ESG 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;

ONE MILLION DOLLARS (\$1,000,000) per occurrence, or the full per occurrence limits of the policy—

(1) whichever limit is greater— for personal and advertising injury 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 property damage; and

(3) 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.”

f. 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.

7. Financial Requirements: Agencies contracting with the City will 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.
8. 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.
9. The following fiscal and accounting procedures shall be required:
  - A. Maintain a bank account and perform monthly bank reconciliation.
  - B. 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.
  - C. 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 and ESG 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.
10. 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.
  11. Each contractor must comply fully with all the requirements specified in this RFP. The responsibility for accuracy rests entirely with the applicant.
  12. 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.
  13. 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.

14. Contractors acknowledge that, as recipients of ESG 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.
15. 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.
16. 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.
17. 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.
18. Contractors shall participate in local CoC planning, networking, training, capacity building, advisory boards and coordination meetings as appropriate.
19. Contractors shall cooperate with related research and evaluation activities.
20. Contractors will be required to sign certification on lobbying and debarment.

## Exhibit A

### CITY OF GLENDALE COMMUNITY SERVICES AND PARKS DEPARTMENT HOMELESS PROGRAMS

#### FY 2025-2027 EMERGENCY SOLUTIONS GRANT (ESG) REQUEST FOR PROPOSALS

#### Exhibit A – Selection of Legal and Regulatory References

Topic	Regulations and References*
ESG regulations and Uniform Administrative	-
<a href="https://www.hudexchange.info/programs/esg/notice/#laws">https://www.hudexchange.info/programs/esg/notice/#laws</a>	Guidance <a href="/esg-law-regulations-and-">/esg-law-regulations-and-</a>
Emergency Solutions Grants Program	24 CFR 576
Emergency Shelter/Navigation Centers	24 CFR 576.102
Street Outreach	24 CFR 576.101
Housing Relocation/Stabilization Services	24 CFR 576.105
Homelessness Prevention	24 CFR 576.103 24 CFR 578.53 24 CFR 576.403, a and c
Homelessness Definition	24 CFR 576.2
Definition of At Risk of Homelessness	- <a href="https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf">https://files.hudexchange.info/resources/documents/AtRiskofHomelessnessDefinition_Criteria.pdf</a>
Homeless participation	24 CFR
576.405 Project participant eligibility and needs	24 CFR
576.401	
The <b>McKinney-Vento Homeless Assistance Act</b> as-	
<a href="https://www.hud.gov/sites/documents/HAAA">https://www.hud.gov/sites/documents/HAAA</a>	amended by S. 896 <b>The Homeless</b>
<b>Emergency</b>	<a href="#">HEARTH.PDF</a>
<b>Assistance and Rapid Transition to Housing</b>	- <a href="https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/">https://www.hudexchange.info/resource/1715/mckinney-vento-homeless-assistance-act-amended-by-hearth-act-of-2009/</a>
<b>(HEARTH) Act of 2009</b>	

In this table, “24 CFR” refers to Title 24 Housing and Urban Development of the Code of Federal Regulations