

**CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES DEPARTMENT**

**Request for Interest # 732
Community Action Projects
*Housing-Shelter / Food-Nutrition / Mental Health Access / Employment-Jobs***

Contra Costa County (County) Employment and Human Services Department (EHSD) announces **Request for Interest (RFI) #732** seeking applications from eligible organizations to design and deliver Community Action Projects in alignment with the 2022/23 Contra Costa County Community Action Plan. Selected organizations may be awarded up to, but not more than, \$200,000.00, if additional funding becomes available. Awarded amounts will range from \$20,000 to \$40,000. This RFI is not in itself an offer of work nor does it commit the County to fund any proposal submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

An Informational Session will be held via Zoom on **Thursday, December 9, 2021 from 1:30 pm to 2:30 pm**. To attend this Zoom Informational Session (Meeting ID: 884 8632 4888), please use the following link:

<https://us06web.zoom.us/j/88486324888?pwd=OWpac2NKTWxjUkROYmw1NVRseXkxQT09>
and Passcode: 186785.

While attendance at the Informational Session is not mandatory, it is highly recommended that potential applicants attend for information on completing a response to the RFI. If you plan to attend, please RSVP by email to contractbid@ehsd.cccounty.us or leave a voice message on (925) 608-4969.

Funding

EHSD will award a Federal subaward standard contract (or contracts) to selected organization(s). All Contracts will be billable monthly, in arrears. Award amounts will range from \$20,000 to \$40,000. Contracts will be for twelve (12) months. Selected organizations may be awarded up to, but not more than, \$200,000.00 if additional funding becomes available. Federal Funds are passed through the California Department of Community Services and Development, and are identified as follows:

<i>Federal Award Identification Number (FAIN):</i>	G-16B1CACOSR
<i>Subaward Period of Performance:</i>	3/1/2022/ to 2/28/2023
<i>Catalog of Federal Domestic Assistance Number (CFDA):</i>	93.569
<i>Program Title:</i>	Community Services Block Grant (CSBG)
<i>Agency:</i>	Department of Health and Human Services
<i>Office:</i>	Administration for Children and Families

Legal Authorities – Program Requirements, Standards and Guidance

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96.
2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§ 100601-100795;
3. The Single Audit Act, 31 U.S.C. §7301 et seq. and Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 2 CFR 200, and 45 CFR Part 75.

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Purpose

EHSD's Community Services Bureau (CSB) serves as the federally designated Community Action Agency for Contra Costa County. CSB is part of the national Community Action Partnership (CAP) network of over 1,100 agencies that work to alleviate poverty and empower low-income families in communities throughout the United States. CAP is a public organization established under the Economic Opportunity Act of 1964. The Federal Department of Health and Human Services administers the Community Services Block Grant (CSBG) program funds which are then allocated annually to participating CSBG states. The CSBG administrator for California is the California Department of Community Services and Development (CSD). CSD distributes allocations within the state to the existing network of Community Action Agencies and additional community partners, which includes EHSD. Community needs are met and program goals achieved by partnering with community members, establishing and fostering community partnerships; developing and adapting new and innovative initiatives and working with other community-based and public organizations to leverage funding.

The focus areas for this RFI are to support **Housing-Shelter** (preventing homelessness, supporting safe and affordable housing to low income families/youth), **Food-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of emergency healthy, fresh produce to our underserved population), **Mental Health Access** (mental health services, medical assistance and improving overall well-being through a more effective and efficient use of resources) and **Employment-Jobs** (job training and/or placement, job readiness skills and/or development for living wage jobs). The RFI is available on EHSD website: <http://ehsd.org/directors/contracting-opportunities/rfis>, and the Contra Costa 2022-2023 Community Action Plan is available at <http://ehsd.org/headstart/community-action>.

Project Deliverables

The intent of this RFI is to invite profit/non-profit community based organizations or corporations to submit a Letter of Interest describing a program or project to address locally identified needs in low-income communities in at least one of the following priority areas:

- **Housing-Shelter** (preventing homelessness, supporting safe and affordable housing to low income families/youth/adults)
- **Food-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of emergency healthy, fresh produce to our underserved population)
- **Mental Health Access** (mental health services, medical assistance and improving health outcomes and overall well-being through a more effective and efficient use of resources)
- **Employment-Jobs** (job training and/or placement, job readiness and and/or development for living wage jobs)

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Components of Letter of Interest (LOI):

Applicants must submit Letter of Interest that includes the following and follows the Letter of Interest Guide.

- Project Overview
- Program Budget Information (see **Attachment C**)
- Project Description
- Outcome Goals and Objectives of the Project (see **Attachment B**)
- Statement of agency qualifications regarding track record of providing the proposed services
- Proof of required insurance
- Current list of Board of Directors and Staff
- Statement of **NO Potential Conflict Of Interest** between the Contra Costa County Economic Opportunity Council members and the applicant (see **Attachment D**)

<u>Selection Criteria</u>	<u>Weight</u>
1. Project Overview	5%
2. Program Budget	20%
3. Project Description	25%
4. Outcome Goals & Objectives	30%
<u>5. Proven track record of providing the services</u>	<u>20%</u>
Total	100%

If you are a current subcontractor, your previous performance will be considered in the scoring application under selection criteria #5 Proven track record of providing the services.

Contract requirements

Applicants must provide proof of:

- Worker’s Compensation
- Professional liability
- Commercial Comprehensive Liability Insurance and Automobile Insurance
- Current list of Board of Directors and Staff
- Statement of **NO Potential Conflict Of Interest** between the Contra Costa County Economic Opportunity Council members and the applicant

Additionally, successful applicants must certify to the following prior to a resulting contract execution:

- Smoke-free work environment
- Affirmative Action compliance
- Drug-free workplace
- Discrimination policy
- Cultural Diversity policy
- Comply with Covid-19 policy

Submissions:

Submissions must follow the **Letter of Interest Guide** included in this RFI. Submissions must include the bidder's e-mail address and contact phone number. Emailed submissions must show **RFI #732 in the Subject line**. Email attachments must be in MS Word, MS Excel, and/or PDF file formats. Send proposals to one of the addresses listed below. Please note that responses will not be returned, postmarks will **NOT** be accepted, and late deliveries will **NOT** be accepted. If you plan to hand-deliver your response, please be advised the building is open to the public 8:00a.m. to 5:00 p.m., Monday through Friday (except holidays).

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #732**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 608-4969
E-mail: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfi

Letters of Interest (LOI) must be received no later than 5:00 p.m. on Monday, December 20, 2021. Please submit a cover letter detailing your agency's background, experience and references. Also attach your agency's proposed action plan to complete the services described herein.

Letter of Interest Guide

Section I. Project Overview

- A. Applicant/Organization information
- B. Project Name
- C. Areas of county where services are provided

Section II. Program Budget Information

- A. Amount of CSBG funds requested (not to exceed \$200,000)
- B. Total CSBG project cost (should match budget)
- C. Itemized CSBG project budget using **Attachment C**
- D. Leveraging-describe how you leverage other funds to provide the services you are proposing to fund.
- E. Provide budget contingency plan for reduced funding (See Section III. D below)

Section III. Project Description

- A. Priority Area(s) to be addressed [Housing/Shelter or Food/Nutrition or Mental Health Access/Health Services or Employment/Jobs]
- B. Goal Statement (use **Attachment B**)
- C. Project objective(s). Description of what will be achieved, including specific measurable action-oriented, realistic and time-bound steps that demonstrate how goals will be obtained. Include National Performance Indicators (NPIs) found in **Attachment A** relative to the priority area(s)

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you wish to address along with other performance indicators or metrics related to your program proposal. In your submission, please use the template found in **Attachment B**.

- D.** Sustainability Plan-what steps will you take if funding is reduced/eliminated?
- E.** How will your program partner with existing agencies to avoid duplication and maximize efficiency?

Section IV. Contract Requirements

- A.** Worker's Compensation
- B.** Professional liability
- C.** Comprehensive general liability, including automobile
- D.** Current list of Board of Directors and Staff
- E.** Statement of **NO potential conflict of interest** between the Contra Costa County Economic Opportunity Council members and the applicant (**Attachment D**)

Appeal process/Disqualification

Each applicant submitting a letter of interest shall have an opportunity to appeal the funding decision of the Economic Opportunity Council. **Proposals disqualified for not meeting the deadline for submission and/or for not stating that there is a potential for conflict of interest in the application process are not eligible for appeal.**

All bidders will receive a written and emailed notice from EHSD notifying them of the funding decisions. If an applicant wishes to appeal the selection or award decision, the applicant must submit a written appeal via postal mail to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** or electronically to contract_clerk@ehsd.cccounty.us **no later than 5:00 p.m. on the 10th business day after award notification.** The appeal will be conducted in accordance with the EHSD process. Notification of a final decision on an appeal shall be made in writing to the applicant.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

All written letters of appeal must state the following:

- The issue(s) appealed
- How the alleged issue detrimentally effects the appellant
- The rectification sought by the appellant

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined in the RFI was violated in some manner; and or
- Federal, state, and/or EHSD procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual score, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

ATTACHMENT A

NATIONAL PERFORMANCE INDICATORS

Use one or more of the below questions to develop each goal and objective in your RFI response.

Housing - Shelter

1. How many clients obtained and/or maintained safe and affordable housing?
2. How many clients have you assisted with Emergency Temporary Shelter?
3. How many clients have you assisted with Emergency Home Repairs (i.e., structural appliances, heating systems, etc.)?
4. How many clients have you assisted with Emergency Rent or Mortgage Assistance?
5. How many clients purchased their own home in their community?
6. What is the number of Housing Consortiums/Collaboration, both public and private your agency actively works with?
7. How many safe and affordable housing units in the community will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?

Food - Nutrition

1. How many clients has your agency assisted in obtaining food assistance?
2. How many clients have you assisted with emergency food?
3. How many clients in your agency with infants and children have had an improvement on their health and development because of adequate nutrition?

Mental Health Access/Health Services

1. How many clients demonstrated improved mental and behavioral health and well-being?
2. How many clients obtained health care services for themselves and/or family member?
3. How many clients had access to safe and adorable health care services/facilities?
4. How many clients received Emergency Medical Care?
5. How many clients had access to reliable transportation and/or driver's license?
6. How many clients received Emergency Protection from Violence?
7. How many youths improved their health and physical development?
8. How many youths improved their social/emotional development?

ATTACHMENT A

Employment - Training

1. How many clients who are unemployed have obtained a job after visiting your agency?
 - A. Out of those clients, how many have maintained a job for at least ninety (90) days?
 - B. Out of those clients employed, how many have obtained an increase in employment income and/or benefits?
2. How many clients have achieved “living wage” employment and/or benefits?
3. How many clients have obtained skills/competencies required for employment?
4. How many clients have completed ABE/GED and received certificate or diploma?
5. How many clients have completed post-secondary education program and obtained certificate or diploma?
6. How many accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?
7. What is the number of Institutions of post-secondary education/training both public and private your agency actively works with?

ATTACHMENT B

SAMPLE GOAL AND OBJECTIVE SHEET

<p>GOAL: Please state your goal in the box below. Choose one of the three priority areas and formulate a goal that describes how your program/project will impact the priority area.</p>		
<p>Contra Costa Housing Advocacy’s goal is to provide access to affordable and safe housing by providing low-income clients assistance with housing, evictions, foreclosure, and housing violations regardless of their location in the county.</p>		
<p>OBJECTIVES</p>	<p>METRICS – Quantifiable Results (Use NPIs in Attachment A)</p>	<p>TIMEFRAME (When will you complete task?)</p>
<p>Provide housing advice and assistance to seventy-five (75) low-income residents which include housing referrals, emergency shelter assistance, eviction requirements and procedures.</p>	<p>Housing - Shelter Priority Areas: Our agency will assist sixty-five (65) low-income clients with emergency shelter in Contra Costa County.</p> <p>Our agency will assist ten (10) low-income clients maintain safe and affordable housing in Contra Costa County.</p>	<p>We intend on completing these tasks and assisting the projected number of low-income clients stated on our objective by the end of the 2020 CSBG contract.</p>

ATTACHMENT B

Use this worksheet to complete Section III. B. Outcome Goal and Objective

<p>GOAL: Please state your goal in the box below. Choose one of the three priority areas and formulate a goal that describes how your program/project will impact the priority area.</p>		
OBJECTIVES	METRICS – Quantifiable Results (Use NPIs in Attachment A)	TIMEFRAME (When will you complete task?)

ATTACHMENT C (Note: Budget template attachment is 16 pages in total)

Budget Summary (Cost Reimbursement)

Legal Entity Name: _____
 Doing Business As (DBA): _____
 Contact Name: _____
 Contact Email: _____
 Contact Phone Number: _____
 Contract Number: _____
 RFI / RFP Number: _____

Budget Category	Cost Reimbursement Amount	In-Kind Amounts	Total
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Property			
E. Supplies			
F. Facility & Infrastructure Costs			
G. Consultants & Contracts			
H. Participant Costs			
I. Other			
TOTAL PROJECT COSTS:			

ATTACHMENT D

CONFLICT OF INTEREST FORM

The below noted member of the board of directors and executive director of the noted agency hereby certifies (please check one):

- There is NO conflict of interest with the Contra Costa County Economic Opportunity Council. We attest that, to the best of our knowledge, no board member or staff have any direct or indirect interest with any member of the Contra Costa County Economic Opportunity Council that would prevent the exercise of fair and impartial judgment in our proposal evaluation. A conflict of interest is a transaction or arrangement that might benefit the private interest of an officer, board member, or employee.

- There IS conflict of interest with the Contra Costa County Economic Opportunity Council and we request that arrangements be made to mitigate any circumstances that would prevent the exercise of fair and impartial judgment in our proposal evaluation. A conflict of interest is a transaction or arrangement that might benefit the private interest of an officer, board member, or employee. The following individual(s) is/are staff or board members of our agency:

We also understand that all proposals and their contents are considered confidential information and may not be distributed. This form shall be returned to the Employment and Human Services Department, Contracts and Grants Unit, 40 Douglas Drive, Martinez, CA 94553. Upon awarding of any contract, the proposals, with some limitations, may become public information.

Signature of Board Member

Date

Print name

Title / Position / Agency

Signature of Executive Director (or designee)

Date

Print name

Title / Position / Agency