



**CONTRA COSTA COUNTY**  
DEPARTMENT OF CONSERVATION AND DEVELOPMENT (DCD)  
HEALTH, HOUSING, AND HOMELESS SERVICES (H3)  
REQUEST FOR PROPOSALS (RFP)  
MEASURE X: HOUSING FUND

RELEASE DATE:  
JANUARY 11, 2023  
THIS IS AN ELECTRONIC SUBMISSION

RESPONSE DUE:  
MARCH 3, 2023 BY 5PM

CONTACT FOR QUESTIONS:  
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## INTRODUCTION

### A. Intent of RFP

Contra Costa County is seeking proposal submissions from local agencies/organizations/collaboratives who are providing critical services to people in the County affected by homelessness or at-risk of losing their housing. Through **Measure X**, a Countywide, 20-year, half-cent sales tax, the Department of Conservation and Development (DCD) and Health, Housing & Homeless (H3) Services will be awarding funds for proposed programs in the following priority areas:

- Homelessness Prevention, Innovation, and Capacity Building
- Homeless Crisis Response

It is the intent of this Request for Proposals (RFP) process to fund applicants that align with the mission of the **Measure X Housing Fund**, bring an innovative approach to the delivery of services to people experiencing homelessness in the county, center equity and/or are BIPOC-led agencies, and fill significant gaps in available homelessness response and homelessness prevention services for people in Contra Costa County.

The County has gathered community input on how to allocate Measure X funding and structure this RFP through several data gathering efforts. Through stakeholder interviews, town halls, community surveys, and other engagement platforms, the community has identified many critical needs in relation to addressing homelessness in Contra Costa County.

**This RFP process will address a subset of the needs brought forth by community input. It is the goal of this RFP to create an accessible process where organizations of all sizes and varying capacities, who are doing significant work related to homelessness in Contra Costa County, can receive funding to advance their services.**

### B. Category 1 Applicants vs. Category 2 Applicants Defined

The County seeks to make this RFP process more accessible to smaller organizations. In doing so, this RFP has defined two categories of applicants. The purpose of these categories is to reduce administrative barriers for applicants that may not have extensive experience with RFP processes and/or do not yet have the infrastructure to easily respond to RFPs.

These categories **do not** indicate a prioritization of funding. In other words, “Category 1” applicants will not be prioritized over “Category 2” applicants for funding allotment. Further, the County reserves the right to review all applications and make funding decisions

according to the [scoring rubric](#) included in this RFP and the service needs of Contra Costa County. Therefore, the County does not guarantee funding to a certain number of applicants in either category.

## 1. Category 1 Applicants

Small organizations that are doing innovative work in homelessness prevention or homeless services or who are seeking to build their agency capacity are encouraged to apply for one-time funding in the \$25,000 - \$100,000 range. These applicants will be referred to as “Category 1 Applicants” in this RFP. Category 1 grants will enable applicant agencies to build their organizational and programmatic capacity to be able to apply at higher (i.e., Category 2) levels in future competitions. More information on the funding requirements and types of eligible projects for each Category is included in the Funding Requirements Grid in Exhibit A.

To make this process more accessible to agencies in Category 1, the County has established the following process for these applicants:

- Category 1 Applicants are **not** required to complete Section 4 of the application.
- Category 1 Applicants can indicate if they would prefer an interview to accompany their application submission (interviews are not guaranteed; all applicants must still submit a written application and budget).
- Category 1 Applicants will be considered for alternative funding disbursement structures depending on their capacity to operate on a reimbursement model. In other words, smaller organizations may be approved to receive initial milestone based funding to support the start of their proposed activity, service, or program. The provision of an alternative funding disbursement structure will be made at the discretion of the County.

## 2. Category 2 Applicants

Established agencies with more robust infrastructure that are seeking to continue to expand and support their work in homelessness prevention or homeless response services in Contra Costa County, should seek to apply for funding at or above \$100,000. These applicants will be referred to as “Category 2 Applicants” and will be required to complete an additional section in their application (“**Section 4: Category 2 Applicants**”) and provide additional documentation.

**C. Funding Allotments**

**1. Measure X**

Primary funding for this RFP process comes from the [Measure X Housing Fund](#). As previously mentioned, the Measure X Housing Fund aims to address a spectrum of service needs related to persons experiencing homelessness or at-risk of experiencing homelessness. These are flexible funds that the County can use to fill gaps in funding to support critical and essential needs and services in the community. The chart below depicts the distribution of year 1 Measure X Housing Fund resources by priority area. **This RFP process will be accepting proposals for priority areas 1 and 2.**

	Priority Area	Funding Allotment (Year 1- Estimated \$10 Million)	Administered by	Examples of Project Activities
1	Homeless Crisis Response	25%	Health, Housing & Homeless (H3) Services	<ul style="list-style-type: none"> <li>• Case Management/ Service Navigation</li> <li>• Basic Needs Assistance</li> <li>• Emergency Shelter Operations</li> <li>• Supportive Services for People in Housing</li> <li>• Rapid Re-Housing Rental Assistance</li> </ul>
2	Homelessness Prevention, Innovation, and Capacity Building & Development of Affordable Housing	75%	Department of Conservation and Development (DCD)	<ul style="list-style-type: none"> <li>• Legal Assistance</li> <li>• Rental Assistance or Utility Assistance to Prevent Homelessness</li> <li>• Landlord Recruitment and Engagement</li> <li>• Development and Preservation of Affordable Housing (solicitation of applications for this has been done under a separate RFP process. Additional information can be found <a href="#">here.</a>)</li> </ul>

In addition to the examples of project activities identified above, Category 1 Applicants can apply for funding for capacity-building activities, such as training, technical assistance, or technology upgrades, to enhance program implementation.

While the Development of Affordable Housing is a priority area of the Measure X Housing Fund, a separate RFP has been used to allocate these funds. More information on the Development of Affordable Housing priority area and funding process can be found at: <https://www.contracosta.ca.gov/8750/Measure-X-Housing-Fund>.

## 2. Other Funding Sources

As part of this RFP process, the County may choose to fund eligible projects with other available sources of funding. Applicants who are submitting proposals for the following areas should review Exhibit D to gain further clarity on additional available funding dollars and their funding sources.

Project Type	Total Additional Funding Available*
Prevention/ Diversion	\$3,065,771
Rapid Re-Housing	\$4,539,190
Shallow Subsidy Pilots	\$500,000
CARE Centers ( <i>may apply for both basic needs and case management components, <b>OR</b> only case management component</i> )	\$350,000
Rapid Exit	\$250,000
Emergency Shelters	\$150,000

\* These amounts are aggregated from multiple sources. To view a more detailed description of these funding sources and amounts, review Exhibit D.

**D. Timeline**

Date	Event
January 11, 2023	RFP Released
January 13, 2023 From 10:30am-12:00pm	Applicant Information Session
January 20, 2023 From 1:00-2:00pm	Bi-weekly Office Hours
February 3, 2023 From 1:00-2:00pm	Bi-weekly Office Hours
February 17, 2023 From 1:00-2:00pm	Bi-weekly Office Hours
March 3, 2023 By 5:00 pm	Proposal Submission Deadline
March 2023	Selection of Applicants Contacted for Interviews as Necessary
March - April 2023	Announcement of Awards (awards will be announced on a rolling basis)
Within 4-5 business days of award notification	Deadline for Submission of Appeals
By May 2023	Recommendations Considered by Family/Human Services Committee and Council on Homelessness
By June 2023	Recommendations Considered by Board of Supervisors
July 1, 2023	Anticipated Contract Start Date

**E. How to Apply**

The application includes four sections of questions plus a budget. Category 1 Applicants must complete Sections 1 - 3; Category 2 Applicants must complete Sections 1 - 4.

**Applicants should complete these questions in the separate fillable Word document provided.** It is recommended that applicants review the [scoring criteria](#) to understand how applications will be scored prior to starting the application. In addition, **all applicants must submit a detailed program budget and Budget Summary.** The Budget Template (Exhibit C) includes a Budget Summary page and Worksheet to develop the program budget. Some questions request that applicants upload supporting documentation with the application (e.g., statements on racial equity, documents demonstrating efforts to engage people with lived experience in program planning, etc.). Applicants can upload any additional documents

they feel clarify or add context to their application. All completed documents should be uploaded to the secure Dropbox site managed by technical assistance provider Focus Strategies: <https://www.dropbox.com/request/v1xYiQeDDJZcbaQrDXEY>.

If you have technical questions regarding the submission process, please contact [MeasureXHousingRFP@focusstrategies.net](mailto:MeasureXHousingRFP@focusstrategies.net).

The application (provided separately as a Word document) is formatted with the appropriate margins, spacing, and font for your submission. Applicants should complete the application with the necessary content for their proposal. Applicants do not need to reformat their submission beyond what is already provided in the supplied documents. Application questions are included below for reference.

Contra Costa County Department of Conservation and Development (DCD) and Health, Housing, and Homelessness Services (H3) Request for Proposals for Measure X Housing Fund <b>APPLICATION FOR FUNDING</b>	
Agency Name:	
Agency Address:	
Tax ID:	
Primary Contact Person for this Application:	
Phone # for Primary Contact:	Email Address for Primary Contact:
Brief Description of Proposed Activities/Program:	
Areas/Cities to Be Served in Contra Costa County:	
How many people will this activity, service, or program serve annually?	
Total Funding Amount Requested:	



<p>This is a collaborative application; awarded funding will be distributed to multiple organizations.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>All agencies included in the collaborative application must submit documentation confirming their participation in the collaborative project (for example, an MOU/MOA or letter of support) with the application materials. If applicable, please list all other agencies (other than the applicant agency) applying as part of this collaborative application:</p>	
<p>This proposal falls under the following priority funding areas (check all that apply):</p> <p><input type="checkbox"/> Homeless Crisis Response                      <input type="checkbox"/> Homelessness Prevention                      <input type="checkbox"/> Innovation and Capacity Building</p>	
SIGNATURE:	Date
Name of Authorized Signer:	

SECTION 1: Applicant Information and Basic Questions	
1A	<p>Does your agency participate in the Contra Costa County CoC or other County-led collaborative groups?</p> <p><input type="checkbox"/> Yes, Contra Costa County CoC</p> <p><input type="checkbox"/> Yes, other collaborative group (specify): _____</p> <p><input type="checkbox"/> No</p>
1B	<p>To make this process more accessible to smaller organizations, projects that are requesting under \$100,000, are <u>not</u> required to complete "<b>Section 4: Category 2 Applicants</b>". Any applicant requesting at or above \$100,000 is expected to complete ALL sections of the application.</p> <p>I understand that if I am submitting a proposal for a total funding request at or above \$100,000, I must complete <b>Section 4: Category 2 Applicants</b> of this application.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A (I am submitting a Category 1 Application)</p>

<p>1C</p>	<p>In addition to Measure X Housing Fund resources, the County may utilize other funding sources to support an applicant’s proposal.</p> <p>I understand that the County may utilize other funding sources to support my project proposal and these sources may require that I complete additional requirements beyond what is outlined in this RFP.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>1D</p>	<p>The County reserves the right to conduct interviews in connection with proposals submitted in response to this RFP. <b>All</b> applicants responding to this RFP should be prepared to participate in a video phone call (Zoom or similar format) upon request.</p> <p>As a means of supporting smaller organizations who are less familiar with the County’s RFP process, applicants can indicate if they would prefer an interview regarding their application. The County is aware that some smaller organizations, applicants without experienced grant writers, or those that have not participated in an RFP process before may be better equipped to provide critical detail regarding their proposal or fully represent their program design in an interview format. Would you like to request an interview in addition to your proposal submission?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>1E</p>	<p>In an effort to make this process more accessible to smaller organizations that are seeking to fund innovative projects or build their agency capacity, the County can consider providing different funding disbursement structures. Would you like to be considered for an alternative funding structure, such as one that provides some initial milestone based funding to support your agency’s ability to start your proposed activity, service, or program?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

1F	<p>Has your agency received any outstanding financial audit findings?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If you answered 'yes' to question 1f, please provide a Statement of Explanation and relevant supporting documentation to describe the finding and how it is being addressed. This information can be uploaded as additional documentation with your application packet.</p>
1G	<p>I understand that the following types of projects and activities are examples of <b>INELIGIBLE</b> activities for funding through this RFP process:</p> <ul style="list-style-type: none"> <li>• Fundraising Activities</li> <li>• Executive Level Staff Salaries, unless staff are providing direct service to program</li> <li>• Asset Acquisition</li> <li>• Capital Improvements</li> </ul> <p><input type="checkbox"/> Yes, I understand. This application does not request funding for any ineligible expenses.</p>

**SECTION 2: Applicant Commitments**

2A	<p>Is your agency's mission aligned with the County's goal of expanding services for Contra Costa County residents experiencing homelessness or at risk of losing their housing?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Please insert your mission here:</p>
2B	<p>Have people with Lived Experience been included in the planning, design, or implementation of your proposed project within the past year, and can you provide supporting documentation that shows their inclusion (e.g., feedback data, a list of leadership and/or staff held positions, findings from stakeholder interviews, minutes from a lived experience committee meeting)? If yes, please upload supporting documentation with your application.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

2C	<p>Can your agency provide supporting documentation that demonstrates your commitment to equity (e.g., anti-racist and anti-discrimination hiring policies and procedures, racial equity position statements, a strategic plan excerpt, a job description for an equity officer, evaluation data or report)? If yes, please upload supporting documentation with your application.</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
2D	<p>If you answered 'no' to the question (2c) above, would you like to be considered for capacity-building funding to strengthen or grow your agency's work in this area?</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

**SECTION 3: Narrative and Program Design**

The following narrative and program design questions are your opportunity to provide the County with a clear picture of the program, service, or activity that you are proposing. Depending on the proposal you are submitting, some of these questions may require a lengthier or more concise response. Overall, the County foresees that each question in this section can be answered successfully in half a page of written content. There are no minimum page requirements, however the total written portion of this section should not exceed 3 pages per proposed program. ***If applying for multiple programs, the narrative must clearly speak to each proposed program.***

3A	<p>Describe your agency's experience serving Contra Costa County residents affected by homelessness or at-risk of losing their housing. If applicable, share information on successful collaborations with partner agencies in the community or recognitions your agency has received for its work in the County.</p>
3B	<p>Describe your organization's proposed activity, service, or program to be funded through this RFP process. If applicable, please describe how this funding will build your agency's capacity.</p>
3C	<p>Explain how your activity, service, or program will be meeting a critical need for your agency or filling a gap in service for people experiencing homelessness or at-risk of losing their housing in Contra Costa County. If applicable, please describe how your activity, service, or program is innovative.</p>

3D	What will success look like for your agency’s proposed activity, service, or program, and how it will be measured? How will you track the number of people/households served, collect data on the program activities provided, and monitor your organization’s contract performance?
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**SECTION 4: Category 2 Applications**

The following section should be completed by **Category 2 Applicants**.

If you are only applying for funding under the Homelessness *Prevention, Innovation, and Capacity Building* priority area you may indicate N/A (Not Applicable) for questions 4A-4C.

If you are applying as a Category 1 Applicant, you may skip this section of the application.

This section asks you to complete additional narrative questions regarding the program, activity, or service in your proposal. Depending on the proposal you are submitting, some of these questions may require a lengthier or more concise response. Overall, the County foresees that each question in this section can be answered successfully in half a page of written content. There are no minimum page requirements, however the total **written** portion of this section should not exceed 3 pages.

4A	<p>Category 2 Applicant proposals for <u>Homeless Crisis Response</u> are expected to act in accordance with Contra Costa County Continuum of Care’s (CoC) Program Models:</p> <ul style="list-style-type: none"> <li>A. Permanent Supportive Housing</li> <li>B. Rapid Rehousing</li> <li>C. Rapid Exit</li> <li>D. Emergency Shelter</li> <li>E. CARE Centers</li> <li>F. Outreach</li> <li>G. Prevention/Diversion</li> </ul> <p>Extensive information and Performance Standards for Contra Costa CoC’s Program Models can be found <a href="#">here</a>.</p>
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	<p>As a Category 2 Applicant for <u>Homeless Crisis Response</u> funding, I agree to act in compliance with Contra Costa County's Program Models and their Performance Standards.</p> <p><i>If you are <u>only</u> applying for the Homelessness Prevention, Innovation, and Capacity Building priority area, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p>
4B	<p>My agency currently participates in the Homeless Management Information System (HMIS) and, if applicable, will ensure the proposed project also participates in HMIS.</p> <p><i>If you are <u>only</u> applying for the Homelessness Prevention, Innovation, and Capacity Building priority area, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p>
4C	<p>My agency currently participates in the Contra Costa County Coordinated Entry System (CES) and, if applicable, will ensure the proposed project also participates in the CES.</p> <p><i>If you are <u>only</u> applying for the Homelessness Prevention, Innovation, and Capacity Building priority area, please indicate N/A for this question.</i></p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p>
4D	<p>Select target population(s) your agency will seek to serve through this funding.</p> <p><input type="checkbox"/> Single Adults experiencing or at risk of homelessness</p> <p><input type="checkbox"/> Transition Aged Youth (18-24)</p> <p><input type="checkbox"/> Seniors (62+)</p> <p><input type="checkbox"/> Veterans</p> <p><input type="checkbox"/> Families with minor children</p> <p><input type="checkbox"/> Foster Youth</p> <p><input type="checkbox"/> Households with Criminal Legal System involvement</p> <p><input type="checkbox"/> Other target population: _____</p>

4E	Describe your agency's staffing structure and training protocol. In what ways are your staff supported in providing services to the target population of your proposed activity, service, or project?
4F	Describe your approach to engaging your target population. What perspectives, methods, or interventions will your project utilize to ensure that people affected by homelessness or at-risk of homelessness are aware of and connected to your program?
4G	How will your agency center Housing First Principles and Racial Equity in the delivery, implementation, and evaluation of your proposed project?
4H	Please describe your agency's financial and administrative management structure. Include information to demonstrate your agency has the capacity to monitor spending and fulfill all reporting requirements for larger government grants.

**F. Allowable Applicants and Allowable Activities**

Registered 501(c)3 non-profit agencies and public agencies are eligible to apply if they are directly operating the eligible program/service in which they are applying for.

These funds can be used to support a range of services and interventions for persons experiencing homelessness or at risk of homelessness in Contra Costa County, including (but not limited to):

- Case Management/ Service Navigation
- Basic Needs Assistance (e.g., showers/bathrooms, safe parking)
- Emergency Shelter Operations and Services
- Warming/ Drop-in Centers Operations and Services
- Legal Assistance
- Rental Assistance or Utility Assistance
- Supportive Services for Individuals in Housing Programs
- Landlord Recruitment and Engagement
- Capacity Building for agencies that serve individuals experiencing homelessness or at-risk of losing their housing in Contra Costa County

- Innovative Projects that bring a new approach to providing services to unhoused individuals or people at-risk of losing their housing in Contra Costa County

**Please reference Exhibit A for a more detailed and visual depiction of allowable activities and associated requirements in this RFP process.**

All funded activities must be legal in the jurisdiction(s) in which they will be conducted.

### **G. Budget Template**

Applicants must use the Budget Template (Exhibit C) and submit the completed Budget Summary form with their application. **To accompany the Budget Summary, applicants can either use the optional Worksheet tab to develop a detailed budget OR can submit a detailed project budget using their own form/template.** Applicants should add additional funding sources for each cost category to the Budget Summary tab.

The Worksheet/detailed project budget must include all project costs along with descriptions of how the costs were calculated. Additional information on project costs can be included in the Budget Narrative. The Budget Narrative should also explain how personnel expenses are determined and describe what fringe benefits are provided. If the project includes subcontractors, a description of the services the subcontractors will provide must be included in the budget. If the project will receive any additional funding beyond the amount applied for in this RFP, the Budget Narrative and Budget Summary Table should describe the additional sources of funding.

Indirect costs may be included in the project budget. Examples of indirect costs include administrative functions that support multiple programs, costs of shared office space and utilities, and other expenses that benefit multiple program areas that cannot be readily identified with a particular activity. Indirect costs generally may not exceed 10% of the project budget, and indirect costs may not be applied to the Direct Financial Assistance cost category.



**THRESHOLD AND EVALUATION CRITERIA**

**H. Homeless Crisis Response Application - Threshold Criteria**

Applicants in the Homeless Crisis Response priority area must meet all threshold criteria listed below to be considered for funding.

Category	Criteria
<b>Coordinated Entry</b>	Applicant will participate in coordinated entry to the extent possible for this project type.
<b>HMIS</b>	For relevant projects, applicants will enter data for all CoC-funded beds into HMIS, unless it is serving survivors of domestic violence, in which case it will enter data into a comparable database. If the agency/program does not actively participate in HMIS the agency/program must demonstrate capacity to collect and manage data for their proposed program.
<b>Equal Access/Fair Housing</b>	The project provides equal access and fair housing and will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.
<b>Financial Statements/Tax Return</b>	Agency will provide audited financial statements from most recent fiscal year or the latest filed tax return if financial statements are unavailable.

**I. Homelessness Prevention, Innovation, and Capacity Building Application - Threshold Criteria**

Applicants in the Homelessness Prevention, Innovation, and Capacity Building priority area must meet all threshold criteria listed below to be considered for funding.

Category	Criteria
<b>Program Reporting</b>	Quarterly reporting will be required. The content and structure of required quarterly reports will be determined through the contracting process.
<b>Equal Access/Fair Housing</b>	The project provides equal access and fair housing and will not discriminate against a program participant or prospective program participant on the basis of race, color, citizenship, national origin, ancestry, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identity or expression, marital status, source of income, genetic information, status as a survivor of domestic violence, or other reasons prohibited by law.
<b>Financial Statements/Tax Return</b>	Agency audited financial statements from most recent fiscal year or the latest filed tax return if financial statements are unavailable.

**J. Scoring Criteria**

Category	Criteria	Related Questions	Points Available
<p><b>Agency Experience and Capacity</b></p>	<ul style="list-style-type: none"> <li>• Does the applying agency demonstrate critical expertise in the community?</li> <li>• For programs applying as an innovative approach, does the agency bring a unique service delivery model or perspective to the program?</li> <li>• Has this agency demonstrated that they have strong relationships with community members and partner agencies and are generally respected for the work that they do in Contra Costa County?</li> <li>• Does this agency participate in the Contra Costa County CoC or other County-led collaborative groups?</li> </ul>	<p>1A, 3A, 4B, 4C</p>	<p>15</p>
<p><b>Community Commitment</b></p>	<ul style="list-style-type: none"> <li>• Does the applicant have a demonstrated connection to and understanding of the community/people it seeks to serve through the Housing Fund?</li> <li>• In what ways have people with lived experience contributed to the applicant’s proposed program design, are involved in agency staffing and leadership, and/or will be involved in the program’s administration?</li> <li>• In what ways has the applicant demonstrated a strong ability to successfully engage the community/people it seeks to serve through the proposed program?</li> </ul>	<p>2A, 2B, 4A, 4E</p>	<p>15</p>

<p><b>Project Impact and Responsiveness to Local Need</b></p>	<ul style="list-style-type: none"> <li>• Does the applicant’s proposed program align with the Community Advisory Board’s outlined goal of <b>“Healthy Communities” (Goal #3)?</b></li> <li>• Does the applicant’s proposed program fill any gaps in services, or address the needs of any underserved populations, including those identified through recent community engagement efforts informing this RFP [Link to findings]?</li> <li>• Has the applicant demonstrated that the proposed program will advance the County’s overall goals and mission for the use of Measure X Housing Fund resources?</li> </ul>	<p>3C</p>	<p>15</p>
<p><b>Equity Commitment</b></p>	<ul style="list-style-type: none"> <li>• Has the agency implemented policies, practices, procedures, and infrastructure that advances equity within the organization and/or within its projects and services?</li> <li>• Is this applicant led by or has demonstrated experience working with BIPOC populations or historically underserved people in the community?</li> <li>• In what ways does the applicant engage anti-racist and anti-discrimination perspectives in the design and implementation of the proposed program?</li> </ul>	<p>2C, 4F</p>	<p>10</p>

<p><b>Program Design</b></p>	<ul style="list-style-type: none"> <li>• Does the applicant’s proposal adequately describe program feasibility, and can it be executed as described?</li> <li>• Is the applicant’s proposed program employing an innovative approach (if applicable)? Does the proposed program align with H3 program models (if applicable)? Does the applicant’s approach demonstrate potential for impacting the services landscape of Contra Costa County?</li> <li>• Has the applicant demonstrated an understanding of and commitment to a program design that follows Housing First principles?</li> <li>• Does the agency apply a culturally competent approach to their program?</li> </ul>	<p>3B, 4F, Budget</p>	<p>20</p>
<p><b>Administrative Structure and Capacity for Quality Assurance</b></p>	<ul style="list-style-type: none"> <li>• Does the agency have the procedural and administrative structure needed to meet all grant audit, administrative, and reporting requirements?</li> <li>• If applicable, does the agency have any outstanding financial audit findings that are not adequately explained?</li> <li>• Does the application packet that was submitted reflect an agency with capacity to administer their proposed program?</li> <li>• Has the agency demonstrated the ability to deliver positive outcomes for the population they have proposed to serve or deliver services comparable to those proposed?</li> </ul>	<p>1F, 3D, 4D</p>	<p>10</p>

	<ul style="list-style-type: none"> <li>Does the agency and/or project maintain or commit to maintain policies, procedures, and actions to ensure continuous quality improvement? (e.g., Does the agency train its staff to ensure high quality of service delivery? Does the agency seek feedback from current and former participants?)</li> </ul>		
<b>Budget and Financial Management</b>	<ul style="list-style-type: none"> <li>Is the proposed budget consistent with what is described in the proposal (e.g., presenting a reasonable cost for the proposed activities?)</li> <li>Has the applicant accounted for all the potential costs associated with the program?</li> <li>Does the applicant demonstrate the capacity to appropriately manage funding if awarded?</li> </ul>	4G, Budget	15
		<b>Total</b>	<b>100</b>

**OTHER PROCEDURES AND INSTRUCTIONS**

**K. Applicant Information Session**

An *Applicant Information Session* will be held via zoom on **January 13, 2023 from 10:30am - 12:00pm**. All applicants are STRONGLY encouraged to attend. During this session, applicants will have the benefit of a walk-through of this RFP, the RFP application, and other required materials. Attendance at the *Applicant Information Session* is not required and if applicants are unable to attend, points will not be deducted in the scoring of their proposal.

**L. How to Submit Questions**

Any questions should be emailed to [MeasureXHousingRFP@focusstrategies.net](mailto:MeasureXHousingRFP@focusstrategies.net) by February 20, 2023. The County will respond to all questions in a consolidated Frequently

Asked Question (FAQ) document that will be posted to the County website. This document will be publicly available and updated regularly.

All contact during the RFP process and evaluation phase should only be conducted through the designated email for the RFP at [MeasureXHousingRFP@focusstrategies.net](mailto:MeasureXHousingRFP@focusstrategies.net).

### **M. Modifications and Late Submittals**

Applicants will not have the opportunity to modify their Submittal at any time after the due date, except in direct response to a request from the County for clarification.

Submissions made after the **March 3, 2023, 5:00PM** deadline or in formats other than what is stated in this RFP will not be accepted.

### **N. Appeal Process**

All applicants have the opportunity to appeal the award decision made by the County. The appeal must be on the grounds of technical errors related to the County's assessment of the applicant's proposal and associated materials (e.g., errors in scoring calculation or other misvaluation of submission requirements) or in cases where the applicant believes the County did not follow the procedure outlined in this RFP. Appeals will be reviewed by the Director of the Department of Conservation and Development and the Director of Health, Housing, and Homeless Services (pursuant to the funding source of the submission).

Applicants must submit their request for an appeal within 5 business days after receipt of their award decision. Further information on how to submit a written appeal will be provided at the time that grant awards are announced. Applicant scoring tables will be available after grant awards are announced.

### **O. List of Exhibits**

All Exhibits listed below are posted as separate documents from this RFP.

1. Exhibit A: Funding Requirements Grid
2. Exhibit B: RFP Background
3. Exhibit C: Budget Template
4. Exhibit D: Additional Funding Sources Grid