



# DENVER

## HOUSING STABILITY

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### Pre-Proposal Conference - Emergency Solutions Grant (ESG) Request for Proposal (RFP) #HOST-61-2023

For attendance purposes, please put your name, title, company representing and email address in the chat feature.

This PowerPoint will be posted on the bid site.

We ask that everyone please mute themselves.

If you have any questions, please submit them in the chat function.

## Good Morning. Welcome and Thank You for joining us.

- All requests for information, clarifications and/or questions must be emailed to [HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org) throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is Thursday, June 1, 2023, by 5:00 PM MST
- Responses to written questions will be posted on Friday, June 2, 2023, at 5:00 PM MST
- Questions and responses received throughout this event will be published as an addendum on Zengine.

HOST Participants: Kevin Kelly, Midori Higa, Nicole Givens

# Schedule of Events:

<b>RFP Issued</b>	May 19, 2023	10:00 AM
<b>Virtual Pre-Proposal Conference/General Information Meeting</b>	May 30, 2023	10:30 AM
<b>Deadline to Submit Additional Questions</b>	June 1, 2023	5:00 PM
<b>Response to Written Questions</b>	June 2, 2023	5:00 PM
<b>Proposal Due Date</b>	June 23, 2023	5:00 PM
<b>Evaluation Period (Tentative)</b>	June 23- July 17, 2023	
<b>Award Date (Tentative)</b>	July 24, 2023	

# Emergency Solutions Grant (ESG) RFP Purpose

- ESG programs are a community-based set of activities with the goal of preventing or ending episodes of homelessness for individuals and families as quickly as possible. The ESG Program Procurement seeks to provide funding for eligible ESG programs for people in Denver experiencing housing insecurity and homelessness. ESG programs should promote long term stability for participants and whenever possible should seek to improve equity within the homelessness resolution system.

# Emergency Solutions Grant (ESG) Activities

To achieve the goals listed above the ESG Program Procurement will fund the following ESG Eligible Activities:

1. Rapid Rehousing (RRH)
2. Emergency Shelter
3. Homelessness Prevention
4. Access to and use of the Homelessness Management Information System (HMIS)

These eligible activities will be used to expedite unhoused people, both sheltered and unsheltered, in the Denver Area into stable housing as quickly as possible. HOST recognizes that many groups and identities are overrepresented in the homeless population and encourage proposals that will serve these marginalized minority groups.

# Emergency Solutions Grant (ESG) Outcomes and Goals

The ESG Program Procurement may be awarded to multiple agencies which are often referred to as subrecipients. Each program type has a primary outcome that subrecipients are responsible for achieving.

- 1) Rapid rehousing programs are evaluated for a rehousing a specific number of individuals or families.
- 2) Emergency shelter programs are evaluated by the number of people experiencing homelessness they serve.
- 3) Homelessness prevention programs will be evaluated primarily by the number of households they prevent from entering homelessness.
- 4) HMIS programs will be evaluated on data quality.

# Emergency Solutions Grant (ESG) Outcomes and Goals

Additional outcomes include, but are not limited to, ensuring that the make up of the program is comparable to the race and ethnicity of the homeless population of Denver, increase in income, ensuring outcomes are equitable, exits to permanent housing, long term maintenance of housing, etc.

# ESG RFP Qualifications

Proposals should reflect the proposer's knowledge and understanding of homeless services especially around emergency shelters, permanent housing, and rapid rehousing.

HOST is seeking responses from service providers that provide supportive housing, rapid rehousing, case management services, behavioral health care, housing financial assistance, emergency financial assistance, transportation services, and other support services for people experiencing homelessness in the Denver Metro Area.



# ESG Eligibility

Proposers must provide supportive services to eligible households. If you are not applying for Supportive Services under this competition, please explain how it will be provided using other sources.

Each eligible activity in the Emergency Solutions Grant (ESG) requires that program participants or clients meet specific definitions of homelessness to qualify for services. Providers are responsible for assessing all participants for eligibility for the ESG activity they are engaged in. Assessments, regardless of the outcome, are eligible for reimbursement.



## ESG Data Requirements

The selected providers must report in Homeless Management Information System (HMIS). The provider will report on household characteristics including, but not limited to number of heads of household by race, ethnicity, gender, age, and income at entry, household size.

# ESG Data Requirements Continued

The contractor also must report data quality, rehousing interventions and homelessness prevention services including metrics on number of households served by living situation at program entry, average length of program enrollment, Number and percentage of households served by length of program (less than 3 months, 3 to 6 months, 6 to 12 months, longer than 12 months), number and percentage of households who increase or maintain income (earned and unearned) and/or non-cash benefits, number and percentage of households who exit the program exit to permanent housing and the destination at exit field in HMIS, and number and percentage of households who remain stably housed one year after program exit (as measured by not having a service or program enrollment that indicates homelessness).

Disbursement of funds is contingent based on the ability to collect the required information.



## ESG RFP Budget

ESG Program Budgets are provided by the federal government and change year to year making it difficult to predict exact funding amounts. In 2023 the City and County of Denver's total funding for six programs totaled \$596,752. Applicants for the RFP can expect a similar amount for this RFP award. Only specific activities qualify for ESG funding.

Documentation of eligibility is of great importance to ESG funding. Applicants are encouraged to be as detailed as possible in explaining how they would assess and document participant eligibility. HOST encourages providers to submit a budget which reflects all operational and administrative needs of the program.

# Contract Requirements

## Required Certificate of Insurance provisions:

- **Insurance:** Certificates of Insurance are required of all City Contractors evidencing the following policies:
  - Workers' Compensation and Employer's Liability
    - Waivers for Sole Proprietors
  - Commercial General Liability
    - Sexual Abuse and Molestation Exclusion (SAME) language: Any contractor working with youth and/or a vulnerable population will require SAME coverage as a part of the contractor's commercial general liability coverage.
  - Business Automobile Liability
    - Exception for Sole Proprietors
  - Cyber Liability Insurance
    - Any contractor responsible for retaining Personally Identifiable Information (PII)

# Technical Requirements

**In addition to responses to the questions and budget, Respondents must provide the following documentation**

- 1. Diversity and Inclusiveness – Executive Order #101**
- 2. Proof of Registration with SOS**
- 3. Accounting and Audits**
- 4. Sample Contract – certify**
- 5. Anti-Discrimination Policy – Certify & provide any written anti-discrimination or non-discrimination employment and service policies (if existing)**

# RFP Evaluation Criteria

- Areas of review:
  - a) Agency Capacity & Experience
  - b) Proposed Services
  - c) Equity & Diversity
  - d) Response to the City's Proposed Questions
  - e) Technical Review of Proposal Requirements
  - f) Proposed Outcomes
  - g) Program Budget Plan
  - h) Response to the City's proposed Sample Contract provisions in Contract Certification
  - i) Other Requirements (as applicable)

**No weighting relative importance of criteria is intended or implied by the list**

# Questions

- Questions will be accepted until the deadline of this Thursday, June 1, 2023, by 5:00 PM MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at:

[https://webportalapp.com/sp/host\\_esg\\_application](https://webportalapp.com/sp/host_esg_application)



# Questions and Answers?



For the time remaining in this event, you may type your questions in the **chat function**. The City will attempt to respond them. This feature can be found at the top right of your screen.

These questions and answers will be made available on the bid site.

[HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org) – to submit additional questions

Any change(s) to the RFP and/or its scope will be posted in an addendum. Do not rely on any oral interpretation.