Recording Link: https://youtu.be/aUPg0inyAqs

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CONTRA COSTA COUNTY

MEASURE X APPLICANT INFORMATION SESSION

JANUARY 13, 2023

10:30 AM - 12:00 PM

(916) 436-1836   FocusStrategies.net   340 S Lemon Ave, STE 1815, Walnut, CA 91789

INTRODUCTIONS

Focus Strategies –
Consulting Firm supporting Measure X RFP development and application review

Contra Costa County's Health, Housing, & Homelessness (H3) –
Measure X Housing Fund, Homeless Crisis Response priority area

Contra Costa County's Department of Conservation and Development (DCD) –
Measure X Homelessness Prevention, Innovation, and Capacity Building priority area

BACKGROUND

- Focused on funding from Measure X Housing Fund; proposal may be considered for other funding sources

- Informed by community input

- Opportunities for smaller, capacity-building grants and larger grants to expand programming

APPLICATION BASICS

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- Deadline to apply is March 3, 2023, by 5:00pm

- Two application categories:
  - Category 1 (under $100k)
  - Category 2 ($100k and over)

- Two priority service areas:
  - Homeless Prevention, Innovation, and Capacity Building (DCD)
  - Homeless Crisis Response (H3)

ELIGIBLE APPLICANTS

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

CATEGORIES OF APPLICATIONS

Category 1

- Applications between $25,000 and $99,999; Non-renewable

- To build agency/program capacity

- Complete Sections 1-3 of application, along with budget

- May indicate preference for an interview

Category 2

- Applications for $100,000 and more; Renewable

- Ideal for established agencies with robust infrastructure

- Complete Sections 1-4 of application, along with budget

PRIORITY AREA – HOMELESS CRISIS RESPONSE

Administered through Health, Housing, and Homelessness (H3)

- Measure X Housing Fund
  - Case Management/ Service Navigation
  - Basic Needs Assistance
  - Emergency Shelter Operations
  - Supportive Services for People in Housing
  - Rapid Re-Housing Rental Assistance

- H3's Other Funding Sources
  - Prevention/Diversion
  - Rapid Re-Housing
  - Shallow Subsidy Pilots
  - CARE Centers
    - Basic needs and case management; **or**
    - Case management
  - Rapid Exit
  - Emergency Shelters

PRIORITY AREA – HOMELESSNESS PREVENTION, INNOVATION, & CAPACITY BUILDING

Administered through Department of Conservation and Development (DCD)

- Tenant Legal Assistance

- Rental Assistance and/or Utility Assistance

- Responses to this RFP will **not** be considered for Development and Preservation of Affordable Housing

QUESTIONS?

COMPLETING THE APPLICATION

NARRATIVE AND CHECK-BOX RESPONSES

SECTION 1: APPLICANT INFO AND BASIC QUESTIONS

- Required for all applicants

- Captures basic organizational information

- Allows applicants to request an interview

- Allows applicants to request initial milestone funding

- Primarily "Yes/No" checkboxes; may need to upload additional documents

SECTION 2: APPLICANT COMMITMENTS

- Required for all applicants
- Captures organizational mission, commitment to engaging people with lived experience, and commitment to equity
- Requires uploading of supporting documents (with final application to) illustrate commitments

SECTION 3: NARRATIVE AND PROGRAM DESIGN

- Required for all applicants

- Provide a clear picture of the program, activity, or service proposed

- Section 3 has a 3-page limit (per program applied for)
  - Example: ABC Organization is applying for 2 programs through this RFP – for ABC Organizations response to Section 3, they can submit up to 3 pages regarding Program 1, and ABC Organization can submit an additional 3 pages regarding Program 2.

SECTION 4: CATEGORY 2 APPLICATIONS

- Required only for Category 2 (i.e., $100,000+) Applications
- Confirms alignment with Program Models and additional program commitments
- Requires more detailed responses related to administrative structures and organizational practices
- Narrative portion should not exceed 3 pages

COMPLETING THE APPLICATION

DEVELOPING THE BUDGET

EXHIBIT C: BUDGET SUMMARY

- The Budget Summary tab of Exhibit C is <u>required</u>.

- Budget Narrative – description of the budget, including how funds will be used.

- Budget Summary Table – Include all funding requested through the RFP.
  - If there are any additional funds available that will support the project, please indicate those in this table.

BUDGET WORKSHEET

- The budget worksheet provided in the 2nd tab of Exhibit C is optional.

- It is expected that all applicants submit a detailed project budget, however it is not required to use the worksheet provided.

- The detailed budget submitted must align with the required Budget Summary Table submitted with the application.

QUESTIONS?

SUBMITTING THE APPLICATION

APPLICATION SUBMISSION PROCESS

SUBMISSION THROUGH DROPBOX

- Submit via the Dropbox link provided in the RFP.

- Submission confirmation within 2 business days of competition closing.

- Late submissions will not be accepted – Applications are due by March 3, 2023, at 5:00pm.

- Incomplete submissions may not be accepted

SUBMISSION RECOMMENDATIONS

- Compile all application documents into a single folder on your computer
  - Narrative, required budget documents, any supplemental/supporting documents

- Clearly title all documents, including the name of the document and name of applicant organization

- Clearly title folder with applicant organization name
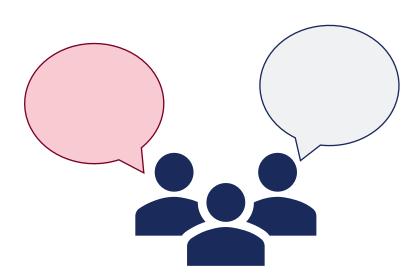
- Upload folder to the Dropbox link

OTHER RELEVANT INFORMATION

INTERVIEWS

- The County may require interviews with applicant organizations.

- Applicants may also request to be interviewed if it would support the applicant to more accurately convey the project model or convey the organizational need verbally.

FUNDING

- Applications submitted will be considered for Measure X Housing Fund as well as other Homeless Crisis Response funding sources.

- Category 1 applicants may be considered for milestone funding contracts that will help with up-front funding to cover costs of implementation.

  - Additional documentation and assurances may be required

TECHNICAL ASSISTANCE OPPORTUNITIES

Bi-weekly office hours

No pre-set agenda

Optional

Applicants bring questions

Submit questions via email to Focus Strategies

MeasureXHousingRFP@focusstrategies.net

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