

# Request for Proposals

**Subject:** One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP 2)

**Issued by:** Bakersfield-Kern Regional Homeless Collaborative

**Date:** July 23, 2021

## **Background**

The State of California is providing a second round of one-time funding under the Homeless Housing, Assistance and Prevention Program (HHAP 2) to the Bakersfield-Kern Regional Homeless Collaborative (BKRHC), City of Bakersfield, and County of Kern to address homelessness in Kern County. These funds will be available in August 2021. Based on the needs and goals identified in the *HHAP 2 Gaps Analysis*, the BKRHC, City, and County identified specific priority activities to be funded using the HHAP 2 funds. The BKRHC is now issuing a Request for Proposals (RFP) to identify and select organizations to implement the designated activities. Awardees will enter into separate agreements with those entities that are contributing to that grant category. City funds identified below can only be used in the City of Bakersfield.

## **Time Line:**

- ✓ RFP Info Session (via zoom): 9 AM on 7/30/2021
- ✓ RFP Response Deadline: 8/31/2021
- ✓ RFP Review Panel: September 2021
- ✓ Approval of Award Recommendations (BKRHC Executive Board): October 2021
- ✓ Approval of Operator Agreements (City Council and Board of Supervisors): November 2021 to January 2022

## **Designated HHAP Eligible Activities in Kern County**

| <b><u>Activity</u></b>   | <b>Funding Available<br/>Up to:</b> | <b>Funding Source(s)</b> |
|--|-------------------------------------|--------------------------|
| <b>Case Management for Permanent Housing Solutions – Rural</b><br><br>Example: One (1) case manager in west Kern and one (1) in east Kern; one (1) case manager dedicated to homeless populations in Delano, Wasco, Shafter, etc.<br><br>Case management work must result in transitioning clients into permanent housing. | \$250,000.00                        | County                   |

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|   |                     |  |
| <b>Case Management for Permanent Housing Solutions – PSH</b><br><br>To serve 180 permanent supportive housing vouchers for three years. Application must include Letter of Support from Housing Authority of County of Kern and demonstrate the ability to enter into an MOU with the Authority to serve those vouchers.                                | \$950,000.00        | (\$800,000.00) City<br>(\$150,000.00) County   |
| <b>Case Management for Permanent Housing Solutions – Shelter</b><br><br>Case Management in a shelter setting: Include a detailed budget and indicate the ability to scale the project if funding is potentially increased. Case management work must result in transitioning clients into permanent housing and must abide by Housing First principles. | \$350,000.00        | (\$200,000.00) City<br>(\$150,000.00) BKRHC  |
| <b>Landlord Incentives</b>  | \$30,000.00         | City   |
| <b><u>YOUTH</u></b>   | <b>\$642,310.88</b> |  |
| <ul style="list-style-type: none"> <li>● <b>Outreach:</b> Outreach, peer support, or peer to peer mentoring (preferred) for homeless youth. Include the McKinney Vento definition of homeless</li> </ul>  | \$121,936.04        | County   |
| <ul style="list-style-type: none"> <li>● <b>Emergency Shelter:</b> Provide scattered site emergency shelter to homeless youth (approximately \$75,000 per year for three years)</li> </ul>  | \$238,974.84        | (\$192,001.84) BKRHC<br>(\$25,000.000) City<br>(\$21,973.00) County<br>*Bundled funding – agreement to be with BKRHC |
| <ul style="list-style-type: none"> <li>● <b>Case Management:</b> Case management services for homeless youth; case management work must result in transitioning clients into permanent housing and must abide by Housing First principles.</li> </ul>   | \$281,400           | City   |

### **Non-Competitive Awards:**

|   |              |                     |
|---|--------------|---------------------|
| <b>CES - Point of Entry and Intake Support: CAPK</b><br><br>Two (2) FTE for Point of Entry and Intake Support | \$200,000.00 | BKRHC               |
| <b>Infrastructure Development – HMIS: Kern</b>  | \$147,433.20 | (\$37,066.40) BKRHC |

|   |             |   |
|---|-------------|---|
| Behavioral Health and Recovery Services<br><br>FTE and licenses as needed   |             | (\$77,190.15) City<br>(\$33,176.65) County  |
| <b>Rental Assistance - Move in Costs: BKRHC</b><br><br>To cover a range of costs associated with move-in, including appliances, furnishings, etc., for individual clients served by homeless service providers. Not to exceed amount per household as currently set by the BKRHC Housing Committee at \$1,000/per household. Service providers will submit a multi-year proposal providing anticipated costs per client.<br><br>** Access to these program funds will require separate application to BKRHC. Application information to come soon.                                      | \$90,000.00 | (\$50,000.00) BKRHC<br>(\$40,000.00) County |
| <b>Service Coordination - Removing Barriers: BKRHC</b><br><br>To cover a range of costs associated with removing barriers to permanent housing (e.g. replacing missing documents, preparing vital documents, job readiness, coordination, transportation) - for individual clients served by homeless service providers. Service providers will submit a multi-year proposal providing anticipated costs per client. Maximum is \$20,000/per service provider.<br><br>**Access to these program funds will require separate application to BKRHC. Application information to come soon. | \$82,513.44 | (\$60,366.80) BKRHC<br>(\$22,146.64) City   |

**TOTAL FUNDED:**

**\$2,742,257.52**

### **RFP Process**

RFP responses are due by **5:00PM on Tuesday, August 31, 2021.**

Proposals titled "HHAP 2 – (insert activity type) – (insert Organization name)" can be submitted electronically (as pdf files) to Dr. Anna Laven, Executive Director, Bakersfield-Kern Regional Homeless Collaborative at [anna.laven@bkrhc.org](mailto:anna.laven@bkrhc.org) and cc coordinator@bkrhc.org.

An RFP informational meeting will be held Friday, July 30, 2021 from 9:00 AM to 10:00 PM via Zoom conference call.

HHAP 2 Information Session on **July 30<sup>th</sup> 2021 at 9:00AM PST**

Join Zoom Meeting

<https://us02web.zoom.us/j/86902302456?pwd=MjFIQzZXUHhPYzBTQXoyRDZxejNxUT09>

Meeting ID: 869 0230 2456

Passcode: 008324

One tap mobile

+16699009128,,86902302456#,,,,\*008324# US (San Jose)

+12532158782,,86902302456#,,,,\*008324# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 869 0230 2456

Passcode: 008324

Find your local number: <https://us02web.zoom.us/j/86902302456?pwd=MjFIQzZXUHhPYzBTQXoyRDZxejNxUT09>

Proposals must meet the threshold requirements and must respond to each of the selection criteria listed below. Proposals for activities other than the designated activities listed in this RFP and requests for funding that exceed the available funds for the activity will be rejected.

If an organization is applying for more than one eligible activity, a separate proposal must be submitted for each activity.

The BKRHC, City, and County have established a non-conflicting RFP review panel to review and rank responses. The panel will evaluate all of the proposals received against the evaluation factors set forth below and rank them in numerical order based on the aggregate of the evaluation factors. Proposals will be ranked by activity. For example, a proposal for Homeless Youth Emergency Shelter will be ranked with other proposals for Homeless Youth Emergency Shelter and not with proposals for Case Management for Permanent Housing Solutions.

After conducting a thorough review and analysis using a non-conflicting review panel, the highest-ranking proposal(s) for each eligible activity shall be selected. The BKRHC, City,

and County reserve the right to reject any or all proposals and to waive any informality in proposals received whenever the BKRHC, City, and County determine that such rejection or waiver is in its best interest.

### **Threshold Requirements**

Organizations selected to implement the designated activities must agree to the following threshold requirements:

- All activities will comply with BKRHC Coordinated Entry System policy and procedures
- Participation in the Homeless Management Information System (HMIS)
- Adherence to Housing First principles as defined by HUD
- Compliance with all State HHAP 2 regulations and reporting requirements, including but not limited to reporting on relevant HUD system performance measures
- Utilization of the definition of homelessness as defined in the HEARTH Act (except for Youth Outreach activity which can include McKinney Vento)

Minimum threshold score for consideration is: 70 points

### **Selection Criteria**

#### **Experience (25 pts)**

*Applicants should describe in 750 words or less their experience in providing the proposed activity, including past performance on relevant HUD or similar system performance measures. If the organization does not have direct experience, please indicate the ability to pivot or innovatively address the proposed activity.*

#### **Capacity (25 pts)**

*Applicants should describe in 750 words or less their organizational capacity to administer the State funds in compliance with applicable regulations, including experience administering similar State and Federal funds and to timely invoice for proposed activity on a monthly basis. Please also address the organization's ability to expend all funds toward the activity in the next three years. Explain the financial controls and oversight in place to ensure proper use of funds. Attach your most recent annual audit if requesting \$250,000 or more.*

#### **Cost Effectiveness/Leverage (25 pts)**

*Provide a budget detailing:*

- *the costs for the activity,*
- *the proposed number of persons served,*
- *proposed number of persons served by subpopulation (Veteran, Youth, Elderly, Chronically Homeless, Intensive Services, Families),*
- *the proposed number of households exiting program to permanent housing,*
- *address scalability of the activity, whether it could be a smaller or larger project depending on funds available,*

- any leverage of other funding sources.

*When available, please cite prior success in outflow (those housed), two-year recidivism or other outcomes. If current data are unavailable, please cite best practices to be used to support projected outcomes of the proposed activity.*

### **Implementation Plan (25 pts)**

*Applicants should provide a project narrative in 750 words or less explaining the activity to be provided and a realistic timeframe for implementation of the activity. Demonstrate you understand the steps necessary to quickly implement the activity and an underlying use of best practices, including an expected expenditure timeline. It is expected that most funding activity will occur within 36 months, timelines should reflect that expectation.*

In the table below, please indicate the proposed funding timeline of your project.

| <b>Funding Allocation Year</b> | <b>FY 2021-2022</b> | <b>FY 2022-2023</b> | <b>FY 2023-2024</b> | <b>Total</b> |
|--------------------------------|---------------------|---------------------|---------------------|--------------|
|                                |                     |                     |                     |              |

### **Expenditure Deadlines**

All activity (except Case Management – PSH, CES & Youth Emergency Shelter): 100% by September 31, 2024

Case Management – PSH, CES & Youth Emergency Shelter Deadline: 100% by September 31, 2025

The BKRHC reserves the right to reallocate funds between activities if a designated activity is at risk of not meeting expenditure deadlines.

This is one-time State funding and organizations should not expect the funding to be renewed or extended in the future.

### **Other Information**

Organizations selected to implement eligible activities will enter into an agreement with the BKRHC, City, and/or County. Funding will be reimbursed to the contracted organizations on a monthly basis upon submittal of the correct, required documentation of eligible expenses. Organizations can request a one-time funding advance equal to 10% of the budget.

### **Contact Person**

All questions related to this RFP should be directed to:

Dr. Anna Laven: [anna.laven@bkrhc.org](mailto:anna.laven@bkrhc.org)