



Request for Proposals

One-Time State Funding for Homeless Housing Assistance and Prevention Program HHAP 3 & 4

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

The Bakersfield Kern Regional Homeless Collaborative is pleased to announce the State of California is providing a fourth round of one-time funding under the Homeless Housing Assistance and Prevention Program (HHAP 3 and 4) to the Bakersfield-Kern Regional Homeless Collaborative (BKRHC), City of Bakersfield (City) and the County of Kern (County) to address homelessness in Kern County. Based on the needs and goals identified in HHAP Gaps Analysis, the BKRHC, City and County identified specific priority activities to be funded using the HHAP 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 and County funds identified below can only be used in the City of Bakersfield and County of Kern.

The Continuum of Care (CoC) will have the final decision and notification to the successful applicant completed by **Insert date 2023**. The CoC reserves the right, at its sole discretion, to not select any of the submitted proposals should it find sufficient cause.

RESPONSE DEADLINE AND ADDITIONAL INFORMATION:

- All applications must be submitted electronically via email to Destiny Reveles at coordinator@bkrhc.org and CC Rick Ramos at rick.amos@bkrhc.org.
- All applications are due by **5PM – December 18, 2023**.
- For receipt of delivery, please ensure that you include delivery and read receipts for your proposal submission.
- Please submit RFP questions to Executive Director Rick Ramos. Questions will be answered on an RFP FAQ sheet and posted to the BKRHC website.

TABLE OF CONTENTS

INTRODUCTION	3
GENERAL REQUIREMENTS	3
MODIFICATION OR WITHDRAWALS.....	3
SCHEDULE OF ACTIVITIES.....	4
SELECTION PROCESS.....	4
AVAILABLE FUNDING.....	4
ELIGIBLE ACTIVITIES CATEGORIES.....	4
SELECTION CRITERIA.....	5
EXPERIENCE AND ORGANIZATIONAL CAPACITY.....	5
COST EFFECTIVENESS/LEVERAGE.....	6
IMPLEMENTATION PLAN.....	6
SCORING MATRIX.....	6
SYSTEMS PERFORMANCE MEASURES.....	7
REPORTING CALENDAR.....	7
APPENDIX OF DEFINITIONS.....	9

INTRODUCTION

This Request for Proposal (RFP) announces the intent of the BKRHC, City and the County to publicly procure qualified entities and individuals for the Homeless Housing Assistance and Prevention (HHAP) Program Rounds 3 and 4 for a combined total of \$847,000.00. The purpose of the RFP is to retain multiple qualified applicants to provide direct and systemic support to persons experiencing homelessness and projects to improve the local homeless services delivery system.

GENERAL REQUIREMENTS

All applicants will be required to comply with the following:

- Must be a member of BKRHC and actively participate in committees as appropriate.
- Compliance with all State HHAP 3 and HHAP 4 regulations and reporting requirements, including but not limited to reporting on relevant HUD and state determined 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).
- Adherence to Housing First principles as defined by HUD.
- Applicants can apply for two or more funding sources under an eligible project. Applicant must be able to demonstrate how funds will be spent HHAP 3 and HHAP 4 funds by expenditure deadlines.
- All activities will comply with BKRHC, City, County and the Coordinated Entry System policy and procedures, Homeless Management Information System policy and procedures, Continuum of Care (CoC) policy and procedures and demonstrate Racial Equity efforts.
- Participation in the Homeless Management Information System (HMIS).
- The deadline for submitting written inquiries regarding this RFP is indicated on page 4 in the schedule of activities section.
- Project creation in HMIS must comply with AB977.

BKRHC, City and County requires that management and employees not be contacted by applicants during the RFP process. Failure to comply with this requirement may disqualify those proposals from further consideration. Contact is limited to the BKRHC RFP Representatives listed above for all technical and procedural inquiries.

MODIFICATIONS OR WITHDRAWS

The schedule from the RFP release to finalization has been developed to provide adequate information for applicants to prepare definitive proposals. This schedule is subject to change and dates may be amended as necessary by BKRHC, City and County. Applicants will be provided with sufficient advance notice in the event of schedule changes.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Proposed Date
RFP Posting	November 21, 2023
RFP Info Session (via Zoom)	November 28, 2023, at 9:00 a.m.
RFP Letter of Intent Deadline	December 4, 2023, by 5:00 p.m.
RFP Application Deadline	December 18, 2023, by 5:00 p.m.
RFP Ranking Review Panel	January 17, 2024
Approval of Review Panel Award Recommendations at BKRHC Governing Board Meeting	January 24, 2024
Approval of Operator Agreements (for BKRHC, City and County funded activities)	Tentatively starting (February/March 2024)

SELECTION PROCESS

All complete, timely, and eligible applications will be scored by the Ranking Review Panel, using the scoring matrix. It is the applicant's responsibility to ensure documents are delivered and received on time. Total scores for each project are determined by adding up points in each section and then ensuring general requirements were met, if applicable. Once the panel completes the rating and ranking, the panel's decisions, including ranking & group agreements, are made unanimously by the 5-person review panel. The ranking panel facilitator is present to answer CoC-related questions in an unbiased manner, provide training on the ranking process & compile the information from the ranking panelists for this document and the other documents listed above.

AVAILABLE FUNDING

The HHAP Funding is divided between three jurisdictions and each awardee will enter into an agreement with one or more jurisdictions based upon activities and funding sources.

ELIGIBLE ACTIVITIES

Below is a description of eligible activities and uses of HHAP 3 and 4 funds:

Diversion

A program providing flexible financial resources to individuals and families from becoming homeless or experiencing a brief period of homelessness in Kern County. The goal is to reduce the number of people entering the homeless system. Applicants must include the number of people served, and the number of new or existing staff needed to execute the program.

Funding Amount: \$410,000.00

Funding Source(s): BKRHC \$300,000.00 and City \$110,000.00

Extreme Weather Communicable Disease

Ongoing efforts to address quarantine, isolation or extreme weather events through scattered site hotel sheltering or other temporary housing options. BKRHC and EOC and Street Outreach; Outreach placements to safe places and reduce length of time homeless. Applicants must include the number of people served, for a two-year time frame.

Funding Amount: \$50,000.00

Funding Source: BKRHC \$50,000.00

Elderly By Name List Case Manager

Full-time staff member to provide support to address elderly by name list by providing case management to achieve a low ratio case load. Responsibilities include temporarily housing elders in interim housing and scattered site emergency shelter placement prior to permanent housing placement.

Funding Amount: \$87,000.00

Funding Source: BKRHC \$87,000.00

Rural Resource Center

Establish or expand services for rural resource center. Must demonstrate how staff will assist homeless individuals with outreach and linkage to services in rural areas. The proposal must show how linkage to services and/or permanent housing for individuals experiencing homelessness will be made. For the establishment of a new location, the proposal must detail a staffing plan and schedule. For expansion, the plan must show an expansion of services and/or access beyond current services.

Funding Amount: \$300,000.00

Funding Source: County

SELECTION CRITERIA

BKRHC expects submitted proposals to adhere to standards set forth in this RFP. Submissions not organized accordingly will be considered invalid at the discretion of the review panel.

Each project will be comprehensively reviewed using the scoring criteria and selection priorities below, to determine the extent to which each project fulfills the requirements of funding sources and contributes to improving system performance. Projects that do not meet threshold or are determined to be underperforming, obsolete, or ineffective will not be funded.

Threshold Review

A preliminary, quantitative review of each application submitted will be completed by the Ranking Panel. This review will:

- Confirm that application was submitted on time.
- Confirm that all required attachments were submitted.
- Confirm that the application meets the following threshold factors:
 - Project policies are compliant and aligned with Housing First.
 - Project participates in Coordinated Entry and HMIS (or has a plan to if a new project).
 - Project must comply with HMIS AB 977.

EXPERIENCE AND ORGANIZATIONAL CAPACITY (50 pts)

Applicants should describe in 1500 words or less their experience in providing the proposed activity, including past administration on relevant HUD, state, federal projects, 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. Describe the organization's capacity to administer State funds in compliance with applicable regulations, including experience administering similar State and Federal funds, to timely invoice for proposed activity monthly, acknowledge their organization's ability to send timely reporting and awareness of the annual reporting dates. Please also address the organization's ability to expend all funds toward the activity in the next two 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 of the activity
- Duration of activity
- Personnel cost
- Non personnel cost
- Administrative cost
- Number of staff
- Other direct cost
- The proposed # of persons served
- Any leverage of other funding sources

IMPLEMENTATION PLAN (25 pts)

Applicants should provide a project narrative in 750 words or less explaining the activity to be provided, staffing plan and a realistic time frame for implementation of the activity. Narrative must include the proposed number of persons served, including subpopulation (Veteran, Youth, Elderly, Chronically Homeless, Intensive Services, Families) and the proposed number of persons housed. Demonstrate you understand the steps necessary to quickly implement the activity, an underlying use of best practices, include an expected expenditure timeline. It is expected that most funding activity will occur within 24 months, timelines should reflect that expectation. Please describe your organization's ability to support feedback loops, attain systems performance measures, tracking and monitoring to support meeting the goals of the activity and adjust as needed.

All complete, timely, and eligible applications will be scored by the Ranking Review Panel, using the scoring matrix below.

SCORING MATRIX

A successful and complete proposal will be scored based on the following scoring matrix.

Scoring Criteria	Max Points	Notes
Organizational overview and documentation	N/A	No points allotted.
Experience and organizational capacity	50	Point allocations divided by criteria subsections.
Cost effectiveness/leverage (budget)	25	
Implementation plan	25	
Total Points	100	

HHAP SYSTEMS PERFORMANCE MEASURES

SPM 1: Number of people accessing services who are experiencing homelessness.

SPM 2: Number of people accessing services who are experiencing homelessness for the first time.

SPM 3: Number of people exiting homelessness into permanent housing.

SPM 4: Average length of time that people experienced homelessness while accessing services.

SPM 5: Percent of people who return to homelessness within six months of exiting homelessness response system to permanent housing.

SPM 6: Number of people with successful placements from street outreach projects.

REPORTING CALENDAR

Reporting deadlines are as follows. Quarterly reports for persons served data and expenditures will be requested during the duration of the contract. The reporting calendar below reflects dates for the annual reports.

HHAP 3

Annual Report	November 30, 2023
Annual Report	November 30, 2024
Annual Report	November 30, 2025
Final report	September 1, 2026

HHAP 4

Expenditure and reporting deadline	
50% of the funding must be spent by May 31, 2025 – 100% by June 30, 2027.	
Annual Report	November 30, 2023
Annual Report	November 30, 2024
Annual Report	November 30, 2025
Annual Report	November 30, 2026
Final Report	September 1, 2027

APPENDIX OF DEFINITIONS

Applicant

Any entity or organization submitting a proposal to this RFP, also known as respondent.

Bakersfield/Kern Continuum of Care (CA-604)

The Bakersfield/Kern Continuum of Care (CA-604) is the HUD designated CoC covering the 8163 square mile geographic area that is Kern County.

Bakersfield-Kern Regional Homeless Collaborative (BKRHC)

The primary entity charged with responsibility for overseeing CoC functions as mandated by HUD, including submission of the annual CoC Notice of Funding Opportunity (NOFO), HMIS oversight, Point In Time Count, Housing Inventory Chart, as well as other annual reports.

By Name List

A by name list is a comprehensive list of every person in the community experiencing homelessness, updated in real time.

Communicable Disease

Illnesses that spread from one person to another from an animal to person, or from a surface or a food source.

Coordinated Entry System (CES)

CES is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred to, and connected to housing and assistance based on their strengths and needs.

Diversion

Diversion is a strategy that prevents homelessness for people seeking shelter or by helping them identify immediate alternate housing arrangements or financial assistance to prevent homelessness.

Elderly

Qualifying resident or senior citizen means a person 62 years of age or older. 55 years of age or older depending on housing unit criteria.

Executive Board

The nine (9) member body of the BKRHC tasked with fiduciary and legal responsibility for CoC operations.

Homeless Housing Assistance Prevention (HHAP)

Homeless housing Assistance Prevention is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity address their immediate homelessness challenges.

HEARTH Act

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009, signed into law on May 20, 2009, codifies into law the Continuum of Care planning process and amends the existing McKinney-Vento Act by expanding homeless prevention, placing more emphasis on rapid re-housing, emphasizes creation of permanent supportive housing for families and chronically homeless individuals, and provides resources and additional guidance for rural communities.

Homeless Management Information System (HMIS)

The community-wide database mandated by the HEARTH Act for all programs funded by the U.S. Department of Housing and Urban Development homeless assistance grants (e.g., Continuum of Care Program and Emergency Solutions Grant Program).

Housing and Urban Development (HUD)

The U.S. Department that funds low-income and affordable housing initiatives, including the McKinney-Vento Homeless Assistance Act, through the HUD Continuum of Care Program and Emergency Solutions Grant Program.

Housing First

Homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness with no prerequisites or conditions beyond those of a typical renter such as sobriety, participation in services, etc.

McKinney-Vento Homeless Assistance Act

A federal law that funds homeless service programs and ensures educational rights and protections for children and youth experiencing homelessness. The Act also provides definitions for homeless children and youth.

Proposal

The set of complete and accurate responses including any supporting documents or materials submitted by interested applicants as a result of this RFP.

Racial Equity

Racial minorities comprise a disproportionate share of the total homeless population. To promote equity within the local homeless system, awarded applicants will be required to report on their efforts to promote racial equity during the reporting periods.

Ranking Review Panel

The seven (5) member, non-conflicted panel charged with evaluation and scoring of all complete and accurate submissions. Members include individuals from the City of Bakersfield, County of Kern, CoC, CES lead, HMIS lead and two (2) at large members.

Scope of work

The instructions and requirements as set forth in this RFP, including supplementary information amended to this RFP after the RFP's original distribution.

Systems Performance Measures

The systems performance measures report is a summary and year-to -year comparison of system wide counts, averages and medians related to seven areas of performance.