



Request for Proposals

One-Time State Funding for Homeless Housing Assistance and Prevention Program HHAP 1

The Bakersfield Kern Regional Homeless Collaborative is pleased to announce the availability of \$92,000 in one-time funding under the Homeless Housing Assistance and Prevention Program (HHAP 1) to address homelessness in Kern County. Due to the State expenditure deadline of June 30, 2025, proposals must include methods to address a gap in homelessness that is effective and efficient.

The BKRHC is now issuing a Request for Proposals (RFP) to identify and select an organization to administer funds for the eligible activities.

RESPONSE DEADLINE AND ADDITIONAL INFORMATION:

- All applications must be submitted electronically via email to Destiny Reveles at destiny.reveles@bkrhc.org and CC Casandra Denna at info@bkrhc.org.
- All applications are to be submitted by **5PM – October 23, 2024**. *Late applications will not be accepted.*
- For receipt of delivery, please ensure that you include delivery and read receipts for your proposal submission.
- Please submit RFP questions to Program Administrator Destiny Reveles in advance of the submission deadline. Questions will be answered on an RFP FAQ sheet and posted to the BKRHC website.
- Final decision and notification to the successful applicant completed by **January 24, 2024**. The CoC reserves the right, at its sole discretion, to not select any of the submitted proposals should it find sufficient cause.

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INTRODUCTION

This Request for Proposal (RFP) announces the intent of the BKRHC to publicly procure qualified entity for the Homeless Housing Assistance and Prevention (HHAP) Program Rounds 1 for a combined total of \$92,000.00. 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 1 regulation 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 must be able to demonstrate how funds will be spent HHAP 1 funds by expenditure deadlines.
- All activities will comply with BKRHC 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 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. Applicants will be provided with sufficient advance notice in the event of schedule changes.

ELIGIBLE ACTIVITIES

Below is a description of eligible activities and uses of \$92,000 of available HHAP 1 funds:

1. Security Deposits
2. Landlord Incentive
3. Operating Subsidies
4. Risk Mitigation

SELECTION PROCESS & CRITERIA

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 3- or 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, and compile the information from the ranking panelists for this document and the other documents listed above.

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 by April 30, 2025. Explain the financial controls and oversight in place to ensure proper use of funds.

COST EFFECTIVENESS/LEVERAGE (25 pts)

Provide a budget detailing:

- The costs of the activity
- Expenditure Timeline for activity ending by April 30, 2025
- Personnel cost
- Non-personal 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 the steps necessary to quickly implement the activity and use of best practices. Please describe your organization's ability to support feedback loops, attain systems performance measures (See “ **HHAP Systems Performance Measures**” below), 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
Organizational overview and documentation	5
Experience and organizational capacity	20
Cost effectiveness/leverage (budget)	25
Implementation plan	50
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 REQUIREMENTS

Monthly reports for persons served data and expenditures will be requested during the duration of the contract. Data will be requested to assist BKRHC in completing any necessary State reports through the period ending June 30, 2025.