

CAP Solano JPA
RFP #HHAP4-2024-02



**Homeless Housing, Assistance and Prevention Program (HHAP)
Street Outreach**

**REQUEST FOR PROPOSALS
#HHAP-2024-02**

Application Timeline:	
Release of Request for Proposals:	August 15 2024
Deadline to Submit Questions Regarding this Request for Proposals to: Larry Jones, RFP Coordinator at admin@capsolanojpa.org Subject Line: Questions RFP #HHAP4-2024-02	August 30, 2024
Responses to Questions Submitted posted on JPA website	September 6, 2024
Deadlines for Submission of Proposals to: Larry Jones, RFP Coordinator at admin@capsolanojpa.org Subject Line: Proposal RFP #HHAP4-2024-02	October 15, 2024 5 PM PST
Announcement of Recommended Awards of Funding	November 18, 2024
CAP Solano JPA Approval of Awards of Funding	November 21, 2024

Incomplete or late submissions will not be considered.

CAP Solano JPA reserves the right to modify the Application Timeline at its sole discretion. Modifications of the timeline will be posted as amendments to this RFP.

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Section 1: Overview

1.1 Who is Issuing the Request for Proposals?

This Request for Proposals (RFP) is being issued by the Community Action Partnership, Solano Joint Powers Authority (“CAP Solano JPA” or “JPA”), a consortium of local governments that work together to provide homeless housing and services in Solano County, California.

1.2 What is the HHAP Program?

The Homeless Housing, Assistance and Prevention Program (HHAP) is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges. Spending must be informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

This RFP incorporates funding from HHAP Round 3 and HHAP Round 4.

HHAP funding is one-time in nature and not intended for ordinary ongoing expenses. For more information on the HHAP program, please see https://bcsh.ca.gov/calich/hhap_program.html.

1.3 What is the Budget for the Work?

The California Interagency Council on Homelessness (Cal ICH) has awarded the Vallejo/Solano Continuum of Care the following amounts which contribute to this RFP.

	Total HHAP Allocation	HHAP Allocation in this RFP
HHAP – 3	\$1,722,691.94	\$185,000.00
HHAP – 4	\$1,567,225.00	\$180,230.88
Total	\$3,289,916.94	\$365,230.88

1.4 What can the funding be used for?

The funding available via this RFP is for Street Outreach programs based on the criteria set forth by CAL ICH for use of HHAP funds and consistent with the Vallejo/Solano Continuum of Care (CoC) approved applications for those funds, as outlined below.

CAL ICH Eligible Uses:

- Street outreach to assist persons experiencing homelessness to access permanent housing and services.

Approved Uses from the Vallejo/Solano CoC HHAP4 Application:

- Expand outreach and engagement for persons experiencing homelessness in connection with the coordinated entry system by increasing staff capacity to conduct

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street outreach, needs assessment, diversion screening/problem solving, and housing navigation.

- Connect persons experiencing homelessness to education services, shelter, and housing support. Engage property owners and landlords to increase availability of housing units (both public and private) for people seeking to exit homelessness.

1.5 What is the Timeframe for the Work?

It is expected that this project will last between 18 and 30 months. HHAP 3 funds must be fully obligated by May 31, 2025 and completely expended by June 30, 2026. HHAP4 funds must be obligated by May 31, 2025 and completely spent by June 30, 2027.

1.6 Who is Eligible to Propose?

Non-profit and local government organizations are eligible to propose. Proposed projects must be within Solano County and make services available to any resident of Solano County regardless of the city of residence.

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Section 2: General Project Requirements

2.1 Project Dates

The maximum project period shall run from December 1, 2024 – June 30, 2026 for HHAP-3 funded projects, or for whatever subset of that time period the applicant needs to complete their project.

The maximum project period shall run from December 1, 2024 – June 30, 2027 for HHAP-4 funded projects, or for whatever subset of that time period the applicant needs to complete their project.

The project funding is **NOT** renewable.

2.2 Appropriate Use of Funds

As the HHAP funding is non-renewable, HHAP funding may not be used for ongoing operating expenses that cannot be covered once HHAP funds are expended. Examples of appropriate use of HHAP funds under this RFP include:

Pilot Programs

A pilot program is a novel, small-scale, and/or experimental program that is intended to test, demonstrate, or initiate a new program model in Solano County. To qualify as a pilot program, the proposed program must be different from existing programs in its category and must include a credible plan to analyze the results of the pilot program and issue a publicly available report with the lessons learned from the pilot.

Start-up Costs

A start-up cost is a one-time cost that is not expected to recur or repeat during the operation of a program. Start-up costs can include recruiting, hiring, training, setting up an office, a security deposit paid to secure an office space, or any other expenses needed to open or expand an Emergency Shelter or Navigation Center that does not require a renewable source of funding. Please note that an expense is not considered a start-up cost simply because it occurs during the first year of a project's operation.

Operational Costs and Essential Services

Operational costs and essential services are those necessary to connect people experiencing homelessness to permanent housing, income, public benefits, health services, or other shelter.

Street Outreach operational costs and essential services may be covered by HHAP funding if they are time-limited and/or there is a plan for continued funding beyond the term of this funding, as described in the narrative.

In addition, California Health and Safety Code § 50218(a)(5) states that program recipients

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shall not use HHAP program funding to supplant existing local funds for homeless housing, assistance, or prevention. The intent of HHAP program funds is to expand or increase services and housing capacity. HHAP funds cannot replace local funds that are committed to an existing or developing homeless assistance program. However, if funds previously supporting a service or project end or are reduced for reasons beyond the control of the grantee and services or housing capacity will be lost as a result of these funds ending, HHAP program funds may be used to maintain the service or program and are not considered supplanting. Examples include, but are not limited to, a time limited city and/or county tax or one-time block grant, such as Homeless Emergency Aid Program (HEAP).

See 3.3 Scope of Services for additional information on allowable activities

2.3 Housing First

All successful applicants must incorporate the core components of Housing First into the program(s) that are receiving HHAP funding, as provided in Section 8255(b) of the State of California Welfare and Institutions Code, available at https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=WIC§ionNum=8255.

Housing First is an evidence-based model that uses housing as a tool, rather than a reward, that centers on providing or connecting those experiencing homelessness to permanent housing as quickly as possible. Under the Housing First model, services offered are delivered in a low barrier, trauma informed, and culturally responsive manner and available on a voluntary basis, without preconditions that make housing contingent on participation in services.

2.4 Coordinated Entry

This request for proposal seeks a contractor that will reach out to the unhoused population of Solano County. The selected bidder, will work with the Housing First Solano Continuum of Care's Coordinated Entry System (CES) currently known as Resources Connect Solano, (RCS) and follow the Housing First Solano Coordinated Entry System Policies and Procedures, Section III.C.—Emergency Services Access.

The selected contractor will help the JPA expand and keep consistent contact with the homeless population in the county. Through the use of coordinated entry, the selected contractor will help find and address the specific needs of the unhoused population and connect them to services and opportunities with the goal of providing permanent housing for the homeless. The coordinated entry process will also help the JPA find resources that can help the unhoused address the underlying issues to them becoming homeless, with the goal of preventing homelessness in the future.

The Coordinated Entry System is a cooperative network of access points, phone hotlines, and housing navigators who work with people who are experiencing homelessness or are at risk of homelessness. These teams engage, assess, match, and refer clients for emergency shelter, emergency services, permanent housing and supportive services based on their vulnerability, length-of-time homeless, eligibility, and preferences.

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The awarded agency must agree to be a mobile access site for Coordinated Entry to ensure homeless individuals are connected to Coordinated Entry System which includes:

- Conducting intakes
- Conducting the locally adopted Vulnerability Assessment Tool (VAT)
- Participating in case conferencing
- Following up on participants
- Documenting in HMIS (see 2.5)

In addition, people who have experienced domestic violence should be connected to the domestic violence Coordinated Entry system, currently provided through the Solano Family Justice Center.

2.5 Homeless Management Information System (HMIS)

The Homeless Management Information System (HMIS) is an electronic database that tracks demographic information and performance outcomes at the client level, using standardized fields that allow for automated system-wide reporting.

All participants in successfully funded HHAP project(s) must enter data in the HMIS operated by the Continuum of Care, currently Clarity by BitFocus, in accordance with established policies and procedures. Funded agencies must sign a HMIS agency participation agreement and at least one staff person at each successfully funded agency will need to complete a free HMIS user training in order to become certified in HMIS privacy and data security techniques and will need to learn how to enter data correctly into the HMIS software.

Each user who enters data into HMIS will need to pay an annual license fee of approximately \$1080. This is an eligible expense that may be included (if you wish) in the administrative portion of your HHAP budget.

2.6 JPA Contracting

The contracting process will follow selection of proposals. Funding recipients must certify their acceptance of standard CAP Solano JPA contract terms and conditions which can be found in Attachment A. This will include reporting, reimbursement, and monitoring requirements.

2.7 Limit on Administrative Costs

No more than 10% of the money requested by an applicant from the HHAP program may be allocated to administrative costs such as management, insurance, office utilities, and accounting. If a project's administrative costs exceed 10% of the total budget, the excess administrative costs must be paid for by other sources.

“Indirect costs” are costs that cannot be allocated to a specific project (administrative or otherwise) because they are borne by the agency, e.g., the cost of employing an executive

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director. The maximum allowable indirect/administrative expense rate is 10% of direct costs. Evidence of a current federally approved indirect cost rate is required at time of proposal submission if more than 10% is budgeted.

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Section 3: Description of Street Outreach Scope of Work

3.1 Funding

Up to \$365,230.88 is available under this RFP. The amount proposed must expand outreach and engagement for individuals and families experiencing homelessness.

3.2 Description of Work

Through this RFP, CAP Solano JPA seeks to fund programs that will identify and reach out to unhoused individuals and families, build relationships, connect them to the Coordinated Entry System, assess their need for and connect them to additional services and resources, such as healthcare, behavioral health services, mainstream resources.

The federal definition of an unhoused individual or family is an individual or family who lacks a fixed, regular, and adequate, nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living in a publicly or privately operated shelter.

3.3 Scope of Services

The primary goal of Street Outreach is to develop relationships with unhoused households and assist them in taking steps toward securing permanent housing.

The awarded provider must be able to provide a variety of services including but not limited to:

1. Provide and manage outreach worker(s) to engage with individuals living on the street or other unsheltered locations.
2. Assess the needs of homeless individuals in Solano County and connect them with, or provide referrals to, local housing services and resources.
3. Be a Housing First Solano Continuum of Care Coordinated Entry System access point, (see 2.4) and connect individuals to the Coordinated Entry System.
4. Connect individuals who have experienced domestic violence to the Domestic Violence Coordinated Entry System, as needed.
5. Connect persons experiencing homelessness to supportive services including but are not limited to:
 - a. Initial assessment of needs and eligibility
 - b. Connection to crisis counseling
 - c. Connection to health and behavioral health services
 - d. Connection to mainstream benefits.

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6. Connect persons experiencing homelessness to transportation resources as needed.
7. Provide housing navigation and individualized client support by developing ongoing plans to address barriers to housing, increase income, and assist in moving into and maintaining permanent housing.
8. Identify people who are unhoused that may qualify for additional resources, such as:
 - a. Ensuring that all veterans are connected to the Veterans Administration and other organizations providing resources and services to Veterans.
 - b. Ensuring that people who have experienced domestic violence are connected to appropriate resources.
9. Participate in community meeting and events related to unhoused individuals and families to provide insight and gain knowledge about individuals that could need assistance.
10. Enter program related data and assessments into the HMIS system.

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Section 4: Terms and Conditions

4.1 Amendments

CAP Solano JPA reserves the unilateral right to amend this RFP in writing at any time by both (1) posting the amendment on the CAP Solano JPA website and (2) sending e-mail notification to any applicants who have already submitted an application. Applicants are responsible for monitoring the website and/or their e-mail periodically in order to make themselves aware of any amendments.

4.2 Public Record

All applications, submissions, and accompanying materials may become part of a public record. Applicants should not submit any materials that they consider confidential without marking them as such so that they may be omitted from any public posting/record.

4.3 Reservation of Rights

The JPA reserves the right to waive any and all minor irregularities in any applications received. The JPA reserves the right to reject part or all of one or more Proposals based on failure to meet any requirements stated in this RFP. If the JPA does not receive an adequate quantity and/or quality of Proposals by the deadline, then the JPA, at its sole discretion, may choose to extend the deadline and/or make part or all of the funding available to applicants through a second round of requests for proposals.

The applications will be received by CAP Solano JPA staff and shared with an independent non-conflicted Review Panel of community partners. The Review Panel may recommend one or multiple Proposers for funding based on the Scoring Criteria. The Review Panel recommendation will be presented to the JPA for final approval of award of funding. The decision of the JPA will be final.

The announcement of this RFP should not be understood as a binding promise to award any or all funds to Proposers who did receive or who should have received the highest scores. The announcement of this RFP does not create any legal entitlement on the part of any Proposer to receive any funding.

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Section 5: Proposal Components

5.1 Proposal Exhibits

Proposers should prepare a series of exhibits as described below utilizing Attachments B and C. The exhibits will need to be incorporated into a single, all-inclusive PDF file that should be submitted as the complete application. Exhibits that cannot be included as part of the PDF will not be accepted.

Exhibit #1: Cover Sheet

- Fill out the enclosed cover sheet to indicate the name of the project, contact information for the people responsible for the application, and the amount of funding requested for this project.

Exhibit #2: Signature Page

- Include a signed and dated statement by the agency's Executive Director stating, "I have reviewed this application, and I hereby certify that the information contained herein is true, complete and accurate to the best of my knowledge." In addition, please indicate that you reviewed and accept the JPA standard contract without qualification or are requesting qualifications and indicate the requested qualifications.

Exhibit #3: Essay Responses

- Complete an essay response as outlined in 5.2 below. The essay response should be no more than 12 pages in length and address all essay topics described in 5.2 with each section labeled by heading (A-J).

Exhibit #4: Timeline

- Complete the enclosed timeline to show when you would spend the funds available under this contract and what milestones, if any, you expect to track.

Exhibit #5: Resumes/Job Descriptions

- Provide up to three resumes of key staff who will be responsible for project oversight and/or leadership. If you have not yet hired any other staff and you do not plan to re-assign existing staff, then you may submit job descriptions with the key qualifications and duties of the desired staff member. Resumes and job descriptions should be no more than 1 page in length. Note: *Do not include personal information in the resumes for staff that you do not want to be part of a public record.*

Exhibit #6: Budget

- Please fill out the enclosed budget to show how the funds available under this contract would be spent and what funds, if any, would be added by other funding sources.

Exhibit #7: Proof of Non-profit Status

- Please include a letter or document demonstrating that your agency is a non-profit organization or government agency. (E.g., a 501(c)3 letter.)

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Exhibit #8: Audit Reports

- Please provide all audit reports, clearance letters, financial statements, and monitoring reports for your agency or its programs that are dated on or after January 2021, regardless of who conducted the audit or monitoring visit.

5.2 Essay Response

Exhibit #3 Essay Responses should address all essay topics described below. Each section should be labeled by heading (A-J).

A. Description of Project

- Describe the proposed project, including where the project will be located, who the project is intended to serve, the activities that are being proposed, how the project will meet the scope of services described in this RFP, and how the project will be sustained beyond the funding provided by HHAP funding, if applicable.
- Describe how the project will increase capacity to identify the needs of the homeless population, improve the services for homeless individuals, eliminate duplicate services, and increase the number of individuals assisted out of homelessness.

B. Low-barrier, Housing First policies and practices

- Describe how the project will adopt a Housing First approach in accordance with Section 8255(b) of the State of California Welfare and Institutions Code, available at <https://codes.findlaw.com/ca/welfare-and-institutions-code/wic-sect-8255.html>.
- Describe your experience working with clients “where they are at,” including, cultural competency, diverse family units, mental health and substance use, religious beliefs, criminal histories, sexual orientation, and undocumented immigrants.
- Describe how you will implement low-barrier and trauma-informed care principles.

C. Program outcomes

- Provide a minimum of two measurable outcomes for the proposed project.

D. Timeline Narrative

- Briefly comment on your attached timeline (see Required Exhibits in Section 5.1). Describe any difficulties that you might encounter in implementing your proposed timeline and how you will avoid or overcome these difficulties.

E. Proven experience and capacity

- Describe your organization’s experience in reducing homelessness and connecting homeless individuals to housing.
- Describe your experience in operating and managing a homeless street outreach project, meeting and working with the unhoused population where they live, including project name, dates/length of time in operation, location(s), capacity, services provided, annual operating budget with funding sources and specific programmatic goals.
- Include in your description your organization’s experience related to:

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- Policies and practices that address and assess racial and ethnic equity, including equal access and non-discrimination, collection of racial, ethnic and linguistic data, language interpretation, partnerships, training, etc.
- Grievance and feedback policies.
- Assessment of safety for people fleeing domestic violence.
- Participation in community-based initiatives to reduce homelessness.
- Working with HMIS and Coordinated Entry systems.

F. Demonstrated experience with diverse populations

- Describe your organization's experience in providing services to diverse populations, including individuals and families experiencing chronic homelessness, mental health complications, substance use, religious beliefs, criminal histories, sexual orientation, diverse family units, unaccompanied youth, transitional age youth, youth exiting the foster care system, seniors, and undocumented immigrants.

G. Fiscal management with diverse funding sources

- Describe your organization's experience successfully administering a complex budget and utilizing diverse private, local, state, and/or federal funding streams for residential operations and services.
- Identify if any organization that is party to this application received any problematic audit or monitoring findings or concerns within the past 4 years. If so, please describe the findings/concerns and what has been done to address them.
- Please explain your organization's financial management policies and procedures and how they are demonstrative of sound financial management practices, including management of program budgets and ability to provide timely financial reports and corresponding program on a regular basis.
- Provide the following for your organization:
 - Dates and circumstances related to any involuntary reallocation of project funding
 - Dates and circumstances related to any open litigation and/or disputes that could result in a financial settlement
 - Dates and circumstances related to any bankruptcy filing.

H. Partnerships with community stakeholders

- Describe your familiarity with Solano County, the Housing First Solano Continuum of Care and Coordinated Entry System, and other providers and resources within the County.
- Describe your strategy for engaging participants countywide and partnering across jurisdictions/regionally.
- Identify any additional or unique resources, capabilities, or services which your organization would bring to this project.

I. Qualifications of Key Staff

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- Describe the role of top leadership in your organization, Executive Board, Board of Directors, and/or trustees and how they contribute to a sustainable and growing organizational environment.
- Describe the relevant residential, case management, and/or clinical experience for each staff member/position and their experience with emergency housing services and trauma-informed care, as well as any lived experience of homelessness. If you have not yet hired any staff and/or you do not plan to re-assign existing staff, then provide the job descriptions for those positions within Exhibit #2: Resumes and Job Descriptions.
- Describe the qualifications/experience of the staff members(s) responsible for financial report preparation, management, and submittal.

J. Budget and Budget Narrative

- Provide a budget narrative explaining the costs outlined in your budget and how the expenses requested are connected to your project.
- Provide the proposed cost per client.
- Describe other funding sources that will be used to support the project.
- Describe how your proposed project is an appropriate use of HHAP's one-time funding and how you will sustain your project after the end of the funding term if applicable.

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Section 6: Proposal Scoring

6.1 Scoring Rubric

Applicants will be scored based on proposal content according to the Scoring Rubric below:

SCORING RUBRIC		
Item	Criteria	Maximum Score
Project Description		
Description of Project	Proposer provides a clear description of the project, how the project meets the scope of the RFP and how the project will increase capacity in Solano County.	15
Proven Experience and Capacity	Proposer provides a clear understanding of and experience with low-barrier approaches including Housing First, meeting clients “where they are at” and trauma informed approaches.	15
Project Outcomes	Proposer has experience reducing homelessness and connecting homeless individuals to housing and has provided reasonable outcome goals.	10
Timeline and Timelines Narrative	The timeline successfully identifies and describes the significant phases and activities of the project and is reasonable to achieve project deliverables.	5
Qualifications and Experience		
Low-barrier Housing Practices	Proposer demonstrates experience successfully working with the target population and assisting them in obtaining and maintaining permanent housing	10
Experience with Diverse Populations	Proposer has extensive experience providing services to diverse populations, including individuals and families experiencing chronic homelessness, behavioral health concerns, varying religious beliefs, criminal histories, sexual orientation, diverse family units, unaccompanied youth, transitional age youth, youth exiting the foster care system, seniors, and undocumented immigrants.	10
Fiscal Management	Proposer demonstrates experience successfully administering a complex budget utilizing diverse private, local, state, and/or federal funding streams without difficulty or problematic audit or monitoring findings or concerns	10
Partnerships	The applicant demonstrates a high level of familiarity with Solano County, the Housing First Solano Continuum of Care and Coordinated Entry System, and other providers and resources within the County. There is a clear strategy for engaging partners countywide.	5
Qualifications of Key Staff	Key personnel on the project have the qualifications and experience to carry out the activities.	5

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Budget and Budget Narrative		
Budget/Budget Narrative	The budget and budget narrative clearly describe a cost-effective, efficient, and appropriate use of funds. Items listed in the budget are eligible expenses and all expenses described in the Proposal are properly listed and described in the budget.	15
TOTAL		100

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Section 7: Submitting your Application

Format: Please send one e-mail per Proposal to Larry Jones at admin@capsolanojpa.org with the subject line: Proposal RFP #HHAP4-2024-02.

All Proposal documents, including your essays and all your exhibits, should be combined into a single PDF file, which should be attached to your e-mail as a single attachment. The body of your e-mail should include only the contact information of the person at your agency who is responsible for the application, and a simple greeting. Proposals submitted by mail, fax, or hand-delivery will not be accepted.

Deadline: The application must be received by October 15, 2024 at 5 PM PST. Applications received after the deadline will not be considered. The JPA is not responsible for delays caused by email transmission and virus scanning, so please allow adequate time for your proposal to be received by 5pm. You will receive a confirmation that your application has been received. If you do not receive a confirmation, please e-mail admin@capsolanojpa.org.

End of Request for Proposals