CAP Solano JPA RFP #HHAP4-2024-01

Permanent Housing

Attachment B: Fillable Proposal Form

**Format:** Please send one e-mail per Proposal to [Megan](mailto:Megan) Richards at [admin@capsolanojpa.org](mailto:admin@capsolanojpa.org) with the subject line: Proposal RFP #HHAP4-2024-01.

All Proposal documents, including your essays and all of 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 March 26, 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](mailto:admin@capsolanojpa.org).

**Submission Checklist**

|  |  |
| --- | --- |
|  | Exhibit 1: Cover Sheet |
|  | Exhibit 2: Signature Page |
|  | Exhibit 3: Essay Responses (10 pages maximum) |
|  | Exhibit 4: Timeline |
|  | Exhibit 5: Resumes of Key Staff (with their personal contact information removed or redacted to protect confidentiality) and/or Job Descriptions |
|  | Exhibit 6: Budget |
|  | Exhibit 7: Proof of Non-profit or Government Agency Status |
|  | Exhibit 8: Financial audits, clearance letters, financial statements and/or monitoring reports since January 2021 |

Exhibit #1: Cover Sheet

|  |  |
| --- | --- |
| Instructions: Please provide basic information about your project. | |
| Agency Name |  |
| Project Name |  |
| Amount of Funding Requested |  |
| Contact Name |  |
| Contact Phone |  |
| Contact Cell Phone (optional) |  |
| Contact Address |  |
| Contact E-mail |  |
| Alternate Contact Name |  |
| Alternate Contact Phone |  |
| Alternate Contact  Cell Phone (optional) |  |
| Alternate Contact Address |  |
| Alternate Contact  E-mail |  |

Exhibit #2: Signature Page

Signature Section 1:

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.

Signature:

Signed by:

Date:

Signature Section 2: (sign one of the two statements below)

I have reviewed and accept the CAP Solano JPA standard contract without qualification.

Signature:

Signed by:

Date:

OR

I have reviewed and accept the CAP Solano JPA standard contract with the following qualifications which I understand may or may not be accepted during the contract negotiation period.

Qualifications:

Signature:

Signed by:

Date:

Exhibit #3: Essay Responses

Complete an essay response as outlined in Section 5.2 of the RFP. Essay response should be no more than 10 pages in length and address all essay topics described in 5.2 with each section labeled by heading (A-J).

1. Description of Project
2. Low-barrier, Housing First policies and practices
3. Program outcomes
4. Timeline Narrative
5. Proven experience and capacity
6. Demonstrated experience with diverse populations
7. Fiscal management with diverse funding sources
8. Partnerships with community stakeholders
9. Qualifications of Key Staff
10. Budget and Budget Narrative

Exhibit #4: Timeline

|  |  |
| --- | --- |
| Instructions: Please provide a timeline detailing how the project will be accomplished from start-up to completion of the contract term. The timeline should include/identify start and completion dates for activities, significant milestones and project phases including planning, implementation, completion, and evaluation. You may add additional rows as needed. | |
| Date | Activity / Significant Milestone / Project Phase |
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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 complete the budget spreadsheet in Attachment C to show how the funds available under this contract would be spent and what funds, if any, would be added by other funding sources. Copy and paste the budget table into this space or integrate the budget table into the final PDF submitted.

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.)

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 2019, regardless of who conducted the audit or monitoring visit.