



**City of San José
Housing Department**

and

**County of Santa Clara
Office of Affordable Housing**

**Joint
Request for Proposals**

**Homelessness Prevention and Rapid Re-Housing Program (HPRP)
of the
American Recovery and Reinvestment Act (ARRA) of 2009**

July 6, 2009

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INTRODUCTION

The City of San José Housing Department and the County of Santa Clara Office of Affordable Housing have formed an informal partnership to solicit proposals from non-profit agencies and organizations to provide homelessness prevention and rapid re-housing services to households at risk of, or currently experiencing, homelessness. Agencies whose proposals are selected will be expected to provide the financial assistance and/or housing stabilization services necessary to prevent and end homelessness. Funding to support these services will come from the Homelessness Prevention and Rapid Re-Housing Program (HPRP) created through the American Recovery and Reinvestment Act (ARRA) of 2009 and allocated to the City of San José and the County of Santa Clara by the U.S. Department of Housing and Urban Development (HUD).

Although a summary is provided within this RFP, the complete Notice of Allocation, Application Procedures, and Requirements for HPRP under the American Recovery and Reinvestment Act of 2009 (FR-5307-N-01) describes program intent, eligibility requirements for program participants and activities that can be funded with grant funds.

Any agency planning to respond to this RFP should read carefully the entire Notice at www.HUDHRE.info and included as Attachment A with this RFP notice.

HUD's Grant Program Objectives

- Prevent individuals and families from becoming homeless
- Help those who are experiencing homelessness to be quickly re-housed and stabilized.

The purpose of this program is to help those individuals and families who would be homeless but for this assistance and who can be reasonably expected to maintain stable housing once the assistance ends. As stated in the guidance, HUD also expects that these resources will be targeted and prioritized to serve households that are most in need of this temporary assistance and are most likely to achieve stable housing, whether subsidized or unsubsidized, after the program concludes.

This funding is being awarded by HUD to specific city, county and state jurisdictions on a formula basis. The City of San José was allocated \$4,128,763 in HPRP funding to serve San José residents and the County of Santa Clara was allocated \$717,484 in HPRP

funding to serve residents of Santa Clara County. The City of Sunnyvale was allocated \$508,191 to serve Sunnyvale residents. In order to ensure that areas throughout Santa Clara County have access to HPRP funds, the County is prioritizing for funding those areas that have not received a direct allocation of HPRP dollars (which, at the time of issuance of this RFP, included all cities except for Sunnyvale and San José).

The City of San José and County of Santa Clara are issuing a joint RFP in order to create a coordinated network of homelessness prevention and rapid re-housing services and, in doing so, to maximize cross-jurisdictional collaboration, minimize or eliminate any duplication of services, make the application and contracting processes more efficient, and align the program activities and protocols to be as consistent as possible across Santa Clara County.

However, the awards will be made from separate pots of funding that are designed to assist their designated service areas. An agency awarded to serve residents of the City of San José will enter into a contract with the City; an agency awarded to serve residents of the County of Santa Clara will enter into a contract with the County. It is possible to apply for both City and County funds but, to do so, it is necessary to submit two applications – one to the City and one to the County.

The City and County expect to make no more than four or five awards in total and both are seeking to fund individual organizations, collaboratives and/or partnerships that can demonstrate the ability to provide a comprehensive array of funding-eligible services to individuals and families throughout the designated service areas. In order to minimize the burden of contract administration, the City and County do not anticipate making several small awards to agencies that cannot provide a broad array of services. Some of the allocated funding is designated for the direct provision of homelessness prevention and rapid re-housing services, and some of the funds have been allocated to support data collection and monitoring activities. Depending upon the design of the funded programs, the agency or agencies awarded funding to perform data collection and monitoring activities may be awarded through a separate, self-standing program that serves all participating jurisdictions.

The HPRP grant term established by HUD is a three-year term expected to be October 1, 2009 – September 30, 2012. This term reflects the timeline established in the HPRP guidance released by HUD, and the federal mandate that HPRP funds must be spent quickly and efficiently to meet the broader goals of the ARRA. The HUD guidelines require that grantees must spend 60% of funding within 2 years and all funds within 3 years. Due to the limited funds available and the intense demand for homelessness prevention and rapid re-housing services, the City and County anticipate that most

grantees will be awarded for a two-year grant term and reserve the right to enter into either a 2- or 3-year grant term at their discretion.

At this time, the HPRP funding is structured as a one-time appropriation. The City and County may choose to continue to support any or all of the programs awarded through this RFP process in the event that additional funds are made available, as appropriate.

These terms are subject to change based on securing HUD's final approval of the HPRP allocation plans (Substantial Amendments) submitted to HUD in May by the City and County. If HUD proposes changes to either Substantial Amendment, those changes will be reflected in the HPRP grant agreements. If HUD rejects the City's or the County's allocation plan, the portions of this RFP that pertain to that funding will be null and void.

AVAILABLE FUNDING

The tables below indicate the funds that have been allocated to the City of San José and the County of Santa Clara, respectively.

HPRP Estimated Budget Summary – CITY OF SAN JOSÉ			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$ 1,251,163	\$ 1,251,162	\$ 2,502,325
Housing Relocation and Stabilization Services	\$ 560,000	\$ 560,000	\$ 1,120,000
Subtotal (add previous two rows)	\$ 1,811,163	\$ 1,811,163	\$ 3,662,325

Data Collection and Evaluation	\$ 300,000
Administration (up to 2.5% will be retained by the City; up to 2.5% can be included in project budgets)	\$ 206,438
Total HPRP Amount Budgeted	\$ 4,128,763

HPRP Estimated Budget Summary – COUNTY OF SANTA CLARA			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance	\$206,000	\$206,000	\$412,000
Housing Relocation and Stabilization Services	\$117,000	\$117,000	\$234,000
Subtotal (add previous two rows)	\$323,000	\$323,000	\$646,000

Data Collection and Evaluation	\$35,610
Administration (2.5% will be retained by the County; 2.5% can be included in project budgets)	\$35,874
Total HPRP Amount Budgeted	\$717,484

These budgets include the entire allocation provided by HUD; they are not annualized numbers. The following sections provide additional information regarding the breakdown between Homelessness Prevention and Rapid Re-Housing services, as well as the different eligible activities. When developing your budget, you should indicate how your program costs break down across these categories, and for an estimated 2-year contract term. None of the category or total costs in your budget should exceed the amounts above.

SCHEDULE

The anticipated HPRP schedule is reflected in the timeline below. The dates are subject to change pending HUD's final approval of the Substantial Amendments and/or other intervening factors.

Joint RFP issued	July 6, 2009
Bidders' conference	July 10, 2009
Due date	August 7, 2009
Completion of review process	September 2, 2009
Approvals of award	September 15, 2009
Award notification and initiation of contract negotiation	September 16, 2009
Target date for contract execution	September 30, 2009

ELIGIBLE POPULATIONS

At minimum, the individuals who receive assistance under the HPRP program must:

- Have (at least) an initial consultation with a Case Manager or other representative who can determine the appropriate type of assistance to meet their needs
- Have income that is at or below 50% of Area Median Income (AMI)
- Be either:
 - Homeless according to HUD's definition OR
 - At risk of losing housing and lacking subsequent housing options and financial resources/support networks needed to obtain immediate housing or remain in existing housing

As indicated above, a portion of the funds for direct services are available to support the provision of Rapid Re-Housing Assistance and a portion of the direct services funds are available to support the provision of Prevention Assistance. Households who are homeless according to HUD's definition are eligible for Rapid Re-Housing assistance. Households who are at risk of homelessness – but not yet homeless according to HUD – are eligible for Prevention assistance. As described in the following section of the RFP (Eligible Activities), the list of eligible activities for Rapid Re-Housing assistance and Prevention assistance are the same, but any program awarded HPRP funds must be able to distinguish between who was technically homeless (and thus receiving Rapid Re-Housing services) and who was at risk (and thus receiving Prevention services).

In order to be eligible for Rapid Re-housing services, individuals and families must be homeless according to HUD's definition:

- Sleeping in an emergency shelter
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, sidewalks, encampments, etc.
- Staying in a hospital or other institution for up to 180 days but had been sleeping in an emergency shelter or place not meant for human habitation immediately prior to entry into the hospital or institution
- Graduating from or timing out of a transitional housing program or
- Victims of domestic violence

In order to be eligible for Prevention services, individuals and families must be determined to be at risk of homelessness. It is expected that the programs awarded HPRP funding by the City of San José and the County of Santa Clara will serve households who are at a very high risk of homelessness and in the greatest need for assistance. Some of the risk factors for homelessness that will be used to determine appropriate forms and levels of assistance include:

- Eviction within two (2) weeks from a private dwelling (including housing provided by families or friends)
- Discharge within two (2) weeks from an institution in which the person has been a resident for more than 180 days (such as a prison, mental health institution, hospital, etc.)
- Residency in housing that has been condemned by housing officials and is no longer appropriate for human habitation
- Sudden and significant loss of income
- Sudden and significant increase in utility costs
- Mental health and substance abuse issues
- Physical disabilities and other chronic health issues, including HIV/AIDS
- Severe housing cost burden (greater than 50% of income for housing costs)
- Homeless within the last 12 months
- Young head of household (under 25 with children or pregnant)
- Current or past involvement with child welfare, including foster care
- Pending foreclosure of rental housing
- Extremely low income (less than 30% of Area Median Income)
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size)
- Past institutional care (prison, treatment facility, hospital, etc.)
- Recent traumatic life event, such as the death of a spouse or care provider, or recent health crisis that prevented household from meeting financial responsibilities and/or
- Credit problems

All funded agencies must conduct thorough assessments of any prospective recipients of HPRP assistance to determine the appropriate level and length of service, other resources available to them, the appropriateness of their participation in the HPRP program, and other factors central to effective service provision. These assessments will be conducted with a uniform assessment tool, which is currently under development but will be a part of the award agreement.

ELIGIBLE ACTIVITIES

The program is not intended to provide long-term support. The assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits, and helping them develop a plan for preventing future housing instability. In all cases, there must be a clear process for determining the type, level, and duration of assistance for each program participant.

Homelessness Prevention Services: In order to allow the community to use scarce and time-limited funding as efficiently as possible, prevention assistance should be provided only at the level needed to prevent homelessness and only for as long as necessary. Although all participants will be low-income and in crisis, not all will need the same level of assistance to maintain their housing. Prevention services are intended to help households resolve their immediate crisis and remain in their current housing. If preserving current housing is not feasible, HPRP-funded providers shall help the household relocate to housing that is safer or more affordable and to remain stably housed there.

HPRP-funded programs shall include qualified and trained staff who can identify people at high risk of homelessness, including households who have exhausted all their personal resources and relationships. Funded programs must be skilled at empowering people to become stabilized within the shortest time necessary – providing essential financial assistance, negotiating with landlords or family members, and connecting households to mainstream programs that will ensure that they maintain stability after HPRP assistance ends. Each provider team shall quickly assess crisis situations and provide “just enough” assistance for the household to resolve the crisis and re-stabilize. Assistance must be individualized and will vary among participants according to their needs. The funded programs shall conduct outreach in areas where people in crisis are likely to congregate in order to identify households who are appropriate for HPRP assistance.

Rapid Re-Housing Services: Rapid Re-Housing assistance targets households who are temporarily living in emergency shelters (or similar programs whose residents meet the federal definition of “homeless”) in order to move them quickly to permanent affordable housing. The goal of these services is to decrease the length of stay in shelters, thereby preventing assisted households from developing additional barriers to housing and re-opening these vital resources for others in crisis.

Rapid Re-Housing assistance shall be provided at a level that is just enough to resettle and stabilize program participants. Consistent with the Housing First paradigm,

HPRP-funded programs shall not require participants to address all of their life problems in order to obtain or maintain stable housing. Instead, they will give participants the resources necessary to remain stably housed once HPRP assistance ends. As with the Prevention services, assistance will be individualized according to each participant's specific needs and circumstances. Even though all participants are low income, not all will require rental assistance in order to be housed.

There are four categories of eligible Prevention and Rapid Re-Housing activities:

- Financial Assistance
- Housing Relocation and Stabilization Services
- Data Collection and Evaluation
- Administrative Costs

This program is designed to provide housing-related assistance. Financial assistance or services available through other Recovery Act programs, such as child care and employment training, are not eligible.

The parameters guiding the provision of HPRP services listed below reflect those outlined in the HUD program guidance. It is possible that more stringent eligibility criteria or different timelines may be applied to awarded agencies.

Financial Assistance:

- Short-Term and Medium-Term Tenant-Based Rental Assistance:
 - Can be used to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units that they select.
 - Short-term assistance cannot exceed rental costs accrued over a period of three months. If, at the 3-month point, a program participant needs additional financial assistance, they must be evaluated for eligibility to receive up to 15 months of additional assistance.
 - Medium-term rental assistance cannot exceed actual rental costs accrued over a period of 4-18 months. All medium-term rental assistance recipients must be re-certified for eligibility at least once every three months.
 - The provision of case management to recipients of short- and medium-term rental assistance is strongly encouraged.
 - Rental assistance can be used to pay up to 6 months of rental arrears for eligible program participants if that payment allows the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. If arrears are paid, the time period that they covered is subtracted from the maximum number of months of rental assistance for which the program participant is eligible. (Ex: If someone receives assistance

- for six months' worth of arrears, s/he can receive a maximum of twelve months of rental assistance.)
- Rental assistance must be in compliance with HUD's standards of "rent reasonableness." For additional information about rent reasonableness, refer to the HUD Guidance in Attachment A.
 - Other program terms are to be determined by the grantee, including the depth of the subsidy, whether there is a limit upon the number of times that a household can receive assistance, whether there is a maximum dollar amount that any household can receive, whether a household must share in the cost of certain expenses, and the process by which subsidies phase out.
 - Assistance should be "needs-based," meaning that grantees and subgrantees should determine the amount of assistance based on the minimum amount needed to prevent the program participant from becoming homeless or returning to homelessness in the near term.
 - Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and same cost types that are being provided for through another Federal, state, or local housing subsidy program. Cost types include rent (either the client portion or the subsidy), security deposits, utility deposits, utility payments, moving cost assistance, and hotel/motel vouchers.
 - Assisted property may not be owned by the grantee, subgrantee or the parent, subsidiary or affiliated organization of the subgrantee.
- Security and Utility Deposits: Security and utility deposits covering the same period of time in which assistance is being provided through another housing subsidy program are eligible, as long as they cover separate cost types. (Ex: A program participant could receive a security deposit from HPRP even if s/he receives rental assistance from the HUD VASH program.)
 - Utility Payments: HPRP funds can be used for up to 18 months of utility payments, including 6 months of utility payments in arrears, provided that the participant or a member of his/her household has an account in his/her name with a utility company or proof of responsibility to make utility payments, such as cancelled checks or receipts from a utility company.
 - Moving Cost Assistance: HPRP funds can fund reasonable moving costs, such as truck rental, hiring a moving company, or short-term storage fees for a maximum of three months or until the program participant is in housing, whichever is shorter.

- Hotel/Motel Vouchers: HPRP funds may be used for reasonable and appropriate motel and hotel vouchers for up to 30 days if no appropriate shelter beds are available and subsequent rental housing has been identified but is not immediately available for move-in.

Funds must be issued directly to the appropriate third party, such as the landlord or utility company, not directly to program participants.

- **Housing Relocation and Stabilization:**

- Case Management: HPRP funds can support case management activities such as arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain housing stability. Component services include:
 - Developing, securing, and coordinating services
 - Monitoring and evaluation of program participant progress
 - Assuring that program participants' rights are protected and
 - Developing an individualized housing and service plan, including a path to permanent housing stability after HPRP assistance
- Outreach and Engagement: HPRP funds can be used for services or assistance designed to publicize the availability of programs to make persons who are homeless or almost homeless aware of these and other available services and programs.
- Housing Search and Placement: These funds can support services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include:
 - Tenant counseling
 - Assisting individuals and families with understanding leases
 - Securing utilities
 - Making moving arrangements
 - Representative payee services concerning rent and utilities and
 - Mediation and outreach to property owners related to locating or retaining housing
- Legal Services: HPRP funds can be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to

tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

- Credit Repair: HPRP funds may be used for services that assist program participants with skills related to household budgeting, money management, accessing a free credit report, and resolving personal credit issues.

Funds must be issued directly to the appropriate third party, such as the landlord or utility company, not directly to program participants.

- **Data Collection and Evaluation**

- Data Collection: Data collection and reporting must be conducted through HMIS or a comparable client-level database. Reasonable and appropriate costs associated with operating HMIS for purposes of collecting and reporting data required under HPRP and analyzing patterns of use of HPRP funds are eligible. These costs include:

- HMIS software purchases and user licenses
- Leasing or purchasing needed computer equipment for providers and the central server
- Costs associated with data collection, entry, and analysis
- Staffing associated with the operation of HMIS

Ineligible Data Collection costs include planning and development of HMIS systems, development of new software systems, and replacing state and local government funding for an existing HMIS. Only those jurisdictions that do not have an HMIS already implemented can use these funds for HMIS implementation or start-up.

- Evaluation: HPRP funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program.

- **Administrative Costs**: No more than 2.5% of the total HPRP grant to applicants may be spent on administrative costs. All administrative costs must be incurred, and all funds for administrative costs must be drawn down, prior to the end of the contract term. Allowable administrative costs for grantees include:

- Accounting for the use of grant funds
- Preparing reports for submission to HUD
- Obtaining program audits
- Similar costs related to administering the grant after the award

- Grantee and subgrantee staff salaries associated with these administrative costs
- Training for staff who administer the program or case managers who will serve program participants, as long as this training is directly related to learning about HPRP

Ineligible Administration costs include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities. These costs should be included in one of the other activity categories.

Ineligible Activities

The following costs cannot be funded with HPRP funds:

- Activities that can be funded with other Recovery Act program funds, such as employment training or child care
- Mortgage costs or other expenses needed by homeowners for fees, taxes, or other costs of refinancing a mortgage
- Construction or rehabilitation
- Credit card bills or consumer debt
- Car repair or transportation costs
- Travel costs
- Food
- Medical or dental care or medicines
- Clothing and grooming costs
- Home furnishings
- Pet care
- Entertainment activities
- Work or education-related materials
- Cash assistance to program participants
- Discharge planning initiatives
- Certifications, licenses, and other general training costs not specific to HPRP program operations

Programs may not charge fees to program participants.

PROGRAM STRUCTURE

As described above, the City and County do not intend to make several small awards to a broad array of organizations providing different services. Rather, it is expected that no more than four of five awards will be made, each of which supports an integrated service team of providers that, as a team and/or through linkage/referral agreements, can provide the full spectrum of appropriate and necessary financial assistance and housing relocation/stabilization activities. All applicants should demonstrate how their proposed program will adhere to this structure and how services will be coordinated among providers. If a single agency feels that it can handle all of the applicable service provision responsibilities, it is eligible to apply alone.

Through this team-based model, the overarching goal is to coordinate delivery of all publicly funded prevention and re-housing assistance within each area, and across the county. All funded programs will be required to share certain common program protocols, guidelines, and tools, including:

- Eligibility guidelines and standards for eligibility documentation
- Overall planning and policy guidance through the Santa Clara County Collaborative on Homelessness and Affordable Housing Issues
- Assessment guidelines and tool
- Community-wide program outcomes
- Guidelines for linking all prospective participants to the appropriate services, including those participants who may not be eligible for HPRP but who need assistance
- A standardized service “package” that ensures that an HPRP program participant can expect a consistent level and type of assistance that is appropriate to his/her needs, irrespective of his/her geographic location
- Common criteria for determining when a participant has succeeded and “graduates” from the program
- Alignment with and access to all other appropriate ARRA resources and
- Ongoing program participation in a “User Group” of HPRP-funded agencies to share best practices, engage in problem-solving, improve upon and modify program policies and procedures, and address other topics as appropriate

All programs will be required to participate in the County’s Homeless Management Information System (HMIS). HMIS requires the entry of client-level data into a centralized, web-based system as well as compliance with all applicable confidentiality and data security protocols. All funded programs must comply if asked to participate in HUD-sponsored research and HPRP evaluations. All program participants will be required to submit quarterly reports to the City and/or County in order to meet the

HUD program guidelines. Additional information about the HPRP Quarterly Performance Report Data Elements is available online at www.hudhre.info.

These protocols and guidelines are currently under development. Once finalized, they will be included in all HPRP grant agreements. All HPRP-funded agencies will be required to abide by the approved protocols and guidelines.

PROPOSAL SUBMISSION

Although the application requirements and materials are the same, the City and County will be making awards from separate pots of funding and administering grants separately. If your agency is requesting funding from either the City or the County, please be sure that the application materials are sent to the appropriate location. If your agency is requesting funding from both the City and the County, please be sure to submit two individualized applications: one to each location.

Timeline and Format: All proposals must be received by 4:00 PM on August 7, 2009. Late submissions shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date or time shall not be considered. Proposers must select a method of delivery that ensures timely delivery to the correct location in advance of the deadline. Applications that are faxed or sent electronically to the City or to the County will not be accepted.

Please submit one (1) original and four (4) copies of your proposal. For narrative sections of the application, please do not exceed the established page limits. Please use 12 point font and page margins of at least 1" on all sides. Include a Table of Contents and number each page of your application. Please bind your proposals with a clip or rubber band. Do not bind your proposal with spiral binding, in a three-ring binder, or in any other format (other than a clip or a band).

Applications submitted to the City of San José should be sent to:

Jessica Scheiner, Homeless Program Manager
Housing Department
City of San José
200 East Santa Clara Street
San José, CA 95113
Attn: HPRP Proposal – City of San Jose

Applications submitted to the County of Santa Clara should be sent to:

Marjorie Matthews, Director
Office of Affordable Housing
County of Santa Clara
21310 North First Street, Suite 100
San José, CA 95131
Attn: HPRP Proposal – County of Santa Clara

PROPOSAL CONTENT

All applicants must submit the following information, in the order specified below.

1. **Cover Form** (See Attachment B): Please enter all requested information and ensure signature by the appropriate person.
2. **Introduction and Executive Summary** (Not to exceed 1 single-spaced page): Please summarize your HPRP program proposal. Please describe briefly the structure of your program and include the names of all participating agencies, and include a brief description of relevant agency experience.
3. **Program Description** (Not to exceed 6 single-spaced pages): Please provide a detailed description of your proposed HPRP program. Please answer the following questions in that narrative:

Service Agencies Only:

- a. What is the overall structure of your proposed program? Please identify the lead agency as well as all other providers who will provide HPRP-funded services and describe the services they will provide. Where will these services be located? When will your program be ready to begin providing services?
- b. How will your proposed program identify and engage prospective program participants? How do you intend to address the fact that many eligible households will not be familiar with the homeless service delivery system or “safety net” services?
- c. Describe who you intend to serve and how you will ensure that they are eligible and receive the appropriate level and type of assistance. Include a description of ongoing assessment procedures.
- d. Describe your program staffing and how you envision clients “flowing” through your program and between provider agencies.
- e. How many households do you plan to serve over the two-year grant period? What sort of follow up and after-care services will you provide? At what time will these services be provided?
- f. Describe how you will connect participants to mainstream services and other programs, including other ARRA-funded programs, from which they could receive additional assistance. Please provide a list of agencies

to which program participants will likely be referred and what services those agencies provide.

- g. Describe your methods for identifying and securing affordable housing for program participants. Explain how these methods are effective.
- h. Describe how you intend to participate in County-wide efforts to align homelessness prevention and rapid re-housing programs?
- i. Describe how you will ensure that clients are not receiving duplicate services or financial services from other agencies.
- j. Describe how you will ensure that financial assistance funds are disbursed in a timely manner and how, in the event that funds are not disbursed in a timely fashion or are otherwise used inappropriately, your agency will take corrective measures.
- k. Describe your level of readiness to participate in HMIS.

HMIS Administrators Only:

- a. What is the overall structure of your proposed program?
- b. Explain the steps/process you will take to ensure that the HMIS is compatible with all HPRP requirements. What is the timeline for these activities?
- c. Describe how you will work with the agencies providing direct financial assistance and housing stabilization and relocation services via HPRP to ensure that they are able to use HMIS as their client data collection system?
- d. How do you propose the data be collected and analyzed to assess the effectiveness of the HPRP activities?
- e. Describe the reports that will be provided to the City and County based on the data collected.

4. **Organizational Capacity and Experience** (Not to exceed 4 single-spaced pages, not including attached materials): Please answer the following questions about the agency or agencies that will provide services under the proposed program:

- a. Describe your experience in providing rental or financial assistance and/or housing stabilization services or administering HMIS. It is helpful if you can provide information here about accomplishments and outcomes.
- b. Describe your experience in providing related services. It is helpful if you can provide information here about accomplishments and outcomes.
- c. For any of the staff members who will provide services under this proposal, please provide an organizational chart, resumes and/or job descriptions. Explain how program oversight and supervision will occur.

5. **Budget Form** (See Attachment C): Please complete the attached budget form. Please be sure that your budget request does not exceed the City or County's allocated amount.
6. **Budget Justification** (Not to exceed 2 single-spaced pages): Please explain all of the costs that have been included in your budget. Please be sure to include only those expenses that are eligible for funding under the HPRP program. Information about eligible and ineligible activities is available on pages 8-12 of this RFP.
7. **Audited Financial Statements:** Please include a copy of your agency's audited financial statements, including any management letter issued with the statements. Explain any comments, concerns, or findings that are cited in the management letter and describe the corrective actions that have been taken in response. If applicable, this explanation should be included as an attachment to the financial statements.

SELECTION CRITERIA

All applicants must meet the following **minimum criteria/qualifications**:

- Applicants must demonstrate at least 3 years of providing similar or comparable services to the population targeted by this initiative.
- Applicants must be prepared to participate in HMIS immediately upon contract execution.
- Applicants must be prepared to participate in regular User Group meetings to ensure the consistency and coordination of HPRP-funded services across the County.

Any proposal that does not meet these minimum criteria/qualifications will not be considered for funding.

Final scoring will be based on the following:

- **Proposed Program Design (50 points):** Will the proposed program provide innovative and high-quality services to the target population? Does the applicant demonstrate the ability to provide community-specific outreach and assistance for the area or areas that they propose to serve? Do the applicant's proposed interventions illustrate experience and knowledge about assessment, service provision, and follow up? Is it clear that program participants will be linked to appropriate services outside of HPRP that will ensure their long-term housing stability? Does the proposed program design adhere to the model of an integrated service team?
- **Organizational Capacity and Experience (20 points):** Is it evident from the proposal that the applicant has the ability and experience to implement the proposed program? Has the applicant performed similar work in the past? Does the proposed staffing show appropriate supervision, training, and qualifications for the different positions?
- **Budget (20 points):** Are the proposed costs reasonable in light of the program design? Are costs well justified? Are program costs proportional to the proposed number of households to be served?
- **HMIS Readiness (10 points):** Is the applicant organization currently participating in HMIS? Will the applicant be prepared to participate in HMIS upon contract execution? What steps have they taken to guarantee readiness for HMIS participation?

INQUIRIES AND ADDITIONAL INFORMATION

All inquiries related to this RFP should be directed to:

Jessica Scheiner, Homeless Program Manager
Housing Department
City of San José
200 East Santa Clara Street
San José, CA 95113
(408) 975-4417
Jessica.Scheiner@sanjoseca.gov

OR

Marjorie Matthews, Director
Office of Affordable Housing
County of Santa Clara
2130 North First Street, Suite 100
San José, CA 95131
(408) 441-4258
Marjorie.Matthews@ceo.sccgov.org

All prospective applications are encouraged to attend a Bidders' Conference that will take place on July 10, 2009, at 10 am at the County Office of Affordable Housing (2310 North First Street, Suite 100, San Jose, CA 95131). All questions will be answered at this conference and any new information available will be provided.

Grant Awards and Contracting

The City of San José and the County of Santa Clara will work together to review the applications in a timely fashion and intend to make award selections September 15, 2009. Because these awards are contingent upon HUD approval of the allocation plans, these dates may be subject to change if HUD approval is delayed. Once the award decisions have been made and any necessary approvals obtained, contract negotiations will begin with the selected agencies. As noted earlier, the City and County will make every possible effort to execute contracts by September 30, 2009. Additional information about contracting is available in Attachment D.