



REQUEST FOR PROPOSALS

ESTABLISHMENT OF LAKE COUNTY EMERGENCY SHELTERS/NAVIGATION CENTERS

The Lake County Continuum of Care is seeking one or more eligible organizations or entities willing and capable of establishing and managing at least one of two desired emergency shelters and navigation centers within Lake County, California.

The CoC has been awarded \$440,000 in Homeless Housing, Assistance and Prevention (HHAP) program funding from the CA Department of Housing and Community Development towards this project. It is the CoC's intent to identify at least one experienced, qualifying organization or local government, including tribal, that can provide an emergency shelter with navigation center for homeless and individuals who are at-risk of becoming homeless, including youth. The CoC intends to support the establishment of at least two-year round emergency shelters/supportive housing projects with navigation centers at roughly each geographic end (northeast, southwest) of Lake County.

The HHAP award provides \$440,000 towards the establishment of these two shelters/navigation centers. The CoC anticipates that each emergency shelter will contain at least 20 year-round beds within 3 years. The navigation centers will provide case management with the goal of permanent housing for 10 individuals by the end of year one. The conversion or adaptation of existing centers or programs meeting this intent can be considered. Additional CoC funding is not guaranteed, but the CoC's purpose includes the financial support of these services when possible.

Applicant Requirements

Eligible applicants will meet the following minimum requirements:

- A registered 501(c)3 nonprofit organization, a local government including housing authority, or a state or federally recognized tribal entity.
- At least two years of demonstrated experience providing same or similar services to the targeted population, including youth.
- The ability to implement the CoC's coordinated entry system, including its HMIS software.
- The proven capacity to access and manage public and private financing.
- Applicant will be required to participate in an on-going evaluation by the CoC in addition to State Quarterly reporting requirements.

Proposal Submittals



Applications must be electronically submitted to the CoC by 5 p.m. on Friday, September 25, 2020 to scott.abbott@lakecountyca.gov. A complete application will include the following:

1. Organizational details. Include organizational chart with resumes, a letter of support from the applicant's governing Board and copy of nonprofit status, as appropriate. Include applicable experience in the administration of homeless supportive services and housing.
2. A full description of the proposed project, including location details if secured or pending. Please include details regarding necessary local government permitting, if applicable.
3. Details on the specific populations intended to be served and how the program will coordinate with other county programs and agencies. Please note that the HHAP regulations specify at least 8 percent of the funds must be directed towards services for youth. Please specify details on how the 8 percent will be utilized.
4. Operational details, including staff descriptions, for both the emergency shelter and the navigation center. Include the service delivery plans and how that will be developed. The CoC requires that plans provide a system by which the proposed shelter, through the navigation center, will eventually transition its residents into permanent housing (individual review of circumstances, referral to appropriate agencies for counseling, addiction rehabilitation, employment, etc. along with financial support as necessary).
5. Operating budget. Please submit an operating budget detailing the HHAP request, other necessary funds and their sources, and whether the funding is secured, pending/anticipated or proposed. Also include the organization's plans for continued operation/sustainability beyond the CoC's original HHAP commitment.

Award Process

The CoC will convene a proposal review and selection committee shortly after the submittal deadline. It will include CoC members, at least one independent housing advocate and a representative of the CoC's management agent, Lake County Behavioral Health Services. A scoring sheet to be utilized to rate each application, a copy of which can be found at the end of this RFP. In general, the review and selection committee will be evaluating and scoring proposals based on the following:



- Provider capacity and experience, including the ability to deliver and sustain services;
- Eligibility and quality of services, including adherence to Housing First and other core best practices;
- Provides for user and other community input to identify further unmet needs or improvement of services;
- Prioritizes activities that address the highest unmet need, considering other available funding and systemwide performance measures;
- Demonstrated knowledge of the prescribed federal, state (particularly HHAP) and county regulations; and
- Collaboration with the local CoC, including HMIS reporting and the CoC's coordinated entry system.

The review and selection committee's written evaluations and recommendations will be presented to the full CoC at a regularly scheduled general membership meeting for final determinations. The intent is a fair and open process which avoids conflicts of interest; CoC members with a potential conflict will abstain from the selection process. Contracts between the CoC and the selected project operators will include specific goals, including adherence to HHAP requirements. A scoring sheet (subject to change) is provided on the website with this RFP for use by the applicant is designing the proposal.

Questions Regarding RFP Process

There will be a Q & A session on **Friday, September 11, 2020 at 3:00 pm** for all interested applicants.

Zoom Meeting:

<https://zoom.us/j/2814902260?pwd=c1NMSFpWN3pDa3c5S0ZFUGFyS053dz09>

Meeting ID: 281 490 2260

Passcode: HHAP

Telephone:

Number: 1-669-900-6833

Meeting ID: 281 490 2260#

Passcode: 068698



Scoring Sheet

All applicants will be evaluated using the below criteria. Project will be recommended for selection based on scoring and priority.

SCORING CRITERIA

1. Applicant Experience	
Length of experience for proposed activity or similar activity	
Applicant and key personnel qualifications	
Sub Total (Maximum 20 Points)	
2. Need for Funds	
Description of need for proposed activity	
Method - Formal Needs Assessment, PIT count, other data	
Target population for application activity	
Sub Total (Maximum 20 Points)	
3. Program Design	
Hud Program Component : Permanent Housing, Transitional	
Housing, Supportive Services, Prevention Services	
Project description and clearly stated objectives	
Written guidelines and program rules for clients	
Numbers to be served and time frame	
Sub Total (Maximum 20 Points)	
4. Impact and Effectiveness	
Performance outcome measures	
HMIS (Homeless Management Information System)	
Sub Total (Maximum, 20 Points)	
5. Cost Efficiency	
Detailed budget: direct service costs, indirect costs, salary expenses	
Statement of financial capacity to maintain operations	
Sub Total (Maximum 30 Points)	



6. Special Objectives	
NOFA specific priorities, youth set aside, LCCoC priorities, and State HHAP priorities	
Sub Total (Maximum 20 Points)	
7. Interview Points - Maximum 30 Points	
Possible Points	160
APPLICATION TOTAL POINTS	