



CITY of OAKLAND

REQUEST FOR PROPOSALS (RFP) FOR THE CITY OF OAKLAND'S

Permanent Access to Housing Strategy RFP: Housing Activities

PROPOSALS DUE: March 24, 2014

The City of Oakland is seeking proposals for housing and services projects to end homelessness. The City invites proposals from housing and services providers for projects and services for homeless individuals and families under its PATH Program. The City of Oakland Department of Human Services, Community Housing Services Division is requesting proposals for its Permanent Access to Housing (PATH) Strategy.

Five years ago, Oakland implemented concrete outcome measures based on countywide goals for ending homelessness. At this time, service providers should be meeting these outcome measures. If a contractor is not meeting countywide goals and is selected for renewal, the new contract will reflect negotiated objectives and/or a plan for improvement.

All applications will be evaluated for their impact on homelessness and their cost effectiveness given the population served. Applicants who have provided services in the past will not automatically be renewed. Funding allocations will be based on projections for the 2014-2015 fiscal year and will be renewed for the 2015-2017 budget period if funds are available and if the contractor has provided its services according to PATH standards.

OAKLAND'S PERMANENT ACCESS TO HOUSING (PATH) STRATEGY

Oakland's Permanent Access to Housing Strategy (PATH) is a roadmap for ending homelessness in the City. PATH is a companion to EveryOne Home, the Alameda Countywide Homeless and Special Needs Housing Plan. EveryOne Home is a coordinated and collaborative effort by Alameda County and the cities of Oakland and Berkeley to create a comprehensive plan for providing housing and supportive services to homeless people in Alameda County and to those people living with serious mental health illness, chemical dependency, HIV/AIDS and other disabling conditions.

TARGET POPULATION AND FUNDING PRIORITIES FOR THIS PATH RFP

Target Population: This RFP seeks proposals to serve homeless individuals and families, with a particular emphasis on serving the chronically homeless in the City of Oakland.*

Activities: This RFP seeks proposals for the following activities:

Program activities leading to permanent housing placement and retention. These activities may include the renewal of services for prevention of homelessness, emergency services, rapid re-housing, or supportive services to increase housing retention among the target population. New services are limited to housing services for homeless households with disabilities.

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CITY OF OAKLAND'S PATH RFP

I. APPLICATION TIMELINE

Day	Date	Time	Activity	Place
Monday	February 24	---	Release of RFP	City of Oakland-DHS 150 Frank H. Ogawa Plaza, Suite 4340 Oakland, CA 94612 http://www.oaklandhumaneservices.org/opportunities/funding/index.htm
Friday	February 28	2:00 p.m.	Mandatory Bidders' Conference	Oakland City Hall 1 Frank H. Ogawa Plaza, Hearing Room 3 Oakland, CA 94612
Monday	March 24	4:30 p.m.	Deadline for Receipt of Proposals	City of Oakland-DHS 150 Frank H. Ogawa Plaza Suite 4340 Oakland, CA 94612
	March 25-28		Proposal Panel Review & Ranking	
	March 31-April 4, 2014		Tentative Award Notifications	Negotiations will between April and May.
		No later than May 23, 2014	Recommendations presented to the Life Enrichment Council Committee	City Hall Hearing Room 1 For Agenda Schedules & minutes, go to: http://clerkwebsvr1.oaklandnet.com/calendar/#current Chrishelle please check this with May
	No later than July 1, 2014		Recommendations presented to the Oakland City Council	City Hall Council Chambers For Agenda Schedules & Minutes, go to: http://www.oaklandnet.com/government/council/agendas-calendars.cfm
	No later than August 1, 2014		Develop and execute all contracts	

II. RFP OVERVIEW

The City of Oakland is seeking proposals for housing and services projects to end homelessness. The City invites proposals from housing and services providers for projects and services for homeless individuals and families under its PATH Program.

Each proposal must be completed according to the guidelines outlined herein. Agencies may choose to submit multiple complete proposals. Complete proposals must be **received by** DHS-Community Housing Services Division no later than **March 24, 2014 at 4:30 p.m. (No Postmarks Accepted)**. The deadline will be strictly enforced. Proposals received after this date and time will not be considered for funding. One original and six copies of the proposals, as well as an electronic version (preferably in Microsoft Word) on a disc, should be delivered to:

CITY OF OAKLAND
DEPARTMENT OF HUMAN SERVICES
Community Housing Services Division
150 Frank H. Ogawa Plaza, Suite 4340
Oakland, CA 94612
Attention: Chrishelle Chatman

Proposals will be evaluated based on the ranking criteria described herein. A community-based review panel will make recommendations to the City staff, which will finalize the recommendations and submit them to the Oakland City Council for review and final approval. Questions regarding this RFP or the ranking process may be directed to Angela Pride at 510-238-6187.

The application process has changed from previous years. Carefully read the following proposal guidelines and eligibility requirement before submitting a proposal. **Please plan to attend the mandatory Bidders' Conference on February 28, 2014 at 2:00 p.m. at:**

Hearing Room 3
Oakland City Hall
1 Frank H. Ogawa Plaza
Oakland, CA 94612

Organizations that do not attend the mandatory meeting will be ineligible to submit an application. The City reserves the right to make changes in its programs and guidelines at any time without notice, and reserves the right to reject any and all submitted proposals, to request additional information, or to negotiate changes to any submitted proposals.

Applicants should be aware that under the California Public Records Act and the City's Sunshine Ordinance, all documents submitted in response to this RFP, including financial information, are considered public records and will be made available to the public upon request following the RFP deadline.

III. FUNDING PRINCIPLES

Principles of Service Philosophy

Homeless people will fare best when placed directly into housing and provided with an appropriate level of services to assist them in retaining housing.

Every homeless person entering services shall be treated with dignity and shall be directed toward the highest level of housing and economic independence possible.

Service provision will be characterized by flexibility and versatility to meet the diverse and changing needs of consumers.

Permanent housing programs are characterized by voluntary services components, with the emphasis on user-friendly services driven by tenant needs and individual goals.

Services aim to help people reduce the harm caused by their special needs, such as substance abuse, mental illness or health-related complications.

Services focus on helping tenants obtain housing or stay housed by assisting with the management of problems that interfere with their ability to meet the obligations of tenancy.

For services to homeless people to be effective, they must be directed toward and linked to permanent housing placements.

Coordination and Leveraging

In order to be effective, housing and services providers must work to maximize the use of additional resources, both mainstream and community-based, for their residents.

Providers are expected to work with the City to maximize funding opportunities and leverage available dollars. Projects that can utilize City funds to leverage other dollars (county, state, federal, private) will be given highest priority. New services proposed, and all services in supportive housing should document the capacity for leveraging.

IV. PROGRAM FUNDING RESTRICTIONS

PATH Funds Eligibility Criteria (Program Activities)

The City of Oakland funds services using multiple funding sources: City of Oakland General Purpose Funds, Department of Housing Urban and Development Emergency Shelter Grant funds and Community Development Block Grant funds, and through contracted reimbursement through the Alameda County Behavioral Health Care Services agency. Each of these funding sources has compliance requirements that will be built into the contracts of selected services providers.

To be eligible for funding under this PATH RFP, applicants must meet **ALL** of the following criteria:

1. Agency must be able to demonstrate that at least 80% of the organization's services proposed for funding will take place in the City of Oakland.
2. Agency must have been in existence for not less than two years, as an IRS 501(c)(3) nonprofit tax-exempt organization, **OR** demonstrate operation and provision of services under the purview of an IRS 501(c)(3) sponsoring organization for at least a year (as of March 21, 2014).
3. Agency must certify that it will demonstrate that it meets all Program Standards and and Fiscal Standards required by the City of Oakland.
4. The applicant agency must own or hold a valid lease or option to lease on all sites from which it proposes to deliver services.

V. PROPOSAL REQUIREMENTS

Section 1: Contract Renewal Proposals

(Limit to 10 pages. Required attachments do not count toward page limits.)

1. Please insert your scope of work from your 2013-2014 contract.
 - Describe current contract activities and discuss any difference from the listed scope of work.
 - Describe any proposed changes to the scope of work if your contract is renewed.

2. Provide your Service Objectives for 2013-2014.

- Complete the following chart.

Service Objective 2013-2014	Year to Date Statistics (7/1/13-2/28/14)	Comments
<i>From Contract</i>		

- Describe any proposed changes to Service Objectives if your contract is renewed.

3. Outcome Objectives

- Complete the following chart.

Outcome Objectives 2013-2014	Year to Date Statistics (7/1/13-2/28/14)	Comments
<i>From Contract</i>		

- Describe any failure to meet the objectives listed.
- Describe any proposed changes to Outcome Objectives if your contract is renewed. If this is lower than the countywide baseline, please describe a plan for improvement or describe why the outcome objectives are not reachable for your population served.

4. Please attach HMIS documentation to support the statistics provided in #2 and #3.

- Describe any differences between the report and the statistics provided.

5. Please attach a PATH monthly progress report that corresponds with the statistics provided above.

- Describe any differences between the report and HMIS.

6. Please describe your agency's approach to income planning with your program participants.

7. Please describe your agency's approach to housing planning with your program participants. (For housing programs, describe efforts to secure long-term housing placement.)

8. Please describe your agency's experience in providing Medi-Cal specialty mental health services eligible for federal fund leveraging and reimbursement.

9. Describe your program's coordination with other Oakland PATH providers.

10. Program Planning

Describe how the program has changed over the course of your most recent contract, or how it will change over the next two years. If your target population and/or numbers served have changed, please describe your proposal for a revised scope of services.

Section 2: Application for New or Additional Services

(Limit to 10 pages. Required attachments do not count toward page limits.)

Target Population Eligibility: Only programs serving homeless individuals or families with disabilities may propose expansion activities.

1. Please describe the type of expansion activity proposed:
 - Rapid Rehousing
 - Services in Housing
 - Other housing-related services: _____

Describe the specific services proposed and the population impacted:

2. Please describe your experience providing these services in Oakland:
3. Please describe the need for additional services, and how these services will be coordinated within Oakland's PATH activities:
4. Please provide recent comparable service objectives to correspond with PATH guidelines:
 - Complete the following chart.

Service Objective 2013-2014	Year to Date Statistics (7/1/13-2/28/14)	Comments
<i>From Contract</i>		

- Describe any proposed changes to Service Objectives if your proposal is funded.

5. Outcome Objectives for current comparable services

- Complete the following chart. Outcome measures must correspond with HMIS

Outcome Objectives 2013-2014	Year to Date Statistics (7/1/13-2/28/14)	Comments
<i>From Contract</i>		

- Describe any failure to meet the objectives listed.
- Describe proposed PATH outcomes if your program is funded:

6. Please attach HMIS documentation to support the statistics provided.
 - Describe any differences between the report and the statistics provided.
7. Please attach a monthly progress report that corresponds with the statistics provided above.
 - Describe any differences between the report and HMIS.
8. Please describe your agency's approach to income planning with your program participants.
9. Please describe your agency's approach to housing planning with your program participants. (For housing programs, describe efforts to secure long-term housing placement.)
10. Please describe your agency's experience in providing Medi-Cal specialty mental health services eligible for federal fund leveraging and reimbursement.

VIII. Budget Forms
PATH Budget Form for Non-Capital Uses

Applicant: _____ Project: _____

Category	PATH FTE %	2013-2014 PATH Budget (If renewal)	PATH Costs Proposed	Other Sources FTE	Other Sources Proposed (Leverage documentation required)	Total	Description
Staff Salaries							
Fringe Benefits % and Budget							
Subtotal:							
Maintenance and Operations							
Subtotal:							
Other Costs							
Subtotal:							
Administration Detail (5% Maximum)							
Subtotal:							
Grand Total:							

Please attach full annual program budget in addition to the provided budget format.

Leveraging & Other Applicant Funds

Submit documentation of the leveraged commitment(s) for proposed PATH activities.

If this project was identified as a project that will leverage resources, please submit:

- a) Copy of a written leveraging/reimbursement agreement in place at the time of application submission that indicates:
- b) The type and value of the contribution;
- c) The name of the project sponsor organization and;
- d) The name of the project for which the resource will be contributed.

Acceptable documentation includes signed and dated letters, memoranda of agreement and similar documents.

IX. RANKING CRITERIA AND SELECTION PROCESS

1. Ranking Criteria

Oakland PATH RFP – 2014

Total Available Points – 100

(Note: While there are 100 total points, not all points are available for all types of projects. Projects will be compared with other projects of the same type, with the same points available in the ranking process. For example, permanent housing development projects will be compared with other permanent housing development projects.)

A. Proposal is consistent with Funding Principles and Priorities

Up to **30** points will be awarded to programs that meet the priorities laid out in Oakland's Funding Principles and Priorities. Criteria include:

- 1) Program creates new supportive housing opportunities for homeless individuals or families. (0-5 points)
- 2) The agency has demonstrated ability to take on new or reconfigured programs, if necessary, to collaborate in a direct housing service model and can meet *Program Standards* outlined in Section XIII. (0-5 points)
- 3) Program Description clearly outlines which *Funding Priorities* (Section III) are addressed, and demonstrates program planning consistent with housing outcomes. (0-5 points)
- 4) The project targets homeless individuals or homeless families in a manner that is accessible to those in need of assistance. (0-5 points)
- 5) Program objectives meet or exceed *Oakland Outcome Objective Baseline Standards*, (Section V). (0-5 points)
- 6) Program services are consistent with stated *Principles of Service Philosophy* (Section III), and are demonstrated to meet the stated objectives. (0-5 points)

B. Agency has experience and capacity to provide services

Up to **25** points will be awarded based on the demonstrated capacity of the agency to operate programs and deliver services to clients. Criteria include:

- 1) The agency has a track record of successful service provision to homeless individuals and families, including performance on any past contracts with the City of Oakland. (0-5 points)
- 2) Agency is currently participating in HMIS and provides effective data and reports. (0-5 points)
- 3) The agency has established collaborations within the PATH system of care to achieve the maximum level of effective services for its clients. (0-5 points)
- 4) The supportive services staffing plan presented provides adequate coverage for the services proposed, given the target population. (0-5 points)
- 5) The facility operating staff coverage is consistent with best practices and is adequate, given the target population. (0-5 points)

C. Budget is reasonable and cost effective

Up to **15** points for the program budget will be based on cost appropriateness and cost effectiveness, and strength of leveraging:

- 1) Costs proposed are eligible and clearly justified. (0-5 points)
- 2) The agency has shown the ability to maximize other funding resources, especially leveraging to supplement funding received from the City of Oakland. (0-10 points)

D. Agency has adequate fiscal controls

Up to **10** points will be awarded to agencies that, based on their internal control procedures and history of administering grants, demonstrate the ability to efficiently administer awarded funds, as outlined in Fiscal Standards in Section XII.

E. Sole Source/Special Circumstances

Points may be awarded to agencies that are the demonstrated sole source of a specific service or services to Oakland's homeless community, and to agencies demonstrating special circumstances requiring additional consideration. Criteria for this section include:

- 1) Degree of benefit and history of effectiveness of sole source service/unique program. (0-5 points)
- 2) Demonstration of need and/or special circumstances that dictate additional consideration for the agency. (0-5 points)

F. Agency is a City-certified Local Business Enterprise/Small Local Business Enterprise or 501 (C) (3)

Proposal applicants that are certified with the City of Oakland as a Local Business Enterprise or Small Local Business Enterprise will receive up to **5** additional points towards their proposal score. Points received will be determined by the City of Oakland's Office of Contract and Compliance and Employment Services. (0-5 points)

Program is a not-for-profit organization and has provided evidence of its tax-exempt [501 (C) (3)] status. (0-5 points)

2. Review and Selection Process

1. City staff will review applications to ensure compliance with threshold criteria.
2. Applications meeting threshold will be reviewed and evaluated by a disinterested panel, based on the ranking criteria described above.
3. City staff as deemed necessary by the City's Community Housing Services Division Manager may conduct applicant interviews and/or site visits with applicants.
4. The Department of Human Services will forward funding recommendations to the City Administrator for consideration.
5. The City Administrator's Office reviews staff recommendations and forwards funding recommendations to the City Council.
6. The Oakland City Council determines final approval of grant award.
7. The City reserves the right to award no grants or to change the selection criteria.

THRESHOLD CRITERIA

Failure to meet these threshold requirements will result in a proposal not being reviewed or scored by the panel.

- 1) Proposals must be substantially complete: An orderly presentation of all of the documentation, information, and certifications that is required by this RFP constitutes a complete proposal. Proposals missing major portions of the required narratives or required attachments and certifications will be deemed "incomplete" and will not be considered in the ranking process.
- 2) Proposals must be timely. Applications received after 5:00 p.m. on the due date will not be considered.
- 3) Programs must complete all required checklist items and certifications.

CONTRACT EXECUTION

1. Staff will develop services agreements with said providers, based on the Oakland City Council's decision on staff recommendations.

2. Upon City Council's approval of recommendations, contract execution will include initials and/or signatures of approval by the following:

- a) DHS – Community Housing Services Division Manager
- b) City's Office of Contract Compliance
- c) DHS Fiscal Services Manager
- d) City Attorney's Office (for initials)
- e) Contractor for Signature
- f) City Attorney's Office (for signature)
- g) Director of the City's Department of Human Services
- h) Purchasing Office
- i) City Administrator or a representative of the City Administrator's Office
- j) City Clerk

3. The City enters into contracts with the selected non-profit agencies and executed Agreements are forwarded to each award recipient.

4. Disbursement of a grant award is contingent upon the execution of a grant agreement inclusive of all necessary supporting documentation. Once executed, agreements operate on a reimbursement basis.

Required Schedules and Attachments

HMIS Reports

PATH Program Report

Full program/agency budget

Leveraging documentation

Certification of ability to meet program and fiscal standards

PATH 2014/15 City of Oakland Schedules:

<http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>

Combined Schedules C-1, P, U & V

Scheduled D – Ownership, Ethnicity and Gender Questionnaire

Schedule N – Declaration of Compliance with Living Wage Ordinance

Schedule N-1 – Equal Benefits Declaration of Nondiscrimination

Schedule O – Disclosure of Campaign Contributions Form

Schedule Q – Professional & Specialized Services Insurance Requirements

Schedule Z-Certification A – Debarment and Suspension Form